

**July
2020**

(reporting on June)

Development Services Monthly Report



*For the latest in
Development Activity,
please visit:*

[www.crgov.com/
DevelopmentActivity](http://www.crgov.com/DevelopmentActivity)

Four Corner Stones

- Distinct Town Identity
- Responsible Growth
- Community Service
- Thriving Economy

Tara Vargish Named Director of Development Services

Over the past 10 years, Tara Vargish has worked in the Town's Development Services Department to provide high-quality, professional land development services. She was officially named the department's director June 16, when Town Council approved her appointment to the post following a competitive nationwide search.

"Tara has demonstrated her leadership skills and streamlined processes that have contributed to consistent, fair and accurate project reviews," said Town Manager, David L. Corliss. "We are fortunate to have her leading the Development Services team forward."

Tara had served as interim director since April, upon the retirement of Bill Detweiler. She had been the assistant director since 2015 and had served in other roles within the department since 2010.



Tara Vargish, PE
Director
Development Services

Implementing the Community Vision through Development Activity

Planning

We strive to meet the needs of current and future residents, while balancing existing property rights and implementing the Town's Comprehensive Master Plan. Process land use projects, from large to small, ensuring compliance with Town codes. Some projects require public hearings before Planning Commission and Town Council; Historic Preservation Board; or the Design Review Board.

Development Review

The Development Review Team processes administrative applications for small site development plans, plat or plat changes, construction documents and erosion control plans, and issues construction permits. This team works closely with plan reviewers in CR Water, Public Works, Parks, and Fire to ensure Town design criteria are met, and with Development inspectors who oversee construction.

Building

A building permit is needed for most any residential and commercial construction activities. Our team is here to help determine if a permit is required, what plans are needed, what your fees will be, and how to schedule inspections. Building codes are instrumental in protecting life, health and safety of our community. Submit permits or schedule an inspection online at etrakit.crgov.com.

Zoning

Our Zoning team provides reviews on land use applications, reviews sign permits, issues zoning verifications, state licensing signoffs, reviews for business and liquor licenses, provides code enforcement for the Town, as well as assisting neighborhoods with issues as they arise. You can report a neighborhood concern online at crgov.com, look for "[Report a Concern](#)" or email us at Zoning@crgov.com.

Staff Spotlight

Meet the Staff...

The Development Services Enterprise Team is a diverse group with outstanding professional talent. The team works collectively to accomplish the Mission, Vision, and Values of the organization and to achieve the Enterprise program mission, "Implementing Community Vision through Development Activities." Each month we will recognize a staff member to provide you with an inside look at the life and work experiences of our teammates.

This month we are introducing you to:

Dena Paulin, Plan Review Project Coordinator

Dena has worked for the Town since 2013. First as a Permit Technician and then as a Development Services Technician. After a brief stint in the private sector in 2017 Dena returned to the Town in 2018 as a Plan Review Project Coordinator.

Dena acts as a project manager and liaison between the Town's Technical Reviewers and the development community. The Plan Review Project Coordinator is responsible for the Land Use Applications that do not require public hearings. Typical projects include Construction Documents, Administrative Site Development Plans, TESC, Plats and Agreements. Having worked in the building division and land development gives Dena the ability to understand the needs of the developers she works with to reach project approval.

Dena moved to Colorado in 2001 after 15 years in the Pacific Northwest. She was immediately in love with Colorado and all it has to offer for outdoor activities. But mostly it's the sunshine and clear blue skies! A very welcome change from the often dreary weather of Washington State. She can be found taking advantage of the mountains and trails of this beautiful state as often as possible.



Employee Work Anniversaries

Congratulations to all our employees who celebrated a work anniversary last month!

3 Years



Bob Barron
Public Works
Construction Inspector

7 Years



Ross Stanley
Public Works
Construction Inspector

Employee Recognition

Dena Paulin, Plan Review Project Coordinator

On June 8th the following email was received.

"The past several months I've been working with Dena Paulin as she helps staff in multiple departments adopt to using the Obligation Management Tool (OMT) for maintaining legal compliance with DA's and SIA's. In my opinion, those 2 agreements types are the most complex to maintain because the tasks are often spread across multiple departments and overall contractual ownership by the Town can be nebulous.

My purpose for this note is simple.... kudos to Dena! She's done a great job and continues to do so." - Mark



Sharon Chavez, Sr. Office Assistant

June 12th, Sharon received this email from a fellow co worker regarding the monthly report:

"Sharon,

This is quite a "report" that you put together. It's more like a coffee table book. It is beautiful. Great job." - Sandy



Cara Reed, Neighborhood Liaison

On June 5th Cara received the following email from a resident:

"Hi Cara,

Happy Friday! Thank you for the quick response and attentiveness to the issue; it is appreciated more than you know." - Madeline



Scott Seubert, Zoning Inspector

After working on a development related concern with two residents, Scott received the following note:

"Having worked with Mr. Seubert before, we know that he will do everything possible to deal with this issue...

We would like to thank Mr. Seubert, town staff and you for the efforts made to deal with these problems." - Pam and Gary



New Land Use Submittals: Public Hearings Not Required

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 in Planning, Development Review, and Zoning, as well as plan review staff in Castle Rock Water, Public Works, Fire, and Parks and Recreation, to confirm code compliance. Construction Documents, Plats, Administrative Site Development Plans, Erosion Control Plans, and Easements are examples of administrative submittals.

Crystal Valley Ranch

Phasing design revision in support of residential subdivision located on interior of Loop Road.

Canyons South Amenity Center (Douglas County Project)

Landscape construction documents (Town will own and maintain the project's water system per previous agreements).

Douglas County School District

Drainage improvement construction documents for West Support Center, located at 701 Prairie Hawk Drive.

Echelon (formerly Caliber at Terrain)

Re-plat of Town properties to create public right-of-way in support of apartment home project consisting of 17 two-story buildings containing 238 residential units, located in the northeast quadrant of Founders Parkway and State Highway 86.

In-N-Out Burger

Site development plan amendment for 3,968 square-foot, drive-thru restaurant, located at northwest side of outlet mall parking lot on Factory Shops Boulevard.

Meadows

Grading design revision for 116 single-family attached homes, located on Wolfensberger Road, southwest of the Coachline/Wolfensberger Roundabout.

Riverwalk North

Design revision to add rip rap on southeast side of site to add stabilization, located at 215 N. Wilcox Street.

Terrain (North Basin Area)

Plat, construction documents & erosion control plans for 95 single-family lots, located adjacent to the dirt portion of Castle Oaks Drive between Autumn Sage intersections.

Terrain/Liberty Village

Erosion control plans for gas main replacement project extending from Cobblestone Ranch to Founders Parkway.

New Land Use Submittals: Public Hearings Not Required Continued

Town Projects

Construction plans & erosion control plans for Craig and Gould infrastructure improvements, located along 5th Street, east of Wilcox Street to Anderson Street.

Erosion control documents for Lawn Irrigation Return Flow Project, in support of monitoring wells located in multiple locations throughout the Town.

Woodlands Open Space, construction documents and erosion control plans for Covey Court sidewalk installation, located in Woodlands subdivision.

Z'Abbracci's Restaurant

Site development plan amendment for façade change to add take-out window at front of restaurant, located at 312 Wilcox Street.

New Land Use Submittals: 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. Most of these land use submittals require public hearings in front of Planning Commission for a recommendation to Town Council for final decision. Some are required to have public hearings with the Historic Preservation Board or the Design Review Board. Typically these public hearing items are "quasi-judicial" which limit the hearing body to only discussing and deciding on the action items at the public hearing. Prior to being scheduled for public hearings all submittals go through a rigorous review by Development Services staff in Planning, Development Review, and Zoning, as well as plan review staff in Castle Rock Water, Public Works, Fire, and Parks and Recreation.

There were no New Land Use Submittals in June that require a Public Hearing.

To see all current Public Notices for upcoming Public Hearings, please visit: www.crgov.com/PublicNotices

All land use applications are displayed on our Development Activity Map, which you can access at www.crgov.com/DevelopmentActivity

Board & Commission Actions

Development Services supports 5 Boards & Commissions that have specific purposes from 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. They voluntarily sit on these boards to serve their community. We appreciate our board and commission members, and thank you for dedicating your time to serving your community!



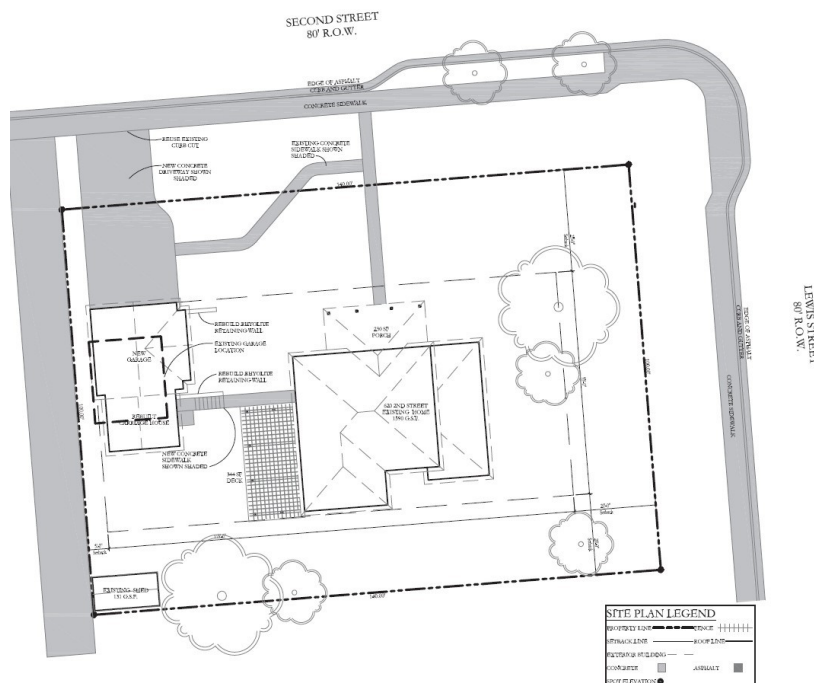
Historic Preservation Board and Planning Commission Hold Virtual Meetings

Landmark Alteration Certificate

On June 3rd, the Historic Preservation Board held their first virtual meeting. The Board considered an application for a new garage at 620 Second Street. Also known as the Kirk House, the locally landmarked house was built in 1882. The proposed changes would include rebuilding/relocation of the existing garage/carriage house on the northwest corner of the property and building a new, two-car garage in approximately the same location. The proposed two-car garage would be approximately 733 square feet. The Board approved the proposal by a vote 7-0.



Proposed Design of Garage



Continued Board & Commission Actions

Planning Commission

On June 11th, the Planning Commission held a virtual meeting. There were no public hearing items scheduled.

Cancelled Meetings for June:

- Board of Adjustment, June 4th
- Design Review Board, June 6th and June 24th
- Planning Commission, June 25th

Design Review Board Appointments

Each year 1 member from the Historic Preservation Board and Planning Commission are appointed to the Design Review Board. On June 16th, Town Council recommended the following appointments to the Design Review Board:

- Steve Crosier (Historic Preservation Board)
- Jeremy Beagley (Planning Commission)

Welcome!

Boards and Commissions Vacancies—Volunteers Needed

Every year, various positions on Town Council appointed Boards and Commissions expire on May 31st. Development Services supports five Boards and Commissions. The following vacancy is currently available for Town residents who wish to volunteer:

- **Board of Adjustment:** One vacancy with term expiring on May 31, 2022.

Go online to <https://www.crgov.com/1937/Boards-and-Commissions> find links to applications. Positions sometimes open up mid-year, so let us know if you are interested in interviewing for one!

You can learn about all the various Town Boards and Commissions online at <https://www.crgov.com/1937/Boards-and-Commissions>

Town Council Actions on Land Use Submittals

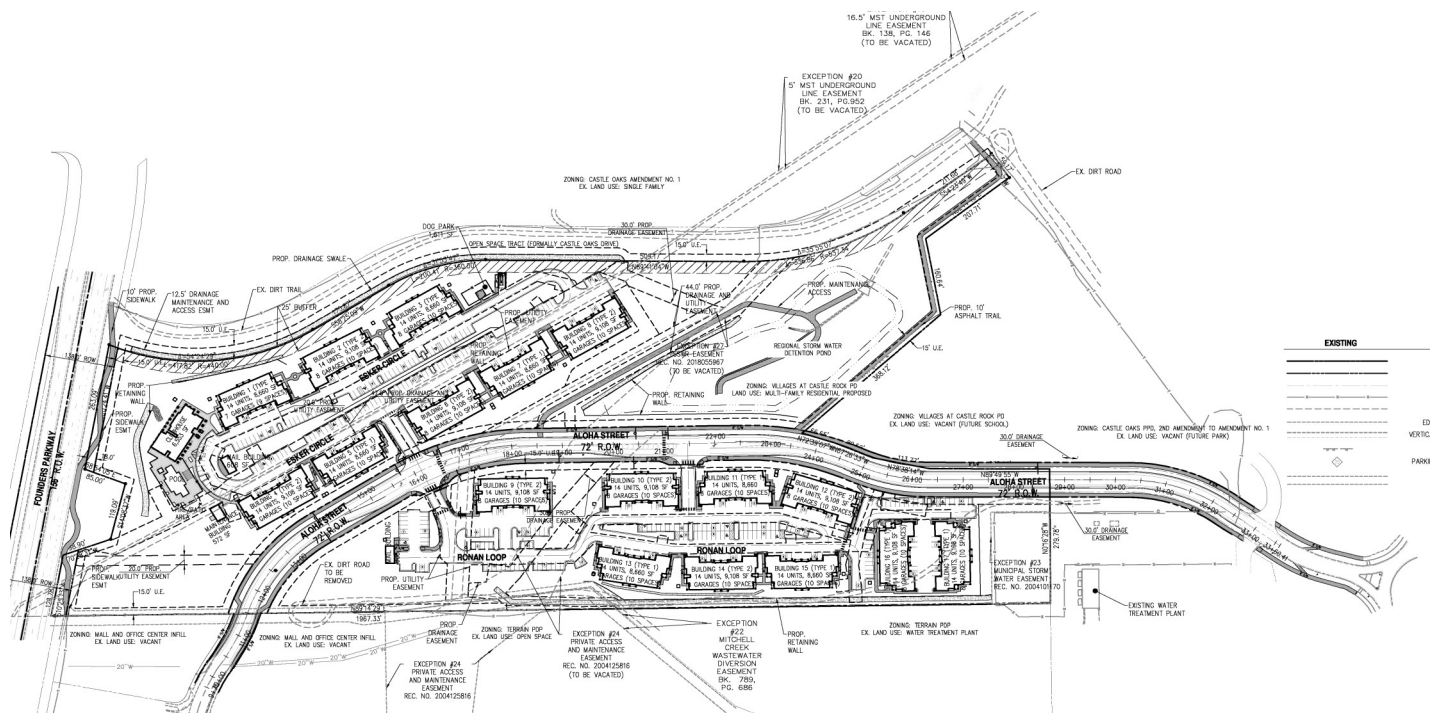
Echelon/Caliber at Terrain Apartment Complex

The Echelon project, previously named Caliber at Terrain, is located in the northeast quadrant of Founders Parkway and State Highway 86. This is governed by the Villages at Castle Rock Planned Development (PD). Zoned in August of 1981, the PD contains typical planning areas and zoning regulations but also contains a unique completion clause. The completion clause anticipated the entire 3,600-acre PD to be completed within 25 years of the date of its approval (August of 2006). However, the zoning regulations did not provide any restrictions or remedies for any remaining parcels that have yet to be completed within the 25-year timeframe.

On June 2nd, Town Council heard the resolution for the site development plan for most of outlot A, Castle Oaks, Filing No.1. The Garrett Companies requested approval of a site development plan (SDP) for an apartment complex known as Caliber at Terrain. The SDP proposes 17 three-story buildings containing 238 units, a clubhouse, pool, and dog park. The developer has designed a landscape buffer along the northern boundary to provide separation from the single family homes along this side of the development. Town Council approved the proposal by a vote of 4-3. The developer has since changed the name of the project from Caliber at Terrain to Echelon, in response to feedback from residents in the area.



Vicinity Map



Site Plan

Customer Service Updates

We Would Like Your Feedback!

Did you know that every time a permit or a land development project is completed, our system automatically sends an email Customer Service Survey to the applicant on file? We launched this survey in 2019, seeking input regarding 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 answer the survey—we’d love to improve our response rate. Your feedback is valuable to us! All responses are anonymous, unless you request to be contacted by staff. Also, you can enter our monthly drawing to win a \$25 gift card to the Castle Rock Factory Outlets.

92

Permits and
Projects completed
in June

18

Survey
Responses
in June

*“Congratulations to the
winner of our Monthly
Gift Card drawing!”*

Thank you for your Comments!

“This was the easiest building department I’ve ever worked with. I’m a former home builder, and have had a lot of experience working with different cities, and Castle Rock is far above the others in providing fast, courteous, and friendly service.”

*“I appreciate the additional
help given by Chelsia
Oborny.”*



*“Thank you to Diane/Building Dept.
for all your guidance and
help!”*



*“Special thank you to Cynthia Brooks
and Andrew Blake. I received very
timely service and advice from both
of these individuals. Great customer
service.”*



Customer Service Updates

"Tammy King was so responsive and pleasant to work with. It made this process much easier. Thank you Tammy."



"Thank you for always being nice."

"We own Vista Vino. WE LOVE CASTLE ROCK, THANK YOU FOR EVERYTHING."

Building Contractor Luncheon

The Town of Castle Rock has found great value in meeting regularly with our building contractors and their teams. Not only is it a great way to discuss code and policy changes that impact the construction of homes and businesses, we also hear from builders on what is working well and what we could do better in the field or office. We are constantly looking to improve our permitting and inspection processes. Over the course of many luncheons we have received good feedback from our contractor customers, often leading to improved changes. We may not always see eye to eye on a topic, however through discussions we get to understand each other's point of view; plus, meeting up for lunch is always a good time! Our monthly luncheons are typically sponsored by a local builder or other partners that have interest in improving our overall process. If you are interested in sponsoring a luncheon or have any questions, please contact our Development Services Technicians at buildingcounter@crgov.com or call them at 720-733-3527. They would be happy to assist you!

"Hearing from our customers always makes us better. I hear time and time again from builders that Castle Rock is unique in holding these luncheons, and how much it has helped them work with our team. We truly listen to our builders as active stakeholders in our Town process to build a quality product we can all be proud of. There is more to what we do than just passing or failing an inspection."

- Chief Building Official Joseph Montoya

**Our Contractor Luncheon
for June and July was
cancelled due to current
COVID19 concerns.**

***View luncheon meeting summary notes of
past meetings at [crgov.com/
contractorluncheon](https://crgov.com/contractorluncheon)***

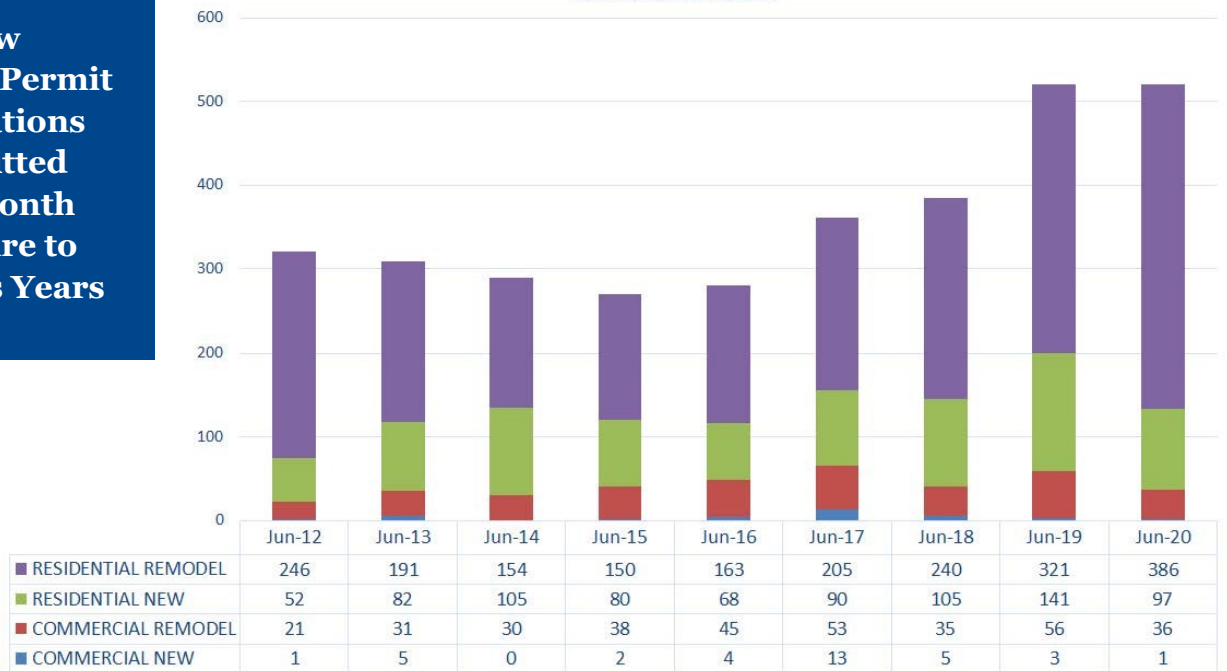
Core Service Levels

Building Division Core Service Levels

Our Building 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 conduct thousands of inspections each month to determine code compliance. We report on the following levels of services monthly, although they are just a snapshot of the work we do each month.

**How
Building Permit
Applications
Submitted
Last Month
Compare to
Previous Years**

**BUILDING PERMIT APPLICATIONS RECEIVED
JUNE 2012-2020**



**BUILDING PERMIT APPLICATIONS RECEIVED
THROUGH JUNE 2020**



**Building
Permit
Applications
through 2020**

Core Service Levels

Building Division Core Service Levels continued:



**Building
Permit
Reviews
are
On Time!**

**Timely
calculation of
building
permit fees is
a division
priority.**



1916

**Total Inspections
Completed in June,
100% on time
w/in 24 hours**

**Remote Inspections
Completed in June**

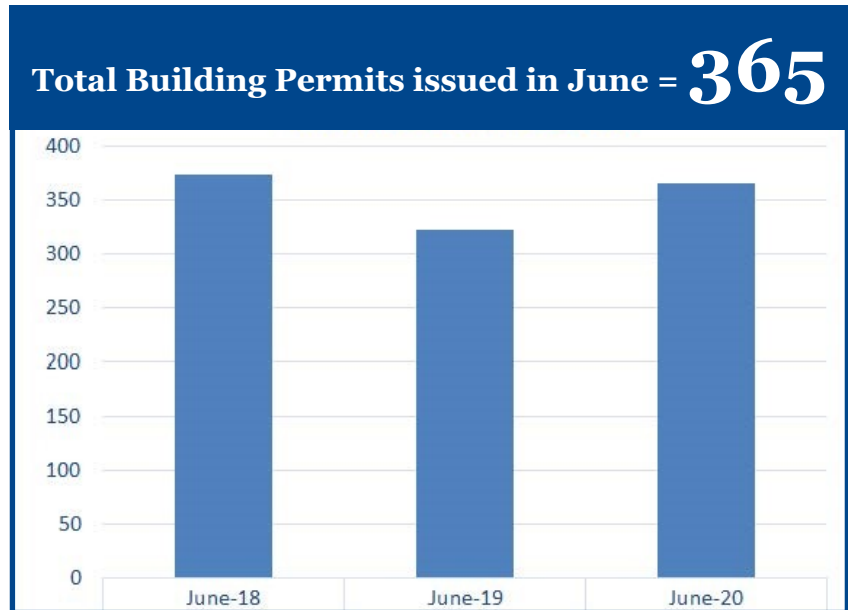
135

Core Service Levels

Building Division Core Service Levels continued:

Total Building Permits issued each month are a reflection of the volume of construction going on in our community. Permits are required for a range of items, from retaining walls and decks, tenant improvement or home renovation projects, to new construction of residential homes and businesses.

Building permit issuance does vary throughout the year, seasonally, so we compare the current year's monthly totals to past years.



Monthly Residential Permit Activity

| MONTH COMPARISON | COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS) | NEW COMM |
|--------------------|--|----------|
| 5 YEAR AVG JUNE | 74 | 5 |
| Jun-19 | 82 | 3 |
| Jun-20 | 100 | 2 |
| % CHANGE | 22% | -33% |
| | | |
| YTD COMPARISON | COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS) | NEW COMM |
| 5 YR AVG THRU JUNE | 636 | 32 |
| Jun-19 | 487 | 30 |
| Jun-20 | 572 | 26 |
| % CHANGE | 17.45% | -13.33% |

June 2020 reflected strong single family home permits issued, showing a 22% increase from last year.

With half the year in the books, staff believes we will meet or exceed our estimate of 750 single family home permits for 2020. Combined with multifamily, the year to date, residential permits are up 17% from this time last year.

100

**June 2020
Combined New
Residential
Permits**

Core Service Levels

Zoning Division Core Service Levels

Our Zoning staff processes numerous code enforcement actions per month, from rubbish, abandoned vehicles, and setback encroachments to illegal uses. We respond to complaints from the community, visit sites to determine compliance, and issue Notices of Violations as necessary. Our inspection team removes hundreds of illegal signs encroaching into Town rights-of-ways (ROW).

65

**Code Complaint
Response in June,
100% on time
w/in 2 Days.**

51

**Notices of
Violation sent
w/in 10
business days
June 2020**

June 2020

**100%
On Time**

**Sign Complaint Response
w/in 24 hours**

6

**Signs Removed from ROW
w/in 7 business days**

58

**Sign Permit Reviewed
w/in 14 business days**

12

**Site Visits
w/in 5 business days**

96

Business Licenses Reviewed in June 2020= 23

(W/IN 7 BUS. DAYS)



7

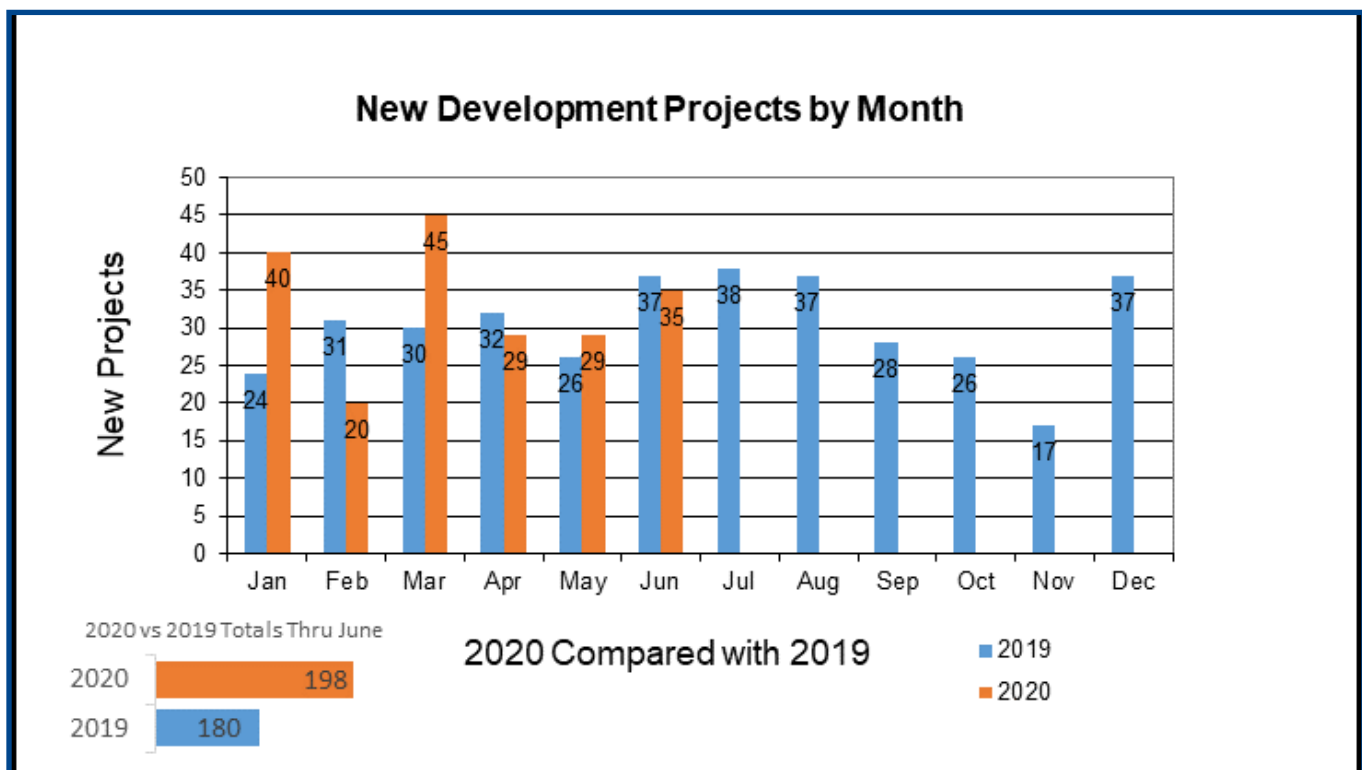
**Temporary Use
Permits Issued,
100% on time.
June 2020**

Core Service Levels

Planning/Development Review Core Service Levels

Our Planning and Development Review teams process numerous submittals each month. These core service levels are reported for all land use projects, including those that go through public hearings, and those that are under administrative review.

Each month the team receives new land use applications. Application types included in the numbers below are for all types of application, including site development plans, rezoning/planned development plans, use by special reviews, construction documents, platting or modify a plat, erosion control plans, easement agreements, historic preservation applications, field change orders, and technical criteria variances. The current months new project submittals are listed below, along with a comparison to last year:



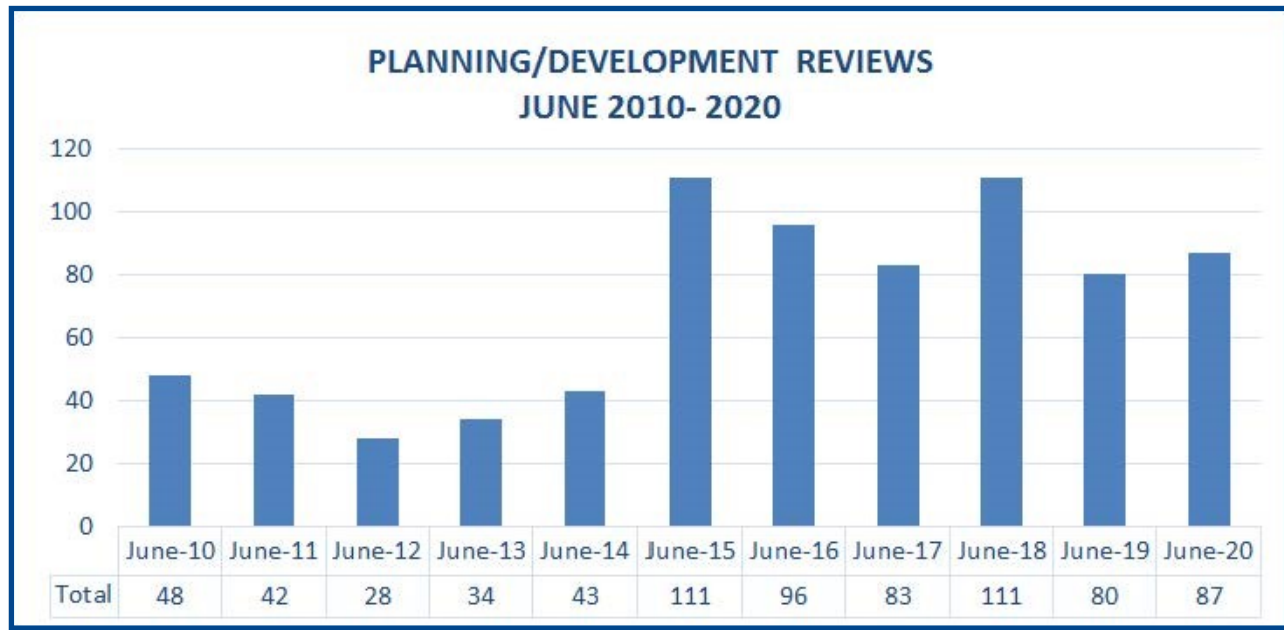
Each application often goes through multiple rounds of staff review to ensure compliance with Town codes and design criteria. We report monthly on the total number of reviews, the timeliness of these reviews, and the accumulative total for the year compared to previous years.

| Planning/Development | | |
|----------------------|---------|------|
| June 2020 | On Time | Late |
| 1st Review | 43 | 0 |
| 2nd Review | 34 | 0 |
| 3rd + Review | 25 | 0 |

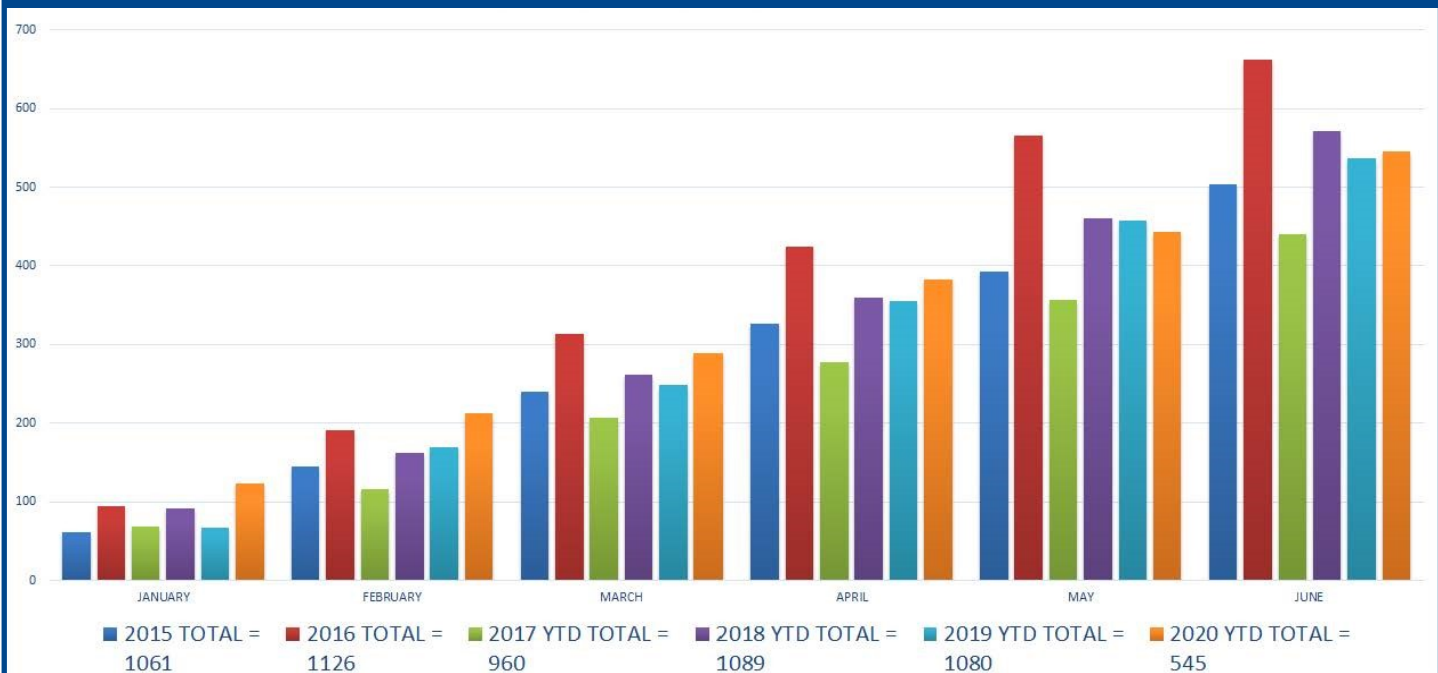
Core Service Levels

Planning/Development Review Core Service Levels continued:

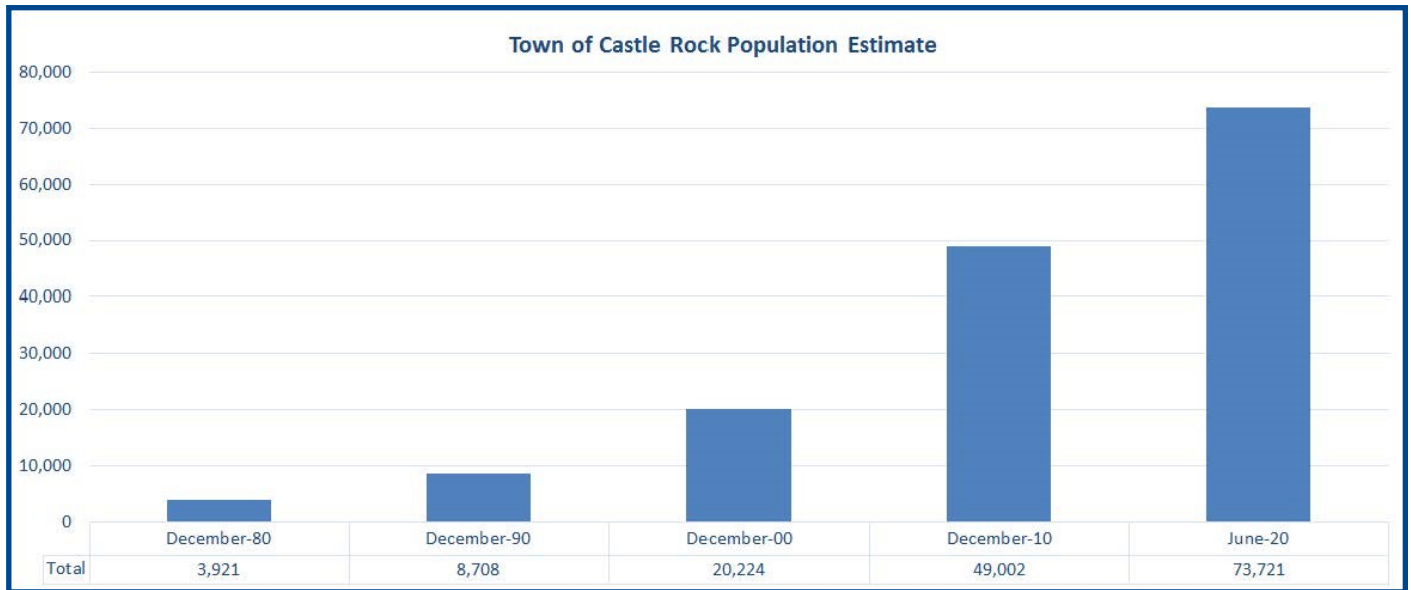
These two charts show the current months total number of land use project reviews compared to the same month in previous years, as well as the cumulative yearly total for planning/development reviews.



CUMULATIVE YEARLY TOTAL PLANNING/DEVELOPMENT REVIEWS



Population Estimate



Castle Rock continues to be a desirable community to live in, and it's no wonder with our rich heritage, wide array of family friendly and recreations activities, great neighborhoods, and stunning views of the mountains. A vibrant downtown, destination shopping, primary employment, higher education and our full service hospital are just some of the amenities our community has to offer. Castle Rock is consistently rated as one of the top communities to live in. It's no wonder folks move here to call it home!

We would like to hear from you!

Do you have any questions on development in your area? Have any questions related to a building permit? Have questions about your setbacks or allowed uses on a property? Please email or call our staff anytime with your questions or feedback. Thank you for being a part of our community!

For Zoning questions, please email Zoning@crgov.com or call 720-733-3511

For Planning questions, please email Planning@crgov.com or call 303-660-1393

To view Building Information online, please visit crgov.com/building or call 720-733-3527

To view Public Notices, please visit crgov.com/publicnotices

For the latest in Development Activity, please visit: www.crgov.com/DevelopmentActivity