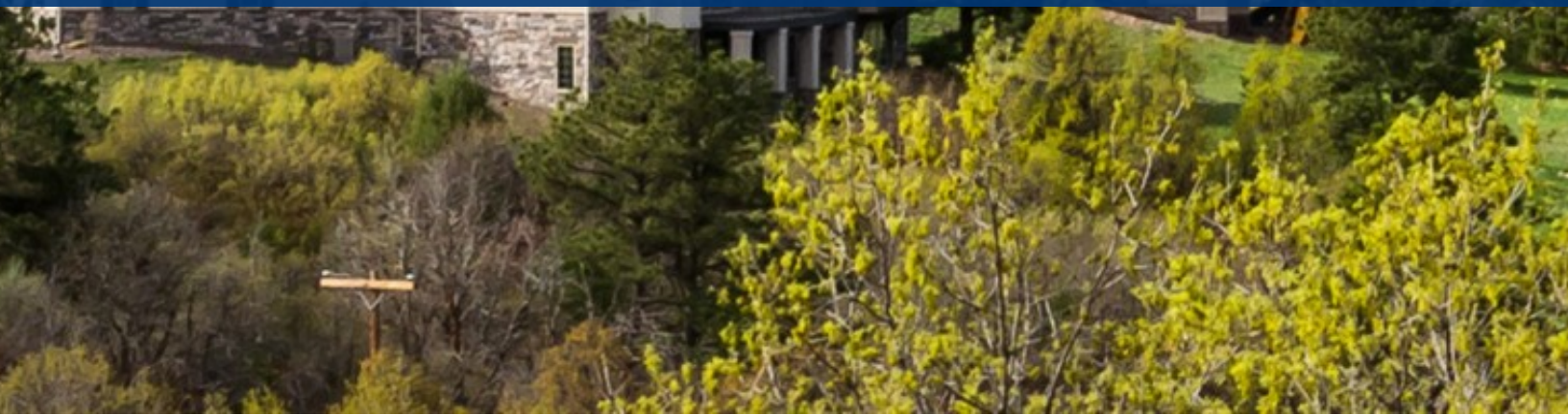




# Development Services

## October 2022 Monthly Report





# DEVELOPMENT SERVICES

## October 2022 Monthly Report



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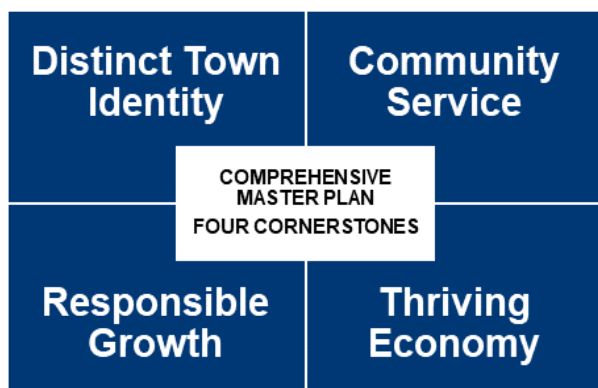
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Find more information on our [Development Activity](#) page.



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



Subscribe now to get [Monthly Development Highlights](#) in your inbox!



View [past issues](#) of the Development Highlights Newsletter.



We'd like to hear from you! Provide feedback by completing our [Customer Service Survey](#).



Philip S. Miller Library

## News from the Director

New Developments will include ColoradoScape in Castle Rock!

Development in Castle Rock will have a whole new “ColoradoScape” look starting in the New Year. On October 18<sup>th</sup>, Town Council approved an ordinance changing the Town’s landscaping criteria to disallow turf in new front yards and allow less than 500 square feet of turf in backyards. The new ColoradoScape criteria goes into effect for all new building permits starting January 1, 2023.

ColoradoScape is a method of landscape design focused on “xeriscaping” with native Colorado and regionally adaptive plants that produces beautiful water-sustainable landscapes. In Colorado’s semi-arid climate, it is an ideal alternative to water-guzzling lawns, providing landowners with a variety of water-saving, colorful, textural and high curb appeal options. Castle Rock is proud to be adopting these innovative requirements on all new developments to help conserve one of our most precious resources.



Tara Vargish, PE  
Director  
Development Services

Planting ColoradoScape does more than just save water. It will increase your property value, reduce maintenance and create wildlife habitats. What’s not to love about that? Though the new ColoradoScape ordinance requires all new developments to adopt the plan, all residents are highly encouraged to change over to ColoradoScape if they can – Castle Rock Water even provides [rebates](#) to some residents to help pay for the change! You can find detailed information on how to get started at the [ColoradoScape page](#) and the [Landscape and Irrigation Criteria Manual](#) hosted by Castle Rock Water!

# Employee Recognition

New Employees, Anniversaries, Certifications and Staff Kudos



**Congratulations to Larry Hearold** on 8 years with the Town!



**Congratulations to Brad Boland** on 6 years with the Town!



**Welcome to Carson Byerhof** on joining the Town as a Plan Review Project Coordinator!



**Congratulations to Tammy King** on 6 years with the Town!



**Congratulations to Chelsia Oborny** on 2 years with the Town!



**Congratulations to Jason Smith** for passing his ICC Certification for Permit Specialist!



**Congratulations to Cara Reed** for passing her Colorado Association of Code Enforcement Official (CACEO) Advanced Certification Course



**Congratulations to Scott Seubert** on receiving the Rock Star Award! The Rock Star Award is a “pass-around award” designed to be an employee-to-employee award. Each month the Rock Star Award recipient will confidentially select another employee in a different department and notify Human Resources. The award is based on observed behavior that exemplifies the Town’s values. Human Resources will arrange recognition and notify all Town employees of the selection.

## Staff Kudos

- *“Tammy, Just wanted to drop you a line and say thank you for all your help and expertise in the process. We couldn’t have navigated it without you. Thanks again and all the best.” - John C.*
- *“Thank you so much for your outstanding help Diane. It really made this complex water and permission matter crystal clear.” - Ash H.*



# Employee Recognition

## Customer Service Feedback and Staff Spotlight



### Win a \$25 Gift Card!



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.

**489** surveys distributed

**24** October responses

You may also receive an email request 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!](#)

Customer Feedback

- *"You all are terrific people to work with! You are friendly, helpful, and professional!"*
- *"**Tammy King** and **Scott Seubert** were both very professional and helpful in providing direction over an issue of a violation for Plum Creek Masters. Many thanks!"*
- *"**Tammy** was super diligent and super helpful in providing me all the info I needed. I needed to know legal ownership of a piece of property that CR Town may have been ownership. She provided me detailed info that CORE Elect, in fact owned the property. That is detailed helpful, above and beyond helpfulness."*
- *"Outstanding employees; **Jeff Smullen & Scott Seubert**."*
- *"**Lenore Bennett** was very friendly and helpful!"*
- *"**Brett** was awesome to work with and truly helped us out!"*
- *"My interactions with Castle Rock Development Services are consistently excellent. You all are always courteous, responsive, professional, knowledgeable, and willing to work on issues together. If only all buildings could be built in Castle Rock! Thank you."*
- *"**Larry Herold** has been very helpful with the process and informative on completing the project."*
- *"The process has been painless and the only delay has been my inexperience with the related code requirements for my permit type (which I should have researched in more detail before placing the request)."*
- *"Great service. Thank you"*

### Staff Spotlight: BrieAnna Simon

BrieAnna Simon started with the Town in July of 2022 as a Senior Planner and offers 9 years of Urban Planning experience to the position. She works with the Planning Division where she reviews and coordinates quasi-judicial projects through the Town's process.

A typical day in BrieAnna's position consists of reviewing plans against the Town's regulations, coordinating with project applicants, and answering various questions from the public.

BrieAnna grew up in Rhinelander, Wisconsin, home of the Hodag! She received her undergraduate degree at Minnesota State University in Urban and Regional Studies, and her Masters at the University of Minnesota in Urban and Regional Planning. She swam competitively for 11 years, enjoys overlanding, camping, and hiking. She also loves anything crafty and making sugar cookies. She lives in Castle Rock with her boyfriend Matt and white German Shepard, Nala (pictured below).



# 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 and how to improve communication and streamline our permit processes. Our discussion time continues to help us understand each other's point of view!

## The Development Services Department recently held a Contractor Luncheon Meeting on Wednesday, October 19, 2022

### Discussion topics:

#### Jon White, Chief Building Official

- Improvement Location Certificate (ILC) reviews for Colorado
- BOBA (Board of Building Appeals)
  - Introduce members
  - Who, what, why

#### Brett Longnecker, Building Inspector Supervisor

- General housekeeping items
- Combustion air requirements

#### David Van Dellen, Stormwater Manager

- Walls in easements (Single-Family)

#### Tina Close, Plan Review Supervisor CRW

- Contact for Meter Services
  - Tina Ferguson ([tferguson@crgov.com](mailto:tferguson@crgov.com))
- Permit Technicians
  - ColoradoScape
  - Single-family landscape requirements for submittals
  - Schedule a meeting with permit technicians

#### Jon White, Chief Building Official

- Open discussion

### Luncheon Sponsored By:



### Next Contractor Luncheon\*:

**Wed., Nov. 16th, 2022**  
**11:30 a.m. —1:00 p.m.**

**Town Hall Council  
Chambers**

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

To receive discussion points on the agenda contact:

[buildingcounter@crgov.com](mailto:buildingcounter@crgov.com)



[View luncheon meeting summary notes of past meetings.](#)

# 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, Castle Rock Water, Public Works, Fire, and Parks and Recreation.

### 221 N. Wilcox Street

Plat to combine five lots under same ownership for proposed mixed-use building.

### Castle Rock Microwave

Non-material site development plan amendment for additional office area. Located at 520 Topeka Way.

### Crystal Valley Ranch

Subdivision improvements agreement amendment for addition of traffic calming enhancements. Located west of West Loop Road and south of Lions Paw.

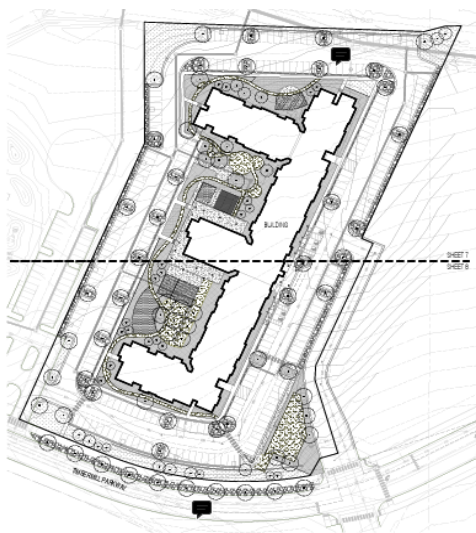
### Heckendorf Ranch

#### 488 Crystal Valley Parkway

Site development plan amendment for façade changes to a 7,684 square-foot multi-use retail building.

### Meadowmark Apartments

Construction documents and erosion control plans for senior affordable housing project, consisting of 200 apartment units. Located west of Timber Mill Parkway and North Meadows Drive intersection.



Meadowmark Apartments  
Site Development Plan

### The Meadows

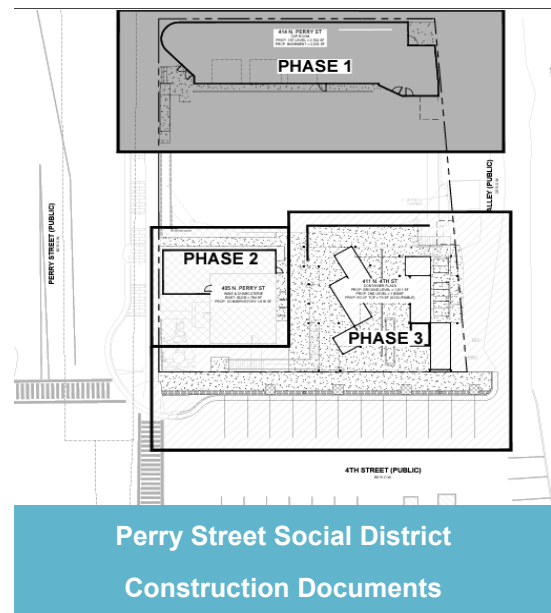
Stormwater design revision for access road and bridge connecting roundabout on N. Meadows Drive to COI parcel on the east side of Plum Creek.

### Miller's Landing

Tributary design revision for limits of construction and erosion control. Located on Plum Creek Parkway across from Miller's Activity Center.

### Perry Street Social District

Construction documents and erosion control plans for mini entertainment area. Located at northeast corner of N. Perry Street and Fourth Street.



### Plum Creek Golf Course

Waterline easement for Plum Creek Golf Course Clubhouse. Located at 331 Players Club Drive.

### Sanders Business Park

Stormwater infrastructure easement. Located on I-25 frontage road, north of Crystal Valley Parkway.

### Terrain, North Basin

Stormwater design revisions for 95 single-family lots. Located adjacent to the dirt portion of Castle Oaks Drive between Autumn Sage intersections.



# 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 and determinations. These boards and commissions are filled by residents, and in some cases, business owners as appointed by Town Council.



### Board of Adjustment

**October 6, 2022**

The Board met for their regularly scheduled meeting to discuss two public hearing items. The first item was a request for approval of variance from the minimum street setback for a single family residence to build an attached garage on the property. The Board approved the request with a vote of 5-0.

The second item was a request for an approval of variance from the minimum rear setback single-family and duplex residences to replace an existing garage with an addition to the home. The Board approved the request with a vote of 5-0.



### Historic Preservation Board

**October 5, 2022**

The Board met for their regularly scheduled meeting to discuss two public hearing items. The first was a Downtown Historic Perseveration Grant Application to assist with the siding replacement and trim for the Chamber of Commerce building located at 420 Jerry Street. The grant application was submitted by the property owner. The Board approved the request with a vote of 6 to 0.

The second item was a Local Restoration Grant Application. The grant is to assist with the replacement of siding with like-materials of the Chamber of Commerce building, located at 420 Jerry St. The grant application was submitted by the property owner. The Board approved the request with a vote of 6 to 0.



### Design Review Board

**October 12, 2022** meeting canceled.

**October 26, 2022** meeting canceled.



### Planning Commission

**October 13, 2022** meeting canceled.

**October 27, 2022** meeting canceled.

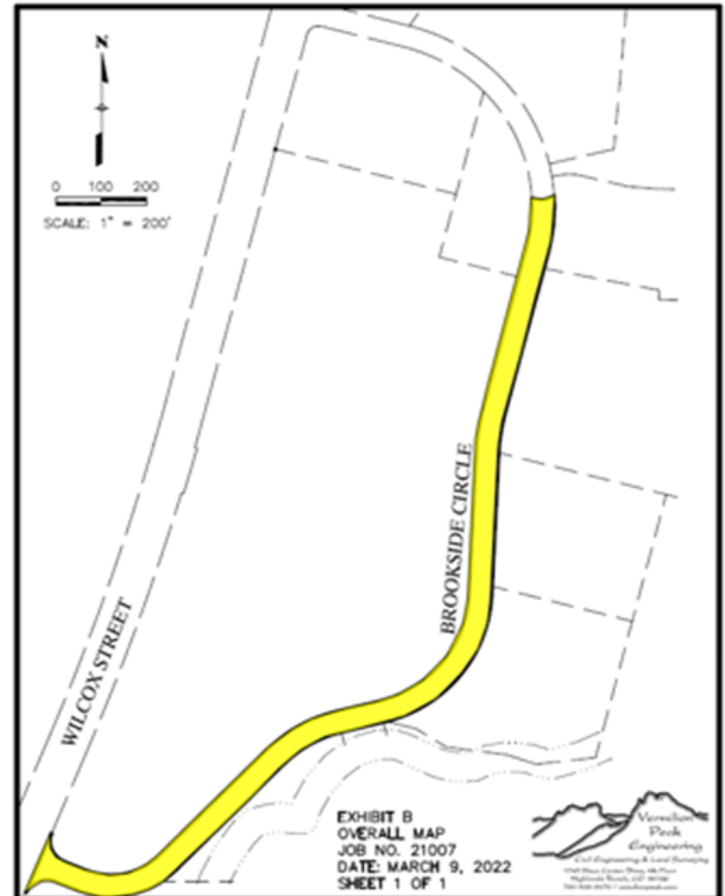


Town Council considered the following submittal in October 2022:

## Brookside Circle Right-of-Way Vacation

**On October 4th, 2022**, Town Council met for their regularly scheduled meeting to discuss a public hearing item—the ordinance vacating a portion of Brookside Circle lying within the Brookside Business Center Planned Development. The property is owned by Foundation Automotive Group and for purposes of the redevelopment of the area, requested vacation of the Right-of-Way. Vacation of Right-of-Way means to transfer all, or a portion of public right-of-way to private ownership of a connecting parcel of land. Town Council approved the Right-of-Way vacation with a vote of 6-1 on the first reading.

**On October 18th, 2022**, Town Council met for their regularly scheduled meeting to discuss the public hearing item on the ordinance vacating a portion of Brookside Circle. Town Council approved the Right-of-Way vacation with a vote of 5-1 on the second reading.



*Proposed Brookside Circle ROW Vacation*



Visit our [webpage](#) to find more information on upcoming public hearings and Board, Commissions, or Town Council meetings.



# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: OCTOBER 2022



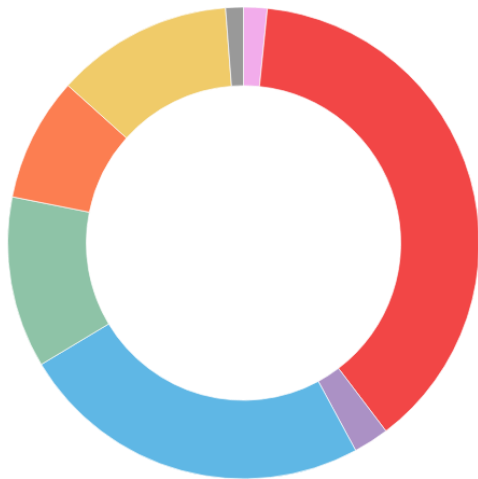
**81,811**  
estimated population\* as of  
October 2022

\*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 – 4
- Signs Removed from Right of Way – 94
- Sign Permits Reviewed – 6
- Site Visits – 60
- Code Complaint Responses – 29
- Notices of Violation Sent – 21
- Business Licenses Reviewed – 30
- Temporary Use Permits Issued – 3

\*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.

### New Development Projects



**36**

New Development  
Project Applications  
this Month

### Development Reviews

#### Monthly Reviews

**39**  
**18**  
**11**

first review\*  
second review\*  
third review or greater\*

\*On time with the exception of one late first review, two late second reviews, and three late third reviews due to volume.

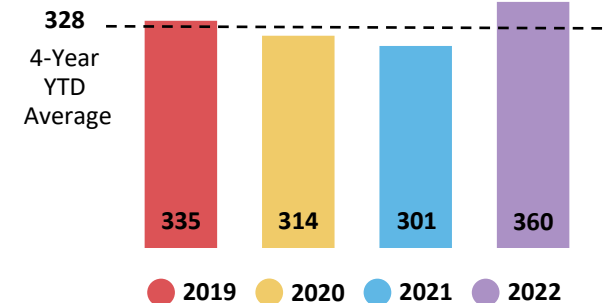
### Pre-Applications

**12** Pre-Applications this month  
**80** year-to-date Pre-Applications  
**17** percent of Pre-Applications over the previous 12 months advanced as new projects

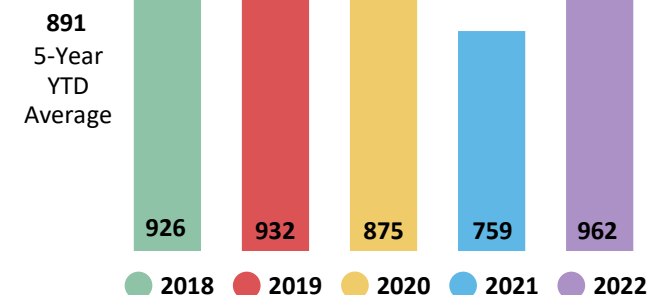
A pre-application meeting is required prior to any land-use submittal. Meetings may review conceptual ideas that never lead to a formal submittal. Pre-applications expire and must be resubmitted after 12 months.



### Year-to-Date Development Projects



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



# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: OCTOBER 2022

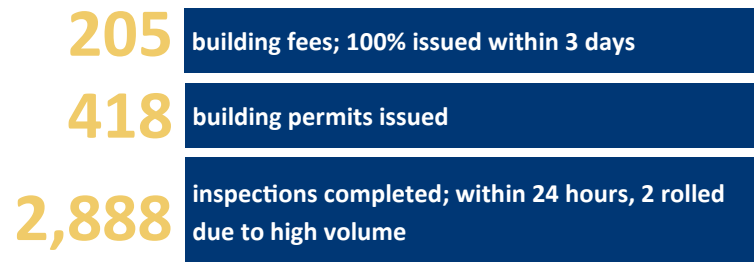


## Building Division

### Core Service Levels

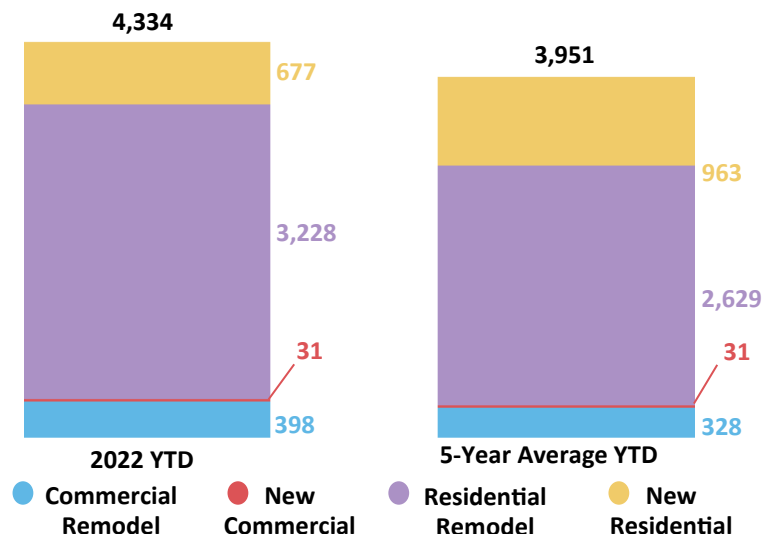
Building Division staff process hundreds of building permits a month, from a new hot water heater or deck, to constructing an entire new home or commercial building. Our inspection team conducts thousands of inspections each month to determine code compliance. We report on the following levels of service 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](#).



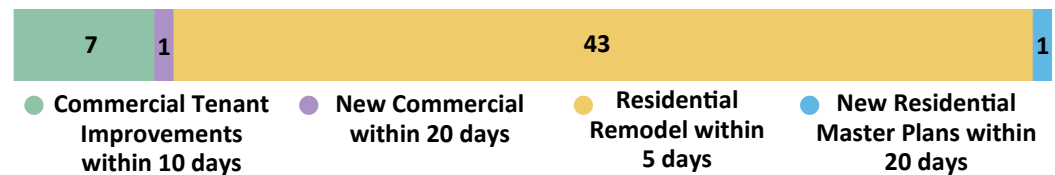
### Building Permit Applications Received

Year-to-Date Building Permit Applications Received



### Building Permits Reviewed

Monthly Building Permit Reviews by Type



### Building Permits Issued



**418**  
Residential Permits Issued this Month

**579K**  
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

