

**December
2020**

(reporting on November)

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

News from the Director's Desk:

Development activity is continuing to go full steam ahead as we approach the end of this highly unique year. The Town has continued to see a high pace of permitting and construction activity, proving again and again that Castle Rock is a desirable place to live, to work, and to play. Even in a pandemic. Our team continues to focus on customer service and one new item we launched in November is a monthly newsletter highlighting various development projects in the community. Our intention is to provide residents an informative and timely highlight of a variety of projects being built around town. You can subscribe on our webpage at CRgov.com/NotifyMe then select the envelope icon next to the "Development Highlights" newsletter. Once you have confirmed your subscription, you will receive our monthly newsletter direct to your inbox. You can also view back issues of the newsletter at CRgov.com/DevelopmentActivity. Looking forward to "seeing" you all in 2021, it's just around the corner!



Tara Vargish, PE
Director
Development Services

Implementing the Community Vision through Development Activity

Planning	Development Review	Building	Zoning
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.	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.	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 .	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:



Joseph Montoya, Chief Building Official

Joseph Montoya joined the Town of Castle Rock Development Services Department as Chief Building Official in January 2013. Bringing experience on major projects such as Children’s Hospital Colorado and Dicks Sporting Goods Park. Joseph also served the State of Colorado as the Public-School Construction Program Manager.

Before coming to the Town, Joseph also worked for Douglas County as a combination building inspector, commercial building inspector, and commercial plans examiner. He was the senior project manager for the consultant hired to provide building official services for the Children’s Hospital at Anschutz Medical Campus, as well as for Dicks Sporting Goods Park.

Professionally, Joseph has served as President of Regional Inspectors Association, and Director on the Board of the Colorado Chapter of the International Code Council. He currently serves as Vice Chair on the State of Colorado Electrical Board as well as Vice Chair of the Board for BPECC (Backflow Prevention Education Council of Colorado)

Outside of work Joseph is an avid live sports fan, he attends many Los Angeles Dodger, Colorado Rapids, Avalanche, Rockies, and Nuggets games. He also loves to share his knowledge with others. He teaches code classes at Red Rocks Community College and Community College of Denver. Joseph is a proud resident of Castle Rock and has lived in Douglas County for over 20 years. He wanted to work in Castle Rock because it is his home where he has planted roots for his family.



Employee Recognition

Cara Reed, Neighborhood Liaison

After Cara assisted a resident with their HOA, the following response was received:

*"Cara,
Thanks so much for reaching out ." - Jason*



Ron Weller, Combination Building Inspector



Ron announced his retirement, effective November 27. Ron joined the Town as a Combination Building Inspector in February of 2018. We wish Ron the best in his retirement.

Congratulations, Ron!

Brett Longnecker, Combination Building Inspector

Brett joined the Building Division as a Combination Building Inspector on November 23. He was born and raised in Nebraska and recently made Colorado his home. Brett comes to the Town with six years of experience in the building industry and has been around the construction business for most of his career.



Welcome, Brett!

Matt Pastore, Combination Building Inspector



Matt joined the Building Division as a Combination Building Inspector on November 23. He is a 25 year resident of Castle Rock and is proud to call Castle Rock his home. Matt comes to the Town with over 25 years of plumbing experience in the building industry and has been a Master Plumber for 17 years.

Welcome, Matt!

Employee Recognition Continued

TJ Kucewesky, Development Review Manager



We are pleased to announce that TJ Kucewesky has been selected as our new Development Review Manager in Development Services. He will take over leading the Technical Review Committee and continue to keep our development processes running smoothly.

TJ has been with the Town for four and a half years total, with four of those years with the Development Review Team as a Project Coordinator. TJ has lived in Castle Rock since 1982 and has seen many changes and growth to the community. Growing up in Colorado he has learned to embrace all the seasons and loves spending time outdoors hiking, skiing and camping.

CONGRATULATIONS, TJ!

Keith Johnston, Public Works Development Division Manager

After 4 years managing the Development Review Division in Development Services, Keith was promoted to Manager of the Public Works Development Division.

Keith will take on the day-to-day management and oversight of the Public Works Development Division. This division is responsible for the oversight of development related improvements within the public right-of-way. This work includes construction plan review and construction inspection. Keith's past experience and dedication to the Town make him well suited to step into this position.



CONGRATULATIONS, KEITH!

Employee Work Anniversaries

Congratulations to all our employees who celebrated a work anniversary last month! We deliver exceptional customer service due to the hard work and professionalism of our staff.

4Years



Tina Close
Plan Review
Supervisor

5 Years



Julie Parker
Sr. Office Assistant

5 Years



Diane Maki
Development Services
Technician

16Years



Sandy Vossler
Senior Planner

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.

Meadows

Utility easement agreement, located at N. Meadows Drive and Timber Mill Parkway.

Utility easement agreement, located at Morningbird Lane.

Oakwood Apartments

Drainage design revision for senior housing project redevelopment, located on the northeast corner of Front Street and Oakwood Drive.

Olinger Funeral Home

Construction documents for new facility, located at 407 Jerry Street.

Plum Creek

Utility easements for fueling station, carwash and future retail, located on the southeast corner of Plum Creek Parkway and Lake Gulch Road.

Terrain, North Basin Village

Subdivision improvements agreement for 95 single-family home project located at Castle Oaks Drive between Autumn Sage intersections.

Town Projects

Construction documents and erosion control plans for initial phase of Cobblestone Ranch Neighborhood Park, located at 8065 Castle Oaks Drive.

Erosion control plans for Plum Creek pool demolition, located at 2225 Emerald Drive.

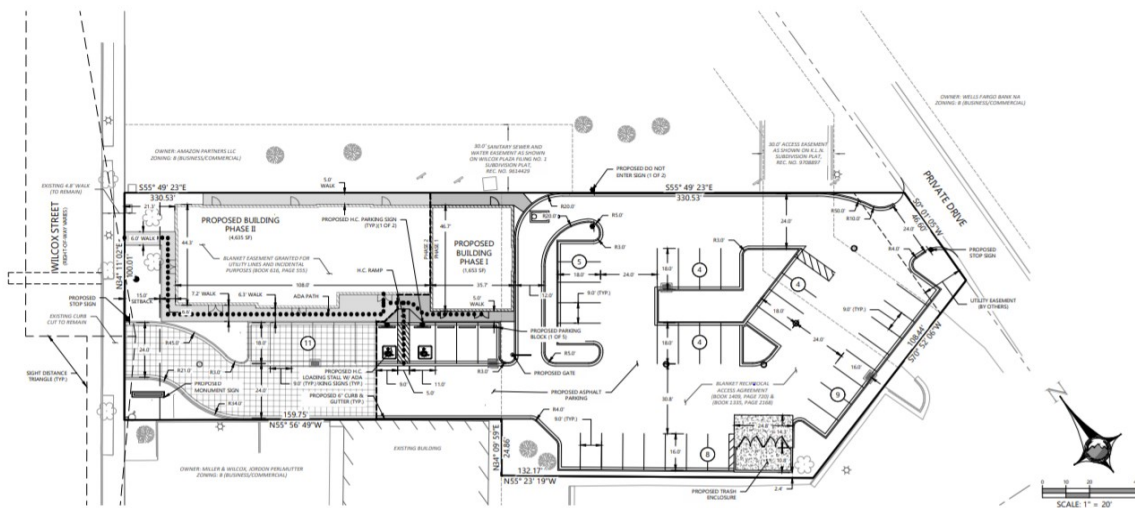
To learn more about projects planned around Town, check out the Development Activity map, which you can access at www.crgov.com/DevelopmentActivity.

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.

Downtown Pizza Hut Redevelopment

Staff received a Downtown Site Development Plan application for a new retail center, to be located at 340 S. Wilcox Street. The 0.86 acre site currently includes the Pizza Hut dine-in restaurant, which is planned to be demolished with the final phase of the project. The owner and developer would like to build an approximately 3,100 square-foot retail center that is anchored by a new delivery/carry-out Pizza Hut store. The applicant held their first neighborhood meeting on September 22, 2020. This application will have public hearings before the Development Review Board at a future date yet to be determined. The project is located within Councilmember LaFleur's District.



Site Plan

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!



Boards and Planning Commission Hold Virtual Meetings

Board of Adjustment

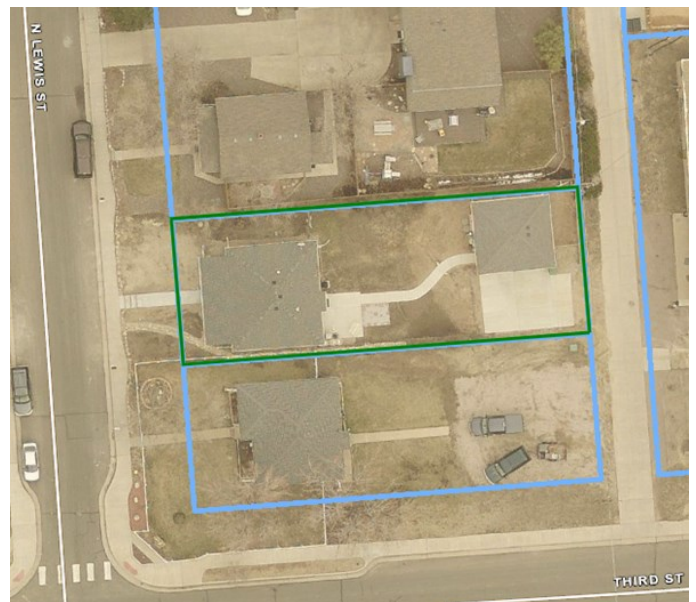
On November 5, the following proposals were presented:

Request for Approval of Variance from Minimum Side Yard Setback at 306 N. Lewis Street

A request by Rebecca Jorenby was submitted for variance from the minimum required side yard setback of five feet to build an addition on an existing single-family residence in the R-2 Zone (Single Family and Duplex Residence District). The subject property is addressed as 306 N. Lewis Street, also known as Lot 5, Block 10 Craig and Gould's addition to Castle Rock.

The applicant submitted a site plan, which will constitute an approximate two-foot, eight and one half inches variance to the minimum required five foot side yard setback in the R-2 Zone district

The Board approved the proposal by a vote of 4-0.



Request for Approval of Variance from the Minimum Rear Yard Setback at 5943 High Timber Circle

A request was submitted by the Cogburn Family Trust for variance from the minimum required rear yard setback of twenty feet to build a deck on an existing single-family residence in the PD Zone (Planned Development - Single Family). The subject property is addressed as 5943 High Timber Circle, also known as Lot 28, Block 1 Crystal Valley Ranch Filing 12A .

Board & Commission Actions Continued

The applicant submitted a site plan, which will constitute an approximate nine and a one half foot variance to the minimum required twenty foot rear yard setback in the PD zone district.

The Board approved the proposal by a vote of 4-0.



Planning Commission

On November 12, the following proposal was considered:

Use by Special Review at 10 Circle Drive

An application was submitted by Aaron and Nicole Holdaway for a Use by Special Review to add on to their home, located at 10 Circle Drive, an accessory dwelling unit (ADU) over the existing garage. The ADU would measure 520 square-feet.

The Planning Commission recommended approved of the proposal by a vote of 7-0.



Vicinity Map

Cancelled Meetings for November:

- Historic Preservation Board, November 4
- Design Review Board, November 11 & 25
- Planning Commission, November 26

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

The following items were presented at Town Council on November 17:

The Learning Experience Daycare Site Development Plan

Castle Rock Development Company, on behalf of Aspirant Development, requested approval of a Site Development Plan (SDP) for property located southwest of the intersection of Meadows Boulevard and Painthorse Drive. The SDP proposes a single-story, 10,000 square-foot daycare center, an outdoor play area and associated parking, landscaping and infrastructure.

Town Council approved the proposal by a vote of 6-0.



Vicinity Map



Proposed Facade

Town Council Actions on Land Use Submittals Continued

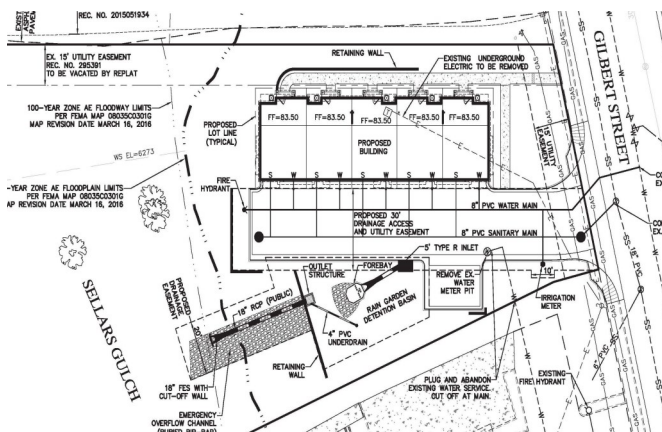
Greystone Villas Site Development Plan

Norris Design, on behalf of ADAMO Homes, requested approval of a Site Development Plan (SDP) for townhomes known as Greystone Villas, located west of the intersection of S. Gilbert Street and Baldwin Ranch Road. The SDP proposes one three-story building containing five townhome units with attached garages.

Town Council approved the proposal by a vote of 6-0.



Vicinity Map



Site Plan



Proposed Facade

Town Council Actions on Land Use Submittals Continued

Use by Special Review at 10 Circle Drive

An application was submitted by Aaron and Nicole Holdaway for a Use by Special Review to add on to their home, located at 10 Circle Drive, an accessory dwelling unit (ADU) over the existing garage. The ADU would measure 520 square-feet.

Town Council approved the proposal by a vote of 6-0.



Vicinity Map

New Downtown Historic Preservation Grant Policy

The Town has offered a Design Assistance Program and Local Restoration Grant Program, collectively referred to as the Historic Preservation Grant Program, for historic restoration and rehabilitation of historically landmarked properties for several years. The existing grant program has a yearly budget of \$15,000 and has primarily been requested by property owners needing assistance rehabilitating their landmarked properties within the Craig & Gould neighborhood. Any property owner of a historically landmarked property may request a grant to aid with either design or with the restoration work. On a first-come, first-served basis, the Historic Preservation Board reviews and awards grants at a public hearing. This existing Historic Preservation Grant Program for landmarked properties would continue as a separate program.

The purpose of the new Downtown Historic Preservation Grant program is to provide monetary assistance with rehabilitation and restoration of historic properties within the Downtown Overlay District for exterior improvements. The properties do not require landmark status. The intent is to preserve the historic fabric of downtown buildings and seek to better ensure their long term viability regardless of landmark status. This Downtown Historic Preservation Grant would have a yearly budget of \$50,000 in available funds, which would be awarded on a two-round, competitive basis as recommended by the Historic Preservation Board and approved by Town Council. To administer the program, staff outlined a Downtown Historic Preservation Grant Policy for Town Council's consideration.

Town Council approved the proposal by a vote of 5-1, with Councilmember Townsend opposed.

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

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.

464

Surveys sent out in
November

10

Survey
Responses
in November

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

We appreciate the customers that completed the survey! Below are a few comments recognizing some of our valuable employees:



“I always enjoy working with Larry.”

“Tammy King was very helpful with our zoning application and process.”



“Your staff is extremely helpful and understanding. I would give them a 10 out of 10. Thank you so much!”

“Everyone involved made this process very easy and were very responsive to questions. Great Customer Service!!”

**Thank you all for
providing
excellent
customer service!**

Customer Service Updates

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!

Development Services Building Department held a Virtual Contractor Luncheon Meeting on November 12, 2020. The following is a summary of items from the meeting:

- Joseph Montoya welcomed all in attendance and gave everyone a brief overview of the history and purpose of the contractor luncheon.
- Staff Introductions: Chelsia Oborny, Town's newest Development Services Technician.
- Joseph then spoke to all about some upcoming changes regarding final plumbing inspections for residential Track Homes. He informed everyone that backflow test reports are considered a required item for final plumbing inspection and must be present for the town inspector conducting a final inspection. The purpose of this change is to ensure that the test has been performed and the required document available for the inspector to take with them when performing a final plumbing inspection.
- Jon White discussed with everyone some housekeeping items such as keeping job sites clean and maintaining access requirements around the job sites.
- Phil Kranz provided a TRAKIT update to the point of informing the group that we were updating TRAKIT as a normal update within the system and provided an example of how information can structure by dashboard set up in TRAKIT.
- Tina Close provided a WEP update discussing the 3rd party WEP inspection requirements as well as providing a contact for any questions.
- Michael Gibbs with Castle Rock Water Meter services provided an update on new requirements for the MXU install and fielded questions from the group regarding the changes to Castle Rock Water Meter Service detail.
- Joseph closed the meeting with updates on Town Projects in downtown such as Encore and informing everyone that the Town Building Division will continue to have Virtual luncheons monthly including December 9, 2020

View luncheon meeting summary notes of past meetings at crgov.com/contractorluncheon

**Virtual Contractor
Luncheon January 20,
from 12-1 p.m.**

**To Join the meeting, visit
On-line:**

<https://crgov.webex.com>

Phone-in: 720-650-7664

Meeting Number: 146 864 8004

Meeting Password: G9mHUxgYj22

Customer Service Updates

Newsletter Highlights Castle Rock Development

Would you like to stay informed about development projects in the Town of Castle Rock? The Town recently launched its monthly Development Highlights newsletter as a resource to keep residents and business owners up-to-date on current and proposed development projects throughout the community. The newsletter will be delivered to subscribers via email. To subscribe, visit CRgov.com/NotifyMe then select the envelope icon next to Development Highlights newsletter. Or, visit CRgov.com/DevelopmentActivity to view issues of the newsletter.



Each month , a variety of projects around town will be highlighted with an up to date photo and short description of project. For November's edition, the following projects were highlighted:

- Encore
- Whole Foods Market
- La Loma
- In-N-Out Burger
- Cityscapes at The Meadows
- Talus Flats mixed use
- The Meadows South paired homes
- Montaine
- Sunstone Village at Terrain
- Seasons at The Oaks

Feel free to subscribe to see the monthly highlights— visit CRgov.com/NotifyMe

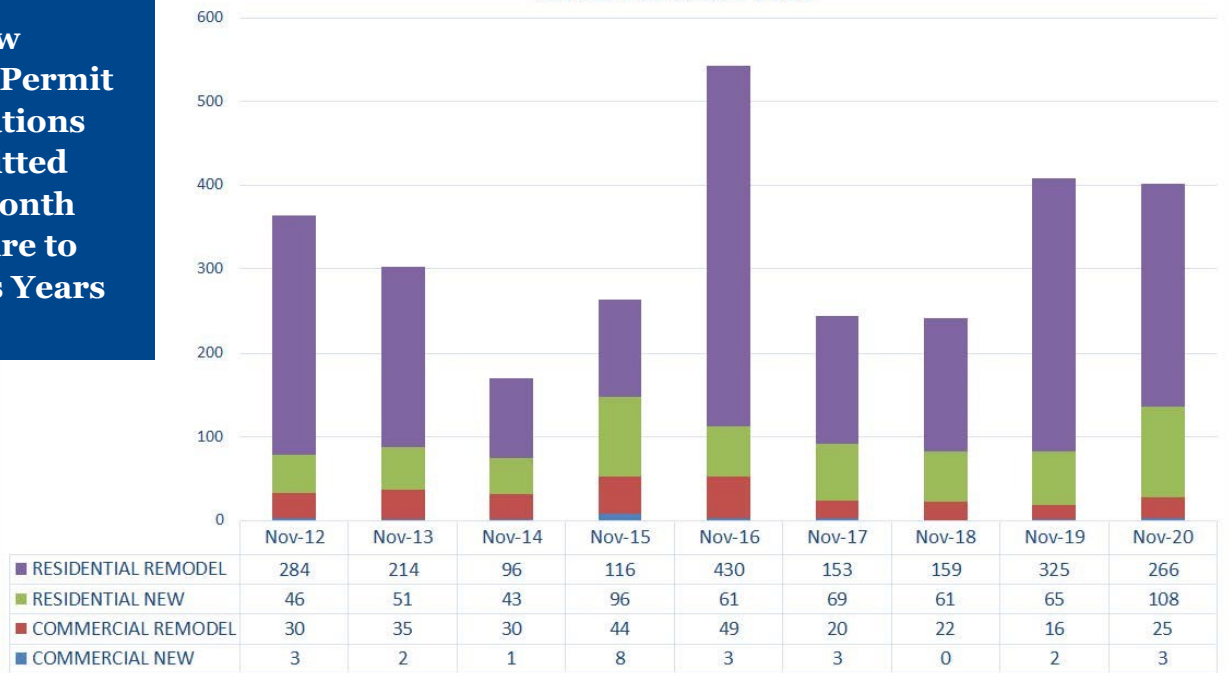
Core Service Levels

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
NOVEMBER 2012-2020**



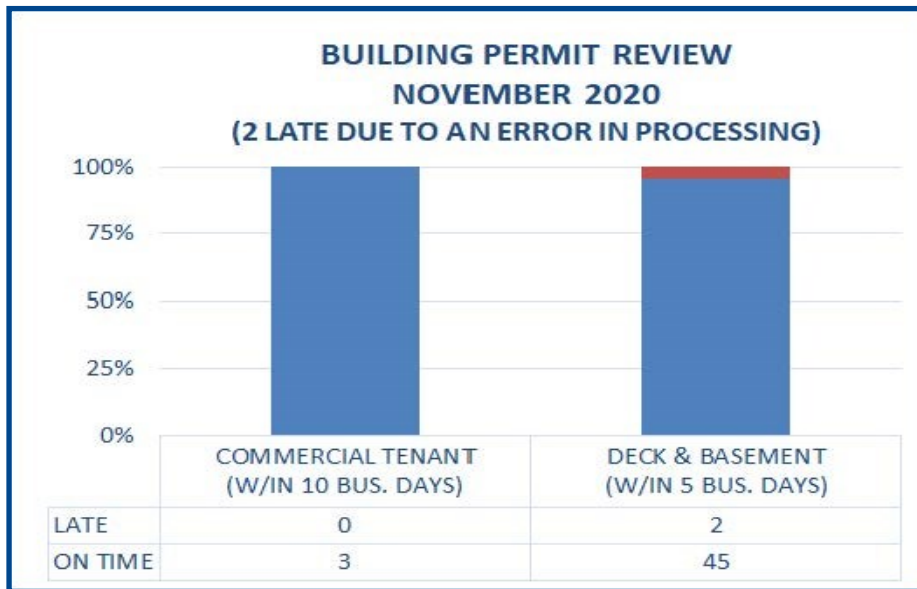
**BUILDING PERMIT APPLICATIONS RECEIVED
THRU NOVEMBER 2020**



**Building
Permit
Applications
through 2020**

Core Service Levels

Building Division Core Service Levels continued:



**Building
Permit
Reviews
with 2 late due
to an error in
processing**

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



2,039

**Remote Inspections
Completed in
November**

148

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

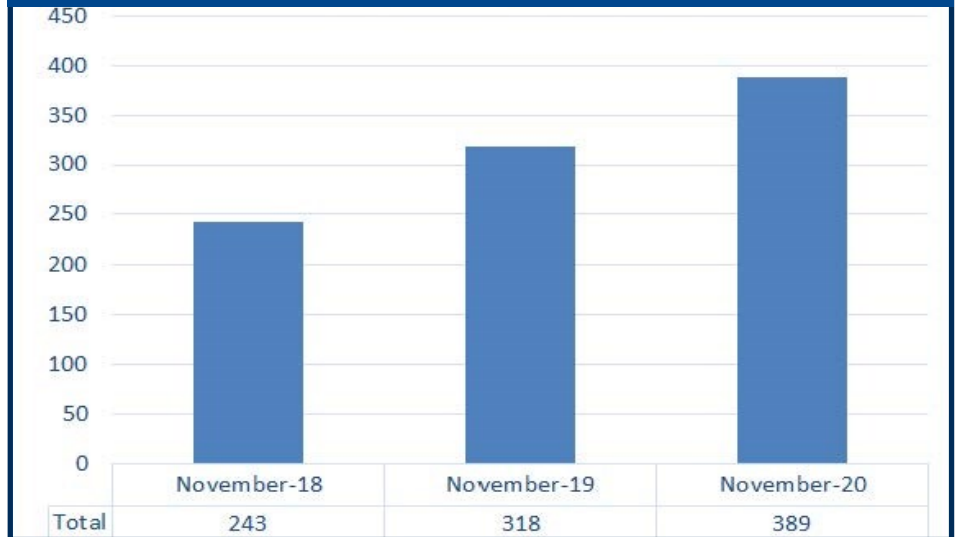
Core Service Levels

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.

Total Building Permits issued in November = 389



Monthly Residential Permit Activity

MONTH COMPARISON	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YEAR AVG NOV	80	4
Nov-19	38	2
Nov-20	164	4
% CHANGE	332%	100%
YTD COMPARISON	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YR AVG THRU NOV	1115	64
Nov-19	842	41
Nov-20	1,264	50
% CHANGE	50.12%	21.95%

November 2020 showed the continued strength of the residential home market in Castle Rock. Development Activity through November is still strong on the Residential end, while commercial is down 7% when compared to the five year average.

164

**November 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).

23

Code Complaint
Response in
November 100% on
time w/in 2 Days.

6

Notices of
Violation sent
w/in 10
business days
November 2020

November 2020

100%
On Time

Sign Complaint Response
w/in 24 hours

0

Signs Removed from ROW
w/in 7 business days

18

Sign Permit Reviewed
w/in 14 business days

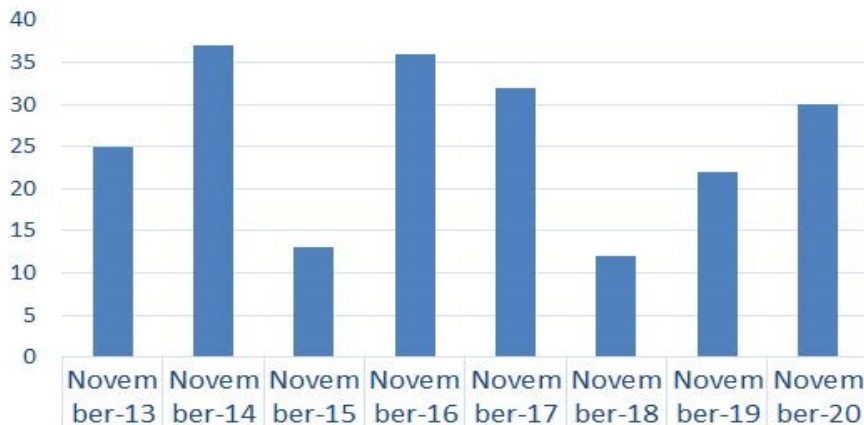
4

Site Visits
w/in 5 business days

42

Business Licenses Reviewed in November 2020= 30

(W/IN 7 BUS. DAYS)



3

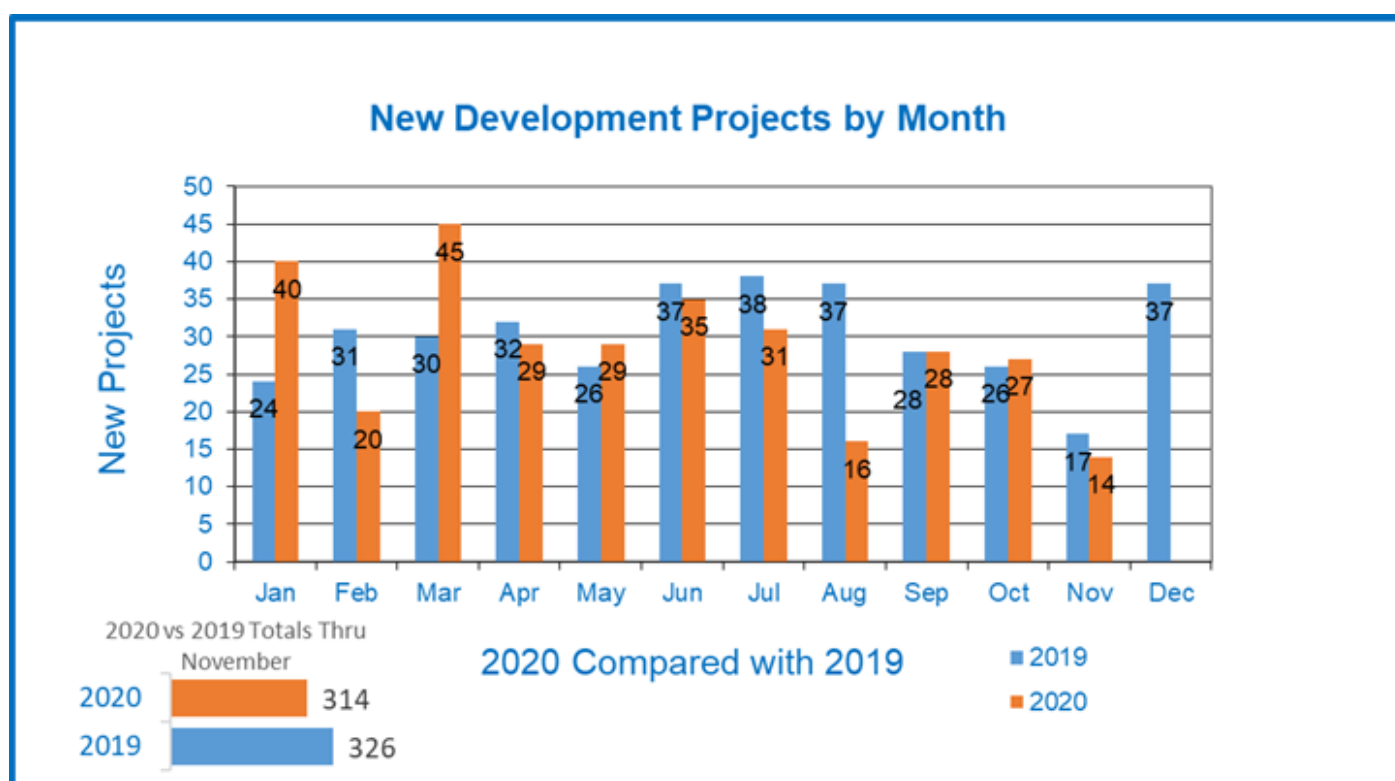
Temporary Use
Permits Issued,
100% on time.
November 2020

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 Review Timelines		
November 2020	On Time	Late
1st Review	29	0
2nd Review	17	0
3rd + Review	10	0

Core Service Levels

Planning/Development Review Core Service Levels continued:

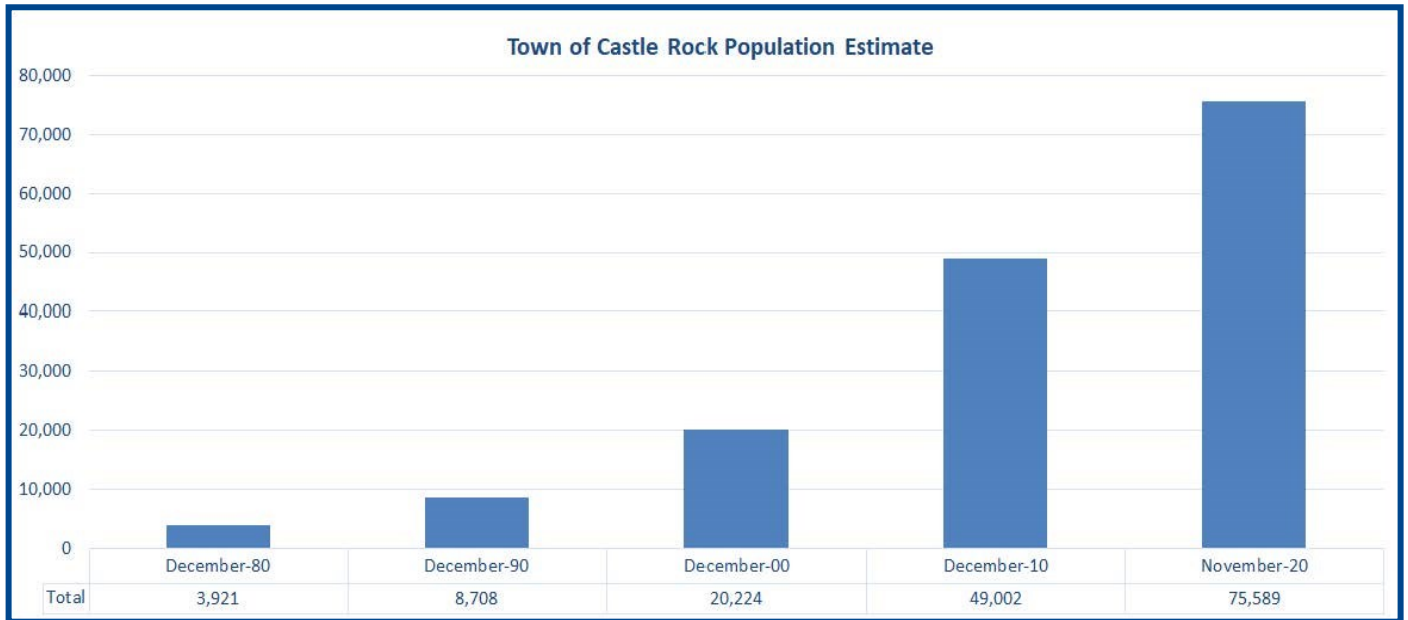
These two charts show the current months total number of land use project reviews compared to the same month in previous years, as well as the cumulative yearly total for planning/development reviews.



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

For Planning questions, please email Planning@crgov.com

To view Building Information online, please visit crgov.com/building

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