

**February  
2021**

*(reporting on January)*

# 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:

Winter is here and in full swing, bringing with it cold temperatures and cold winds, and hopefully some much needed moisture for the region! I am curious if this will bring a slight slowdown to development activity in town, however based on January permitting numbers, I suspect it may not. Castle Rock remains a desirable place to live, as is demonstrated by the continual issuance of new home construction permits. We also issued permits in January for multifamily construction on the east side of Founders Parkway, and have several new businesses opening up in Town. As Castle Rock continues to develop, we will see areas of town that have appeared to be vacant in the past filling in with new businesses or homes. This is visible in the Meadows Town Center area, one we always knew was planned for business, however now it is more apparent with new buildings that are going up. We are truly fortunate to have a community that you can live, work and play in. As 2021 progresses, we expect to see continued interest in our wonderful community.



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 <a href="http://etrakit.crgov.com">etrakit.crgov.com</a> .	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 <a href="http://crgov.com">crgov.com</a> , look for " <a href="#">Report a Concern</a> " or email us at <a href="mailto:Zoning@crgov.com">Zoning@crgov.com</a> .

## 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:*

### **Bobby Spicher, Plan Examiner**

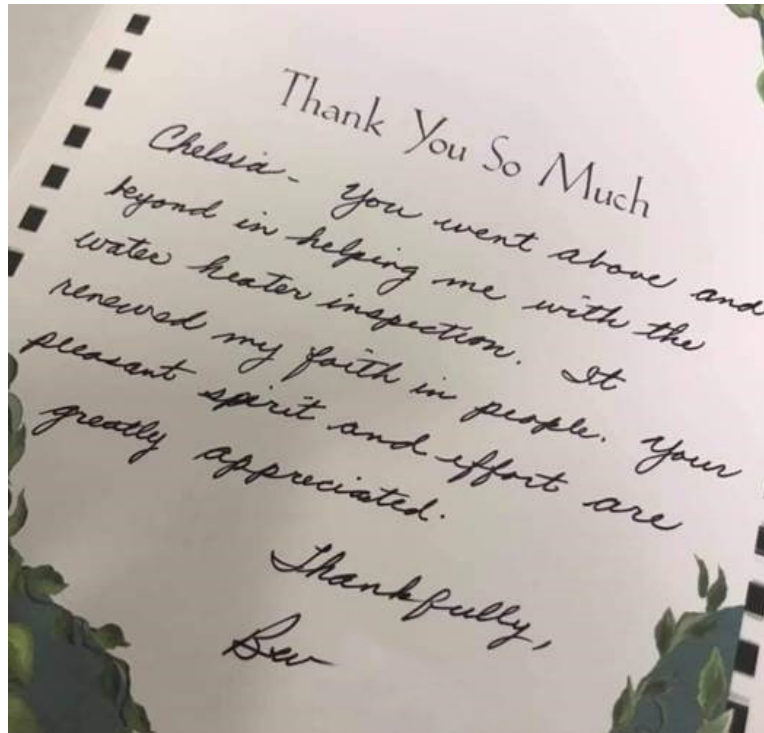
As a Plans Examiner for the past two years with the Town, Bobby reviews proposed structures for compliance with the adopted building, plumbing, mechanical, accessibility and energy requirements of the codes and standards. The scope of the reviews range from small residential to large commercial projects, master plans and multi-family buildings. This service is the first look at plans from a technical code perspective and helps the applicant, and design professionals avoid costly delays by identifying issues early in the process, and incorporating any required changes into the contract documents, as well as aiding in the field inspection process for the inspections staff.



# Employee Recognition

## Chelsia Oborny, Development Services Technician

Chelsia received this hand written note from a customer after her assistance with a water heater permit:



## Cara Reed, Neighborhood Liaison

After assisting a fellow employee with a project, Cara received the following feedback:

*"Cara, Outstanding! Thank you for going the extra mile. Wow! 30 neighborhoods. Your help is invaluable to this project. "Thank you" seems inadequate, but Thank you! This will make the GIS conversation much clearer. Let me know if I can ever return the favor!." - Carrie*

***"Thank you, Cara!  
Wow. Impressive! I knew if anyone could help me ... it  
would be you and your team." - Carrie***

## Employee Recognition

### Applause Award: Ross Stanley, Public Works Inspector

Ross Stanley performed exceptionally high while providing excellent and consistent customer service on the Oaks Filing 3 Project. The project's scope involved various phases, including the onsite water, sewer, storm sewer and road infrastructure for the new residential development along with a new storm water detention pond and re-configuration of the out-fall from the pond. Ross did an outstanding job communicating with nearby residents, the developer, contractor and subcontractors, Castle Rock Water, Public Works and Development Services to ensure everyone was on the same page throughout the process. One of the most challenging tasks Ross faced on this project was dealing with traffic control. The project had a total of nine traffic control plans that spanned 7 months involving multiple shifts, lane closures, shoulder closures and the permanent closure of Appleton Way for almost four months. Ross showed exceptional customer service throughout this project and was a great representation of the Town and their willingness to allow controlled growth while limiting the impacts to existing residents.



**CONGRATULATIONS, ROSS!**

### Richard Avila, Combination Building Inspector



The Building Division is excited to welcome Richard (Richie) Avila to the Inspection Team as a Combination Building Inspector. Richie is a Licensed Journeyman Electrician with over 20 years of experience in the electrical industry and has been around the construction industry for most of his career. Richie is a lifelong resident of Colorado and is very excited to join the Town of Castle Rock team!

**WELCOME, RICHIE!**

### 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**



Justin Lindsay  
*Enterprise Business  
Analyst*

**3Years**



Tracy Shipley  
*Development Services  
Technician*

**5 Years**



Cindy Brooks  
*Development Services  
Technician*

**8 Years**



Joseph Montoya  
*Chief Building  
Official*

# 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.

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## **Canvas at Castle Rock (formerly Epoque)**

Plat, construction documents and erosion control plans for 102 unit townhome development, located at Plum Creek Boulevard and Crystal Valley Parkway.

## **Echelon (formerly Caliber at Terrain)**

Grading and drainage design revisions for 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.

## **Greystone Villas**

Subdivision improvements agreement for 5 single-family attached townhome project located on S. Gilbert Street.

## **Lanterns, Montaine**

Construction documents for entry monument sign infrastructure, located at Crystal Valley Parkway and Plum Creek Boulevard.

Site development plan for family amenity center to include clubhouse with pool, tennis/pickle ball courts, parking and outdoor lounge areas, located west of the Montaine Circle and Burnell Road intersection.

## **Meadows**

Erosion control plans for IREA feeder lines located from Meadows substation to the intersection of State Highway 85 and Promenade Parkway.

## **Outlets at Castle Rock**

Erosion control plans for 5 new wireless facilities utility installation, located at Factory Shops Boulevard.

## **Pizza Hut Retail Center**

Construction documents and erosion control plans for new 6,288 square-foot building to include revitalized Pizza Hut and additional community retail center, located at 340 S. Wilcox Street.

## New Land Use Submittals: Public Hearings Not Required Continued

### Plum Creek Ridge

Site development plan amendment for landscape design revisions for single-family attached townhome project located on S. Gilbert Street.

Village North Drainage and Infrastructure Improvements, erosion control plans for Park and Malibu Streets, Caprice Drive and Parks Department Service Center Detention Pond improvements.

### Town Projects

Philip S. Miller Park, construction documents and erosion control plans for Play Loop Trail, located at 1375 West Plum Creek Parkway.

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

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Development Services did not receive new land use submittals in January that would require Public Hearings.

# 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 January 6, the Historic Preservation Board held a virtual meeting. The following proposal was presented:

#### 300 N. Wilcox Street Grant Application (Douglas Masonic Temple Association)

The purpose of the Town's Historic Preservation Local Restoration Grant Program is to provide monetary assistance to owners of landmarked properties for rehabilitation and restoration projects. These grants are available up to 50% of the project cost. Staff believes that this proposal will help preserve an important Castle Rock landmark, the Douglas Masonic Temple.

The owners of the Douglas Masonic Temple Association building, located at 300 N. Wilcox Street, requested a local rehabilitation grant to assist with the cost of window restoration. The Douglas Masonic Temple, formerly known as the First National Bank of Douglas County, is on the National Register of Historic Places and is locally landmarked. This local grant request was for \$2,000.

The Board approved the grant by a vote of 5-0.



Vicinity Map



Building Exterior

# Board & Commission Actions Continued

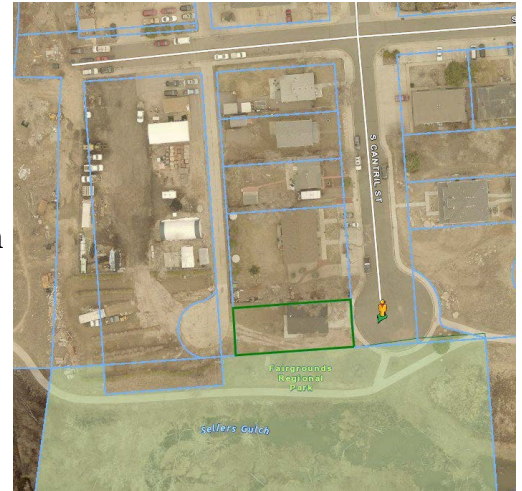
## Board of Adjustment

On January 7, the following proposal was presented:

### Request for Approval of Variance from the Minimum Side Yard Setback R-3 (Multi-Family Residential) at 29 S. Cantril Street

Raccoon Ranch LLC requested action by the Board of Adjustment on a request for a variance from the minimum required side yard setback of five feet (5') to build an addition on an existing garage in the R-3 Zone (Multi-Family Residential). The subject property is addressed as 29 S. Cantril Street, also known as Lots 13 and 14 Craig and Gould's Addition to Castle Rock.

The applicant submitted a site plan which will constitute an approximate 2.2 feet (2.2') variance to the minimum required five foot (5') SIDE yard setback in the R-3 zone district.



Vicinity Map

The Board approved the proposal by a vote of 5-0.

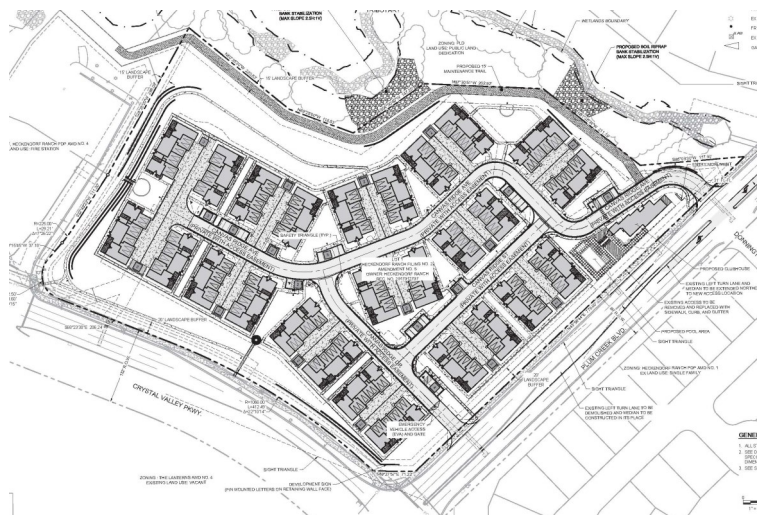
## Planning Commission

On January 28, the following proposal was considered:

### Canvas at Castle Rock Towns Site Development Plan

Watermark Properties requested approval of a Site Development Plan (SDP) known as Canvas at Castle Rock Townhomes. Canvas at Castle Rock Townhomes is located at the northerly intersection of Crystal Valley Parkway and Plum Creek Boulevard and proposes twenty-six for lease townhome buildings, a clubhouse and other amenities.

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



Site Development Plan

# Board & Commission Actions Continued

## Cancelled Meetings for January:

- Design Review Board, January 13 & 27
- Planning Commission, January 14

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 item was presented at Town Council on January 5 for first reading and January 19 for second reading:

### Sanders Business Park at Castle Rock Planned Development and Zoning Regulations

GT Sanders submitted an application to rezone an 11.9-acre property 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 proposed 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.

Town Council approved the proposal by a vote of 7-0.



Vicinity Map

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

470

Surveys sent out in  
January

10

Survey  
Responses  
in January

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

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

*“Very quick permit approval process!”*

*“Thanks for your help”*

*“Very good service!”*

*“Thank you for your staffs help and time!! It has been wonderful working with each of them!”*

*“Very easy to work with the department.”*

**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 January 20. The following is a summary of items from the meeting:

- Update on Stakeholders Meeting
- Resident Complaints
- Inspection Cards
- Michael Gibb, Castle Rock Water Meters Supervisor:
  - ◇ Bulk Water
  - ◇ Meter Tampering
  - ◇ Meter Set Inspections
  - ◇ Frozen Meters

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

## Virtual Contractor Luncheon

**February 17, 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**

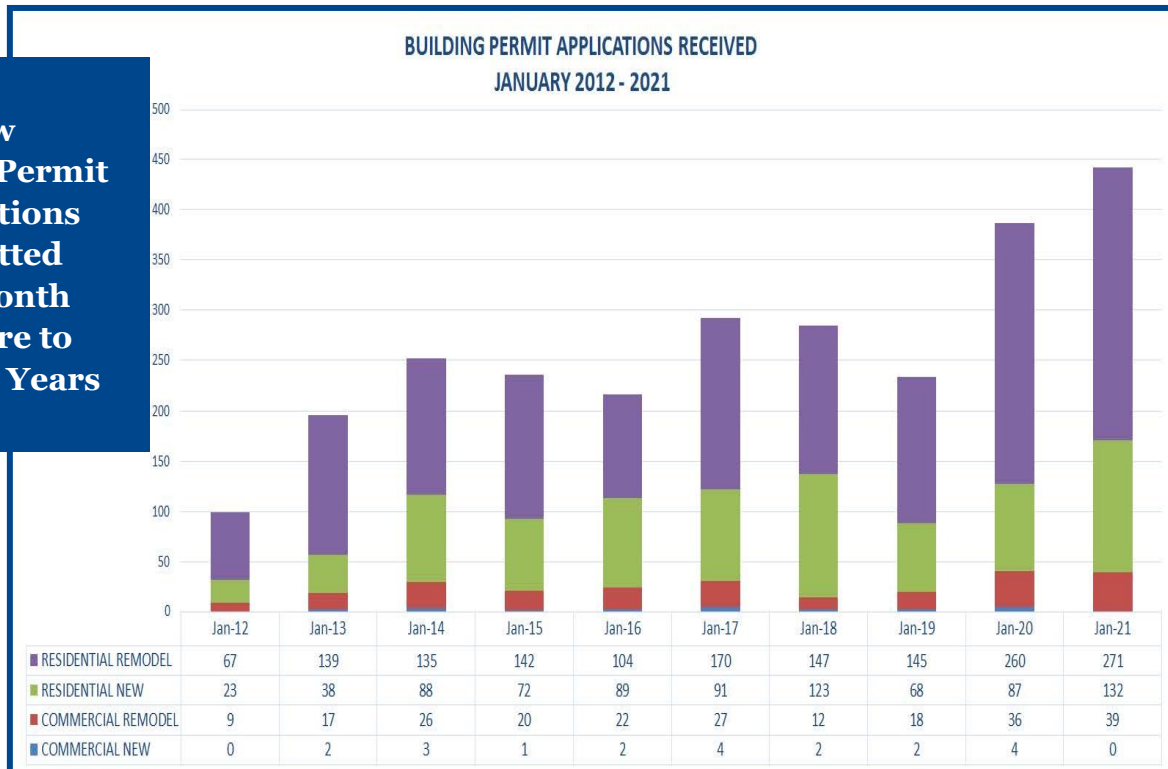
**Meeting Password: G9mHUxgYj22**

# Core Service Levels

## Building Division Core Service Levels

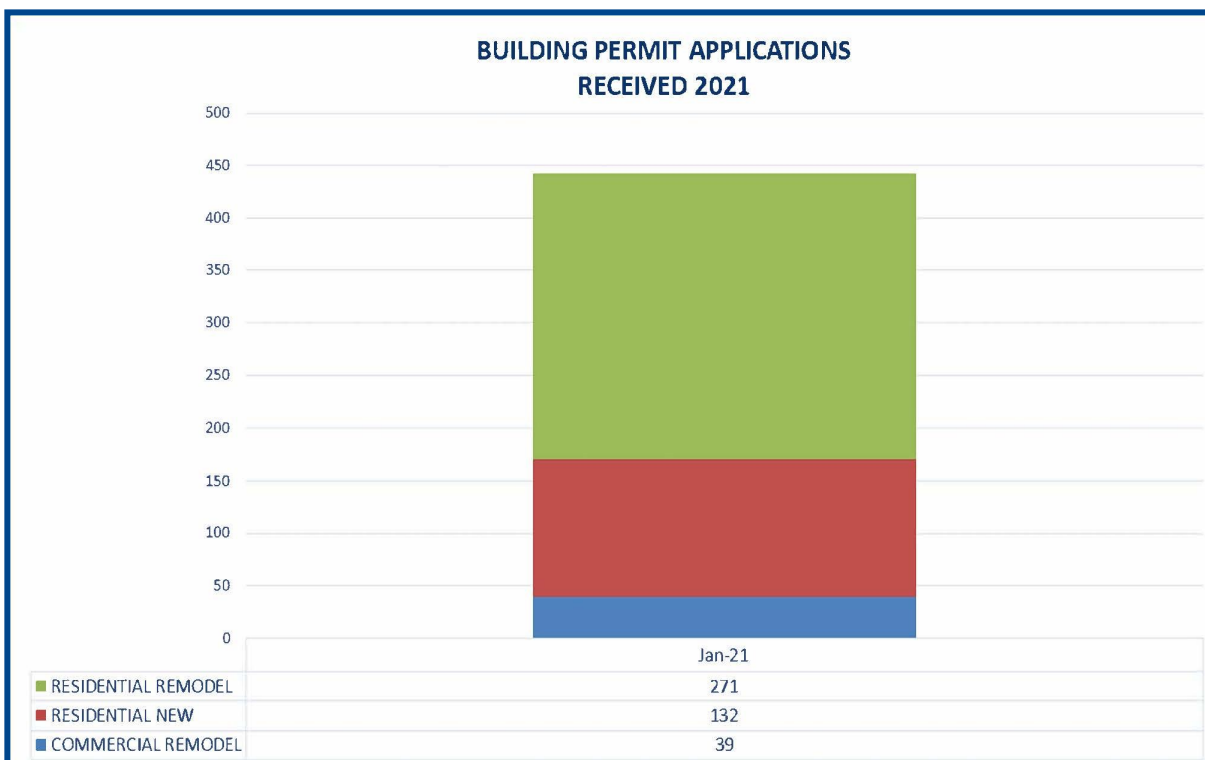
Our Building staff process hundreds of building permits a month, from a new hot water heater or deck, to constructing an entire new home or commercial building. Our inspection team conducts thousands of inspections each month to determine code compliance. We report on the following levels of services 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**



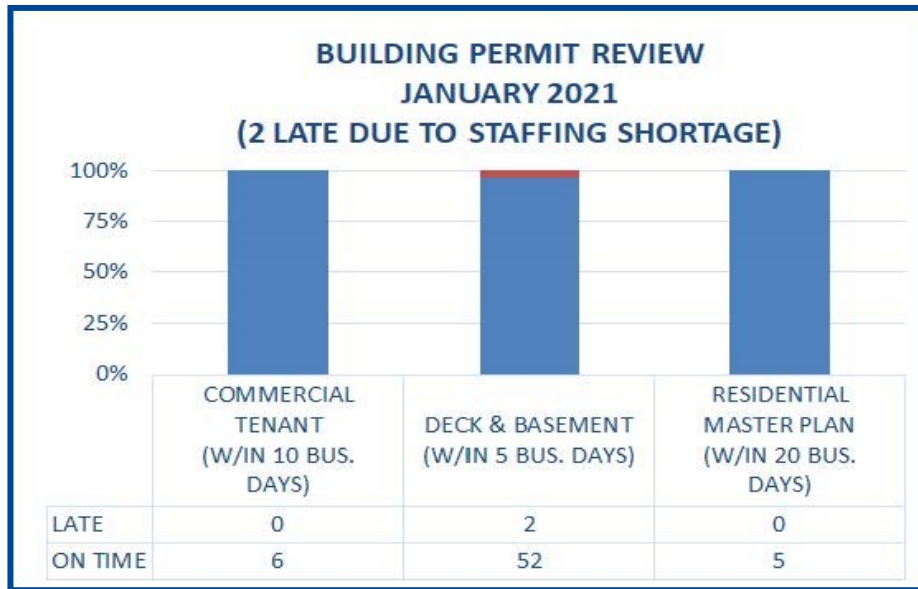
## BUILDING PERMIT APPLICATIONS RECEIVED 2021

**Building  
Permit  
Applications  
through  
2021**



# Core Service Levels

## Building Division Core Service Levels continued:



**Building  
Permit  
Reviews**

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



**2,331**

**Remote Inspections  
Completed in  
January**

**162**

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

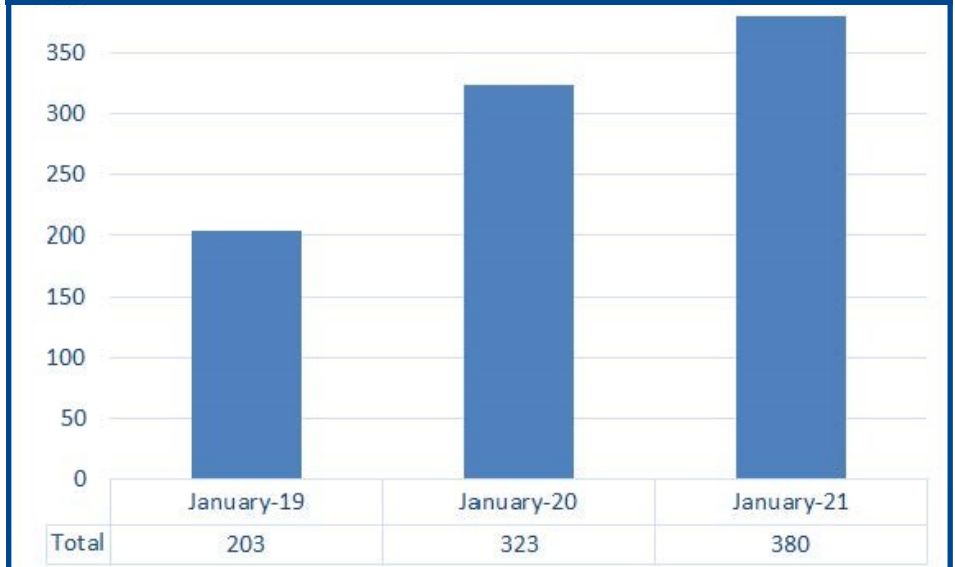
## Core Service Levels

### 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 January = 380**



### Monthly Residential Permit Activity

MONTH COMPARISON	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YEAR AVG JAN	77	5
Jan-20	65	5
Jan-21	144	1
% CHANGE	122%	-80%
YTD COMPARISON	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YR AVG THRU JAN	77	5
Jan-20	65	5
Jan-21	144	1
% CHANGE	121.54%	-80.00%

The start of 2021 continues with strong residential numbers carrying over from 2020, with 42 multifamily and 102 single family permits this month. This combined residential permitting is up 122% compared to January 2020. New commercial permits for January are down 80% compared to the 5 year average.

**144**

**January 2021  
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).

**64**

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

**January 2021**

**100%  
On Time**

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

**3**

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

**0**

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

**9**

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

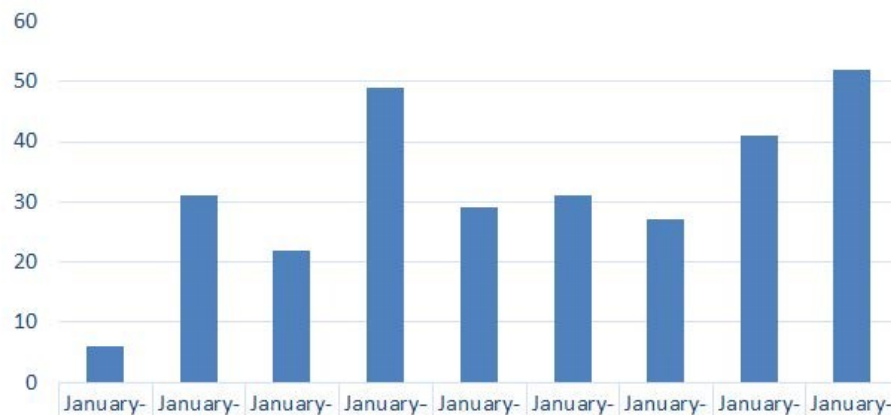
**67**

**13**

**Notices of  
Violation sent  
w/in 10  
business days  
January 2021**

**Business Licenses Reviewed in January 2021= 52**

**(W/IN 7 BUS. DAYS)**



**3**

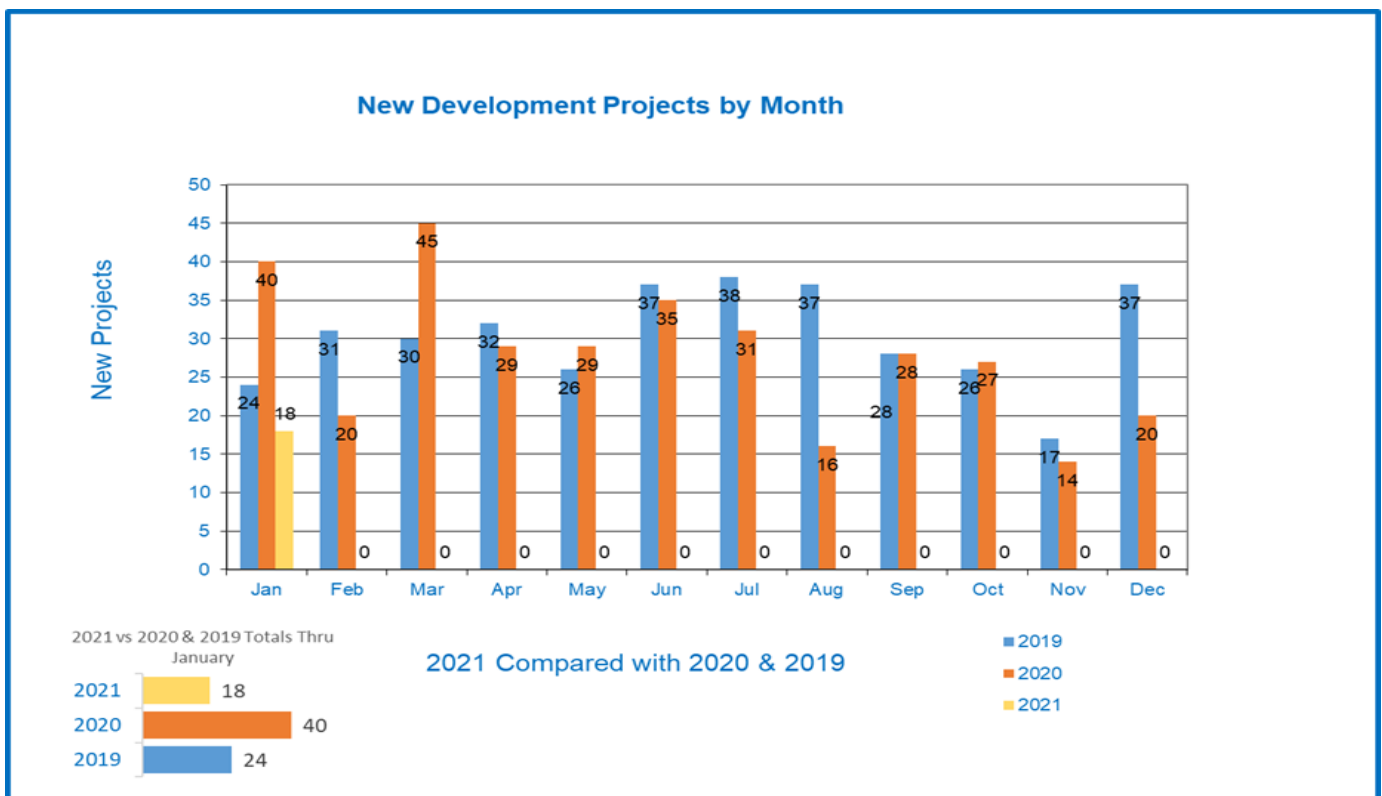
**Temporary Use  
Permits Issued,  
100% on time.  
January 2021**

# 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.

January had one late on 2nd review due to staffing shortage.

Planning/Development		
January 2021	On Time	Late
1st Review	18	0
2nd Review	15	1
3rd + Review	12	0

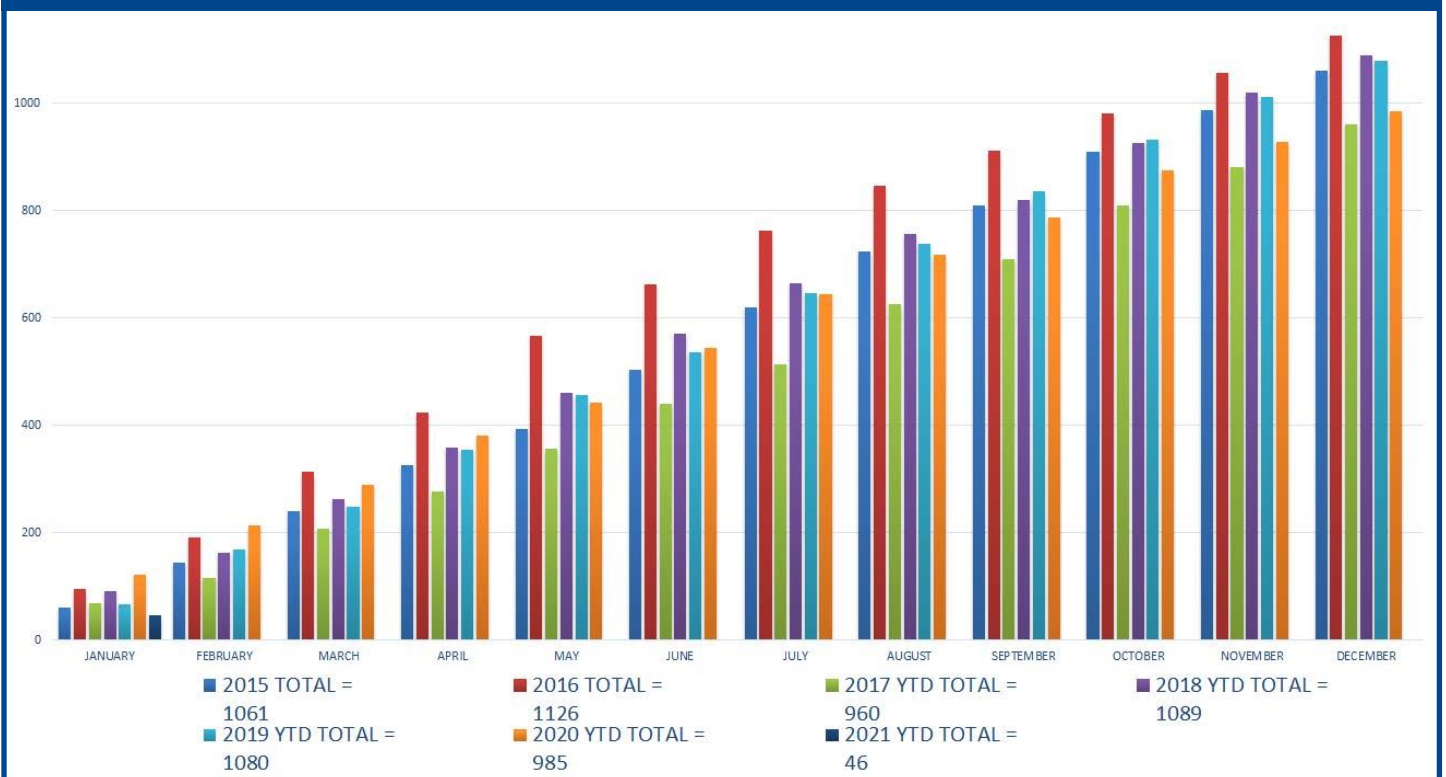
## Core Service Levels

### Planning/Development Review Core Service Levels continued:

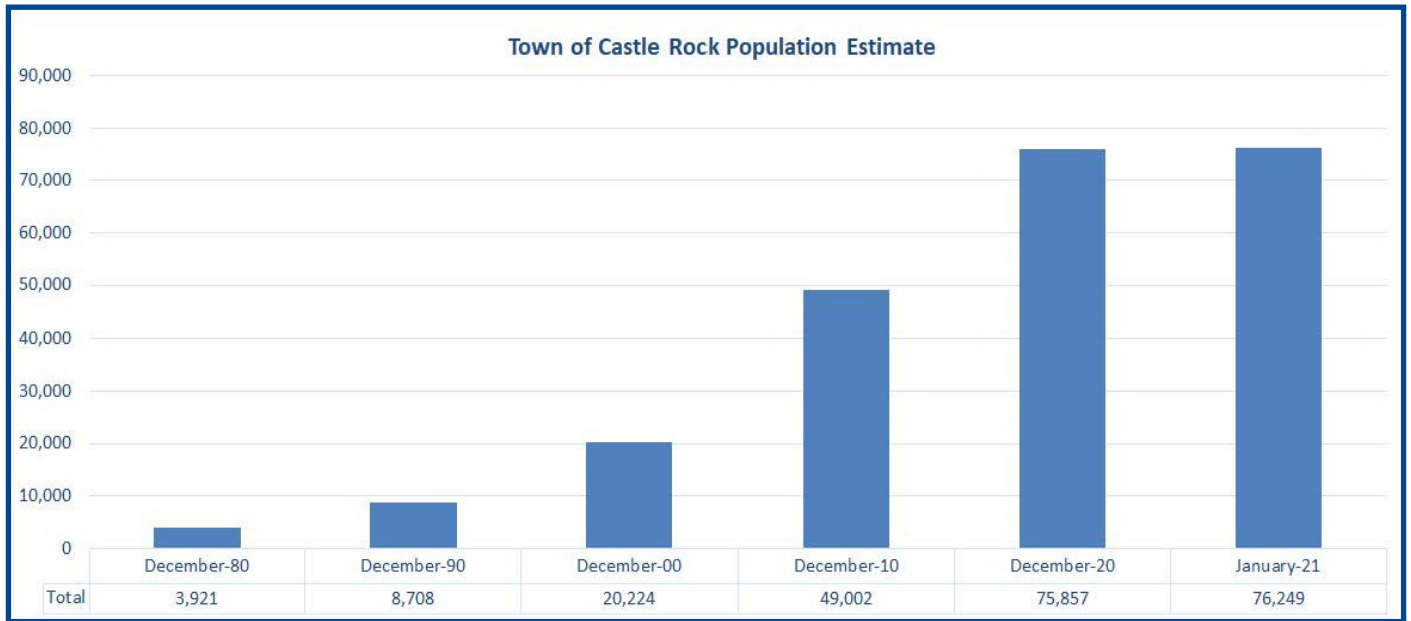
These two charts show the current months total number of land use project reviews compared to the same month in previous years, as well as the cumulative yearly total for planning/development



### 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](http://CRgov.com/NotifyMe) then select the envelope icon next to Development Highlights newsletter. Or, visit [CRgov.com/DevelopmentActivity](http://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](mailto:Zoning@crgov.com)

For Planning questions, please email [Planning@crgov.com](mailto:Planning@crgov.com)

To view Building Information online, please visit [crgov.com/building](http://crgov.com/building)

To view Public Notices, please visit [crgov.com/publicnotices](http://crgov.com/publicnotices)

For the latest in Development Activity, please visit: [www.crgov.com/DevelopmentActivity](http://www.crgov.com/DevelopmentActivity)