

August
2020

(reporting on July)

Development Services Monthly Report



For the latest in
Development Activity,
please visit:
[www.crgov.com/
DevelopmentActivity](http://www.crgov.com/DevelopmentActivity)

Four Corner Stones

- Distinct Town Identity
- Responsible Growth
- Community Service
- Thriving Economy

News from the Director's Desk:

Although there are many unknowns with the current COVID19 pandemic we have all been living and working through, it appears that development has been only lightly effected in our areas. We are seeing activity now meeting or exceeding our development projections. New single family home permits for July have exceeded the past few years, likely making up for the small slow downs in April and May. Planning and site construction plans are also holding pretty steady to past years. Public hearings continue to be offered, most boards and commissions in remote meetings, and Town Council offering both in-person and remote options. We have continued to adjust our services as needed, offering remote inspections for in-home work at this time and our lobby has been open the past two months.



Tara Vargish, PE
Director
Development Services

Implementing the Community Vision through Development Activity

Planning

We strive to meet the needs of current and future residents, while balancing existing property rights and implementing the Town's Comprehensive Master Plan. Process land use projects, from large to small, ensuring compliance with Town codes. Some projects require public hearings before Planning Commission and Town Council; Historic Preservation Board; or the Design Review Board.

Development Review

The Development Review Team processes administrative applications for small site development plans, plat or plat changes, construction documents and erosion control plans, and issues construction permits. This team works closely with plan reviewers in CR Water, Public Works, Parks, and Fire to ensure Town design criteria are met, and with Development inspectors who oversee construction.

Building

A building permit is needed for most any residential and commercial construction activities. Our team is here to help determine if a permit is required, what plans are needed, what your fees will be, and how to schedule inspections. Building codes are instrumental in protecting life, health and safety of our community. Submit permits or schedule an inspection online at etrakit.crgov.com.

Zoning

Our Zoning team provides reviews on land use applications, reviews sign permits, issues zoning verifications, state licensing signoffs, reviews for business and liquor licenses, provides code enforcement for the Town, as well as assisting neighborhoods with issues as they arise. You can report a neighborhood concern online at crgov.com, look for "[Report a Concern](#)" or email us at Zoning@crgov.com.

Staff Spotlight

Meet the Staff...

The Development Services Enterprise Team is a diverse group with outstanding professional talent. The team works collectively to accomplish the Mission, Vision, and Values of the organization and to achieve the Enterprise program mission, "Implementing Community Vision through Development Activities." Each month we will recognize a staff member to provide you with an inside look at the life and work experiences of our teammates.

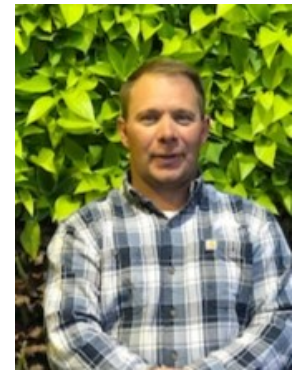
This month we are introducing you to:

Chad Huber, Public Works Construction Inspector

Since 2017 Chad has been working for the Town. He is a native Coloradan and moved to Castle Rock in 1981 when he was 9 years old. Chad graduated in 1991 from Douglas County High School and went to Western State College on a wrestling scholarship and graduated from there in 1996.

Chad moved back to Castle Rock in 2000 after meeting his lovely wife, Jennifer, and started a family. Chad and Jennifer, who is from Longmont, have been married for 18 years, and have 2 children. Dustin is a sophomore and Grace is an 8th grader.

Chad loves to participate in anything outdoors and has been coaching many teams in Castle Rock for 15 years. Probably one of Chads favorite things to do is work with youth in sports. At the moment he coaches competitive softball for Grace's softball team and youth wrestling.



"I thoroughly enjoy my job as it always is exciting and provides opportunities to learn and deal with new things. Work atmosphere is great and enjoy all whom I work with!"- Chad



Employee Recognition

Tracy Shipley, Development Services Technician

On July 10th, Phil Kranz received the following email in reference to Tracy Shipley:

“I am writing on the excellent work from Tracy Shipley that I experienced yesterday, Thursday, July 9th.

Tracy went above and beyond her normal duties to make sure that I received excellent service. I work with most of the cities across Colorado and I must say, Tracy made my experience at the Town Offices very pleasant. She provided excellent service that I normally do not get from cities. She even provided this excellent service with a smile, which is also hard to obtain in today's environment.

Tracy provided excellent service by going above and beyond . What a nice gesture and I appreciate her extra efforts to make sure I was taken care of.” - John



Diane Maki, Development Services Technician



Phil Kranz received an email on July 28th regarding Diane Maki:

“I called your department last week seeking guidance for obtaining a permit to release a meter to get electricity turned on for a rental property that I own. I was having difficulties navigating the online platform eTrakit and Diane Maki came to my assistance. She walked me through the process and helped me apply for the permit. She went above and beyond her duties and followed up with phone calls and the assurance that all would be taken care of. After the inspection, she followed up on IREA to make sure that they received the inspection results. She's one of the most patient, kind and thoughtful employees that I've ever come across and had the fortunate circumstance to meet. Please know that you have a golden treasure that gives 150% effort in your office.” -Maria

Cara Reed, Neighborhood Liaison

On July 28th, Cara Reed received the following email from a resident on a collaboration project:

“Good Morning Cara, This is amazing, you have been busy. I really appreciate all of your hard work on this project and your support.” -Ryan



Employee Recognition

Julie Kirkpatrick, Long Range Project Manager

On July 23rd, Julie Kirkpatrick received an email pertaining to a site development plan:

“Thank you too Julie. You have made this whole process seamless” - Matt



Dena Paulin, Plan Review Project Coordinator

Julie Kirkpatrick received an email on July 23rd from an Architect Group assisting with a Site Development Plan:

“Julie, It has been a pleasure working with Dena and the entire staff.” - Dan



Jackie Jensen, Sr. Office Assistant

Jackie Jensen received an email on July 29th regarding assisting a customer with a construction project surety:

“I was a little worried calling about this because our local building department in St. Louis can be tough to work with or get a hold of but everyone I spoke to was supremely helpful! Thank you so much it is really appreciated.” -Brad



Employee Work Anniversaries

No Employee Anniversaries to report this month.

New Land Use Submittals: Public Hearings Not Required

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 staff in Planning, Development Review, and Zoning, as well as plan review staff in Castle Rock Water, Public Works, Fire, and Parks and Recreation, to confirm code compliance. Construction Documents, Plats, Administrative Site Development Plans, Erosion Control Plans, and Easements are examples of administrative submittals.

Canyons South (Douglas County Project)

Waterline and sewer design revisions for first phase of residential project with 278 single-family lots. (Town will own and maintain the project's water system per previous agreements.)

Castle Rock Industrial Park

Site development plan amendment for building modification, located at corner of State Highway 85 and Liggett Road.

Chick-fil-A

Site development plan amendment for kitchen remodel and second canopy addition, located at 346 Metzler Drive.

Crystal Valley Ranch

Design revision for erosion control plans for single-family home project, located at Loop Road and Deer Hollow Trail.

Founders Marketplace

Erosion control plans for one-story, 13,500 square-foot medical office building, located in the northeast quadrant of Founders Parkway and State Highway 86.

Indoor Car Storage

Subdivision improvement agreement and construction documents for 23,800 square-foot building for indoor, climate-controlled car storage, located on east side of I-25 frontage road.

Lanterns/Montaine

Subdivision improvement agreement amendment, for 84 single-family homes located at Crystal Valley Ranch Parkway and Montaine Circle.

Construction plans and flood plain modification study documents for drainage channel improvements in support of 164 single-family homes, located on both sides of Montaine Circle.

Construction documents for erosion control and early grading in support of 164 single-family residential lots, located in the east interior of Montaine Circle and southeast portion of property.

Soil erosion control plans design revision for vertical construction of one single-family detached residential project, located directly south of the Kings Ridge development.

New Land Use Submittals: Public Hearings Not Required Continued

Meadows (Colorado Early Colleges High School)

Site development plan for parking lot addition, located at 3565 Celestial Avenue.

Oakwood Apartments

Plat for senior housing project redevelopment, located on the northeast corner of Front Street and Oakwood Drive.

Promenade

Design revision for lot reconfiguration, located on the northeast side of Promenade Parkway.

Promenade (Sleep Number Mattress)

Erosion control plans for project located south of the Verizon building on northeast side of Promenade Parkway.

Terrain (Sunstone Village)

Site development plan amendment for retaining wall and trail revision in support of 120 single-family home project, located south of Autumn Sage Street.

Town Project

Police Department, construction documents and erosion control plans for parking lot expansion, located at the corner of Perry Street and Second Street.

United States Postal Service Retail Facility

Site construction documents for 5,380 square-foot post office with associated utilities and parking lot, located at 220 S. Wilcox Street.

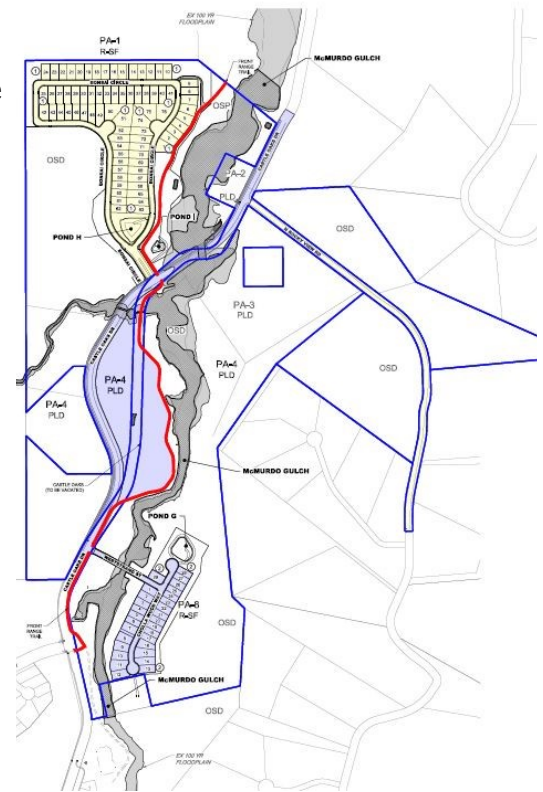
All land use applications are displayed on our Development Activity Map, which you can access at www.crgov.com/DevelopmentActivity

New Land Use Submittals: Public Hearings Required

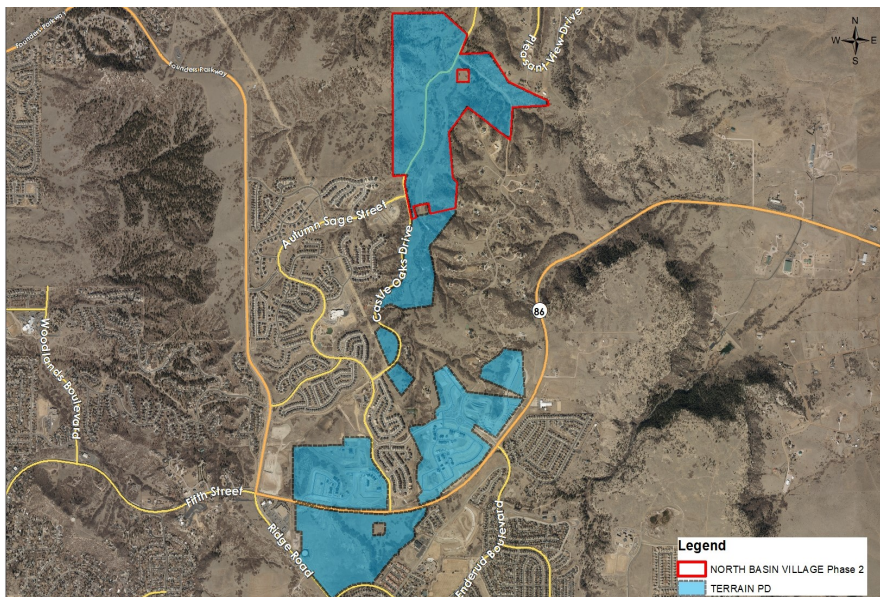
Land Use submittals that incorporate new land into the Town’s jurisdiction, establish or modify the zoning rules for the land, or site plan layouts for residential neighborhoods or properties requiring buffering are examples of submittals requiring public hearings. Most of these land use submittals require public hearings in front of Planning Commission for a recommendation to Town Council for final decision. Some are required to have public hearings with the Historic Preservation Board or the Design Review Board. Typically these public hearing items are “quasi-judicial” which limit the hearing body to only discussing and deciding on the action items at the public hearing. Prior to being scheduled for public hearings all submittals go through a rigorous review by Development Services staff in Planning, Development Review, and Zoning, as well as plan review staff in Castle Rock Water, Public Works, Fire, and Parks and Recreation.

Site Development Plan for North Basin Village at Terrain

Staff received a site development plan (SDP) application for North Basin Village at Terrain Phase 2. Located within the northern portion of the Terrain Planned Development, the site development plan proposes a total of 105 single-family homes situated in two planning areas (1, 8) along Castle Oaks Drive and a 150-acre open space dedication. The site development plan will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The property is located within Councilmember James Townsend’s district.



Layout



Vicinity Map

To see all current Public Notices for upcoming Public Hearings, please visit: www.crgov.com/PublicNotices

Board & Commission Actions

Development Services supports 5 Boards & Commissions that have specific purposes from building appeals, variance hearings, land use case recommendations or determinations. These boards and commissions are filled by residents, and in some cases business owners, as appointed by Town Council. They voluntarily sit on these boards to serve their community. We appreciate our board and commission members, and thank you for dedicating your time to serving your community!



Historic Preservation Board

On July 1st, the Historic Preservation Board held a virtual meeting. With no public hearing items scheduled, the Board adjourned to a study session.

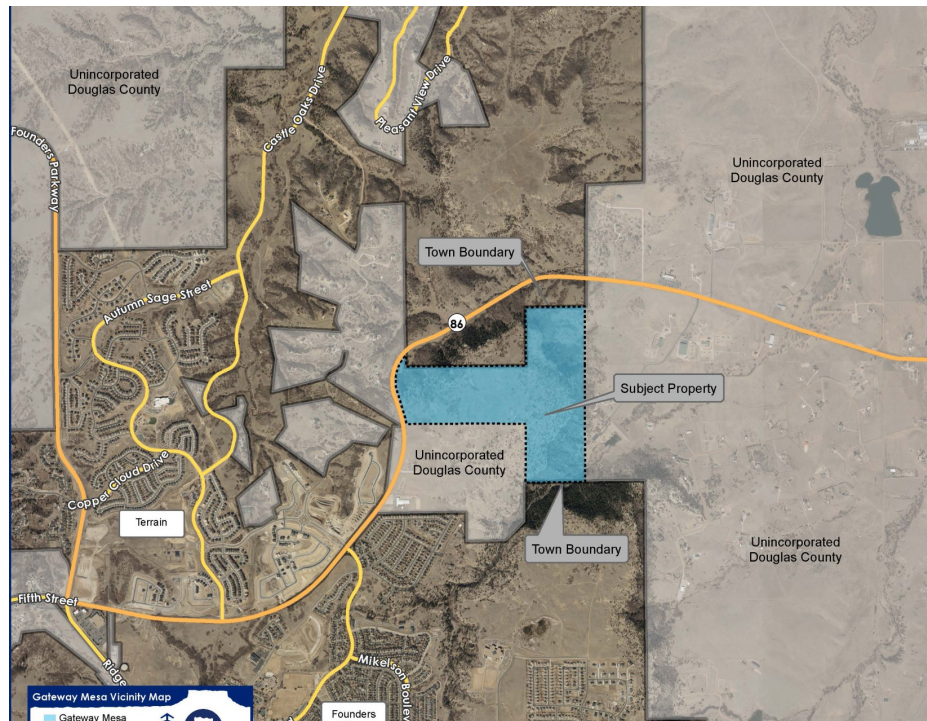
Planning Commission

On July 9th, the Planning Commission held a virtual meeting. The following proposal was presented:

Gateway Mesa Proposed Annexation and Zoning

The Town of Castle Rock (Town), property owner and applicant, submitted an application proposing to annex and zone a 199-acre property, currently known to the public as Gateway Mesa Open Space and Trails. The property is located adjacent to State Highway 86, approximately ¾ of a mile east of the intersection of State Highway 86 and Enderud Boulevard/High Point Road. This proposed annexation and zoning is part of a larger initiative to bring Town-owned properties into the municipal boundaries.

The Commission voted, 7-0, to recommend approval of the Gateway Mesa Annexation and the Gateway Mesa Zoning of Public Land-2.



Vicinity Map

Continued Board & Commission Actions

Design Review Board

On July 22nd, the Design Review Board held a virtual meeting with the following public hearing item:

Site Development Plan - 407 Jerry Street, Olinger Andrews Caldwell Gibson Chapel

Located at the northwest corner of Jerry and Fourth Streets, the Olinger Andrews Caldwell Gibson Chapel is considering a future expansion. Their consultants have determined that demolition of the existing structure and constructing an entirely new chapel is more feasible than renovating the existing building. Therefore, the applicant obtained approval to demolish the 1929 building from Town Council last year. This site development plan (SDP) proposal includes building a new funeral home and chapel with site improvements on the 20,981 square-foot property. The goal of the new building is to increase accessibility, increase energy efficiency, and better meet the needs of the community. The project is within the Downtown Core of the Downtown Overlay District. The Board approved the project by a vote of 6-0.



Vicinity Map

Cancelled Meetings for June:

- Board of Adjustment, July 2nd
- Design Review Board, July 8th
- Planning Commission, July 23rd

Boards and Commissions Vacancies—Volunteers Needed

Every year, various positions on Town Council appointed Boards and Commissions expire on May 31st. Development Services supports five Boards and Commissions. The following vacancy is currently available for Town residents who wish to volunteer:

- **Board of Adjustment:** One vacancy with term expiring on May 31, 2022.

Go online to <https://www.ergov.com/1937/Boards-and-Commissions> find links to applications. Positions sometimes open up mid-year, so let us know if you are interested in interviewing for one!

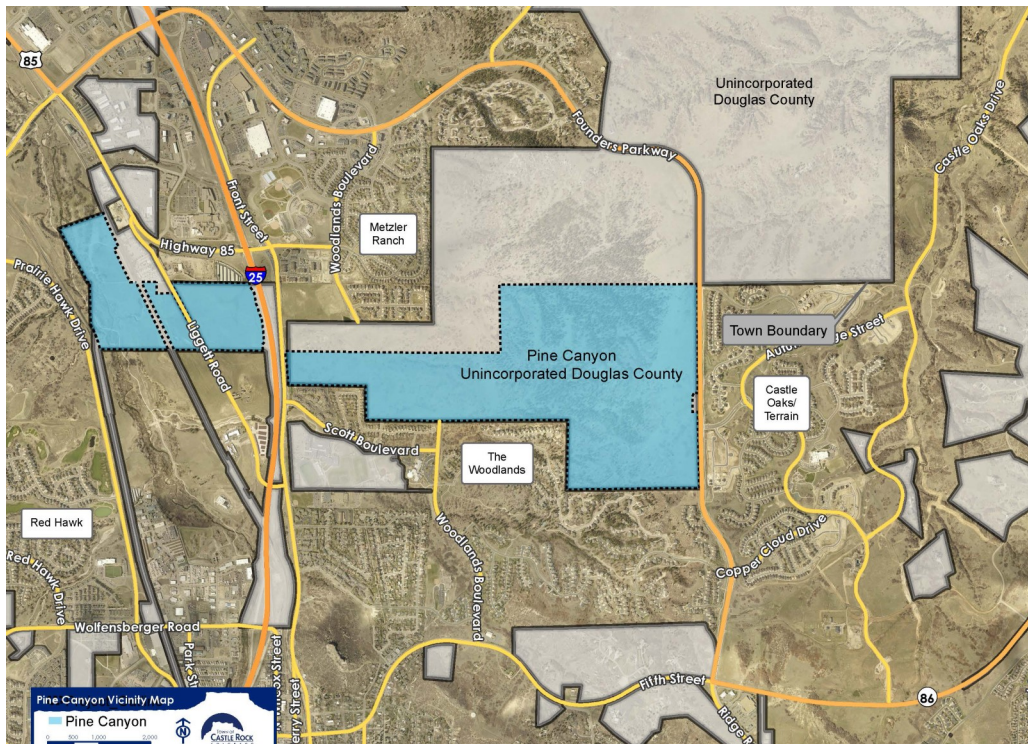
You can learn about all the various Town Boards and Commissions online at <https://www.ergov.com/1937/Boards-and-Commissions>

Town Council Actions on Land Use Submittals

Pine Canyon—Discussion of Douglas County Application

On July 7th Town Council received an update from staff on the Douglas County zoning application for Pine Canyon. Pine Canyon is a proposed urban level development in the unincorporated areas of Douglas County, and is surrounded on 3 sides by the Town of Castle Rock. The first review comments from Douglas County staff are very similar in scale and nature to review comments that the Town of Castle Rock staff had on the previous and current proposal. Areas of concern remain compatibility and coordination into the existing Town infrastructure, accessibility to the west side open space, preservation of some of the forested area on the east side of I-25, unknown transportation impacts and need for coordination with the Town, Douglas County and CDOT, and more details needed to understand the water and wastewater proposal.

Douglas County staff has instructed the applicant to reach out and coordinate with the Town of Castle Rock. Douglas County is also requesting that they complete a robust community outreach program with the abutting property owners and the public during this review process. Town staff have had many years of contact from surrounding property owners and concurs that a robust community outreach program is necessary for this proposal. Town staff is not opposed to development of this parcel; however, the current proposal does not demonstrate how it will mitigate the impacts that this new community will have on the existing Town infrastructure, amenities and residents that surrounds it.



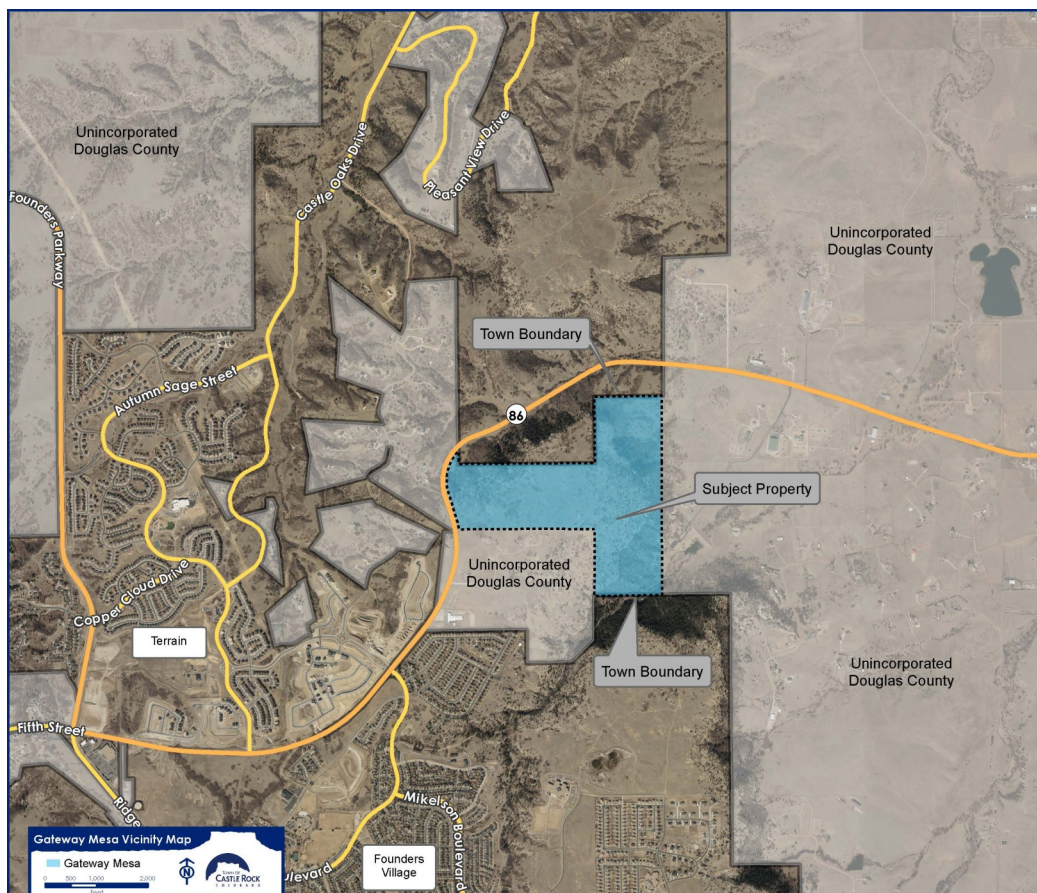
Vicinity Map

Town Council Actions on Land Use Submittals

Gateway Proposed Annexation and Zoning

On July 21st, Town Council heard the Town of Castle Rock (Town), property owner and applicant, proposal to annex and zone a 199-acre property, currently known to the public as Gateway Mesa Open Space and Trails. The property is located adjacent to State Highway 86, approximately ¾ of a mile east of the intersection of State Highway 86 and Enderud Boulevard/High Point Road. This proposed annexation and zoning is part of a larger initiative to bring Town-owned properties into the municipal boundaries.

Town Council approved, on first reading 6-0, the Gateway Mesa Annexation and Gateway Mesa Zoning of Public Land-2.



Vicinity Map

To see all current Public Notices for upcoming Public Hearings, please visit: www.crgov.com/PublicNotices

Customer Service Updates

We Would Like Your Feedback!

Did you know that every time a permit or a land development project is completed, our system automatically sends an email Customer Service Survey to the applicant on file? We launched this survey in 2019, seeking input regarding our customer service on permits and projects, level of responsiveness to inquiries, and development activities. If you receive an email from us titled “[We would like your feedback!](#)” please consider taking a few minutes to answer the survey—we’d love to improve our response rate. Your feedback is valuable to us! All responses are anonymous, unless you request to be contacted by staff. Also, you can enter our monthly drawing to win a \$25 gift card to the Castle Rock Factory Outlets.

92

Permits and
Projects completed
in June

17

Survey
Responses
in July

“Congratulations to the winner of our Monthly Gift Card drawing!”

Thank you for your Comments!

“The whole team at the Castle Rock Building Department were very helpful. Any time I had a question they were there to answer it for me and we're polite towards me.”

“I was surprised how efficiently our request was handled. Julie Kirkpatrick clearly informed us upfront what would be needed in our application package and approval was received in a timely manner. Very professional.”



“Jon White and Diane Maki were exceptional to deal with. Great team and extremely helpful!”



“As always love working with you guys.”

Customer Service Updates

“Two employees were really helpful, Tammy and Diane. They should be recognized.”



“I am surprised at how easy this was....and how quickly I received my permit. Great job!!”

“Everyone I've spoken with has been very helpful.”

Building Contractor Luncheon

The Town of Castle Rock has found great value in meeting regularly with our building contractors and their teams. Not only is it a great way to discuss code and policy changes that impact the construction of homes and businesses, we also hear from builders on what is working well and what we could do better in the field or office. We are constantly looking to improve our permitting and inspection processes. Over the course of many luncheons we have received good feedback from our contractor customers, often leading to improved changes. We may not always see eye to eye on a topic, however through discussions we get to understand each other's point of view; plus, meeting up for lunch is always a good time! Our monthly luncheons are typically sponsored by a local builder or other partners that have interest in improving our overall process. If you are interested in sponsoring a luncheon or have any questions, please contact our Development Services Technicians at buildingcounter@crgov.com or call them at 720-733-3527. They would be happy to assist you!

“Hearing from our customers always makes us better. I hear time and time again from builders that Castle Rock is unique in holding these luncheons, and how much it has helped them work with our team. We truly listen to our builders as active stakeholders in our Town process to build a quality product we can all be proud of. There is more to what we do than just passing or failing an inspection.”

- Chief Building Official Joseph Montoya

Our Contractor Luncheons for July and August were cancelled due to current COVID19 concerns.

View luncheon meeting summary notes of past meetings at crgov.com/contractorluncheon

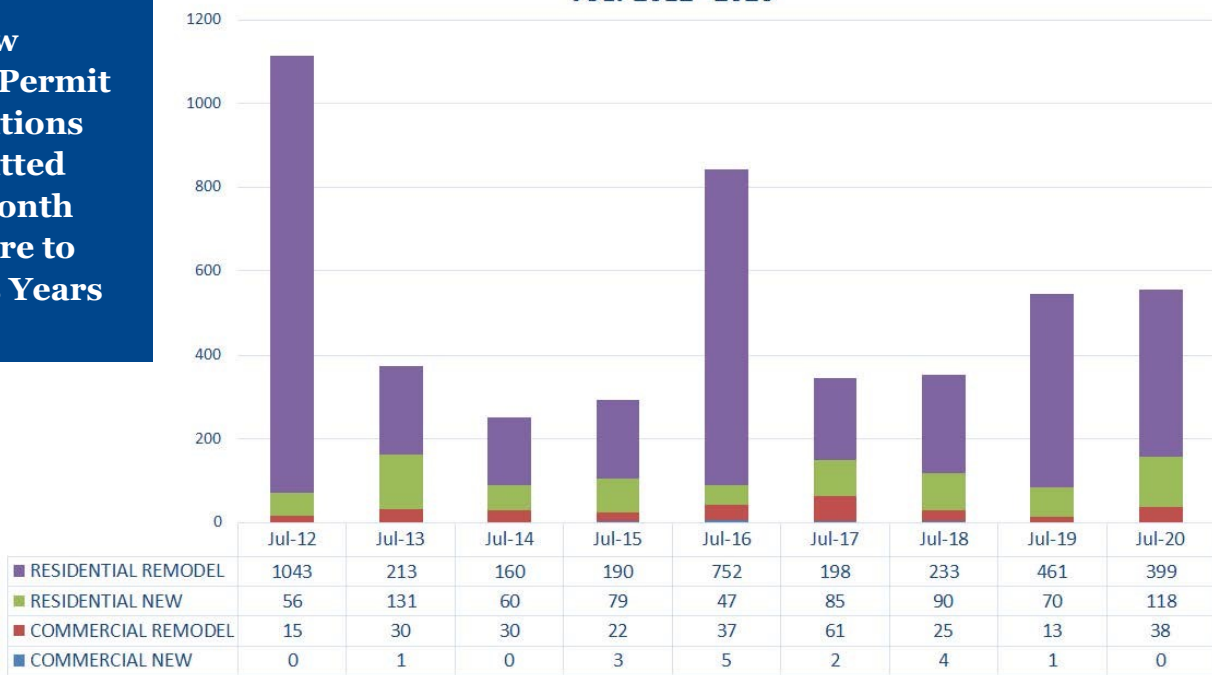
Core Service Levels

Building Division Core Service Levels

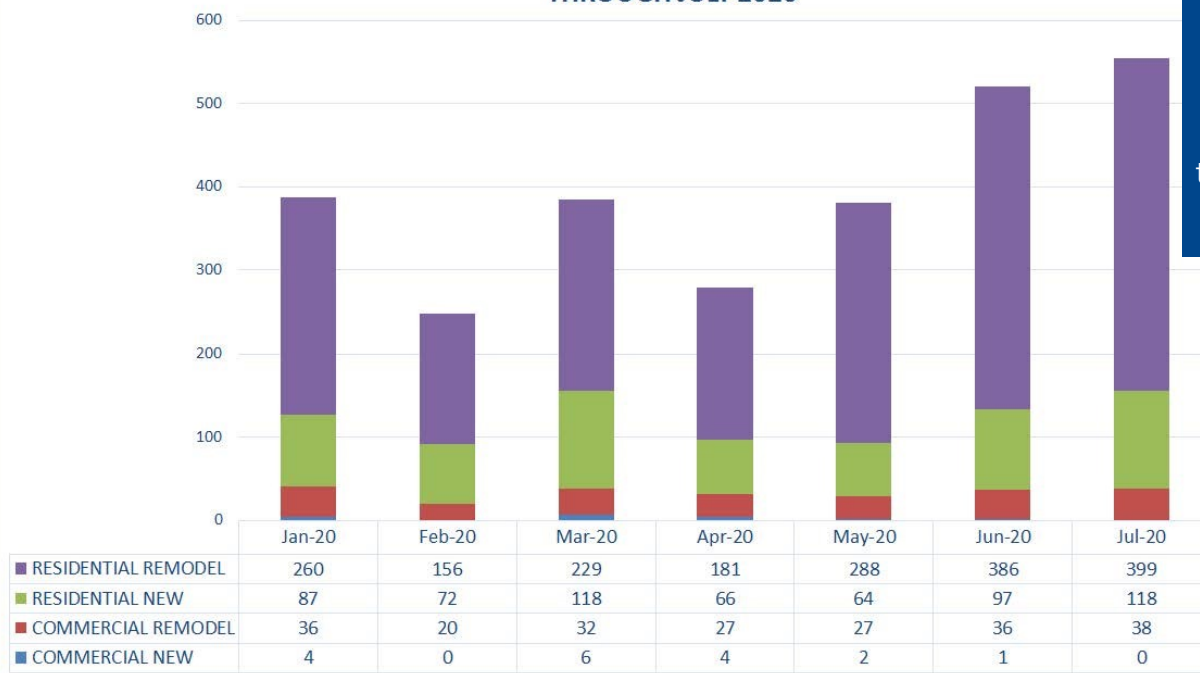
Our Building staff process hundreds of building permits a month, from a new hot water heater or deck, to constructing an entire new home or commercial building. Our inspection team conduct thousands of inspections each month to determine code compliance. We report on the following levels of services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

How Building Permit Applications Submitted Last Month Compare to Previous Years

**BUILDING PERMIT APPLICATIONS RECEIVED
JULY 2012 - 2020**



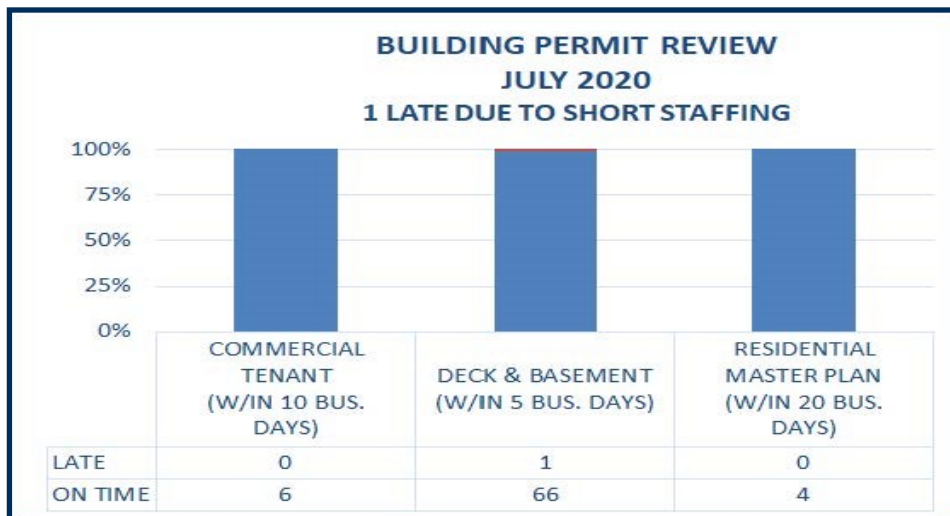
**BUILDING PERMIT APPLICATIONS RECEIVED
THROUGH JULY 2020**



Building Permit Applications through 2020

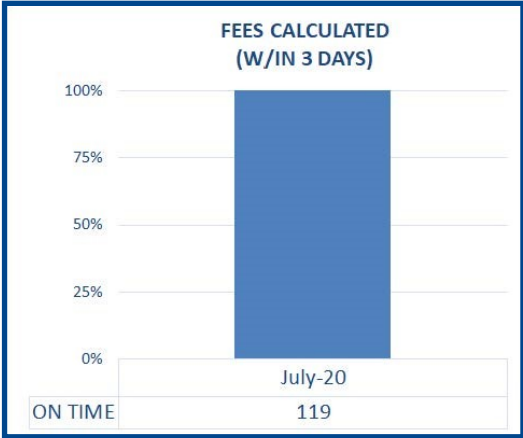
Core Service Levels

Building Division Core Service Levels continued:



Building Permit Reviews

Timely calculation of building permit fees is a division priority.



2153

Total Inspections Completed in July, 100% on time w/in 24 hours

Remote Inspections Completed in July

129

Core Service Levels

Building Division Core Service Levels continued:

Total Building Permits issued each month are a reflection of the volume of construction going on in our community. Permits are required for a range of items, from retaining walls and decks, tenant improvement or home renovation projects, to new construction of residential homes and businesses.

Building permit issuance does vary throughout the year, seasonally, so we compare the current year's monthly totals to past years.



Monthly Residential Permit Activity

MONTH COMPARISON	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YEAR AVG JULY	104	8
Jul-19	89	6
Jul-20	227	7
% CHANGE	155%	17%
YTD COMPARISON	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YR AVG THRU JULY	759	40
Jul-19	576	36
Jul-20	799	33
% CHANGE	38.72%	-8.33%

July continues to show strong residential numbers. The combined total of 227 residential units includes 103 single family home permits and 124 multifamily units. Single family home permits are now on track to likely exceed 850 permits for the year. Year to date, combined residential permits are at 799, ahead of the 5 years average of 759.

227

**July 2020
Combined New
Residential
Permits**

Core Service Levels

Zoning Division Core Service Levels

Our Zoning staff processes numerous code enforcement actions per month, from rubbish, abandoned vehicles, and setback encroachments to illegal uses. We respond to complaints from the community, visit sites to determine compliance, and issue Notices of Violations as necessary. Our inspection team removes hundreds of illegal signs encroaching into Town rights-of-ways (ROW).

101

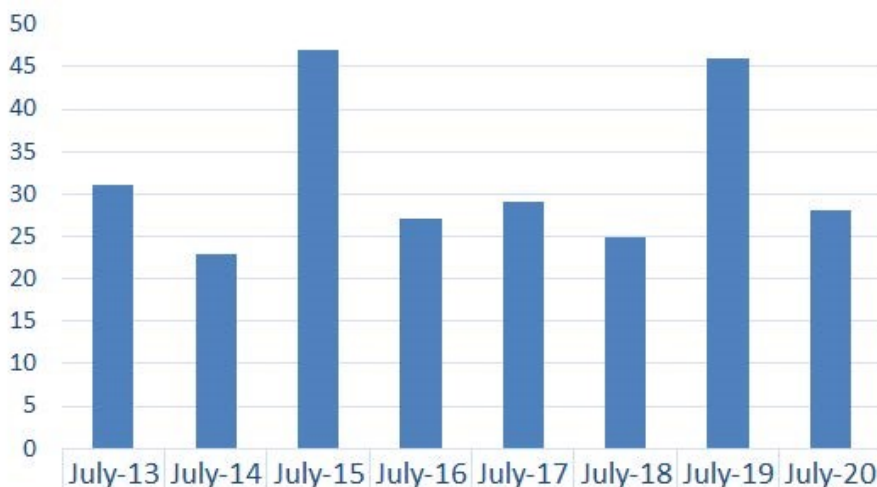
Code Complaint Response in July, 100% on time w/in 2 Days.

July 2020	100% On Time
Sign Complaint Response w/in 24 hours	1
Signs Removed from ROW w/in 7 business days	56
Sign Permit Reviewed w/in 14 business days	12
Site Visits w/in 5 business days	127

47

Notices of Violation sent w/in 10 business days July 2020

Business Licenses Reviewed in July 2020= 28



4

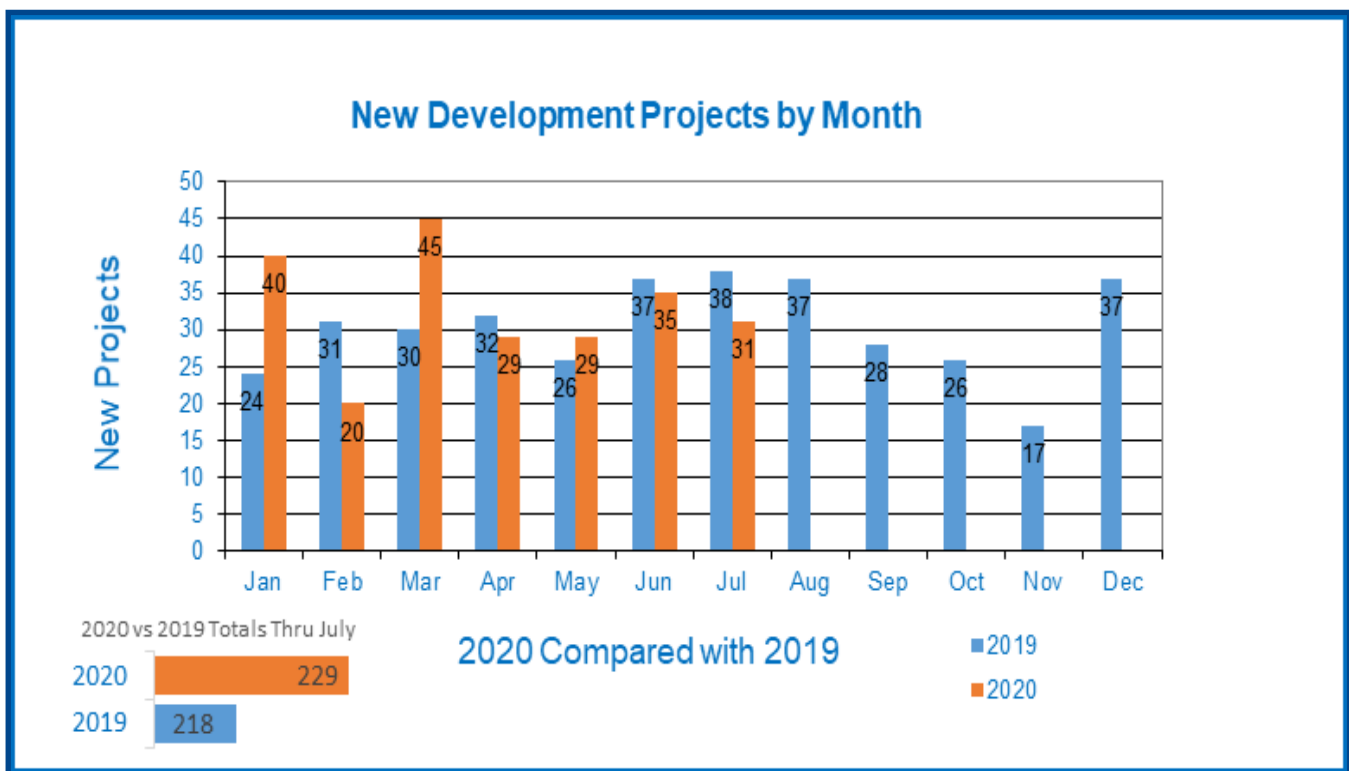
Temporary Use Permits Issued, 100% on time. July 2020

Core Service Levels

Planning/Development Review Core Service Levels

Our Planning and Development Review teams process numerous submittals each month. These core service levels are reported for all land use projects, including those that go through public hearings, and those that are under administrative review.

Each month the team receives new land use applications. Application types included in the numbers below are for all types of application, including site development plans, rezoning/planned development plans, use by special reviews, construction documents, platting or modify a plat, erosion control plans, easement agreements, historic preservation applications, field change orders, and technical criteria variances. The current months new project submittals are listed below, along with a comparison to last year:



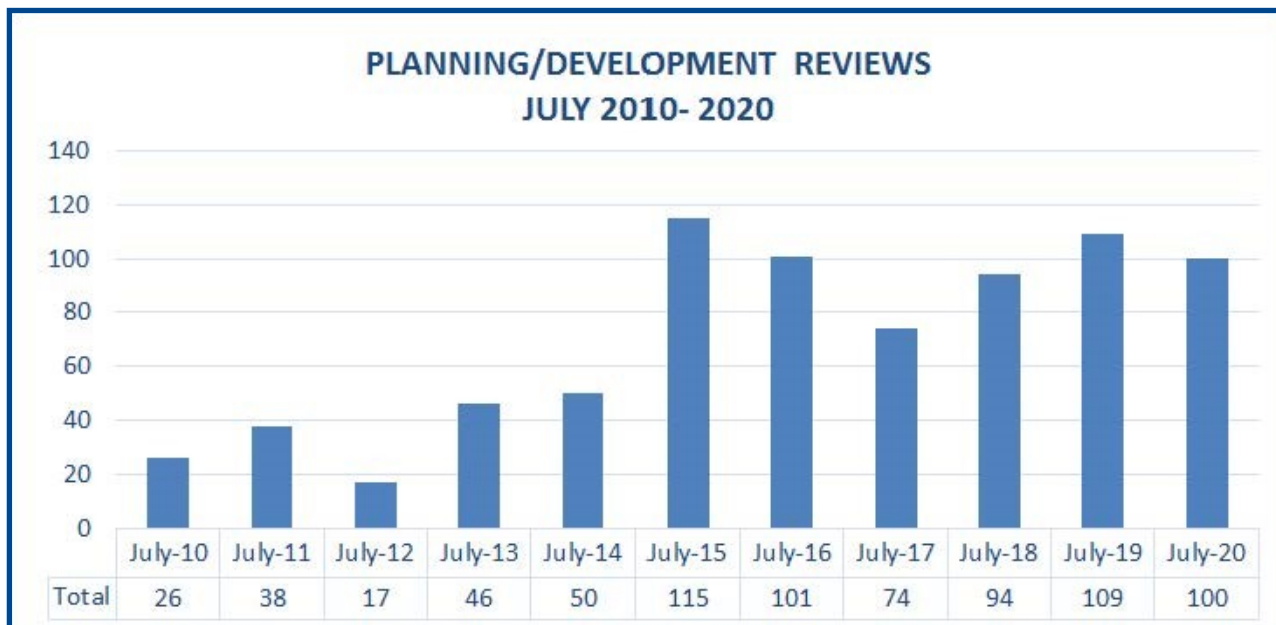
Each application often goes through multiple rounds of staff review to ensure compliance with Town codes and design criteria. We report monthly on the total number of reviews, the timeliness of these reviews, and the accumulative total for the year compared to previous years.

Planning/Development		
July 2020	On Time	Late
1st Review	39	0
2nd Review	23	1
3rd + Review	35	2

Core Service Levels

Planning/Development Review Core Service Levels continued:

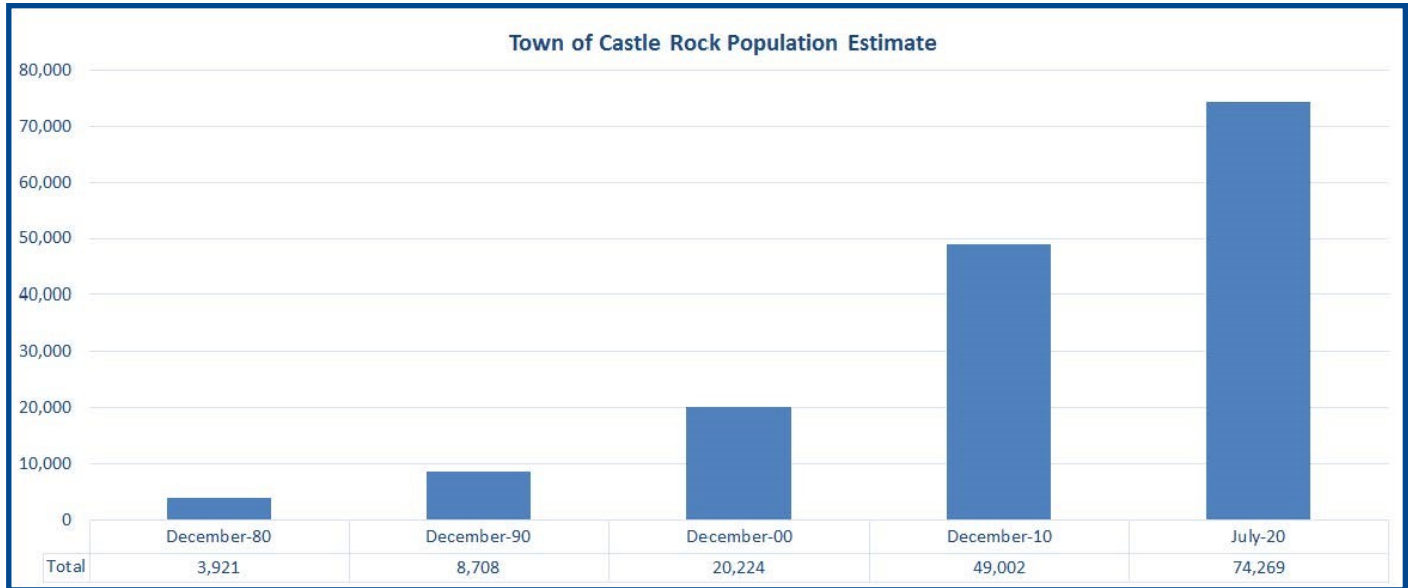
These two charts show the current months total number of land use project reviews compared to the same month in previous years, as well as the cumulative yearly total for planning/development reviews.



CUMULATIVE YEARLY TOTAL PLANNING/DEVELOPMENT REVIEWS



Population Estimate



Castle Rock continues to be a desirable community to live in, and it's no wonder with our rich heritage, wide array of family friendly and recreations activities, great neighborhoods, and stunning views of the mountains. A vibrant downtown, destination shopping, primary employment, higher education and our full service hospital are just some of the amenities our community has to offer. Castle Rock is consistently rated as one of the top communities to live in. It's no wonder folks move here to call it home!

We would like to hear from you!

Do you have any questions on development in your area? Have any questions related to a building permit? Have questions about your setbacks or allowed uses on a property? Please email or call our staff anytime with your questions or feedback. Thank you for being a part of our community!

For Zoning questions, please email Zoning@crgov.com or call 720-733-3511

For Planning questions, please email Planning@crgov.com or call 303-660-1393

To view Building Information online, please visit crgov.com/building or call 720-733-3527

To view Public Notices, please visit crgov.com/publicnotices

For the latest in Development Activity, please visit: www.crgov.com/DevelopmentActivity