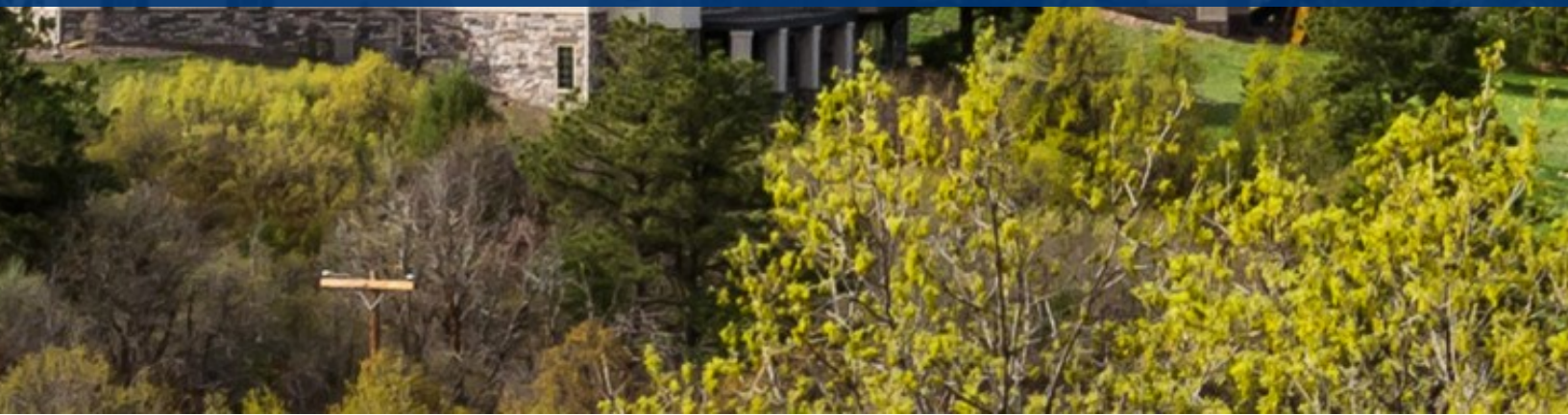




# Development Services January 2022 Monthly Report

(Reporting on December 2021)





# DEVELOPMENT SERVICES

January Monthly Report (Reporting on December)



## INSIDE THIS ISSUE

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For the latest Development Activity, visit:

[CRgov.com/DevelopmentActivity](https://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



Sign up to get monthly Development Highlights in your inbox! Subscribe by visiting: [CRgov.com/NotifyMe](https://CRgov.com/NotifyMe)



View past issues of the *Development Highlights Newsletter*, visit: [CRgov.com/Development-Activity](https://CRgov.com/Development-Activity)



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



Stay up-to-date on upcoming neighborhood meetings by following "Town of Castle Rock Government" on Facebook

## News from the Director

Looking back at the past year, Development Services continued to see a lot of activity as we worked with partners in both commercial and residential development. Looking ahead to 2022, we anticipate a continuation of growth and development as people continue to see Castle Rock as a great place to live and do business. Check out our Development Snapshot, beginning on page 13, for an overview of all the activity and work completed by the various Development Services Divisions.

As we look ahead to another busy 2022, I want to remind you of ways to stay connected as development occurs around Town. Up to three neighborhood meetings are required for land-use projects that require a public hearing. Neighborhood meetings are an opportunity to hear about an applicant's plan to develop a site, ask questions and provide feedback.

An easy way to stay up to date on upcoming neighborhood meetings is the Town's #YourVoiceYourTown posts. The Town posts updates on its [Facebook account](#) with information on the upcoming meetings, including how to attend. This is a great way to learn about upcoming projects and to provide your input to help maintain Castle Rock as a great place to live.



Tara Vargish, PE  
Director  
Development Services

# Employee Recognition

## New Employees, Awards, Staff Spotlight



**Congratulations to Kenneth Torres** on three years with the Town!



**Congratulations to Amy Shalz** on nine years with the Town!



**Congratulations to Sean Davin** on 22 years with the Town!



**Congratulations to Jon White** who received the Rock Star Award. This award is a "pass-around award" designed to be an employee-to-employee award. Each month the previous month's winner selects one individual in a different department for this award. The award is based on observed behavior that exemplifies the Town's values. We are so proud of Jon!

## Staff Spotlight

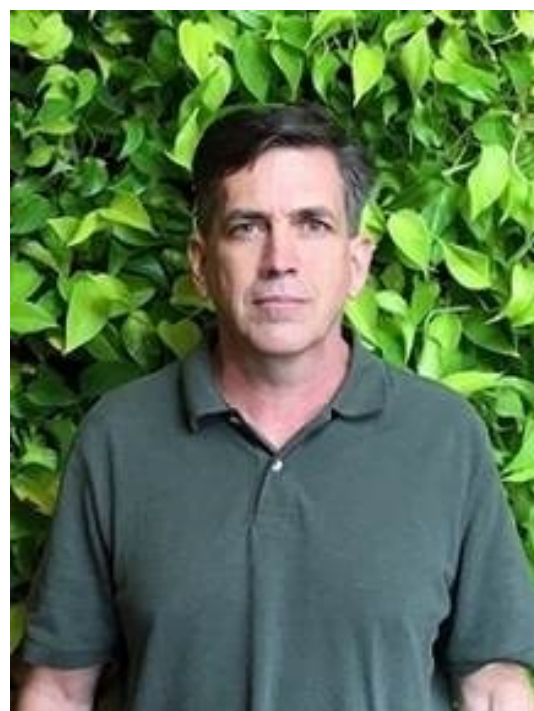
Marty Magers has worked for the Town of Castle Rock for the past year and a half as a Combination Building Inspector. He sees his job as helping to ensure that our buildings and remodels are built to safe standards. He inspects each step of the building process to verify that the work being done by the architects, engineers and our own plan reviewers is realized in the final product.

Marty works hard to keep informed on the current codes and takes his job seriously. He feels that although the inspectors are not saving lives as first responders, they are working to prevent accidents from happening in the first place.

Equally important, he sees his job is that of a trainer. Teaching codes, plan reading and town policies to everyone involved, be it a homeowner working on a remodel, a superintendent, or a tradesman. Everything runs smoother when everyone is informed and educated.

Marty worked in the construction field for 20 years and prior to that he was a math and science teacher.

Marty enjoys being outside hiking and camping with his wife Dawn and trusty dog Olivia. He recently traded in his snowboard for snowshoes. After work he often winds down by playing guitar or violin/fiddle. He loves to grill for a crowd and is attempting to learn to be a gardener, already planning next year's crop.



# Employee Recognition

## Customer Service Feedback



**373** surveys distributed

**17** December responses

## Customer Feedback Survey

We launched a customer feedback survey in 2019 to gather input about 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 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, you are awesome." — Todd E.*

*"Dena, Thanks for all your help and quick response getting us squared away. It has been nothing short of awesome working with you through the process over the last year and a half." — Dan H.*

*"Larry was very helpful."*

*"Tammy King is ALWAYS great. So helpful—every time."*

*"Outstanding group of people in the building department."*

*"Chelsia was amazing to work with. I am just a homeowner needing a permit for my basement and she guided me through your site. It was extremely easy."*

*"Great experience working with the Town of Castle Rock so far. Look forward to working with this team."*

*"I've been in the development business for over 20 years and have never been treated better than in Castle Rock. Great job and thanks for caring."*

*"All of the employees I talk to are always friendly and helpful."*

*"Permitting staff is wonderful."*

*"As always, you and the Town of CR are such a joy to work with, as you make our jobs so much easier!" Matt*

## 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.

### Canvas at Castle Rock

Fire service lines design revision for multi-family development, located at Plum Creek Boulevard and Crystal Valley Parkway.

### Castle Rock Auto Dealership

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

### Castle Rock Ford Dealership

Site development plan amendment for façade remodel, located at 1404 S. Wilcox Street.

### Kum and Go

Construction documents and erosion control plans for 5,620 square-foot convenience store and fuel canopy, located at the northwest corner of Meadows Parkway and Lombard Street.

### Lanterns, Montaine

Erosion control plans for vertical construction of 56 single-family lots located at Montaine Circle and Coal Bank Trail and drainage and access easement in support of 82 single-family lots located at Montaine Circle and Vervain Trail.

### Meadows, StorHaus

Erosion control plans for three garage condo buildings consisting of 37 units and one clubhouse building, located at Regent Street and Carnaby Lane.

### Macanta/Canyons South (County Project)

Sanitary sewer and waterline construction documents for Filing 3 in support of single-family residential project. The Town will own and maintain the project's water system per previous agreements.

### Los Santos Restaurant

Site development plan amendment for landscaping, located at 207 Wolfensberger Road.

### Plum Creek Golf Course

Construction documents and erosion control plans for Plum Creek Golf Course Clubhouse, located at 331 Players Club Drive.

### Promenade

Site development plan for Commons Park, located at Alpine Vista Circle and Promenade Parkway.

### Sanders Business Park

Site development plans for four flex-space buildings, totaling approximately 51,500 square feet, located on I-25 frontage road, north of Crystal Valley Parkway.

### Sellers Creek Subdivision, Filing No. 1

Site development plan amendment for exterior modifications to existing east building (Reach Higher Ground), located at 17 S. Gilbert St.

### Town Project

Erosion control plans for Terrain Control Valve project, located at 2185 Founders Parkway.

### Verizon

Construction documents for small cell facility in public right-of-way, located at 1505 E. Plum Creek Parkway and design revision for retaining wall addition for fueling station, carwash and future retail, located on the southeast corner of Plum Creek Parkway and Lake Gulch Road. Additionally, construction documents for five small cellular sites, located in various areas of town.



# 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.



Vicinity Map

### Chateau Valley

Highline Engineering & Surveying submitted an application for a Site Development Plan (SDP) proposing a 423-unit residential subdivision on 113 acres. The 423 units are composed of 297 single-family detached homes and 63 paired homes (126 total units). The property, which is within the Young American Planned Development, is generally located east of Memmen Park, north of the Baldwin Park subdivision and south of the Southridge Townhome subdivision. The SDP calls for a total of 42.2 acres of open space. The SDP will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. Highline Engineering & Surveying hosted its initial neighborhood meeting on Nov. 9, 2021.

The property is located in Councilmember Johnson's district.

### Project Highlights

- SDP for 423-unit subdivision on 113 acres.
- SDP calls for a total of 42.2 acres of open space.



Vicinity Map

### The View

Castle Rock Development, LLC, (comprised of Treanor Investments, LLC; Douglas County Properties, LLC; and Rock View Holdings, LLC) submitted a downtown Site Development Plan Amendment for façade changes to the "The View." The project site is located at 205 Sixth St./610 Jerry Street, on the northeast corner of Sixth and Jerry Streets and measures approximately 2.02 acres. The façade changes generally include changes to window placement and addition of new windows to allow more light into the building. The SDP Amendment required a public hearing before the Design Review Board during a Special Design Review Board meeting on Dec. 15, 2021. The Design Review Board voted in favor of the SDP Amendment, 6-0.

The property is located within Councilmember LaFleur's district.

### Project Highlights

- Downtown SDP Amendment for façade changes to "The View". Includes changes to window placement and additional new windows.

## Public Hearings Required Continued



Vicinity Map

### Avilla at Founders

NexMetro Communities submitted an application for the Avilla at Founders Site Development Plan (SDP) proposing a 105-unit for-rent community on approximately nine acres. This includes 71 single-family detached homes and 17 paired homes (34 total units).

The property, which is a part of the Bella Mesa Planned Development, is located at the northwest corner of Mikelson Boulevard and Mitchell Street, south of Mesa Middle School. The SDP will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. NexMetro Communities hosted its initial neighborhood meeting on Sept. 16, 2021.

The property is located in Councilmember Johnson's district.

### Project Highlights

- 105-unit for-rent community on approximately 9 acres.
- 71 single-family detached homes and 17 paired homes.



Vicinity Map

### 5069 Bear Paw Drive

The owners of 5069 Bear Paw Drive, Mike and Jenn Kelly, submitted a Use by Special Review application for an accessory dwelling unit.

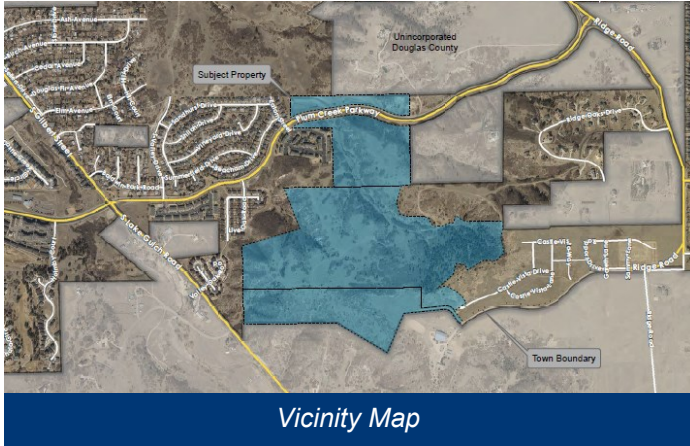
The accessory dwelling unit will be located in the basement of the home and includes a 100-foot expansion of the home, thus requiring a Use by Special Review.

The Kellys hosted their initial neighborhood meeting on Dec. 2, 2021.

### Project Highlights

- Accessory dwelling unit for basement of home.
- Includes 100 square-foot expansion of home.

## Public Hearings Required Continued



### The Oaks

Castview, LLC submitted an application for a Site Development Plan (SDP) for the Oaks Filing 2A residential neighborhood. The Oaks Filing 2A is 116 acres and is located south of Plum Creek Parkway, east of Eaton Street and west of North Ridge Road.

The SDP proposes 114 single-family units. The SDP will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. Castview, LLC hosted its initial neighborhood meeting on Sept. 28, 2021.

The property is located in Councilmember Johnson's district.

### Project Highlights

- SDP for residential neighborhood, 116 acres in size.
- Proposes 114 single-family units.



# 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.



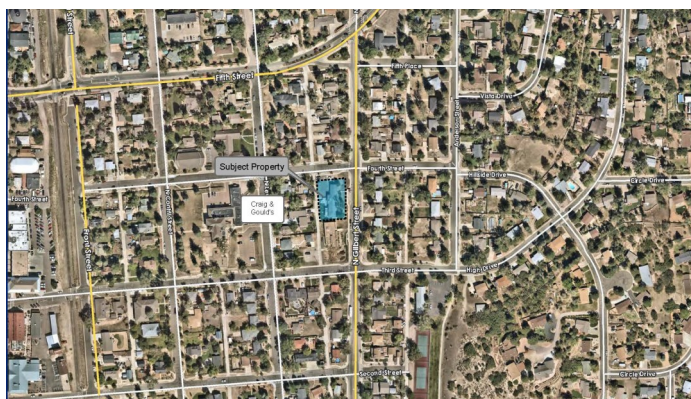
### Historic Preservation Board

Dec. 1, 2021

The Historic Preservation Board unanimously approved an application for a new sunroom on the property at 399 N. Gilbert St., Davey Daycare. Ms. Leah Davey, owner and applicant, attended the meeting and answered questions from the board.

The 6 S. Cantril Street duplex application was also approved unanimously. The owner and applicant, Mr. Eric Helwig, made a brief presentation and also answered board questions.

Two local Historic Preservation grant requests from Mr. David Braun for restoration projects on his home at 208 N. Cantril St. were also unanimously approved. The property, known as the Dyer House, is nationally and locally landmarked. The board awarded a \$3,250 grant for chimney reconstruction and a \$4,435 for storm windows.



*Vicinity Map of Davey Daycare Sunroom Addition*



*Vicinity Map of 6 S. Cantril*



### Board of Adjustment

Dec. 2, 2021 — Meeting canceled

Dec. 16, 2021 — Special Meeting

The Board heard one public hearing item for an appeal of the Zoning Manager's determination of Title 19 for a continuance of a nonconforming freeway-oriented business sign. The site is located at 207 Wolfensberger Road.

The Board of Adjustment voted 5-0 to grant the applicant's appeal.



*Vicinity Map of 207 Wolfensberger Road*

# Boards and Commissions

## Actions and Updates



### Board of Building Appeals

Dec. 6, 2021 - No public hearing items.



### Design Review Board

Dec. 8, 2021 — Meeting canceled

Dec. 22, 2021 — Meeting canceled

December 15, 2021 — Special Meeting  
The Design Review Board had one public hearing item for a proposed Site Development Plan Amendment for The View façade changes. The site is located at 205 Sixth St./610 Jerry St. The façade changes included increased window sizes and placement, due to interior changes caused by the design of fire walls, stairwells and trash chutes, as well as the addition of more light into the residential units. No changes were proposed to the uses, density or parking for the site. No members of the public spoke at the hearing.

The Design Review Board voted 6-0 to approve the SDP Amendment as presented.



*Vicinity Map of The View*



### Planning Commission

Dec. 23, 2021 — Meeting canceled

Dec. 9, 2021

The Commission heard a request to approve a Use By Special Review: Tenant Finish for the Spotlight Theater located at 680 Atchison Way.

The Commission voted 5-0 to approve the request.



*Vicinity Map Spotlight Theater*

Learn about the various Town Boards and Commissions at: [CRgov.com/1937/Boards-and-Commissions](https://CRgov.com/1937/Boards-and-Commissions)



# Boards and Commissions

## Actions and Updates



### Planning Commission

Dec. 9, 2021 continued

The Planning Commission also heard a request for a Site Development Plan to construct a new pro shop at the Plum Creek Golf Course.

The Commission voted 5-0 to recommend approval of the Plum Creek Golf Course Site Development Plan to Town Council. There was no public in attendance for either of the public hearing items.

The Planning Commission concluded the meeting by recommending approval of the 2021 Design Awards as presented by Town staff.



Vicinity Map of Plum Creek Golf Course

Learn about the various Town Boards and Commissions at: [CRgov.com/1937/Boards-and-Commissions](https://CRgov.com/1937/Boards-and-Commissions)



Town Council considered the following proposals on December 21, 2021:



*Vicinity Map*

### Plum Creek Golf Course

Town Council reviewed a request for a Site Development Plan by SW Greens Plum Creek LLC (SW Greens) for a new 3,910-square-foot clubhouse at Plum Creek Golf Course.

The clubhouse is located east of the former country club building, now turned wedding venue, on a 3.737-acre lot. Plum Creek Golf Course has operated out of a temporary trailer since 2018 in the proposed location of the new clubhouse. The new clubhouse will contain a 1,700-square-foot bar and grill that will serve golfers and nearby residents. The project is subject to the Town's residential/non-residential interface regulations, requiring public hearings before Planning Commission and Town Council.

Town Council approved the resolution by a vote of 7-0.



*Vicinity Map*

### Jerry Street Right of Way Vacation

Treanor Investments LLC and Douglas County Properties LLC and Rock View Holdings LLC, (the "Applicant") is proposing the construction of "The View" mixed-use development. Upon the completion of the property line survey for the project, the applicant determined that Jerry Street right of way ("ROW") was not uniform along their frontage. To construct the building as designed, the Applicant requested a 15-foot-wide ROW vacation for approximately 150 feet along the southern portion of Jerry Street. On the southern portion of Jerry Street, the ROW is platted at 80 feet wide. To the north of this area, the platted ROW width was reduced to 50 feet due to a previous ROW vacation in 1973. The ROW Vacation request is for the eastern 15 feet of Jerry Street, from Sixth Street extending north 150 feet.

Town Council approved the ordinance on First Reading by a vote of 4-3.

# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: DECEMBER 2021

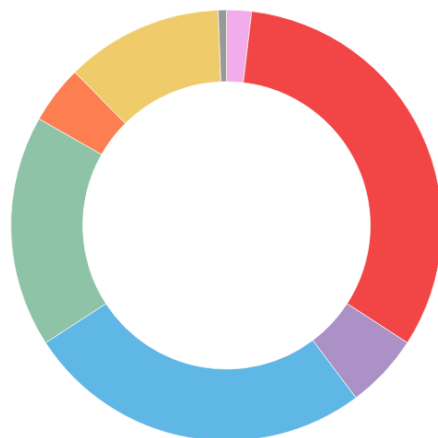


**80,379**  
estimated population as  
of December 2021

## 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 – 3
  - Sign Removed from Right of Way – 52
  - Sign Permits Reviewed – 9
  - Site Visits – 42
  - Code Complaint Responses – 28
  - Notices of Violation Sent – 7
  - Business Licenses Reviewed – 19
  - Temporary Use Permits Issued – 1
- \*All 100% 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.

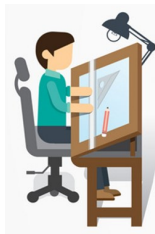
### Pre-Applications

**3** Pre-Applications this month  
**110** year-to-date Pre-Applications  
**43** 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.



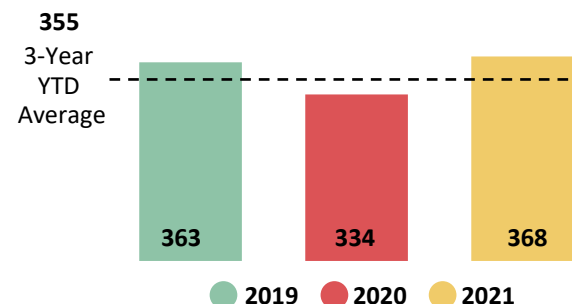
### New Development Projects



**32**

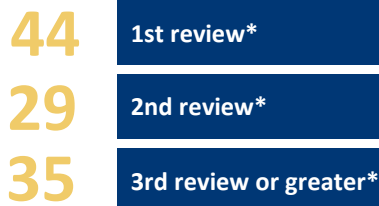
New Development Project Applications this Month

### Year-to-Date Development Projects



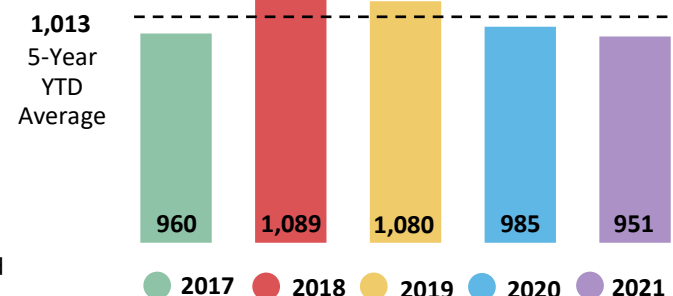
### Development Reviews

#### Monthly Reviews



\*On time with the exception of three late 1st reviews, one late 2nd review and one late third review due to volume.

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



# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: DECEMBER 2021



## 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.

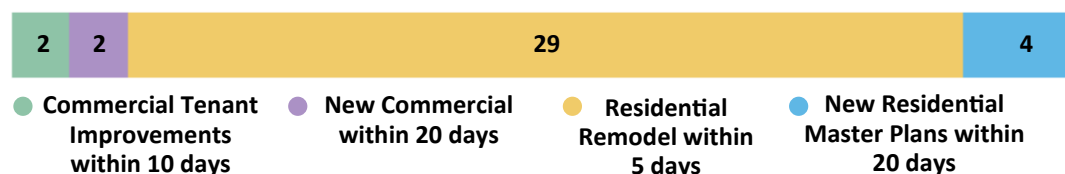
129	building fees; 100% issued within 3 days
302	building permits; 100% issued within 10 days
2,653	inspections completed; 100% within 24 hours

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](https://CRgov.com/1674/Development-Services)

### Building Permits Reviewed

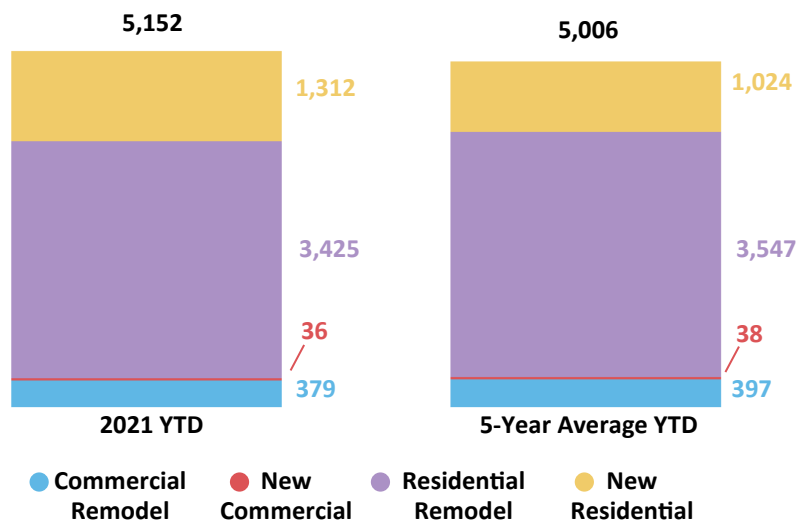
Monthly Building Permit Reviews by Type\*

\*All 100% on time



### Building Permit Applications Received

Year-to-Date Building Permit Applications Received



### Building Permits Issued



**377**  
Residential  
Permits Issued  
this Month



**88K**  
Square Feet of  
Commercial Space  
Permitted Year-to-Date



**↓72%**  
Commercial Space  
Permitted Compared to  
5-Year Year-to-Date  
Average

Year-to-Date Residential  
New Construction Permits Issued

