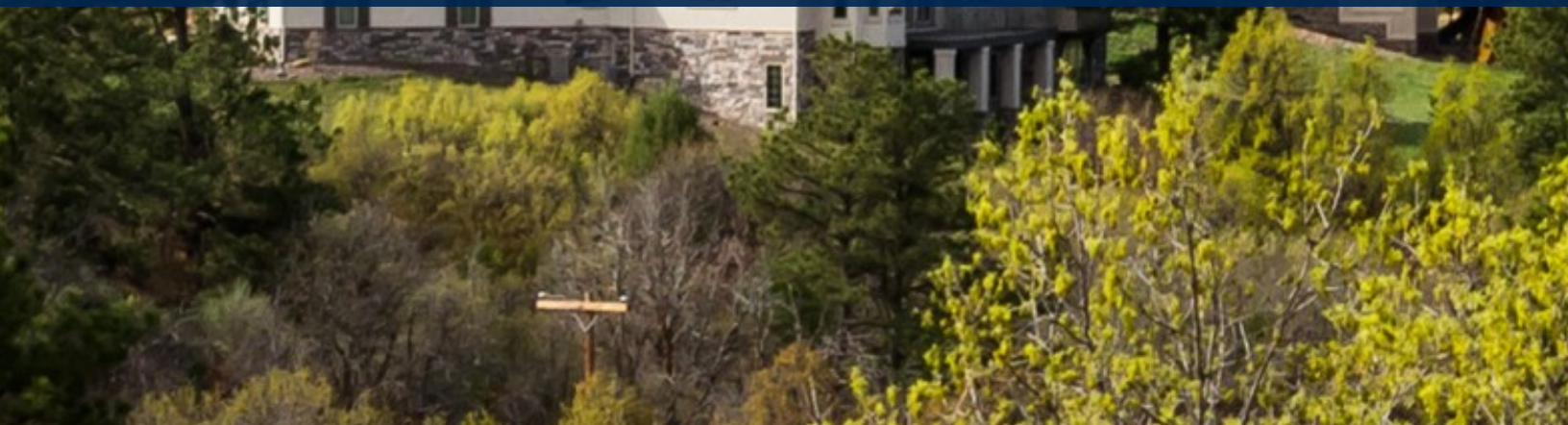




Development Services

May 2023 Monthly Report



DEVELOPMENT SERVICES

May 2023 Monthly Report



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

THE BRINKERHOFF & BAR HUMMINGBIRD LANDSCAPE DOCUMENTS



Rendering of Bar Hummingbird and The Brinkerhoff to be located at the Promenade. [See page 8](#) for more details on the project.

News from the Director

The Town of Castle Rock is pleased to announce the appointment of new members to several Development Services Boards and Commissions. The Historic Preservation Board, Planning Commission, Design Review Board, Board of Building Appeals, and Board of Adjustment have all welcomed new members to their ranks.

We extend our gratitude to these individuals for their willingness to serve the community and contribute to the future development of our town. Serving on a Board or Commission offers a unique opportunity to shape the future of our community and make a meaningful impact.



Tara Vargish, PE
Director
Development Services

Members of these Boards and Commissions work collaboratively with Town staff and fellow community members to review and make recommendations on development proposals, zoning changes, and other matters related to the development of Castle Rock.

Our newly appointed members bring a wealth of knowledge and expertise to their respective Boards and Commissions and we look forward to their contributions. We encourage all members of our community to consider serving on a Board or Commission and becoming more involved in the decision-making processes that affect our town in the future. [See page 9](#) for more information on our new Board and Commission members, or visit our [Boards and Commissions](#) page at CRgov.com.



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Castle Rock, CO 80104
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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 Spotlight



Congratulations to Julie Kirkpatrick, Plan Review Project Coordinator on 12 years with the Town!



Congratulations to TJ Kucewesky, Assistant Director, on 7 years with the Town!



Congratulations to Kevin Wrede, Planning Manager, on 7 years with the Town!



Congratulations to Cara Reed, Neighborhood Liaison, on 6 years with the Town!



Congratulations to Kevin Arencibia, Combination Building Inspector, on 1 year with the Town!



Development Services team wearing green for Mental Health Awareness Day!

Staff Kudos

- "Amazing job **Carissa Ahlstrom!**" – Sharon C.
- "You guys are always quick to respond and a great Town to work within!" – Graham C.
- "Excellent, thank you for the quick reply. You and **Tammy King** are really setting the bar with your responsiveness! Really appreciate it." – Rick C.
- "Thank you for attacking this the way you have, **Tina Close**. You are a rock star!" – Bart C.



Employee Recognition

Staff Spotlight



Meet the Planning Team!

The Planning Team of Development Services consists of dedicated individuals who work together to help plan projects efficiently and ensure those plans follow Town codes consistently. Kevin Wrede is the Planning Manager, overseeing day-to-day activities, while Brad Boland, Long Range Project Manager, focuses on Downtown development and historic preservation. Dena Paulin, Planner II, handles small commercial projects and Pam Hall, Planner I, coordinates the pre-application process with people who have ideas about development in Castle Rock. BrieAnna Simon and Sandy Vossler are Senior Planners who review Quasi-Judicial and administrative projects. They work with developers and applicants throughout the planning process. Darcie Hartman is the Development Services Technician who supports the whole team respectively.



Pictured top row left to right: BrieAnna Simon, Dena Paulin, Kevin Wrede
Bottom row left to right: Brad Boland, Pam Hall, Darcie Hartman, Sandy Vossler

Even with the variety of responsibilities, they all take pride in their work and collaborate regularly to ensure that every project is given the attention and proficiency it deserves; tackling unique situations that arise throughout the day while utilizing each team member's distinctive expertise and experience. Sandy noted that the work is never boring, and finds gratification in taking on unique challenges with each project. Dena stated that she enjoys watching a vacant piece of land turn into a building or housing development.

The team emphasizes that the planning process is not a quick or simple one and that each application can take months to review and get it into compliance with Town codes. They strive to balance the needs of developers and the public while keeping the goals of the Town in mind, as they work to make sure each project meets the Town's regulations.

In short, the Planning Team works together to ensure the Town's growth is planned responsibly and sustainably by meeting Town codes and Master Plan. If you want to know more about the Planning Team and or have planning questions, visit the Development Services [Planning page](#) at CRgov.com, or contact the Planning Team directly at Planning@CRgov.com.



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.



459 surveys distributed
34 May 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 May:

- “**Tammy King** is easy to work with, very efficient, and an asset to the township.”
- “Very pleased. Expected nothing less from the Town. Easy, responsive and reliable interactions. Thank you.”
- “ToCR is knowledgeable and timely in providing their comments. A great group to work through a project with.”
- “Castle Rock is one of the very few municipalities I work with where you can trust what is in the system. If the review is scheduled to be complete on a certain date, it is, 95% of the time. And that 5% is usually because I have comments.”
- “Both **Sandy Vossler** and **Julie Kirkpatrick** were so wonderful to work with. Very professional, responsive and most importantly very helpful when questions would come up.”
- “We are just getting ready to start our basement so we have only reached out as needed to move things forward. Our last project and the inspections went well, I trust this will too.”
- “I was pleasantly surprised to be greeted with such a friendly and helpful staff member (both phone and email).”
- “I was so impressed by the responsiveness and professionalism of the Town of Castle Rock staff. I felt supported throughout the inspection process and am grateful for the overall experience! Thank you!”
- “**Jason Smith** is very helpful.”
- “Town staff have always been prompt in meeting our requests.”
- “Thanks so much for your quick response on our electrical permit **Darcie Hartman!**”
- “**Rob Dana** was great and very considerate. He was easy to work with, good at explaining the areas the needed correcting and was always prompt and efficient. My thanks to him in particular!”
- “All inspectors have been helpful answering questions.”
- “**Lenore Bennett** went above and beyond to be of assistance and move my permit application along. Very appreciative.”
- “Great Staff. **Jason Smith** is the best.”
- “Great experience. Inspector **Rob Dana** was great and extremely helpful.”



Contractor Luncheon



The Town of Castle Rock has found great value in meeting regularly with our building contractors and their teams. These are great opportunities to discuss code and policy changes that impact construction in our Town. We learn from builders what we are doing well, how to improve communication, and how to streamline our permit processes. Our discussion time continues to help us understand each other's point of view!

Discussion topics from May's Luncheon:

- New CO Policy Procedure Update
- 2023 Safety Month
- Stakeholders Meeting
- Fire Resistive Exterior Construction
- Gas Pipe Isometrics
- 2024 Updates
- Stormwater
- Be a Good Neighbor
- Signs
- Open Discussion



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

Next Contractor Luncheon:

Wed., June 21, 2023

11:30 a.m. — 1:00 p.m.

**Castle Rock Water
175 Kellogg Court**

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



Consider donating spare change to DOT, our charity bank, when you're doing business at the building counter! All collections are donated to a local nonprofit at the end of the year.

To receive discussion points on the agenda contact:

buildingcounter@CRgov.com

To sponsor a contractor luncheon contact:

schavez@CRgov.com

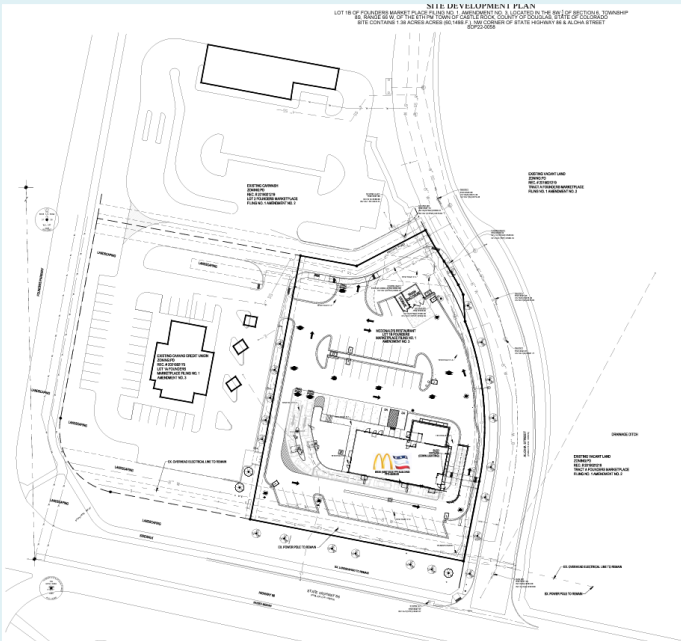


New Land Use Submittals



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.



Founders Marketplace, McDonald's

Construction documents and erosion control plans for 5,140 square-foot McDonald's Restaurant located on northeast corner of Fifth Street and Founders Parkway.



The Famous Steakhouse

Site development plan amendment and construction documents for landscaping and elevations for The Famous Steakhouse restaurant located at 810 New Memphis Court.

Castle Rock Auto Dealership

Erosion control plans for phase 2 of 39,000 square-foot building addition and expanded parking located at 1100 S. Wilcox Street.

Castle Rock Office Warehouse

Design revision for extraterritorial fire service, water main extension located at 3197 N. Commerce Court.

Dawson Trails, Filing No. 1

Re-platting of five parcels for future development located north of the intersection of Territorial Road and Dawson Ridge Boulevard. Construction documents and erosion control plans for early grading of approximately 338 out of 414-acres of the Dawson Trails South site located west of I-25 and BNSF railroad, and south of Territorial Road. Construction documents and erosion control plans for northern section of Dawson Trails Boulevard infrastructure and right-of-way.

Grand Mere Restaurant Group

Replat to divide an existing 0.86-acre lot into two properties; lot one includes 0.297 acres and lot two includes 0.559 acres located at 340 S. Wilcox Street.

Hillside/Arbors

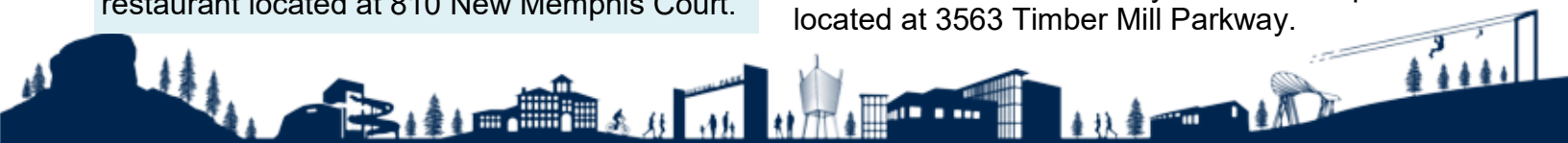
Storm drainage design revisions for 54 single-family lots located at northeast corner of Wolfensberger Road and Coachline Road.

Liberty Village

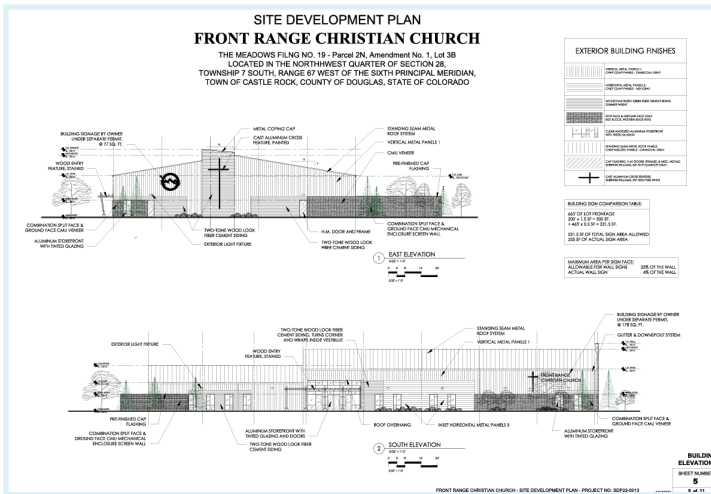
Construction documents for waterline installation along Pleasant View Drive.

Meadows, Caliber Collision Auto Body Paint and Repair

Site development plan amendment for proposed Caliber Collision Auto Body Paint and Repair located at 3563 Timber Mill Parkway.



Administrative Projects



Meadows, Front Range Christian Church
Temporary offsite drainage easement for Front Range Christian Church located 3643 Timber Mill Parkway.

Meadows, Prairie Hawk Dental
Utility easement agreement for Prairie Hawk Dental located on northeast corner of Prairie Hawk Drive and Limelight Avenue. Erosion control plans for Prairie Hawk Dental office building located on northeast corner of Prairie Hawk Drive and Limelight Avenue.

Meadows, VA Community Based Outpatient Clinic
Site development plan for proposed 25,096 square-foot VA Community Based Outpatient Clinic located between Dacoro Lane and Virtuoso Loop, north of Prairie Hawk Drive.

Meadows, Filing No. 19
Construction documents and erosion control plans for off-site extension of sanitary sewer to service Meadows Filing No. 19, Lot 1. The sewer extension would extend from Plum Creek Water Reclamation facility along the western side of the Union Pacific Railroad to the lot located south of N. Meadows Drive.

Plum Creek
Site development plan for three custom home lots and tracts located at Mt. Royal Drive and Prestwick Way.

Promenade, The Brinkerhoff Restaurant and Bar Hummingbird
Drainage, drainage access and water easement agreements for The Brinkerhoff and Bar Hummingbird Restaurant buildings located on southwest corner of Castle Rock Parkway and Promenade Parkway. See page 2 for a rendering of the project.

Town project, Public Works
Erosion control plans for construction of Dawson's Ridge Boulevard.

Town project, Public Works
Erosion control plans for construction of Crystal Valley Interchange.



Verizon
Small cell facility design revision located at 644 S. Gilbert Street.



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

May 4, 2023

Meeting canceled.



Design Review Board

May 10, 2023

Meeting canceled.

May 24, 2023

Meeting canceled.



Historic Preservation Board

May 3, 2023

Meeting canceled.



Planning Commission

May 11, 2023

Meeting canceled.

May 25, 2023

The Planning Commission held its regularly scheduled meeting and heard the proposal for Memmen Young annexation and associated rezoning. The proposal requested to annex a 5-acre enclave parcel into the Town of Castle Rock and include it in the Memmen Young/ Founders Vista Planned Development. This proposal would reduce the allowed number of units from 904 to 562 while increasing the dedicated open space area by 31 acres. The Commission voted to recommend approval to Town Council by a vote of 5 to 0. The Commission also voted to recommend approval to Town Council of the Planned Development zoning by a vote of 3 to 2.

Town Council

May 16, 2023

Interviews were conducted during a Special Town Council meeting on May 9 to fill current and upcoming vacancies for Boards and Commissions. The panel comprised of the current Chair or designee, staff liaison, and Council liaison. The panel recommended appointments that were ratified by Town Council during the May 16, 2023 meeting. The recommended appointments for Development Services Boards and Commissions, effective June 1, 2023, are:

Board of Adjustment

- Mike White
- Dalton Lyons
- Blerim Morina

Board of Building Appeals

- Chimezie "Mac" Akaya
- Glenn Pappas

Design Review Board

- Chris Leever (reappointment)

Planning Commission

- Carlos Salinas
- Jeff Samuelson
- Kevin McHugh
- Todd Warnke
- Tom Martinez

Historic Preservation Board

- John Beystehner (reappointment)
- Robert Lange (reappointment)
- Diane Evans
- Chris Plucinski

Town Council also heard an item on multi-family parking requirements and asked staff to conduct more research for multi-family homes and provide updates at the next Council meeting. This could lead to an increase in the number of parking spaces required.



Visit our [webpage](https://www.castlerockgov.com) at CRgov.com to find more information on upcoming public hearings and Board, Commissions, or Town Council meetings

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: May 2023



83,658

Estimated Population

Population based on the total number of occupiable residential units

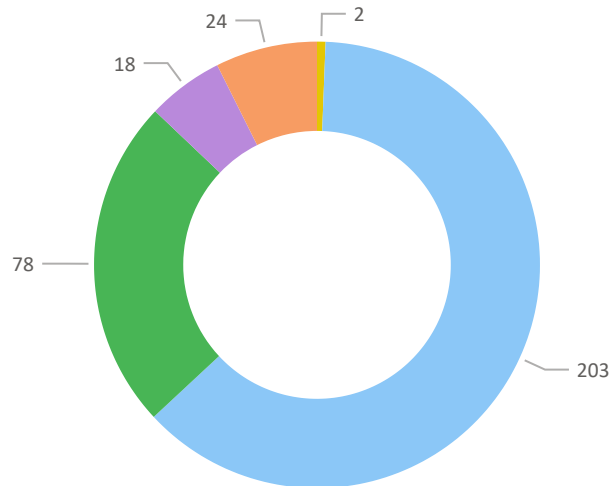


Zoning Division

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.

12 Sign Permits Issued
1 Temporary Use Permits Issued
48 Code Compliance Cases Opened



- Sign Compliance Responses 2
- Signs Removed from the Right of Way 203
- Site visits 78
- Notices of Violation Sent 18
- Business Licenses Reviewed 24

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

16

New Pre-Applications This Month

47

Year-to-Date Pre-Applications

22%

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

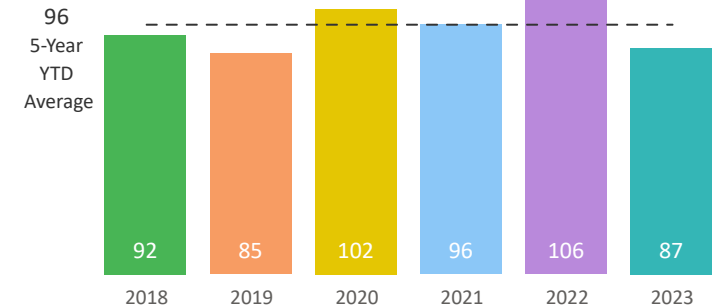
25

New Development Project Applications this Month

5

Other Project Applications this Month

Year-to-Date Development Applications



Development Reviews

Monthly Reviews Completed

12

First Reviews

8

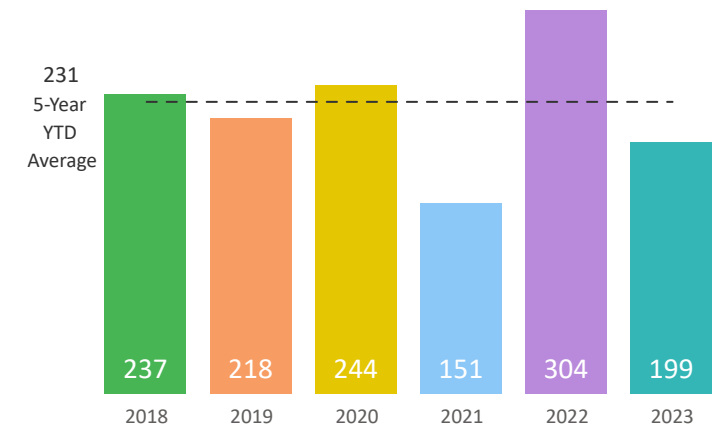
Second Reviews

19

Third Reviews or Greater

*on time with the exception of 9 late first reviews, 2 late second reviews, and 9 late third reviews or greater due to high volume and being short staffed

Year-to-Date Planning/Development Reviews



TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: May 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.

159

Building Fees Calculated: 159 Within 3 days

330

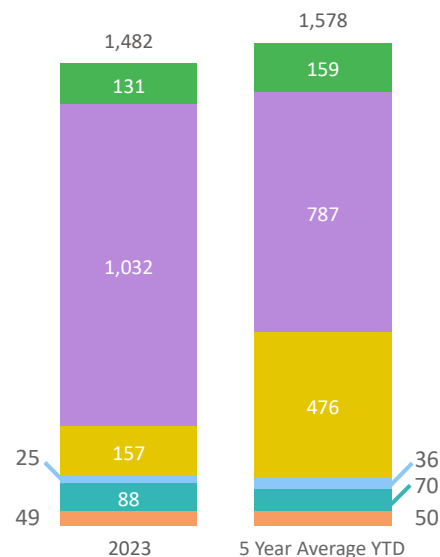
Building Permits Issued

1,990

Inspections Completed: 1,990 Within 24 Hours

Building Permit Applications Received

Year-To-Date Building Permit Applications Received



● COMMERCIAL NEW
 ● COMMERCIAL OTHER
 ● COMMERCIAL REMODEL
 ● RESIDENTIAL NEW
 ● RESIDENTIAL OTHER
 ● RESIDENTIAL REMODEL

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



● Commercial Tenant Improvements within 10 days
 ● New Commercial within 20 days
 ● New Residential Master Plans within 20 days
 ● Residential Remodel within 5 days

Building Permits Issued



33

Single Family Permits Issued this Month



200

Multi-Family Units Issued this Month



87K

Square Feet of Commercial Space Permitted Year-To-Date

-24%

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

