



Development Services

November 2023 Monthly Report



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



Pizza Hut located at 340 S Wilcox Street

News from the Director

In November, six new pre-applications arrived in Castle Rock, bringing the total number of pre-applications to 106 year-to-date. Out of these pre-applications, 28% have advanced as new projects over the past year. In addition, there were 12 new development project applications and eight other projects. Although the year-to-date development applications as of November totaled 205, which is slightly lower than the five-year average of 213, Castle Rock is still experiencing a significant amount of growth and development.



Tara Vargish, PE
Director
Development

Year-to-date, there were a total of 4,888 building applications, which is higher than the five-year average of 3,954 building applications. Commercial space permitted is up 18% compared to the five-year year-to-date average. Overall, Castle Rock had a steady stream of pre-applications and development projects, as well as a strong pipeline of building permit applications in November.

To learn more about the development activity in town, visit the Development Activity webpage at crgov.com/DevelopmentActivity. There, you can access the Development Activity Map and subscribe to the monthly Development Highlights newsletter.



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, New Employees, Staff Kudos



Congratulations to Sandy Vossler, Senior Planner, on 19 years with the Town!



Congratulations to Diane Maki, Plan Review Technician, on 8 years with the Town!



Congratulations to Tina Close, Development Review Manager, on 7 years with the Town!



Congratulations to Santi Smith, IT Technical Coordinator, on 6 years with the Town!



Congratulations to Brett Longnecker, Building Inspector Supervisor, on 3 years with the Town!



Congratulations to Colby Riggins, Building Inspector on 2 years with the Town!

Staff Kudos

- “Note to **Tina Close, TJ Kucewesky, Tara Vargish, and Fire Chief Croom and Bart Chambers**—Thank you all, truly, for your efforts and teamwork approach to come to a mutually acceptable solution to this matter..... It is a pleasure to be working in a jurisdiction that is solutions-oriented!” - Jake S.
- “**Scott Seubert**, I just wanted to thank you for taking the time to talk with me about my open house signs and the zoning/sign laws here in Town. Thanks for checking on the signs even though it sounds like no luck in them still being around, I appreciate the offer. I hope you have a wonderful holiday season!” - Anne I.



Meet our Director of Development Services!

Let's introduce you to Tara Vargish, the Director of Development Services for the Town of Castle Rock! Tara has been with the Town for over thirteen years, starting as the Project Manager of Development Projects. In this role, she managed all site construction documents, erosion control plans, and administrative site development plans and plats. She then moved up to the Assistant Director role in 2015, where she managed the Building, Planning, Zoning, and Development Review divisions. Finally, in June of 2020, she was appointed to the Director of Development Services position, where she leads an incredible team of office and field professionals that serve the community every day with excellent customer service.

Tara's educational background includes a Bachelor's Degree in Civil Engineering and a Master's Degree in Environmental Engineering, both from Vanderbilt University. She is also a licensed Professional Engineer in the State of Colorado. Tara has always had a passion for math and science and enjoys shaping the built environment for all the communities she has worked in.

Tara is most proud of her 13 years spent in Castle Rock. As a resident of the Town, she has seen firsthand the impact her department has on the community daily. She loves working on projects that benefit the community, such as the Castle Rock Adventist Emergency Room and Hospital, now known as Advent Health Castle Rock. Her team worked tirelessly to help keep the project on track for its opening timeframes. Another major project that she enjoyed working on was the Promenade at Castle Rock, where acres of new retail development were brought to the market through many long hours from Development Services office staff, building and site inspectors, planners, and engineers, as well as outside consultants.

Did you know that Tara grew up in small towns in West Texas and Southeast New Mexico where they never had snow at their house? However, her parents were on the ski patrol in Ruidoso, New Mexico each winter, so she grew up skiing from around the age of 3. Tara loves the sense of freedom and adventure that skiing brings, and she made it a priority to teach her three kids to ski when they moved to Colorado in 2010. She's excited for another great ski season this year!

Tara's leadership as head of the Development Services is an asset to the Town. She devotes herself to her work and the community she serves, which is evident in her accomplishments and her unwavering dedication to delivering exceptional customer service. The Town of Castle Rock is fortunate to have her leading the way!



Pictured from left to right: Tara Vargish and Jacob Vargish



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.

690 surveys distributed
35 November 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 November:

- "Every person I had contact with for pulling a permit for a tenant improvement project were extremely helpful and nice. The review turn around times were very reasonable and faster than most cities we work with."
- "They are fast and consistent and a city I like to work with!"
- "We are very thankful inspections have not been hard to have when we finish our steps."
- "I have spoken to the entire front counter staff and they are so helpful and empathetic to our needs and lack of understanding of Castle Rock process. They took the time to explain the process in terms that I could understand. I have several other projects planned on our home when we are finished with the 2 we have going now. Dealing with the permitting staff has been so easy. I have told friends about how helpful the staff at Castle Rock building department is. I just cannot say enough good about them."
- "Thanks for your timely follow through."
- "Online system is great and have always gotten quick and friendly service over the phone."
- "The staff have been helpful and realize we're all working towards the same goal which is serving repair work for CR residents. It is pleasant when building officials understand that and do what they can to accomplish those goals. The 24 hour review wait time is a challenge that I wish could be automated for certain things but with 16 years experience with building departments it makes life so much less stressful knowing the officials are working towards accomplishment alongside with me. **Cindy Brooks** and **Jason Smith** specifically had been helpful and responsive. It is very, greatly appreciated when contractors and officials can work as a team and not as combatants."
- "The staff was great and very helpful thanks again."
- "At the time of this survey, inspections have not been scheduled yet, so I was unable to answer those questions but have heard the process is quick and easy."
- "**Tammy King** was very prompt with her response and very helpful."
- "**Julie Kirkpatrick** has been extremely helpful and quick on permit applications."
- "**Dan Bentan**, Building Plans Examiner and the rest of the building department staff, as well as Plum Creek Water Authority are great to work with."



Contractor Luncheon



The Town of Castle Rock has established a productive relationship with our building contractors and their teams through regular meetings. These meetings provide an excellent platform to discuss code and policy changes that affect construction within our Town. By engaging with builders, we gain valuable insights into our strengths, opportunities for improvement in communication, and ways to streamline our permit processes. As a result, our discussions continue to foster mutual understanding and enhance collaboration between all parties involved.



November 15, 2023

Taylor Morrison sponsored a Development Services Contractor Luncheon held at Town Hall. The event was attended by several contractors who discussed a variety of topics including:

- Update on NEC Adoption
- New CO Policy Update
- Electrical Inspection Availability
- Introduce Brian Kelley, Senior Plan Review Engineer
- Open Discussion

To receive discussion points on the agenda contact:

buildingcounter@CRgov.com

To sponsor a contractor luncheon contact:

schavez@CRgov.com



Next Contractor Luncheon:

Wednesday, January 17, 2024

11:30 a.m. — 1:00 p.m.

Town Hall Council Chambers
100 N. Wilcox St.
Castle Rock, CO 80104

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



[View luncheon meeting summary notes of past meetings online at CRgov.com](https://CRgov.com)

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.

310 S. Wilcox Street

Water utility easement for new Circle K, 3,700 square-foot building to replace the existing 1,838 square-foot building.

Castle Park West

Construction documents for conversion of 63-unit La Quinta Hotel to 42-unit Wellspring apartment facility, located at 884 Park Street.

Citadel Station

CORE utility easement through two town-owned properties, located along S. Wilcox Street, near Brookside Business Center.

Crystal Valley

Construction documents and erosion control plans for proposed 20,000 square-foot retail development, located on the southwest corner of Crystal Valley Parkway and Plum Creek Boulevard.

Lanterns, Filing 7

Plat amendment to remove five-foot side yard utility easements from 181 lots and 5 tracts.

Lanterns, Filing 8

Plat amendment to remove five-foot side yard utility easements from 117 lots and 1 tract.

Lanterns, Filing 9

Plat amendment to remove five-foot side yard utility easements from 40 lots.

Meadows

Site development plan for 11,000-square-foot childcare center, located at the northwest corner of Limelight Avenue and Prairie Hawk Drive.



Dawson Trails/Crystal Valley Interchange

Underground utility easement for relocation of existing CORE Electric Cooperative underground feeder line, located northwest of I-25 and Crystal Valley Parkway intersection.

Dawson Trails, Phase 1

Early grading north, construction documents and erosion control plans design revisions for commercial pad site and Dawson Trails Boulevard, located on future Dawson Trails Boulevard.

Dawson Trails, Filing 2

Construction documents and temporary erosion and sediment control for future development and infrastructure, located south of Territorial Road and Dawson Ridge Boulevard intersection.

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.



Castle Rock Auto Dealership, Phase 1

Fire line and water service design revisions for 39,000-square-foot building addition and additional parking, located at 1100 S. Wilcox Street.

Castle Rock Auto Dealership, Phase 2

Construction documents for 39,000-square-foot building addition and additional parking, located at 1100 S. Wilcox Street.

Meadows

Plat, utility and drainage easements for 25,096-square-foot VA Community Based Outpatient Clinic, located between Dacoro Lane and Virtuoso Loop, north of Prairie Hawk Drive.

Meadows

Erosion control design revision to accommodate new location of Pond B outfall pipe for Timber Mill Parkway, located north of North Meadows Drive and West of SH 85.

Promenade

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

The Ridge at Crystal Valley, Filing 1

Phasing design revision for 142 single-family homes, located east of Bell Mountain, south of Crystal Valley and north and west of Sellars Creek Ranch.

Town project, Castle Rock Water

Erosion control plans for stormwater drainage, located at 396 Larkspur Drive and 5803 Granite Way.

Town project, Castle Rock Water

Construction documents for Mitchell Gulch Trail stormwater drainage project, located northeast of Mikelson Boulevard and Mitchell Street.



Miller's Landing

Trail grading design revision in support of tributary channel improvements, located on Plum Creek Parkway across from Miller's Activity Center.

Required Public Hearings

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

221 Wilcox



Vicinity Map

A new Quasi-judicial application was received from Riverwalk II, LLC for an amendment to the approved Common Sign Plan for the Riverwalk mixed-use development to incorporate the under construction 221 Wilcox building. The purpose of a common sign plan is to ensure that all the signs of a mixed-use project work together in a cohesive manner and respect the overall architectural character of the building and surrounding area. There are two types of signage represented in a common sign plan; identification signage for the project and individual tenant signage. The common sign plan shows the proposed identification signage for the project and creates requirements and guidelines for the future individual tenant signage. 221 Wilcox through its identification signage is being branded as Riverwalk Luxe. The Common Sign Plan amendment will require a public hearing before the Design Review Board. The project is located in Mayor Pro Tem LaFleur's district.

Project Highlights

- Proposing to amend Common Sign Plan
- Located at 221 Wilcox Street

Wellspring PD Zoning



Vicinity Map

A new Quasi-judicial application was received from Wellspring Communities for a new Planned Development Plan located at 498 E. Wolfensberger Road. The application is associated with the proposed annexation of the 2.07-acre property into the Town of Castle Rock. The Planned Development (PD) application is proposing to allow for operation of the Wellspring Community Center Monday through Friday and the Castle Oaks Covenant Church on Sundays. The property is currently zoned Agricultural One (A-1) in Douglas County. The project is located in Councilmember Bracken's district.

Project Highlights

- Proposing a new Planned Development Plan and Annexation at 498 E. Wolfensberger Road
- To allow for operation of the Wellspring Community Center Monday through Friday
- Allow for Castle Oaks Covenant Church on Sundays

Required Public Hearings

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

Tower Open Space Annexation



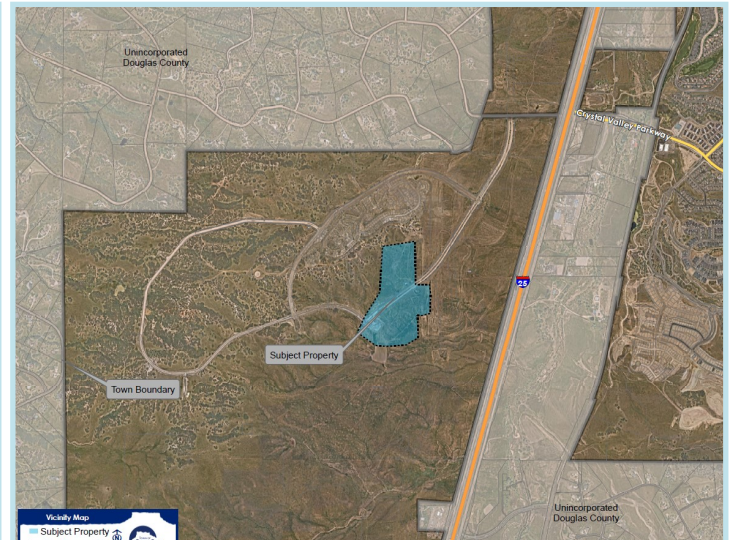
Vicinity Map

A new Quasi-judicial application was received from the Town of Castle Rock for an annexation generally located north of Founders Parkway and South of Crowfoot Valley Road. The Town has been working to clean up jurisdictional boundaries within the Town on a parcel by parcel basis. A Town owned parcel of land between the existing Metzler Ranch development and the Canyons Far South future development has been identified as surrounded by, or mostly by, the Town of Castle Rock's incorporated boundary have been identified. This parcel is proposed to be zoned as PL2 straight zoning which allows for passive open space uses, trails, off street parking and drives. The project is located in Councilmember Cavey's district.

Project Highlights

- Proposing the Annexation of a parcel located north of Founders Parkway and South of Crowfoot Valley Road
- Parcel is proposed to be zoned as PL2 straight zoning which allows for passive open space uses, trails, off street parking and drives

Dawson Trails Planning Area D Single-Family Residential



Vicinity Map

A new Quasi-judicial application was received from AMC Dawson Trails VIII JV LLC for a Site Development Plan. The applicant is proposing 254 single-family residential lots on approximately 56 acres within Planning Area D of the Dawson Trails Planned Development. Approximately 13 acres is designated as open space. Planned amenities include a neighborhood park, and hard surface and crusher fine trail extensions. The site is located in the east central area of the PD and is the second proposed residential neighborhood in the Dawson Trails. The Site Development Plan will require public hearings before the Planning Commission and Town Council. The initial neighborhood meeting was held on February 13, 2023. This project is located in Councilmember Dietz' district.

Project Highlights

- Proposing 254 single-family residential lots on approximately 56 acres within Planning Area D of Dawson Trails PD
- Planned amenities include neighborhood park, and hard surface and crusher fine trail extensions

Actions and Updates

Boards and Commissions



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

November 2, 2023

Meeting canceled.



Historic Preservation Board

November 1, 2023

The Historic Preservation Board held their regularly scheduled meeting and discussed the public hearing item the for local landmark designation for Cantril School located at 312 North Cantril Street. The local landmarking of the property could make the property more competitive for historical grant funds that could be used for restoration work. The Board approved to recommend the request to Town Council with a vote of 6 to 0.



Design Review Board

November 8, 2023

Meeting canceled.

November 22, 2023

Meeting canceled.



Planning Commission

November 9, 2023

Meeting canceled.

November 23, 2023

Meeting canceled.



Cantril School located at 312 Cantril Street.



To find more information on upcoming public hearings and Board and Commission meetings, visit our [webpage](#) at CRgov.com.





Development Services items at Town Council

November 7, 2023

Town Council held its regularly scheduled meeting and approved two Downtown Historic Grants for the Chamber of Commerce and the Cantril Courthouse. The Chamber of Commerce building, located at 420 Jerry Street, also known as the Christenson House and/or Victoria's House, was initially constructed in 1889 using Castle Rock rhyolite. An addition was added in



Vicinity Map of the Chamber of Commerce located at 420 Jerry Street.

1917, and in 1995, a contemporary addition was approved for the south side of the property. The Cantril Courthouse building, constructed by William W. Cantril in 1874, was initially built as a courthouse by the Douglas County Commissioners but was sold to a private owner in 1901.

Council also approved a resolution for the Wellspring project's site development plan and a fee waiver for the same project, which is also known as Unity on Park Street.

Additionally, the Alexander Way and Crowfoot Valley Road annexation and zoning ordinances, as well as an ordinance that adopts the 2023 National Electrical Code, were passed on first reading.

November 21, 2023

During their regularly scheduled meeting, Town Council approved several significant proposals that will shape the community's future. Firstly, they designated Cantril School as a local historic landmark, which is a crucial step towards preserving the Town's rich history and architectural heritage. The Council also approved a resolution for the Alexander Way development agreement, which includes two parcels of land, one of which is already annexed into the Town. This proposal has numerous benefits, including a large open space and pocket park area, unique housing options, groundwater rights, low density, additional trail connections, and logical infill development. The proposed Alexander Way Planned Development is set to include 77 single-family dwelling units and 22 live work units, separated into two distinct use areas.



To find more information on upcoming public hearings or Town Council meetings, visit our [webpage](https://www.castlerockco.gov/webpage) at CRgov.com.



TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: November 2023



84,668

Estimated Population
Population based on the total number
of occupiable residential units

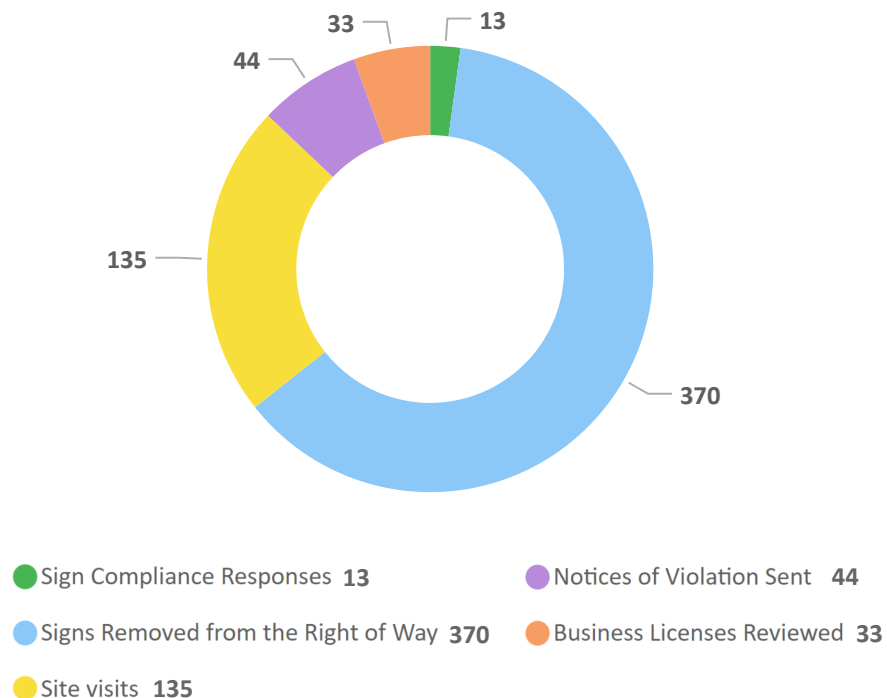


Zoning Division

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

6 Sign Permits Issued **2** Temporary Use Permits Issued **78** Code Compliance Cases Opened



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

6

New Pre-Applications This Month

106

Year-to-Date Pre-Applications

28%

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

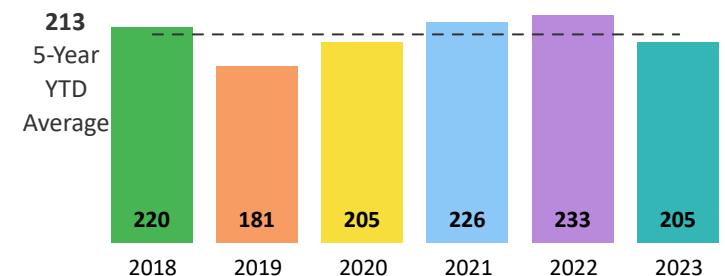
12

New Development Project Applications this Month

8

Other Project Applications this Month

Year-to-Date Development Applications



Development Reviews

Monthly Reviews Completed

4

First Reviews

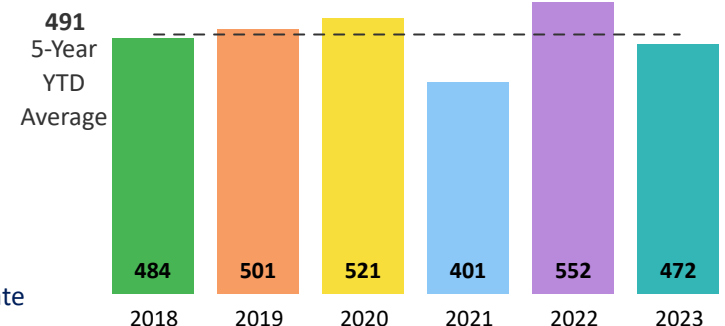
12

Second Reviews

7

Third Reviews or Greater

Year-to-Date Planning/Development Reviews



*on time with the exception of 8 late reviews due to being short staffed.

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: November 2023



Building Division

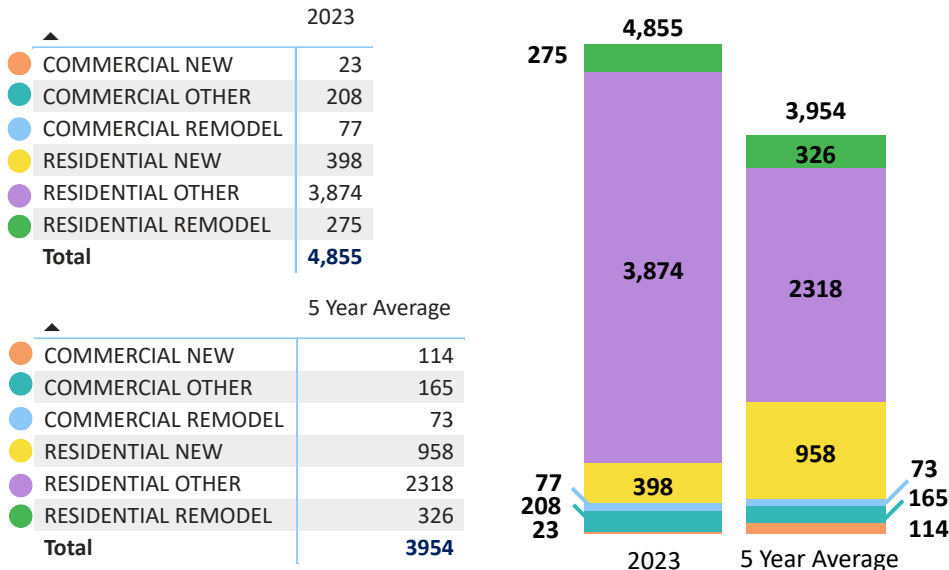
Core Service Levels

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](#).

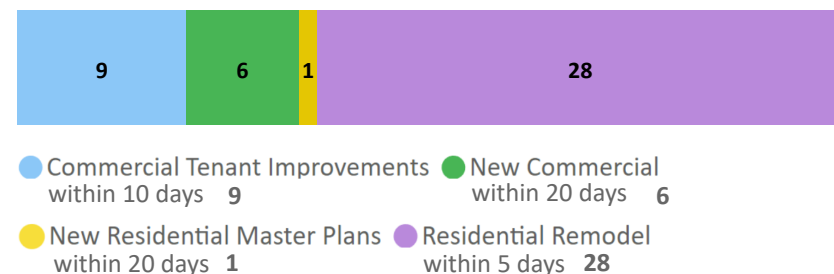
Building Permit Applications Received

Year-To-Date Building Permit Applications Received



Building Permits Reviewed

Monthly Building Permit Reviews by Type



126
538
2,182

Building Fees Calculated: 126 Within 3 days

Building Permits Issued

Inspections Completed: 2,178 Within 24 Hours

Building Permits Issued



↑18% Commercial Space Permitted Compared to the 5 Year Year-To-Date Average

