

**April
2021**

(reporting on March)

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:

Do you want to be more involved within the community? One way you can get involved is to volunteer for a local board or commission. The Town has 11 advisory boards and commissions made up of residents who take an active role in the Town and make a difference within the community. The boards and commissions are presently in their annual recruitment period. Board and commission members study information within the board's area of expertise – such as local development, water, public safety, transportation or park and recreation issues – and provide recommendations to Town Council and staff. The groups take public comment and help reflect the community's voice. Development Services supports 5 of these boards: Board of Building Appeals, Board of Adjustment, Historic Preservation Board, Design Review Board, and the Planning Commission. Applications and more information are available at CRgov.com/Boards. Applications must be submitted by 5pm on April 26th. We hope you will consider volunteering!



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:

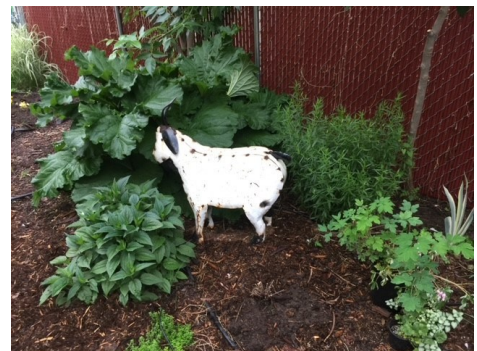


Ruth Stadler, Water Conservation Plan Reviewer

Ruth is a Water Conservation Plan Reviewer with Castle Rock Water. Her current duties include plan review of landscapes, irrigation for both single-family permits and much larger residential and commercial projects. She has worked for the Town for 14 years and over the years has had duties as varied as plan review, landscape design, and inspections. She helped design the colorful xeric perennial beds at the original Festival Park, landscaping for both the Plum Creek Water Purification Facility, and Castle Rock Water’s Operation and Maintenance Building.

Ruth grew up in Casper, Wyoming and attended Pomona College in Southern California for a couple of years. She then transferred to the University of Colorado where she finished her B.A. degree in Environmental Biology. Returning to Wyoming, she worked at Casper Nursery and Landscape for several years before heading back to obtain her Master Degree in Horticulture at Colorado State University in Fort Collins. Ruth moved to Littleton, Colorado in 1988 to work for Colorado State University Cooperative Extension as a horticulture agent, where she diagnosed plant diseases, identified insects and managed Master Gardeners.

Ruth is married to Jim, who is an attorney. They are currently renovating a home in Littleton built in 1940 with an original carriage house and historic landscaping. Currently, her favorite type of gardening is growing vegetables and herbs. In their spare time, Jim and Ruth enjoy traveling to National Parks and playing in the Colorado mountains.



Employee Recognition

Chad Huber, Construction Inspector



Ross Stanley, Construction Inspector



After working with a Project Manager, the following email regarding the Construction Inspection Team was received on March 8:

"Afternoon,

I just wanted to reach out and let you know that the team of inspectors you have here in Castle Rock are top notch and we truly appreciate working with you guys on all of these projects. The time I spent working with Jason was outstanding and I have nothing but good things to say about him. Same goes for Ross and Chad. Myself and all of my superintendents really like to work alongside these guys and believe that they are doing a great job at what they do every day. They have been helpful with me and my team and go above and beyond to help us out when we need it. I know sometimes we don't make it easy on them or you but I would rather work on projects in Castle Rock than any other town/city in Colorado because of the team that you have. Thank you." - Levi

Tammy King, Zoning Manager



On March 2, Tammy received the following email from a customer after her assistance with a permit:

*"Tammy,
She talks so highly of you! I know you are one of her favorites and I always see why and agree with her! Thank you again!" - Angie*

Employee Recognition

Santi Smith, Technical Coordinator

***“Santi:
Thank you so much for making sure my
computer was working properly after updating!
I truly appreciate your OUTSTANDING
CUSTOMER SERVICE!” - Cara***



Joseph Montoya, Chief Building Official

On March 11, Joseph received the following email after assisting a customer with questions relating to code requirements:

“Joseph,

Thank you for your response and timely feedback. This is a positive response and will be much appreciated! Look forward to working with the Town of Castle Rock as this project progresses through the design and construction phases. Take care! - Kevin

Tammy King, Zoning Manager

Tammy received the following email from a customer for her assistance with a sign permit:

“You Rock!” - Sam



Brett Longnecker, Combination Building Inspector



Brett Longnecker passed the ICC Commercial Mechanical exam! Congratulations on this great accomplishment, Brett!

Congratulations, Brett!

Employee Recognition Continued

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.

1 Year



Doron Levary
Plan Review Engineer

1Year



Alex Morrow
Construction Inspector

1 Year



Jeremy Martinez
Combination Building Inspector

3Years



Nick Zoller
Construction Inspector

4 Years



Austin Payne
PW Development Supervisor

4 Years



Chad Huber
Construction Inspector

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.

1582 Reservoir Road

Site development plan amendment for extension to existing wireless cell tower, located on Town property.

Echelon (formerly Caliber)

Design revisions for retaining walls, grading, drainage, and Aloha Street eastern connection, 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.

Encore

Site development plan amendment for tenant improvements, located at 20 Wilcox Street.

Eternal Rock Church

Site development plan amendment for mechanical/trash enclosure change, located at 2 Phelps Street.

Founders, Canvas Credit Union

Site development plan amendment for revisions to building and drive-thru exterior elevations, located at 1031 Aloha Street.

Greystone Villas

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

Lanterns, Montaine

Plat, construction documents and erosion control plans for 82 single-family lots, located at Montaine Circle and Vervain Trail.

Early grading and erosion control documents for 82 single-family lots, located at Montaine Circle and Vervain Trail.

Liberty Village

Site development plan amendment and erosion control documents for lot layout adjustment resulting from flood plain change, located at Pleasant View Drive.

Erosion control plans for vertical construction of 19 lots, located at Castle Oaks Drive.

New Land Use Submittals: Public Hearings Not Required Continued

Meadows

Replat to combine 3 undeveloped commercial lots into 1 lot, located at Meadows Parkway and Prairie Hawk Drive.

Promenade

Replat for 5 apartment buildings containing 300 units, club house and combination of attached/detached garages, and surface parking, located on west side of Promenade Parkway.

Site development plan amendment for Cuba Cuba restaurant to enclose an existing outdoor patio, located at Promenade Parkway and Castle Rock Parkway.

Pizza Hut Retail Center

Access, drainage and utility easements for new 6,288 square-foot building to include revitalized Pizza Hut and additional community retail center, located at 340 S. Wilcox Street.

Town Project

Construction documents and erosion control plans for Hangmans Gulch Channel Improvements Phase IV, located at Woodlands Boulevard, south of Castle Rock Community Recreation Center.

To learn more about projects planned around Town, check out the 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!



Board of Building Appeals

On March 1, the Board of Building Appeals held a virtual meeting. There were no public hearing items.

Historic Preservation Board

On March 3, the Historic Preservation Board held a virtual meeting. There were no public hearing items.

Board & Commission Actions Continued

Board of Adjustment

On March 4, the Board of Adjustment held a virtual meeting. The following item was presented:

2166 Holmby Court

Jennifer Hunsinger requested action by the Board of Adjustment for a variance from the minimum required rear yard setback of nineteen feet (19') to build a deck enclosure on an existing deck of a single-family residence. The applicant submitted a site plan, which will constitute an approximate eleven foot (11') rear variance to the minimum required nineteen foot (19') rear yard setback in the PD zone district, if approved by the Board. This variance, would allow a rear yard setback of eight feet (8') for the addition.



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

Vicinity Map

Design Review Board

On March 10, the following proposal was considered:

The View- 205 Sixth St. / 610 Jerry St.

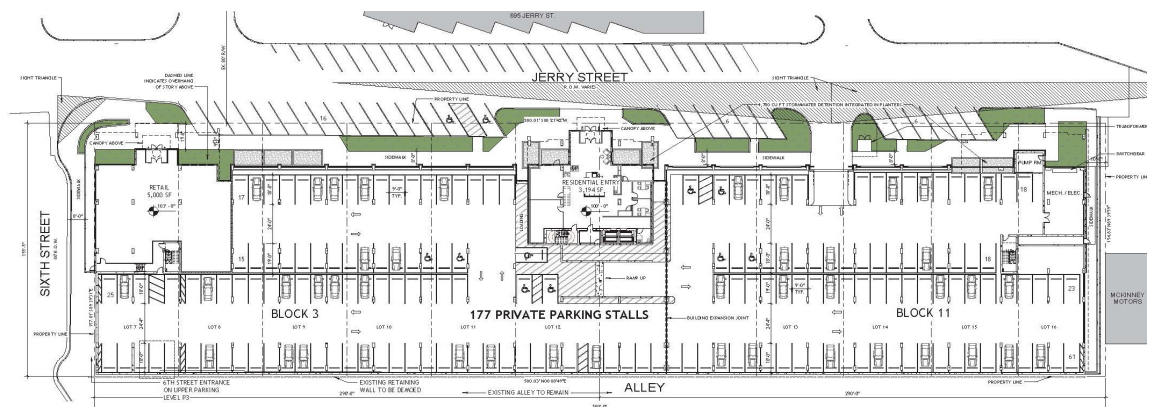
The property owner of the existing self-storage units in downtown, located at 205 Sixth Street/610 Jerry Street, proposes to demolish the storage units and build a new mixed-use building to be known as "The View." The project would include 221 residential units over four levels, sitting on top of a two-level concrete podium with 5,000 square-feet of retail/restaurant space, 14,242 square-feet of offices, residential amenities, and approximately 399 parking spaces within a garage and 33 parking spaces on the street. A portion of the garage parking is planned for public use. The proposed building would be six stories tall.



Vicinity Map

The Design Review Board approved the proposal by a vote of 5-2.

Site Plan



Board & Commission Actions Continued

Planning Commission

On March 25, the following proposal was considered:

North Terrain Village Phase 1 Site Development Plan

Stratus Terrain requested approval of a Site Development Plan (SDP) known as North Basin Village Phase 1. North Basin Village Phase 1 is 71 acres in size and generally located in the center of the Terrain community along Castle Oaks Drive. The SDP proposes a total of 95 single-family homes in four clustered home areas along Castle Oaks Drive and 36.15 acres of open space, encompassing McMurdo Gulch and the future Front Range Trail. In addition, the existing dirt portion of Castle Oaks Drive is proposed to be paved with this SDP.

The Planning Commission recommended approval to Town Council by a vote of 5-1



Vicinity Map

Accessory Dwelling Unit at 1750 Wild Rye

The applicant, Scott Weyand, requested approval of a proposed accessory dwelling unit at 1750 Wild Rye Court. A proposed addition to the existing home would create a 454 square-foot accessory dwelling unit. As the proposal adds additional square footage to the home, a Use by Special Review approval is required per the accessory dwelling unit regulations adopted in January 2018.

The Planning Commission recommended approval to Town Council by a vote of 6-0.



Vicinity Map

Board & Commission Actions Continued

Cancelled Meetings for March:

- Design Review Board, March 24
- Planning Commission, March 11



Development Services Board and Commissions have vacancies on the following Boards and Commission:

- Board of Adjustment (three vacancies)
- Board of Building Appeals (three vacancies)
- Design Review Board (one vacancy) *must be a Downtown property owner
- Historic Preservation Board (four vacancies)
- Planning Commission (four vacancies)

To apply go to [CRgov.com/Boards](https://www.crgov.com/Boards) and submit an application by 5 p.m. April 26. Applicants must be a Town resident. Volunteer terms usually begin June 1; most appointments are for two years.

**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

Town Council considered the following proposal on March 2:

Ordinance Amending The Town Of Castle Rock's Zone District Map by Approving The Promenade At Castle Rock Planned Development Plan Amendment No. 1

Alberta Development Partners requested approval of a proposed amendment to the Promenade at Castle Rock Planned Development Plan (PDP) and Development Agreement (DA) for planning area three (PA3). PA3 is generally located in the center of the Promenade between Promenade Parkway and Castlegate Drive West. The PDP and DA Amendment proposes to add a Multi-Family Residential use area (up to 300 units) and an Open Space Private use area (Outdoor Commons Park) to PA3 by reducing the existing Business/Commercial use area. It also proposes a land dedication of 43 acres on the east side of Interstate 25. On February 16, 2021, Town Council voted 7-0 to approve the Ordinance as introduced by title, first reading.

Council approved the proposal by a vote of 7-0, as presented on second reading.



Vicinity Map

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've also added a link in our staff emails, as we are 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!](#)" or see the survey link in our staff email signature line, 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 a local business.

570

Surveys sent out in
March, plus links
in all staff emails

36

Survey
Responses
in March

*"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:



"TJ has helped me on previous projects and did not let me down on this one. He continues to provide excellent service. Thanks TJ!"

"Julie is always great to work with!"



Customer Service Updates Continued



"As always, Tammy King is incredible to work with. Super quick to respond. Always helpful in understanding the permitting system. She represents the town in a way that is helpful and encouraging to people building businesses in the town. I wish every municipality was as professional and helpful as Tammy and the rest of the Town of Castle Rock team. THANK YOU ALL SO MUCH!!!"

"Tammy King is terrific. She has the answers for me or she will direct me to the answer."

"Very impressed with the timeliness of your response and with Pam's helpfulness!"



"Great staff to work with, very friendly."

"You guys are great, thanks for what you do."

"The development service team is great to work with."

**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 March 17. The following is a summary of items from the meeting:

- Update Electrical Stake Holders.
- Keep sites clean and in good working order.
- 2021 ICC adoption.
- Documents needed by Development Services Technicians for Water.
- Inspections need to be rescheduled if the Town is closed.

Virtual Contractor Luncheon

April 21, 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

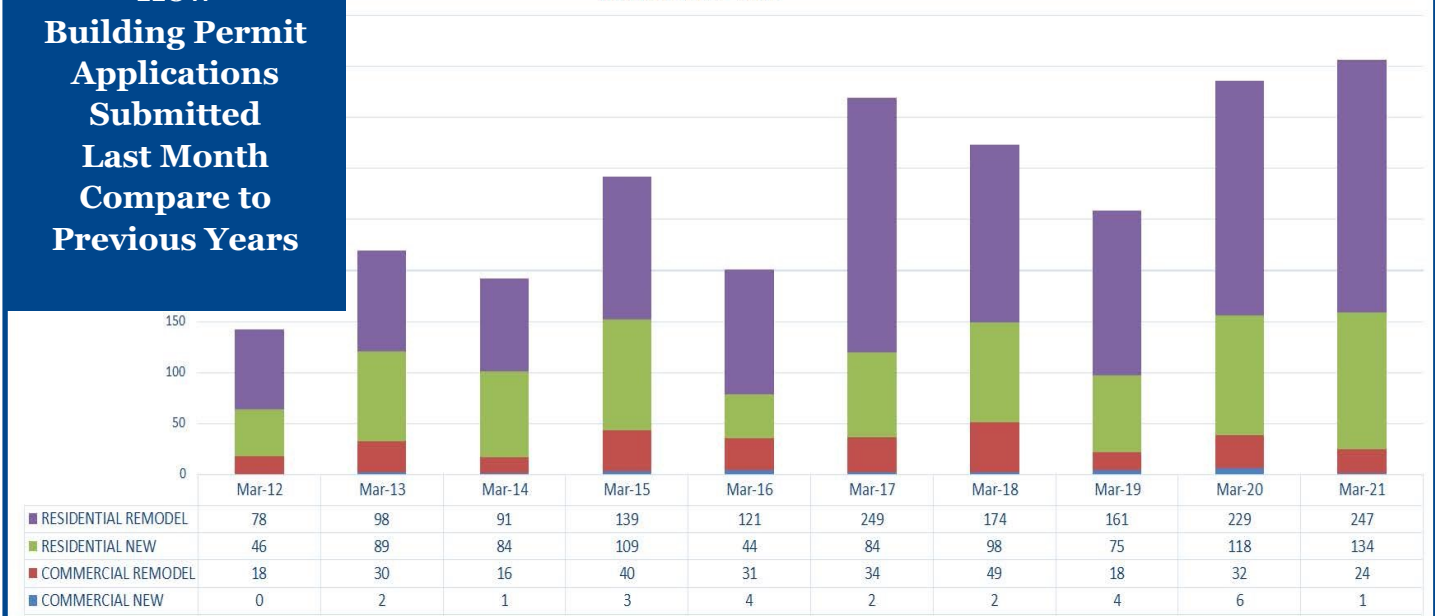
Core Service Levels

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
MARCH 2012 - 2021



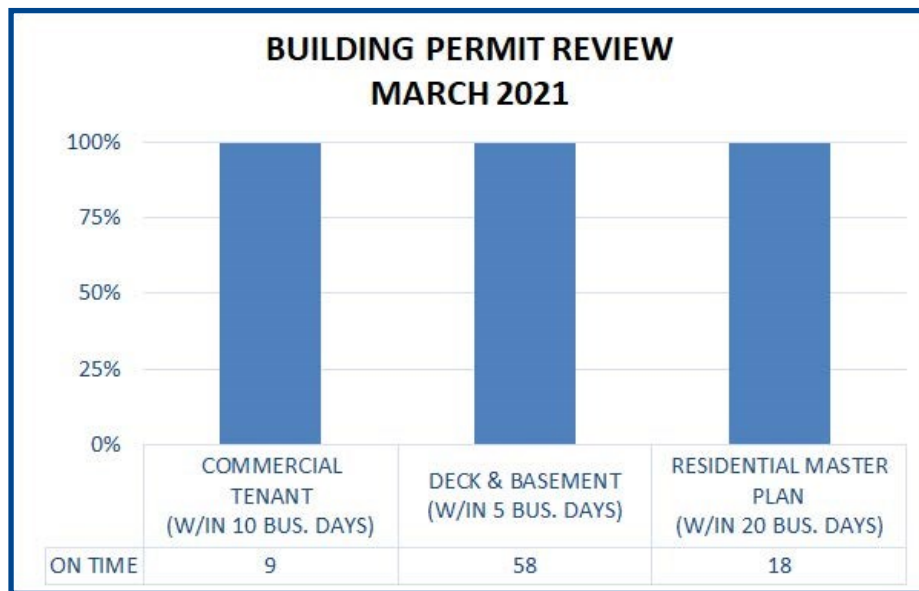
BUILDING PERMIT APPLICATIONS RECEIVED
THRU MARCH 2021



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.**



**Remote Inspections
Completed in
March**

23

2,452

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

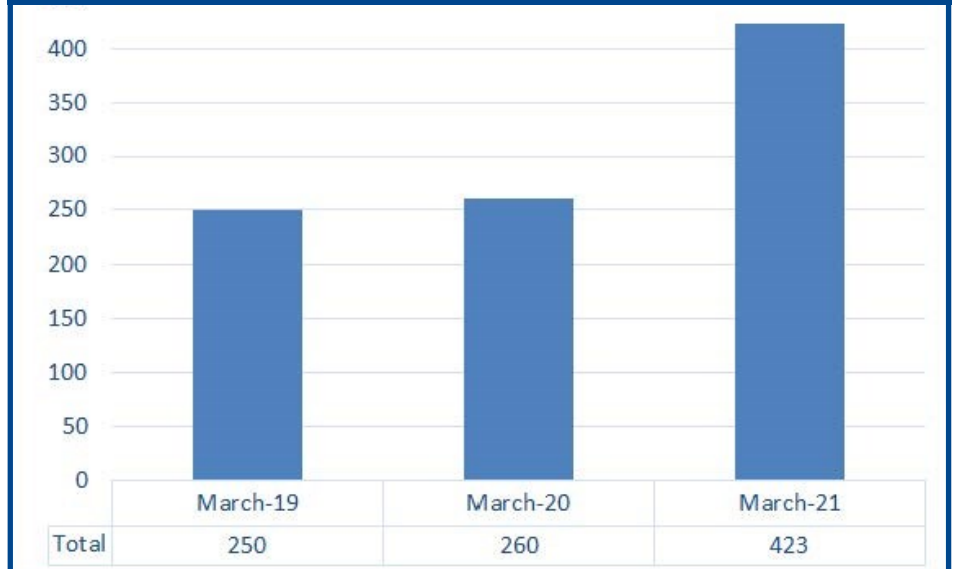
Core Service Levels

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 March = **423**



Monthly Residential Permit Activity

March 2021 continued to show strong permit activity for single-family homes, with 156 permits, a 129% increase from March 2020. When combined with Multi-family permits, March 2021 was 15% lower than 2020 for all Combined New Residential. Overall, the first quarter of 2021 Combined New Residential is 56% higher compared to first quarter of 2020. Crystal Valley Ranch remains the strongest subdivision for permits with 56 for March and 157 YTD 2021. New Commercial is a bit down compared to 2020 but is currently on track with the 5 year average for YTD.

MONTH COMPARISON	NEW RESIDENTIAL (SFD & SFA UNITS)	NEW MULTI-FAMILY	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YEAR AVG MAR	65	61	126	5
Mar-20	68	116	184	8
Mar-21	156	0	156	10
% CHANGE	129%	-100%	-15%	25%
YTD COMPARISON	NEW RESIDENTIAL (SFD & SFA UNITS)	NEW MULTI-FAMILY	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YR AVG THRU MAR	211	108	319	15
Mar-20	199	116	315	21
Mar-21	366	126	492	14
% CHANGE	83.92%	8.62%	56.19%	-33.33%

156

March 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).

60

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

20

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

March 2021

**100%
On Time**

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

2

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

20

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

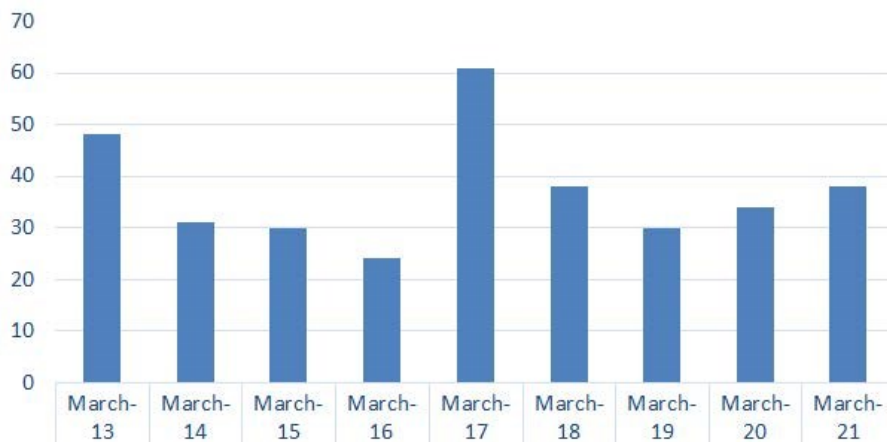
6

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

69

Business Licenses Reviewed in March 2021= 38

(W/IN 7 BUS. DAYS)



4

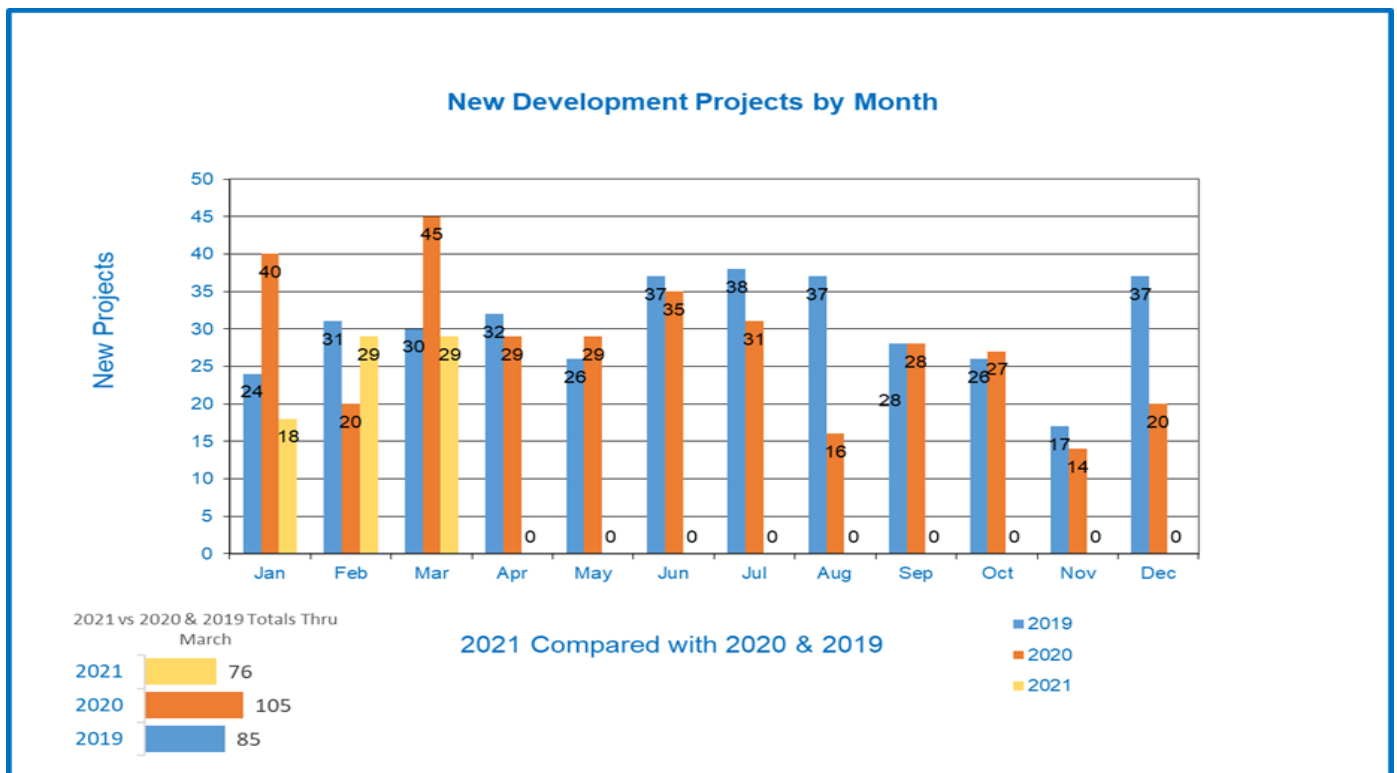
**Temporary Use
Permits Issued,
100% on time.
March 2021**

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.

Planning/Development		
March 2021	On Time	Late
1st Review	46	0
2nd Review	25	0
3rd + Review	16	0

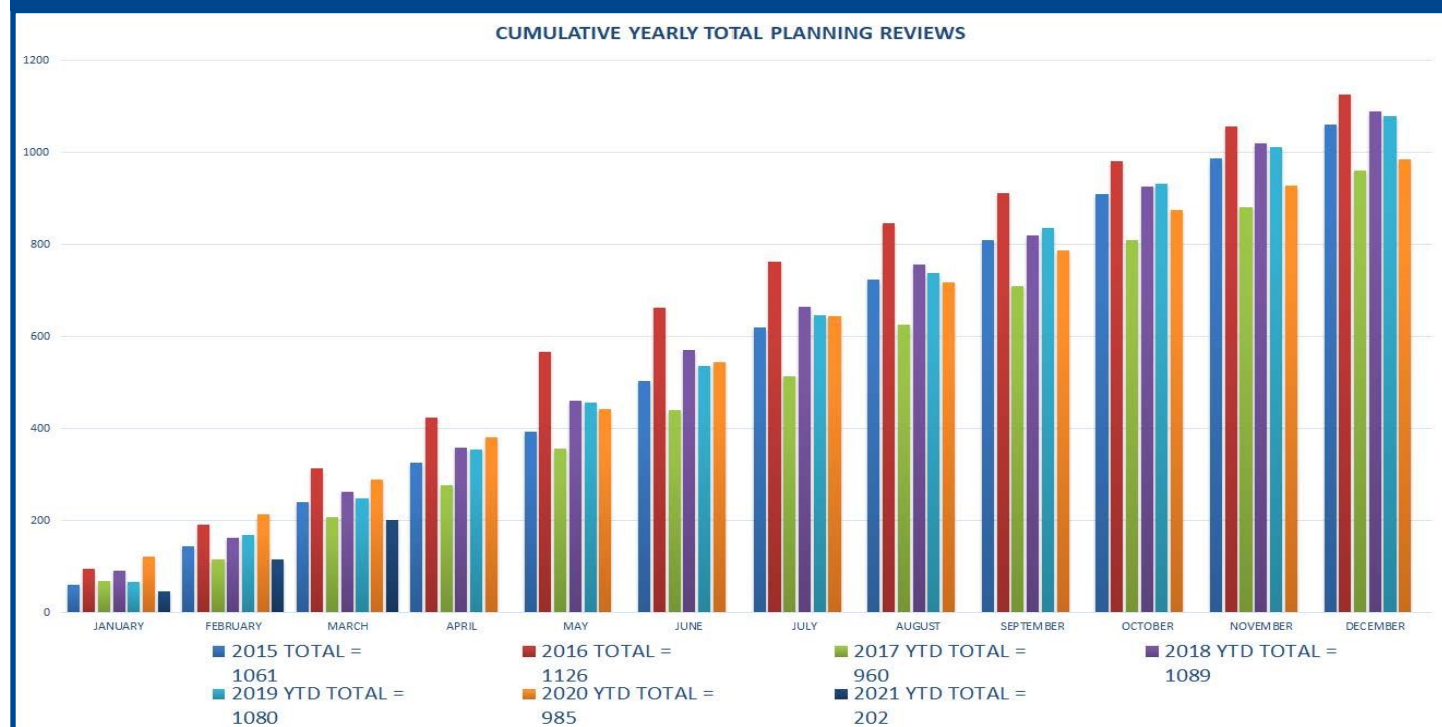
Core Service Levels

Planning/Development Review Core Service Levels continued:

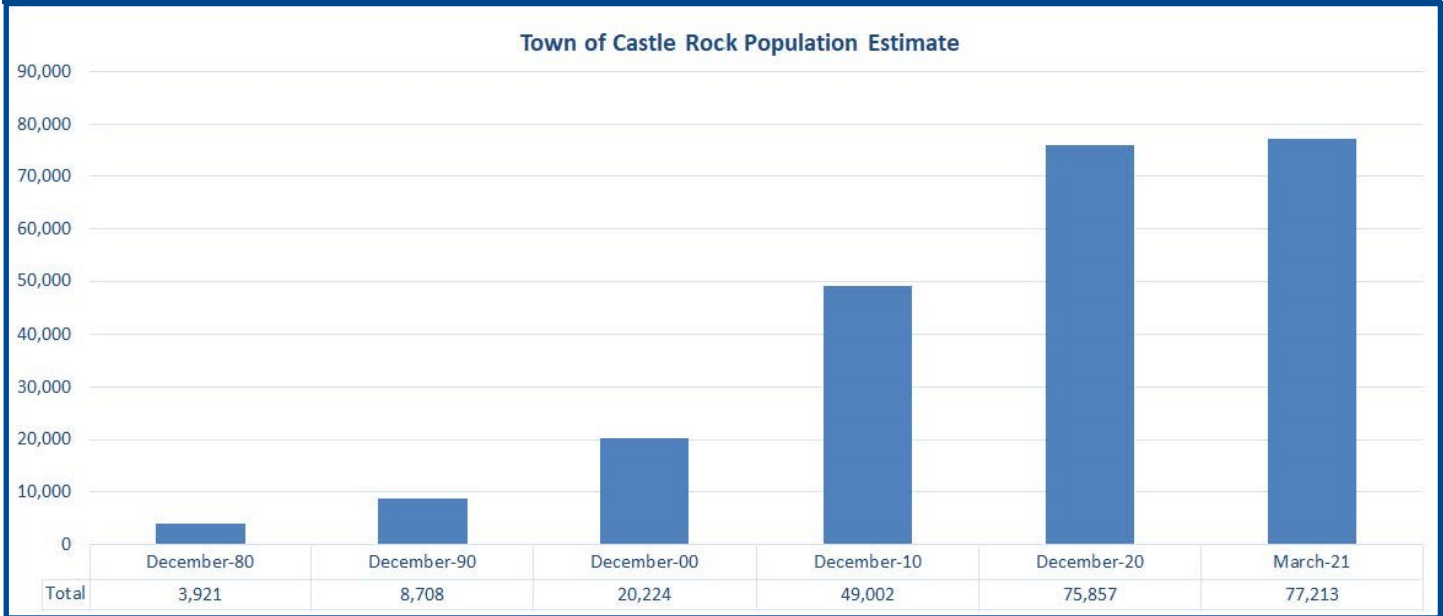
These two charts show the current months total number of land use project reviews compared to the same month in previous years, as well as the cumulative yearly total for planning/development reviews.



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