Project Narrative – Douglas County Elections Expansion – Site Development Plan Submittal

Project:	Douglas County Elections Expansion
Address:	125 Stephanie Pl, Castle Rock, CO 80109
State Parcel #:	2505-112-16-004
Project #:	SDP 26-0017
Owner:	Douglas County Board of County Commissioners 100 Third St, Castle Rock, CO 80104
Presented By:	Jacob Coffey Architectural Designer DLH Architecture, LLC 200 Front St, Castle Rock, CO. 80104 303-688-5273 jcoffey@dlharchitecture.com

In accordance with the Castle Rock Site Development Plan (SDP) submittal, this is a letter of the Owner's intent to request an administrative review of the proposed extension Westward to the existing Douglas County Elections Building.

Compliance:
The proposed project complies with the Town of Castle Rock Vision 2030 by enhancing essential civic infrastructure to serve a growing community. As Castle Rock and the surrounding region continue to experience population growth, the operational demands placed on the County's Elections Division have increased accordingly.

The proposed expansion strengthens the County's ability to efficiently administer future elections, protect ballot security, and accommodate increasing voter participation. By expanding the operational space within an existing developed site, the project reinforces responsible growth, public safety and transparency, as well as institutional resiliency consistent with the Town's long-term vision.

The property is zoned as Commercial, the site is in the town limits, and it is within the Castle Park South Planned Development. The proposed expansion is consistent with the existing governmental use of the site and does not alter the fundamental land use classification.

Scope and Impact:
This new 8,750 square foot extension is designed to ease ballot processing, recording protocols, and overall operational efficiency ensuring continued compliance with Colorado election requirements, while also providing public viewing transparency and facility security. It is located at the northwest corner of Park Street and Kinner Street, directly adjoining its borders with the existing building to the west and existing parking lot to the south. To ensure a minimal visual and physical impact on any nearby occupied parcel — the building is 35'-0" tall at its highest point.

This proposed design will include a core and shell warehouse extension. This warehouse extension is part of a greater design that will provide necessary areas for secured ballot storage, general warehouse storage and future space dedicated to viewing and security of major election balloting processes.

The proposed expansion is not anticipated to create an increase in average daily parking demand, as the facility maintains relatively consistent staffing throughout normal operations. Temporary increases in parking demand occur only during scheduled election periods. The proposed parking improvements will provide operational flexibility during these peak events while supporting future County needs. There will be no removal of parking spaces for this proposed extension. Shown are two future proposed parking lots to the East and South with a combined number of 141 additional parking spaces. We will meet the current parking needs required by the Town of Castle Rock in the current construction phase, with the planned phase to meet the needs on election day.

Infrastructure:
The Elections Expansion will be connected to utilities currently found on site by the existing building. Noise will not be an issue beyond the typical office and warehouse activities. The site lighting will comply with Town standards and will not exceed one foot-candle at the property line, ensuring minimal impact on adjacent properties.

Variances:
No variances are being requested at this time.