

July
2021

(reporting on June)

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:

Did you know that the majority of growth we are seeing in Town today was approved more than 20 years ago? Castle Rock has always been a growing community, and nearly 90% of our growth approvals (entitlements) were approved by the year 2000, with 69% of our current approvals occurring between 1981-1990s. The 80's were a busy decade that is influencing what you see being built around Town today. The time from approval to actual construction can take decades in some areas, as the building of new homes and business is driven by the economy and interest in our community. To learn more about growth entitlements in our community, check out CRgov.com/Entitlements. We have been planning for this growth for decades, and you can learn about all of our various plans online. Speaking of growth, June development activity continued to be strong in both land development projects and building permits. You can see all the data in the end of this report.



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:

Pam Hall, Planner I

Pam Hall began working for the Town of Castle Rock in August, 2018 as a Planner. Her primary duty is PREAPP coordinator where she routes all pre-applications regarding proposed projects from the public to various Town reviewers, schedules meetings for the applicants to meet with Town staff, and provides the applicants with reviewer comments and checklists. Pam also answers general planning questions from the public.

Pam worked for the Town of Parker for five years as a Code Enforcement Officer and ten years for the City of Littleton as a Zoning Official. When a planning position opened in Castle Rock, Pam was excited to cut her commute from close to an hour to 10 minutes.

Pam and her husband Scott built their home just west of Town where they raised their two children, Brittany and Brian. Brittany is a senior underwriter for a local bank and Brian flies turbo-prop airplanes for the Army. In her free time, Pam enjoys gardening, baking and playing with their nine-year-old bulldog.



Employee Recognition

Cindy Brooks, Development Services Technician



In June, Ben and Cindy received the following comment from a Contractor.

“Hi Ben and Cindy. Thanks for being so responsive. I just went into the portal and got it paid.” Charlotte



Ben Christensen, Development Services Technician

On June 22nd, Ben received a hand written note from a customer.

Ben, We wanted to let you know how much we have appreciated your help with our house. It has been one of the hardest years of our lives, but you were so helpful and guided us through. It goes to show you that there still is great customer service. Thank you for everything. The R. Family

And on June 24th, Ben received an email from a Castle Rock resident .

“I want you to know how much I appreciate you hearing me out and giving me guidance to getting this completed correctly. Thanks” Bill E.

Brad Boland, Planner

On June 22nd, Brad received a wonderful compliment from an Architect.

“Brad is great to work with on the Plum Creek Clubhouse project. He holds the line on what we have to do but helps us get to how we do that. I really like working with him.” Dave H.



Employee Recognition

Cara Reed, Neighborhood Liaison



*"Hello Cara. Thank you so much for your attention to our neighborhood problems."
Linda V.*

Jay Jensma, New Plan Review Engineer



The Development Services Department recently added a new Plan Review Engineer. Since 1995, Jay Jensma has served the Town of Castle Rock in CR Water and for the last 19 years in Public Works as a Capital Improvement Inspector with a short stint in Development Inspection. Jay has also worked on land survey crews in the past.

Jay is a native to Colorado and raised on a farm located near Broadway and County Line Road. Jay's family used to bring their wheat harvest to the grain elevator located near 3rd and Perry here in Castle Rock. As a youngster, Jay and family were caught on the wrong side of Plum Creek during the 1965 flood and had to be helicoptered to the north side of the creek so they could get home.

Jay is an avid fisherman and enjoys antique tractors on his place west of Town.

Welcome Jay!

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.

5 Years



Bob Barron
Public Works
Construction Inspector

5 Years



Ross Stanley
Public Works
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.

Aspen View Academy

Site development plan amendment, construction documents, and erosion control documents for classroom and gym addition, located at 2131 Low Meadow Boulevard.

Crystal Valley Ranch

Erosion control design revision for 170 single-family home project, located west of West Loop Road and south of Lions Paw.

Heckendorf Ranch

Site development plan for 8,700 square-foot multi-use retail building, located on south side of Crystal Valley Parkway, west of South Plum Creek Boulevard.

Lanterns, Montaine

Erosion control documents for vertical construction of 81 single-family home project, located in the interior of Montaine Circle, northerly side.

Lanterns, Montaine

Erosion control documents for vertical construction of 108 out of 164 single-family home project, located in the east interior of Montaine Circle and southeast portion of property.

Liberty Village

Sidewalk design revision for 174 single-family home project, located in cul-de-sac on Mentha Drive.

Meadows

Drainage design revision for single-family subdivision, located at Prairie Hawk Drive and Morningbird Lane.

Meadows

Floodplain development plan for IREA substation, located easterly of the railroad adjacent to Castle View High School and ACC Collaboration Campus.

Meadows

Erosion control documents and sidewalk design revision for vertical construction of 57 single-family and multi-family home project, located at Coachline Road and Wolfensberger Road.

New Land Use Submittals: Public Hearings Not Required Continued

Meadows

Construction documents and erosion control plans for overlot grading in support of proposed commercial/office/industrial area located at North Meadows Drive and SH85.

Sanders Business Park

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

Terrain, Upper Sunstone

Erosion control for vertical construction for 90 of 261 single-family detached and paired home lots, located east of Ridge Road and north of Enderud Boulevard.

The Ridge at Crystal Valley, Plat

Subdivision improvements agreement, construction documents, and erosion control plans for 142 single-family homes, located east of Bell Mountain, south of Crystal Valley and north and west of Sellars Creek Ranch.

Town Project

Sanitary main design revision for initial phase of Cobblestone Ranch Neighborhood Park, located at 8065 Castle Oaks Drive.

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

New Land Use Submittals: Public Hearings Required

Land Use submittals that incorporate new land into the Town's jurisdiction, establish or modify the zoning rules for the land, or site plan layouts for residential neighborhoods or properties requiring buffering are examples of submittals requiring public hearings. Most of these land use submittals require public hearings in front of Planning Commission for a recommendation to Town Council for final decision. Some are required to have public hearings with the Historic Preservation Board or the Design Review Board. Typically these public hearing items are "quasi-judicial" which limit the hearing body to only discussing and deciding on the action items at the public hearing. Prior to being scheduled for public hearings all submittals go through a rigorous review by Development Services staff in Planning, Development Review, and Zoning, as well as plan review staff in Castle Rock Water, Public Works, Fire, and Parks and Recreation.

Davey Daycare

A new Historic Preservation application was submitted for an approximately 300 square-foot sunroom addition to the building at 399 N. Gilbert Street, also known as Davey Daycare. The property measures approximately 0.360 acres. The sunroom addition would be on the east, front-side of the building, attached to their infant classroom, and would serve as a year-round outdoor space for infants ranging in age from six weeks to 18 months. The property does not have an historic landmark designation, and the building was constructed around 1965. The proposal is located in Councilmember LaFleur's district.



Vicinity Map

New Land Use Submittals: Public Hearings Required Continued

Mixed Use at 221 Wilcox

Staff received a new Quasi-Judicial application for a Site Development Plan (SDP) for a project known as, Mixed Use at 221 Wilcox. The property is 0.373 acres in size and located at the southwest corner of N. Wilcox Street and Third Street. The SDP proposes a mixed-use development with a total of 38 apartment units, 8,100 square-feet of commercial, and 60 parking spaces. The building is proposed at five stories high. The ground floor is to contain the commercial use while the second through fourth floors are to contain the residential use. Parking will be located underground. The SDP will require public hearing before the Design Review Board for review and final decision. The SDP proposal is located within Councilmember LeFleur's district.



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

Board of Adjustment

On June 3, the Board of Adjustment held a virtual meeting. The following proposal was presented:

872 Bartlett Street

The purpose of this proposal is to seek action by the Board of Adjustment on a request by Matthew and Allison Uselton for variance from the minimum required rear yard setback of twenty feet to build a deck on a single family residence in the Planned Development Zone.

The Board approved the case with a vote of 3-0.



Vicinity Map

Board of Building Appeals

On June 7, the Board of Adjustment held a virtual meeting. There were no public hearing items.

Planning Commission

On June 10, the Planning Commission held a virtual meeting. There were no public hearing items.

Cancelled Meetings for May:

- Design Review Board June 9
- Planning Commission June 24

You can learn about all the various Town Boards and Commissions online at <https://www.crgov.com/1937/Boards-and-Commissions>

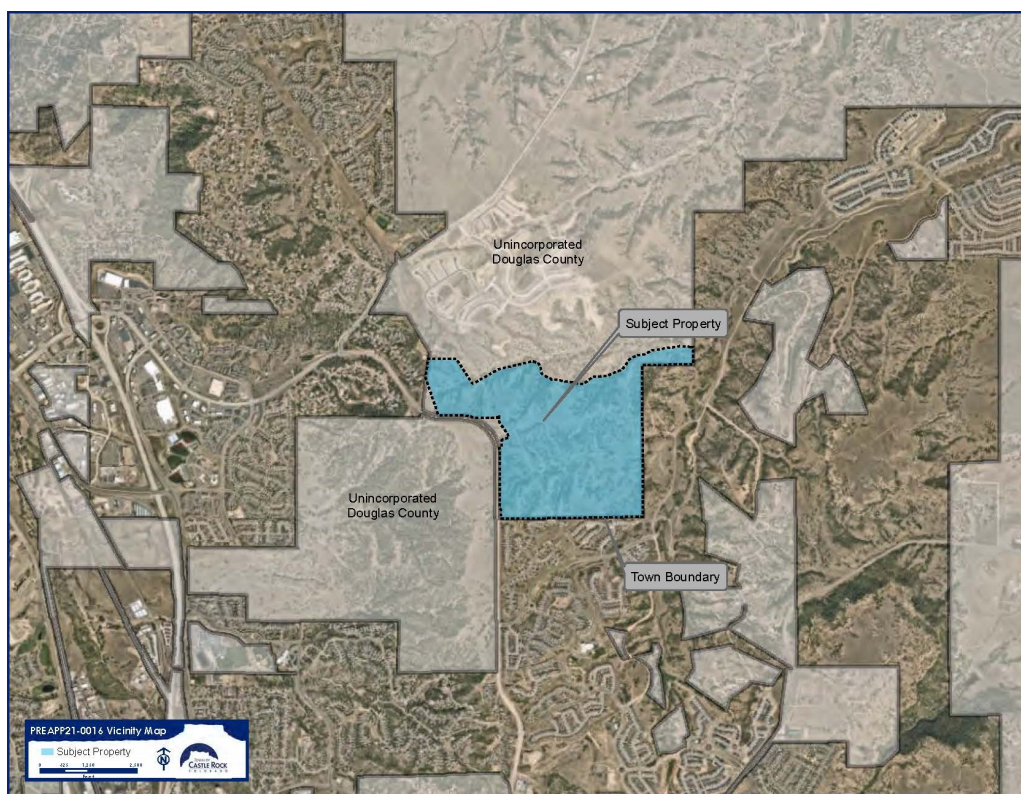
Town Council Actions on Land Use Submittals

Town Council considered the following proposal on June 15th:

Canyons South Annexation

Town Council reviewed an annexation request for Canyons South, and found the request to be in Substantial Compliance with the application requirements for annexation. This was a procedural vote, and did not yet annex the property. Town Council set Tuesday, August 17, 2021, as the next procedural vote to determine eligibility to be annexed. Canyons South is a 415 acre site east of Founders Parkway and south of Crowfoot Valley Road. The applicant is proposing 474 single-family lots, approximately 250 acres of open space, new parks, and miles of trails.

The 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

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 June, plus links in all staff emails

32

Survey Responses in June

"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:



"Great customer service by Cindy."

"The team is great. Tracy and Cindy have been tremendously helpful and patient."

"Congratulations on having such a professional and responsive team. As a citizen, you feel supported and in great hands. Thanks to Tracy and Cindy!"



"Diane has been an absolute angel and extremely helpful."



"Diane in the office is always pleasant to work with. Always polite, caring, and good at what she does."

Customer Service Updates Continued



"Tammy was very helpful this is the second time I have contacted her she is extremely efficient and gets the info quickly."

"Tammy King is very helpful every time I communicate with her."

"Thank you for having, and reading your survey. We appreciate your desire to know."

"I appreciate the patience and curtesy of the team at Castle Rock!"

"Just want to give a big thanks to everyone who reviewed the permit throughout the process. I had never done this before and I got timely and helpful advice every step of the way. Everyone was kind enough to expedite the process as well since it was a simple permit application and they knew my HOA was being difficult."

"The Staff is Outstanding. Very Helpful and Friendly."

"A lot of nice people work for the Town. Always helpful."

"This town and the people who work for it continue to amaze me. Everyone has been so professional and organized. Keep up the amazing work, you're appreciated."

**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 Contractor Luncheon Meeting on June 16th.

Next Contractor Luncheon:
Wednesday, July 21st
Town Hall
Council Chambers
12-1 pm

Upcoming Stakeholders Meetings:

- July 21, 2:00 – 3:00 pm • IRC
- August 18, 2021 • BMG
- September 15, 2021 • IFC
- October 20, 2021
- November 17, 2021

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

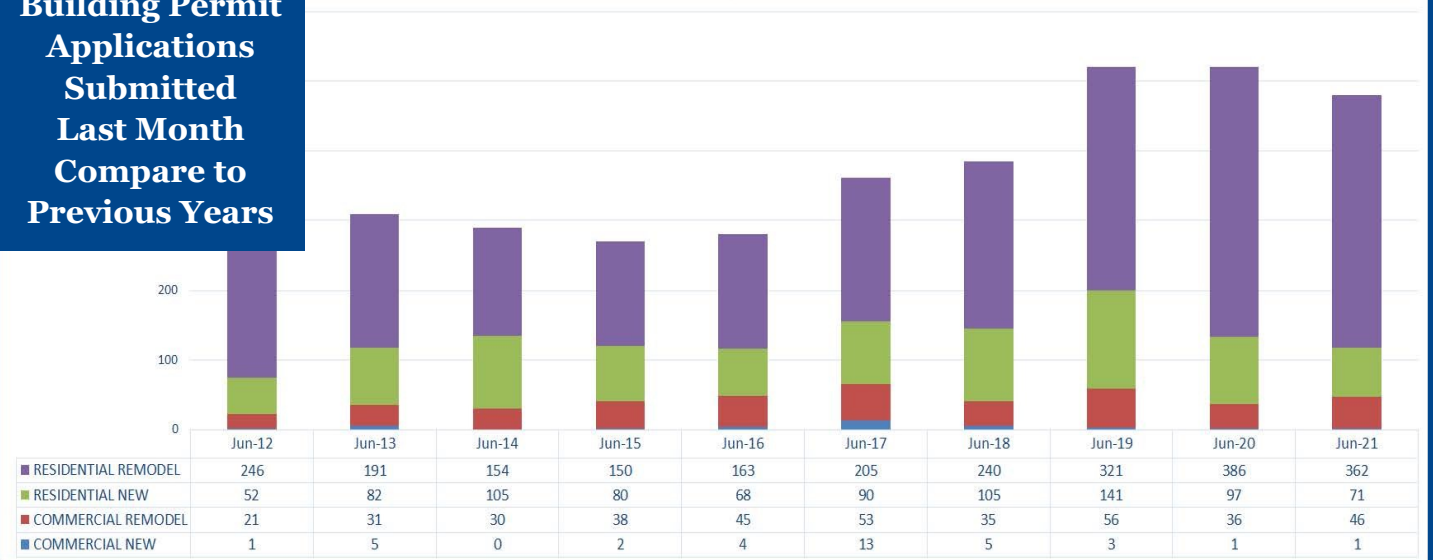
Core Service Levels

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.

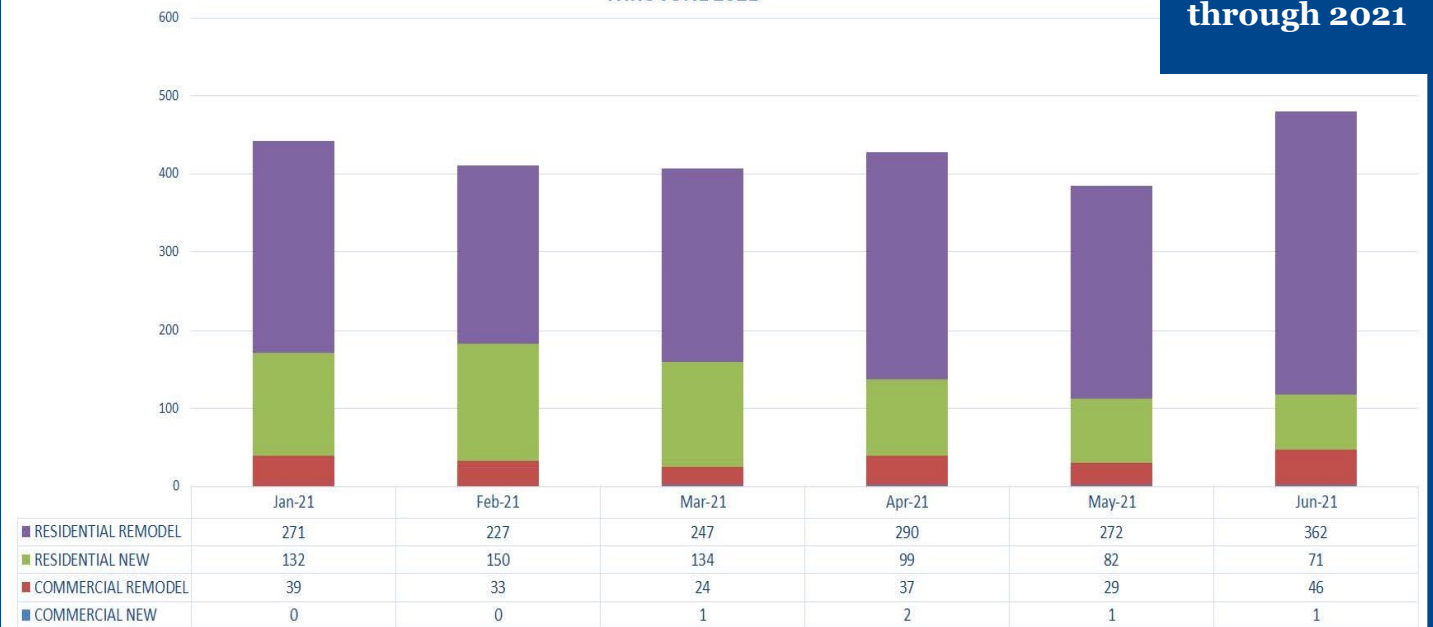
How Building Permit Applications Submitted Last Month Compare to Previous Years

BUILDING PERMIT APPLICATIONS RECEIVED
JUNE 2012 - 2021



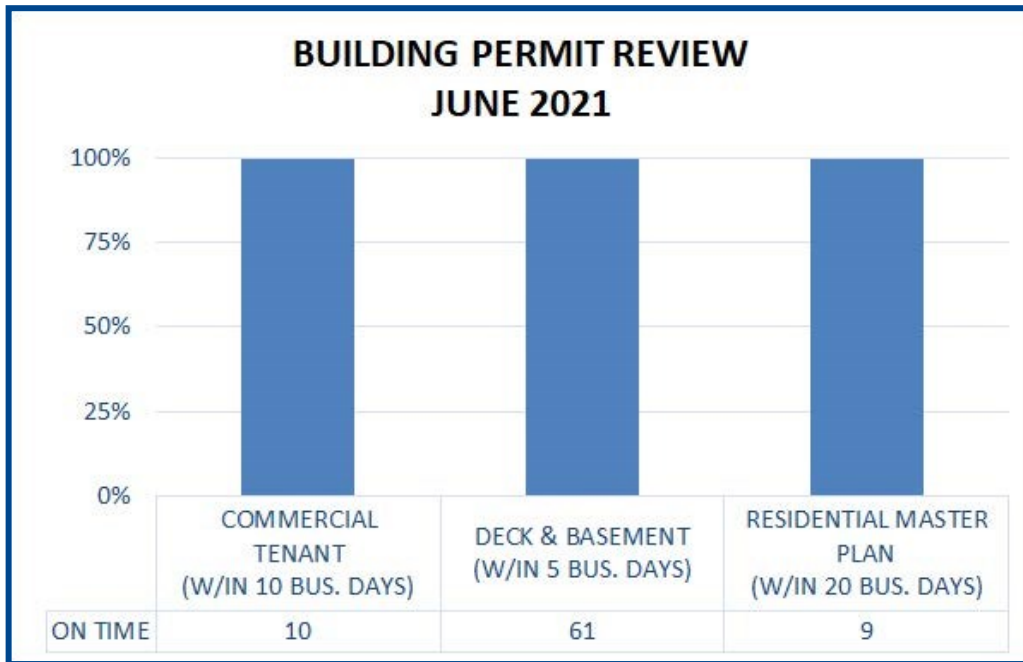
Building Permit Applications through 2021

BUILDING PERMIT APPLICATIONS RECEIVED
THRU JUNE 2021



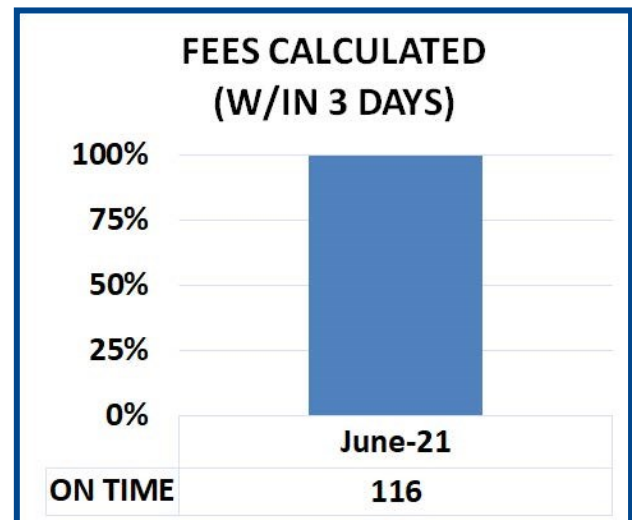
Core Service Levels

Building Division Core Service Levels continued:



**Building
Permit
Reviews**

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



**Remote Inspections
Completed in
June**

1

2,686

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

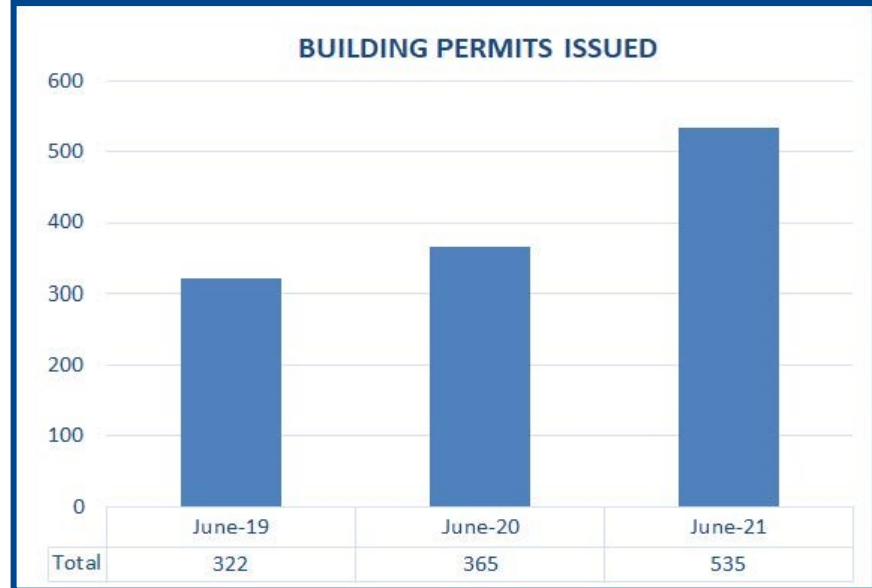
Core Service Levels

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 June = 535



Monthly Residential Permit Activity

June permitting returned to the strong single family figures the Town has seen over the first two quarters of 2021. 123 new single family permits were issued in June, putting the total year to date new single family permits at 651 (a 43% increase over 2020 and a 33% increase to the five year average). June did not have any new multi-family units permitted. The combined increase in real property Town wide for new commercial and residential construction is up 67% over last year, and up 53% over the five year average.

MONTH COMPARISON	NEW RESIDENTIAL (SFD & SFA UNITS)	NEW MULTI-FAMILY	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YEAR AVG JUNE	93	1	94	5
Jun-20	100	0	100	2
Jun-21	123	0	123	10
% CHANGE	23%	N/A	23%	400%
YTD COMPARISON	NEW RESIDENTIAL (SFD & SFA UNITS)	NEW MULTI-FAMILY	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YR AVG THRU JUNE	487	169	656	32
Jun-20	456	116	572	26
Jun-21	651	238	889	38
% CHANGE	43%	105%	55%	46%

123

**June 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).

76

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

June 2021

100%
On Time

Sign Complaint Response
w/in 24 hours

3

Signs Removed from ROW
w/in 7 business days

112

Sign Permit Reviewed
w/in 14 business days

18

Site Visits
w/in 5 business days

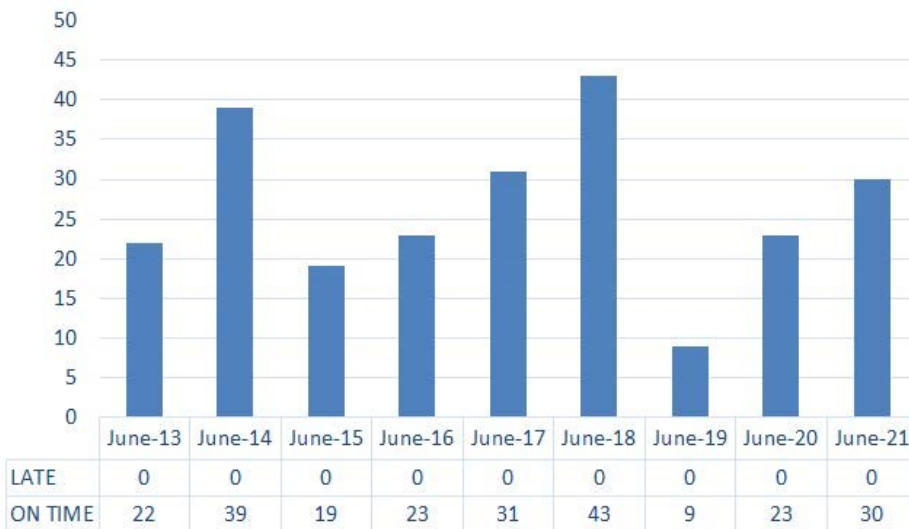
86

37

Notices of
Violation sent
w/in 10
business days
June 2021

Business Licenses Reviewed in June 2021= 30

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



6

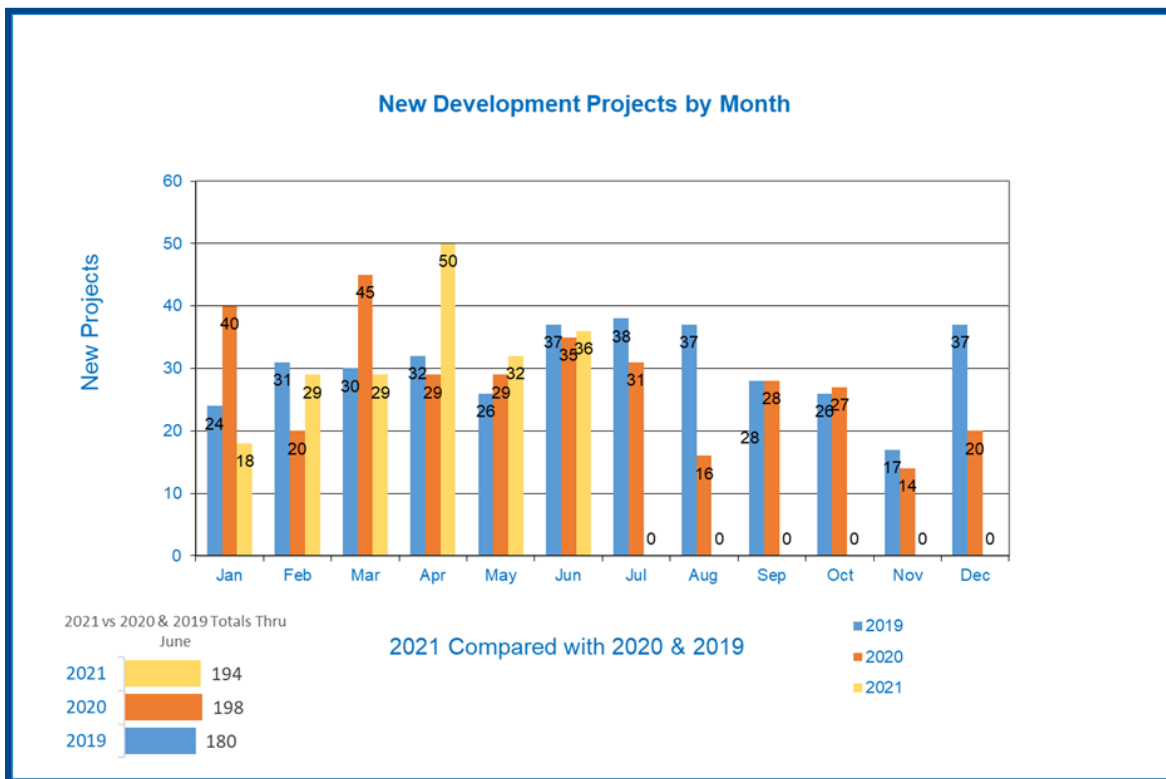
Temporary Use
Permits Issued,
100% on time.
June 2021

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		
June 2021	On Time	Late
1st Review	57	0
2nd Review	19	0
3rd + Review	14	0

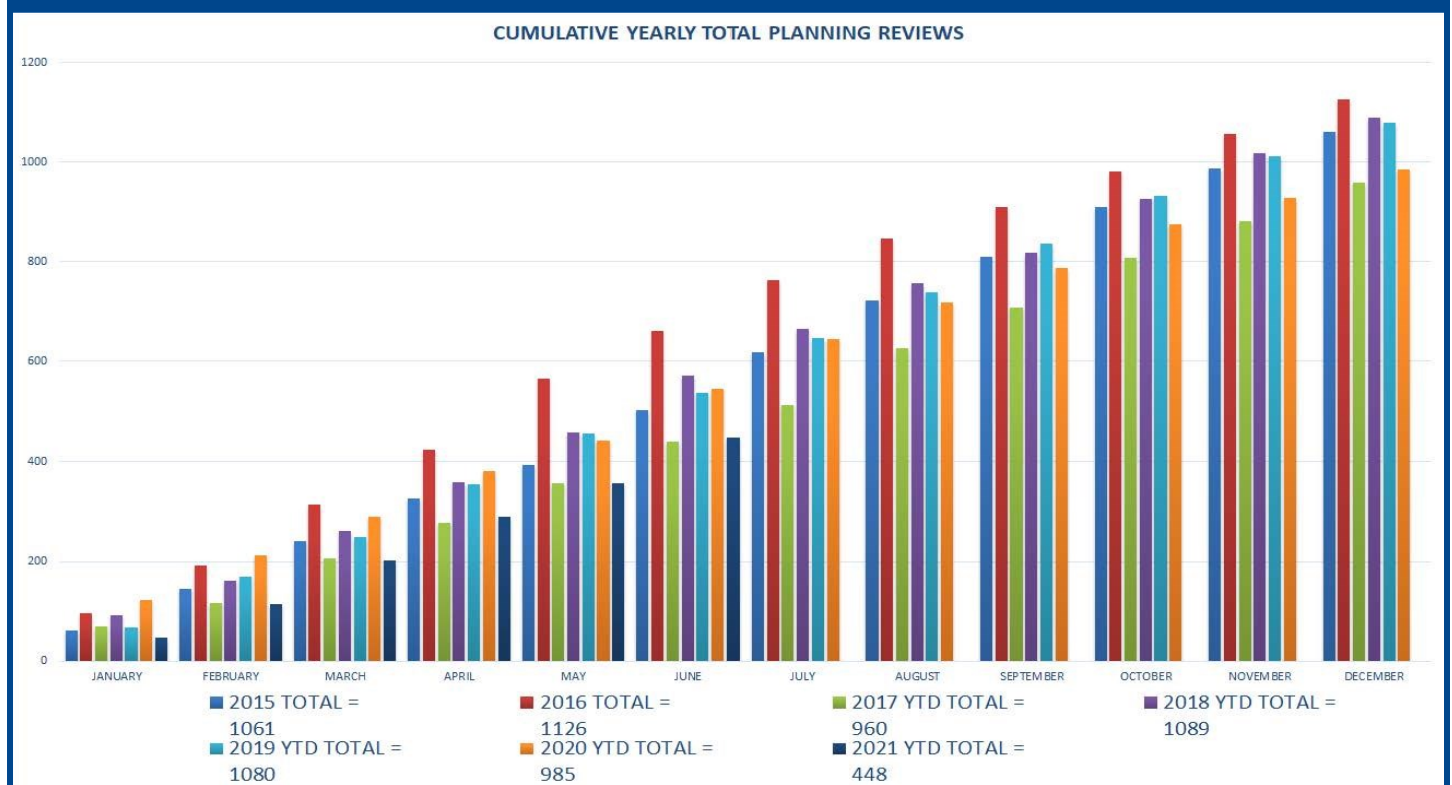
Core Service Levels

Planning/Development Review Core Service Levels continued:

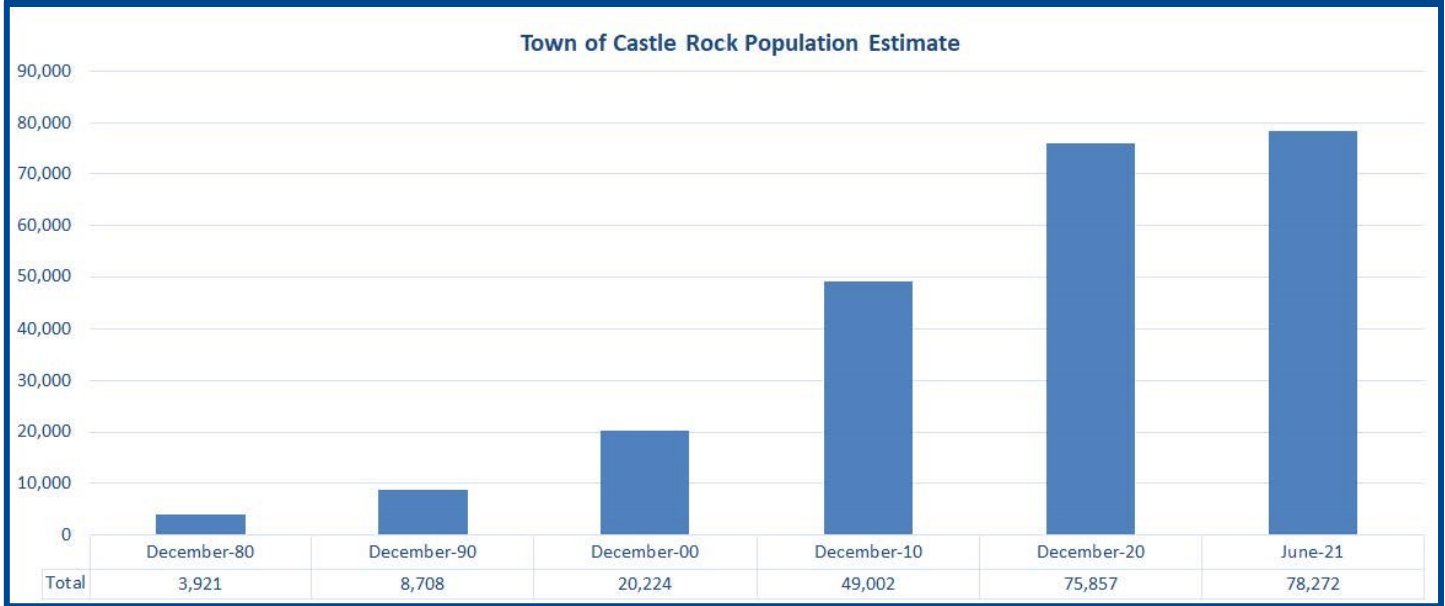
These two charts show the current months total number of land use project reviews compared to the same month in previous years, as well as the cumulative yearly total for planning/development reviews.



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