



# Development Services

## October 2024 Monthly Report



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



The Development Services Zoning Team  
From left to right: Development Services Technician-Sharon Chavez, Zoning Inspector-Scott Seubert, Neighborhood Liaison-Cara Reed, Zoning Manager-Tammy King

DISTINCT TOWN IDENTITY	RESPONSIBLE GROWTH
TOWN OF CASTLE ROCK <b>F O U R</b> CORNERSTONES	
COMMUNITY SERVICES	THRIVING ECONOMY

## News from the Director

The Town's Municipal Code aims to promote the quality of life in Castle Rock by prohibiting activities that disrupt or change the nature of neighborhoods and ensure public health by prohibiting the accumulation of debris and other issues.

The Development Services Zoning Division responds to zoning code compliance complaints; processes building permits for zoning compliance; reviews business licenses for zoning compliance; provides sign code criteria; and provides the public with information regarding municipal zoning ordinances.


Some of the things the Division can enforce are weeds and grass over 12 inches, accumulation of rubbish, snow and ice removal, construction noise complaints, rights of way obstructions, inoperable vehicles on private property and illegal signs in the right of way. However, the Division cannot enforce HOA rules and covenants, house paint colors, dead grass, or animal complaints (animal complaints are handled by Castle Rock Police Department's Animal Control Unit).


Residents can report code violations online at [CRgov.com/ReportAConcern](https://CRgov.com/ReportAConcern), in person at Town Hall, by calling 720-733-3557 or by emailing [Zoning@CRgov.com](mailto:Zoning@CRgov.com).




Tara Vargish, PE  
Director  
Development Services

 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](#).

## Staff Anniversaries



Congratulations to Brad Boland, Long Range Project Manager, on 8 years with the Town!



Congratulations to Tammy King, Zoning Manager, on 8 years with the Town!

## 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!](#)



**500** surveys distributed  
**28** October responses

Here are some comments from our customers in October:

- "I have been in the Roofing Industry for 13 years. The Town of Castle Rock has ALWAYS been very easy to work with."
- "Thank you for all the assistance and your hard work!"
- "**Abigail Nichols** was very kind and responsive."
- "Fast service."
- "I had questions about a home we purchased. The phone was answered quickly, and **Tracy Shipley** was very helpful and knowledgeable, friendly and acted like she truly cared about my questions. I called back a second time and got a hold of **Kallista Johnson** and she was incredibly helpful and nice as well. It is a breath of fresh air to be treated professionally and to deal with government workers with such friendly demeanor. Please do not ever change from giving the public such great customer service."
- "Overall very nice, professional & helpful."
- "**TJ Kucewesky** was a beacon of light in an otherwise dark place. He should be commended and recognized."
- "Anytime I have any kind of question and need to call and speak with an associate, they are always very helpful and friendly. A pleasure to do business with the Town of Castle Rock!!"
- "**Jason Smith** was extremely helpful and represented the town of Castle rock building Department with expertise."
- "Once I got in contact with the Building Counter, they looked into it and included the correct people and from there they took care of it in a timely manner and very kindly."



## 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.

### 221 N. Wilcox Street

Addition of patio seating and railing, bike rack relocation and landscaping design revisions along 3rd Street, for mixed-use project.

### 433 Park Court, Park Steet Storage

Construction documents, erosion control plans and drainage easement for bringing existing onsite detention basin up to current codes and standards.

### Dawson Trails

Early grading erosion control design revision for Dawson Trails Boulevard South.

### Town project, Castle Rock Water

Erosion control plans for Plum Creek Water Purification Facility expansion, located at 1929 Liggett Road.



### The Brickyard mixed-use development

Drainage improvements along the Brickyard property frontage located at 401 Prairie Hawk Drive.



### Calvary Chapel

Drainage design revision, located at 1480 Canyon Drive.



### The View

Pedestrian lighting design revision along 6th and Jerry Street, for mixed-used project, located at 205 6th Street.





## 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

October 3, 2024

Meeting canceled.



### Design Review Board

October 9, 2024

Meeting canceled.

October 23, 2024

Meeting canceled.



### Historic Preservation Board

October 2, 2024

The Historic Preservation Board held its regularly scheduled meeting and heard a Downtown Historic Preservation Grant request for up to \$25,000 for restoration work associated with the Little School on Perry Street project, also known as the Saunders House, located at 203 N. Perry Street. The Board recommended approval to Town Council by a vote of 4 to 0.



Little School on N.  
Perry Street  
project.



### Planning Commission

October 10, 2024

Meeting canceled.

October 24, 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.

### October 4, 2024

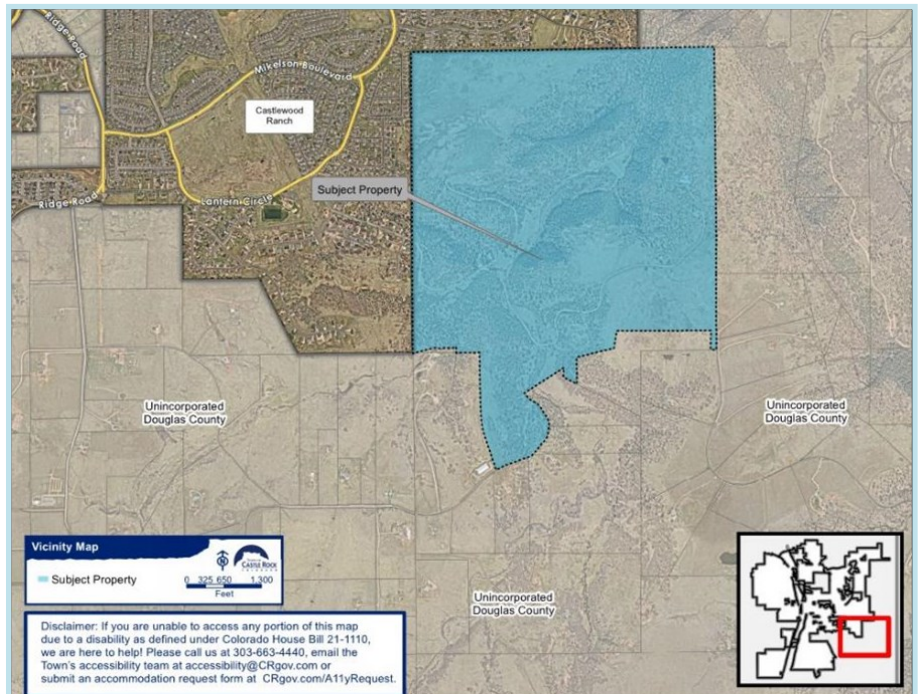
Town Council held its regularly scheduled meeting and directed staff to bring forth recommend changes to home occupation regulations to include personal services and animal grooming with a vote of 7 to 0.

### October 15, 2024

Town Council held its regularly scheduled meeting and heard a proposal on the Annexation and Zoning of Lost Canyon Open Space. This property is located east of the intersection of Lost Canyon Ranch Road and Lost Canyon Ranch Court, adjacent to the Town's incorporated boundaries to the north and west, thus qualifying it for annexation.

The proposal aims to designate the land as Public Land – 1 (PL-1), a public use district specified under Section 17.30.020 of the Town's Municipal Code. This zoning category allows for the development of parks, recreational facilities, restrooms, parking areas, and drives. While the majority of the land is intended to remain as passive open space, plans for future development include the addition of trails and recreational amenities. Some already developed interior areas may be further enhanced to accommodate more active park facilities.

Town Council gave its approval on the first reading with a vote of 6 to 0. The proposed zoning as Public Land – 1 (PL-1) aligns with the Town's Municipal Code to facilitate the establishment of active and developed parks, recreation facilities, restrooms, parking, and drives.



Lost Canyon Open Space vicinity map.

The Town is in the process of developing a Master Plan for the property and intends to conduct additional community meetings to gather input and refine the plans.



# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: October 2024



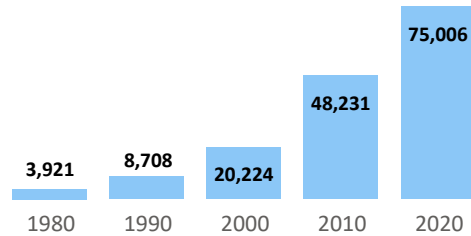
## Population

# 86,394

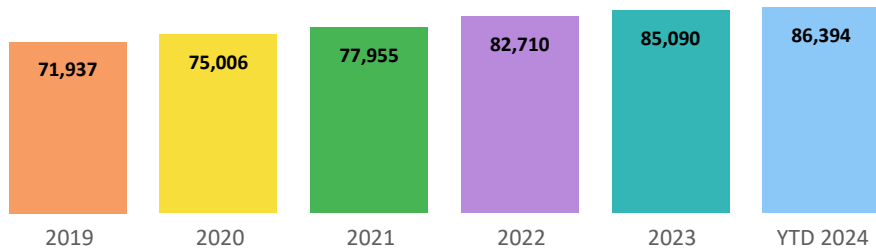
Estimated Population based on the total number of occupiable residential units



### Historic Population



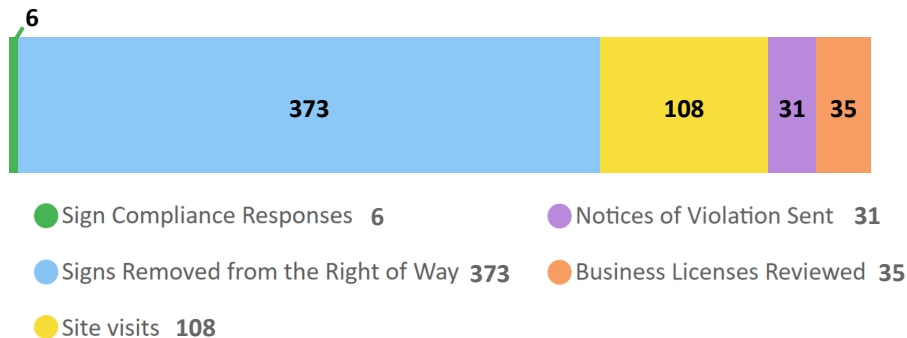
### Recent Population



## 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.

**16** Sign Permits Issued    **2** Temporary Use Permits Issued    **38** Code Compliance Cases Opened



## 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.

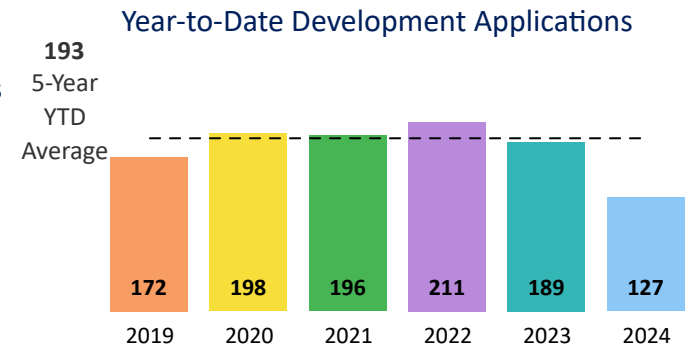
### Pre-Applications

**9** New Pre-Applications This Month  
**86** 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

**5** New Development Project Applications this Month  
**193** 5-Year YTD Average  
**4** Other Project Applications this Month

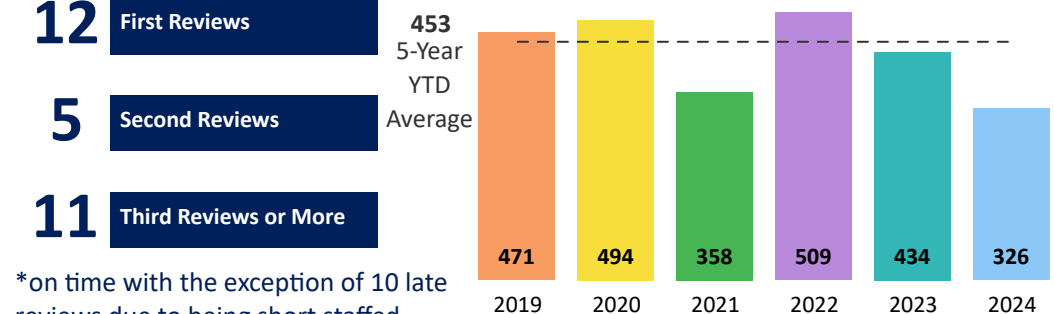


### Development Reviews

#### Monthly Reviews Completed

**12** First Reviews  
**5** Second Reviews  
**11** Third Reviews or More

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



\*on time with the exception of 10 late reviews due to being short staffed.



# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: October 2024



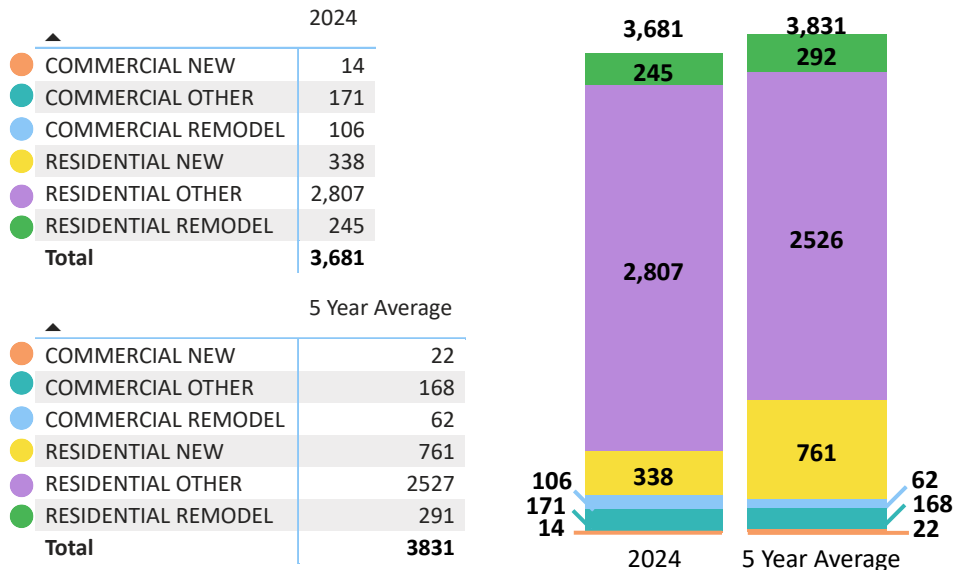
## Building Division

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.

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](#).

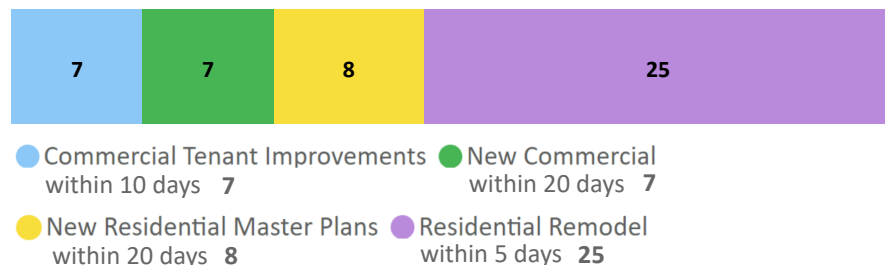
### Building Permit Applications Received

Year-To-Date Building Permit Applications Received



### Building Permits Reviewed

Monthly Building Permit Reviews by Type



**134**  
**399**  
**2,320**

**Building Fees Calculated: 133 Within 3 days**

**Building Permits Issued**

**Inspections Completed: 2,305 Within 24 Hours**

### Building Permits Issued



**↓59%** Commercial Space Permitted Compared to the 5 Year Year-To-Date Average

