



Development Services

April 2023 Monthly Report



DEVELOPMENT SERVICES

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



News from the Director

Signs are a great way for businesses and organizations to communicate with their audience, but it's important to keep the beauty of Castle Rock in mind. The Town is committed to working with residents and developers to ensure that signs are installed properly.

Here are some key points to remember when installing signs in Castle Rock:

- Follow the Municipal Sign Code for sign type, size, and location
- Maintain your signs to avoid hazards to the public
- Illuminate signs in a way that minimizes glare and light pollution
- Ensure that signs don't obstruct the view of drivers or pedestrians
- Remember that signs cannot be placed on public property



Tara Vargish, PE
Director
Development Services

By following these guidelines, we can create a safer and more visually appealing community that we can all enjoy. Please note that beginning May 13, 2023, weekend enforcement of sign removal will occur. To learn more about the Municipal Sign Code or to apply for a sign permit, please visit our [Signs page](#) at CRgov.com. You can also email the Zoning Division at Zoning@CRgov.com or call 720-733-3557.

Finally, it's worth noting that May is our Historic Preservation Month. To learn about events taking place around the Town, see page 10 or visit our [Historic Preservation page](#) at CRgov.com.



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, New Employees, Staff Spotlight



Congratulations to Jon White, Chief Building Official, on 7 years with the Town!



Congratulations to Matthew Anderson, Public Works Inspections Supervisor, on 5 years with the Town!



Congratulations to Michael Rankin, Combination Building Inspector, on 1 year with the Town!



Congratulations to Darcie Hartman, Development Services Technician, on 1 year with the Town!



Congratulations to Dan Bentan, Plans Examiner II, on 1 year with the Town!



Staff Kudos

- "Thank you again, **Jason Smith!** You are amazing!" - Sarah F.
- "You truly are the best, **Tammy King!!**" – Jennifer C.

Meet the Zoning Team!

The Zoning Team of Castle Rock is an amazing group of professionals that work together to keep the Town beautiful, informed, clean, and valuable.

Here's a breakdown of what the Zoning Team does:

- Respond to zoning code compliance complaints
- Process building permits for zoning compliance
- Review business licenses for zoning compliance
- Provide sign code criteria
- Oversee the Board of Adjustment
- Provide the public with information about municipal zoning ordinances

Tammy King, the Zoning Manager, leads the team with respect and extends that respect to residents. Scott Seubert, Zoning Inspector, Cara Reed, Neighborhood Liaison, and Sharon Chavez, Development Services Technician, all agree that Tammy inspires them to work hard and make the team and division successful.

The team not only shows care and respect towards each other, but also extends the same courtesy to the community. To preserve the Town's beauty, they hold both residents and themselves accountable to follow Town Municipal Code. Additionally, they warmly welcome new businesses to the Town, attentively listen to residents' inquiries, and prioritize community engagement.

The Zoning Team wants you to know that they care deeply about Castle Rock and its residents. They listen to and speak with residents kindly and factually, striving to make a positive impact on the community.

If you want to know more about the Zoning Team of Castle Rock, don't hesitate to reach out to them by email at Zoning@CRgov.com, or by phone at 720-733-3557. They are proud of what they do, and they are here and happy to help. You can also visit our [Zoning page](#) at CRgov.com.



Pictured from left to right: Sharon Chavez, Scott Seubert, Cara Reed, and Tammy King

Customer Service Survey

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.

356 surveys distributed

29 April 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 comments from our customers in April:

- “Quick to respond. Very professional.”
- “**Robert Dana** was fantastic and friendly.”
- “Thanks for helping!”
- “**Chelsea Oborny** was amazing during the permit process. When I called with questions **Tim Steinwinder** was extremely helpful and knowledgeable. Fantastic team.”
- “**Tim Steinwinder** and **Kevin Arencibia** were awesome to work with.”
- “Thanks so much to **Tammy King** for her help with our variance application.”
- “**Robert Dana** has been extremely helpful throughout this entire project!! He was always very courteous and professional!!!”
- “The building reviewers have been super helpful and very knowledgeable.”



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

Discussion topics from April's Luncheon:

- New CO policy procedure update
- Introduce new Fire Marshal, Bart Chambers
- Fire resistive exterior construction
- Gas pipe isometrics
- Summary of March institute items for 2024
- Builder dashboards
- TMU
- Open discussion



Consider donating spare change to DOT, our charity bank, when you're doing business at the building counter! All collections are donated to a local nonprofit at the end of the year.

Luncheon sponsored by:



Next Contractor Luncheon:

Wed., May 17, 2023

11:30 a.m. —1:00 p.m.

**Town Hall
100 N. Wilcox St.**

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



[View luncheon meeting summary notes of past meetings online at CRgov.com](#)

To receive discussion points on the agenda contact:

buildingcounter@CRgov.com

To sponsor a contractor luncheon contact:

schavez@CRgov.com



Administrative Projects

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.

Castle View Baptist Church

Waterline easement for new 349-seat church auditorium and administration building, located at 5054 Crowfoot Valley Road.

CORE Electric Cooperative

Underground utility access easement on Town right-of-way, located on the west side of Prairie Hawk Drive.

Hillside/Arbors

Grading and drainage design revision for 54 single-family lots, located at northeast corner of Wolfensberger Road and Coachline Road. Erosion control design revision for 54 single-family lots, located at northeast corner of Wolfensberger Road and Coachline Road.

Lanterns, Montaine

Erosion control plans for vertical construction of 68 single-family lots, located north of Montaine Circle, connecting at Monk Road and Ally Road. Drainage design revision for 117 single-family lots, located northwest of Montaine Circle, connecting at Burnell Road and Coal Bank Drive.

Meadows, Prairie Hawk Dental

Utility easement for Prairie Hawk Dental, located at 3768 Limelight Avenue.

Meadows, Town Center

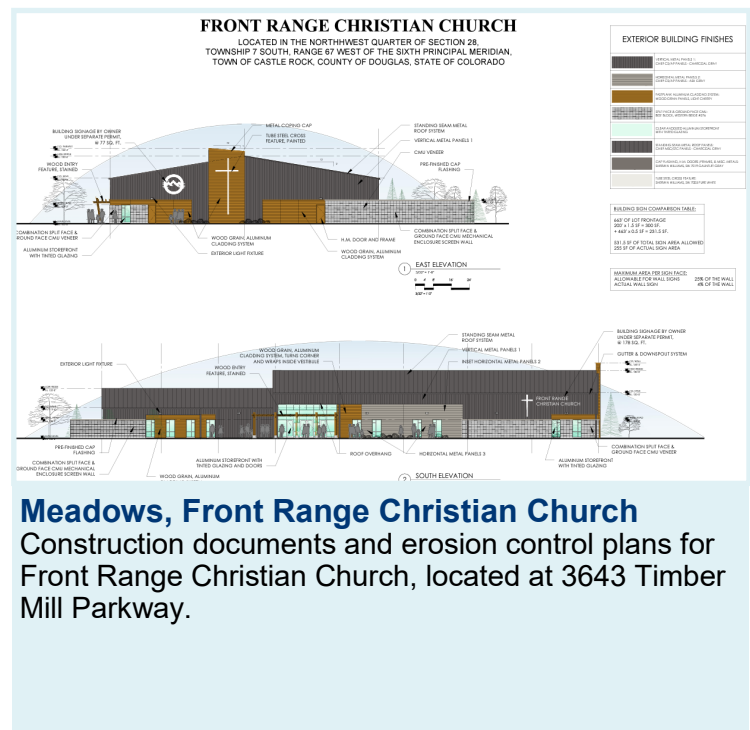
Plat to vacate an existing utility easement in a vacant lot at the southeast corner of Mercantile and Bilberry Streets for Meadows Town Center Townhomes project.

Meadows

Site development plan for new 10,000 square-foot daycare center, located at Carnaby Lane and Lombard Street intersection.

Meadows, Kum & Go

Site development plan for new Kum & Go convenience store and fuel canopy, located on the southern corner of the roundabout at Timber Mill Parkway and North Meadows Drive.



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Meadows

Landscape and irrigation design revision for Timber Mill Parkway located north of North Meadows Drive and west of State Highway 85.

Meadows

Construction documents for new 5,105 square-foot dental office building, located on northeast corner of Prairie Hawk Drive and Limelight Avenue.

Town project, Castle Rock Water

Erosion control design revision for new well facility consisting of three wells, pipelines and meter vault, located at 1929 Liggett Road.

Town project, Public Works

Construction documents for Wolfensberger Road Widening Capital Improvement Project.

Town project, Red Hawk Golf Course

Erosion control plans for Red Hawk Golf Course putting green, located at 2156 Red Hawk Ridge Drive.

The Ridge at Crystal Valley

Erosion control plans for vertical construction of 59 single-family homes, located east of Bell Mountain, south of Crystal Valley and north and west of Sellars Creek Ranch.



Promenade, Lazy Dog Restaurant

Utility and drainage easements for new Lazy Dog Restaurant, located on northeast corner of Promenade Parkway and Castlegate Drive West.

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

Required Public Hearings

Submittals requiring public hearings can include a variety of topics such as, zoning, site plan layouts and buffering of properties.

Crystal Valley Shops



Vicinity map

A new quasi-judicial application for Crystal Valley Shops Site Development Plan (SDP) was submitted for a proposed retail development located on the southwest corner of Crystal Valley Parkway and Plum Creek Boulevard. The lot is approximately 5 acres, and this SDP represents Phase I of the development. Two in-line commercial buildings are proposed, totaling approximately 20,000 square feet. Right-in only access is proposed from Crystal Valley Parkway, and full movement access on Plum Creek Boulevard included. The development is subject to the Residential/Non-Residential Interface regulations requiring public hearings before the Planning Commission and Town Council. The property is located in Councilmember Dietz's district.

Project Highlights

- Proposing a retail development on a 5 acre lot for two in-line commercial buildings
- Approximately 20,000 square-feet
- Located on the southwest corner of Crystal Valley Parkway and Plum Creek Boulevard

Wellspring/LaQuinta Conversion



Vicinity map

A new quasi-judicial application from Wellspring Community for a Use by Special Review/Site Development Plan. The applicant is proposing to convert the existing 63-unit La Quinta Hotel into a 42-unit apartment facility. This housing facility will be for both nondisabled and disabled adults. The Use by Special Review/Site Development Plan will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. This project is located in Councilmember LaFleur's district.

Project Highlights

- Proposing to convert the 63-unit La Quinta Hotel into a 42-unit apartment facility
- Located southeast of Wolfensberger Road and Park Street

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

Apr. 6, 2023

Meeting canceled.



Design Review Board

Apr. 13, 2023

Meeting canceled.

Apr. 26, 2023

The Design Review Board held their regularly scheduled meeting and discussed the Scileppi's Addition Site Development Plan. The proposal was to amend the existing site to build a new 6,024 square-foot addition to the restaurant located at 310 Third Street. The Board approved the addition by a vote of 6 to 0.



Planning Commission

Apr. 14, 2023

Meeting canceled.

Apr. 27, 2023

Meeting canceled.



Historic Preservation Board

Apr. 5, 2023

Meeting canceled.

Historic Preservation Month

Events for Historic Preservation month in May were decided in previous months at the Historic Preservation Board meetings. It's a great time to explore the unique character of the town.



- Visit the Castle Rock Museum, housed in a former train depot built in 1875, to learn about local history.
- Scavenge the Rock, a family-friendly scavenger hunt to explore 21 historic landmarks and win prizes.
- Attend Victoria's Tea, where "The Legendary Ladies" will bring the past to life while enjoying tea and scones.
- Take a historic trolley tour and hear fascinating stories from local historians.
- Join the Craig and Gould neighborhood celebration to mark the completion of new stormwater, utility, and road infrastructure and bury a time capsule.
- Explore historic Downtown Castle Rock and the Craig and Gould neighborhood with self-guided walking tours.
- Kids can learn about Castle Rock's unique history with coloring and activity sheets available at participating Downtown restaurants.

You can find more information by visiting our [Historic Preservation page](https://www.cr.gov/historic-preservation) at CRgov.com.



Apr. 18, 2023

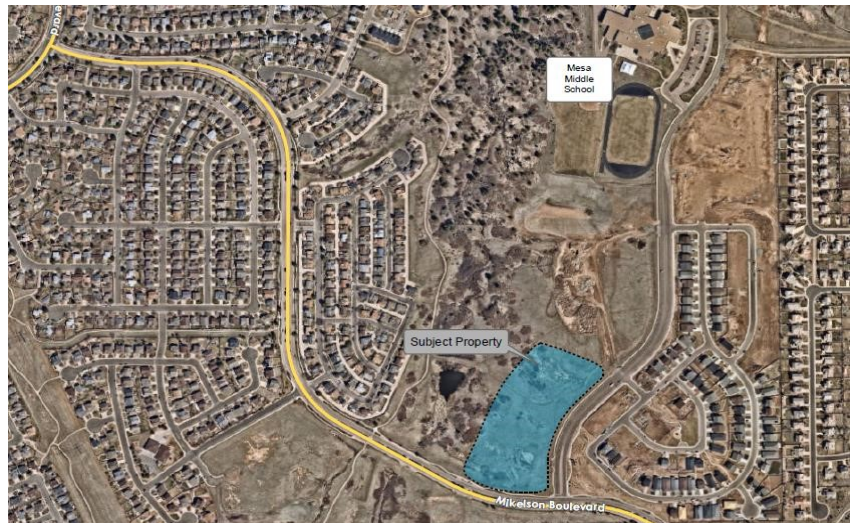
Town Council held their regularly scheduled meeting and discussed a resolution for Site Development Plan known as Avilla at Founders Village. The single-family residential housing project would include 105 unit, for-rent community on a total of nine acres located at the northwest corner of Mikelson Boulevard and Mitchell Street. Council voted 4 to 1 to approve the Site Development Plan.

Furthermore, Council discussed the Wellspring Community Annexation Petition located at 498 East Wolfensberger Road. Town Council voted 6 to 0 to approve the resolution deeming the Wellspring property as eligible for annexation.

Also during the Council meeting, the Sign Code update and enforcement were discussed. Council directed staff to begin weekend sign removal after a 3 week period outreach.



Visit our [webpage](https://www.cr.gov) at CRgov.com to find more information on upcoming public hearings and Board, Commissions, or Town Council meetings



Avilla at Founders Village Vicinity Map



Wellspring Community Annexation Vicinity Map

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: April 2023



83,469

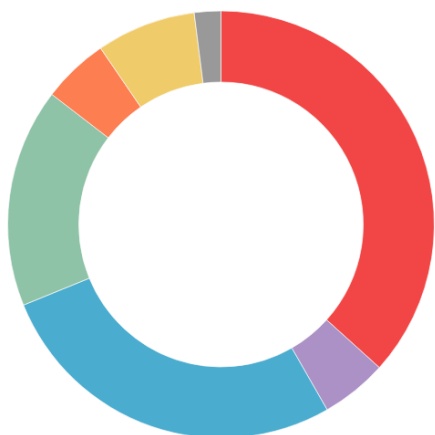
estimated population as of
April 2023

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—73
- Site Visits—54
- Notices of Violation Sent—10
- Sign Permits Reviewed—10
- Business Licenses Reviewed—15
- Sign Complaint Responses—0
- Code Complaint Responses—33
- Temporary Use Permits Issued—4

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 Applications

7 New Development Project Applications this Month

24 Other Project Applications this Month

Development Reviews

Monthly Reviews Completed



Pre-Applications

6 Pre-Applications this month

31 year-to-date Pre-Applications

28 percent of Pre-Applications over the previous 12 months advanced as new projects

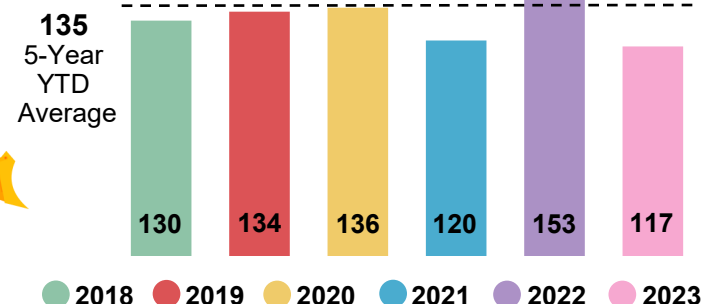
A pre-application meeting is required prior to any land-use submittal. Meetings may review conceptual ideas that never lead to a formal submittal. Pre-applications expire and must be resubmitted after 12 months.



Year-to-Date Development Applications



Year-to-Date Planning/Development Reviews



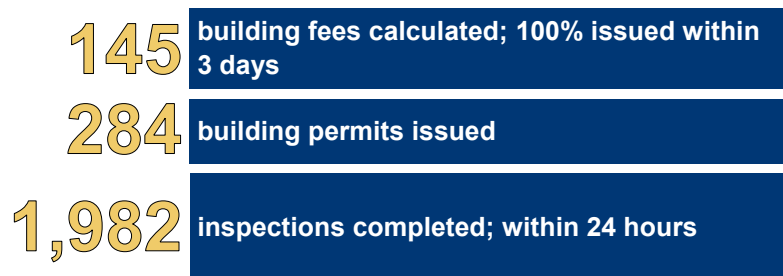
TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: April



Building Division

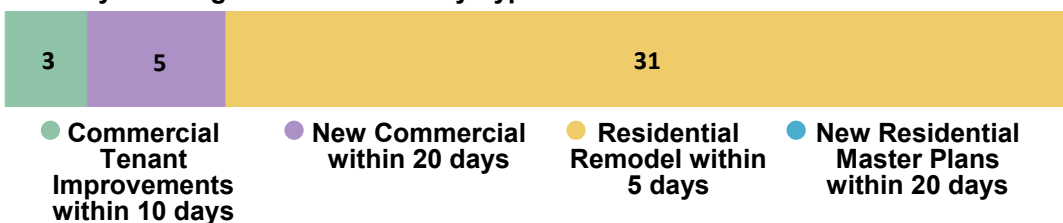
Core Service Levels

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.



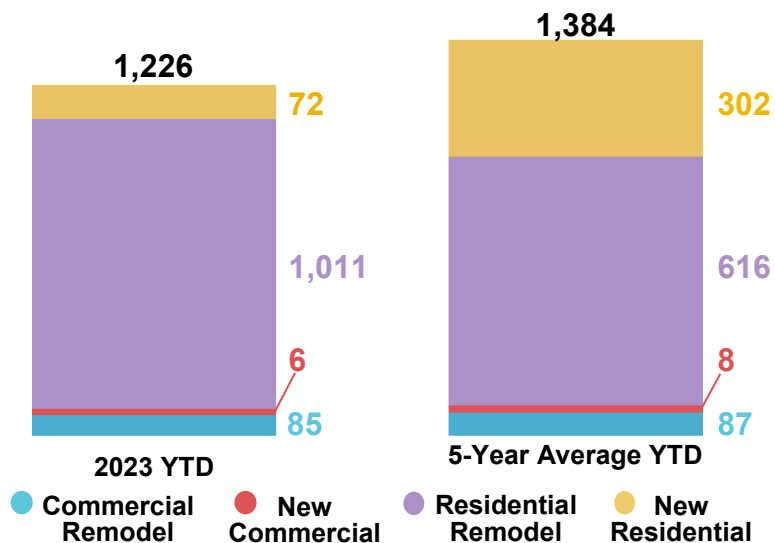
Building Permits Reviewed

Monthly Building Permit Reviews by Type



Building Permit Applications Received

Year-to-Date Building Permit Applications Received



Building Permits Issued



38
Residential Permits Issued this Month



44K
Square Feet of Commercial Space Permitted Year-to-Date

Year-to-Date Residential New Construction Permits Issued

