



Development Services

Building • Planning • Zoning

Implementing the Community Vision through Development Activities

Development Tales by the Director



Bill Detweiler, Director
Development Services

*"The pessimist complains about the wind;
the optimist expects it to change; the realist
adjusts the sails."*

~~William Arthur Ward



*must confess to being a very curious
person. It sometimes consumes my thoughts and
pulls me away from the everyday challenges of*

*leading a highly-effective Development Services team. One of those curiosities is how the
team will successfully work through the variety of issues we face today, and issues that
we will face in the future. Castle Rock revolves around an axis of constant change.*

*Growth impacts those who live and work in the community and how we deal with that
growth is a healthy subject worth constant analysis and discussion.*




*n order to respond to the ebbs and flows of community growth, we created an
Enterprise Business and Finance Plan in 2007 to define core service levels and the resources
needed to meet those service levels. We have successfully navigated our way through low,*


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DEVELOPMENT TALES

moderate, and high growth periods over the last 10+ years thanks to a Town team dedicated to providing outstanding customer service. All involved recognize constant analysis and adjustment to the business plan must occur to keep pace with development activity. Based upon a comprehensive review of current and future expenditures and adopted service levels, we decided a new organization plan was needed to meet the needs of a changing community.

 *he new plan results in an FTE neutral outcome for 2018 and beyond. The plan adds a new division titled, "Business Administration" to ensure long-term stability of the business enterprise, customer service operations and administrative support critical to ongoing success and to ensure we adhere to our Department theme, "first and foremost we are a customer service agency." The plan will increase capacity through shared tasks and use of technology to improve communication, speed, and efficiency while decreasing the number of unintended inaccuracies.*

 *hy make an organization change now? The Department Front Counter staff and Business Analyst position process more than \$45 million in fees annually. The team collects fees for all Enterprise funds, use tax, and all impact fees for Town agencies. Although the team has done an excellent job at ensuring accuracy, implementing the new Business Administration Division places outstanding staff talent into a cohesive team function to address the significant level of finance and business support operations. I have been considering creation of a Business Administration Division and making adjustments to current staff resources for a long time. A variety of circumstances, specifically construction and occupancy of the Town Hall addition, caused me to delay action while giving consideration to the amount of change staff experienced during the past 14 months.*

DEVELOPMENT TALES

Too much change at one time is not good for the organization, nor for our customers. We could not contemplate the variety of issues that would arise when moving into the Town Hall addition. Given we have occupied the addition since November, and given that staff has adjusted well to the new surroundings, now is the time to move forward with organization changes to further the customer experience. The new plan includes:

- Creation of a Business Administration Division and one new position titled, "Business Administration Manager" to supervise the division, all front counter operations, fee collection, business and finance support, coordination of IT programs, and the Department administration function.*
- Moving an existing Development Technician position from the Zoning Division to the newly formed Business Administration Division to join the new five-member Development Technician team.*
- Adding a third Plan Review Project Coordinator in the Development Review Division to ensure timely and accurate processing of all plan review activities, to conduct direct communication with all plan review applicants, and to ensure all core service levels are met.*
- Moving the existing Project Manager for Construction/Commercial Development from the Development Review Division to the Building Division, under supervision of the Chief Building Official, to ensure accurate and timely coordination of all Certificate of Occupancy Permits.*
- Eliminating four existing positions and upgrading those positions to improve customer service programs. The four staff members impacted by the new plan were provided with an appropriate severance package and encouraged to apply for the newly upgraded positions, if interested.*

DEVELOPMENT TALES

The staffing changes noted are sensitive, yet necessary. As with any organization change, communication and implementation strategies are critical and necessary to clearly identify the need for change, the purpose of the change and the benefits to the organization and our customers. The plan was implemented on Friday, July 20. I am extremely confident this change will provide a benefit to our team, and most importantly, to the residents and development community customers we serve on a daily basis.



WHAT'S NEW - PEOPLE

Appointment to State of Colorado Electrical Board



COLORADO
Department of
Regulatory Agencies



Joseph Montoya
Chief Building
Official

On July 10th, the Colorado Governor appointed Chief Building Official, Joseph Montoya, to the State Electrical Board. The appointment is for a three-year term ending in 2021. The State Electrical Board licenses, registers, and regulates electricians, apprentices, and electrical contractors.

The Board's mission is to protect the health and safety of the people of Colorado by enforcing the state electrical statutes. The Board conducts regular inspections of the installations it regulates, and reviews special requests for exceptions to the code.

The Board is made up of nine professional and public members appointed by the governor consisting of the following:

- Two electrical contractors with master electrician licenses
- Two master or journeymen electricians who are not electrical contractors
- One representative of a private, municipal, or cooperative electric utilities-rendering service to the public
- One building official who performs electrical inspections
- One general contractor

Congratulations, Joseph!

Applause Award

Julie Kirkpatrick, Long Range Project Manager, along with GIS staff members, received an Applause Award on July 23rd for their work on the recent Town Council redistricting mapping project. Julie assisted the team with 5–10 year population projections so that the newly created districts would have equitable voter population now and in the future.

Well done, Julie!



From Left: Jeff Caldwell, Brittaney Murphy,
Julie Kirkpatrick, Amy Dayton-Hart

APPLAUSE
award

Implementing the Community Vision through Development Activities

PROJECT UPDATES



Meadows Filing 16, Parcel 8 (Meadows South) - Site Development Plan

Castle Rock Development Company submitted a Site Development Plan for a parcel located south of Wolfensberger Road and west of the intersection of Coachline Road and Plum Creek Parkway. The property is approximately 27 acres and zoned to allow low-density, multi-family homes. The proposed plan is for 58 paired homes consisting of 116 residential units.

This residential site plan will require public hearings before the Planning Commission and Town Council.



Vicinity Map

Meadows Filing 20, Phase 1, Amendment 13 - Site Development Plan

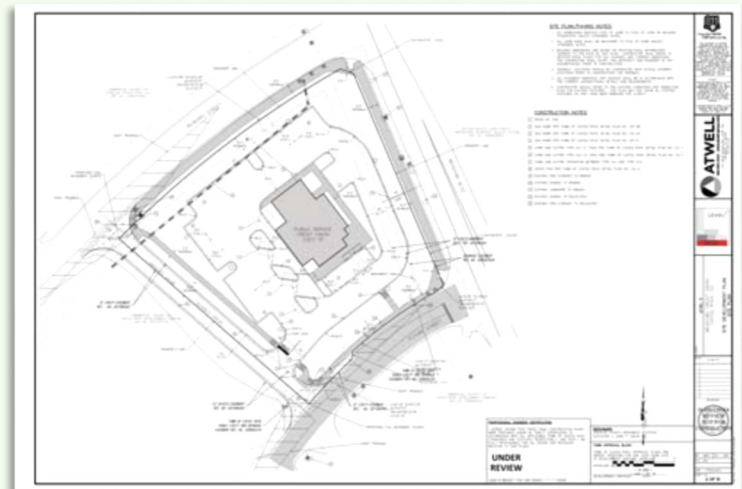


Public Service Credit Union submitted a Site Development Plan for the construction of a new commercial building located on the west side of Meadows Boulevard between Future Street and Bilberry Street. The site is approximately 1.25 acres. The proposed building is 3,827 square feet and will include four drive-up teller locations.

This project is under administrative review and does not require public hearings.



Site Location



Site Layout

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PROJECT UPDATES

105 N. Cantril Street - Craig & Gould's Addition

The property owners, Cantril Investors LLC, are proposing a new, residential duplex and detached garage on the vacant lot at 105 N. Cantril Street, also known as Lot 15A, Block 18, Craig & Gould's Addition to Castle Rock.

The Historic Preservation Board will consider this proposal at a future meeting.



Vicinity Map



Renderings

To keep informed on development in the Town,
visit: [CRgov.com/Development Activity](http://CRgov.com/DevelopmentActivity)

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WHAT'S NEW - BOARDS & COMMISSIONS



Board of Adjustment

Variance for Minimum Rear Yard Setback

On July 10th, the Board of Adjustment approved a six-foot variance to the minimum required, 15-foot rear yard setback at 3702 Deer Valley Drive. The applicant requested the variance to reconstruct a deck to the existing single-family dwelling.

New Board Member Appointment

On July 17th, Town Council appointed Talena Jensen to the Board of Adjustment with a term ending May 31, 2019. Talena fills the vacancy left by Lauren Trujillo, who resigned her Board position last March.

Talena currently works in the IT industry and wishes, *“to be a part of how the Town grows and help meet the needs of the community.”*

Welcome, Talena!

Historic Preservation Board

Landmark Alteration Certificate Request

The Historic Preservation Board held a Special Meeting on July 18th. The Board heard a Landmark Alteration Certificate request from the new owners of 418 N. Lewis Street, also known as the Hunter House. The alteration includes adding an addition to the rear of the main house, renovating the carriage house/garage into a guest house, adding a dormer to the front façade, and enclosing a portion of the front porch. The Board voted 5-2 to approve the project, as presented.



Design Review Board

Roof Sign Proposal

The Design Review Board held their regularly scheduled meeting on July 11th. The applicant for 400 Third Street, The Barn roof sign, asked that the application be continued to a future date to be determined.

The Board held a Study Session after the meeting to review the new downtown parking requirements and the Board's powers and duties.

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WHAT'S NEW - GENERAL

DS Sponsors Another Neighborhood Clean Up Day

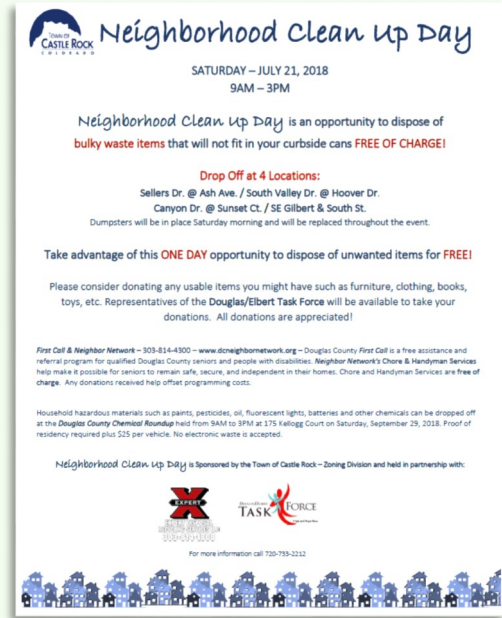
Last year, the DS Zoning Division team held its first Neighborhood Clean Up Day in the Craig and Gould neighborhood. The event was so popular and well received that another Clean Up Day was held again this year on July 21st. Dumpsters were provided for Town residents at four locations, and the Douglas Elbert Task Force provided a truck for donations.

Zoning Manager, Tammy King, reported that 51 tons of waste was collected, which included 25 dumpsters, 1 Douglas/Elbert Task Force box truck filled with donations, and approximately 8 dumpsters of scrap metal.

Notes from residents expressing their gratitude poured in after the clean-up day.

Awesome job, Zoning Division!

Zoning Division Team:
Tammy King, Cara Reed,
Jenn Bigham, and
Scott Seubert



Implementing the Community Vision through Development Activities

WHAT'S NEW - GENERAL

DS Participates in Town's Rock Rec Camp Challenge

On July 20th, children from the Town's Summer Rock Rec Camp (sponsored by the Parks and Recreation Department) made a stop at Development Services on their "*Amazing Race Around Castle Rock*." Children of all ages participated in visiting as many different Town facilities as possible on their race day adventure.

Denise Hendricks, Administrative Supervisor, helped organize the DS challenge. Cara Reed, DS Neighborhood Liaison, and Sharon Chavez, DS Senior Office Assistant, assisted the children with finding Town facilities on a large scale map. The children had fun with their challenge and learned valuable map reading skills.



Cara Reed (left),
Neighborhood Liaison,
Assists Campers



Campers Proudly Display Their Map



Sharon Chavez (left), Sr. Office
Asst., Works With Campers



WHAT'S NEW - GENERAL

Planning for Sign Code Success Workshop

DS Assistant Director, Tara Vargish, attended a workshop on July 19th regarding sign codes. The workshop was produced by the International Sign Association, in partnership with APA Colorado and the Colorado Sign Association. Highlights of the workshop included:

- Impacts of *Reed v. Town of Gilbert* and other legal issues.
- Sign types and design as well as energy efficiency.
- Economic impacts of signage and policy process considerations.
- Understanding the technologies and regulatory issues involved in electronic message centers.
- How different communities evaluate, amend, and create their sign ordinances.



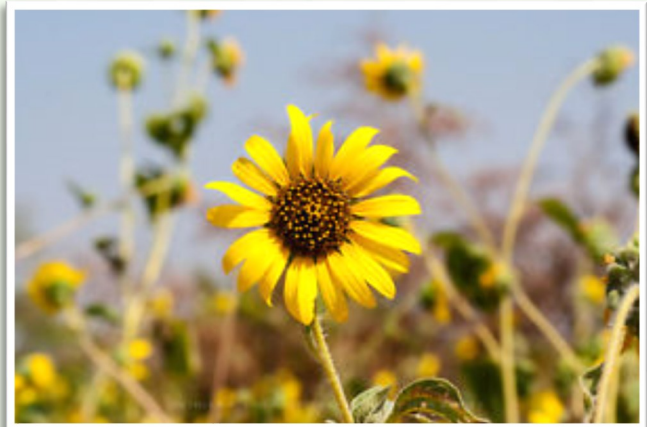
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For planning questions, please email:
Planning@CRgov.com

For zoning questions, please email:
Zoning@CRgov.com

To view building info, please visit:
CRgov.com/building

For code information, please visit:
CRgov.com/CodeCentral



*"Ah, summer, what power you have to
make us suffer and like it."*

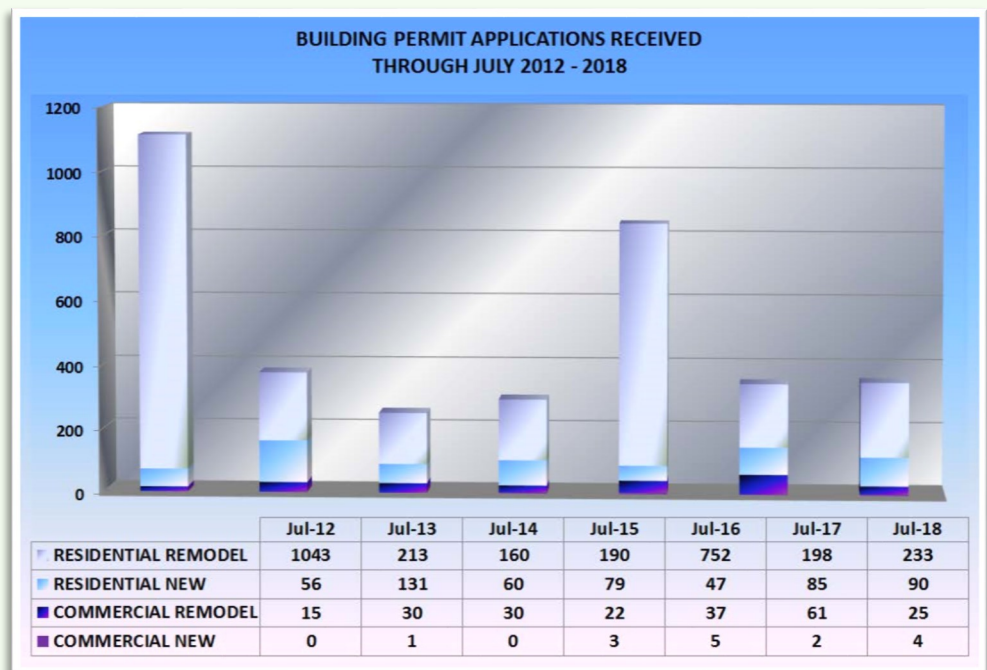
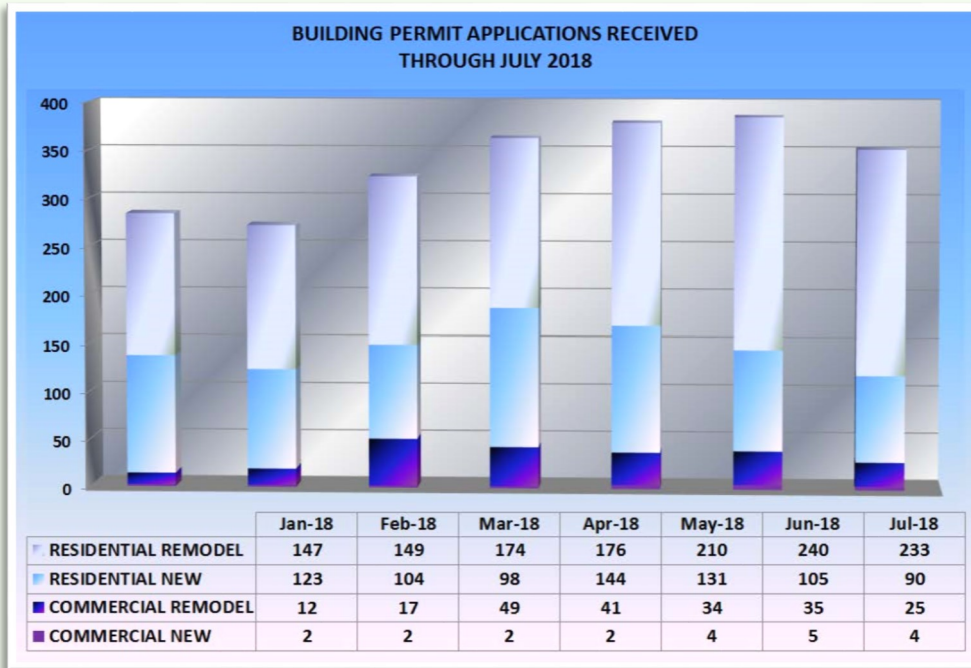
~~ Russell Baker
An American Writer
(1925 -)

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CORE SERVICE LEVELS

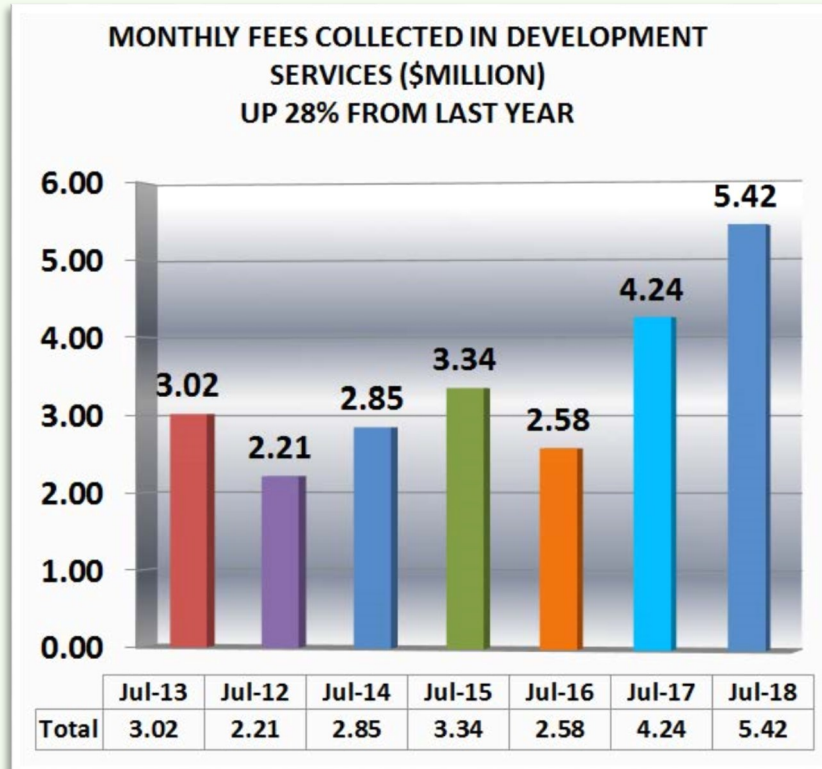
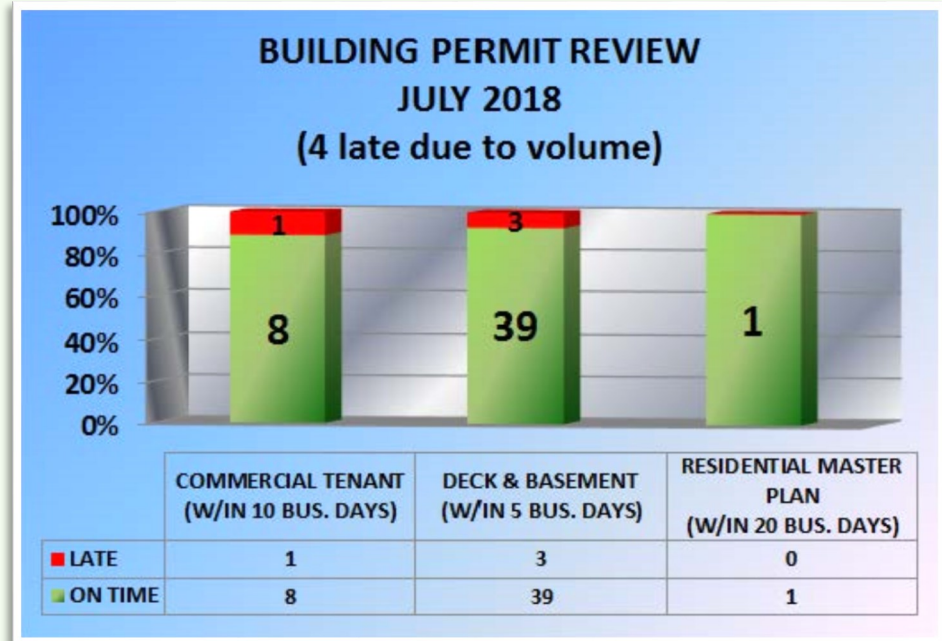
Building Division



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CORE SERVICE LEVELS

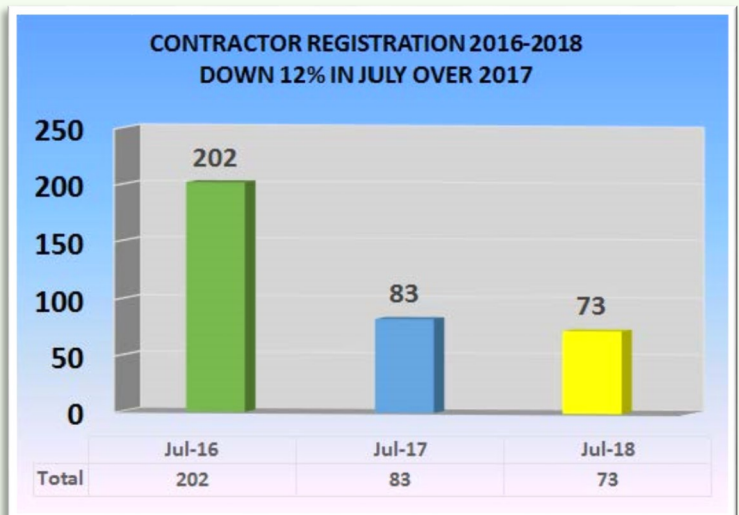
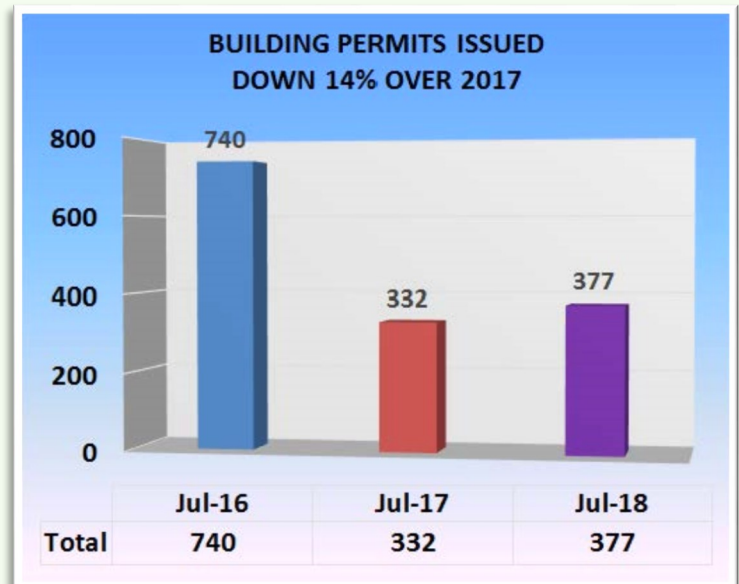
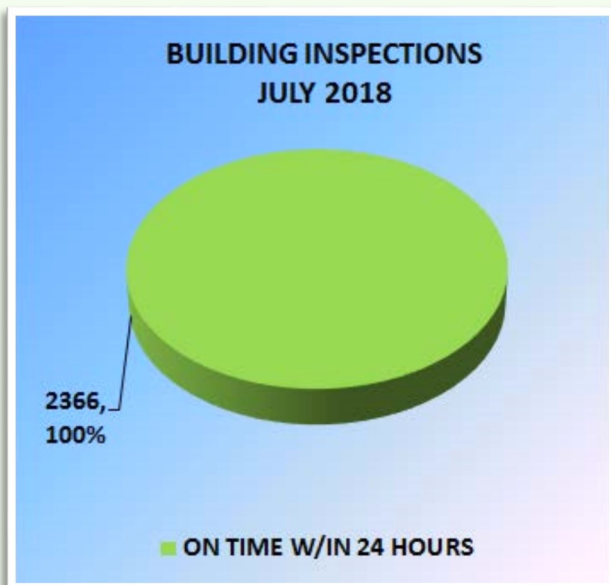
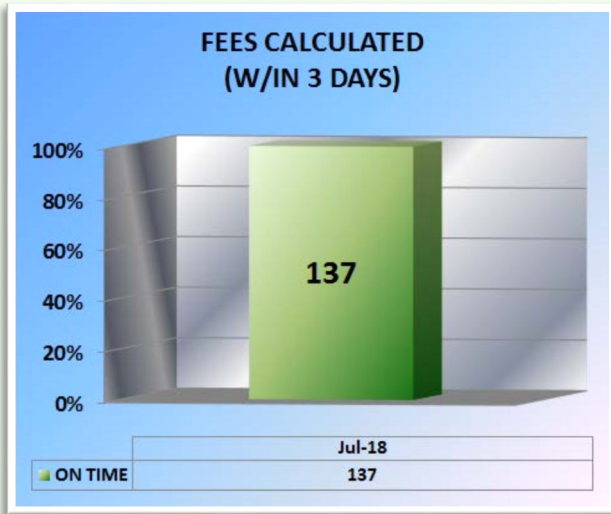
Building Division



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CORE SERVICE LEVELS

Building Division

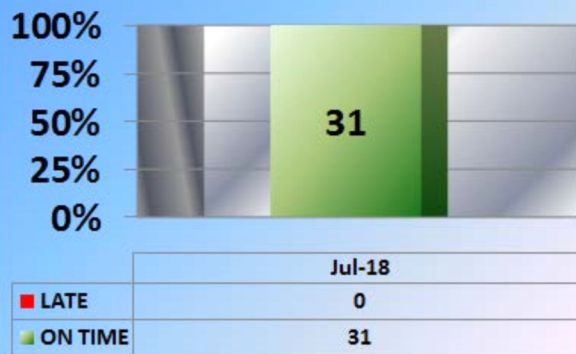


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CORE SERVICE LEVELS

Code Compliance

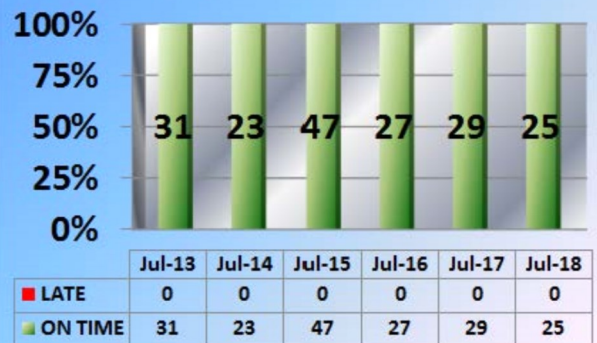
CODE COMPLAINT RESPONSES (W/IN 2 BUS. DAYS)



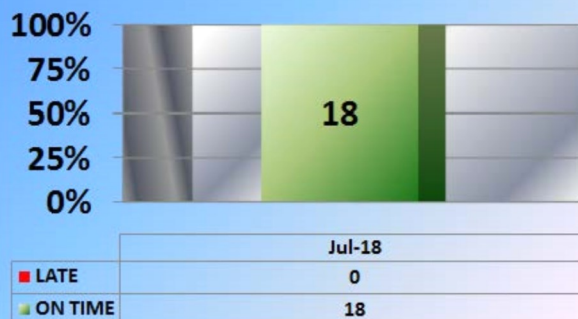
BUS. LICENSES REVIEWED (W/IN 7 BUS. DAYS)



BUS. LICENSES REVIEWED (W/IN 7 BUS. DAYS)



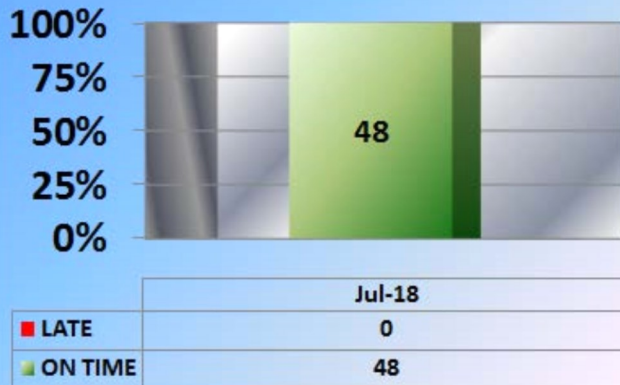
NOTICE OF VIOLATION (W/IN 10 BUS. DAYS)



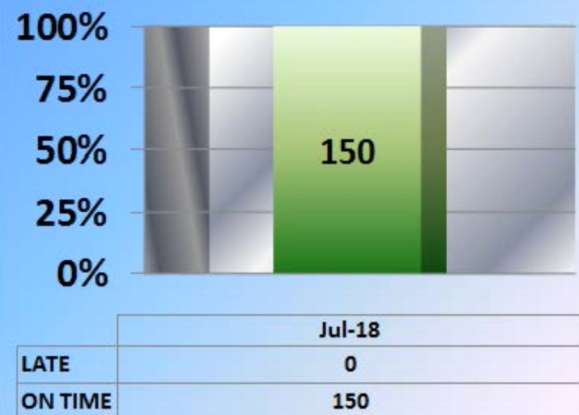
CORE SERVICE LEVELS

Code Compliance

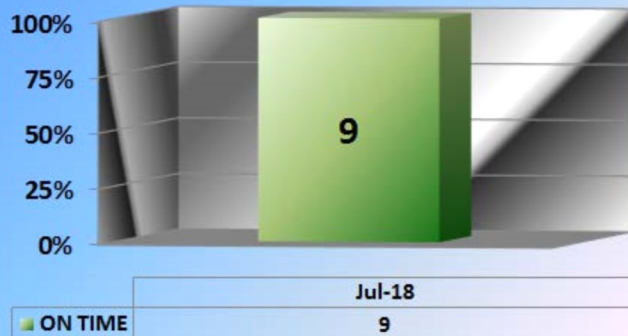
**SITE VISITS
(W/IN 5 BUS. DAYS)**



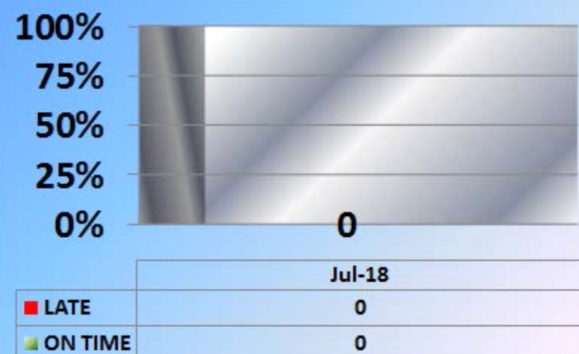
**SIGNS REMOVED FROM ROW
(W/IN 7 BUS. DAYS)**



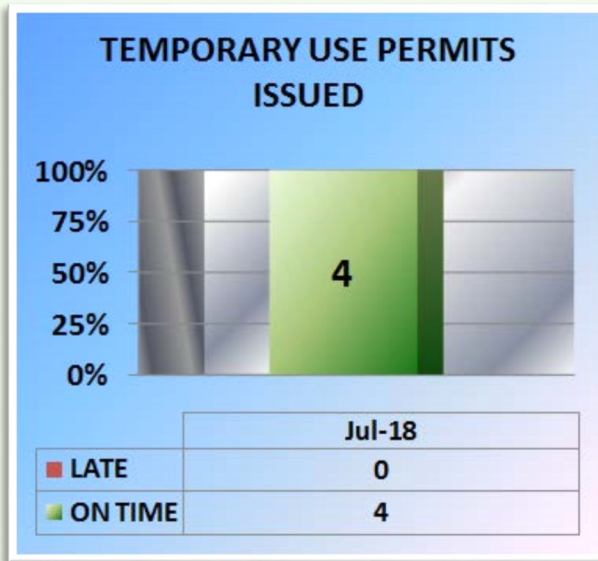
**SIGN PERMIT REVIEW
(W/IN 14 BUS. DAYS)**



**SIGN COMPLAINT RESPONSE
(W/IN 24 HOURS)**

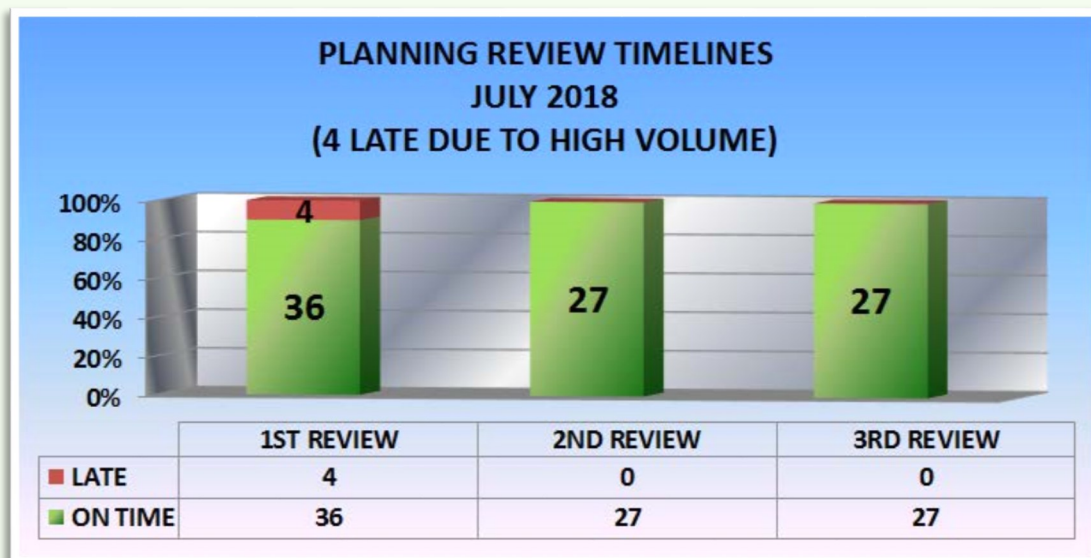


CORE SERVICE LEVELS



**Zoning
Division**

**Planning
Division**

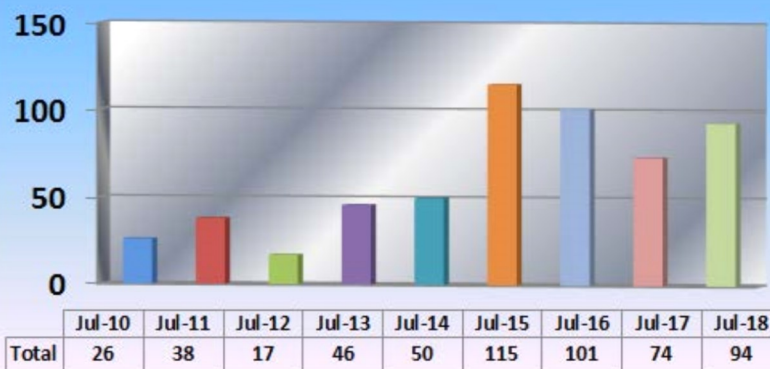


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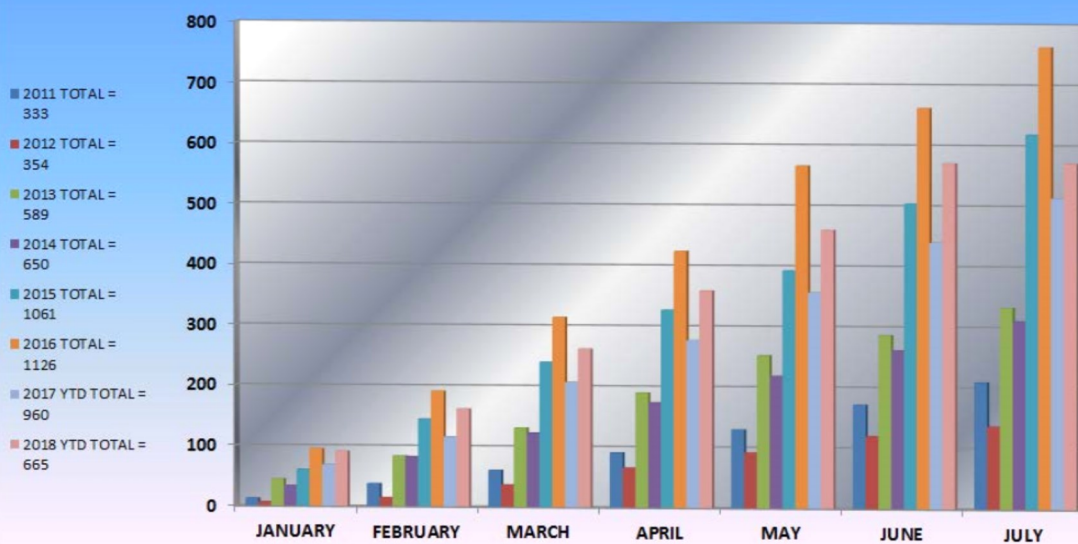
DEVELOPMENT ACTIVITY

Planning Division

PLANNING/DEVELOPMENT REVIEWS JULY 2010- 2018 (UP 27% OVER 2017)



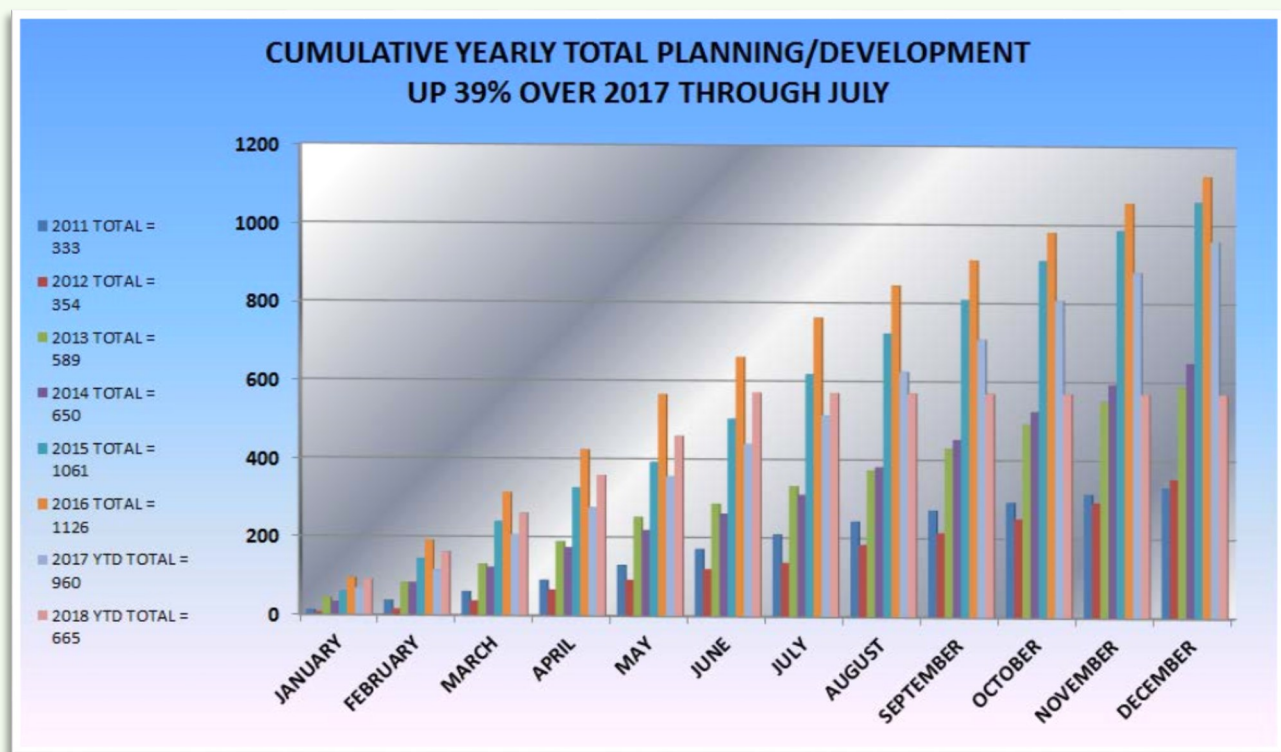
CUMULATIVE YEARLY TOTAL PLANNING/DEVELOPMENT UP 39% OVER 2017 THROUGH JULY



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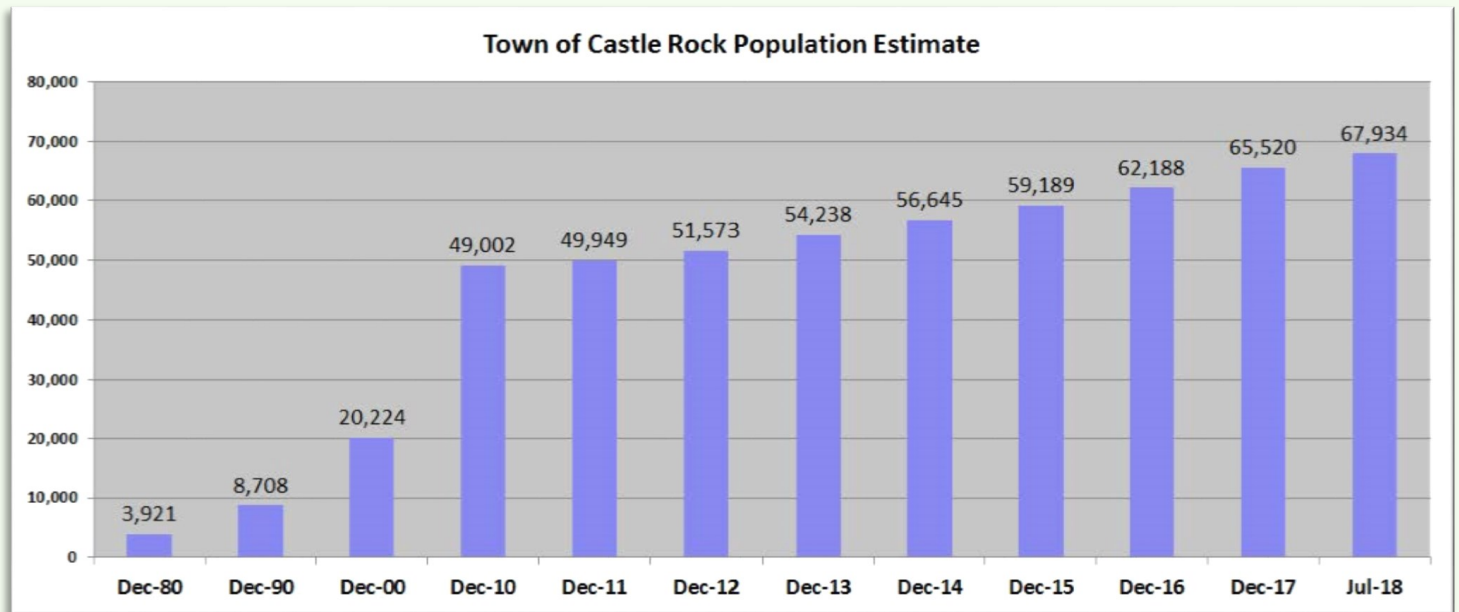
DEVELOPMENT ACTIVITY

Planning Division



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POPULATION ESTIMATE



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