

**January
2021**

(reporting on December)

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:

I am so proud of our team—they were challenged through 2020 with new changes in work place safety, safety for our community, establishing new procedures for working from home, remote inspections, new temporary outdoor dining permitting, as well as running public hearings remotely. And through it all they still handled an extremely high volume of permitting and land development projects, delivering the customer service our community deserves! 2020 was a remarkable year for many reasons. For new residential construction, we issued our 4th highest yearly permitting total over the past 20 years, with 1,060 new single-family home permits issued. The housing boom in 2004, 2005 and 2006 were the years that exceeded 2020 volumes. We also saw strong performance for commercial construction, with 59 new construction permits. This is 10% lower than the 5 year average for commercial permits. I am looking forward to 2021 and the opportunities for our Castle Rock community. Happy New Year!



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:



Kevin Wrede, Planning Manager

Kevin is the Development Services Planning Manager and has been with the Town for almost 5 years. His responsibilities are varied and include managing a staff of 5 Urban Planners and 1 Sr. Office Assistant, overseeing the review and processing of all quasi-judicial land use applications, staffing the Planning Commission, Historic Preservation Board and Design Review Board.

Kevin’s background includes 25 years of experience with the City of Arvada, Boulder, Littleton, Arapahoe County and the Cherry Creek North Business Improvement District. Kevin obtained a Bachelors of Environmental Design from the University of Colorado at Boulder and a Master of Urban Design from the University of Colorado at Denver. Kevin has been married for 23 years and has two daughters 20 and 17. Kevin’s oldest daughter, Emma, is a collegiate basketball player in the Great Northwest Conference playing for Saint Martin’s University of Olympia Washington. Kevin’s youngest daughter, Abby, currently attends Cherry Creek High School and has recently received an athletic scholarship to attend and play basketball at the University of Hawaii-Pacific in the fall of 2021.

Kevin and his wife enjoy traveling to watch their kids play basketball, hiking, going out to dinner (someday again), and dreaming of retiring in Mexico someday. Kevin looks forward to many more years of helping the Town of Castle Rock maintain its unique character by planning for future growth in a responsible way.



“Kevin believes he has the best team in the Town.”

Employee Recognition

Public Hearing Sign Assistance

Development Services would like to recognize Public Works employees Eric Schickling, Dan Lord and Will Layne for their assistance with constructing metal racks to hold our many public hearing signs.

"Thank you Eric, Dan and Will for all your help and hard work!"



Diane Maki, Development Services Technician

After working with a customer on a permit, Diane received the following email on December 11:

"Thank you for your encouraging words this morning." - Tom



Tammy King, Zoning Manager

On December 2, Tammy received the following email relating to a sign review for a customer:

"Tammy,

I believe I have told you how amazing you are, but if not please know I really appreciate everything!" - Angie



Brett Longnecker, Combination Building Inspector

Brett passed the ICC Building Inspector exam on December 28. Congratulations on this accomplishment!

CONGRATULATIONS, BRETT!



Employee Recognition Continued



Andy Blake, Plans Examiner

Development Services would like to congratulate Andy Blake, Plans Examiner, for the Colorado ICC Chapter President election.

CONGRATULATIONS, ANDY!

Sean Madden, Plan Review Project Coordinator

We are pleased to announce that Sean Madden has been selected as our new Plan Review Project Coordinator in Development Services. He will join the Development Review team in processing administrative Land Use Applications on January 4th. We are excited to have him join our team, and to bring his experience from both inside Castle Rock and Jefferson County to continue to keep our development processes running smoothly.



Sean has been with the Town for one and a half years, as a Plan Review Engineer for Public Works. Prior to his time with Castle Rock, Sean was a Case Manager for Jefferson County working with their land development team.

CONGRATULATIONS, SEAN!

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.

2Years



Ken Torres
*Plan Review
Engineer*

8 Years



Amy Shalz
Plans Examiner

21 Years



Sean Davin
*Construction Project
Manager*

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.

212 Pizza Co.

Site development plan amendment for patio addition, located at 848 Ridge Road.

Encore

Plaza design revision for mixed-use development, located at 20 Wilcox Street.

Greystone Villas

Construction documents, plat and erosion control plans for 5 single-family attached townhome project located on S. Gilbert Street.

Lanterns

Sight distance and water quality easements for 81 single-family home project, located in the interior of Montaine Circle, northerly side.

Subdivision improvement agreement for 81 single-family home project, located in the interior of Montaine Circle, northerly side.

Meadows

Design revision for grading and soil erosion control plans for future commercial-office-industrial tract, located westerly of new roundabout on North Meadows Drive.

Outlets at Castle Rock

Site development plan amendment to widen drive aisle, located at Factory Shops Boulevard.

Erosion control plans for small cell fiber optic installation, located at Factory Shops Boulevard.

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

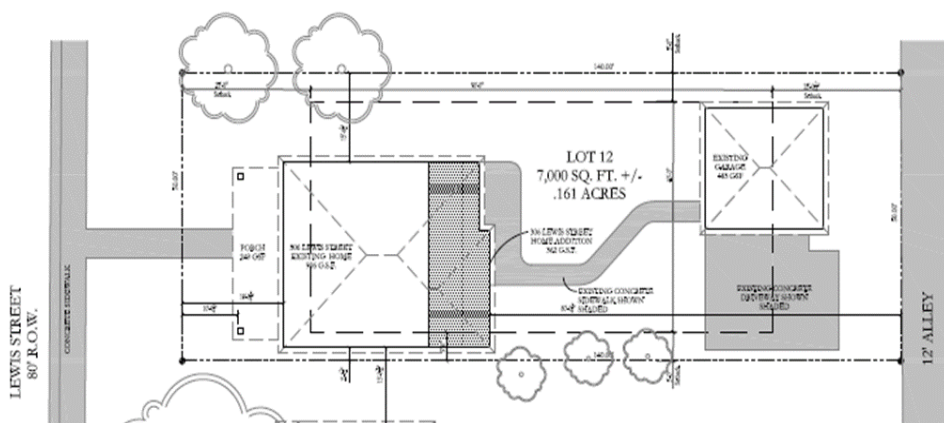
Land Use submittals that incorporate new land into the Town's jurisdiction, establish or modify the zoning rules for the land, or site plan layouts for residential neighborhoods or properties requiring buffering are examples of submittals requiring public hearings. Most of these land use submittals require 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.

306 N. Lewis Street

Staff received a Historic Preservation application for a new, approximately 400 square-foot addition to the house at 306 N. Lewis Street. The owner/applicant would like to build a new addition off the rear of the existing home. The property is not landmarked, and the one-story house was built around 1952. The Board of Adjustment approved a variance to the side setback on November 5, 2020, since the existing home already encroaches into the side setback. Since this new construction project is within the Craig and Gould neighborhood, the application requires approval from the Historic Preservation Board at a public hearing. The project is within Councilmember LaFleur's District.



Vicinity Map



Proposed Plan

New Land Use Submittals: Public Hearings Required Continued

302 N. Lewis Street

Development Services received a Historic Preservation application for a new, approximately 830 square-foot, detached garage at 302 N. Lewis Street. The owner/applicant would like to build a new, detached garage adjacent to the alley. The property is not landmarked, and the one-story house was built around 1955. Since this new construction project is within the Craig and Gould neighborhood, the application requires approval from the Historic Preservation Board at a public hearing. The project is within Councilmember LaFleur's District.



Vicinity Map

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

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

Historic Preservation Board

On December 2, the Historic Preservation Board held a virtual meeting. There were no public hearing items.

Board of Adjustment

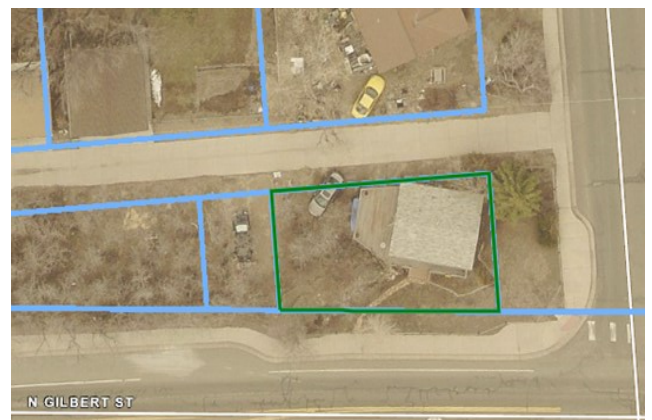
On December 3, the following proposal was presented:

Request for Approval of Variance from the Minimum Front and Rear Yard Setback at 121 N. Gilbert Street

A request from Marilyn Biggers for a variance from the minimum required front and rear yard setback of twenty-five feet (25') to build a 700 square-foot garage addition on an existing single-family residence in the R-2 Zone (Single-Family and Duplex Residence District). The subject property is addressed as 121 Gilbert Street.

The applicant submitted a site plan which will constitute an approximate fifteen feet (15') rear and five feet (5') front variance to the minimum required twenty-five foot (25') front and rear yard setback in the R-2 zone district .

The Board moved to continue the item to January 7, 2021 by a vote of 4-0.



Vicinity Map

Board of Building Appeals

On December 7 and 14, the Board of Building Appeals held virtual meetings. There were no public hearing items.

Board & Commission Actions Continued

Planning Commission

On December 10, the following proposal was considered:

Sanders Business Park at Castle Rock Planned Development and Zoning Regulations

GT Sanders submitted an application to rezone an 11.9-acre property currently zoned as R-1 Single-Family Residence. GT Sanders proposes to rezone the property as a Planned Development (PD) to be known as the Sanders Business Park at Castle Rock PD. The property is addressed as 1004 South Interstate 25 and is located along the I-25 east frontage road directly south of Plum Creek Community Church.

The proposed Sanders Business Park at Castle Rock PD proposes two use areas: Light Business and Open Space Public. Some of the permitted uses include commercial warehousing, light industrial uses, office, restaurants, retail, and automotive service and fuel stations.

The Planning Commission recommended approval of the proposal to Town Council by a vote of 5-0.



Vicinity Map

Cancelled Meetings for December:

- Design Review Board, December 9 & 23
- Planning Commission, December 24

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

There were no Development Services items presented for Town Council's consideration during the month of December.

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.

480

Surveys sent out in
December

20

Survey
Responses
in December

"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:

"Ms. Maki - She was fantastic."

"I had some questions about my application and Ms. Diane Maki was absolutely wonderful and informative."



"I spoke with Diane Maki who was very helpful, even though it was not her permit. She figured out what I needed and help communicate that with the person responsible. Very helpful."

"Again.. I cannot say enough about the help that was provided to me by Ms. Diane Maki. She was awesome."

Customer Service Updates Continued



"Tracy Shipley was very helpful. Looking forward to working with the building counter."

"Tracy was amazing!!!!"

"Tracy was extremely knowledgeable and very courteous and professional."

"I have mostly been in contact with Dena Paulin at the town and she has been great to work with!"



"Tina at Water Services goes above and beyond to be helpful. She is awesome to work with!"

"My experience with the CR team has always exceeded my expectations. Tina and her team, Robert, Tracy, Diane, our inspectors. We appreciate you all. Thanks to you all."



"Compared to other municipalities your process is streamlined and informative. Thank you for making the process simple."

"The process was much easier than other building departments I've worked with. Thanks!"

**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 Division, held a Virtual Contractor Luncheon Meeting on December 9. The following is a summary of items from the meeting:

Welcome: Joseph Montoya, Chief Building Official

- As promised by Joseph Montoya all Contractors that attend the Virtual Luncheon receive 5 free re-inspection cards. The recipients were:
 - ◊ Oz—KB Homes
 - ◊ Tom—Valiant Homes
 - ◊ Jake—Wonderland Homes
 - ◊ Adam—Meritage Homes
- Please contribute to DOT for donations to the Task Force.
- Building Inspector, Ron Weller, retired.
- Combination Building Inspector—Electric (electrical background needed) position open.
- **New Staff introductions:**
 - ◊ Brett Longnecker, Combination Building Inspector
 - ◊ Matt Pastore, Combination Building Inspector

Updates: Jon White, Building Inspector Supervisor

- Backflow test reports are considered a required item for final plumbing.
- Backflow test reports must be present for Town inspector conducting a final inspection. Inspector will take the backflow test report with him when performing a final plumbing inspection.
- Setting up meeting on fire floor resistant.
- Adopting Electrical Code next year. Please contact Jon White if interested in the Electrical Stake Holders meeting.

DESC: Kim Guite, Stormwater Compliance Supervisor

- Went over Residential Bonding form.
- 24 hours to review.
- Get the Residential Bonding form in early.

Customer Service Updates

CO Process: Phil Kranz, Business Administration Manager

- Card will be pulled in the field on final building inspections, which will indicate passing.
- Would like feedback.
- Trying to streamline CO process.
- Larger inspection cards possible.
- 3rd party inspections not on card: water meter location, water MDX, duct testing, irrigation backflow test, portable water backflow, final grade cert/survey.
- Updated Fee Schedule posted soon.

Water Update: Tina Close, Plan Review Supervisor

- Increasing Fee's
- WEP (Water Efficiency Plan) Inspections:
 - ◊ Need 3rd party inspector. They must complete the form.
 - ◊ 3rd party inspector is needed for sprinkler, landscape matches what is submitted.
 - ◊ Water Team will inspect to make sure all is in compliance.
 - ◊ Landscaping plans change, submit back to the permit with landscaping plans. This could change the amount.

Closing Comments: Joseph Montoya, Chief Building Official

- Joseph lead by example by donating five \$20 bills to DOT located at Building Counter.
- Building Division will continue to have virtual luncheons. Next meeting is January 20, 2021.

Virtual Contractor Luncheon

January 20, 2021

12-1 pm

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

<https://crgov.webex.com>

Phone-in: 720-650-7664

Meeting Number: 146 864 8004

Meeting Password: G9mHUxgYj22

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

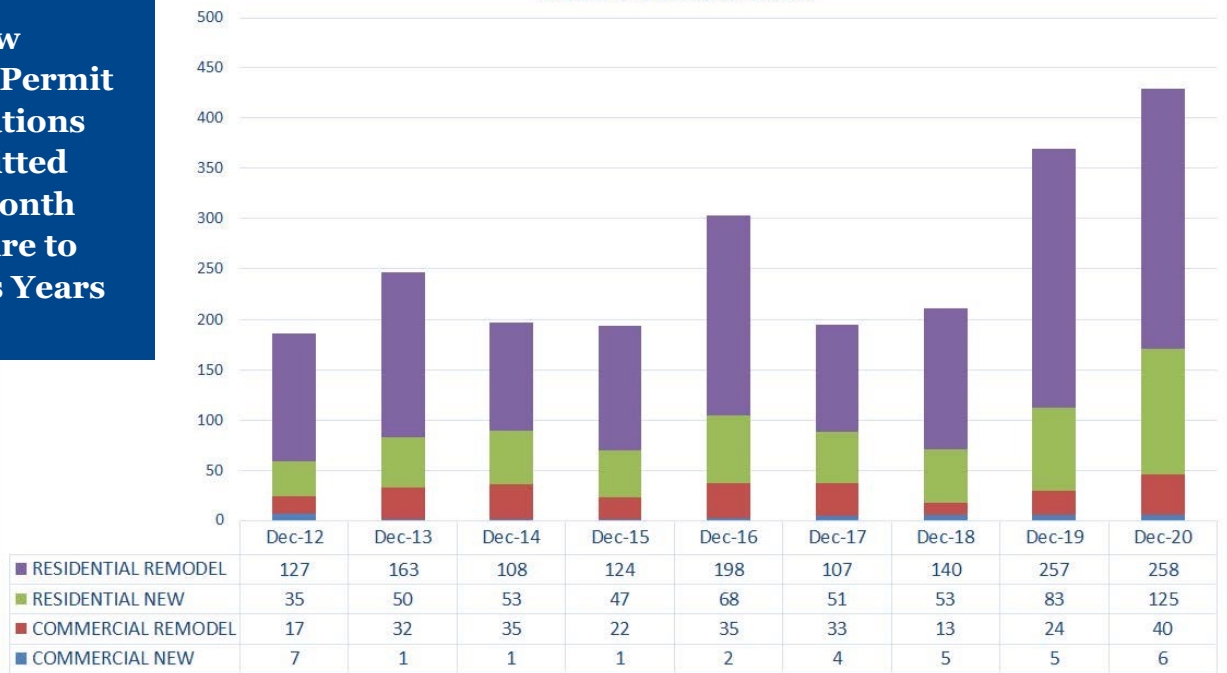
Core Service Levels

Building Division Core Service Levels

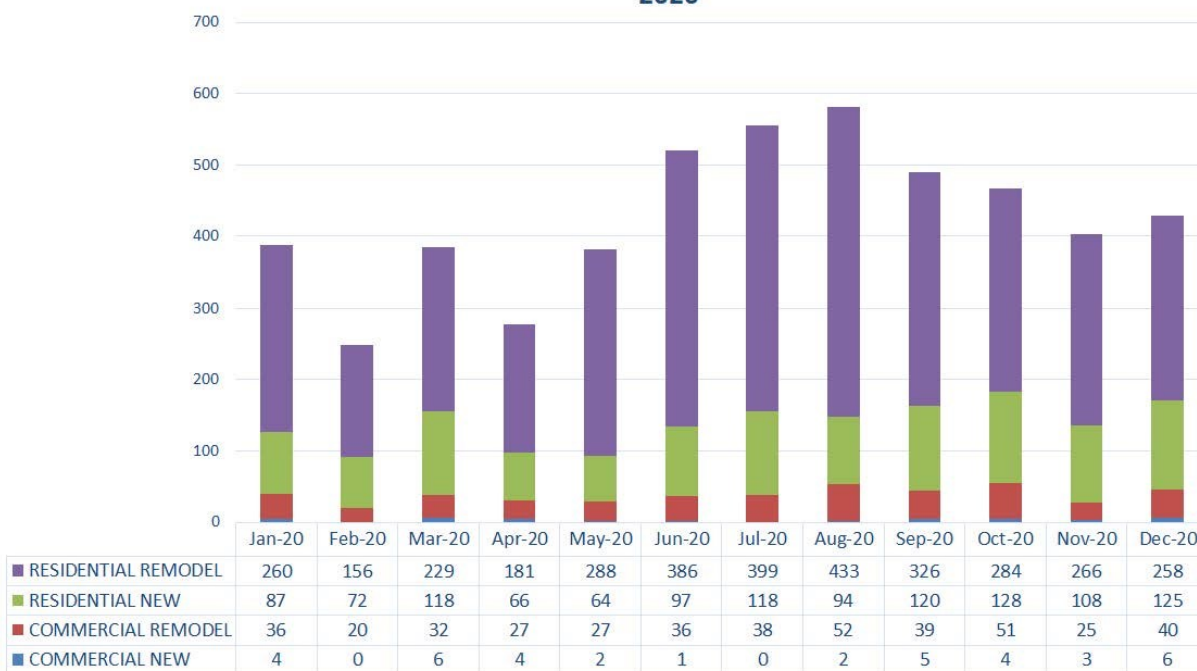
Our Building staff process hundreds of building permits a month, from a new hot water heater or deck, to constructing an entire new home or commercial building. Our inspection team conducts thousands of inspections each month to determine code compliance. We report on the following levels of services monthly, although they are just a snapshot of the some of the work we do.

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

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



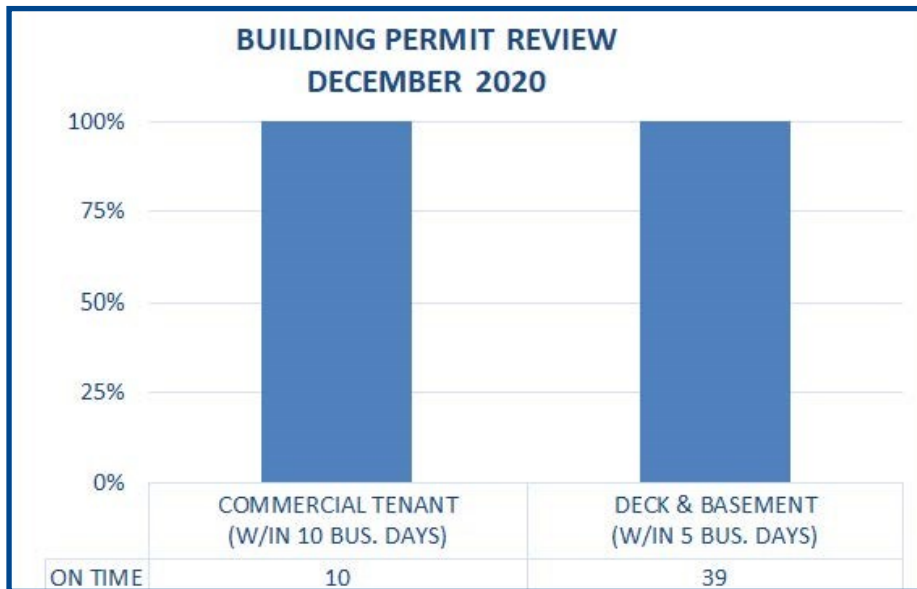
**BUILDING PERMIT APPLICATIONS RECEIVED
2020**



**Building
Permit
Applications
through 2020**

Core Service Levels

Building Division Core Service Levels continued:



**Building
Permit
Reviews**

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



**Remote Inspections
Completed in
December**

143

2,199

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

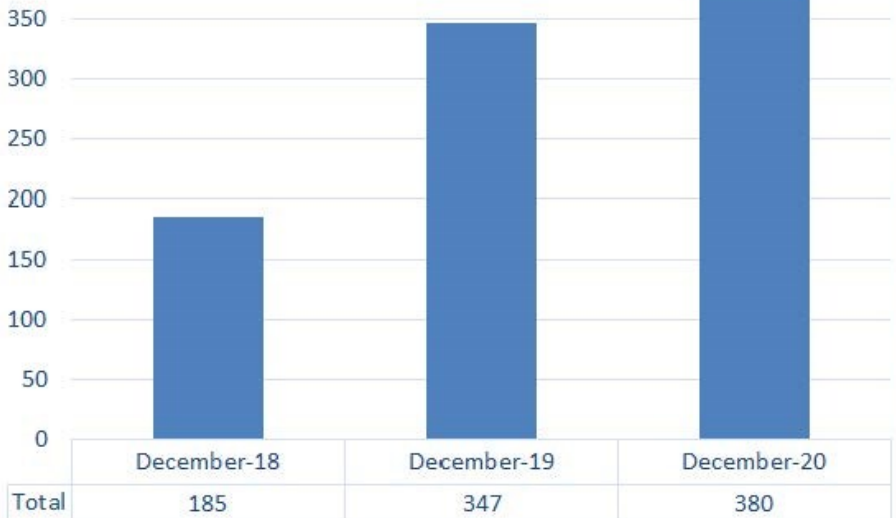
Core Service Levels

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 December = 380



Monthly Residential Permit Activity

MONTH COMPARISON	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YEAR AVG DEC	100	5
Dec-19	82	3
Dec-20	89	9
% CHANGE	9%	200%
YTD COMPARISON	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YR AVG THRU DEC	1215	69
Dec-19	924	44
Dec-20	1,353	59
% CHANGE	46.43%	34.09%

December 2020 showed the continued strength of the residential home market in Castle Rock. Development Activity through December is still strong on the Residential end, while commercial is down 10% when compared to the five year average. Year to date, the total 2020 residential permits are 1,353, comprised of 1060 single family (attached and detached) and 293 multifamily permits, exceeding the 5 year average by 11%.

89

**December 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).

60

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

6

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

December 2020

100%
On Time

Sign Complaint Response
w/in 24 hours

5

Signs Removed from ROW
w/in 7 business days

21

Sign Permit Reviewed
w/in 14 business days

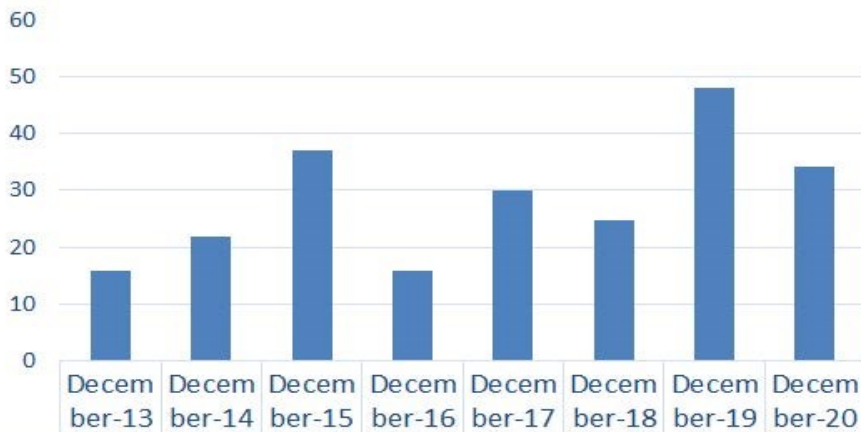
5

Site Visits
w/in 5 business days

58

Business Licenses Reviewed in December 2020= 34

(W/IN 7 BUS. DAYS)



LATE	0	0	0	0	0	0	0	0
ON TIME	16	22	37	16	30	25	48	34

3

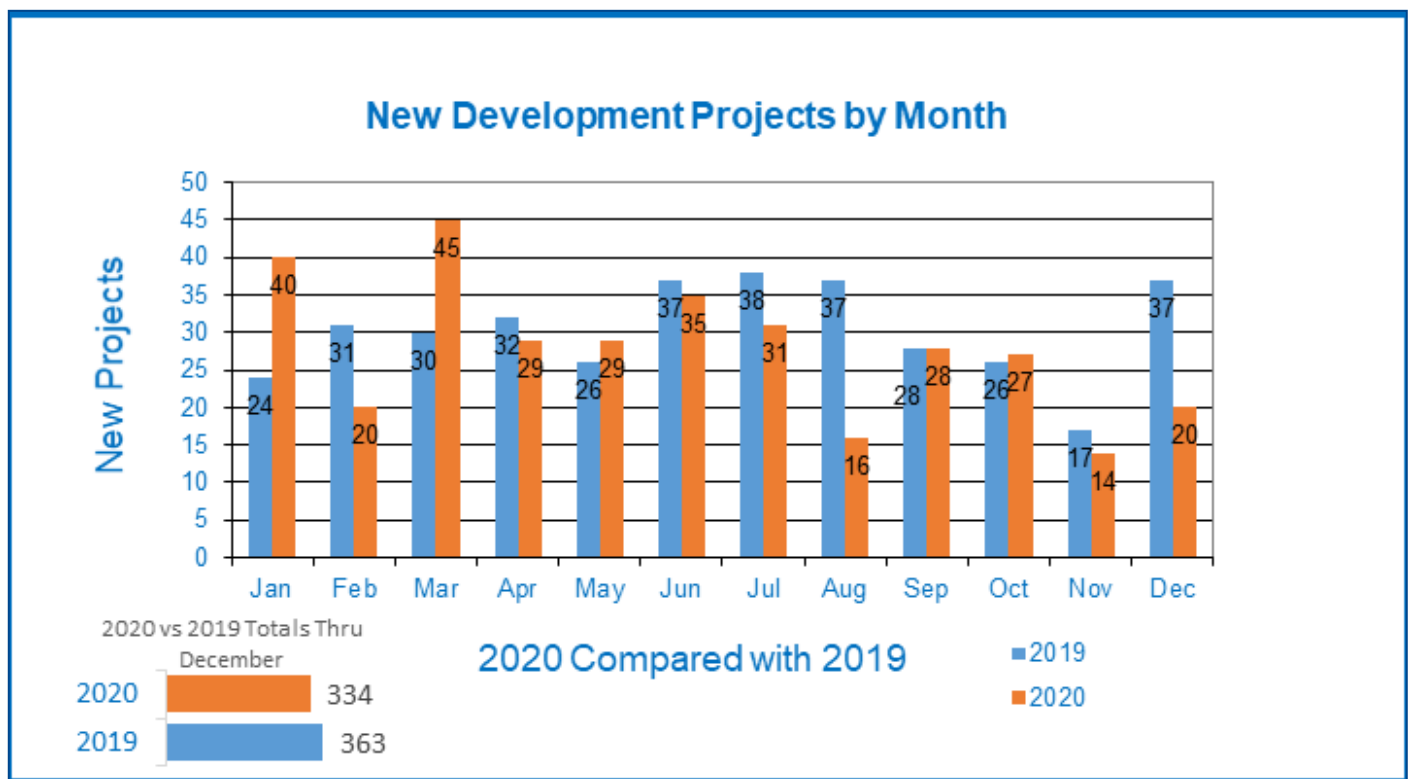
Temporary Use
Permits Issued,
100% on time.
December 2020

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		
December 2020	On Time	Late
1st Review	30	0
2nd Review	12	0
3rd + Review	15	0

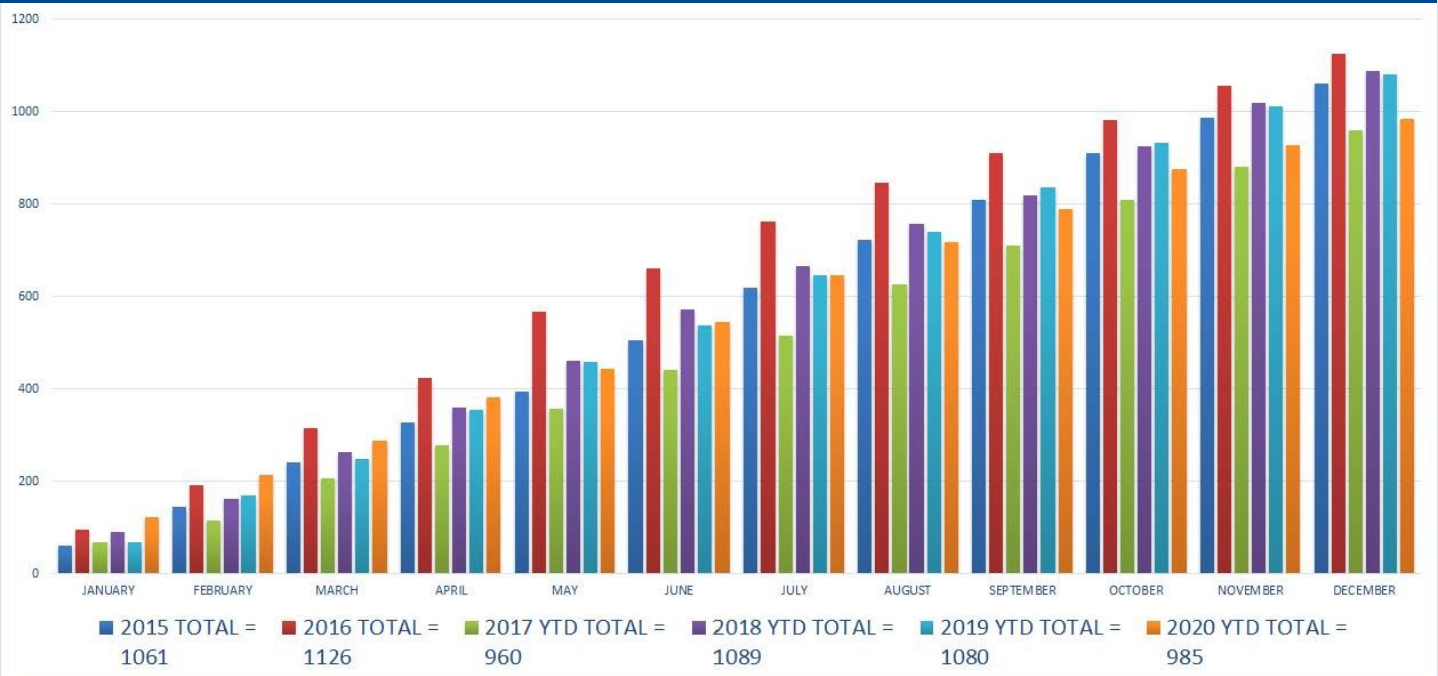
Core Service Levels

Planning/Development Review Core Service Levels continued:

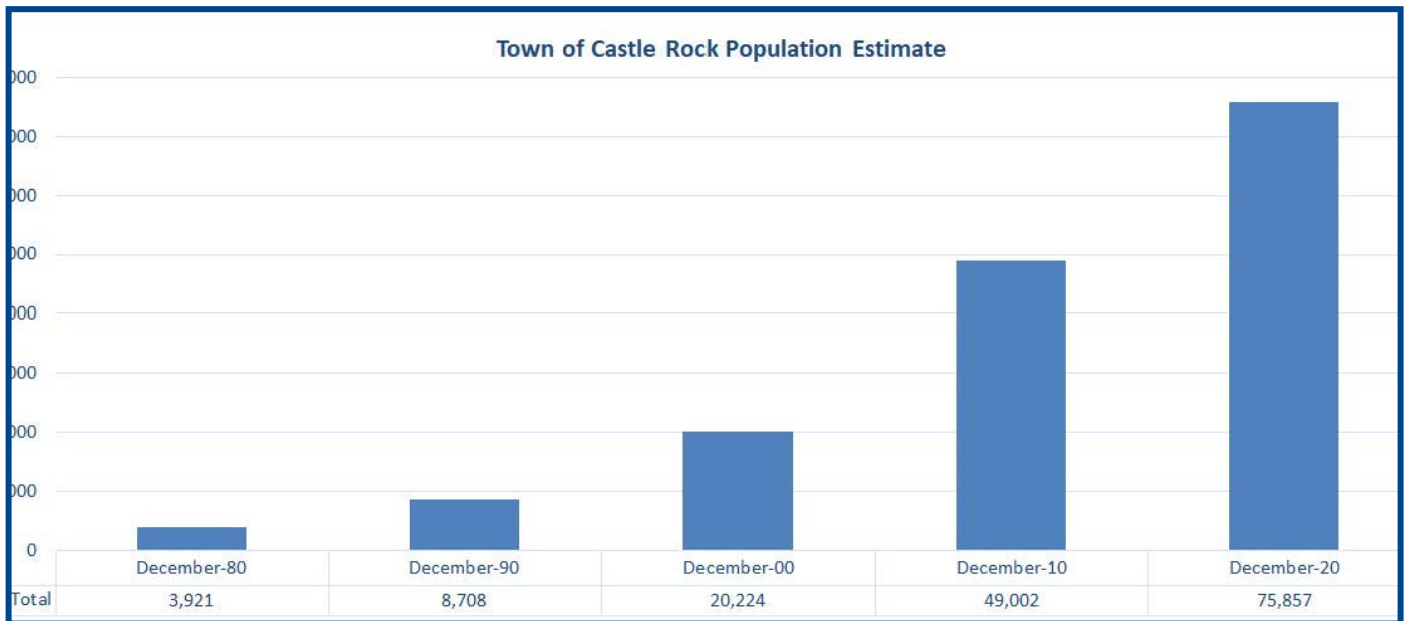
These two charts show the current months total number of land use project reviews compared to the same month in previous years, as well as the cumulative yearly total for planning/development reviews.



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!

Get monthly Development Highlights in your inbox each month:

Would you like to stay informed about development projects in the Town of Castle Rock? Our monthly Development Highlights newsletter is 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.



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

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