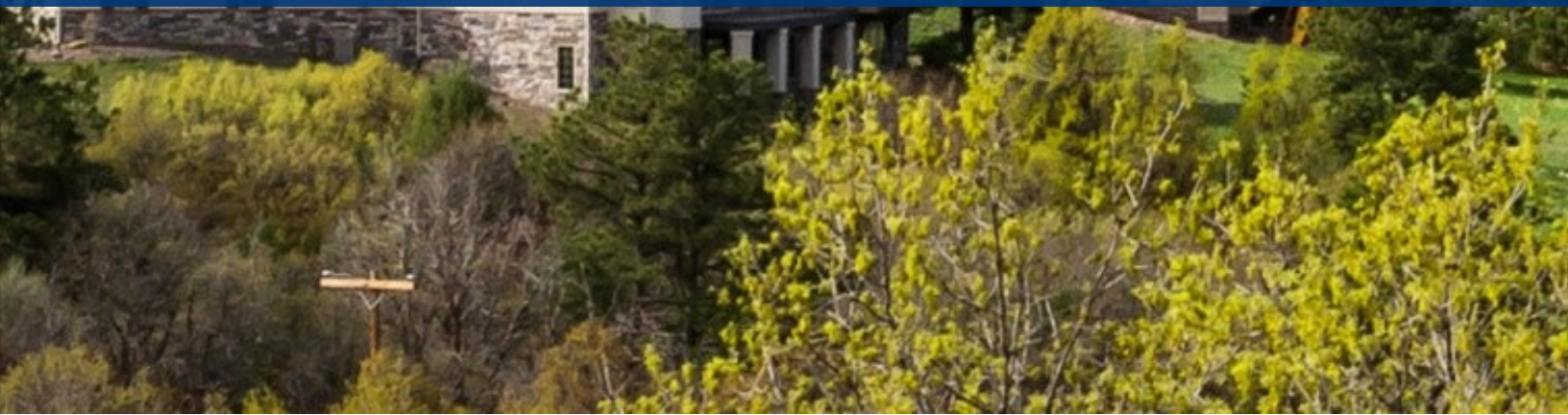




Development Services July 2022 Monthly Report



DEVELOPMENT SERVICES

July 2022 Monthly Report



INSIDE THIS ISSUE

Page 3: Employee Recognition

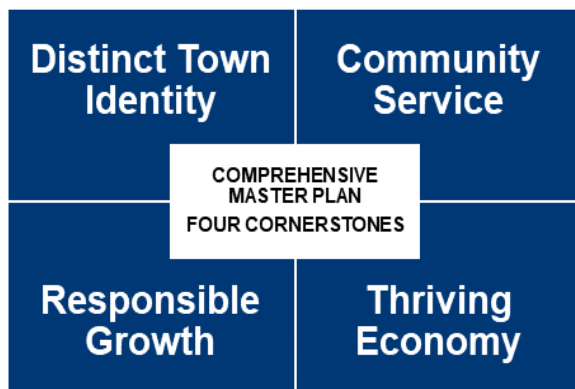
Page 6: New Land Use Submittals

Page 8: Boards and Commissions

Page 9: Town Council Actions

Page 10: Development Snapshot

For the latest Development Activity, visit:
[CRgov.com/DevelopmentActivity](https://www.crgov.com/DevelopmentActivity)



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[CRgov.com/Development-Activity](https://www.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://www.surveymonkey.com/r/LR35C27)

News from the Director

New home construction activity has been slowing down over the past three months, as the market is responding to changing interest rates. While Castle Rock remains a desirable community, the pace of new permits slowed in July to 31 new single-family home permits, notably less than one year ago with 103 new home permits this same month. We anticipate that the residential market will adjust in the next few months, but will remain moving forward.



Tara Vargish, PE
Director
Development Services

The southwest area of Town is located just west of I-25 at Crystal Valley Parkway, and extends both north and south of Territorial Road. Originally approved for development in the Town in 1984, it had some roads and utilities constructed, but no homes or businesses built over these 38 years. This area, now referred to as Dawson Trails, is proposing to move forward with an updated development plan (reducing past approvals for residential and commercial/office/industrial areas, increasing open spaces), contribute toward the Town's top transportation priority Crystal Valley Interchange, and may potentially bring a Costco to Town. You can learn more about this development proposal, and upcoming public hearings at Planning Commission and Town Council at www.crgov.com/DawsonTrails

Employee Recognition

New Employees, Awards, Certifications, Positions



Welcome to BrieAnna Simon who joins the Town as a Senior Planner!



Welcome to Lenore Bennett who joins the Town as a Plans Examiner III!



Congratulations to Brett Longnecker on passing the ICC Residential Plumbing Inspector Exam!



Congratulations to Dena Paulin on accepting the Planner II position!

Staff Kudos

“Thank you, as always! The HOA map is great. This town has such amazing resources! Starting with our Zoning Manager
—All the best, Kevin B.

“Thanks for your assistance in helping me address this issue. I have found you, and others on Town staff to be responsive and supportive to issues residents’ raise.”
— Brian B.

“Of course, Cara! Thanks for always being pleasant to work with and hear from!”
— Jeff C.

Employee Recognition



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.



467 surveys distributed

27 July responses

"Tammy King is very, very responsive, and very professional."

"Our plans reviewer was very clear and professional in his comments and provided the plan review in a very timely manner!"

"Darcie was very helpful and I received a response quickly from the team she put me in contact with."

"Darcie is always great to deal with. She knows what she is doing and is very helpful."

"I had a customer with multiple permits and somehow the second AC inspection/permit did not get scheduled. Colby checked out the AC unit and saved us a second trip/customer inconvenience! Thanks so much for doing a great job!"

"Very appreciative of the professionalism and responsiveness when questions are asked and it's a pretty quick process compared to other jurisdictions. So, thank you."

"Castle Rock is RAD to work with and the people and super nice and very helpful!!"

"Tammy King was very kind and helpful."

"We appreciated the fast response we had to our project and the clear and reasonable review comments we received. Thank you for making the process simple for us and our client!"

"All inspectors I have encountered have been

very friendly and respectful. Brett and John were fantastic."

"I had an issue with an ILC and it was Tammy's day off. She helped me on her day off figure the issue out and what steps I needed to take. Tammy is totally AWESOME! Also TJ is always patient when I ask him questions I wanted to have all the information for Tammy so all she had to do was look at my email and attachments. TJ helped me figure out where I needed to look for the information So thank you to both Tammy and TJ you are both wonderful people to work with!"

"Jason Smith was extremely helpful."

"A pleasure working with all contacts."

"Tammy king was so helpful."

"Most courteous and helpful people in a building Department I have worked with in 40+ years of doing this sort of work. Thank you."

"You guys are ROCK STARS!!"

"We inadvertently failed to pull our retaining wall permits. TJ and Tracy were extremely helpful in getting it resolved."

"Everyone at the building department in Castle Rock is always incredibly helpful and genuinely nice. Always a pleasure doing business in Castle Rock!"

"Simplified the process in obtaining a permit"

Employee Recognition



Staff Spotlight

Michael Rankin joined the Town in April as a building inspector. In his position, Michael inspects residential construction for compliance with building codes to help ensure public safety. Before joining the Town, Michael worked under his own company performing finished carpentry and remodel work in Kansas. He had 10 years of experience in both commercial and residential construction before becoming an inspector for the Town of Castle Rock. Since joining the Castle Rock team, Michael has passed his Residential Building Inspector, Residential Mechanical Inspector, and Residential Plumbing Inspector certification exams, and has moved into a combination building inspector position.

Michael moved to Castle Rock in April, 2022 from Manhattan, Kansas. When not working, he spends time exploring the great outdoors and finding new things to put on his smoker. He enjoys back country hiking with his dog and overnight kayak trips. You can usually find him on the golf course working on his short game (where the low scores are shot), or somewhere in the mountains taking in the fresh air. Michael has a passion for cooking and travel, always looking for something new to try.



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.

4760 Castleton Way

Site development plan amendment for installation of back-up generator in parking lot of pharmaceutical lab.

Aspen View Academy

Sanitary sewer design revision for grease interceptor addition, located at 2131 Low Meadow Boulevard.

The Brickyard

Erosion control plans for demolition of abandoned ACME brick factory, located at 401 Prairie Hawk Drive.

Calvary Chapel

Design revision to pond outfall connection, located at 1480 Canyon Drive.

Lanterns, Filing 10, Plat

Erosion control plans and subdivision improvements agreement for 182 single-family lots, located south of Montaine Circle, connecting at Vervain Trail.

Macanta (County Project)

Irrigation design revision for Filing 3 in support of single-family residential project. (Town will own and maintain the project's water system per previous agreements.)

Meadows, Filing 17

Plat to subdivide one lot into four lots, located east of Limelight and Meadows Parkway.

Meadows, Filing 19

Lot 2 north, construction documents for pond improvements providing storm sewer enhancements for future commercial/industrial development, located east of North Meadows Drive and south of SH85.

Metzler Ranch

Site development plan for 14,336 square-foot medical office building, located at 4342 Woodlands Boulevard.

Promenade

Site development plan for new 8,243 square-foot Los Dos Potrillos restaurant, located west of Home Goods and south of Sleep Number on Promenade Parkway.

The View

Right-of-way encroachment agreement for installation of shoring nails in alley, located at 205 Sixth / 610 Jerry Street.

Town Project

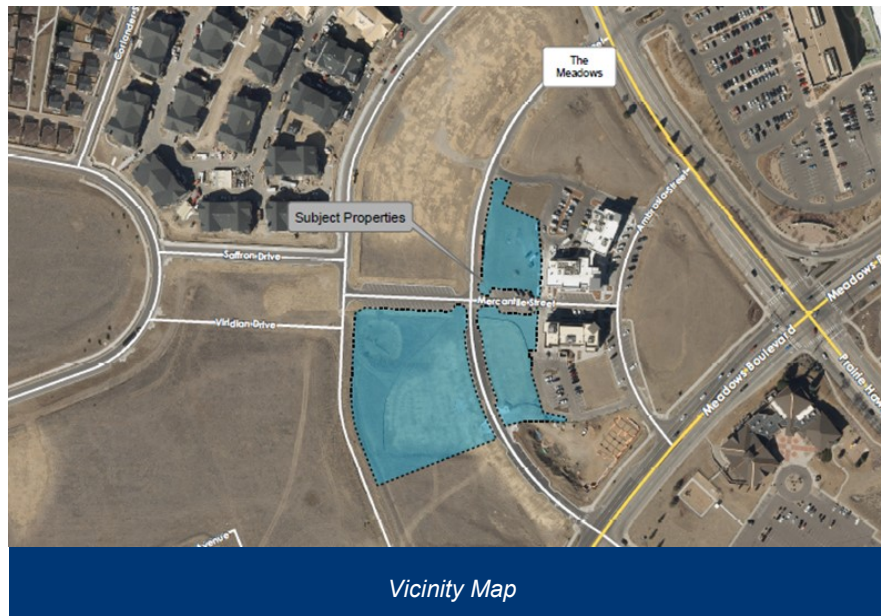
Construction documents and erosion control plans for 5th Street improvements, located between Rock Street to Founders Parkway and Ridge Road intersection.

Town Project

Construction documents for Dawson Ridge Boulevard (West Frontage Road) re-alignment.

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.



Meadows Town Center

New quasi-judicial application for a Site Development Plan for a proposed mixed-use development of three parcels in the Meadows Town Center, located on Future and Mercantile Streets. The Garrett Companies is proposing 85 residential units as a combination of townhomes and mixed-use apartment buildings. Approximately 6,248 square-feet of retail space will be available on the ground floor of one building. Amenities on the site include surface and garage parking, outdoor pool and gathering area. Public hearings before Planning Commission and Town Council are required. The property is located in Mayor Pro Tem Bracken's district.

Project Highlights

- 85 residential units as a combination of townhomes and mixed use apartment buildings
- 6,248 square-feet of retail space on ground floor of one building
- Amenities include surface and garage parking, outdoor pool, and gathering area

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

July 7, 2022 — Meeting cancelled.



Design Review Board

July 13, 2022 — Meeting cancelled.

July 27, 2022 — Meeting cancelled.



Historic Preservation Board

July 6, 2022 — The Historic Preservation Board held their regularly scheduled meeting in hybrid format. There were two public hearing items: The first item was a Landmark Alteration Certificate request for the Keystone Hotel, also known as Next Door Bar located inside Castle Café, for a request to construct an outdoor patio and a doorway from the existing building to the patio. The request was approved by a vote of 6-0. Item number two was a request to demolish an existing structure within the downtown located at 414 Perry Street. Any demolition for buildings constructed prior to 1945 within the downtown requires a recommendation from the Historic Preservation Board and approval from the Town Council. The applicant intends to construct a new structure and stated the existing structure was not economically viable nor historically significant to attempt to preserve. The request was recommended for approval to Town Council by a vote of 6-0.



Planning Commission

July 7, 2022 — The Planning Commission met and made a move to continue the Major Planned Development known as Dawson Trails Planned Development to a special meeting on July 14, 2022.

July 14, 2022 — Special meeting cancelled.

July 28, 2022 — Meeting cancelled.

Town Council Actions

Land Use Submittals



Town Council considered the following proposals in July 2022:

Downtown Codes and Guidelines Amendments

Downtown Castle Rock is a special and unique part of the Town. It is recognized as the Town's "Main Street" and is emblematic of its "small town" and "western" feel. Areas of Downtown have been undergoing redevelopment in recent years, attracting new businesses and new residents, increasing daytime activity and adding life to weekend events. As these new developments have opened up, and visitors and traffic have increased, some Council concerns have arisen regarding development in Downtown. Over the last year or so, Council has discussed various aspects of the Downtown, more recently the relationship between the Castle Rock Municipal Code Downtown Overlay District (Code), and the various Town guiding documents.

With Town Council direction, staff recently reviewed the basic elements of the Downtown Overlay District (DOD) Code and the guiding documents in order to identify inconsistencies and make a recommendation on how to clarify what the Code governs. Recommendations were presented at the June 21, 2022 Town Council meeting for ways to clarify that the code governs and the guiding documents should aid in redevelopment, including the ordinance and resolutions.

On July 5, 2022 Town Council approved on second reading, by a vote of 5-2, an Ordinance to amend Chapters 17.42 and 15.64 clarifying what the Castle Rock Municipal Code governs and that various guidance documents may be used as guidance and to aid in redevelopment downtown and in the historic downtown area.



To see upcoming scheduled public hearings at board, commissions, or Town Council meetings, visit: crgov.com/notices

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: JULY 2022



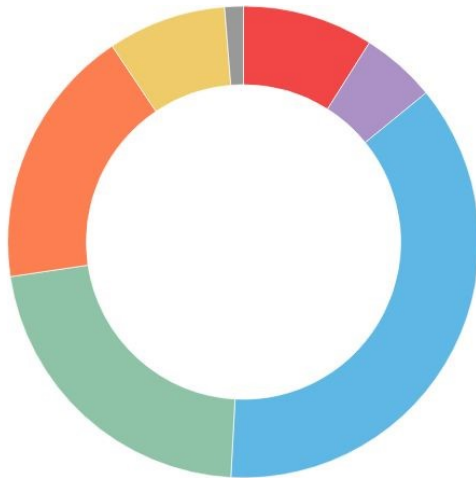
81,015
estimated population* as of
July 2022

*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-ways. Staff reviews all business licenses, temporary use permits and sign permits for zoning compliance in a timely manner.



- Sign Complaint Responses – 0
- Sign Removed from Right of Way – 21
- Sign Permits Reviewed* – 12
- Site Visits – 86
- Code Complaint Responses – 51
- Notices of Violation Sent – 42
- Business Licenses Reviewed – 19
- Temporary Use Permits Issued – 3

*three late due to short staff

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.

New Development Projects

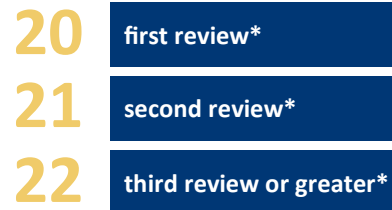


24

New Development
Project Applications
this Month

Development Reviews

Monthly Reviews



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

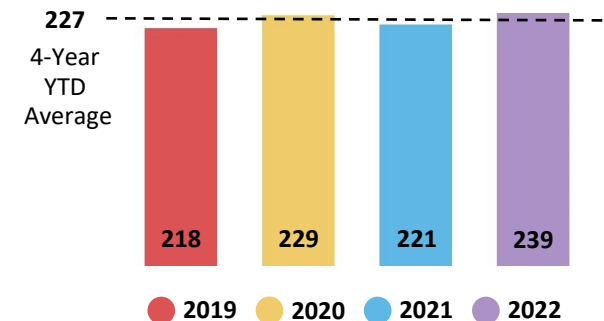
Pre-Applications

- 2 Pre-Applications this month
- 56 year-to-date Pre-Applications
- 43 percent of Pre-Applications over the previous 12 months advanced as new projects

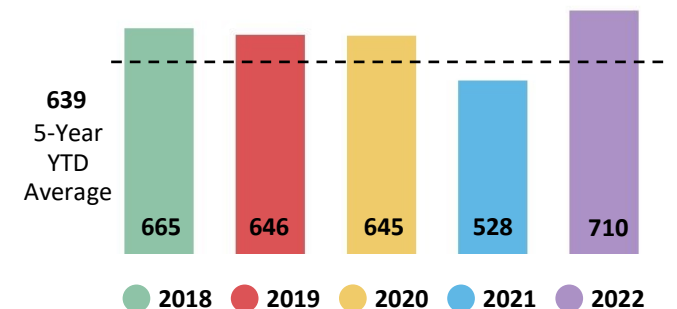
A pre-application meeting is required prior to any land-use submittal. Meetings may review conceptual ideas that never lead to a formal submittal. Pre-applications expire and must be resubmitted after 12 months.



Year-to-Date Development Projects



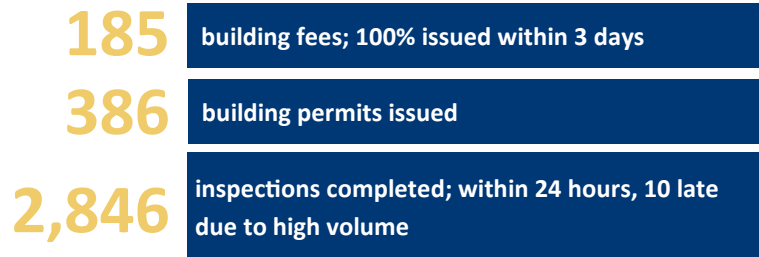
Year-to-Date Planning/Development Reviews



Building Division

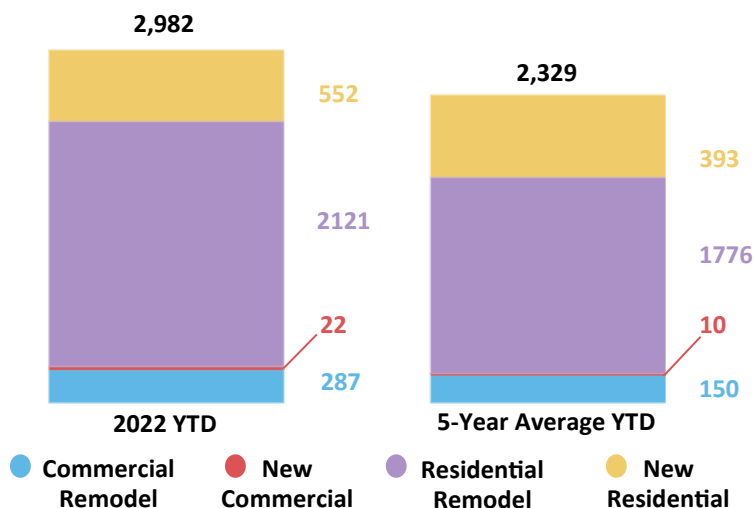
Core Service Levels

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.



Building Permit Applications Received

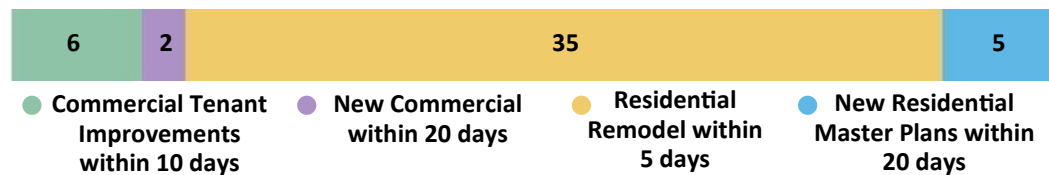
Year-to-Date Building Permit Applications Received



Building Permits Reviewed

Monthly Building Permit Reviews by Type*

*5 late due to short staff



Building Permits Issued

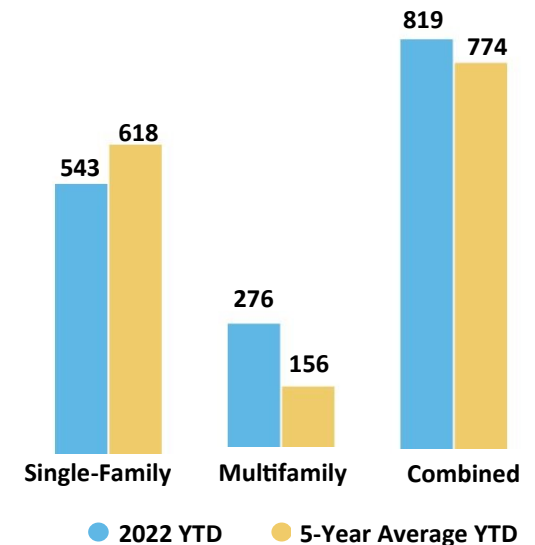


39
Residential Permits Issued this Month

442K
Square Feet of Commercial Space Permitted Year-to-Date

↑220%
Commercial Space Permitted Compared to 5-Year to-Date Average

Year-to-Date Residential New Construction Permits Issued



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