

Posted: _____

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Town of New Castle
450 W. Main Street
PO Box 90
New Castle, CO 81647

Administration Department
Phone: (970) 984-2311
Fax: (970) 984-2716
www.newcastlecolorado.org

Agenda

**New Castle Planning and Zoning Commission Regular Meeting
Wednesday, September 24, 2025, 7:00 PM**

Virtual Meetings are subject to internet and technical capabilities.

**If you prefer to telephone in:
Please call: 1-346-248-7799
Meeting ID: 709 658 8400**

**Follow the prompts as directed. Be sure to set your
phone to mute until called on.**

Call to Order, Roll Call, Meeting Notice

Conflicts of Interest

Citizen Comments on Items NOT on Agenda

Public Hearing

Public Hearing

- A. Consider Resolution PZ 2025 - 3 A RESOLUTION OF THE NEW CASTLE PLANNING AND ZONING COMMISSION RECOMMENDING APPROVAL OF A CONDITIONAL USE PERMIT FOR MOBILE VENDING CARTS OR STANDS (I.E., FOOD TRUCKS) ON PROPERTY LOCATED IN THE C-1 ZONE DISTRICT**

Comments/Reports

- Items for Next Planning and Zoning Agenda
- Commission Comments/Reports
- Staff Reports

Review Minutes of Previous Meetings

- B. Approval of August 27, 2025 Minutes**

Adjournment



Town of New Castle
450 W. Main Street
PO Box 90
New Castle, CO 81647

**Building & Planning
Department**
Phone: (970) 984-2311
Fax: (970) 984-2716
www.newcastlecolorado.org

**Planning Commission – Public Hearing
Wednesday, September 24, 2025
Resolution PZ 2025-3
Staff Report**

Name of Applicant	Moo, LLC
Mailing Address	417 Allison Lane, Basalt, CO 81647
Property Address	677 W Main St, New Castle, CO 81647
Name of Property Owner	Moo, LLC
Existing Zoning	C-1 Commercial
Surrounding Zoning	Commercial (C-1), Residential (R-1), Performance (P)
Surrounding Land Uses	Public parking, Residential, UHaul Rental, Public ROW - Railroad, and Public Works Facility; Catering
Most Recent Uses of Property	Fabrication/Welding; Storage; Auto Repair;
Proposed Use of Property	Up to two (2) mobile food vendors on property
Property Size	7,050sf

I. Background:

The Applicant is proposing a mobile food vendor use for the property located at 677 W Main St. in downtown New Castle. “*Mobile vending carts or stands,*” are listed as conditional uses in the Commercial C-1 district (MC Section 17.36.050). There is already a conditional use permit for mobile food vendors in New Castle, Down Valley Brewing PZ 2024-2, along with temporary permits issued during organized events in public open space such as Burning Mountain or VIX Parks.

The submittal (**page 3**) provides context for the request: The Applicant is currently repurposing the existing structure for a catering/commissary location. **Submittal, page 8** shows the proposed food truck placement directly east of the existing building.

The Applicant seeks the Planning Commission’s recommendation to improve dining options and for downtown. If approved, Moo LLC anticipates having a maximum of two food trucks on site. The site is expected to be prepped and ready by the fall 2025.

As a conditional use application, the Planning Commission (P&Z) is required to hold a public hearing in accordance with the procedures set forth in Municipal Code Chapter 16.08. Within 30 days of the special hearing, P&Z must make one of three recommendations:

- 1) Approve the CUP unconditionally;
- 2) Approve the CUP with conditions;
- 3) Deny the CUP.

Approval Criteria: An approved application shall:

- 1.) be eligible for conditional review under § 17.84.040;
- 2.) be generally compatible with adjacent land uses;
- 3.) meet all requirements of § 17.84.020 of the Code, comply with Title 17 of the Code, and minimizes potential adverse impact of the conditional use on adjacent properties and traffic flow;
- 4.) be consistent with the comprehensive plan; and
- 5.) show that the Town has the capacity to serve the proposed use with fire and police protection and is not required to provide water or sewer service.

II. Staff Review and Comment:

1.) Is the application eligible for conditional review under 17.84.040?

As part of the C-1 zoning district “mobile food carts or stands” are considered conditional uses (17.36.050). No other type of mobile food vendors will be considered with this application.

2.) Is the proposal generally compatible with adjacent land uses?

Adjacent land uses include:

- Public parking
- UHaul Rental
- Residential
- Railroad

The C-1 district allows for a diversity of uses including retail, services, and residential. A food establishment would benefit patrons and employees who frequent those uses, while supplementing the mobile food vendors approved in 2024 at 589 W Main St (i.e. the Down Valley Brewery). A slight uptick in foot/vehicle traffic in the west end of Town is to be expected. However, the Applicant has proposed measures to inhibit excessive noise, smells, lighting, or any general unsightliness during hours of operation (**Submittal, pages 7 & 15**). With those measures in place, up to two additional mobile food vendors appears reasonably compatible with other surrounding uses.

3.) Does the proposal meet all requirements of § 17.84.020 of the Code, is in compliance with Title 17 of the Code, and minimizes potential adverse impact of the conditional use on adjacent properties and traffic flow?

The requirements of section 17.84.020 are addressed in the table below:

a. Adjacent land uses;	• Discussed in section 2.
b. Boundary and size of lot;	• 7,050sf
c. Building location height and setbacks	• Existing structure: 18'; Mobile vendor: ~10'
d. Off-street parking and loading areas	• Parking: N/A; Loading: rear of lot off alleyway;
e. Points of ingress & egress	• Vehicle access: will mainly be at rear of lot. Some vehicles likely to short-cut at U-Haul entry.
f. Service and refuse areas	• Southeast corner of lot.
g. Signs and lighting	• Signage requires permit. Lights to be dark-sky.
h. Fencing, landscaping, and screening	• No screening is proposed.
i. Compliance with performance standards	• Applicant agrees to comply with performance standards.
j. Anticipated utility requirements	• Adequate services are available.

Note, though no screening is proposed, P&Z and Council did require Down Valley Brewing to store or screen all auxiliary equipment incidental to the use of the food truck. The same condition has been added to the resolution. Otherwise, Staff does not have further concerns with compliance to section 17.84.020 or Title 17.

4) Is the proposal consistent with the comprehensive plan?

A central objective of New Castle’s Downtown Plan is to foster a civic environment that promotes small town ambiance and economic vitality, dubbing it the “heart and soul of the community” (Comprehensive Plan, pg. 9). Restaurants have long filled a social niche for communities, especially city centers. Though New Castle has lost a couple of brick-and-mortar restaurants over the years, restaurants of the mobile variety have the potential to revitalize this invaluable aspect of Town.

One important aspect of mobile food trucks is the lower operational cost. In an era of higher construction costs, labor costs, and higher inflation in general, the adaptability of these businesses

often make them better suited for such economic times. Additionally, since the vendors are not permanent, a diversity of food opportunities is potentially available to the community over time.

It is also important for the Commissioners to be mindful that mobile vendors, to some extent, compete with our valued brick-and-mortar operations. A saturation of mobile vendors in any one area could adversely impact traditional restaurant establishments. Done well, Staff feels mobile vendors will function symbiotically with the other restaurants. In other words, more food options generate more downtown activity which improves traffic for other businesses which in turn supports existing restaurants in a virtuous circle.

5) *Does the proposal show that the Town has the capacity to serve the proposed use with fire and police protection and is not required to provide water or sewer service.*

The site plan was reviewed and discussed with the fire marshal. Public Works does not anticipate any change to water and sewer service.

III. *Staff Recommendations:*

Staff recommends approval of Resolution PZ #2025-3 with the following conditions:

- A. Development of the Property shall be consistent with the site plan shown on Exhibit A to this Resolution and as may be revised by the Town Council. No more than two mobile food vendors will be permitted on the Property and only within the allowable parking location as depicted on Exhibit A. Other types of mobile vendors are not authorized to operate under this conditional use permit.
- B. Applicant shall provide and comply with a schedule for daily hours of operation of the mobile food vendors, which schedule will be reviewed and approved by Town Council.
- C. The bathroom facilities of the existing building shall be made available to food truck/trailer employees during all hours of operation per the requirements of Garfield County Public Health and Human Services. Toilets shall not be available to patrons.
- D. Any auxiliary equipment, materials, or supplies necessary for the function of any mobile food vendors shall be stored out of site or otherwise screened from public view by means of fencing, landscape ornamentation, or other approved means of concealment. Within six months after the issuance of the conditional use certificate, Staff shall inspect the visual impacts of the food truck(s). Any concerns not resolved within 30 days of the inspection shall be subject to condition I, below.
- E. A trash receptacle shall be provided and maintained on the southeast corner of the Property.

- F. 6. Loading, staging, and supplying of mobile food vendors shall occur either off the south alleyway or Mainstreet (i.e. US 6). Vendors shall refrain from accessing the property from adjacent lots.
- G. The use approved in the Application shall not be conducted until the Town Planner has issued a conditional use certificate. That certificate shall be issued only after the Applicant has entered into an agreement with the Town specifying that all conditions imposed by the Town council will be completed and that the use and improvements will be in accordance with the approved Application site plan and development schedule. The conditional use certificate must be issued within one year of the date of final approval by Town Council, or the application is deemed withdrawn by the Applicant and is of no further force and effect.
- H. No approved conditional use may be altered, structurally enlarged, expanded in parking area or expanded in ground area unless the site plan is amended and approved in accordance with the procedures applicable to approval of a conditional use as set out in § 17.84.070 of the Code.
- I. In the event the Town receives any complaints about the use of the site in violation of the conditional use approval or other Code requirements or observes or becomes aware of any violations of the conditional use approval, the Applicant and/or owner may be summoned before the Town Council in a public meeting to show cause why the permit should not be revoked, suspended, or additional conditions imposed. Such show-cause hearing shall be open to the public and the applicant or owner may present testimony or offer other evidence on its behalf.
- J. Applicant shall comply with all applicable building and municipal code requirements, including the sign code and all accessibility requirements, as well as all performance standards, county licensing, and public health requirements.
- K. Any added exterior lighting will be dark sky compliant pursuant to the Comprehensive Plan Goal EN-4.
- L. All representations of the Applicant in written and verbal presentations submitted to the Town or made at public hearings before the Commission or Town Council shall be considered part of the application and binding on the Applicant.
- M. The Applicant shall reimburse the Town for any and all expenses incurred by the Town regarding the Application, including without limitation all costs incurred by the Town's outside consultants such as legal and engineering costs.

IV. Application Exhibits:

- A. Land development application
- B. Agreement to pay consulting fees
- C. Applicant packet
- D. Signed Performance Standards
- E. Public Notice
- F. Property Owners Within 250 Feet
- G. Notarized Affidavit of Public Notice



Planning Department
(970) 984-2311
Email:
psmith@newcastlecolorado.org

LAND DEVELOPMENT APPLICATION

Town of New Castle
PO Box 90
450 W. Main Street
New Castle, CO 81647

Note: All land use applications must be filed with the Town Clerk. Please consult the Town Planner for codes specific to the Land Development Application. All application materials are subject to the Colorado Open Records Act (CORA), C.R.S. §24-72-201 to 207.

Applicant: Moo LLC	
Address: 417 Allison Lane Basalt, CO 81621	Phone: 9707738814 E-mail: rockymtnmoo@gmailcom
Property Owner: Moo LLC	
Address: 417 Allison Lane Basalt, CO 81621	Phone: 9707738814 E-mail: rockymtnmoo@gmailcom
Contact Person: Rachel Houchin	
Address: 417 Allison Lane Basalt, CO 81621	Phone: 9707738814 E-mail: rockymtnmoo@gmailcom
Property Location/Address: 677 W Main Street, New Castle, CO 81647	
Legal Description: Lot: 1, 2 & THE E1/2 OF LOT 3	Acres: ~0.41
Existing Zone (e.g., Residential R-1, Commercial C-1): C-1	Existing Land Use: Storage

TYPE(S) OF LAND USE(S) REQUESTED

- Pre-Annexation Agreement
- Annexation
- Subdivision (including Minor and Major Subdivisions, Lot Splits, Sketch Plans, Subdivision Preliminary Plans, Subdivision Final Plans, & Condominiumizations)
- Amended Plat
- Planned Unit Development (including PUD Sketch Plans, Preliminary PUD Development Plans, PUD Master Plans and Final PUD Development Plans)
- Master Plan Amendment
- Conditional Use Permit or Special Review Use Permit
- Lot Line Adjustment or Dissolution
- Site Specific Development Plan/Vested Rights
- Variance
- Zoning
- Zoning Amendment
- Re-zoning
- Watershed Permit

<i>Rachel Houchin</i>	7/7/25
Applicant Signature	Date



AGREEMENT TO PAY CONSULTING AND ADMINISTRATIVE COSTS

Pursuant to municipal code section 16.08.070, for any land use application, the applicant shall pay all costs incurred by the town for the preparation of plats, plans, other required data and documents, recording fees, publication costs, legal and engineering review and advice, planning review and advice, inspections and all other out-of-pocket costs incurred by the town in connection with the land use application. In the case of withdrawal or denial of a land use application, the applicant shall be responsible for all costs actually incurred by the town in connection with such application regardless of the state of the review process at which the application is withdrawn or denied.

To secure payment of costs incurred by the town, the owner of the land proposed for development (and the applicant, if different) shall be required to sign the following agreement:

By signing below, the applicant and property owner hereby agree to reimburse the Town the actual costs to the Town for engineering, planning, surveying, legal services, and all other costs incurred by the Town in connection with the review and approval of the land use application. I also agree to reimburse the Town for the cost of making any correction or additions to the master copy of the official Town map and for any fees for recording any plats and accompanying documents with the County Clerk and Recorder of Garfield County. I agree that interest shall be imposed at the rate of 1.5% per month on all balances not paid within thirty (30) days of a statement. In the event the Town pursues collection of any amounts due and unpaid, the Town shall be entitled to collect attorney's fees and costs. In addition to all other remedies allowable by law, I agree that in the event any amounts remain due and unpaid for sixty (60) days the Town shall have the power and authority to certify such amounts, plus a ten percent penalty, to Garfield County to be imposed as a tax lien against the real property subject to the development application.

SO AGREED this 7 day of July, 20 .

Rachel Houchin
Applicant (Print Name)

9707738814

Telephone Number

rockymtnmoo@gmail.com

Email

Moo LLC

Property Owner

Owner

Relationship of Owner to Applicant

Rachel Houchin
Signature of Applicant

417 Allison Lane, Basalt, CO 81621

Mailing Address of Applicant

rockymtnmoo@gmail.com

Email Address of Applicant

Rachel Houchin
Signature of Property Owner

Signature of Property Owner

417 Allison Lane, Basalt, CO 81621

Owner Mailing Address

Type of application: Conditional Use Permit

Property description: Lots 1,2 and E 1/2 of Lot 3, Block 14, Town of New Castle

Moo LLC - Conditional Use Permit

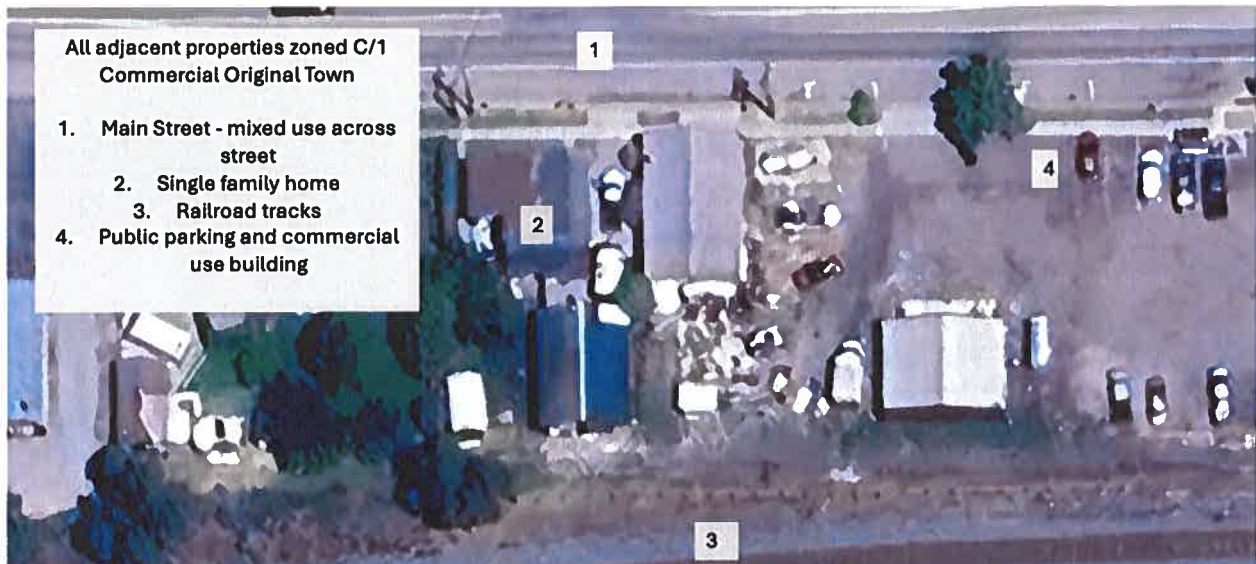
Purpose: Moo LLC is seeking approval for a conditional use permit to establish a designated food truck pad on the east side of our property, just two blocks from Colorado Drifters. Our goal is to host up to two food trucks at a time to bring diverse, high-quality food options to the neighborhood, support small mobile food vendors, and enhance the experience of those visiting our space.

We are proud to be a part of this community and believe that adding food truck options will contribute positively to the area's culinary offerings and atmosphere, while aligning with our mission to create a welcoming and engaging destination.

Below is a copy of the municipal code and required sections for application. Referencing: New Castle Municipal Code Section 17.84

https://library.municode.com/co/new_castle/codes/code_of_ordinances?nodeId=TIT17ZO_CH17.84COUS_17.84.010PU

1. A complete site plan illustrating:
 - a. Adjacent land uses and location of adjacent structures



2. Boundary and size of site Boundaries and Site Image
 - a. Boundary North- W Main Street
 - b. Boundary East- U-Haul commercial building and public parking
 - c. Boundary South- Alleyway separating building and railroad tracks
 - d. Boundary West- Single Family home



3. Building location, height and setbacks

- a. Building Location: Lots 1,2 and E ½ of Lot 3, Block 14, Town of New Castle, County of Garfield
- b. Height: ~18 feet
- c. Setbacks and site image



1. Food Truck Operations: Location, Definition, Hours & Loading Areas
 - i. Food trucks will remain entirely on private commercial property
 - b. There will be no disruption to New Castle public spaces or town operations.
 - ii. We plan to host no more than two food trucks at a time.
 - iii. All participating food trucks will undergo a strict screening process to ensure they meet high standards of cleanliness, professionalism, and a shared commitment to maintaining a tidy, well-kept area. This includes experience in mobile food service and a willingness to align with our expectations for site presentation and community interaction.
 - iv. Posted operating hours clearly on each truck will be a requirement - to ensure consistency and reliability for customers and the community.
 - v. All loading and unloading will take place on our private land
2. Off-street parking
 - i. Off-street parking – there is no current plan for off-street parking
3. Points of ingress & egress
 - i. Only owners and employees of the food truck will have access to the building (solely for use of the bathroom). There will be no access allowed to customers.
 1. Food truck owners and employees can access by the back door, which is on the south side of the building (towards the alley).
4. Service and refuse areas
 - i. Refuse will be placed on the Southeast corner of site and pickup is in same location.
5. Signs and exterior lighting
 - i. Description and site image of current signs and exterior lighting
 1. Signs isolated to food trucks. Food trucks to have own lighting
 2. Small existing lighting on building above front door (shown in photo) and above back entrance door.

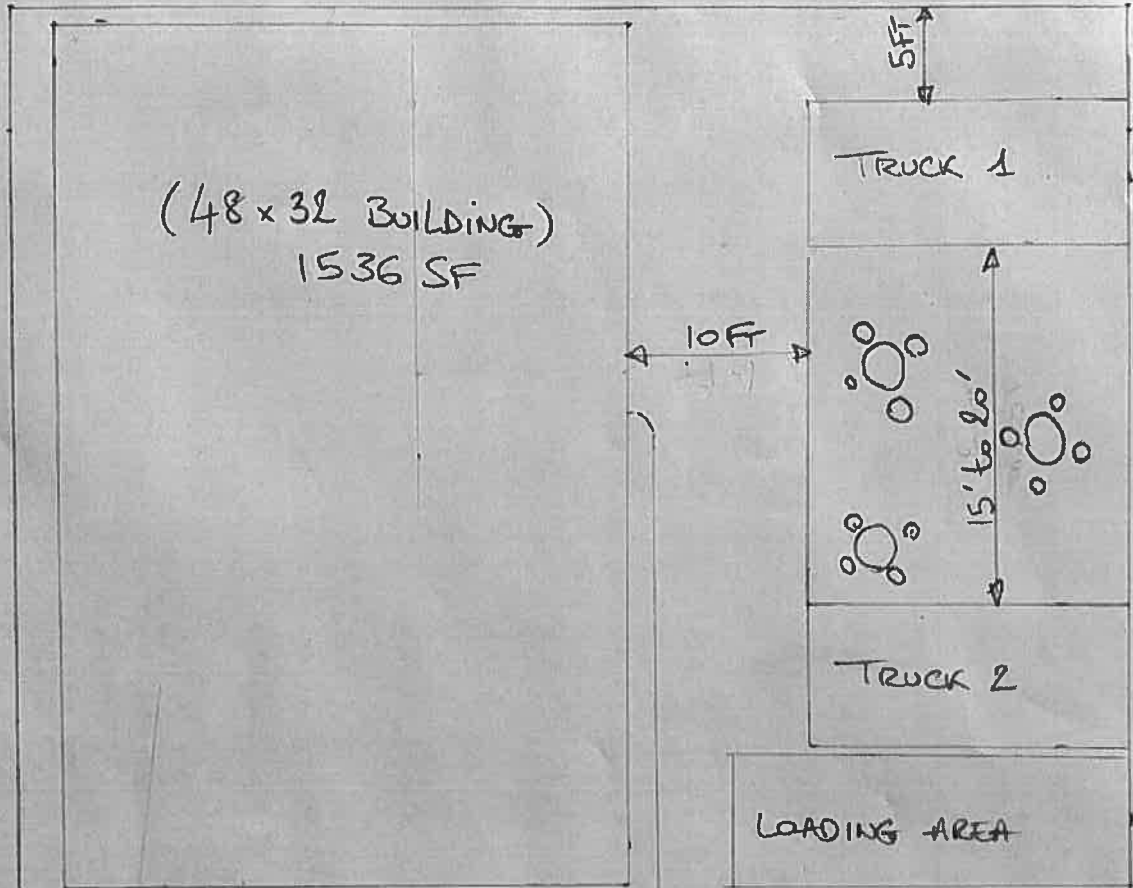


6. Fencing, landscaping and screening
 - i. The front has already been significantly improved. There is now usable space that customers and employees can travel and continue to be well-kept.
7. Compliance with performance standards
 - i. We will adhere to all city, state, and federal codes and ordinances and will continue to do so.
 - ii. We will also require that the food trucks adhere to all codes and ordinances.
8. Anticipated utility requirements
 - i. Electricity:
 1. What is Drifters allowed?
 2. Generators will not be allowed
 - ii. Water:
 1. All food trucks must have their own clean water tanks and storage
 2. We will allow for refill from a spigot between services
 - a. They will not be allowed a continuous hookup, just refill access
 3. Greywater & Waste:
 - a. Trucks have holding tanks for wastewater, which they will be required to dispose of off-site.
2. Time schedule for development:
 1. We aim to provide services as soon as feasibly possible, as we would like to give the food trucks the option to begin operating during the busier summer season. The location is ready to receive food trucks currently.
3. Other information:

1. While there are brick-and-mortar restaurants in town, they are not consistently open or convenient for quick, spontaneous meals. We believe the addition of two food trucks will provide a reliable, accessible option for a quick bite — especially given the proximity to one of the busiest intersections in New Castle.
2. As active professionals in the food industry through our catering business, we bring firsthand experience and a strong understanding of quality, operations, and customer expectations. With that in mind, we plan to implement a selective and structured application process for participating food trucks. This will ensure that all vendors meet high standards in food safety, cleanliness, customer service, and overall presentation.
3. Each food truck will be expected to maintain consistent operating hours, helping to build customer trust and ensure reliability for local residents and visitors alike. Maintaining a clean, aesthetically pleasing space will also be a priority, contributing positively to the surrounding environment.
4. This model has proven successful in nearby communities — for example, the consistently operating Mexican food truck near Woody Creek Distillery in Basalt, or the well-maintained and popular food truck options in Glenwood Springs. The locations in Rifle and Silt are so popular that these locations even have waitlists due to high demand!



5. We believe that allowing a limited number of well-vetted food trucks in New Castle will enhance the town's food offerings, support local entrepreneurship, and bring vibrancy to a key location — all while maintaining quality, consistency, and visual appeal.



FUTURE
GREASE
INTERCEPTOR

(62.5 FT x 100 FT LOT)

SEWER

PROPERTY LINE

Refuse
Area

Paul Smith

From: Rachel Houchin <rhouchinrachel@gmail.com>
Sent: Wednesday, July 30, 2025 7:19 PM
To: Paul Smith
Cc: Remi Bordelon; Jerome Trappier
Subject: Re: Food Truck Land Development Application - 677 W Main
Attachments: Privacy plan divider 1.jpeg; Seating Example 6.jpg; Seating Example 3.jpg; Revised siteplan 7.30.25.jpeg; Performance Standards, signed.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Paul - please see all notes below in red.

On Wed, Jul 30, 2025 at 9:46 AM Paul Smith <psmith@newcastlecolorado.org> wrote:

Hi Rachel,

I've provided a list of items for clarification:

1. NC does not have the best track record with food trucks. What type of management will you provide that guarantees the reliability of these businesses? Sort of an open-ended question, but it will be helpful that you are aware of what PZ and Council are thinking when you meet. To ensure the reliability and quality of the food truck operations on the property, we will implement the following management practices:

Vendor Screening & Agreements: All food truck operators will be required to sign a use agreement outlining expectations regarding cleanliness, conduct, hours of operation, and adherence to local health and safety regulations. We will prioritize working with vendors who are already licensed and in good standing with the county health department.

Regular Communication: We will maintain direct communication with all participating vendors to ensure schedules are honored and any issues are addressed promptly.

On-Site Oversight: A designated site manager (either myself or Jerome) will routinely check in on operations during active hours to ensure trucks are present, operating responsibly, and following all agreed-upon terms. We plan to be present at the building relatively frequently, therefore operations will be easily monitored.

Accountability Measures: Any vendor failing to meet expectations or missing scheduled appearances without sufficient notice will risk losing access to the site. We will maintain a waitlist of other interested vendors to ensure continuity and consistency.

Community Standards: We are committed to ensuring the space remains clean, safe, and welcoming.

1. The CUP will only apply to mobile "food" vendors. No other mobile vendors will be allowed. **Yes, noted**
2. Explain how outdoor seating area will be managed - kept cleaned, trash dumped (like we discussed on the phone). Each food truck is required to have their own hand washing station. Between any change in duty (such as handling food, to cleaning tables, to taking orders/handling payment), employees are required to wash their hands (this is routine, standard practice). Each food truck will be responsible for collecting all the trash, keeping the area clean and sanitizing tables. Each food truck is also required to have their own sanitizer. Which can be used to keep the table area clean. This will be outlined in the agreement that we have with each food vendor.
3. We will need hours of operation provided. You will not need precise hours at this point, but they will want to know whether it is open early or late and how deliveries will be handled. **Noted. We will require specific hours of operation for each food truck. Each food truck will be responsible for handling their own deliveries (someone will need to be on site).**
4. Alcohol will not be served? It will not be served.
5. Will the rear alley be used: deliveries, trash, parking, etc.? If so, we will need to reach out to neighbors to get the alley cleared. **Yes, the rear alley will be used for deliveries, trash and potential parking.**
6. Provide examples or renderings of how the trucks/trailers/sitting area will appear to the public. Screening will be important towards main street. This will be an important aspect for P&Z's review. **See ideas attached. They are not definitive, but we would like a small seating area, with some shade provided between the two trucks. Screening wise - we were thinking of either potted plants (such as in the attached photo) or a fence.**
7. Sign the performance standards (see attachment), attached
8. If you plan to provide seating outdoors, show locations on site plan. **It will be inbetween the two food trucks. See attached revised plan.**
9. There will not be port-a-potties onsite. **Noted.**
10. There will not be outdoor concerts or events on the property because of bathroom limitations and zoning requirements. **Correct.**
11. Trucks will be self-contained. Any grease will be hauled-off, correct? **For the time being, yes. Until we have the grease trap installed, where we can then reconsider.**
12. Trucks shall comply with dark-sky and sign code requirements. **Noted.**
13. Council will likely want a 1-year anniversary review to comment on the status of the businesses. This was what you observed with Drifters. **That is fine.**

Answers to your questions from the previous email:

- No additional street lighting will be provided. Street lighting on US6 I believe is managed by CDOT.
- Provisions for electrical access were not included with their approval. Any accessory equipment needs to be hidden from view. If there is a generator it needs to comply with the noise statutes.

Get back to us as soon as you can about the alley use. It may take a little time to get the neighbors on board!

Thank you,

Paul Smith

Town Planner/Inspector

psmith@newcastlecolorado.org

(970) 984-2311 #108

Best,

Rachel and Jerome



From: Rachel Houchin <rhouchinrachel@gmail.com>

Sent: Monday, July 7, 2025 11:35 AM

To: Paul Smith <psmith@newcastlecolorado.org>

Cc: Remi Bordelon <rbordelon@newcastlecolorado.org>; Jerome Trappier <Diefamily@yahoo.com>

Subject: Food Truck Land Development Application - 677 W Main

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Paul,

Thank you again for taking the time to meet with us the other day — we truly appreciate your guidance.

As discussed, please find attached our completed Food Truck Land Development Application. We based it on the materials and examples you shared with us and have done our best to include all relevant information. Please don't hesitate to reach out if anything further is needed or if you have any questions.

We do have a couple of follow-up questions:

1. **Lighting** – From what we can tell, there doesn't appear to be any city-provided street lighting near our building. Can you confirm if that's correct?
2. **Electricity Access** – Do you know what kind of electrical capacity Drifters was approved for with their two proposed food trucks? We didn't see specific details in the application you showed us.

Thanks again, and we look forward to hearing from you.

SCHEDULE A (continued)

LEGAL DESCRIPTION

The Land referred to herein is located in the County of Garfield, State of Colorado, and described as follows:

Lots 1, 2, and the East 1/2 of lot 3,
Block 14,
TOWN OF NEW CASTLE

For each policy to be issued as identified in Schedule A, Item 2, the Company shall not be liable under this commitment until it receives a specific designation of a Proposed Insured, and has revised this commitment identifying that Proposed Insured by name. As provided in Commitment Condition 4, the Company may amend this commitment to add, among other things, additional exceptions or requirements after the designation of the Proposed Insured.

This page is only a part of a 2021 ALTA® Commitment for Title Insurance issued by Westcor Land Title Insurance Company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; Schedule A; Schedule B, Part I-Requirements; and Schedule B, Part II-Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.

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alamy







Town of New Castle
450 W. Main Street
PO Box 90
New Castle, CO 81647

Building & Planning
Department
Phone: (970) 984-2311
Fax: (970) 984-2716

www.newcastlecolorado.org

PERFORMANCE STANDARDS

I, Rachel Houchin, ON THIS DATE 7/31/25 agree to abide by the following PERFORMANCE STANDARDS:

Performance Standards

- (A) Smoke. No use shall be permitted in any district unless it conforms to the standards established by the Colorado Department of Public Health's rules and regulations pertaining to emission of smoke.
- (B) Particulate Matter. No operation shall be conducted unless it conforms to the standards established by the Colorado Department of Public Health's rules and regulations pertaining to emission of particulate matter.
- (C) Dust, Odor, Gas, Fumes, Glare or Vibration. No operation shall be conducted unless it conforms to the standards established by the Colorado Department of Public Health's rules and regulations pertaining to emission of dust, odor, gas, fumes, glare or vibration.
- (D) Radiation Hazards and Electrical Disturbances. No operation shall be conducted unless it conforms to the standards established by the Colorado Department of Public Health's rules and regulations pertaining to radiation control.
- (E) Noise. No operation shall be conducted unless it conforms to the standards established by the Colorado Department of Public Health's rules and regulations pertaining to noise.
- (F) Water Pollution. No operation shall be conducted unless it conforms to the standards established by the Colorado Department of Public Health's rules and regulations pertaining to water pollution.

Source: Ord. 261, Sec. 15.04.090, 1983

Rachel Houchin

NOTICE OF PUBLIC HEARING

Town of New Castle

Virtual Meetings are subject to internet and technical capabilities.

To join by computer, smart phone or tablet:
<https://us02web.zoom.us/j/7096588400>

If you prefer to telephone in:
Please call: 1-346-248-7799
Meeting ID: 709 658 8400

Follow the prompts as directed. Be sure to set your phone to mute until called on.

Date: September 24, 2025

Time: 7:00 PM

Place of meeting: 450 W Main St.
Town Hall, New Castle, CO

Brief description of meeting: Presentation of Conditional Use Permit application for up to two (2) food trucks operating on commercial lot downtown.

Legal description: Lots 1, 2, and the East ½ of lot 3, Block 14, Town of New Castle

Common address: 677 W Main Street, New Castle, CO 81647

Applicant: Moo, LLC (Rachel Houchin)

Landowner: Moo, LLC

The complete application is available at the Town Clerk's office at 450 West Main Street, P.O. Box 90, New Castle, CO 81647. All interested persons are invited to appear and state their views, protests, or objections. If you cannot appear personally at such hearing, then you are urged to state your views by letter.

Garfield County, CO

Property Results

22 Results

[Click to Show Photos](#)

Account Number ↕	Owner ↕	Property Address ↕	City ↕	Map
R009969	NEW CASTLE, TOWN OF	0	NEW CASTLE	Map
R380001	GLIDDEN HARMONY LLC	681 W MAIN ST	NEW CASTLE	Map
R380049	RAPP, CONSTANCE A.	742 W MAIN ST	NEW CASTLE	Map
R380099	SHOCKLEY, AARON & SHOCKLEY, MEAGAN & COL	600 W MAIN ST	NEW CASTLE	Map
R380104	CARTWRIGHT, ADAM H	620 W MAIN ST	NEW CASTLE	Map
R380126	MCFARLAND, RONALD P & LINDA G	721 W MAIN ST	NEW CASTLE	Map
R380133	RIEGER, MICHAEL THOMAS & JOHANN G & SHAR	732 W MAIN ST	NEW CASTLE	Map
R380136	BOLAND, WHITNEY M & SALO, ANDREW W	111 N 6TH ST	NEW CASTLE	Map
R380179	SHRULL, JAMES O & SAMANTHA J	644 W MAIN ST	NEW CASTLE	Map
R380183	MALLOY, TODD F	562 W MAIN ST #A	NEW CASTLE	Map
R380215	WARD, CHARLSEY J	640 W MAIN ST	NEW CASTLE	Map
R380218	SMYTHE, RYAN C & BRANDI	129 N 6TH ST	NEW CASTLE	Map
R380279	MOO LLC	677 W MAIN ST	NEW CASTLE	Map
R380282	FAMILY MATTERS LLC	589 W MAIN ST	NEW CASTLE	Map
R380325	JOANNAS DILEMMA LLC	731 W MAIN ST	NEW CASTLE	Map
R380328	NEW CASTLE, TOWN OF (SEWAGE PLANT)	202 KAMM AVE	NEW CASTLE	Map
R380336	NEW CASTLE, TOWN OF	0 W MAIN ST	NEW CASTLE	Map
R380353	CRUZ HERRERA, MARGARET MONGE & MARCOS	111 N 7TH ST	NEW CASTLE	Map
R380381	VAN GORP, EMILY ANN	702 W MAIN ST	NEW CASTLE	Map
R380634	RITTNER, ROBERT L	720 W MAIN ST	NEW CASTLE	Map
R380636	NEW CASTLE, TOWN OF	667 W MAIN ST	NEW CASTLE	Map
R380825	RUIZ, IGNACIO	136 N 7TH ST	NEW CASTLE	Map

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**TOWN OF NEW CASTLE, COLORADO
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ 2025-3**

A RESOLUTION OF THE NEW CASTLE PLANNING AND ZONING
COMMISSION RECOMMENDING APPROVAL OF A CONDITIONAL USE
PERMIT FOR MOBILE VENDING CARTS OR STANDS (I.E., FOOD
TRUCKS) ON PROPERTY LOCATED IN THE C-1 ZONE DISTRICT.

WHEREAS, on or about July 7, 2025, Moo, LLC, c/o Rachel Houchin (“Applicant”) submitted a Conditional Use Permit Application (“Application”) concerning its property described as Block 14, Lots 1, 2, and the East ½ of Lot 3, Original Townsite of New Castle, and having an address of 677 W. Main Street, New Castle, CO (the “Property”); and

WHEREAS, the Property is zoned C-1; and

WHEREAS, the Property is currently improved with a 1,536 square-foot structure and surrounding parking areas; and

WHEREAS, Applicant intends to operate a catering/commissary business and two mobile food vendors on the Property; and

WHEREAS, Chapter 17.36 of the New Castle Municipal Code (the “Code”) establishes the permitted and conditional uses for the C-1 District; and

WHEREAS, Applicant’s proposed mobile food vendors, i.e. “mobile vending carts or stands,” use (the “Proposed Use”) is eligible for conditional use review by virtue of its inclusion on the list of conditional uses under § 17.36.050 and, therefore, requires the issuance of a conditional use permit pursuant to Chapter 17.84 of the Code; and

WHEREAS, as required under Code § 17.84.040(B), the New Castle Planning and Zoning Commission (“Commission”) held a duly noticed public hearing on September 19, 2025, to consider the Application; and

WHEREAS, pursuant to Code § 17.84.050, the Commission hereby finds that the Application:

1. is eligible for conditional review under § 17.84.040;
2. is generally compatible with adjacent land uses;
3. meets all requirements of § 17.84.020 of the Code, is in compliance with Title 17 of the Code, and minimizes potential adverse impact of the conditional use on adjacent properties and traffic flow;
4. is consistent with the comprehensive plan; and
5. the Town has the capacity to serve the proposed use with fire and police protection.

NOW, THEREFORE, BE IT RESOLVED BY THE NEW CASTLE PLANNING AND ZONING COMMISSION AS FOLLOWS:

1. Recitals Incorporated by Reference. The foregoing recitals are incorporated by reference herein as findings and determinations of the New Castle Planning and Zoning Commission.

2. Listing of Approved Uses. The following constitute the uses of the Property that the Commission recommends be approved under the Application as a conditional use, which may be in addition to other permitted uses of the Property.

A. Use of the Property for the operation of up to two mobile food vendors, i.e. “mobile vending carts or stands”

3. Recommendation. The Planning and Zoning Commission hereby recommends that the Town Council approve the Application and the Proposed Use pursuant to § 17.84.050 of the Code, subject to the following conditions:

A. Development of the Property shall be consistent with the site plan shown on Exhibit A to this Resolution and as may be revised by the Town Council. No more than two mobile food vendors will be permitted on the Property and only within the allowable parking location as depicted on Exhibit A. Other types of mobile vendors are not authorized to operate under this conditional use permit.

B. Applicant shall provide and comply with a schedule for daily hours of operation of the mobile food vendors, which schedule will be reviewed and approved by Town Council.

C. The bathroom facilities of the existing building shall be made available to food truck/trailer employees during all hours of operation per the requirements of Garfield County Public Health and Human Services. Toilets shall not be available to patrons.

D. Any auxiliary equipment, materials, or supplies necessary for the function of any mobile food vendors shall be stored out of site or otherwise screened from public view by means of fencing, landscape ornamentation, or other approved means of concealment. Within six months after the issuance of the conditional use certificate, Staff shall inspect the visual impacts of the food truck(s). Any concerns not resolved within 30 days of the inspection shall be subject to condition I, below.

E. A trash receptacle shall be provided and maintained on the southeast corner of the Property.

F. 6. Loading, staging, and supplying of mobile food vendors shall occur either off the south alleyway or Mainstreet (i.e. US 6). Vendors shall refrain from accessing the property from adjacent lots.

G. The use approved in the Application shall not be conducted until the Town Planner has issued a conditional use certificate. That certificate shall be issued only after the Applicant has entered into an agreement with the Town specifying that all conditions imposed by the Town council will be completed and that the use and improvements will be in accordance with the approved Application site plan and development schedule. The conditional use certificate must be issued within one year of the date of final approval by Town Council, or the application is deemed withdrawn by the Applicant and is of no further force and effect.

H. No approved conditional use may be altered, structurally enlarged, expanded in parking area or expanded in ground area unless the site plan is amended and approved in accordance with the procedures applicable to approval of a conditional use as set out in § 17.84.070 of the Code.

I. In the event the Town receives any complaints about the use of the site in violation of the conditional use approval or other Code requirements or observes or becomes aware of any violations of the conditional use approval, the Applicant and/or owner may be summoned before the Town Council in a public meeting to show cause why the permit should not be revoked, suspended, or additional conditions imposed. Such show-cause hearing shall be open to the public and the applicant or owner may present testimony or offer other evidence on its behalf.

J. Applicant shall comply with all applicable building and municipal code requirements, including the sign code and all accessibility requirements, as well as all performance standards, county licensing, and public health requirements.

K. Any added exterior lighting will be dark sky compliant pursuant to the Comprehensive Plan Goal EN-4.

L. All representations of the Applicant in written and verbal presentations submitted to the Town or made at public hearings before the Commission or Town Council shall be considered part of the application and binding on the Applicant.

M. The Applicant shall reimburse the Town for any and all expenses incurred by the Town regarding the Application, including without limitation all costs incurred by the Town's outside consultants such as legal and engineering costs.

THIS RESOLUTION PZ 2025-3 was adopted by the New Castle Planning and Zoning Commission by a vote of ___ to ___ on the 24th day of September, 2025.

NEW CASTLE PLANNING AND
ZONING COMMISSION

By: _____
Chuck Apostolik, Chair

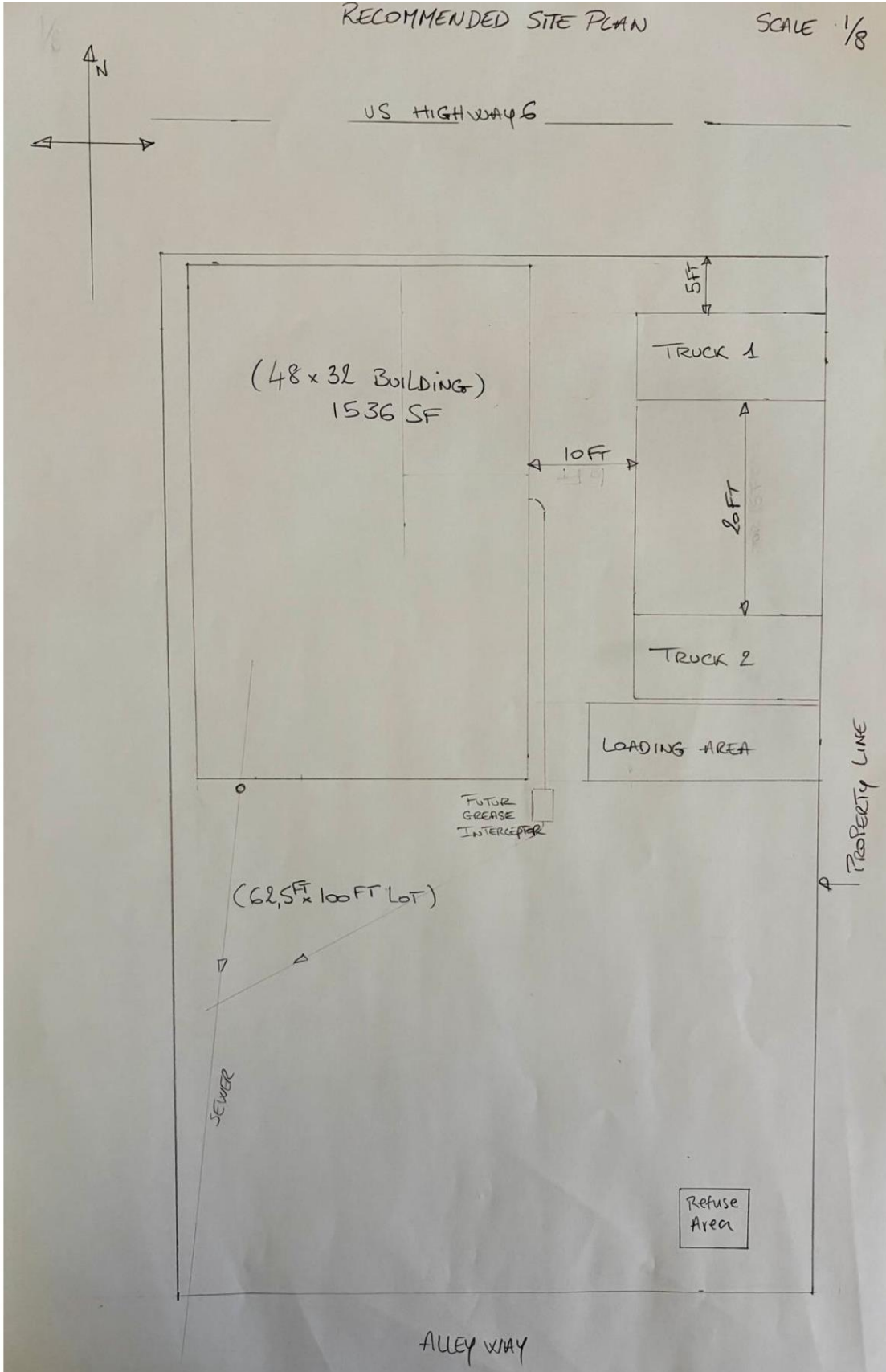
ATTEST:

Michelle Huster, Professional Assistant to the Clerk

EXHIBIT A
Site Plan

RECOMMENDED SITE PLAN

SCALE 1/8



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New Castle, Colorado
Planning and Zoning Commission
Wednesday, August 27, 2025, 7:00 PM

Call to Order

Vice Chair Cotey called the meeting to order at 7:00 p.m.

Roll Call

Present Commissioner McDonald
Vice Chair Cotey
Commissioner G. Riddile
Commissioner Sass
Commissioner Parks
Commission Alternate Mahaffey
Absent Commission Alternate Rittner
Commissioner Sass
Commissioner Cotey

Also present at the meeting were Town Planner Paul Smith, Town Clerk Mindy Andis, and Deputy Town Clerk Samantha Sorensen.

Meeting Notice

Deputy Clerk Sorensen verified that her office gave notice of the meeting in accordance with Resolution TC 2025-1.

Conflicts of Interest

There were no conflicts of interest.

Citizen Comments on Items NOT on the Agenda

There were no citizen comments.

Public Hearing

Moo LLC – Conditional Use Permit

Town Planner Paul Smith reported that the public hearing for the Moo LLC Conditional Use Permit could not proceed as planned due to improper noticing. He explained that in some cases, properties rather than property owners were notified, resulting in not all required parties receiving public notice.

Rachel Houchin, representing Moo LLC, explained they had accidentally sent notices to physical addresses rather than mailing addresses, causing some notices to be returned. She and Jerome Trappier are based out of Basalt and are in the process of renovating a commercial building in downtown New Castle where they hope to eventually have food trucks.

Staff and the applicant agreed to reschedule the public hearing for September 24, 2025. No motion was required as the public hearing was not officially opened. Vice Chair Cotey thanked the applicant for their commitment to the process and ensuring everyone would have the opportunity to provide feedback.

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Items for Consideration

Discuss potential mixed use proposal for Walters Center

Town Planner Smith introduced this agenda item as a conceptual discussion for a potential mixed-use development at the Walters Center, located behind McDonald's and the Maverick. There was already an approval on the property for a mixed-use development, their proposal would be for an amendment to that original approval. He noted this was not a sketch plan application and no formal process was required at this point.

Jeff Barbles of Mustang Commercial, along with Magnus Grimmett (partner), Kendall Barstad from Gray Wolf Architecture, and Brian Clerico from CWC Engineers, presented the concept. The proposal includes six residential buildings comprising a total of 66 units, including a mix of studios, one-bedroom, two-bedroom, and three-bedroom apartments, which are part of the proposal (Exhibit A). Additionally, a 10,800 square foot retail center and two pad sites designated for commercial use with drive-throughs are included. The residential area would have a separate entrance off Castle Valley Boulevard.

Mr. Barbles noted they have had interest from Starbucks, Dunkin', several banks, and fast-food restaurants for the commercial spaces. The retail center would include patios on either end for restaurants, with additional interest from businesses like ice cream shops, salons, spas, and dental offices.

Each residential building would contain approximately 11 units, including studios, one-bedroom, two-bedrooms, and one three-bedroom unit per building. Each building would have 8 garages with 22-foot driveways in front. Buildings would be staggered going up the hillside, with ADA-accessible units in most buildings.

Mr. Barstad from Gray Wolf Architecture explained that the buildings would be 34 feet high from the first floor to the highest part of the roof, not including the garages. They would be developing different color schemes for the buildings to avoid a uniform appearance.

Mr. Clerico discussed plans for Walter's Center Lane, including two through lanes and a center turn lane, with a proposal to make it a public road. The residential road would terminate in a cul-de-sac with a 5-foot sidewalk and 5.5-foot tree lawn on the west side.

Commissioners raised several concerns and offered feedback:

- Vice Chair Cotey expressed concerns about the massing of the residential buildings, suggesting they appeared too tall and too close together. She recommended making the units look less "cookie-cutter" through staggering, landscaping, and breaking up the visual mass.
- Commissioner McDonald asked about building heights and road improvements.

- 1 • Commissioner Riddile raised questions about traffic flow, water detention, and
2 parking. He suggested the possibility of designating 10% of the units as
3 affordable housing.
- 4 • Commissioner Parks asked about ADA accessibility, noting concerns about the
5 stairs shown on the plans.
- 6 • Commissioner Sass inquired about the unit mix and parking provisions.
- 7 • Commissioner Mahaffey mentioned concerns about potential rockfall, referencing
8 issues experienced on West Maderis.
9

10 Multiple commissioners expressed interest in ensuring pedestrian connectivity through
11 the property, connecting to existing trails and the transit stop. They also suggested
12 creating community gathering spaces within the development.
13

14 The applicant acknowledged the feedback and noted they would refine the plans to
15 address these concerns. They explained that while they'd been working on this project
16 for nearly two years, they wanted to get commission feedback before investing further
17 in detailed architecture.
18

19 Town Planner Smith noted that the original PUD for this property was approved around
20 1996, with a different configuration that included 25,000 square feet of retail and three
21 levels of residential in a more apartment-complex style development. The current
22 proposal would require a major amendment to that original approval.
23

24 No formal action was taken as this was a conceptual discussion.
25

26 **Comments/Reports**

27

28 **Items for Next Planning and Zoning Agenda**

29 Town Planner Smith reiterated that the Moo LLC Conditional Use Permit would be on
30 September 24, 2025, agenda.
31

32 Town Planner Smith also mentioned that R2 would bring a minor amendment to their
33 townhomes project to change some units to for-sale units and modify the garages.
34 They plan to begin grading this fall with building permits expected in February or
35 March.
36

37 Town Planner Smith and Town Clerk Andis discussed reducing paper use for application
38 packets. They proposed providing electronic packets for commissioners and the public
39 website, while limiting paper packets to five copies, one of which would be for the
40 official record. Commissioners were supportive of this change.
41

42 **Commission Comments and Reports**

43 Commissioner Parks reported that the Historic Preservation Commission (HPC) has
44 received approval for a plaque for Down Valley Brewing and is planning an installation
45 celebration. He also noted that Town Council has approved the application for historic
46 designation of the cemetery, which HPC will review at their next meeting.
47

48 **Staff Reports**

49 No staff reports were presented.

1 **Review Minutes from Previous Meetings**
2 **MOTION: Commissioner McDonald made a motion to approve July 23, 2025,**
3 **meeting minutes. Commissioner G. Riddle seconded the motion, and it passed**
4 **unanimously.**

5
6 Vice Chair Cotey adjourned the meeting at 8:10 PM.

7
8 Respectfully Submitted,

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12 _____
13 Alison Coty, Commission Vice-Chair

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17 _____
18 Samantha Sorensen, Deputy Town Clerk

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24 Exhibits

25
26 Exhibit A – New Castle Center Sketch Plan
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