

**June
2021**

(reporting on May)

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:

As summer heats up, we are seeing a return to outdoor events, concerts, and festivities! Although there is still a great deal of construction downtown, we have great news to share—the parking garage downtown at Encore is open with 308 public parking spaces! While there is still construction in the building, and the entire garage is not open yet, there are plenty of spaces available now to support our amazing downtown events this summer. Plan accordingly though, as Wilcox street is currently closed for construction of the new roundabout at South Street. I am looking forward to seeing traffic flowing on Wilcox again once all the improvements are completed! In May, we did see a slow down in residential permitting activity, which appears to be related to construction material shortages and high costs. At this point, it is not clear if this is a new trend or just temporary until supply can catch up with the demand for new homes in Castle Rock.



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:



Doron Levary, Plan Review Engineer

Doron Levary started working for the Town of Castle Rock in early March, 2020 just as the COVID-19 pandemic required Town employees to work from home. Nevertheless, he has settled into his job duties as a Plan Review Engineer over the past year—thanks to his supervisor Tina Close and the exceptional engineering and storm water teams at Castle Rock Water. He considers himself very lucky after marrying his wife Hayley last September.

Doron’s everyday tasks require him to review the water utilities for single and multi-family homes and commercial building permits, including irrigation and landscape plans. Another aspect of his work is to evaluate the drainage impacts of temporary erosion and sediment control plans. He also reviews the drainage design and relevant hydrologic and hydraulic calculations for site development plans and construction drawings. Doron feels motivated by the opportunities to aid water conservation his work provides. He’s excited to support the Town’s efforts towards sustainable development, reduced water use, and urban stream conservation.

Doron enjoys creative pursuits as a musician and audio professional. His modest talents led him to perform in a couple of local Denver music groups, with whom he plays electric guitar and electric bass guitar.



Employee Recognition

Brad Boland, Planner

Brad received the following email from a co-worker.

"I just wanted to let you know of the AWESOME customer service provided by Brad throughout the Use by Special Review process!"- Cara

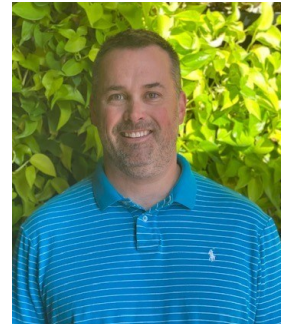


Donna Ferguson, Senior Planner



TJ Kucewesky, Development Review Manager

"Hi Donna and TJ. You were both extremely helpful in working with us to close on this property and we appreciate all of your help on getting us here. THANK YOU!"



Donna Ferguson, Senior Planner



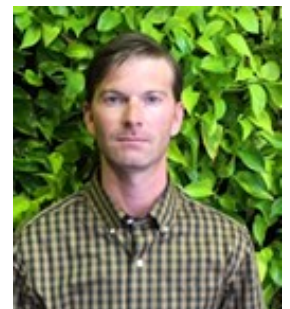
"Donna Ferguson recently passed the AICP (American Institute of Certified Planners) exam. The AICP is a rigorous test of planning knowledge and Donna should be congratulated. Great work Donna!!!!"

"Donna, you are by far the most responsive city planner I have ever worked with."

Brett Longnecker, Combination Building Inspector

Combination Building Inspector, Brett Longnecker passed the ICC Commercial Plumbing Inspector exam.

Congratulations on this great accomplishment Brett!



Employee Recognition

Jon White, Building Inspector Supervisor



Joseph Montoya, Chief Building Official



“This year has been one of the most challenging I have personally experienced with shortages, back-orders, business growth, and employee turn over. And through all this you guys have been so great to work with and understanding of all the complexity of this year’s demands. I can’t thank you enough for your patience and ease to work with. In the end, we are all in this for the home buyer.”

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.

3 Years



Benjamin Robinson
*Combination Building
Inspector*

4 Years



Cara Reed
*Neighborhood
Liaison*

5 Years



TJ Kucewesky
*Development Review
Manager*

5 Years



Kevin Wrede

10 Years



Julie Kirkpatrick

Amy Becker, New Administrative Assistant Development Services



The Development Services Department recently added a new Administrative Assistant to the team! Amy Becker came to work for the Town in May.

Amy comes to us from the University of Denver. Before working at DU, she had started two non-profit organizations, one of which is “Project Our Town”, an organization based on planning projects for people in need and connecting volunteers to non-profit agencies throughout the Denver metropolitan area. Amy has spent her career working in non-profit organizations. Amy is married to her husband Jeff and they recently celebrated their 20th Anniversary. They have twins, Corey (male) and Chelsea (female) who are on their way to college in the fall!

Welcome Amy!

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.

515 Jerry Street

Site development plans amendment to modify existing front entrance.

Canyons South/Macanta (County Project)

Waterline design revision for first phase of residential project with 278 single-family lots. (Town will own and maintain the project's water system per previous agreements.)

Crystal Valley Ranch

Phasing and early grading design revisions for 170 single-family home project, located west of West Loop Road and south of Lions Paw.

Founders Marketplace

Site development plan amendment for Liberty Car Wash façade revisions, located northeast of Founders Parkway and State Highway 86.

Lanterns, Montaine

Subdivision improvements agreement for 183 single-family lots, located south of Montaine Circle connecting at Vervain Trail.

Montana Vista

Landscape design revision for commercial building located at Alexander Place and Montana Vista Way.

Promenade

Construction documents and erosion control plans 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.

Promenade

Plat, construction documents and erosion control plans for Shake Shack restaurant, located at Promenade Parkway and Castle Rock Parkway.

Red Hawk, Filing 3, Phase 5

Waterline design revision for public improvement infrastructure located east of Prairie Hawk Drive, south off of Melting Snow Way and east of Bent Wedge Point.

New Land Use Submittals: Public Hearings Not Required Continued

Sanders Business Park

Plat for 20,000 square-foot plumbing warehouse/retail/office building, located on I-25 frontage road, north of Crystal Valley Parkway.

StorQuest

Site development plan for redevelopment of existing storage facility, located at 2583-2633 Liggett Road.

Terrain, North Basin Area

Drainage easements for 95 single-family lots, located adjacent to the dirt portion of Castle Oaks Drive between Autumn Sage intersections.

Terrain, Upper Sunstone

Landscape design revision for 261 single-family detached and paired home lots, located east of Ridge Road and north of Enderud Boulevard.

Town Project

Construction documents and erosion control plans for Phase 2 of Plum Creek Parkway widening project.

**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.

High Five Preschool

An application was submitted for a Use by Special Review for an in-home, large daycare called High Five Preschool. High Five Preschool currently operates out of 978 McMurdo Circle, a single-family home on a 0.15- acre lot, under an in-home, small daycare license. High Five Preschool currently operates Tuesday through Thursday from 9:30 am to 12:30 pm and follows the Douglas County School District calendar. High Five Preschool wishes to obtain an in-home, large daycare license from the State which allows between 7 and 12 children at a time, with the intention of increasing the current enrollment from 6 students to 8 students. In order to obtain the in-home, large daycare license a Use by Special Review must be approved by the Town of Castle Rock, which requires public hearings before the Planning Commission and Town Council. The applicant held their pre-submittal neighborhood meeting on April 19, 2021. The proposal is located in Councilmember Cavey's district.

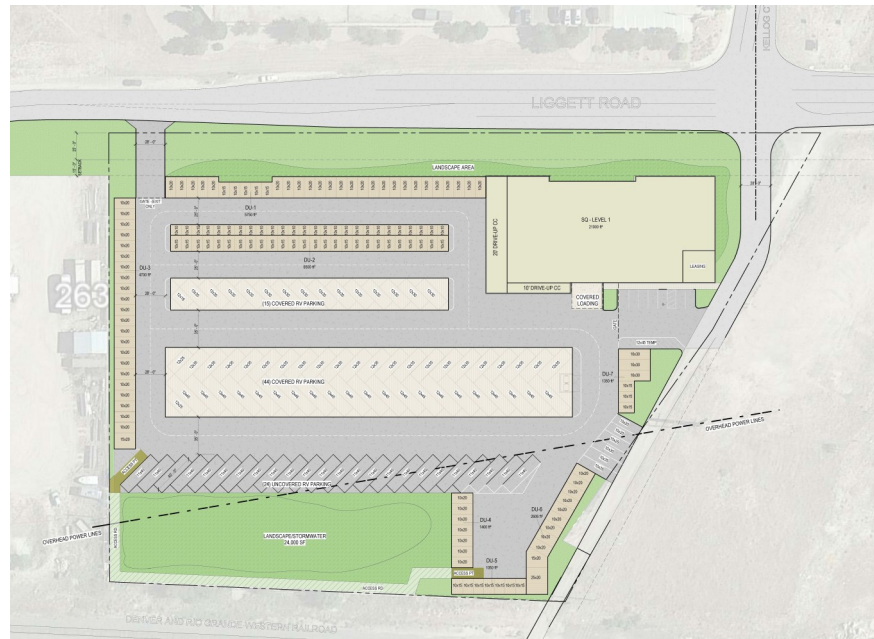


Vicinity Map

New Land Use Submittals: Public Hearings Required Continued

StorQuest

StorQuest submitted a zoning application to rezone a 5.24 acre area to General Industrial (I-2) zoning, located on Liggett Road, south of the State Highway 85 intersection. This proposal is related to the separate Annexation request that is currently in process. The applicant is proposing to redevelop the property with modern indoor self-storage and outdoor RV/boat storage facilities, which are allowed uses in the proposed I-2 zoning. This property is adjacent to Councilmember LaFleur's district.



Site Plan



Vicinity Map

Board & Commission Actions

Development Services supports 5 Boards & Commissions that have specific purposes from building appeals, variance hearings, land use case recommendations or determinations. These boards and commissions are filled by residents, and in some cases business owners, as appointed by Town Council. They voluntarily sit on these boards to serve their community. We appreciate our board and commission members, and thank you for dedicating your time to serving your community!



Historic Preservation Board

On May 5, the Historic Preservation Board held a virtual meeting. The following proposal was presented:

208 N. Cantril Street Grant Application (Dyer House)

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 Dyer House. David Braun, the owner of the Dyer House, located at 208 N. Cantril Street, requested a local rehabilitation grant to assist with the cost of window and storm door restoration. The Dyer House is on the National Register of Historic Places and is locally landmarked. This local grant request is for \$1,755.54.



Vicinity Map

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

Board of Adjustment

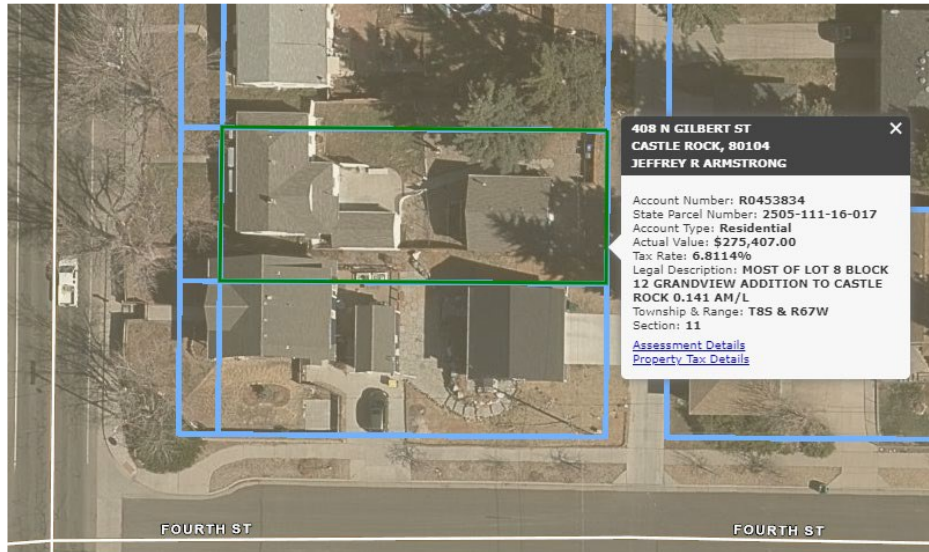
On May 6, the Board of Adjustment held a virtual meeting. The following proposals were presented:

408 N. Gilbert Street

The purpose of this proposal is to seek action by the Board of Adjustment on a request by Jeff R. Armstrong for variance from the minimum required front yard setback of twenty-five feet (25') to demolish the existing home and build a new single-family residence in the R-2 Zone (Single-Family & Duplex Residential). The property is addressed as 408 N. Gilbert Street. The applicant submitted a site plan, which constitutes an approximate (13.3') front variance to the minimum required twenty-five foot (25') front yard setback in the R-2 zone district, if approved by the Board. This variance, if approved, would allow a front yard setback of (11.7') for a new single-family residence.

Board & Commission Actions

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



Vicinity Map

5919 High Timber Circle

The purpose of this proposal is to seek action by the Board of Adjustment on a request by Philip and Kristina Jones for variance from the minimum required rear yard setback of twenty-feet (20') to build a deck on a single-family residence in the PD Zone (Planned Development). The subject property is addressed as 5919 High Timber Circle. The applicant submitted a site plan, which constitutes an approximate (9.5') rear variance to the minimum required twenty-foot (20') rear yard setback in the PD zone district. This variance would allow a rear yard setback of (10.5') for a new deck on a single-family residence.

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



Vicinity Map

Board & Commission Actions

Planning Commission

On May 27, the Planning Commission held a virtual meeting. The following proposal was presented:

680 Atchison Way

The applicant, Bom Jitsu, requested approval of a Use by Special Review – Tenant Finish for a gym located at 680 Atchison Way, Suite 500. Bom Jitsu will provide gym memberships to individuals and families. Individual and small group fitness classes will focus on various fitness disciplines, including but not limited to, weight training, functional movements, running, tension bands, medicine balls and other fitness disciplines. A Use by Special Review is required for gyms in the General Industrial (I-2) Zone District. As Bom Jitsu is proposed to go in to an existing building, it is a Use by Special Review – Tenant Finish. A Use by Special Review – Tenant Finish requires a public hearing before the Planning Commission for review and final decision.

The Planning Commission approved the proposal by a vote of 6-0.



Vicinity Map

Cancelled Meetings for May:

- Design Review Board May 12, 26
- Planning Commission, May 13

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 May 18:

StorQuest - Liggett Road Annexation Petition Substantial Compliance

The StorQuest—Liggett Road Annexation property is located on Liggett Road, southwest of the intersection of Liggett Road and State Highway 85 . The 5.24-acre property is zoned General Industrial in unincorporated Douglas County and is currently being used for outdoor storage.

Annexation is a three-step process. During the first two steps, Substantial Compliance and Eligibility, Town Council determines whether an annexation request meets the statutory requirements for annexation established in the Colorado Revised Statutes, specifically the Municipal Annexation Act of 1965. The third step is when Town Council determines whether an annexation request complies with the Town’s guiding documents and the Municipal Code, and if the property should be annexed to the Town. On May 18th, Town Council reviewed the first step, Substantial Compliance, to determine if the application was complete and included all of the State statutory application requirements.

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



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.

446

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

30

Survey
Responses
in May

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

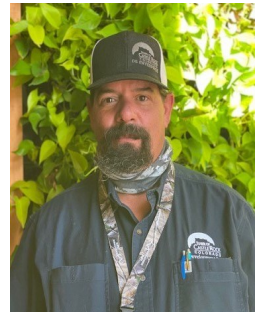
We appreciate the customers that completed the survey! Below are a few comments recognizing some of our valuable employees:



"Tammy is number ONE!"

*"Matt was extremely helpful and professional.
Glad he is part of your team."*

"Matt was awesome!"



*"Cynthia was very
helpful, friendly,
and professional."*

*"Chelsia has been incredible,
very responsive and helpful
in every aspect possible."*



Customer Service Updates Continued



"I would like to let you know that Diane has been very helpful in helping me to navigate the entire process."

"Yes, your process is amazingly streamlined, responsive and friendly for even a homeowner, thank you very much for all your help so far with our basement finish. It's a pleasure to work with all of you!"



"Tammy and Chelsia have been great."

"I find that your office is consistently helpful, responsive, and that you turn around permits faster than almost any other AHJ in the state. Thank you for making it an easy process - we really appreciate it!!"

"Really appreciate the on-line services that have been provided."

"Great Department to work with!"

"I work with a lot of different cities/counties, Denver, Parker, Douglas County, Centennial, etc. and I would rate City of Castle Rock assistance in procuring a permit in the top, if not the easiest and most helpful to work with, thank you."

**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 May 19, 2021. The following is a summary of items from the meeting:

- International Building Code Stakeholders Meetings
- 2020 Electrical Code
- Curb Stops
- Water Meter Tree and Water Meter Installation
- Water Fixture Unit and Calculation Review

**Next Contractor Luncheon:
BBQ at Rhyolite Park Pavilion
1701 Crystal Valley Parkway
June 16, 2021
12-1 pm**

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

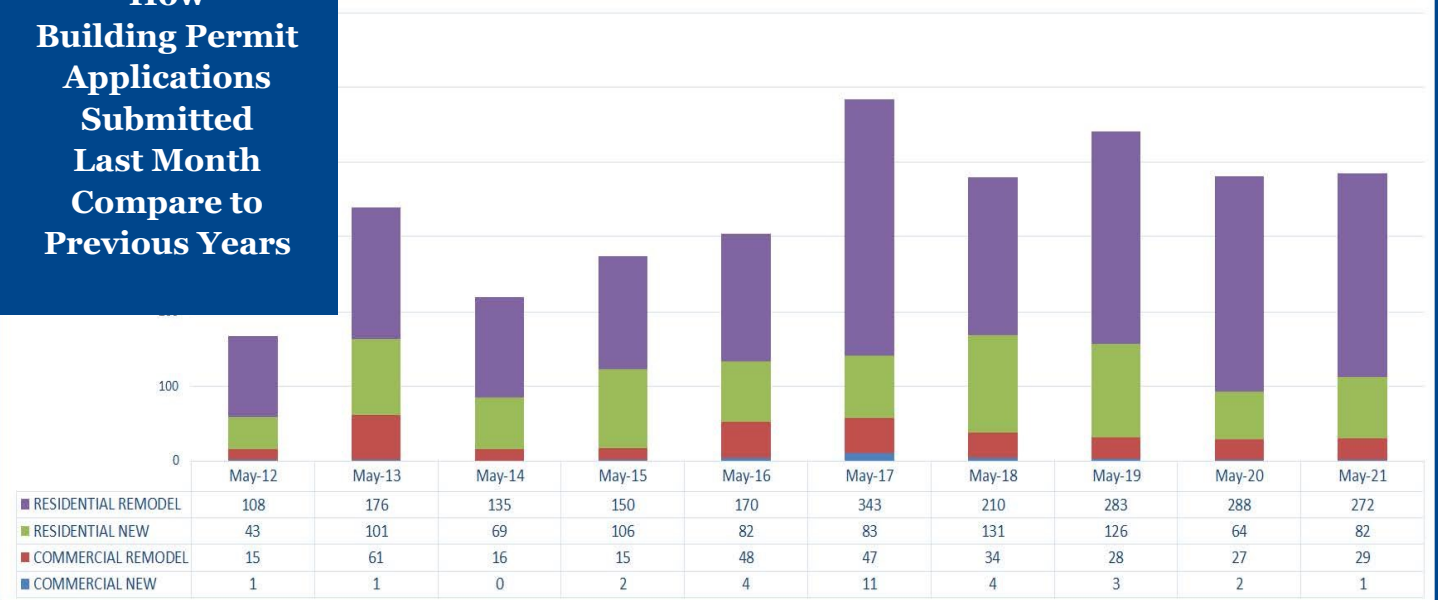
Core Service Levels

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
MAY 2012 - 2021



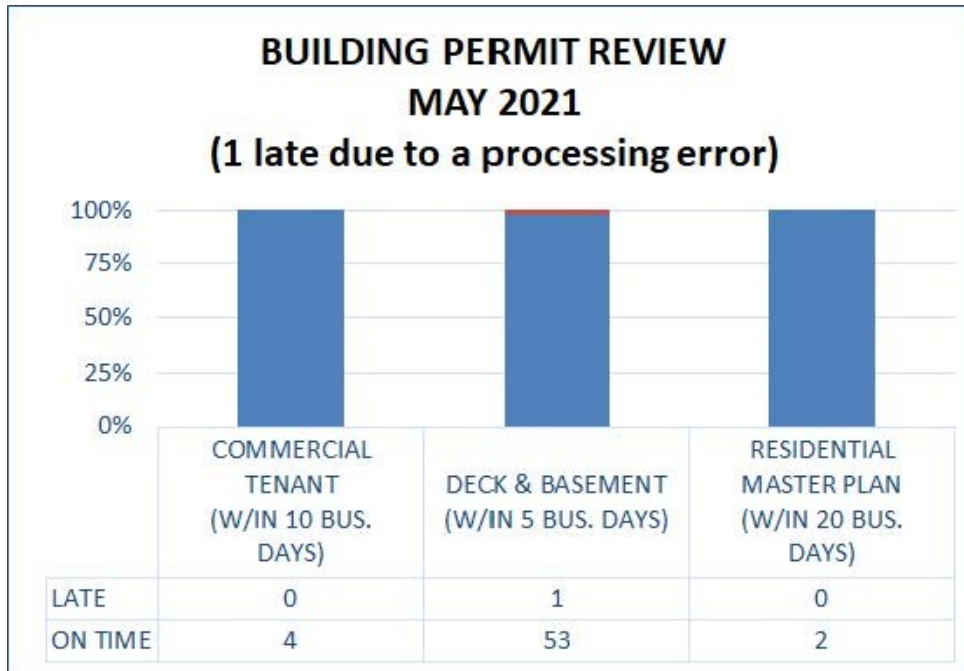
BUILDING PERMIT APPLICATIONS RECEIVED
THRU MAY 2021

Building Permit Applications through 2021



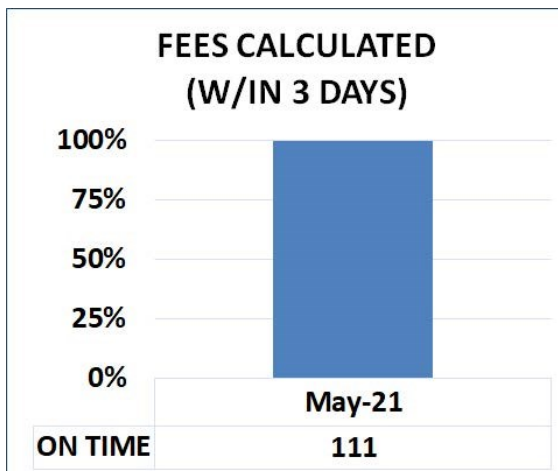
Core Service Levels

Building Division Core Service Levels continued:



**Building
Permit
Reviews**

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



**Remote Inspections
Completed in
May**

5

2,265

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

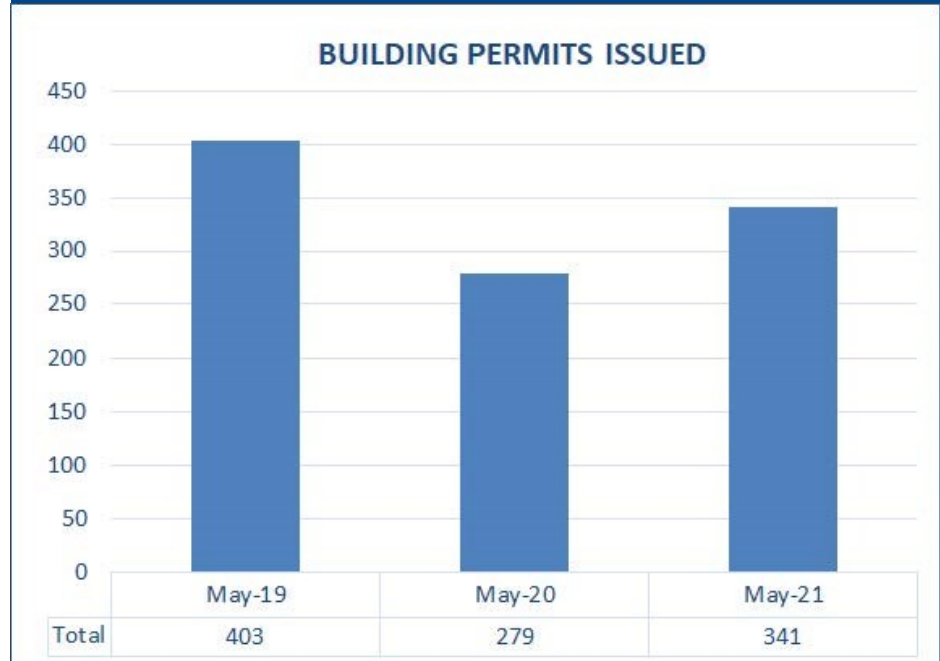
Core Service Levels

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 May = 341



Monthly Residential Permit Activity

Residential permitting experienced a dip in activity during the month of May associated with the rising cost of construction materials and various shortages reported in the field. We anticipate as supply concerns are alleviated that activity will pick up.

MONTH COMPARISON	NEW RESIDENTIAL (SFD & SFA UNITS)	NEW MULTI-FAMILY	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YEAR AVG MAY	94	12	106	4
May-20	87	0	87	3
May-21	57	0	57	4
% CHANGE	-34%	N/A	-34%	33%
YTD COMPARISON	NEW RESIDENTIAL (SFD & SFA UNITS)	NEW MULTI-FAMILY	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YR AVG THRU MAY	426	128	554	25
May-20	356	116	472	24
May-21	529	238	767	28
% CHANGE	48.60%	105.17%	62.50%	16.67%

57

**May 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).

33

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

May 2021

**100%
On Time**

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

4

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

116

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

13

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

42

12

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

Business Licenses Reviewed in May 2021= 34

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



1

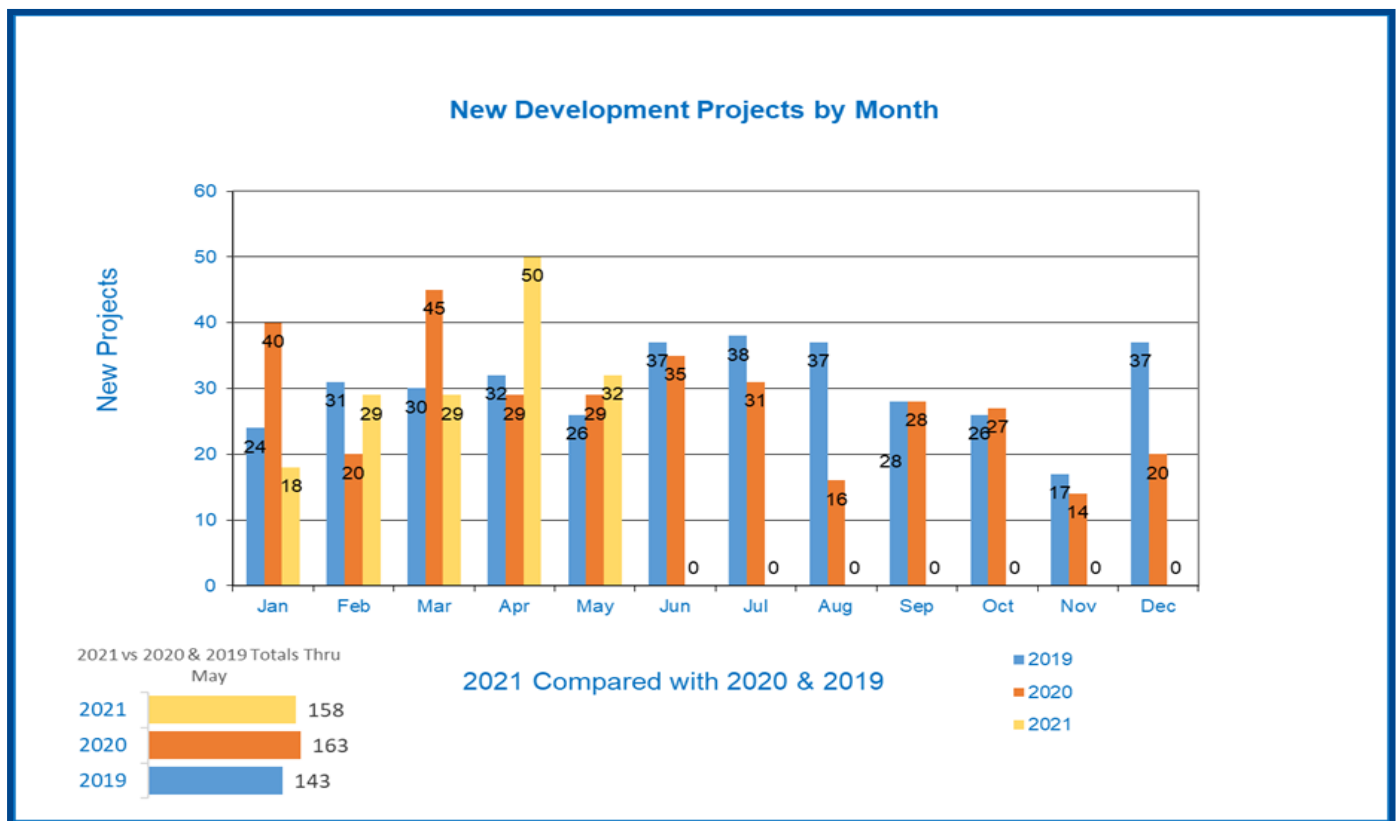
**Temporary Use
Permits Issued,
100% on time.
May 2021**

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 Review Timelines		
May 2021	On Time	Late
1st Review	48	0
2nd Review	13	0
3rd + Review	8	0

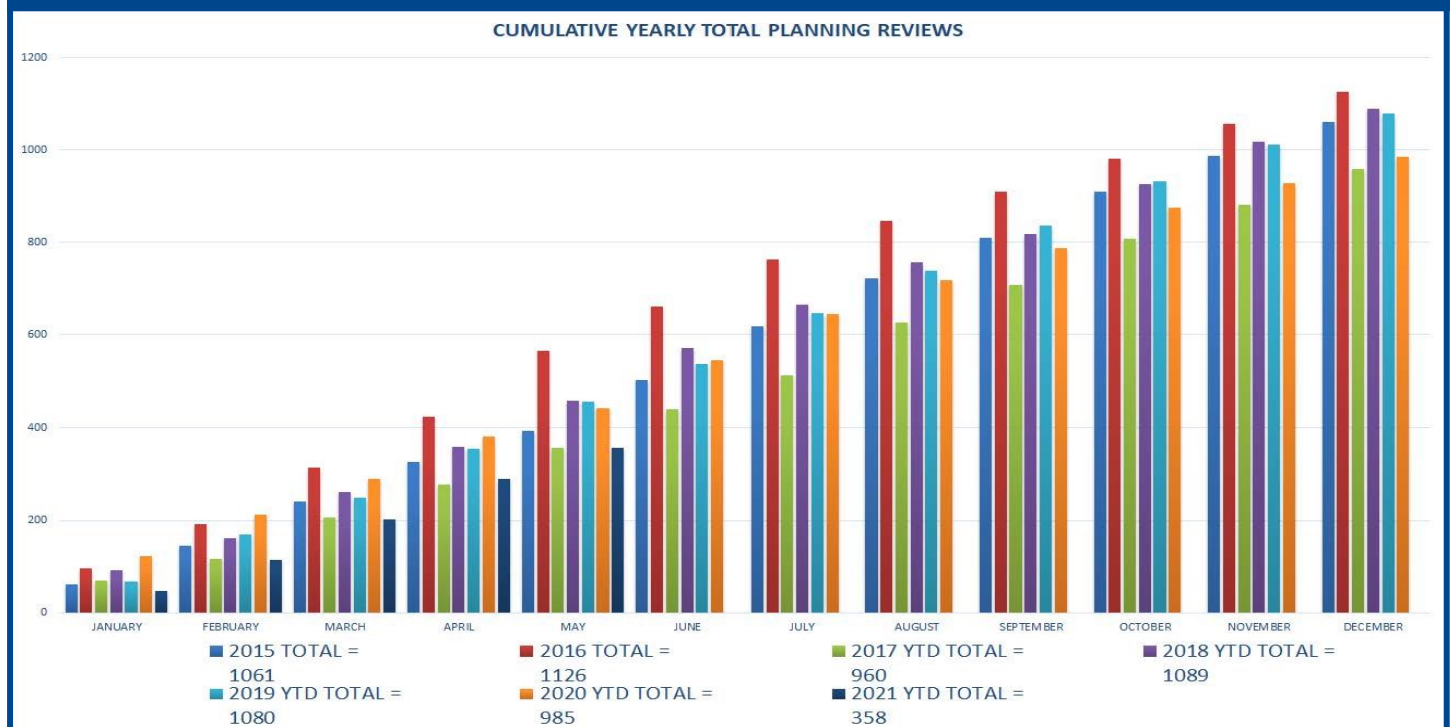
Core Service Levels

Planning/Development Review Core Service Levels continued:

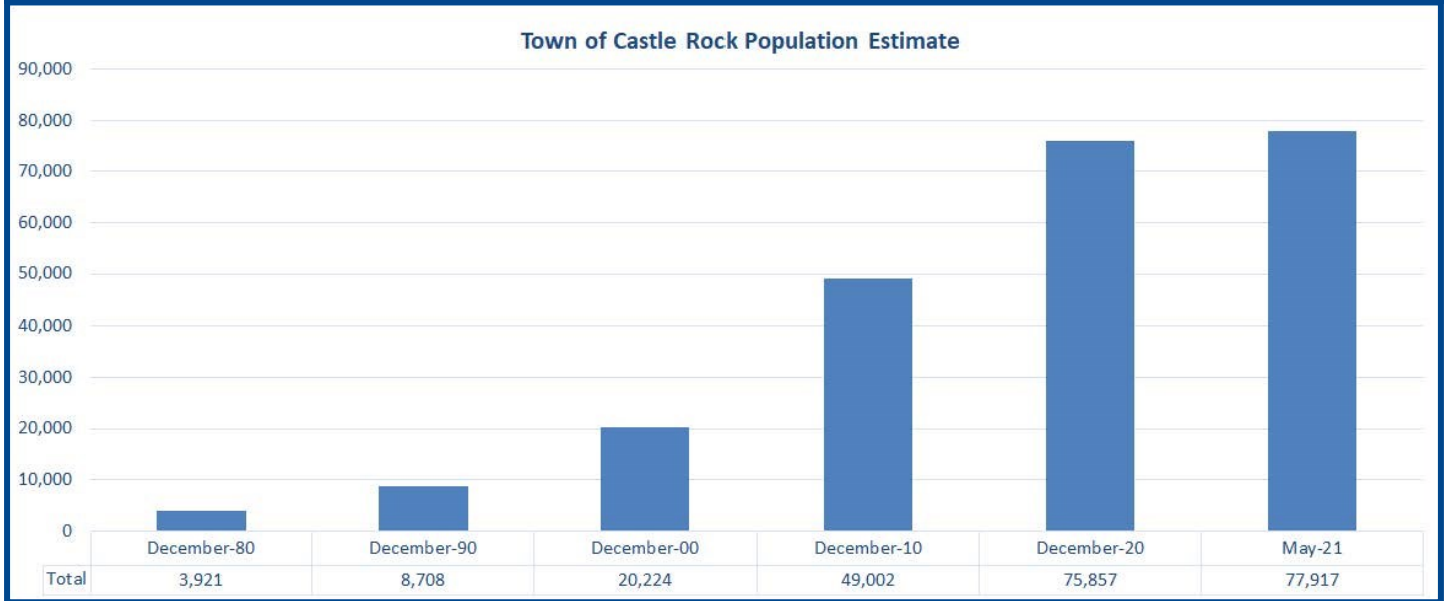
These two charts show the current months total number of land use project reviews compared to the same month in previous years, as well as the cumulative yearly total for planning/development reviews.



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