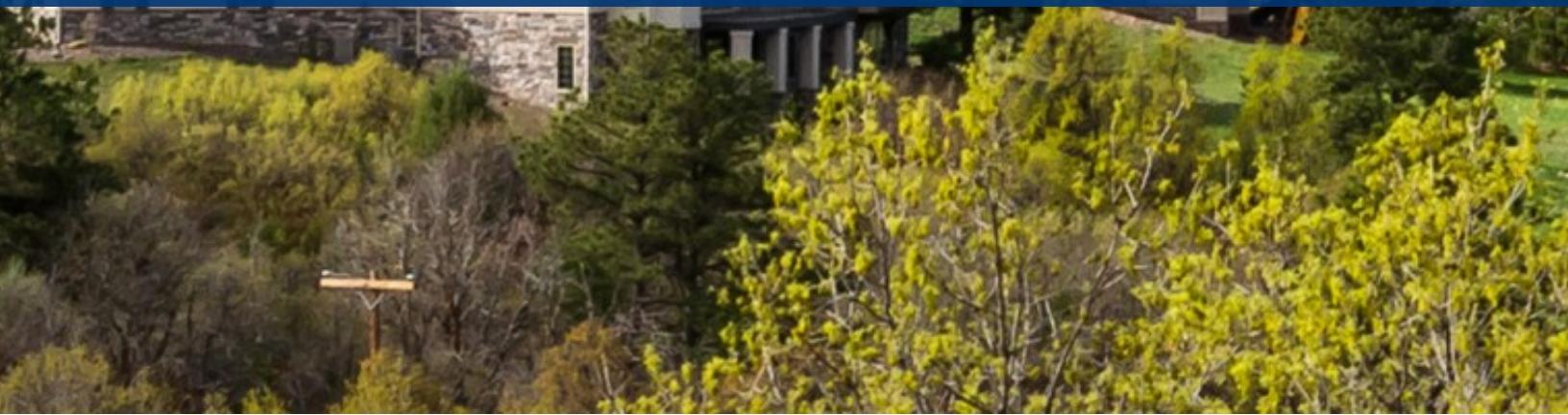




# Development Services

## December 2022 Monthly Report





# DEVELOPMENT SERVICES

## December 2022 Monthly Report



### INSIDE THIS ISSUE

Page 3: Employee Recognition

Page 5: New Land Use Submittals

Page 6: Boards and Commissions

Page 7: Town Council Actions

Page 8: Development Snapshot

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



Rendering of Keystone Hotel (Next Door Bar) Patio SDP

### News from the Director

Happy New Year! The Town continued to see a slowing of new applications in the last month of 2022, a trend seen throughout the state of Colorado. In Castle Rock, December 2022 closed out the year with 29 single-family home permits, bringing us to a total of 686 for the year. Forecasters expect the state-wide growth rate to stay low, less than 1% range at the start of the 2023. This is a downward shift from the average 3.26% growth rate seen in 2017-2021 due to elevated interest rates and a slow economy. Housing market declines are expected to moderate later in 2023.



Tara Vargish, PE  
Director  
Development Services

Want to know more about proposed development projects in town? Attend a neighborhood meeting! Many development projects and annexations require a series of public neighborhood meetings per Town regulations. You'll hear a presentation from an applicant and have an opportunity to ask questions. Your participation helps provide the applicant with information that may potentially shape the plans of a project. Your voice matters! Here are a couple of ways to find a meeting to attend:

Look for the yellow Town of Castle Rock Public Hearing signs around the community. Signs identify properties that require public meetings and offer information on how to attend the event.

[Join the Town's Facebook page.](#) *Your Voice Your Town* is a social media series posted about every two weeks, informing you of approaching neighborhood meeting dates. You can also view the [Town's online Public Notices calendar at CRgov.com/Notices.](#)

We look forward to seeing you at a neighborhood meeting in 2023!



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



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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, Customer Service Survey



**Congratulations to Sean Davin, Construction Project Manager** on 23 years with the Town!



**Congratulations to Kenneth Torres, Plan Review Engineer** on 4 years with the Town!

## 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.

**363** surveys distributed  
**13** December 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!](#)

Here are some keywords from our customers:

Responsive Helpful Knowledgeable  
Jason Smith  
Courteous Patient Professional Timely  
Julie Kirkpatrick

# Employee Recognition

Customer Service Feedback, Staff Kudos



## Staff Spotlight

### Carissa Ahlstrom



Carissa started with the Town in June of 2022 as an Administrative Assistant to the Development Services Enterprise Team. She works daily to help maintain office functions and plan events, previously working as a Marketing Assistant and Event Planner at Well States Healthcare. She attended Arapahoe Community College and earned an Associate of Applied Sciences in Business Administration.

Fourteen years ago, Carissa moved to Larkspur from Rancho

Cucamonga, California, and has been loving Colorado. She enjoys karaoke, snowboarding, spending time with her family (pictured above), telling dad jokes, and playing the ukulele. She also has an identical twin sister (pictured right), who is her built in best friend.

Carissa said the best thing about the Town of Castle Rock is the people she works with. "Everyone here is so amazing. I love being a part of such a supportive and collaborative team that I can learn from and have fun with every day!"



## Staff Kudos

"You were a wonderful help to me, **Chelsia Oborny** — thank you so much not only for this link but the other crucial information you offered. I really appreciate you! Best wishes"

- Rowena G.

"**Pam Hall** is AMAZING! Thank you!"

- Mark G.

"Thank you **Darcie Hartman**! You are the best!"

- Jason F.



# 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.

### 200 Wolfensberger Road

Replat to subdivide one lot into two lots.

### Dawson Trails

Construction documents and erosion control plans for demolition of previously installed infrastructure on about 51.3 acres, located on west side of State Highway I-25, south of Plum Creek Boulevard and north of Tomah Road.

### Lanterns, Montaine

Drainage and landscaping design revisions, located on Shadescale Way.

### Meadows, Filing 17, Affinity at Castle Rock

Construction documents and erosion control documents for age-restricted, active adult senior living project, located south of Meadows Parkway and Lombard Street.

### Philip S. Miller Library

Stormwater drainage easement for new library, located at 100 S. Wilcox Street.

### Promenade

Retaining walls/landscape plans revision to add irrigation/tap meter adjacent to Castlegate Drive.

### Town Project, Parks and Recreation

Design revision for Colorado Front Range Trail Connections.

### Town Project, Parks and Recreation

Design revision for Mitchell Gulch Park renovations, located at 200 Mikelson Boulevard.

### Promenade, The Brinkerhoff & Bar Hummingbird

Construction documents and erosion control plans for The Brinkerhoff and Bar Hummingbird restaurant buildings, located on southwest corner of Castle Rock Parkway and Promenade Parkway.



### Promenade, Lazy Dog Restaurant

Construction documents and erosion control plans for new 8,000 square-foot Lazy Dog Restaurant, located on northeast corner of Promenade Parkway and Castlegate Drive West.



# Boards and Commissions

## Actions and Updates



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

**Dec. 1, 2022**

Meeting canceled.



### Board of Building Appeals

**Dec. 5, 2022**

The Board of Building Appeals held their regularly scheduled meeting and heard updates from the Chief Building Official and Councilmember Hollingshead.



### Design Review Board

**Dec. 14, 2022**

The Design Review Board held its regularly scheduled meeting and discussed the site development plan for the Keystone Hotel (Next Door Bar) Patio. The request was reviewed and approved by a vote of 6 to 0. See Page 2 for a rendering of the project.

**Dec. 28, 2022**

Meeting canceled.



### Historic Preservation Board

**Dec. 7, 2022**

The Historic Preservation Board held its regularly scheduled meeting and discussed a public hearing item and a discussion action item. The public hearing item was for an accessory dwelling unit addition at 7 North Lewis Street. The request was reviewed and approved by a vote of 4 to 3. The discussion action item was for a local restoration grant application for 203 Cantril Street. The request was reviewed and approval was recommended to Town Council by a vote of 6 to 0.



### Planning Commission

**Dec. 8, 2022**

The Planning Commission held its regularly scheduled meeting and discussed two public hearing items. The first item was a request to construct an Accessory Dwelling Unit at 544 Senter Drive. This request was reviewed and approval was recommended to Town Council by a vote of 7 to 0. The second item was for the Canyons Far South Annexation and Planned Development Plan. The Planning Commission reviewed the Annexation and Planned Development Plan and approval was recommended to Town Council by a vote of 7 to 0.



**Canyons Far South PDP Vicinity Map**

**Dec. 22, 2022**

The Planning Commission held its regularly scheduled meeting and discussed the public hearing item: Meadows Filing 20 Site Development Plan. The request was reviewed and approval was recommended to Town Council with a vote of 4 to 0.

# Town Council Actions

## Actions and Updates



Town Council considered the following:

### Dec. 6, 2022

Town Council held their regularly scheduled meeting and discussed a resolution for the Consolidated Annual Performance and Evaluation Report for the Community Development Block Grant (CDBG) Program.

The CDBG entitlement program provides annual grants on a formula basis to states, cities and counties to develop viable urban communities. The overall CDBG program goals are to provide decent housing, a suitable living environment and expand economic opportunities, primarily for the benefit of low-to-moderate-income residents of Castle Rock.

The Town met the necessary requirements to be entitled to an allocation of funding provided through the [U.S. Department of Housing and Urban Development \(HUD\)](#) in 2021. HUD approved the Town's 2021-2025 Consolidated Plan, which is a detailed plan designed to help the Town assess its affordable housing and community development needs and make data-driven, place-based investment decisions for the CDBG.

A summary of this year's CDBG projects and expenditures were provided and shown to be in compliance. The Town was able to make improvements to Butterfield Park and enhance services at the Senior Center. The resolution to approve the Consolidated Annual Performance and Evaluation Report for the 2021 program year was approved with a vote of 6 to 0.



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

# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: December 2022



**82,383**

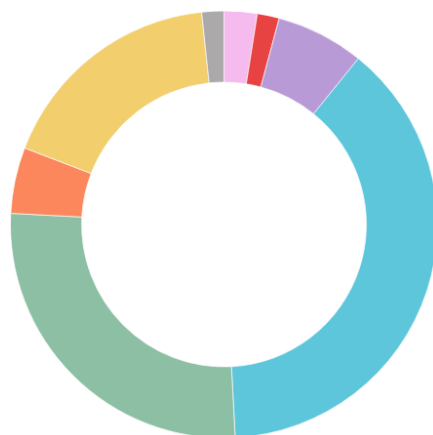
estimated population as of  
December 2022

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.



- Signs Removed from ROW – 2
  - Notices of Violation Sent – 6
  - Business Licenses Reviewed – 21
  - Code Complaint Responses – 32
  - Temporary Use Permits Issued – 2
  - Site Visits – 46
  - Sign Permits Reviewed – 8
  - Sign Complaint Responses – 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.

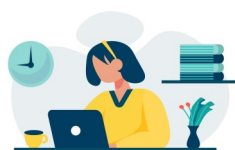
### Pre-Applications

**9** Pre-Applications this month  
**103** year-to-date Pre-Applications  
**6** 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

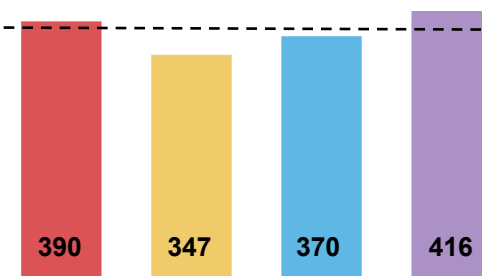


**29**

New Development Project Applications this Month

### Year-to-Date Development Projects

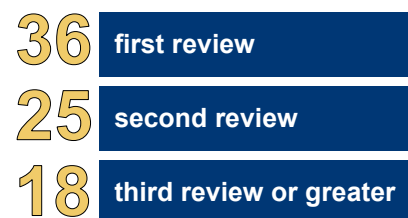
**381**  
4-Year YTD Average



● 2019 ● 2020 ● 2021 ● 2022

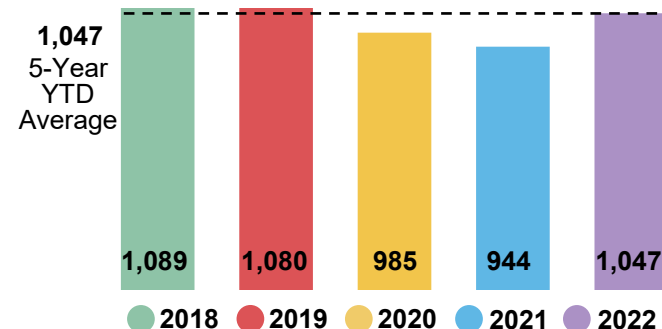
### Development Reviews

#### Monthly Reviews Completed\*



\*On time with the exception of 1 late first review, 4 late second reviews, and 2 late third reviews due to high volume and being short staffed.

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



**1,047**  
5-Year YTD Average

● 2018 ● 2019 ● 2020 ● 2021 ● 2022



# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT:

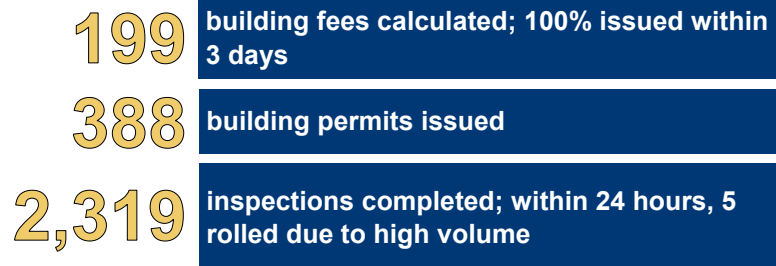


## Building Division

### 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](#).



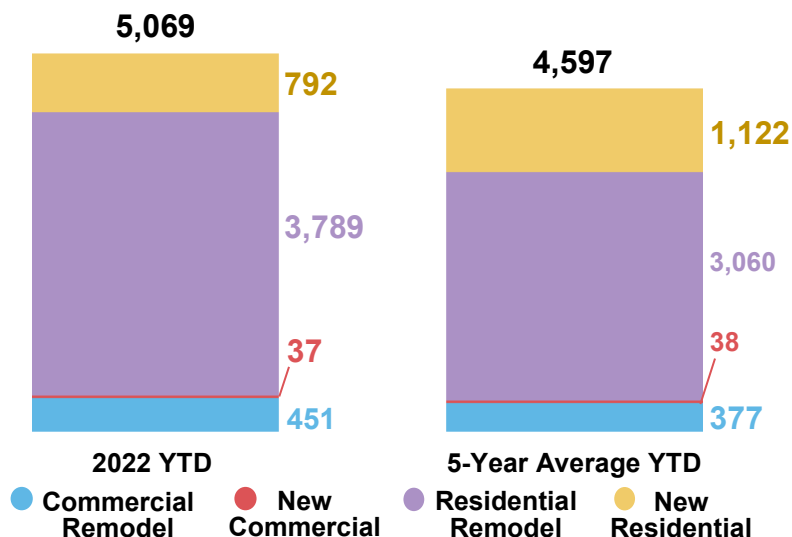
### Building Permits Reviewed

#### Monthly Building Permit Reviews by Type



### Building Permit Applications Received

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



### Building Permits Issued



**29**  
Residential Permits Issued this Month

**619K**  
Square Feet of Commercial Space Permitted Year-to-Date

**↑197%**  
Commercial Space Permitted Compared to 5-Year to-Date Average

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

