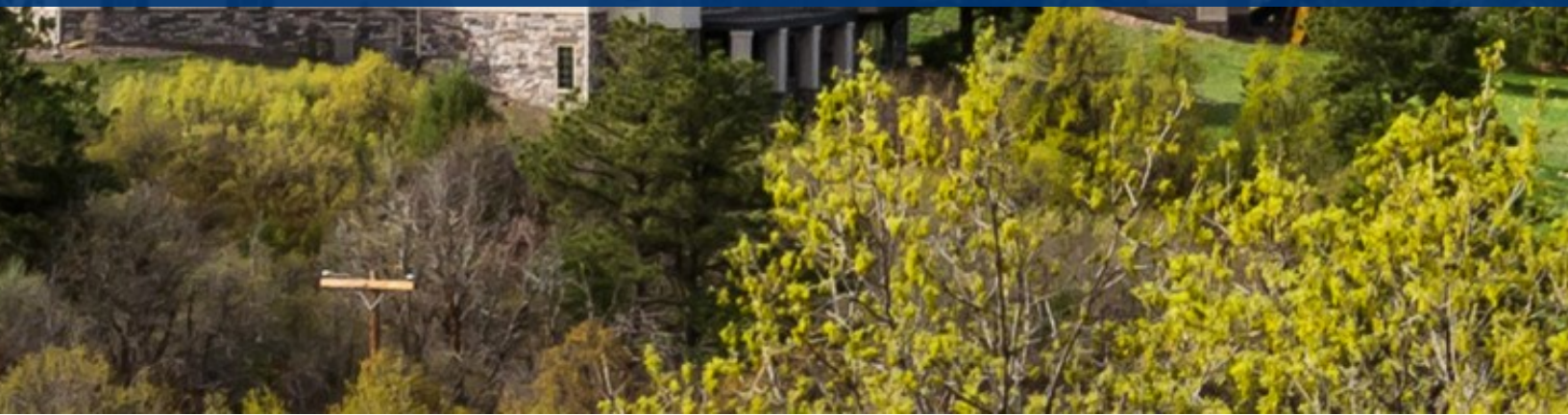




Development Services June 2022 Monthly Report

(Reporting on May 2022)



DEVELOPMENT SERVICES

June Monthly Report (Reporting on May)



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For the latest Development Activity, visit:
CRgov.com/DevelopmentActivity

COMPREHENSIVE MASTER PLAN FOUR CORNER STONES

Distinct Town Identity	Responsible Growth
Community Service	Thriving Economy



100 N. Wilcox Street
Castle Rock, CO 80104
720-733-2200



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We'd like to hear from you! Provide feedback by completing our Customer Service Survey at: Surveymonkey.com/r/LR35C27



News from the Director

May of 2022 was another busy month for development activities here in Castle Rock. Our main permit activity is always single-family home permit, and we did see a slowdown in those in May. Although it was a reduction in permits from previously high paced months, our team was still busy issuing 63 single family permits and our building inspection team completed over 2,600 inspections.

For our Land Development project submittals, we have had 181 new projects submitted this year through May, which is 37% higher than our average over the last 4 years. We complete comprehensive reviews of each of these projects, often 3 reviews or more per project, by our team of planners, engineers, and specialists. Through the end of May, our plan review team has completed 561 total reviews, exceeding our 5-year average by 193 reviews, an increase in 52%.

Our team works hard to process applications, permits and plan sets in a timely manner, however we are experiencing some staffing shortages right now, which is unfortunately a trend many businesses are experiencing. We appreciate your patience as we continue to work through projects and permits to ensure quality development in Castle Rock!



Tara Vargish, PE
Director
Development Services

Employee Recognition

New Employees, Awards, Staff Spotlight



Congratulations to TJ Kucewesky on promoted to the Assistant Director position.



Congratulations to Cara Reed on 5 years with the Town!



Congratulations to TJ Kucewesky on 6 years with the Town!



Congratulations to Kevin Wrede on 6 years with the Town!



Congratulations to Julie Kirkpatrick on 11 years with the Town!



Welcome to Kevin Arencibia who joins the Town as a Combination Building Inspector!



Congratulations to Cara Reed, who received a Value Award – Cara demonstrated exceptional Town values with her outstanding representation of the Town at the Colorado Association of Code Enforcement Officer’s (CACEO) annual meeting and award ceremony. CACEO is a state-wide agency of code enforcement professionals from all over Colorado. Cara submitted an exemplary submittal for the Juan Eagle Award demonstrating the work the Zoning team accomplished on the Neighborhood Cleanup Day, showing the outreach and ideas put forth for a successful event. While her submittal did not win, they called Cara forward at the annual meeting to recognize her work on her submittal for the Town and publicly acknowledged her for her format and submission and further stated that her submittal was a model for all submittals going forward. We are proud of Cara and her efforts and cooperative spirit in celebrating her peers in a project for the Town.

Staff Kudos

“Tammy. Look. I’m from Denver and Aurora counties. You need to stop all this responding and providing the exact answers I need. It’s starting to get creepy. This is perfect. Thank you thank you.” — Justin.

Employee Recognition

Customer Service Feedback



Customer Feedback Survey

We launched a customer feedback survey in 2019 to gather input about our customer



474 surveys distributed

28 May responses

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 respond. Your feedback is valuable to us! The link is also available in staff email signatures. All responses are anonymous, unless you request to be contacted by staff. You can also enter our monthly drawing to win a \$25 gift card to a local Castle Rock business.

"Diane Maki and the others have been very helpful."

"Kevin Buffington, Ken Torres, Dena Paulin went above and beyond to expedite our applications and comments."

"Pam Hall is fantastic and fast."

"Dena Paulin was excellent to work with. She was extremely helpful and super responsive."

"Again Pam Hall so helpful, fast and informative."

"EVERYTHING WAS FAST AND EASY."

"In many jurisdictions the building officials are more interested in catching someone doing something wrong and being punitive. Castle Rock has consistently shown me how a building department should work, by being there to guide you through the plan review, permitting, and inspections processes. True pleasure to work in this town."

"Tammy was very pleasant, understanding and helpful in regards to hearing out my situation and helping me find an appropriate solution."

"Sandy was very helpful with questions about the zoning of parcels near my property. She answered everything I asked about clearly and provided links for more information. I was very appreciative of her detailed responses."

Staff Spotlight

Darcie Hartman, Permit Specialist, works at the Building Counter located at Town Hall. In Darcie's first 6 weeks, much of her day to day has been answering phone calls and general questions of homeowners and contractors. Otherwise, she spends her time working through daily permit work, asking questions/continuing training, and studying ICC materials. As Darcie's time progresses she looks forward to learning how to process new permit types, and having a greater knowledge base to help our contractors and homeowners when needed. After Darcie was working on the contractor side for 4 years pulling permits, it has been a fun change of pace to sit on the other side of the table

Darcie and her husband live in Castle Rock, they moved here a little over two years ago. The two do not have any kids but do have two dogs. Darcie and her husband enjoy camping around Colorado's state parks in their free time and are excited to see a few new state parks in the next couple of months!



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 staff as well as plan review staff in Castle Rock Water, Public Works, Fire and Parks and Recreation.

AMC Theaters

Site development plan amendment to install 4 EV charging stations in existing parking stalls, located at 3960 Limelight Avenue.

Brookside Business Center

Foundation Automotive Body Shop, site development plan for 26,000 square-foot building containing a small office, parts storage and auto body repair area, located at 1184 and 1288 Brookside Circle.

Calvary Chapel

Design revision to construction documents and erosion control for the limits of construction and revised landscaping, located at 1480 Canyon Drive.

Commerce Court Waterline

Construction documents for water main extension on Commerce Court for increased fire flow capabilities.

Crystal Valley Ranch

Erosion control plans for vertical construction of 68 lots, located on the west side of East Loop Road.

Founders Village, The Enclave Townhomes

Design revision for landscaping and retaining wall additions for completion of the townhome project (88 additional residences), located at Enderud and Wagon Wheel Trail.

Hillside at Castle Rock

Design revision to eliminate a retaining wall and realign a drainage channel, located on the west side of Wolfensberger Road north of Coachline Road.

Meadows Parkway

Construction drawings and erosion control for improvements to the Regent and Lombard intersections. Located at Meadows Parkway and Lombard Street/Meadows Parkway and Regent Street.

Outlets at Castle Rock

Construction documents and erosion control plans for two additional pad sites, located on west side of Outlets Mall on Factory Shops Boulevard.

Plum Creek Golf Course Club House

Grading design revision for new clubhouse, located at 331 Players Club Drive.

Promenade Drive-thru site

Site development plan for infrastructure to support a future drive-thru restaurant, located on the north side of the Sam's Club access drive.

Terrain (North Basin Area)

Erosion control plans for vertical construction of 95 single-family lots, located adjacent to the dirt portion of Castle Oaks Drive between Autumn Sage intersections.

Plat Amendment to adjust easements within the Terrain North Basin Plat boundaries, located off Castle Oaks Drive north of Autumn Sage Street.

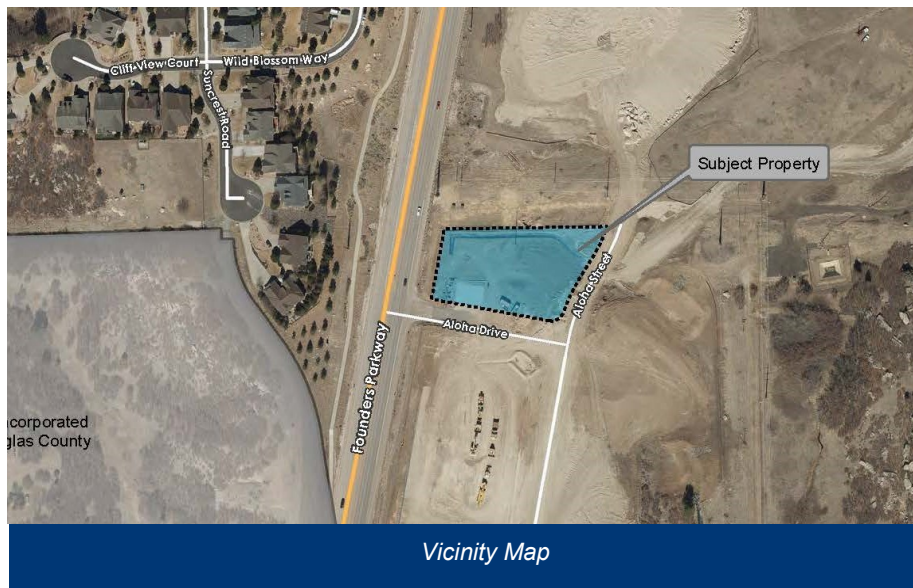
Sanitary sewer and water line design revisions for 95 single-family lots, located adjacent to the dirt portion of Castle Oaks Drive between Autumn Sage intersections.

Town Project

Erosion control plans for the installation of a new 2 million gallon water tank located in Cobblestone Ranch.

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.



Dunkin Donuts

Staff received a new Quasi-Judicial application from Ethos Architecture Group, on behalf of property owner Linden Partners, for a Site Development Plan for a 2,340 square-foot Dunkin Donuts with drive-thru. The proposed location is a 1.13-acre lot at the north east corner of Founders Parkway and Aloha Court within the Founders Marketplace development. The proposal is subject to the Town's Residential/Non-Residential Interface to the north and is subject to a 25-year completion clause requiring public hearings before Planning Commission and Town Council. A neighborhood meeting was held on March 17, 2022. The project is located within Councilmember Cavey's district.

Project Highlights

- Project is 2340 square-foot in size on 1.13-acre lot.
- Proposed drive-thru.

Boards and Commissions

Actions and Updates



Development Services supports five Boards and Commissions that have specific purposes for 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.



Board of Adjustment

May 5, 2022 — Meeting canceled.



Design Review Board

May 11, 2022 — Meeting canceled.

May 25, 2022 — The Design Review Board held their regularly-scheduled meeting in a hybrid format. Six board members, five staff and one applicant representative attended the meeting. No members of the public attended. The Board heard one quasi-judicial application, a Site Development Plan (SDP) application for 221 N. Wilcox Street. The SDP is for a 28-unit, mixed-use project that will include 23,000 plus square-feet of commercial and office space. The site is located at 221 N. Wilcox Street on the southwest corner of Wilcox Street and Third Street. No members of the public spoke. The Design Review Board voted 7-0 to approve the Site Development Plan, as presented.



Historic Preservation Board

May 4, 2022 — The Historic Preservation Board met to consider approval of a Landmark Alteration Certificate to allow changes to the property located at 203 N. Perry Street (Sanders House). The property owner, Marc A. Lewison and his representatives, Taylor and Amy Lewison, plan to open and operate The Little School on Perry Street, a licensed infant and toddler preschool and daycare facility. In order to create classrooms, play areas, kitchen and office space, the owner would like to make certain improvements to the landmarked structure, build an addition, and reconfigure the outdoor space. The Board approved the Landmark Alteration Certificate by a vote of 5-0.

Resolutions of Appreciation were presented to Historic Preservation Board member, David Goode and staff member, Julie Kirkpatrick. Mr. Goode served the Board from 2018 to 2022, he will be leaving the Board and moving out of state. Julie Kirkpatrick served as staff liaison to the Board from 2017 to 2021.

Finally, the Historical Preservation Board presented the Castle Rock Historical Society and Museum Members, Angie DeLeo and Ron Claussen, a proclamation approved by Town Council on May 3, proclaiming May is “National Historic Preservation Month”.



Planning Commission

May 12, 2022 — Meeting canceled.

May 26, 2022 — Meeting canceled.

Town Council Actions

Land Use Submittals



There were no Development Services land use proposals considered by Town Council in the month of May.

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: MAY 2022

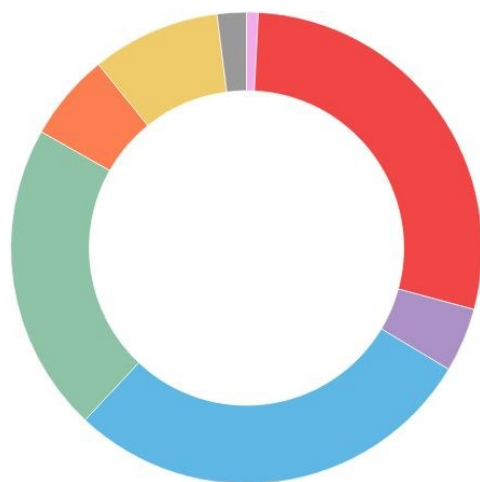


82,250
estimated population as of May 2022

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.



- Sign Complaint Responses – 2
 - Sign Removed from Right of Way – 71
 - Sign Permits Reviewed – 11
 - Site Visits – 71
 - Code Complaint Responses – 53
 - Notices of Violation Sent – 15
 - Business Licenses Reviewed – 22
 - Temporary Use Permits Issued – 5
- *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.

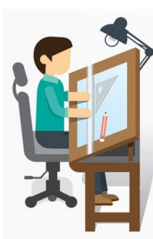
Pre-Applications

- 8** Pre-Applications this month
- 49** year-to-date Pre-Applications
- 33** 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

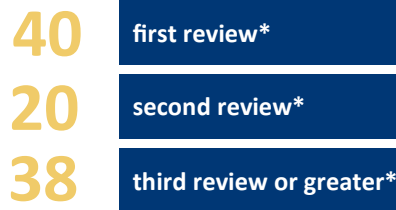


26

New Development Project Applications this Month

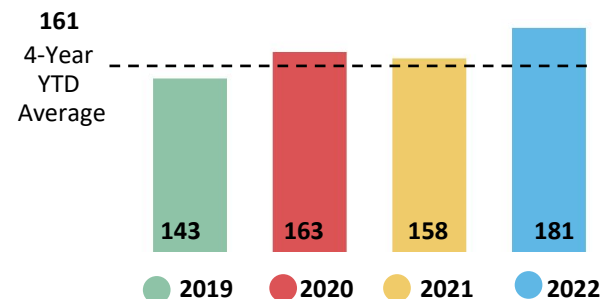
Development Reviews

Monthly Reviews

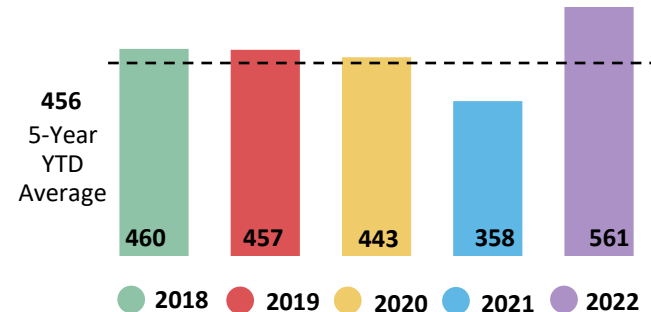


*On time with the exception of two late first reviews, two late second reviews, and two late third reviews due to volume/short staff.

Year-to-Date Development Projects



Year-to-Date Planning/Development Reviews

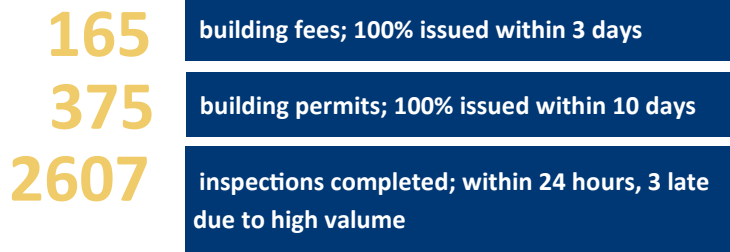


Building Division

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.

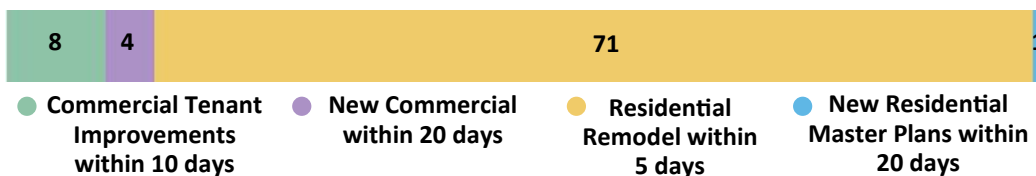
Development Services staff process permits, conduct inspections, respond to code violations and review plan submittals each month. This snapshot highlights staff activity during the previous month for the Zoning Division, Building Division and Planning/Development Review. Information on previous months can be found in the Development Services' Monthly Report archive at: CRgov.com/1674/Development-Services



Building Permits Reviewed

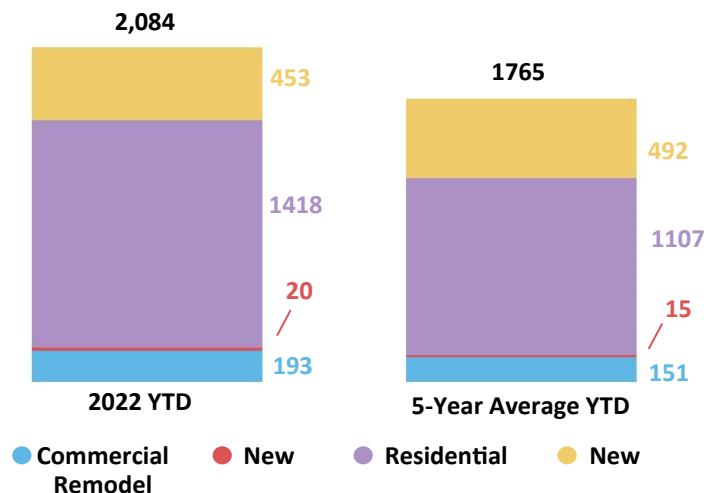
Monthly Building Permit Reviews by Type*

*8 late due to short staffing



Building Permit Applications Received

Year-to-Date Building Permit Applications Received



Building Permits Issued



63
Residential Permits Issued this Month



219K
Square Feet of Commercial Space Permitted Year-to-Date



↑237%
Commercial Space Permitted Compared to 5-Year to-Date Average

Year-to-Date Residential New Construction Permits Issued

