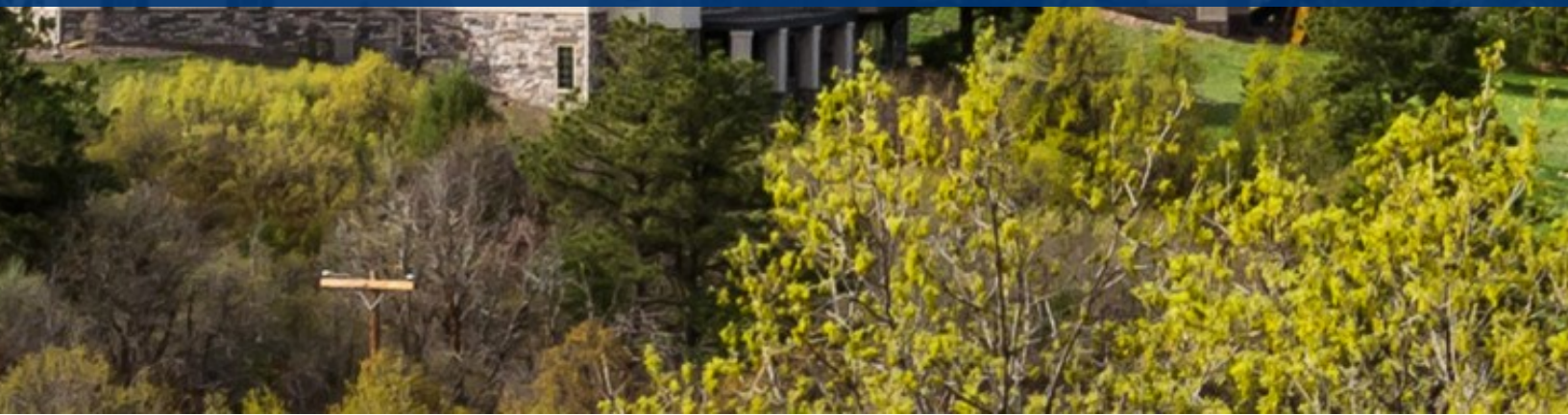




# Development Services May 2022 Monthly Report

(Reporting on April 2022)





# DEVELOPMENT SERVICES

May Monthly Report (Reporting on April)



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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)

## News from the Director

As much as I love the winter, I am always excited to see the onset of warmer spring days! Unfortunately this year, we really have not had much moisture—there weren't many "April Showers" to bring us "May Flowers". With the dry and windy spring that we are having, we have been reminding our construction community to pick up construction trash and to work to keep dust down on sites. We have staff following up more frequently on these types of issues, as we know they affect our community.



Tara Vargish, PE  
*Director  
Development Services*

With these warmer days, we will also start to see increased weed and landscape maintenance issues arise.

We urge you all to do your part in "spring cleaning" your outdoor spaces. Now is a good time to clear out any dead vegetation, especially with dry windy conditions, check your landscaping for areas that need attention, and confirm that your outdoor irrigation is working. Keeping grass mowed and landscape areas weed free (under 12 inches) will reduce the number of zoning violations our staff will need to issue. And if you have any cut tree limbs, shrubs or brush, take them to the Town's FREE seasonal slash-mulch site at 1400 Caprice Drive. They are open every Saturday from 8am-5pm through Oct 30th.

# Employee Recognition

## New Employees, Awards, Staff Spotlight



**Congratulations to Tim Steinwinder** for his appointment to Senior Combination Building Inspector. Tim has been with the Town since 2022!



**Congratulations to Matthew Anderson** accepting the PW Construction Supervisor Inspector. Matthew has been with the Town since 2018!



**Congratulations to Michael Rankin** who joins the Town as a Building Inspector!



**Congratulations to Dan Bentan** who joins the Town as a Building Plans Examiner!



**Congratulations to Darcie Hartman** who joins the Town as a Permit Specialist!



**Congratulations to Karen Storey** who joins the Town as a Grants Administrator!



**Congratulations to Matthew Anderson** on 4 years with the Town!



**Congratulations to Kevin Buffington** on 4 years with the Town!



**Congratulations to Jon White** on 6 years with the Town!



**Congratulations to Ruth Stadler** on 15 years with the Town!



**Congratulations to Michael Rankin** for passing his Residential Building Inspector exam!

# Employee Recognition

## New Employees, Awards, Staff Spotlight



**Congratulations to Sharon Chavez**, who received a Value Award Customer Service. Sharon was recognized for her assistance with operating the Town Council meeting WebEx on January 18, while several other staff members were not available. Sharon volunteered to assist the same day of doing her own work. Sharon demonstrated exceptional team work, supported work/life balance, professionalism and customer service, and she did an excellent job!

## Staff Kudos

*"All of you have been terrific in getting us the answers in a very timely manner. No wonder I like Castle Rock so much. Thanks" - Woody*

*"Tara, wanted to thank you for the great presentation and help at Town Council last night. We greatly appreciate your assistance with the TC approval! Thank you" - Mike*

*"You are great folks to work with." - John*

*"Tammy was super fast to reply so thank you for your out of office notice! I contacted Tammy and she had them out the same day. Thank you so much!!" - Chad*

*"Dena Thank you. I wish every jurisdiction had someone like you to work with on projects." - Mike*

*"Chelsia...Thanks for blasting these permits out so quick! I told them TOCR is my best municipality. They didn't believe me when I told them how serious you guys are about customer service. All joking aside, I do appreciate all the hard work you guys do up at the front counter. Out of all of the jurisdictions I come in contact with in this state TOCR has the quickest turn time on permitting and awesome communication. Please let your supervisor(s) know, the building counter is ROCKIN' IT! Keep up the great work!" - Jenn*



# Employee Recognition

## Customer Service Feedback



### Customer Feedback Survey

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



**487** surveys distributed

**28** March 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.

"Jason is so helpful and friendly."

"Jason Smith was absolutely amazing. So helpful, friendly, knowledgeable & happy. Was such a change compared to most customer service reps. Thank u"

"The Castle Rock team is AMAZING! Even through the frustrations, they have been helpful, patient and kind."

"Cindy listens and does her best to help."

"Inspector was very accommodating to getting the work approved/inspected."

"Direct communication with the inspector made the process smooth."

"Pam Hall - the planner I spoke to was extremely helpful and answered all of my questions. Great explanation and she got back to me immediately. I am so pleased with the level of service that was provided to me. Thank you!"

"Tammy King was amazing. She was timely with her response and very helpful in obtaining needed information."

"Dena Paulin is the person that I have worked with on the amendments, to SDP's, and plats in TOCR. She is an invaluable asset to TOCR."

### Staff Spotlight

Jason Smith works at the Building Counter as a Permit Specialist. He is responsible for answering phones and fielding general building questions or routing them to the appropriate personnel. Some of his duties include checking in permit requests so planners and inspectors have what they need, monitoring emails, processing new contractor registrations and renewals and taking payments so permits can be issued.

Jason and his family moved to Castle Rock in 2015 from Colorado Springs when Jason transferred to a branch in Aurora. Realizing it was time to spend more time with family, Jason started looking locally for an opportunity closer to home. That search lead Jason to the Town's Development Services Department. Jason and his wife, Trish, spend their time outside of work as Boy Scouts of America leaders and love spending time outdoors. The Smiths are also involved in travel club sports for their children. Trish helps as an assistant coach for Anika's volleyball team while Jason helps with Jeremiah's ice hockey team.



# New Land Use Submittals



## 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.

### Aspen View

Design revisions for landscaping, fire lane widening, trash enclosure positioning, and addition of stairs to modular building, located at 2131 Low Meadow Boulevard.

### Calvary Chapel Church

Site plan amendment for landscape material modification in 30-foot buffer zone adjacent to residential area, located at 1480 Canyon Road.

### Castle Rock Adventist Hospital

Drainage design revision for three-story, 70,000 square-foot medical office building, located at 2350 Meadows Boulevard.

### Crystal Valley Ranch, Filing 13

Erosion control plans for 69 single-family residential project, located at the southwest corner of Loop Road.

### Hillside / Arbors

Site development plan amendment to revise front setbacks, removal of entry gates, update architectural elevations and removal of retaining wall for 120-lot phased, residential project, located at Wolfensberger Road and Coachline Road.

### Lanterns, Montaine

Waterline design revision for 82 single-family lots, located at Montaine Circle and Vervain Trail.

Sanitary sewer design revision, located on Stickseed Drive.

### Macanta (County Project)

Waterline design revisions for Filing 2 in support of single-family residential project. (Town will own and maintain the project's water system per previous agreements.)

### Meadows

Revision to construction plans related to roadway, grade changes and pond access revisions for COI parcel on east side of Plum Creek.

Construction documents and erosion control plans for Moore Lumber building, located north of Meadows Parkway and west of State Highway 85.

### Meadows, Filing 15

Construction documents and erosion control plans for drainage and sidewalk improvements, located at Summer Day Avenue and Elegant Street.

### Meadows, Filing 16

Replat of Clear Sky Elementary and Bison Park, located off of Foothills Drive.

### Promenade

Design revision for parking lot improvements, utility, landscape, irrigation and lighting improvements for future pad site located on northeast side of Promenade Parkway.

### Terrain, Sunstone Village

Drainage design revision for 120 single-family home project, located south of State Highway 86 and Autumn Sage intersection.

### The Oaks

Construction documents and erosion control plans for Plum Creek Parkway water main extension, located east of Eaton Street.

### Town Project

Construction documents for Crystal Valley Parkway and Plum Creek Boulevard Roundabout project.

Construction documents and erosion control plans for Colorado Front Range Trail project.

# 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

### Meadows Filing 16, Parcel 6

New quasi-judicial submittal from Castle Rock Development Company for Meadows Filing 16, Parcel 6, for a residential site development plan amendment. The property is approximately 136 acres and is located east of Coachline Road, south of Red Hawk Golf Course, west and north of Town open space. The property has an approved site plan for 59 single-family lots and proposed to dedicate 83 acres as public/private open space. The proposed site development plan amendment proposes 77 lots for single-family homes, 83 acres of Town-owned open space, and an additional 30 acres of open space dedicated to the Meadows HOA. This site development plan amendment also increases the buffer between the residential development and the adjacent golf course from the previously approved plan. The proposed number of lots is within the allowable units for this area. This project will require future public hearings at Planning Commission and Town Council. This property is located within Mayor Pro Tem Bracken's District.

#### Project Highlights

- Project is 136 acres in size and is proposing 77 single-family homes
- Additional 30 acres of open space dedicated to the Meadows HOA



Vicinity Map

### Circle K

New quasi-judicial submittal from Land Development Consultant, on behalf of Circle K, for a site development plan (SDP) for a new 3,700 square-foot convenience store building to replace the existing 1,838 square-foot building. No changes are proposed for the existing fueling station, which is to remain open during construction of the new convenience store building. The property is approximately 1.8 acres in size and located at 310 S. Wilcox Street in downtown Castle Rock, south of the Castle Rock Library. The SDP will require a public hearing before the Design Review Board for review and final decision. The project is located within Councilmember LaFleur's District.

#### Project Highlights

- Project is for a new 3,700 square-foot convenience store
- Property is approximately 1.8 acres in size



# 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

April 7, 2022 — The Board of Adjustment met to consider a variance from the minimum required street side yard setback of twenty five feet (25') to build a detached garage on a single-family lot in the R-1 Zone (Single-Family Residential). The subject property is addressed as 799 N. Gilbert Street, also known as Lot 5 Block 4 Wilcox Addition to Castle Rock.

The Board approved the variance by a 4-0 vote.



### Design Review Board

April 13, 2022 — Meeting canceled.

April 27, 2022 — Meeting canceled



### Historic Preservation Board

April 6, 2022 — The Historic Preservation Board met to consider two Historic Preservation Local Restoration Grant Programs for an important Castle Rock landmark, the Dyer House, also known as 208 N. Cantril Street. The Historic Preservation Local Restoration Grant Program provides monetary assistance to owners of landmarked properties for rehabilitation and restoration projects. These grants are available for up to 50% of the project cost.

The owner of the Dyer House property, located at 208 N. Cantril Street, requested a local rehabilitation grant to assist with the cost of the roof replacement of the carriage house and a local rehabilitation grant to assist with the cost of stabilizing the structure and repair of the rotted siding on the carriage house.

The Board approved both grants on a 6-0 vote.



### Planning Commission

April 14, 2022 — The Planning Commission met to consider a site development plan (SDP) submitted by Redland, on behalf of the property owner, Fourth Investments USA, LLC to relocate an existing detention pond/dam known as Bella Mesa. The property is approximately 197 acres in size and located north of Castlewood Ranch and east of Founders Village.

The Planning Commission recommended approval to Town Council on a 5-0 vote.

April 28, 2022 — Meeting canceled.



Vicinity Map Bella Mesa



Town Council considered the following proposals on April 19, 2022:

### Bella Mesa

Redland, on behalf of the property owner, Fourth Investments USA, LLC, submitted an application for a site development plan (SDP) to relocate an existing detention pond/dam on property known as Bella Mesa. The property is approximately 197 acres in size and located north of Castlewood Ranch and east of Founders Village.

Town Council approved the Resolution by a vote of 6-1.



*Vicinity Map of Bella Mesa*

# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: APRIL 2022

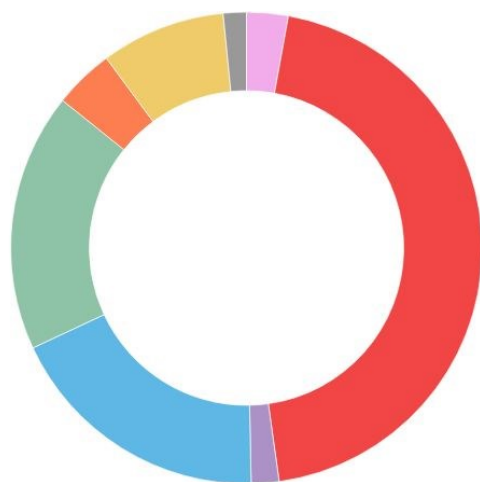


**82,052**  
estimated population as  
of April 2022

## 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 – 9
  - Sign Removed from Right of Way – 142
  - Sign Permits Reviewed – 6
  - Site Visits – 58
  - Code Complaint Responses – 56
  - Notices of Violation Sent – 13
  - Business Licenses Reviewed – 27
  - 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.

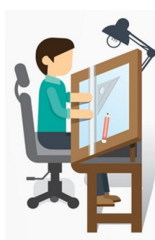
### Pre-Applications

- 7 Pre-Applications this month
- 38 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

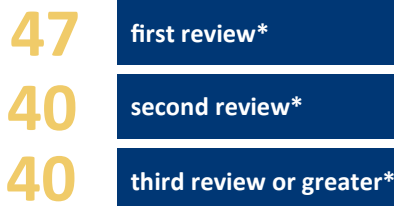


**35**

New Development  
Project Applications  
this Month

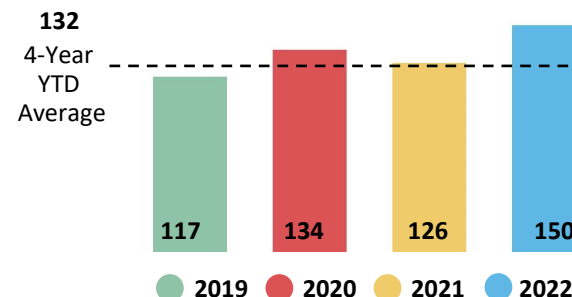
### Development Reviews

#### Monthly Reviews

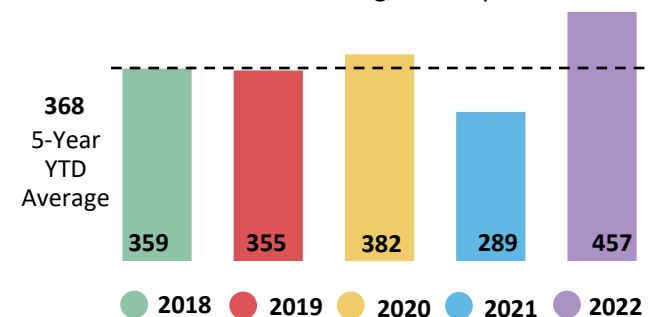


\*On time with the exception of four late first reviews and six late second reviews due to volume.

### Year-to-Date Development Projects



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





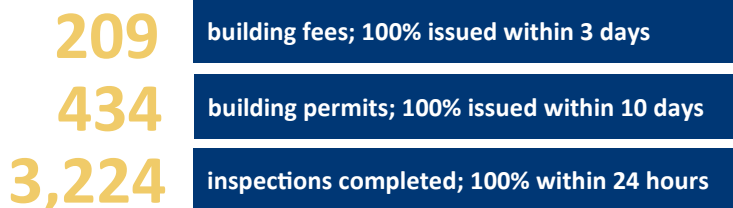
# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: APRIL 2022



## 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.

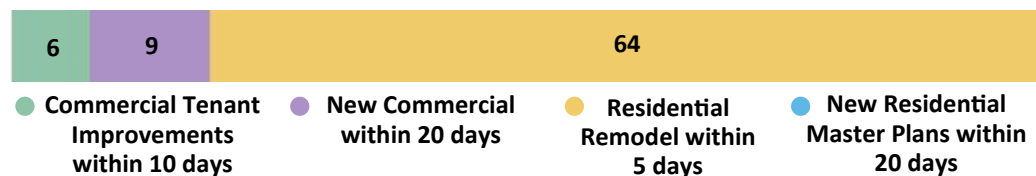


Development Services staff process permits, conduct inspections, respond to code violations and review plan submittals each month. This snapshot highlights staff activity during the previous month for the Zoning Division, Building Division and Planning/Development Review. Information on previous months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

### Building Permits Reviewed

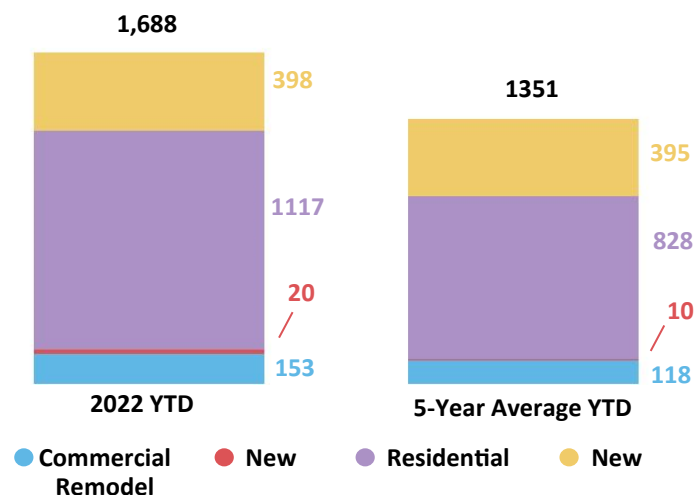
#### Monthly Building Permit Reviews by Type\*

\*5 late due to short staffing



### Building Permit Applications Received

#### Year-to-Date Building Permit Applications Received



### Building Permits Issued



**101**  
Residential Permits Issued this Month



**96K**  
Square Feet of Commercial Space Permitted Year-to-Date



**↑73%**  
Commercial Space Permitted Compared to 5-Year to-Date Average

#### Year-to-Date Residential New Construction Permits Issued

