



Development Services January 2023 Monthly Report



DEVELOPMENT SERVICES

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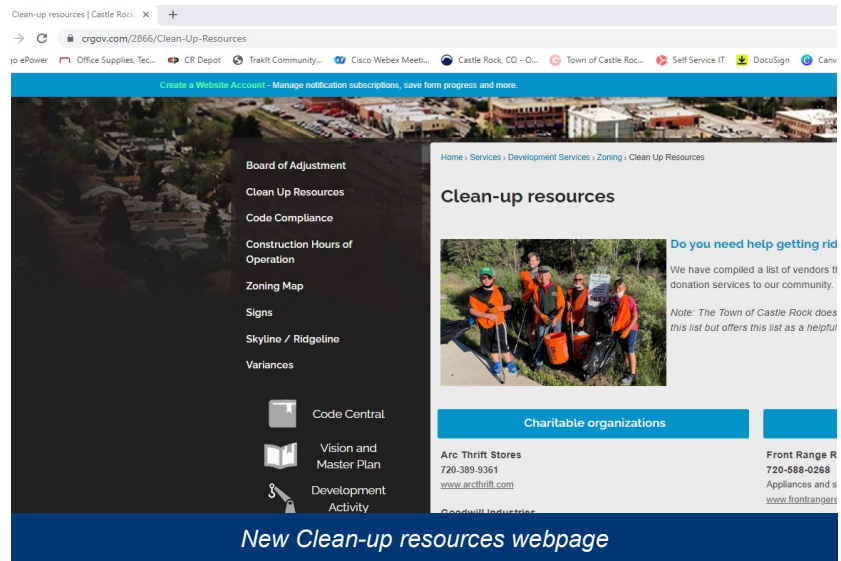
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Find more information on our [Development Activity](#) page.



News from the Director

This month, several Development Services webpages received an upgrade! A new Homeowner's section has been added, which provides helpful resources for Castle Rock residents. You'll find a [Homeowners Resource](#) page, [Building Permits for Homeowners](#), and information about [Hiring a Contractor](#). The pages provide homeowners with details on various topics such as building permits, the development process, contractor registrations, code compliance, and more.

You'll also find helpful information on the [Clean-up resources](#) page, which gives you a head start on your spring cleaning efforts. It offers great information on junk removal, where to donate your unwanted items, recycling and more.

Have you attended a neighborhood meeting? Don't miss the new [Neighborhood Meetings](#) webpage which explains why we have them and how to attend one. Neighborhood meetings give you opportunities to learn about proposed development projects in Town and to provide feedback and ask questions.

The [Planning](#), [Building](#), and [Zoning](#) sections of Development Services also received several new upgrades for homeowners, developers, and contractors making it easier to locate development information.

As always, Development Services strives to provide you with excellent customer service in all we do. We hope these new pages help your projects go a little more smoothly. Check them out at www.CRgov.com.



Tara Vargish, PE
Director
Development Services

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

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](#).

Employee Recognition

Anniversaries, Promotions, Staff Kudos



Congratulations to Tara Vargish, Director of Development Services on 13 years with the Town!



Congratulations to Cynthia Brooks, Development Services Technician on 7 years with the Town!



Congratulations to Jason Smith on his promotion to Development Services Technician!



Congratulations to Tina Close, Plan Review Supervisor on receiving her supervisory certificate!



Congratulations to Tracy Shipley, Development Technician Supervisor on 5 years with the Town!



Congratulations to Jonathon Weikle, Building Inspector on 1 year with the Town!



Congratulations to Darcie Hartman on her promotion to Development Services Technician!



Staff Kudos

- "Thank you again. You, like all we have dealt with in CR, are great to work with."
- Terry G.

Building Plan Review Team



Top left to right: Plans Examiner Ethen Westbrook, Project Manager Sean Davin, Plans Examiner Dan Bentan
Bottom left to right: Plans Examiner Lenore Bennett and Dev Tech Sharon Chavez

The Development Services Building Division protects the community during project development and provides a safe and enjoyable living environment for Castle Rock. They ensure buildings are structurally safe and sound, and comply with building code requirements by issuing building permits, reviewing plans, and performing inspections. This division is made up of several different teams to ensure compliance and safety with each step in the process.

The Building Division's Building Plan Review Team reviews and assesses building plans when an applicant applies for a residential or commercial permit. They also conduct revisions on plans when needed. Contractors, homeowners, or applicants can speak with Plans Examiners **Lenore Bennett**, **Dan Bentan**, or **Ethen Westbrook**, to discuss building codes, or ask revision questions.

Once a plan is approved and proceeds to permit, the Project Manager, **Sean Davin**, is responsible for setting up pre-construction meetings to help contractors plan for the next phase of breaking ground and site work. He helps facilitate and works with the developers and general contractors to help them obtain a Certificate of Occupancy (CO). **Jon White**, the Town's Chief Building Official, oversees the building division and makes decisions on permits, inspections, and issues.

This team works together by constantly communicating on different projects, asking questions, and learning from each other. **Sharon Chavez**, Development Services Technician, supports the team with a variety of needs, including coordinating contractor luncheons for the team to share and discuss policy changes that affect the construction of homes and businesses. Sharon also supports the [Board of Building Appeals](#).

You can contact the Building Division by emailing buildingcounter@CRgov.com, by phone at 720-733-3527 for questions regarding requirements and plan review, or by visiting our [Building Division webpage](#).



Jon White
Chief Building Official

Employee Recognition

Customer Service Feedback, Staff Kudos



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.

351 surveys distributed
41 January 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 keywords from our customers who completed the survey last month:

THOROUGH LARRY HEAROLD
HAPPY **HELPFUL** TYLER WALL
EASY **TIMELY** AWESOME!
CINDY BROOKS GREAT INSPECTORS!
NICE **PROFESSIONAL** PAM HALL
EFFICIENT **COLBY RIGGINS** FAST
GREAT EXPERIENCE POLITE
BRETT LONGNECKER TAMMY KING ROB DANA
SCOTT SEUBERT

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.

Canvas at Castle Rock

Landscaping and ADA access design revisions for multi-family development, located at Plum Creek Boulevard and Crystal Valley Parkway.

Castle Rock Adventist Hospital

Site development plan amendment for elevation, utility, grading and lighting modifications for new medical office building, located at 2350 Meadows Boulevard. Lighting fixture design revision for new medical office building.

Dawson Trails, Phase 1 Early Grading

Construction documents and erosion control plans for commercial pad site and Dawson Trails Boulevard, located on future Dawson Trails Boulevard.

Echelon

Site development plan amendment to revise club house elevations and mail kiosks, located at the northeast quadrant of Founders Parkway and State Highway 86.

Lanterns, Montaine

Erosion control plans for vertical construction of 82 single-family lots, located at Montaine Circle and Vervain Trail.

Macanta, Filing 2 (County project)

Design revision for waterline phasing plan to support single-family residential project. (Town will own and maintain the project's water system per previous agreements.)

Meadows Town Center Townhomes

Construction documents, erosion control plans and access, drainage, utilities and utilities vacation easements for multi-family / mixed-use project located on the northeast, southeast and southwest corners of Future Street and Mercantile Street.

Promenade

Irrigation meter design revision for retaining walls located along Castlegate Drive West and Promenade Parkway.



Miller's Landing

Phasing design revision for sidewalk improvements and landscaping for Tributary and West Plum Creek Parkway roadway improvements.

Promenade, Chipotle

Water service design revision for Chipotle with drive-thru pad site, located north of Sam's Club fueling station and east of Promenade Parkway.

Terrain (North Basin Area)

Phasing design revision to extend Phase 1A to lots 1-24 on Peachleaf Loop.

The Ridge at Crystal Valley, Filing No. 1

Subdivision improvements agreement amendment to address modification to phasing plan for five lots.

Town Project, Crystal Valley Parkway

Erosion control plans for Crystal Valley Parkway and Plum Creek Boulevard Roundabout project.

Town Project, Dawson Bridge Boulevard

Flood plain modification study for construction of Dawson Ridge Boulevard.

Required Public Hearings

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

629 Sixth Street



Vicinity map

Crowfoot Valley Road Annexation



Vicinity map

Leah Terzulli submitted an application for a design review by the Historic Preservation Board for a new single-family home at 629 Sixth Street. The property is located on the north side of Sixth Street between Cantril and Lewis Streets and is 0.14 acres (6098 square feet) in size. The applicant is proposing a two-story, single-family home with a detached garage and an accessory dwelling built above it. All applications for new construction in the Craig and Gould neighborhood require a public hearing before the Historic Preservation Board. The property is located within Councilmember LaFleur's district.

Project Highlights

- Proposing a two-story, single-family home with detached garage and an ADU above the garage
- 6,908 square feet
- Located on the north side of Sixth Street between Cantril and Lewis Streets

The Town of Castle Rock is the applicant on a request to annex four parcels of Town-owned land that comprise a portion of the Crowfoot Valley Rd. right-of-way (ROW). The parcels total 4.4 acres and generally extend from Tower Road to approximately 500 feet east of the intersection of Crowfoot Valley Road and Sapphire Point Boulevard. The property will be zoned for public use and will remain as a ROW. The proposed annexation is part of a larger effort to bring Town-owned property into the Town's boundaries, which gives jurisdiction to Town law enforcement and code enforcement staff. The ROW parcels are adjacent to Councilmember Cavey's district.

Project Highlights

- Proposing to annex four parcels of Town-owned land in a portion of the Crowfoot Valley Road Right-of-Way
- 4.4 acres
- Extend from Tower Road to about 500 feet east of the intersection

Required Public Hearings

Crystal Valley Mixed-Use site development plan

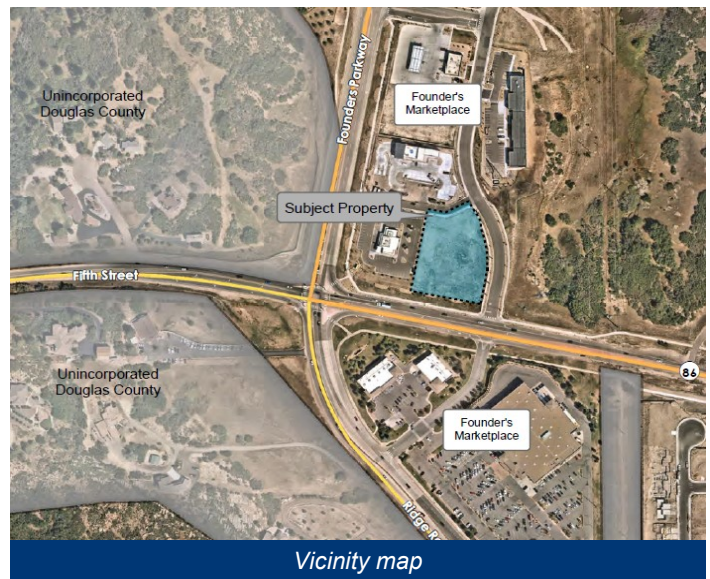


A new Quasi-judicial application was submitted for a site development plan. The applicant is proposing a mixed-use development on the 4-acre property located at the southeast corner of Crystal Valley Parkway and West Loop Road. The proposal includes 24 townhomes with attached two-car garages, and a two-story building with 7,376-square-feet of commercial space and seven condominium units. The plan will require public hearings before the Planning Commission for their review and recommendation. Then, Town Council will review the proposal and determine a final decision. This project is in Councilmember Dietz's district.

Project Highlights

- Proposing a mixed-use development on a 4-acre property
- Located southeast of Crystal Valley Parkway and West Loop Road
- 24 townhomes, 7,376-square –feet of commercial space, 7 condo units on the second floor

McDonald's Founders Marketplace



A new Quasi-judicial application for a site development plan was submitted by Strategic Land Solutions on behalf of McDonald's Corporation. The applicant is proposing a 5,140 square-foot restaurant with a double drive-through on a 1.38-acre lot located at the northwest corner of State Highway 86 and Aloha Drive. The site development plan will require public hearings before the Planning Commission for their review and recommendation. Then, Town Council will review the proposal and determine a final decision. This project is located in Councilmember Cavey's district.

Project Highlights

- Proposing a 5,140-square-foot restaurant with a double drive-through
- Located at the northwest corner of State Highway 86 and Aloha Drive

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

Jan. 5, 2023
Meeting canceled.



Planning Commission

Jan. 12, 2023
Meeting canceled.



Design Review Board

Jan. 11, 2023
Meeting canceled.

Jan. 26, 2023
Meeting canceled.



Historic Preservation Board

Jan. 25, 2023
Meeting canceled.

Jan. 4, 2023
Meeting canceled.



YEAR IN REVIEW

DEVELOPMENT SERVICES BOARDS & COMMISSIONS APPRECIATION DINNER

JANUARY 31, 2023

The annual Development Services Boards and Commissions Appreciation Dinner was held on January 31, 2023 at Red Hawk Ridge Golf Course. Success stories of 2022 and projections for 2023 were shared and the Board and Commission members were recognized for their service to the Town.

Jan. 3, 2023

Town Council approved a request from the Canyons Far South annexation applicant, Canyons South LLC, to change the public hearing before Town Council from Tuesday, Jan. 3, to Tuesday, Feb. 21. The continuance was requested to allow extra time to address comments on the application from the Colorado Department of Transportation.

The applicant is proposing the annexation of 409 acres, located east of Founders Parkway, north of Crimson Sky Drive and west of Castle Oaks Drive. The undeveloped property is currently zoned for single-family units in unincorporated Douglas County.

Jan. 17, 2023

Town Council approved a proposal of a site development plan for a mixed-use, multi-family development in the Meadows Town Center. The 3.93-acre site is located northeast, southeast and southwest of the intersection of Mercantile and Future Streets. The plan proposes 85 multi-family units and about 6,200 square feet of retail and restaurant space.



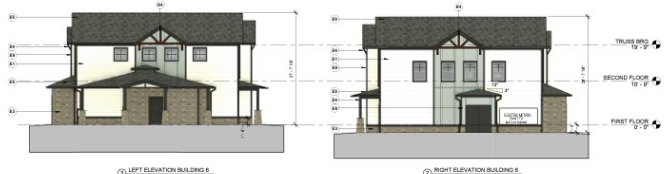
Meadows Town Center Site Development Plan vicinity map



Meadows Town Center Site Development Plan vicinity map



FRONT ELEVATION BUILDING E
1/8" = 1'-0"



LEFT ELEVATION BUILDING E
1/8" = 1'-0"

RIGHT ELEVATION BUILDING E
1/8" = 1'-0"



Meadows Town Center Site Development Plan renderings



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

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: January 2023



82,869

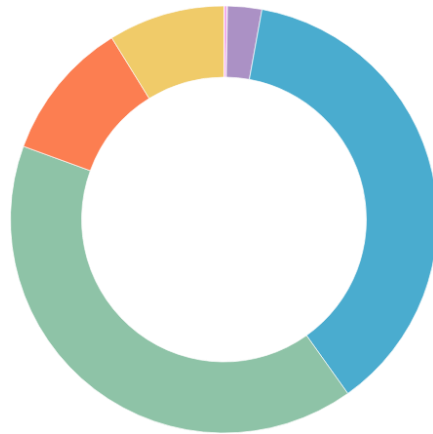
estimated population as of January 2023

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 – 0
 - Notices of Violation Sent – 41
 - Business Licenses Reviewed – 34
 - Code Complaint Responses – 156
 - Temporary Use Permits Issued – 0
 - Site Visits – 144
 - Sign Permits Reviewed – 10
 - Sign Complaint Responses – 1
- 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

- 7 Pre-Applications this month
- 7 year-to-date Pre-Applications
- 24 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.

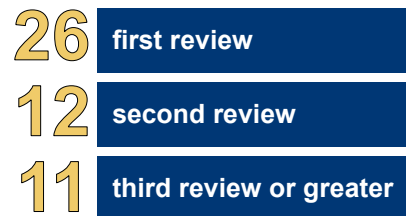


New Development Projects



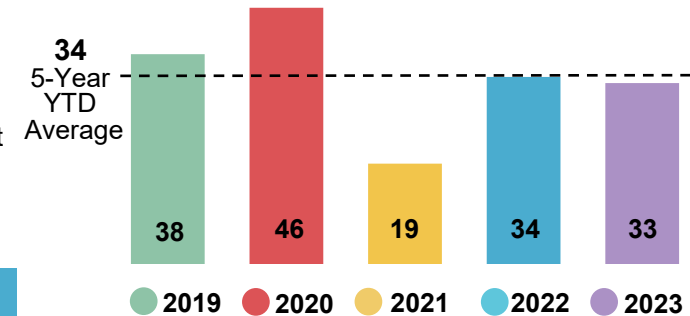
Development Reviews

Monthly Reviews Completed*

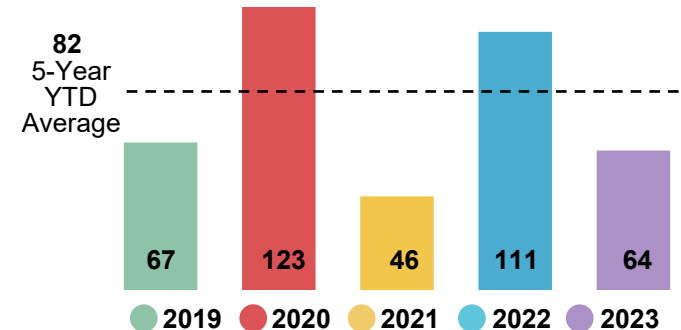


*On time with the exception of 8 late first review, 4 late second reviews, and 3 late third reviews due to high volume and being short staffed.

Year-to-Date Development Projects



Year-to-Date Planning/Development Reviews

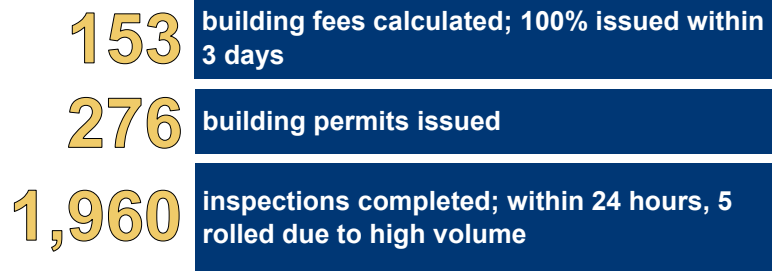


Building Division

Core Service Levels

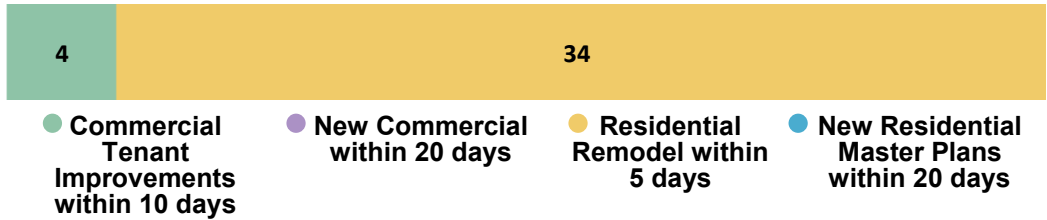
Building Division staff process hundreds of building permits a month, from a new hot water heater or deck, to constructing an entire new home or commercial building. Our inspection team conducts thousands of inspections each month to determine code compliance. We report on the following levels of service 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](#).



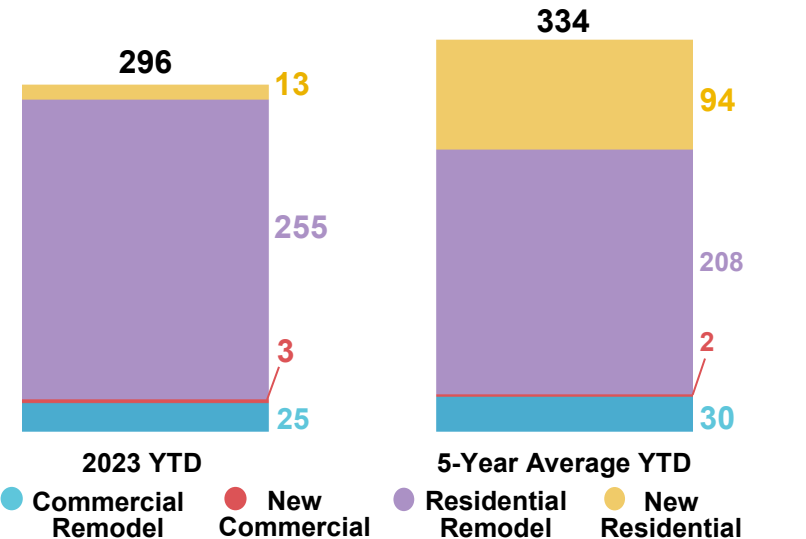
Building Permits Reviewed

Monthly Building Permit Reviews by Type

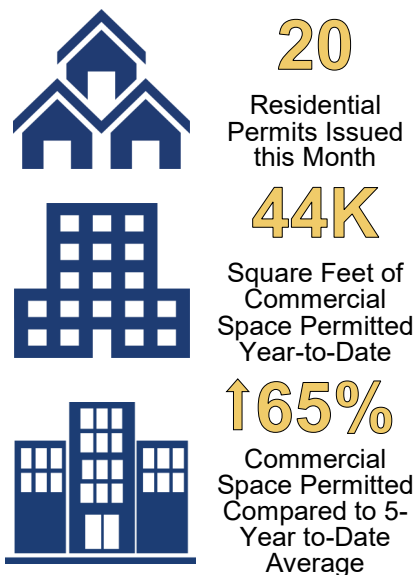


Building Permit Applications Received

Year-to-Date Building Permit Applications Received



Building Permits Issued



Year-to-Date Residential New Construction Permits Issued

