

Posted: _____

Remove:



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, February 23, 2022, 7:00 PM

Virtual Meetings are subject to internet and technical capabilities.

[To join by computer, smart phone or tablet Click Here:](#)

**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**

Call to Order, Roll Call, Meeting Notice

Conflicts of Interest

Citizen Comments on Items NOT on Agenda

Items for Consideration

- A. A Resolution of the New Castle Planning and Zoning Commission Adopting a Policy Regarding Alternate Members of the Commission

Items for Discussion

- B. Update to the Public Works Manual Regarding Street Design Standards

Comments/Reports

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

Review Minutes of Previous Meetings

- C. Draft Minutes July 28, 2021
- D. Draft Minutes August 11, 2021

Adjournment

TOWN OF NEW CASTLE, COLORADO
RESOLUTION NO. PZ 2022-01

A RESOLUTION OF THE NEW CASTLE PLANNING AND ZONING
COMMISSION ADOPTING A POLICY REGARDING ALTERNATE
MEMBERS OF THE COMMISSION.

WHEREAS, Chapter 17.08 of the New Castle Municipal Code (“Code”) provides for the creation, membership, qualifications, term of office, and powers of the Town of New Castle Planning and Zoning Commission (“Commission”); and

WHEREAS, Section 17.08.020 of the Code was recently amended to allow Town Council to appoint up to two alternate members of the Commission who may serve when one or more of the regular Commission members are unavailable due to absence or due to recusal or disqualification from a particular matter; and

WHEREAS, the Commission finds that formalizing the process for seating Commission alternates and providing additional details and guidance regarding their participation at Commission meetings would be beneficial to future Commissions, land use applicants, and the public; and

WHEREAS, the Commission hereby adopts this Resolution to establish policy regarding Commission alternates.

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

1. Recitals. The foregoing recitals are incorporated by reference herein as findings and determinations of the Commission.
2. Alternate Policy Adoption. The Commission hereby adopts the Town of New Castle Planning & Zoning Commission Alternate Policy attached hereto as Exhibit A.
3. Communication of Alternate Policy. The Commission recommends that Town staff provide a copy of its Alternate Policy to all land use applicants, that staff discuss the Alternate Policy with applicants during pre-application meetings, and that the Alternate Policy be posted on the Town’s website.

4. Effective Date. This Resolution and the Alternate Policy adopted hereby shall be effective upon passage of this Resolution.

THIS RESOLUTION PZ 2022-01 was adopted by the New Castle Planning and Zoning Commission by a vote of ____ to ____ on the 23rd day of February, 2022.

TOWN OF NEW CASTLE, COLORADO,
PLANNING & ZONING COMMISSION

By: _____
Chuck Apostolik, Commission Chair

ATTEST:

Mindy Andis, Deputy Town Clerk

EXHIBIT A

TOWN OF NEW CASTLE PLANNING & ZONING COMMISSION ALTERNATE POLICY

1. Appointment of Alternates. Pursuant to Section 17.08.020 of the Town of New Castle (“Town”) Municipal Code, Town Council may appoint up to two alternate members to the Town Planning & Zoning Commission (“Commission”) who may serve when one or more of the regular Commission members are unavailable due to absence or due to recusal or disqualification from a particular matter. Like regular Commission members, an alternate Commission member will serve for a four-year term unless otherwise limited or extended by Town Council. If an alternate member resigns or is removed from the Commission before the end of his or her term, Town Council shall appoint a replacement alternate to serve until the end of the term.

2. Qualification of Alternates. An alternate is qualified to be seated as a voting member of the Commission if he or she (i) is present at the meeting at which he or she is to be seated; (ii) was present at or has reviewed the video and/or audio of and all documents presented at a prior meeting in the event the alternate is to be seated for a continued public hearing or meeting; and (iii) does not have a conflict of interest with respect to any application or the item to be voted on by the alternate. A regular or alternate member of the Commission will be deemed present at a meeting if he or she is physically present at the meeting or is able to participate in the meeting via video conference.

3. Seating Alternates. At no time will more than seven Commission members be seated and able to vote. The following provisions apply to the seating of alternate Commission members:

- a. **Two alternates seated.** If two alternates have been appointed by Town Council and are qualified to serve, both alternates will be seated when (i) five regular members are present and able to participate at a meeting, or (ii) three regular members are present and able to participate at a meeting.
- b. **One alternate seated.** Regardless of the number of appointed alternates, one qualified alternate will be seated when (i) six regular members are present and able to participate at a meeting (including at a continued hearing or meeting), (ii) four regular members are present and able to participate at a meeting (including a continued hearing or meeting), or (ii) only one alternate has been appointed by Town Council and/or is qualified to serve and the appointment of the alternate is needed to establish a quorum. In the event there are two appointed, qualified alternates but only one will be seated, the seated alternate will be selected by a coin toss.
- c. **Seating due to recusal.** If an alternate is seated due to a regular member’s conflict and recusal, the alternate will only be seated as a voting member with respect to the matter for which the regular member has recused. If a regular member recuses from one or more items on an agenda but additional items are considered or voted on

before or after the recusal item(s) at the same meeting, the regular member may retake his or her voting seat for any items from which he or she is not recused.

- d. **Return of regular member to continued hearing or meeting.** If an alternate is seated for a meeting/public hearing that gets continued and the regular member is present and able to attend the continued meeting/hearing, the regular member may retake his or her voting seat and the alternate will not be seated, provided that the regular member can attest on the record that he or she reviewed the audio and/or video recording of the prior meeting and all documents presented at the meeting.
4. Meeting Attendance and Participation. Alternates are expected to attend all Commission meetings even if they are not seated as voting members. Alternates may ask questions and provide feedback during meetings at which they are not seated as voting members, but an alternate may not participate in deliberations or provide opinions regarding any land use application or other item to be voted on by the Commission unless the alternate is seated as a voting member.

Memo

To: Chuck Apostloik
From: John Wenzel
Date: February 16, 2022
Re: Changes to the Public Works Manual

The purpose of this memorandum is to introduce the Planning and Zoning Commission to some possible changes of the Town of New Castle Public Works Manual. The Public Works Manual is meant to act as a guide for the uniform design and construction of the Town's infrastructure. This Manual identifies the minimum standards, specifications, and processes necessary to achieve public safety, functional effectiveness, ease of maintenance, and uniform materials. Our current Public Works Manual has not been revised since 1998 and much of the information that it contains is not up to date with modern urban design standards. There are many sections of the Public Works Manual that need revision, but my goal for this meeting is to concentrate on the streets "Design Standards", specifically:

- Construction of private streets.
- Residential and Arterial Street cross sections.
- Water and sewer service line standards.
- Visitor parking spaces for multi-family dwellings.
- Sidewalk design standards.
- Snow storage design standards.
- Public improvement warranty standards, performance indicators, and threshold values.

Included in the presentation package is an edited version of the street "Design Standards" and a PDF of several new street cross section details.

I look forward to meeting with the Commission and welcome all comments, feedback, and suggestions.

Design Standards.

The following design standards and regulations shall be used as guidelines for the design and construction of streets. Variations may be approved by the Town only when project Submittals contain sufficient information to substantiate the need for these changes:

- A. The street pattern shall conform to any transportation plan or comprehensive plan adopted by the Town Council and shall afford safe and convenient access to all lots within the subdivision.
- B. Streets shall be designed to join with planned or existing streets:
 - 1. Intersections of streets shall be at right angles unless otherwise approved by the Planning Commission and the Town Engineer.
 - 2. No more than two streets shall intersect at one point.
 - 3. Two local streets meeting a third street from opposite sides shall meet at the same point, or their centerlines shall be offset at least one hundred feet (100').
 - 4. Arterial or collector streets meeting a third street from opposite sides shall meet at the same point, or their centerlines shall be offset at least two hundred feet (200').
 - 5. The Town Engineer may approve exceptions to the provisions of this subsection in extraordinary circumstances where safety is not compromised.
- C. Streets shall have the names of existing streets which are aligned in the Town, or as specified by the Town of New Castle Public Works Manual.
- D. Streets which are extensions of existing or platted streets shall bear the same classification as that assigned to the existing or platted street in any adopted transportation or comprehensive plan, and shall conform to any special standards pertaining to such classifications.
- E. Local residential streets shall be laid out to discourage through traffic, and where a proposed subdivision borders on or includes a street designated arterial, intersections of proposed streets with such arterials shall be held to a minimum. Lots bordering arterial roadways may be either reverse-facing on an interior street within the subdivision, or served by a frontage road.
- F. Streets shall be designed to bear a logical relationship to the existing topography.
- G. Dead-end streets shall not be permitted. A street may end in a permanent cul-de-sac providing that the street is not longer than six hundred sixty feet (660') and that the radius of the turning areas be at least forty-five feet (45') to the curb, and fifty feet (50') to the edge of the right-of-way. Adequate space shall be provided for plowed snow

storage by providing a T-shaped turnaround with a minimum turning radius of fifty feet (50') for a residential development and seventy-five feet (75') for commercial or industrial developments where tractor-trailer trucks will be using the street.

Where a street is designed to connect with a future street, a temporary turn-around shall be provided with a radius equal to that required for a permanent cul-de-sac or of an alternate design approved by the Town Engineer based on the traffic movement generated by the street in question. Such streets terminating in a temporary turn around may exceed the six hundred sixty foot (660') limit specified above if approval by the Town Engineer. If the temporary turn-around is to exist for a period longer than six (6) months, then the subdivider shall pave it and construct a curb and gutter and sidewalks if so directed by the Town Engineer. When the connection is finally made, the subdivider shall be responsible for constructing the turn-around area to fit the normal street design, and the Town shall reassign the excess right-of-way back to the owners of the adjacent property. Surface drainage on the cul-de-sac shall be towards the intersecting street or else a drainage easement shall be provided from the cul-de-sac.

- H [Private Street Development shall not be permitted. All newly constructed streets shall meet the Town of New Castle streets design standards.](#)
- I. All subdivision streets shall comply with the "*Recommended Right-of-Way Cross-Sections*", which may be adopted and amended from time to time by resolution of the Town Council. Streets, alleys, rights-of-way, sidewalks and easements shall comply with all federal and state specifications, and, in addition, shall meet the following minimum width standards:
1. Arterial streets shall have a minimum right-of-way of one hundred feet (100'). The minimum paved portion of the street measured from flow line to flow line shall be sixty-four feet (64');
 2. [Collector streets shall have a right-of-way width ranging from fifty two feet \(52'\) to seventy feet \(70'\), with a minimum paved portion, measured from flow line to flow line, ranging from twenty six feet \(26'\) to fifty feet \(50'\), Collector street right-of-way size will be determined by the Collector Street Cross Section recommended by the Town Engineer and approved by the Planning Commission.](#)
 3. [Local residential streets shall have a minimum right-of-way of fifty six feet \(56'\), with a minimum paved portion of thirty-six feet \(36'\), measured flow line to flow line;](#)
 4. Alleys (where permitted), twenty feet (20');
 5. Crosswalk easements, ten feet (10');
 6. Drainage easements, ten feet (10'), or larger if so required by the Town Engineer;

7. Half-streets shall not be permitted, except when required to complete a half-street already in existence;
8. Minimum street gradient for all streets shall be four-tenths of one percent (0.4%). Maximum street gradient shall be eight percent (8%). Streets shall not exceed a gradient of four percent (4%) within one hundred feet (100') of an intersection. Vertical curves shall be used at changes of grade exceeding one percent (1%) and shall be designed to provide a minimum sight distance of two hundred feet (200') except for arterial streets which shall be subject to state and federal standards. To insure adequate sight distance, when street roadway lines deflect more than five degrees, connection shall be made by horizontal curves. Special exceptions to the requirements of this subparagraph may be granted by the Planning Commission and the Town Council;
9. Where a street classified as arterial intersects with any other arterial street, no on-street parking shall be allowed on the arterial street within one hundred feet of the intersection. If the arterial street consists over its general length of only two traffic lanes, then a third lane shall be provided and stripes painted to the specifications of the Town Engineer to enable vehicles to make left turns at such intersections without impeding other traffic;
10. All utilities shall be installed before streets or alleys are surfaced.
11. Subdivision as-builts shall show dedicated rights-of-way;
12. All sewer and water utilities to clearly show:
 - a. Invert in, Invert out, and rim elevation on all manholes,
 - b. Locate all valves, manholes, fire hydrants and/or other utilities with at least two (2) ties from discernible objects,
 - c. Distance and slope between manholes to be noted as offsets to mains from curbs or property lines,
 - d. Dimension existing and/or added water and sewer taps from lot corners or readily discernible objects. Sewer taps shall have additional dimensions from the tap to the downstream manhole,
 - e. All dimensions to be from fixed permanent or readily discernible objects. Where water and sewer taps are located from lot lines, front footage will be noted from fixed and permanent point of origin,
 - f. Depth of the lateral or service line shall be noted at the property line.

Alleys and Easements.

[Alleys in residential subdivisions shall not be permitted.](#) Paved alleys may be provided and shall be required unless other provisions are made and approved for service access. Easements for utility purposes shall be required along all sides and real lot lines except those bordering dedicated streets and alleys. Drainage easements shall be designed to accommodate expected runoff and shall comply with the provisions of the Town of New Castle Public Works Manual.

Drainage.

Drainage easements and improvements shall be designed by a registered engineer to accommodate expected run-off as determined by the drainage plan. Improvements shall be installed to specification by the Town Council through their designated representative. All drainage improvements described herein shall be the financial responsibility of the subdivider, subject to provision under the Town of New Castle Public Works Manual.

The rate of runoff from any developed area shall not exceed the historic rate of runoff based on a twenty-five (25) year rainfall event.

The following methods of runoff estimation shall be utilized for determining the rate of runoff from a particular site as applicable:

1. Rational Method: Used for Drainage Basins less than 20 acres in size and for minor system design.
2. SCS TR 55 Methods: Used for drainage basins up to 20 square miles in size. Also used for flood flow determination and design in minor and major systems. Also used to compute flood storage volumes.
3. Unit Hydrograph: Used for drainage basins up to 1000 square miles in size. Also used for flood flow determination and design in minor and major systems. Also used to compute flood storage volumes.

General Utilities.

In the event oversized utilities are required, arrangements for reimbursements shall be made, whereby the developer shall be allowed to recover the cost of the utilities that have been provided by him beyond the needs of his development and standard Town specification. The method and time of payment under the reimbursements shall be established in accordance with the current policies of the Town relating to the placement of such oversized utilities.

Water Distribution.

The water main distribution system shall be designed to connect with the Town water system and make water available to each lot in the proposed subdivision. **Each lot must be provided with an individual service line. Multiple lots may not share a single water service line.** Fire hydrants shall be located to insure protection to each lot, but under no circumstances shall a lot be more than three hundred feet from the nearest hydrant based on front line distance. Design of the system shall be the responsibility of the subdivider with all plans subject to approval of the Town Council through their designated representatives. Installations of the system shall be to Town specifications and at the direction of the Town Council through their designated representatives. Financial responsibility for the water distribution system shall be subject to existing Town regulations and agreement relating thereto between the Town Council and the subdivider, subject to provision of the Town of New Castle Public Works Manual.

Sanitary Sewage Collection.

If the Town is to supply sanitary sewage collection, the sewage collection system shall be designed to connect with the Town system and provide an **individual** service to each lot in the proposed subdivision. Design of the system shall be the responsibility of the subdivider with all plans subject to the approval of the Town Council through their designated representative. Financial responsibility for the sanitary sewage collection system shall be subject to existing Town regulations and agreements relating thereto between the Town Council and the subdivider, subject to the provisions of the Town of New Castle Public Works Manual.

All Other Utilities.

All utilities, except major power transmission lines, shall be underground, unless specifically exempted by the Town Council, who shall grant such exemption only in cases of extreme difficulty. Facilities necessary and appurtenant to underground facilities or other installation of peripheral overhead electrical transmission and distribution feeder lines, or other installation of either temporary or peripheral overhead communications, distance, trunk, or feeder lines may be above ground.

Visitor Parking Spaces. (This may conflict with vested rights)

All multi-family developments on lots fifty (50) feet or more in width shall provide the following number of off-street visitor parking spaces in addition to the parking required for the residents:

2-3 dwellings

1 visitor space

4-6 dwellings
7-10 dwellings
11 + dwellings

2 visitor spaces
3 visitor spaces
1 space for each 3 dwellings

Sidewalks.

Sidewalks are required on both sides of all streets and shall be at least five feet (5') wide for residential streets and five feet (5') to six feet (6') wide for collector streets. Residential streets shall generally have the mountable curb, gutter and detached sidewalks. Collector streets shall have vertical curb and gutter and detached sidewalks. Detached sidewalks shall be separated from the back of curb by a minimum of four and one-half feet (4½'). Design of sidewalks in commercial and industrial areas shall be approved by the Planning Commission.

When right-of-way, geographic, or topographic limitations prevent sidewalks on both sides of the street, then a single sidewalk shall be provided and shall be at least six feet (6') wide. Pedestrians should be further accommodated by alternate pedestrian pathways.

All sidewalks shall be ramped at all street intersections or other pedestrian crossing areas. The design and construction of sidewalk ramps must meet the applicable requirements of the "Americans With Disabilities Act" (ADA).

Signing and Striping Plans.

A complete signing and striping plan shall be submitted as part of the construction drawings. This plan shall include all project streets and intersections and all intersections with existing streets. The design of these improvements shall be in accordance with the MUTCD and shall include all necessary traffic control signage. Street name signs shall be installed at all intersections. The developer will be responsible for their installation.

Bicycle Paths.

Developers, when required, shall install a bicycle path at least six feet (6') in width along the right-of-way of any sub-arterial street and any arterial street which is not bordered by a frontage road. The initial site of the path along any street shall be determined by the Planning Commission and the Town Engineer. Each developer who extends the path shall keep the path continuous and with as little change in grade as possible. If topography necessitates that the path change from one side of the street to the other, or if the path intersects with another arterial or sub-arterial street, crossways shall be provided. All bicycle paths shall be ramped at intersections. Paths and crossways shall meet construction and design standards set by the Town Council through their designated representatives. Any bike path constructed as part of the New Castle Trail System shall be constructed in accordance with the design requirements of the New Castle Trail System Planning Program.

Street Lighting.

The developer shall install street lights at points designated by the Town or Public Service Company. The poles for such lights shall be metal and the design of both poles and the lights themselves shall meet specifications established by the Town Council through their designated representatives.

Snow Storage

All newly constructed streets shall be designed to accommodate snow storage. Turf areas, without obstructions, may be utilized for this purpose. A minimum functional area equaling thirty percent (30%) of the paved area shall be provided contiguous to the right-of-way. Individual snow storage areas shall not be separated by more than 300 feet.

Project Acceptance Procedure

Initial Submittal

1. Acceptance Request Letter
2. Pre-final "As-built" Drawings
3. Stamped certification letter from design engineer verifying all improvements were built to meet the requirements of the Town of New Castle. Copies of all tests performed shall be included.
4. Support documentation (installation and operation manuals) of those facilities and equipment constructed/installed as part of project.
5. Submittal detailing any and all specific requirements (as listed below) and actions taken to meet these requirements.
 - a) Subdivision Improvement Regulations
 - b) Zone District Regulations
 - c) Commitments or Requirements made during Public Hearing
 - d) Contractual Agreements
 - e) Annexation Agreements
 - f) Any/All Other

Town Review of Submittals

Response to Initial Submittal shall be given by the Town within thirty (30) days after receiving all required material. This response shall be as listed below:

1. Staff recommendation to the Town Board accepting improvements as is.
2. Staff recommendation to the Town Board accepting improvements under specific conditions. A document of specific conditions shall be included.
3. Letter to the developer listing specific inadequacies in the Submittals or improvements. The developer must resubmit request for project acceptance once these inadequacies have been addressed.

Final Acceptance.

When all requirements of the Project Acceptance Procedure have been met, the developer/owner shall have submitted "final as-builts" as defined herein. The warranty period shall start on the date of official Town Board acceptance. No building permits will be issued until Final Acceptance has been made.

"As-Built" Plans.

These guidelines shall be used by Subdividers, builders and/or others who are required to submit final as-built drawings. The content of these guidelines will be complied with in all cases where applicable, but shall not be construed as being all inclusive.

These are guidelines only and do not in any way relieve Subdividers, builders, contractors and/or others of the responsibility to submit as-built drawings that are accurate and complete in detail.

- A. As-builts shall include detailed and accurate information on all improvements completed as part of a project. Locations, dimensions, elevations, types of material, and all other information needed to provide a comprehensive and complete representation of the final project shall be included. Rights of way and easement lines shall also be shown.
- B. Pre-final as-builts shall be submitted on completion of all work within a phase of the development, and the final as-built plans shall be received before final acceptance.
- C. Pre-final as-builts will be submitted for review and/or correction. Pre-finals will be four each, blue line.
- D. Final as-builts will be submitted as Autocad or DXF drawings and reproducible mylar and will become property of the Town of New Castle and a part of permanent Town records.
- E. Final "As-Built" drawings shall be submitted before final acceptance of improvements.

They shall be stamped "As-Builts" and be signed as such by a Registered Professional Engineer.

F. No building permits will be issued until the above steps are completed!

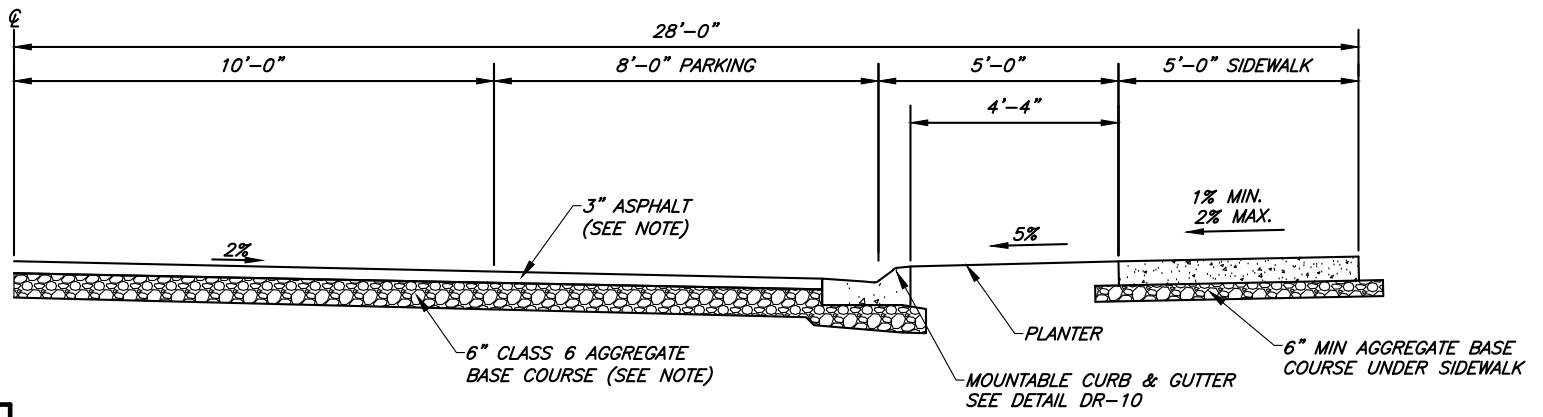
Warranty Time.

Utility improvements, including water distribution, sanitary sewer collection, street lighting, signage and striping shall have a one (1) year warranty time, beginning on the date of official Town Council acceptance. The subdivider/developer shall be responsible for requesting a final inspection of the utility improvements at the end of the one-year warranty period. At the subdivider's/developer's request, **Town Staff** shall make an inspection of the utility improvements. When **the Town** finds that the utility improvements meet Town standards, **they** shall by way of a written letter to the subdivider/developer acknowledge acceptance of the utility improvements.

All newly constructed streets, including travel lanes, bike lanes, parking lanes, and sidewalks, shall have a two year performance based warranty. The subdivider/developer shall be responsible for requesting a final inspection of the street improvements at the end of the two-year warranty period. At the subdivider's/developer's request, **Town Staff** shall make an inspection of the street improvements. When **the Town** finds that the street improvements meet Town standards, performance indicators, and threshold values, **they** shall by way of a written letter to the subdivider/developer acknowledge acceptance of the street improvements. Warranty work will be required when the threshold limits for a condition parameter has been exceeded and the maximum allowable number of defective was exceeded for one or more condition parameters. The warranty criteria and recommended corrective actions are shown in tables 1 and 2 below.

| Table 1. Warranty Thresholds and Requirements | | |
|--|---|--|
| Condition Parameter | Threshold Limits Per Segment (Segment Length = 528 Feet) | Maximum Segment Per Driving Lane Mile |
| Longitudinal Crack | 30% of segment length | 1 |
| Longitudinal Joint Crack | 10% of segment length | 1 |
| De-bonding | 5% of segment length | 1 |
| Raveling | 8% of segment Length | 1 |
| Flushing | 4% of segment length | 1 |
| Rutting | Average rut depth = 1/4 inch | 1 |
| | | |
| Condition Parameter | Threshold Limits Per Segment (Segment Length = 7 Feet) | Maximum Segment Per Driving Lane Mile |
| Deflection caused by settlement | Maximum deflection depth = 3/8 inch | 1 |
| | | |
| Condition Parameter | Threshold Limits Per Segment (Segment Length = 1 mile) | Maximum Segment Per Driving Lane Mile |
| Transvers crack | 15 Cracks | 1 |

| Table 2. Recommended Corrective Actions | |
|--|--|
| Condition Parameter | Recommended Action |
| Longitudinal Crack | Cut and seal |
| Longitudinal Joint Crack | Cut and seal |
| De-bonding | 2 inch mill and resurface |
| Raveling | 2 inch mill and resurface |
| Flushing | 2 inch mill and resurface |
| Rutting | 2 inch mill and resurface |
| Deflection caused by settlement | Sub soil mitigation, full depth mill and resurface |
| Transvers crack | 2 inch mill and resurface |

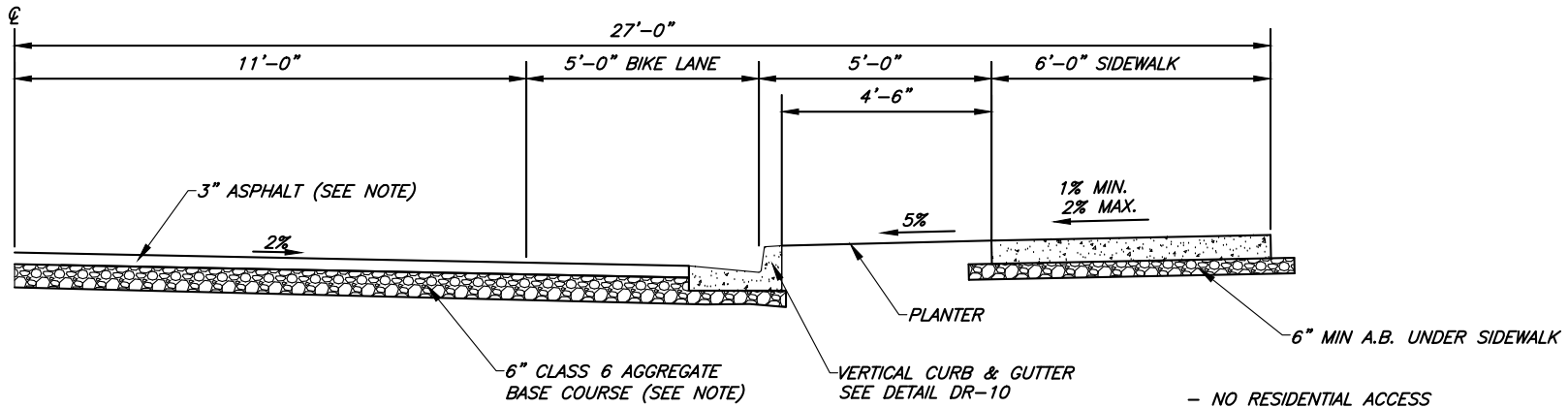


NOTE:
 ASPHALT AND BASE DEPTHS IDENTIFIED ARE MINIMUMS. PROVIDE DEPTHS AS DETERMINED BY SOILS REPORT AND ENGINEERS DESIGN BASED UPON PROJECTED TRAFFIC CONDITIONS, LOADING AND SOIL STRENGTHS.

RESIDENTIAL STREET 56'-0" ROW

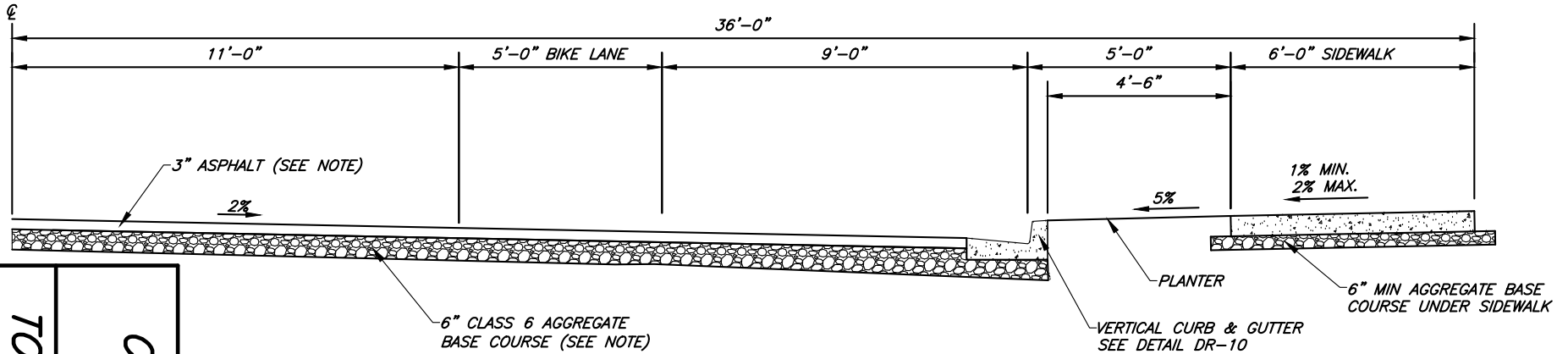
NOT TO SCALE

RESIDENTIAL STREET
 56'-0" ROW SECTION
 TOWN OF NEW CASTLE
 DWG: ST-10
 NOT TO SCALE



**COLLECTOR STREET NO PARKING
WITH BIKE LANE 54'-0" ROW**

NOT TO SCALE



**COLLECTOR STREET WITH PARKING
AND BIKE LANE 72'-0" ROW**

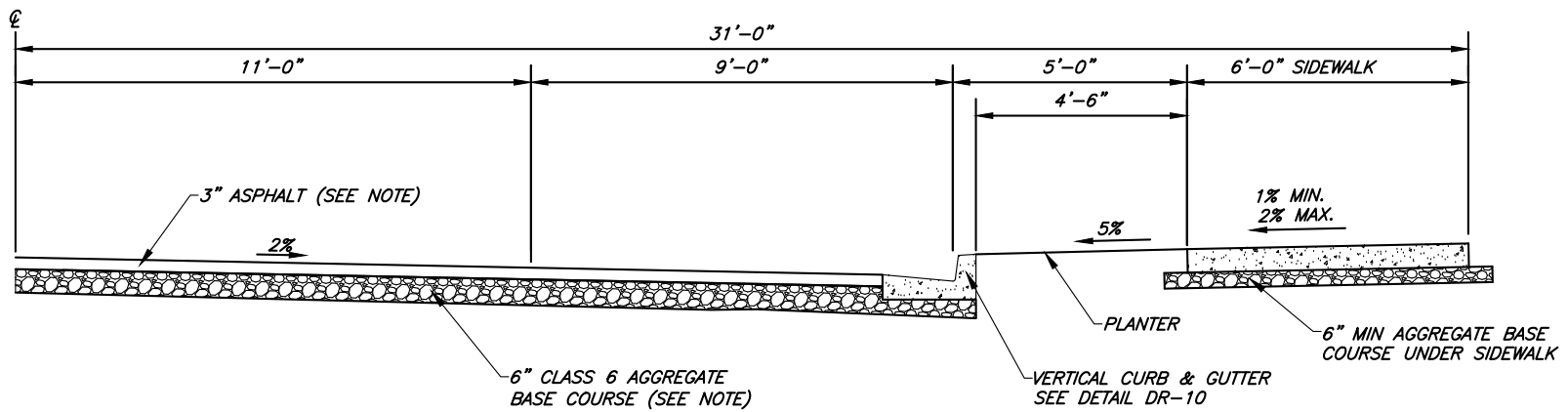
NOT TO SCALE

- NO RESIDENTIAL ACCESS
- REAR FACING LOTS ONLY
- WHERE BIKE LANE CONNECTIVITY IS IMPORTANT

- RESIDENTIAL ACCESS
- WHERE BIKE LANE CONNECTIVITY IS IMPORTANT

NOTE:
ASPHALT AND BASE DEPTHS IDENTIFIED ARE MINIMUMS. PROVIDE DEPTHS AS DETERMINED BY SOILS REPORT AND ENGINEERS DESIGN BASED UPON PROJECTED TRAFFIC CONDITIONS, LOADING AND SOIL STRENGTHS.

NOT TO SCALE
 TOWN OF NEW CASTLE
 COLLECTOR STREET SECTION
 DWG: ST-20



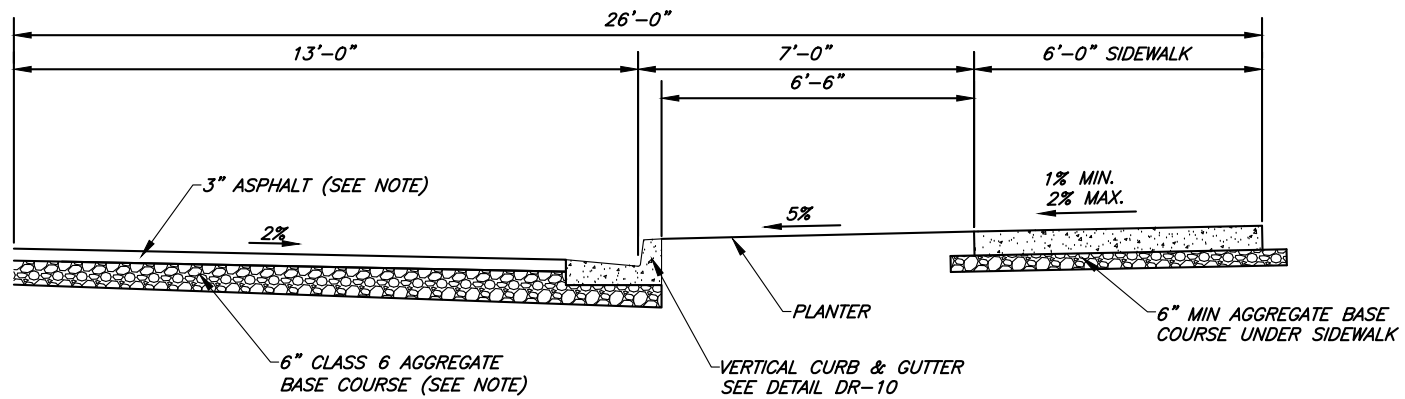
**COLLECTOR STREET WITH PARKING
AND NO BIKE LANE 62'-0" ROW**

NOT TO SCALE

- RESIDENTIAL ACCESS

COLLECTOR STREET NO
 BIKE LANE SECTION
 TOWN OF NEW CASTLE
 DWG: ST-30
 NOT TO SCALE

NOTE:
 ASPHALT AND BASE DEPTHS IDENTIFIED ARE
 MINIMUMS. PROVIDE DEPTHS AS DETERMINED BY
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 STRENGTHS.



**MINOR COLLECTOR STREET WITH NO PARKING
AND NO BIKE LANE 52'-0" ROW**

NOT TO SCALE

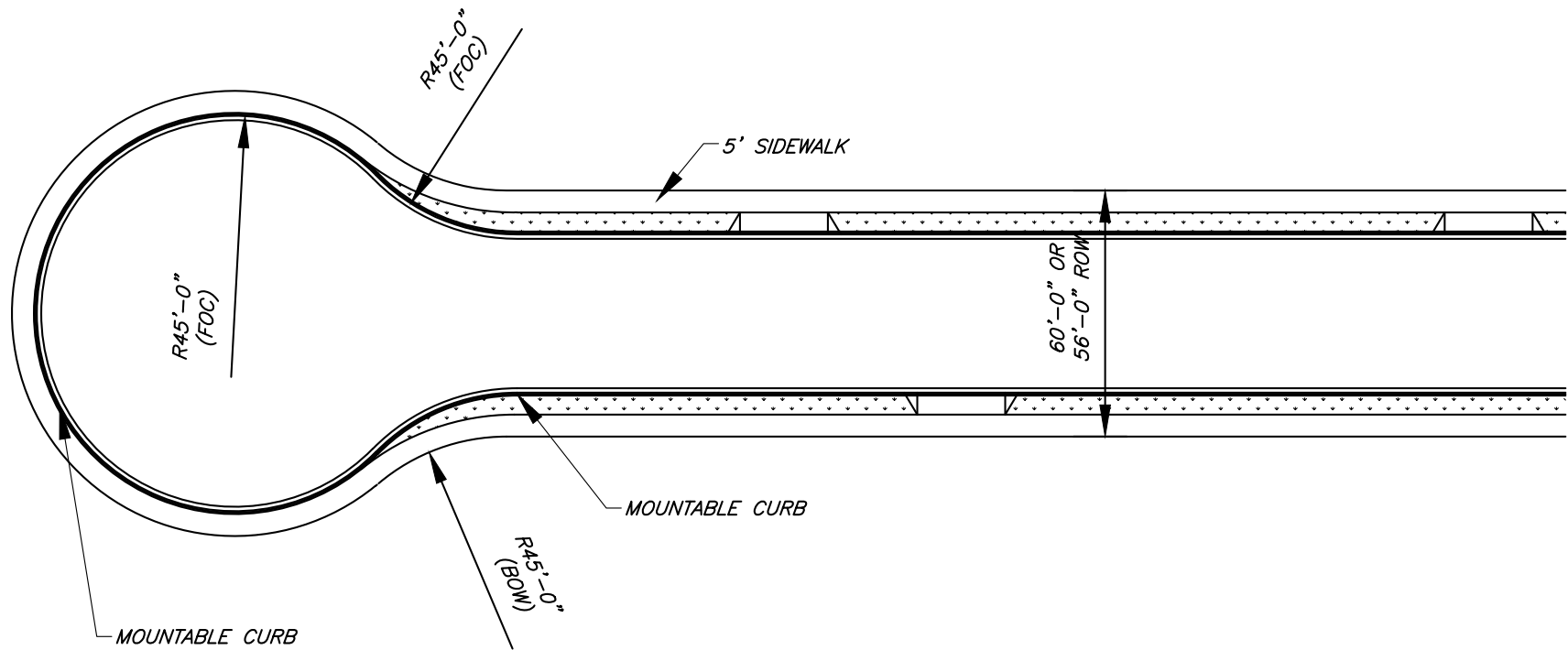
- NO RESIDENTIAL ACCESS

MINOR COLLECTOR
STREET NO PARKING
AND BIKE LANE SECTION
TOWN OF NEW CASTLE

NOT TO SCALE

DWG: ST-40

NOTE:
ASPHALT AND BASE DEPTHS IDENTIFIED ARE
MINIMUMS. PROVIDE DEPTHS AS DETERMINED BY
SOILS REPORT AND ENGINEERS DESIGN BASED UPON
PROJECTED TRAFFIC CONDITIONS, LOADING AND SOIL
STRENGTHS.



TYPICAL CUL-DE-SAC

NOT TO SCALE

NOTES:

1. CUL-DE-SACS ONLY ARE ALLOWED ON RESIDENTIAL STREETS.
2. CUL-DE-SAC CENTER POINT MA BE OFFSET FROM STREET CENTERLINE.
3. EASEMENTS REQUIRED FOR STREET LIGHTS.

TYPICAL CUL-DE-SAC

TOWN OF NEW CASTLE

NOT TO SCALE

DWG: ST-50

1 **New Castle Planning and Zoning Commission Special Virtual Meeting**
2 **Wednesday, July 28, 2021, 7:00 p.m.,**
3

4 **This meeting was also available virtually.**
5

6 **To join by computer, smart phone or tablet:**
7 **<https://us02web.zoom.us/j/7096588400>**
8

9 **If you prefer to telephone in:**
10 **Please call: 1-346-248-7799**
11 **Meeting ID: 709 658 8400**
12

13 **Call to Order**

14 Commission Chair Apostolik called the meeting to order at 7:02 p.m.
15

16 **Roll Call**

17 Present Chair Apostolik
18 Commissioner McDonald
19 Commissioner Owens
20 Commissioner Sass
21 Commissioner Westerlind
22

23 Absent Commissioner Bourquin
24 Commissioner Riddile
25

26
27 Also present at the meeting were Town Administrator Dave Reynolds, Town
28 Planner Paul Smith, Assistant Town Attorney Haley Carmer, Town Clerk Melody
29 Harrison, Administrative Assistant Remi Bordelon and members of the public.

30 **Meeting Notice**

31 Town Clerk Melody Harrison verified that her office gave notice of the meeting in
32 accordance with Resolution TC 2021-1.
33

34 **Conflicts of Interest**

35 Commissioner McDonald said he is the president of Lakota Canyon Ranch Home
36 Owners Association (HOA). Therefore, Commissioner McDonald recused himself
37 from the land use portion of the meeting.
38

39 **Citizen Comments on Items NOT on the Agenda**

40 There were no citizen comments.
41

42 **Public Hearing**

43 Brief description of application: Mixed Use Development Sketch Plan
44 Legal description: Lakota Canyon Ranch, Parcels 4, 6 and 7
45 Common address: TBD, New Castle, CO 81647

1 Applicant: RG Lakota Holdings, LLC

2
3 Chair Apostolik opened the Public Hearing at 7:03 p.m.

4
5 Town Planner Paul Smith said the property is located directly across Castle Valley
6 Boulevard from the fire station 3 parcels on Faas Ranch Road. The proposed is 128
7 rental apartments, 48 townhomes and 21 single family homes totaling 196
8 residential units; 75,900sf commercial space. On June 21, 2021 the Applicant
9 submitted a sketch plan for Filing 8 in Lakota Canyon Ranch (LCR) following the
10 obligatory pre-application meeting with staff on April 9, 2021. The sketch plan
11 application was considered complete on June 28, 2021. The sketch plan is the first
12 of three application steps required for new planned unit developments ("PUD") &
13 subdivision proposals. The sketch review will assess initial compliance with the
14 town code, provisions for utilities and infrastructure, substantial conformance to
15 the comprehensive plan, and any adverse impacts to the town. At this initial phase
16 the sketch review gives the applicant preliminary, nonbinding feedback from staff,
17 Planning and Zoning and Council before significant expenses are incurred. **No**
18 **formal approvals are made at this initial step.** However recommendations,
19 endorsements, and/or criticisms based on the following approval criteria can be
20 expected.

21
22 Throughout the application process, the proposal will be reviewed pursuant to the
23 criteria outlined in the Municipal Code for PUDs and subdivisions. The intent of this
24 exercise is to communicate the application's level of conformity to town regulations
25 and requirements and to anticipate the application's success at future hearings.
26 An application shall demonstrate conformity to the following criteria:

- 27
28
- Consistency with the comprehensive plan;
 - Compatibility of proposed zoning, density, and general development plan to neighboring land uses and applicable town code provisions;
 - Availability of town services from public works, fire, and police;
 - Vehicle, bicycle, and pedestrian circulation; and
 - Preservation of the natural character of the land.
- 32
33

34 Planner Smith said according to the 2002 Lakota Master Plan (Ord. 2002-18):

35
36 "The planning concept for the mixed use zone is to create an
37 attractive environment for community, commercial and retail in
38 a pleasant central location. The community commercial area
39 would be located close to the highway intersection for easy
40 access to non-resident shoppers and would be convenient to
41 the main Boulevard to cut down on traffic trip length and be
42 located near residential areas to cut down on vehicle trips. In
43 keeping with the objective to reduce motor vehicle trips, non-
44 motorized trail systems shall be designed throughout the
45 project and connect residential and commercial districts in a

1 convenient and logical manner. Office and service uses would
2 be mixed into the development in non-store front locations
3 including at the periphery of retail areas as well as on second
4 stories. This would cut down on employee day trips. In some
5 cases, smaller residential units may be mixed in with the
6 commercial/office development, provided that in any building
7 containing both residential and commercial space, there shall
8 be no ground floor residential dwelling units on the same side
9 of the building as ground floor commercial space.”

10
11 The application process is meant to assure the present proposal conforms to the
12 expectations of this planning concept.

13
14 The major elements of the 2009 Comprehensive Plan were originally based on the
15 community’s core values resulting from various public input opportunities such as
16 surveys, stakeholder interviews, meetings, and steering committee contributions.
17 Applicants are expected to clearly demonstrate substantial conformity with the
18 comprehensive plan in all applications (Policy CG-1B). The conformance checklist
19 assists reviewers in assessing conformance. An application should:

20
21 Foster distinctive, attractive communities with a strong sense of place
22 and quality of life.

23
24 Demonstrate that individual project fits into a fully-balanced community
25 land use structure.

26
27 Ensure a mix of uses that complement the existing New Castle land-use
28 patterns.

29
30 Create walkable communities with non-vehicular interconnection
31 between use areas.

32
33 Guarantee a balance of housing types that support a range of
34 affordability.

35
36 Preserve open space, farmland, natural beauty, critical environmental
37 areas, and wildlife habitat.

38
39 Encourage economic development and supporting hard & soft
40 infrastructure.

41
42 Concentrate development in ways which provide efficient and cost-
43 effective services.

44
45 Planner Smith reviewed the criteria’s:
46

1 **1) Is the proposal consistent with the comprehensive plan?**
2

3 As proposed, Filing 8 represents a community advocating health and wellness. The
4 concept seeks to augment the lifestyle amenities already available to residents of
5 New Castle such as bike/hiking trails, river rafting, fishing, hunting, winter
6 recreation, and golf. The commercial core of the development plans to attract
7 health and medical services, recreation-oriented retail, potential restaurants or
8 cafes, and co-working space for remote work.
9

10 Surrounding the commercial core is a range of residential housing options that
11 hopes to cultivate an authentic mixed-use experience. Units are intended to be
12 priced competitively with affordability in mind. The objective is smart growth that
13 allows residents to live, work, and play altogether locally. The applicant has sought
14 strategic placement of open space courts, trails, plazas, and landscape buffers to
15 diffuse higher density structures. The entirety of the development will "allow
16 housing, employment and services to coexist within walking/biking distance
17 thereby reducing reliance on the automobile for all transportation" (CP, 50). The
18 generous commercial component should help correct the current imbalance
19 between residential and commercial development within the town.
20

21 Environmentally, the application narrative anticipates various "net zero" measures
22 to reduce the development's carbon footprint. Solar collectors, alternative forms of
23 transportation, and higher density are the proposed measures. The proposal will
24 likely impact wildlife habitat and migration patterns for large game that frequent
25 the Castle Valley Boulevard area especially during the winter. Though these
26 impacts were anticipated in the original Master Plan approval, mitigation steps
27 should still be considered during the design and review process.
28

29 Commissioner Owens said he likes the idea of "net zero" and alternative means of
30 transportation. The development would add more density and traffic. Is the
31 applicant taking into consideration the extra traffic the development would create?
32 There are electric bikes there are a lot of alternative means of transportation with
33 the density goes against the "net zero" idea. Need to find a way to help people
34 limit the vehicle traffic and make it easier if there were alternate transportation for
35 people to use.
36

37 **2) Does the proposal demonstrate compatibility with the proposed**
38 **zoning, density, and general development plan to neighboring land uses**
39 **and applicable town code provisions?**
40

41 The proposal is comprised of three parcels originally zoned as mixed-use. In
42 Lakota Canyon Ranch, mixed use development may have:
43

- 44 • a maximum density of 12 units per useable acre
- 45 • 10 units per building
- 46 • 100,000sf of commercial space

- 1 • Maximum 35' building height
- 2 • Off-street parking of:
- 3 ▪ 2 off-street parking spaces per residential unit
- 4 ▪ 2 spaces per 300sf retail
- 5 ▪ 1 space pre 300sf office
- 6 ▪ 2 space per 300sf medical + 1space/two employees
- 7 • 15% gross area committed to open space
- 8

9 The proposed residential density of 12.58 units per acre is just above the 12 units
10 per acre approved for Lakota mixed-use zoning, but is less than the recent
11 developments of Lakota Senior Housing (19.4 units per acre) and Eagle's Ridge
12 Ranch (13.5 units per acre). The apartments in Parcels 3 & 6 will greatly exceed
13 the 10 units allowed per building with 24 units per building. The ratio will also
14 exceeded in the Senior Housing development. Of note, the residential density is
15 not uniformly high throughout the project. The applicant has been mindful of
16 aesthetic transitions by reducing the density towards already existing single family
17 homes along Blackhawk Drive and Whitehorse Drive. Generally the density
18 decreases from the southeast (~15.6 units per acre) to the northwest (~9.7 units
19 per acre).

20
21 Road capacity has become a significant topic in recent development discussions.
22 At this early stage of the application nothing definitive can be determined with
23 respect to traffic impacts until the applicant has performed a traffic study. The
24 results of the study will not be required until the preliminary application.
25 Nevertheless, the town expects vehicle and pedestrian congestion to grow
26 considerably at the intersection of Faas Ranch Road and Castle Valley Boulevard.
27 Staff has begun exploring alternatives to help mitigate any onerous impacts
28 revealed in the traffic study.

29
30 Chair Apostolik asked if Fire Marshal Orrin Moon has seen the application and does
31 he have any concerns with the fire station being across Castle Valley Boulevard
32 from the development.

33
34 Planner Smith said Fire Marshal Moon has seen the plans and doesn't see any
35 issues. However, Fire Marshal Moon did mention a round-a-bout. Fire Marshal
36 Moon will provide a referral report at preliminary plan.

37
38 Commissioner Sass said she has a concern about the traffic backing up at the four
39 way stop at the intersection of Highway 6 and Castle Valley Boulevard.

40
41 Town Administrator Dave Reynolds said Colorado Department of Transportation
42 (CDOT) is finish the final phase design for a round-a-bout. The New Castle round-
43 a-bout is very high on CDOT's priority list.

44
45 Parking has been tabulated and reported in the submittal. A minimum of two off-
46 street parking places will be designed for each dwelling unit. Single family homes

1 will have a two car driveway for an additional two spaces per home. Conversely
2 the applicant requests a 26% reduction in parking for the commercial properties.
3 At the initial application phase, it is uncertain what commercial tenants will occupy
4 the units by completion or what tenants will occupy in the future. Therefore it is
5 difficult to know whether the parking allocation is sufficient as proposed.
6 Therefore prior to the preliminary application staff recommends that the applicant
7 provide a comparison study which juxtaposes parking in one or two mixed-use
8 developments elsewhere in the valley (e.g. Willits, Riverwalk in Edwards, Meadows
9 in Glenwood) with the parking configuration proposed here. The analogs will help
10 Planning & Zoning and Council determine whether a reduction is justified.

11
12 The parcels are adjacent to single-family homes in Lakota Canyon Ranch
13 apartments (Shibui), present (Senior Housing, Castle Ridge), future
14 condo/townhomes (Eagle's Ridge Ranch), and the local fire station. Mixed-use
15 development is a seamless fit to these adjacent filings. In all instances,
16 development within Lakota Canyon Ranch has conformed to the design
17 requirements of the Lakota Design Review Committee. Per section New Castle
18 Municipal Code 17.128.070§M, the development will be no exception. Design
19 characteristics should match those already prevalent in the Lakota PUD.

20 Specifically, to maintain visual quality
21 in the mixed use zone, building
22 facades should be varied and
23 articulated to provide visual interest to
24 pedestrians and motorists. Street level
25 windows and numerous building
26 entries are required in commercial
27 areas. Arcades, porches, bays and
28 balconies are encouraged. In no case
29 shall the street side facade of a
30 building consist of an unarticulated



31 blank wall or an unbroken series of garage doors. Building designs should provide
32 as much visual stimulus as possible, without creating a chaotic image. Buildings
33 should incorporate design elements at the street level that draw in pedestrians and
34 reinforce street activity. Facades should vary from one building to the next, rather
35 than create an overly unified frontage. Building materials such as concrete,
36 masonry, tile, stone and wood are encouraged; glass curtain walls and reflective
37 glass are discouraged. Development shall comply with any design guidelines or
38 illustrations that may be approved as part of the site plan review process described
39 in Section 17.128.030 above.

40
41 The applicant is currently in discussions with the Lakota Home Owner's Association
42 ("HOA") design review committee to reach consensus with the exterior treatment
43 of buildings. Examples of those treatments are provided in the submittal.

44
45 ***Importantly, in the above review the applicant is requesting variances***
46 ***with three Lakota zoning requirements: 1) units/acre; 2) units/building;***

1 **3) commercial off-street parking;**
2

3 **3) Is there availability of town services from public works, fire, and**
4 **police?**
5

6 The application narrative anticipates an increase of 200-400 new residents and the
7 possibility of 100-150 employees at full build-out. There is no indication at this
8 point that this increase would compromise police service. An additional FTE would
9 only be considered if the population increase approached 1,000. Moreover,
10 Colorado River Fire Rescue does not currently anticipate adverse impacts on their
11 services to the town. Both departments will provide referral comments at the
12 preliminary application.
13

14 The Lakota PUD was originally approved for 827 residential units (EQRs) and
15 100,000sf commercial space. The totals were primarily the result of calculations
16 performed on the basis of water dedicated from Elk Creek. As of June 23, 2021,
17 Lakota has 233 rooftops connected to town water with six additional homes under
18 construction. No commercial property currently exists within the PUD. With 196
19 additional units for Filing 8 the total build-out in Lakota would be 435 units or 53%
20 of the total allocation, all else being equal. The sewage treatment plant was
21 upgraded years ago to accommodate the full PUD. In short, the town water &
22 sewer service has far greater capacity than would be needed for the development
23 of the proposed units.
24

25 Commissioner Owens asked at what point are the water rights moved from Elk
26 Creek to the Colorado River.
27

28 Administrator Reynolds said it has to do with the draw on Elk Creek, drought
29 conditions and who else has the right to draw from the creek. There are a few
30 factors that play into when the town has to start to pull water from the river.
31

32 Public works has reiterated the need for sufficient snow storage provisions
33 demonstrated at the time of the preliminary application. Moreover the next phase
34 of application must identify the public/private roads and open space in order to
35 understand the maintenance requirements of these elements. The town has
36 acknowledged that it will maintain the right-of-way along Lakota Drive and Faas
37 Ranch Road. The remaining elements would be serviced by HOA property
38 management. Lakota Drive was anticipated to continue as a town right-of-way
39 ("ROW") southeast to Shibui. Along Parcels 1 & 3, however, Lakota Drive does not
40 match the design shown northwest of Faas Ranch Road. Instead this section of
41 road appears to function more as a parking lot. Staff recommends that if the
42 applicant expects to convey ownership of this section of Lakota Drive to the town,
43 that they clarify the function of Lakota Dr. southeast of Faas Ranch Rod and, if
44 necessary, bring the road to the service level expected by the town engineer and
45 the public works department.



Parking within the ROW should take into account all maintenance requirements as well as the safety of pedestrians adjacent to roads. The Comprehensive Plan endorses separated sidewalks, among other things to serve both these purposes. At first blush, on-street parking along Lakota Drive is dense. Therefore staff

13 has concern with the parking concentrated along Lakota Drive and encourages the
14 applicant to minimize its effects on pedestrian safety, snow maintenance, and
15 overall aesthetics.

16

17 **4) Is there adequate vehicle, bicycle, and pedestrian circulation?**

18

19 Filing 8, again, promises to be a community focusing on health and wellness.
20 Instances of open space, trails, and non-vehicular connectivity are shown
21 dispersed throughout the site plan. A 1/3 acre park is centered in the southeast
22 parcel amidst higher density apartment and commercial structures. Trails and
23 sidewalks border every parcel, although sidewalks are omitted for the single family
24 homes on the northwest end of the development. Staff also requests that an
25 additional trail be added at the Shibui property line and a short spur east of the
26 single family homes to facilitate a more immediate connection with Castle Valley
27 Boulevard to the south & west. Trails with crusher fines may be ideal for perimeter
28 trails, while asphalt/ paths will be recommended for any paths maintained by the
29 town.

30

31 **5) Is the natural character of the land preserved?**

32

33 Other than excavation spoils from earlier PUD improvements, the property drops
34 uniformly in elevation from northwest to southeast (see typography submittal).
35 Units are anticipated to step down at each lot/building. Along Castle Valley
36 Boulevard the adjacent property inclines steeply from ~5ft-10ft above street level.
37 Structures will appear to sit higher than the ROW at Castle Valley Boulevard.
38 Attention should be given to the building heights when they are in close proximity
39 to these steep terrain differences. For instance, buildings in Parcel 2 along Castle
40 Valley Boulevard will sit close to the road and may find it challenging to meet the
41 Lakota building height requirements. Per New Castle Municipal Code 17.128.010
42 "building height" is defined as follows:

43

44 "Building height" means the maximum vertical distance measured from
45 the lowest point of natural or finished grade on the lot within five (5) feet
46 of the tallest side of the building to the uppermost point of the roof of the

1 building.

2

3 The point here is that buildings arranged closely to topography which drops
4 precipitously at the buildings' perimeter may have to account for this drop in the
5 building height calculation. If the
6 buildings are already anticipated to
7 exceed the stipulated building height
8 for the zoning by 7ft, then the
9 buildings may appear to be
10 disproportionate to surrounding
11 buildings or out of balance with the
12 surround topography. Care should be
13 given to maintain the view planes
14 along Castle Valley Boulevard in
15 continuity with the rest of Lakota.
16 Small adjustments in the design of
17 buildings in Parcel 2 may advised in
18 order to retain the continuity with the
19 surroundings.



20

21 It is also recommended that parking for commercial buildings, when facing Castle
22 Valley Boulevard be appropriately screened with berms and landscaping similarly
23 to other development in town pursuant to New Castle Municipal Code
24 17.128.070§D.2

25

26 Commissioner Owens said this area is the view points for sunsets and now you
27 would be looking at tall buildings. The building height may be an issue for people
28 who live on Faas Ranch Road because of the viewpoints. The buildings will have an
29 impact on the current homes, just be mindful when planning the buildings. It
30 would not just be the front row of homes on Faas Ranch Road that would be effect.
31 Would be all the homes on Faas Ranch Road.

32

33 Commissioner Owens said he encourages the applicant to look at the view from
34 Fass Ranch Road to the proposed building site.

35

36 Planner Smith said there could be tradeoffs for such things.

37

38 Administrator Reynolds said the side facing Castle Valley Boulevard will look one
39 way versus the backside. From the boulevard side will have the extra
40 measurement and from the other side won't have the same appearance.

41

42

43 **Note, the applicant is requesting an additional variance with respect to**
44 **building height.**

45

46 **6) Next Steps**

1
2 The commission shall direct any recommendations for the application to council. At
3 the first available meeting date after the commission's review, the sketch plan
4 shall be presented to council with a summary of the comments and
5 recommendations from the commission and staff members. Council may make
6 further comments and recommendations upon review of the application.
7 Afterwards, the applicant may elect either:

- 8 1. To make revisions to the sketch plan for further review; or
- 9 2. Proceed directly to the preliminary application phase.

10
11 **Community Open House.** Prior to submitting a preliminary plan application, the
12 applicant shall conduct a community open house meeting regarding the sketch
13 plan, any changes thereto recommended by the town, and any other changes
14 made to the proposed development in anticipation of submitting a preliminary PUD
15 development plan. The open house is an occasion to share the project directly with
16 residents and stakeholders. The applicant shall notify the town of the date of the
17 community open house, and notice the community open house according to the
18 town's public hearing notice procedures set forth in Section 16.08.040, except that
19 notice to mineral owners is not required.

20
21 **Duration of Sketch Plan.** The sketch plan review conducted pursuant to this
22 Section 17.100.040 will remain in effect for one (1) year from the date town
23 council reviews the application. If applicant does not submit a preliminary PUD
24 plan application within said year, applicant may be required to submit a new
25 sketch plan application before filing a preliminary plan application. Similarly, if
26 applicant's preliminary PUD plan application includes substantial and material
27 (e.g., proposes new uses, higher density development, new or additional
28 variances, etc.) changes from the original sketch plan, the town administrator may
29 require the applicant to conduct a new sketch plan review.

30
31 Applicant Dwayne Romero gave a brief back ground on himself.

32
33 Mr. Romero said RG Lakota Holding vision for the new development in Lakota
34 Canyon Ranch is all about service to the community. The goal for the various
35 parcels of land which RG Lakota Holding has purchased is to continue to do what is
36 best for the region and for New Castle. RG Lakota Holding's view of New Castle is a
37 family oriented community to recreate and to enjoy. Be able to live, work and play.
38 Everything that is good for New Castle also has a down side. Such as traffic and
39 congestion and high real estate pricing. RG Lakota Holding's believe in their vision
40 they could contribute to accessible and maintainable housing where families can
41 grow their roots, raise their children and have a high quality of life.

42
43 Mr. Romero said RG Lakota Holdings are not the type of developer that are out of
44 state and have an urban experience with an urban definition of what should be
45 done. RG Lakota Holding want to work with the community and serving the
46 community.

1
2 Heather Henry with Connect One Design said Connect One Design was given a
3 vision from RG Lakota Holding along with the comprehensive plan and other
4 sources to create a land plan. What was most important to Connect One Design
5 was talking about open space, spine, the connectivity and how people were going
6 to circulate to the space from other places. Some of the solutions such as smart
7 growth, how are people going to walk to the place won't happen right away. It will
8 something that will resolve over time. The plan was developed about permeability
9 and how people can walk the perimeter, trails, with sidewalks down the main
10 street and also connected sidewalks with current streets.

11
12 Ms. Henry said there will be some relief with the high density by having open
13 space between the townhomes and some open space with the commercial
14 buildings. Across from the commercial buildings will be a little urban plaza. Then,
15 on the other side of the street where more commercial buildings are will be more
16 urban plazas. There will a central park for children from the apartment buildings.

17
18 Ms. Henry said there was planning and concerns for surrounding development such
19 as Shibui Condos with a little bit higher density with the apartments, then working
20 towards the North West where there are single family homes. Then, transitions
21 into townhomes with apartment building with 24 units per building. The
22 commercial buildings are two stories. The idea for the two story commercial
23 building is on the first floor would be small retail or food and beverage. The second
24 story would be office space, gym and possible medical office.

25
26 Chair Apostolik asked the third story building along Castle Valley Boulevard seems
27 a little out of place. Appears the building was placed in the location to get the
28 density. The building and the park should be flip flopped.

29
30 Ms. Henry said if the area to the south was vacant, the three building would be
31 been wrapped differently. Didn't want to create a big façade against Shibui
32 Condos. Didn't want to have a big building with some yard, then the next thing
33 you see going up Castle Valley Boulevard is a big parking lot. Instead wanted to
34 create a better living with architecture buildings felt better than having a big
35 parking lot along Castle Valley Boulevard.

36
37 Chair Apostolik asked does the building need to be three stories.

38
39 Ms. Henry said the apartment buildings are the most sub stable products that they
40 have. With push for 24 units in each building and trying to increase the density is
41 important to have the three stories and to keep the cost down.

42
43 Commissioner Sass asked about the park being in the middle of the parking lot and
44 children having access to the park. The concern is the children's safety with them
45 crossing a parking lot to get to the park.

46

1 Ms. Henry said there could be signage with cross walks in order to make sure it is
2 a safe zone for the children. Having the park in the middle helps break up the
3 "sea" of parking. With having the park in the middle will also help with eyes on the
4 park. All the parks are intended for the entire community not just for the complex.
5
6 Planner Smith asked about the open area in front the commercial building on the
7 corner of Faas Ranch Road and Castle Valley Boulevard.
8
9 Ms. Henry said there would be some activity such as a front door/back door. There
10 would be some kind of screen wall and landscaping. Thinking about the
11 progression along Castle Valley Boulevard and pleasant the whole way and have a
12 since about the neighborhood.
13
14 Commissioner Owens asked about the early morning deliveries to the commercial
15 buildings and having the truck noise.
16
17 Ms. Henry said the developer is not at that point in the application process. Not
18 sure how that will look. In the mixed uses there will always be commercial delivery
19 noises.
20
21 Commissioner Owens said he understood. However, was asking if there was some
22 way of building the commercial to help with the noise.
23
24 Ms. Henry said the developer would need to aggregate. Make sure here is the
25 service and here is the trash. Try tuck as much of the truck service back behind
26 the building.
27
28 Ms. Henry said the development would flow from single family to multi-family
29 (higher density) to mixed use. There would one building that would a mixed use
30 building. There would be some livable units over commercial units.
31
32 Chair Apostolik asked regarding the site plan for public works. There have been
33 two big concerns is having detached sidewalks coming down off of Lakota Drive
34 and snow storage.
35
36 Ms. Henry said the developer is just in concept drawing. The parking currently
37 planned has no count on parking on the street. Therefore, the developer is open to
38 whatever needs to be done, done.
39
40 Planner Smith said the town homes doe have a two car garage therefore, there
41 would be parking allowed for guests. If, there are guest they would need to park
42 on the street.
43
44 Ms. Henry said there is debate regarding attached and detached sidewalks.
45 Because attached sidewalks clear them off and get the snow into the street then
46 plow. If, there are good islands you plow up onto the islands. Versus detached

1 sidewalks and it too narrow it would work either. It really comes down to working
2 closely with public works and how they feel about the street. The development
3 does have the right-of-way to make it work for public works either way.
4
5 Ms. Henry said the development would be for sale and rental properties. There
6 have been some thoughts and ideas about having residency occupy preference for
7 the rentals. There will some changes such as working from home and not going
8 out of town to go to a job. This is also a great opportunity to start thing about how
9 things are changing and be able to take advantage of sustainable housing.
10
11 Commissioner Owens said there would need to have partnership with the town.
12 Have public work housing such as fire, police, nurses and such who are working
13 right here.
14
15 Ms. Henry said higher density with a smaller lot trying to work in retain ability.
16 Even if you are looking for your own single family and have a smaller lot will make
17 that more achievable.
18
19 Commission Owens said this might be a good time to speak with the developer to
20 possibly retain some units for possible employee housing.
21
22 Ms. Henry went on to explain what the views would look. The developer wants to
23 focus on the views and the massing, building heights and what views will have
24 inside the development and what would the density feel like.
25
26 Ms. Henry said View "A" is the main drive headed to the south at the end of the
27 town homes. As you are driving down you are seeing the end of the building with
28 little open spaces which would provide some relief and sidewalks along the way.
29
30 Ms. Henry said View "B" is further down into the apartments coming to the three
31 story building and seeing the mix use and some of the commercial and how it
32 frames turning back onto Faas Ranch Road.
33
34 The views are attached to these minutes as exhibit 1.
35
36 Ms. Henry said View "C" is the urban plaza which is the entrance to the mixed use
37 building. With part of the commercial use spilling out into the court yard. Trying to
38 place some of the parking behind and around the building so there would be street
39 scape with driving past a parking lot.
40
41 Ms. Henry said View "D" is what it would look like coming down Faas Ranch Road
42 onto Castle Valley Boulevard.
43
44 The views are attached to these minutes as exhibit 2.
45
46 Ms. Henry said View "E" is a look at what the development would look like coming

1 up Castle Valley Boulevard.
2
3 Ms. Henry said View "F" is the parking area with a nice park behind the commercial
4 building.
5
6 Chair Apostolik asked Ms. Henry if her company prepares the landscaping plan.
7
8 Ms. Henry said yes. They would do the entire planting plan through to the actual
9 landscaping plan.
10
11 Chair Apostolik said with regarding to the screening is make sure you have not
12 only trees but something that would screen during dead season such as conifers.
13
14 Ms. Henry said yes completely agrees.
15
16 The views are attached to these minutes as exhibit 3.
17
18 Ms. Henry said View "G" is another view of the central park space.
19
20 Ms. Henry said View "H" is flying a little higher from Fass Ranch Road.
21
22 The views are attached to these minutes as exhibit 4.
23
24 Ms. Henry said View "I" is flying a little higher from Castle Valley Boulevard.
25
26 The views are attached to these minutes as exhibit 5.
27
28 Commissioner Westerlind asked what the square footage is for the single family
29 and the townhomes and the lot size that are being proposed.
30
31 Ms. Henry said the footprint of the townhomes and the single family is about 2,000
32 square feet on the lower level which would include a 2 car garage and some lower
33 floor living. The townhomes might vary because of the slope.
34
35 Planner Smith said the single family homes in the development is comparable to
36 the six pack pod in Whitehorse Village on the west Lakota Canyon Ranch. The
37 homes are not in a pod but spread out. The density is consistent with Whitehorse
38 Village.
39
40 Ms. Henry said the square footage is down but still keeping the 3 and 4 bedroom
41 homes.
42
43 Commissioner Westerlind asked what the heated livable space would be.
44
45 Ms. Henry said with taking out the garage of 400 square foot would be between
46 1600-1800 square footage.

1
2 Scott McHale with ZGroup Architecture said conceptually there would be a mixture
3 of what is current in Lakota Canyon Ranch and blend the new homes in. but on the
4 other hand want to create a distinctive and attractive community that creates a
5 strong sense of being. Being able to break up the buildings with green spaces for
6 children to play.
7

8 Mr. McHale said in some of the central corridor where the commercial and mix use
9 would be looking at how to create the small town character. Since we do get hot
10 summers and snowy winters there would be covered decks which would create a
11 little retail space. Also looking for iconic old buildings to bring in and repurpose.
12

13 Commissioner Sass asked with the visual being seen from Faas Ranch Road or
14 driving in from Castle Valley Boulevard is there any thought about doing some
15 green roof or green walls to help take away the site of the building. Instead of
16 looking at all rooftops there would be some green rooftops within the
17 development.
18

19 Ms. Henry said that would be an interesting idea to explore. With some of the gable
20 structure is a fit with Lakota Canyon Ranch. Trying to find the balance between
21 what is existing and new without going way over in the other direction.
22

23 Commissioner Owens said as you are turning on Faas Ranch Road you are turn
24 around a box. Can the buildings be rearranged to where there would be more open
25 space turning onto Faas Ranch Road. You can't see around it because of the height
26 of the building.
27

28 Ms. Henry said it would be looking at building heights and how to set them back or
29 set back some of the floors. Really don't want to lose 24 units.
30

31 Planner Smith read Commissioner Bourquin's letter to the commission since she
32 was unable to attend the meeting.
33

34 1) I appreciate the applicant's vision for this project, especially the opportunity to
35 increase local jobs and retail to allow New Castle to be a more self-sustaining
36 community. Since these types of land uses are limited, I hope the applicant will
37 strive, as noted, to create a great place for the future of our community- beyond
38 pad sites and parking lots.
39

40 2) I would support a reduction in parking per staff comment - to reduce the 'sea of
41 parking lots' but would like to ensure that multimodal transportation and shared
42 use parking agreements (between residential and commercial uses) are part of this
43 consideration.
44

45 3) My primary concern with the sketch plan as shown is the inward focus of the
46 design. This commercial is visualized by the applicant as an amenity and

1 gathering location for all New Castle residents- not just residents of Lakota Canyon
2 Ranch. Some specific suggestions include:

3 • Flipping the building on parcel 4 to engage with Castle Valley Boulevard and
4 visually frame the entry.

5 • Switching the use of the residential units on parcel 6 with the commercial
6 unit on parcel 5 so the commercial with central plaza element faces the
7 street (which is better for the viability of future commercial) and the
8 residential sits on the golf course (which is probably better for the
9 residential values)

10 4) As this progresses, I would like to see the site plan incorporate more of a
11 neighborhood center feel rather than pad sites with parks as the plan currently
12 shows. In addition, Castle Valley Boulevard. should have many points of
13 connection to bring walkers and bikers into this community amenity as many
14 people walk and bike this trail everyday.
15

16 Ms. Henry said part of Castle Valley Boulevard piece is as soon as you are past
17 Faas Ranch Road there is a significant grade change. Then a little further there is a
18 good size storm water basin. Trying to make as many pedestrian connections as
19 possible. As soon as you flip flop it will change things. If changing the commercial
20 buildings around with facing Castle Valley Boulevard which is really not a retail
21 frontage because of the grade change in order to be able to access from another
22 road. Once you have turned into the complex there is a walk ability. If you turn
23 onto Faas Ranch Road then turn into either commercial complex then it turns into
24 a "sea" of parking. If, you flip flop some of the buildings there would be no good
25 place for big parking lots. Really don't want to turn Castle Valley Boulevard into feeling
26 like a commercial corridor.
27

28 Commissioner Owens said Faas Ranch Road is the gateway into the entire
29 development. Still there is a big corner that you turn around into a two story box.
30 Would like to see more landscaping at the corner of Faas Ranch Road because it
31 would be more inviting and welcoming into the development.
32

33 Chair Apostolik said when having the open house there should be a presentation
34 showing what the views based upon grades. Mr. McHale will be working on roof
35 pitches if you could show corners of the building that you would be looking at with
36 the high peak side depending the roof type system you would be using.
37

38 Commissioner Westerlind said that would also show the community that the
39 applicant is being proactive.
40

41 Bob Dubois Lakota Design Review Board Member said he has concerns regarding
42 the lighting in the parking lots. Lakota Canyon Ranch is to have dark skies at
43 night. Would like to have the down lighting and not out lighting. Possible have
44 rustic sheet metal brought to help bring down more of the light to help block some

1 of the light that would go out into the neighborhood.
2
3 Chair Apostolik asked Mr. Romero his thoughts about having a timer on the lights
4 based in the commercial areas.
5
6 Mr. Romero said that is a common practice.
7
8 Chair Apostolik said can have timers on half the lights and depending on the time
9 of season the on and off time will vary. There would still be safety lighting in the
10 parking lots.
11
12 Mr. Dubois said there will be an issue with the building height for the design review
13 board. The pitch of the roof is really important to the board. The board would give
14 the height due to a pitch roof because the board doesn't want to have a flat roof.
15
16 Mr. Dubois asked what the projected build out time frame would be.
17
18 Mr. Romero said it all depends on the market.
19
20 Chair Apostolik said the traffic study will determine the buildout order. Such as
21 commercial first or single family off of Lakota Drive. What are the thoughts about
22 how the build out would go based on the effect of commercial to residential?
23
24 Mr. Romero said he has given it a lot of thought. Logically it would be easy to work
25 from the north next to Whitehorse Village because there already is existing
26 infrastructure and site yields an easy work effort for single family homes. But, then
27 from an engineering prospective the southern parcel next to Shibui Apartments is
28 easy as well. The southern parcel is also a product that the market is needing.
29 Such as apartments and entry level residential. The more challenging is the mixed
30 use and commercial parcel.
31
32 Mr. Romero said the main focus of the development is how to draw a collection of
33 service providers which New Castle wants/needs. There are plenty of vacant
34 commercial lots from Aspen down to Grand Junction. New Castle already has
35 fitness and recreation and there is no need to recreate anything. The complement
36 to what New Castle already has is health and wellness. The idea is building a
37 mixture of units. A hybrid approach will have to do some residential and
38 commercial. The lower parcel yields the most opportunity.
39
40 Chair Apostolik asked Mr. Romero is he is looking at the residential to fund the
41 commercial portion of the project.
42
43 Mr. Romero said it is market driving. The parcel should be a neighborhood serving
44 commercial center. Just as it was conceived in comprehensive plan and the Lakota
45 Canyon Ranch PUD. Want to create a product that compliments New Castle and is
46 also sustainable at the same time.

1
2 Mr. Dubois asked with having apartments how that would impact the Lakota
3 Canyon Ranch property values. Particularly the homes that are currently in Lakota
4 Canyon Ranch.

5
6 Mr. Romero said believes the net values and the overall aesthetics as well as the
7 livability and the quality of life is enhanced not degraded by the complexity of the
8 units. The long view of a community with more affordability, more retain ability
9 housing with families living, working and playing will make it a more desirable
10 place to live. Therefore, desirability will make the community a more valuable.

11
12 Commissioner Sass asked what the distance was between Shibui West Apartments
13 and the parking lot and apartments.

14
15 Ms. Henry said not sure but thought maybe 60 feet.

16
17 Commissioner Sass asked about solar and where it might go.

18
19 Ms. Henry said not sure it is still a thought being passed around. Since there are a
20 lot of options and opportunities to have solar.

21
22 Chair Apostolik closed the Public Hearing at 9:30 p.m.

23
24 **Discussion:** Alternate Seats for Planning and Zoning Commission

25
26 Administrator Dave Reynolds explained a commissioner has resigned therefore we
27 have an open commission seat. Then, with an anticipation of a few land use
28 applications come up in the future. Would like to make sure the commission has a
29 quorum for the meeting. Having a conversation with the town attorney with the
30 vacant seat and another commissioner needing to recues themselves for any
31 reason at all. Is it possible to appoint a second town councilor to the vacant seat
32 until the seat is filled. The attorney said yes and town council has assigned
33 Councilor Graham Riddile to fill the vacant seat. The other question to the attorney
34 was once the commission has a full commission can there be alternates to fill in if
35 one of the commissioners are gone. The alternate would be a nonvoting and
36 nonparticipating commissioner who would come to each meeting and listens to
37 what is going on. In case at the next meeting they are to fill in. Currently in the
38 town code that is not an option. However it can be changed and at the next
39 meeting there would be a resolution for the commission's consideration.

40
41 The commission was in favor of the idea of having alternates for the commission.

42
43 Commissioner Westerlind asked since the meeting still have the option to be
44 virtual could the commissioner that couldn't attend the meeting in person attend
45 virtually.

46

1 Administrator Reynolds said it will all depend on what town council decides to do.
2 The idea is moving away from virtual since we are past COVID issues. Then there
3 will times when virtual will be an option if an applicant is on the Front Range and
4 would make it easier for them to attend the meeting.
5

6 **Staff Reports**

7 There were no staff reports.
8

9 **Commission Comments and Reports**

10 There were no commission comments.
11

12 **Review Minutes from Previous Meeting**

13 **MOTION: Commissioner Owens made a motion to approve the January 13,**
14 **2021 meeting minutes as submitted. Commissioner Westerlind seconded**
15 **the motion and it passed unanimously.**
16

17 **MOTION: Chair Apostolik made a motion to adjourn the meeting.**
18 **Commissioner Owens seconded the motion and it passed unanimously.**
19

20 The meeting adjourned at 9:49 p.m.
21

22 Respectfully Submitted,
23
24
25
26
27

28 _____
29 Chair Chuck Apostolik

30 _____
31 Deputy Town Clerk Mindy Andis, CMC
32
33

1 **New Castle Planning and Zoning Commission Special Virtual Meeting**
2 **Wednesday, August 11, 2021, 7:00 p.m.,**

3
4 **This meeting was also available virtually.**

5
6 **To join by computer, smart phone or tablet:**
7 **<https://us02web.zoom.us/j/7096588400>**

8
9 **If you prefer to telephone in:**
10 **Please call: 1-346-248-7799**
11 **Meeting ID: 709 658 8400**

12
13 **Call to Order**

14 Commission Chair Apostolik called the meeting to order at 7:00 p.m.

15
16 **Roll Call**

17 Present Chair Apostolik (phone)
18 Commissioner Bourquin – phone in at 7:05pm
19 Commissioner McDonald
20 Commissioner Sass
21 Commissioner Westerlind

22
23 Absent Commissioner Owens
24 Commissioner Riddile

25
26
27 Also present at the meeting were Town Administrator Dave Reynolds, Town
28 Planner Paul Smith, Assistant Town Attorney Haley Carmer, Deputy Town Clerk
29 Mindy Andis and members of the public.

30 **Meeting Notice**

31 Deputy Town Clerk Mindy Andis verified that her office gave notice of the meeting
32 in accordance with Resolution TC 2021-1.

33
34 **Conflicts of Interest**

35 There were no conflicts of interest

36
37 **Citizen Comments on Items NOT on the Agenda**

38 There were no citizen comments.

39
40 **Public Hearing**

41 Consider Resolution PZ 2021-01 Recommending Approval of Amendments to
42 Chapter 17.08 of the New Castle Municipal Code Concerning Membership of the
43 Planning and Zoning Commission.

44 Chair Apostolik opened the Public Hearing at 7:02 p.m.

1 Town Planner Paul Smith reviewed the proposed resolution with the commission.
2
3 Planner Smith said The town council have authority to appoint up to two alternate
4 members who may serve when one or more of the regular members are unavailable
5 due to absence or due to recusal or disqualification from a particular matter;
6 provided that no more than seven members shall participate at any one time. All
7 members of the planning commission shall be voting members, including the
8 alternate member(s) when participating. If two alternate members have been
9 appointed and are available but only one is needed, the participating alternate
10 member shall be selected by coin flip.
11
12 Planner Smith said the qualifications for the planning and zoning commission
13 shall be bona fide residents of the town, and if any member ceases to reside in the
14 town, his or her membership shall immediately terminate. All members of the
15 planning and zoning commission shall serve as such without compensation.
16
17 Planner Smith asked Assistant Town Attorney Haley Carmer if a commissioner has
18 recused themselves for an item on the agenda and alternate is then seated for the
19 commissioner. Does the alternate sit only for that item or for the entire meeting?
20
21 Attorney Carmer said the alternate would sit for the entire meeting. The
22 commissioner would not participate for that meeting at all. If, you are an alternate
23 for a portion of the meeting then you are an alternate for the entire meeting.
24
25 Attorney Carmer also said if an alternate is seating for a meeting because of an
26 absence, but the commissioner would be attend the next continued meeting then
27 the commissioner would need to either listen or watch the prior meeting to make
28 sure the commissioner hears all of the testimony. However, the commissioner is
29 not able to listen or to watch the prior meeting, then that commissioner would not
30 be able to attend the meeting as a voting member the alternate would continue to
31 sit in.
32
33 Town Administrator Dave Reynolds said the reason this has come up is because
34 there currently is a vacant seat and there is a commissioner who has to recues
35 themselves from a land use application. There could be a lot of items coming up in
36 the future and would need to have a quorum.
37
38 Commissioner McDonald asked if the seated commissioner hears the first part of
39 the hearing but would not be at the next meeting what happens then.
40
41 Administrator Reynolds said the alternates would be required to attend all the
42 meetings and hear all the testimony and understand what has happen in the prior
43 meetings.
44
45 Commissioner Sass said the appearance of having alternates might feel off to an
46 applicate. For example a regular seated commissioner hears part of the testimony

1 and then an alternate hears rest of the testimony. But then when it comes to
2 voting the regular seated commissioner is back to vote.

3
4 Attorney Carmer said having alternates is very common. It's important to make it
5 clear who is appointed commissioner and who is an alternate commissioner. An
6 alternate should understand they are only at the meeting as a backup and not to
7 be expected to voting on everything. The application could ask the regular
8 commissioner what they did to get caught up with all the testimony. At that point
9 the commissioner would need to state on the record what they did to get caught
10 up with all of the testimony.

11
12 Commissioner Westerlind asked if a seated commissioner moves outside of town
13 limits, but are able to attend rest of the meetings with a public hearing can they.

14
15 Attorney Carmer said the seated commissioner would be off because you are now
16 disqualified to be a commissioner and an alternate would be appointed to fill that
17 seat.

18
19 Attorney Carmer explained the reason for the coin toss is to show the application
20 there was no bias with either alternate and is the luck of the flip who would then
21 be seated. This way an applicate can't come back and say there was bias with the
22 alternate.

23
24 Chair Apostolik closed the public hear 7:29pm.

25
26 **MOTION: Chair Apostolik made a motion to approve Resolution PZ2021-01**
27 **Amendments to Chapter 17.08 of the New Castle Municipal Code**
28 **Concerning Membership of the Planning and Zoning Commission.**
29 **Commissioner McDonald seconded the motion and it passed unanimously.**

30 31 **Staff Reports**

32 Administrator Reynolds said once the vacant commission seat is filled and if council
33 approves the planning and zoning alternates and the alternates are appointed. The
34 town attorney could come in and give the commission official training orientation.

35 36 **Commission Comments and Reports**

37 Commissioner Westerlind said he would like to present information about "green
38 roofs" at a future meeting.

39
40 Planner Smith said Commissioner Westerlind is suggesting upgrades to the R-1
41 design requirements for the R-1 zone district.

42
43 **MOTION: Chair Apostolik made a motion to adjourn the meeting.**
44 **Commissioner Westerlind seconded the motion and it passed**
45 **unanimously.**

1 The meeting adjourned at 7:35 p.m.

2

3 Respectfully Submitted,

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10

Chair Chuck Apostolik

11

Deputy Town Clerk Mindy Andis, CMC

12

13

14

DRAFT