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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](http://www.newcastlecolorado.org)

## **Agenda**

### **New Castle Planning and Zoning Commission Regular Meeting Wednesday, August 10, 2022, 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**

#### **Items for Consideration**

A. Oaths of Office - Commissioner Mark McDonald & Julie Martinez

B. Prior Meeting Verification From June 8, 2022

\*Commissioner McDonald

\*Commissioner Martinez

\*Commissioner Westerlind

**C. Executive session for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) regarding litigation filed by CVR Investors, Inc.**

#### **Items for Discussion**

D. Consider Appointing Commissioner to Historic Preservation Commission (HPC)

#### **Comments/Reports**

-Items for Next Planning and Zoning Agenda

-Commission Comments/Reports

-Staff Reports

## **Review Minutes of Previous Meetings**

[E.](#) Draft Minutes June 8, 2022

## **Adjournment**

1 **New Castle Planning and Zoning Commission Special Virtual Meeting**  
2 **Wednesday, June 8, 2022, 7:00 p.m.,**  
3

4 **Virtual Meetings are subject to internet and technical capabilities.**  
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  
18 Commissioner Bourquin  
19 Commissioner Riddile  
20 Commissioner Sass  
21 Commission Alternate Parks  
22 Commission Alternate Rittner  
23

24 Absent Commissioner Martinez  
25 Commissioner McDonald  
26 Commissioner Westerlind  
27

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

32 **Meeting Notice**

33 Deputy Town Clerk Mindy Andis verified that her office gave notice of the meeting  
34 in accordance with Resolution TC 2022-1.  
35

36 **Conflicts of Interest**

37 There were no conflicts of interest.  
38

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

40 There were no citizen comments.  
41

42 **Items for Consideration**

43 **Oaths of Office – Commissioner Chuck Apostolik, Commission Alternate**  
44 **Bronwyn Ritter and, Commission Alternate Richard Parks.**

1  
2 Deputy Clerk Andis swore in the newly appointed members of the commission:  
3 Commissioner Chuck Apostolik, Commission Alternate Bronwyn Ritter and  
4 Commission Alternate Richard Parks.  
5  
6

7 **Items for Consideration**

8 Brief description of application: Development Sketch Plan 136 Rental Townhomes  
9 in 29 Buildings with Clubhouse/Pool  
10 Legal description: Castle Valley Ranch PA 8&9  
11 Common address: TBD, New Castle, CO 81647  
12 Applicant: BLD Group  
13

14 Town Planner Paul Smith reviewed his staff report:  
15

16 **I Introduction**  
17

18 *On April 25<sup>th</sup>, 2022 the applicant submitted a sketch plan for Castle Valley Ranch*  
19 *(CVR) planning areas 8 and 9 (PA 8 & 9) following the obligatory pre-application*  
20 *meeting with staff on April 14<sup>th</sup>, 2022. The sketch plan application was considered*  
21 *complete on May 19<sup>th</sup>, 2022. The sketch plan is the first of three application steps*  
22 *required for new planned unit developments ("PUD") & subdivisions. The sketch*  
23 *plan review assesses initial compliance with town codes, provisions for utilities and*  
24 *infrastructure, substantial conformance to the comprehensive plan, and adverse*  
25 *impacts to the town. The review provides the applicant preliminary, nonbinding*  
26 *feedback from staff, the planning commission, and town council before significant*  
27 *expenses are incurred. Though no approvals are made at this initial step,*  
28 *constructive feedback can be expected.*  
29

30 **II Staff Review:**  
31

32 *Throughout the application process, the application will be reviewed pursuant to*  
33 *the criteria outlined in the Municipal Code for planned unit developments (PUDs)*  
34 *and subdivisions. An application shall demonstrate conformity to the following*  
35 *criteria:*

- 36 • *Consistency with the comprehensive plan;*  
37 • *Compatibility of proposed zoning, density, and general development plan to*  
38 *neighboring land uses and applicable town code provisions;*  
39 • *Availability of town services from public works, fire, and police;*  
40 • *Vehicle, bicycle, and pedestrian circulation; and*  
41 • *Preservation of the natural character of the land.*

1  
2 **1) Is the proposal consistent with the comprehensive plan?**  
3

4 *According to CVR PUD regulations (Municipal Code 17.104.010):*  
5

6 *"The purpose and intent of the Castle Valley Ranch PUD zone district*  
7 *regulations are to:*  
8

- 9 A. *Encourage variety in the physical development pattern of Castle*  
10 *Valley Ranch;*  
11 B. *Provide a variety of housing densities greater than would be*  
12 *normally possible;*  
13 C. *Encourage the use of a more creative approach to the*  
14 *Development of land;*  
15 D. *Encourage a more efficient, aesthetic and desirable use of open*  
16 *space;*  
17 E. *Encourage a more efficient use of energy through solar*  
18 *orientation, native vegetation, and water conservation;*  
19 F. *Provide a variety of dwelling and building designs;*  
20 G. *Provide high standards of development and provide amenities*  
21 *appropriate to the densities involved in the project;*  
22 H. *Provide an integrated open space system throughout areas as*  
23 *outlined on the Castle Valley Ranch PUD zoning plan as well as*  
24 *throughout individual districts;*  
25 I. *Provide for a variety of housing types in order to best meet the*  
26 *housing demands of all age groups;*  
27 J. *Maintain and preserve the general alignment of drainage ways for*  
28 *aesthetic, energy and functional purposes;*  
29 K. *Provide pedestrian networks throughout the open space districts*  
30 *as well as throughout individual districts thereby providing an*  
31 *integrated network throughout the entire development;*  
32 L. *Provide landscape areas and tree plantings throughout the entire*  
33 *development."*  
34

35 *The preceding planning concept is consistent with the major elements of*  
36 *the currently adopted Comprehensive Plan which is itself derived from*  
37 *public input such as surveys, stakeholder interviews, meetings, and*  
38 *steering committee contributions. Applicants are expected to clearly*  
39 *demonstrate substantial conformity with the comprehensive plan in all*  
40 *applications (Policy CG-1B). The checklist below, though not exhaustive,*  
41 *provides a tool for reviewers to assess conformance. The application*  
42 *therefore should:*  
43

- 44  
45  *Foster distinctive, attractive communities with a strong sense of place*  
46 *and quality of life.*

- 1  
2  *Demonstrate that individual project fits into a fully-balanced community*  
3 *land use structure.*  
4  
5  *Ensure a mix of uses that complement the existing New Castle land-use*  
6 *patterns.*  
7  
8  *Create walkable communities with non-vehicular interconnection*  
9 *between use areas.*  
10  
11  *Guarantee a balance of housing types that support a range of*  
12 *affordability.*  
13  
14  *Preserve open space, farmland, natural beauty, critical environmental*  
15 *areas, and wildlife habitat.*  
16  
17  *Encourage economic development and supporting hard & soft*  
18 *infrastructure.*  
19  
20  *Concentrate development in ways which provide efficient and cost-*  
21 *effective services.*  
22

23 *According to the submittal packet (page 4), the proposal aligns with a number of*  
24 *New Castle goals and values. Key to the development is its focus on place-making*  
25 *(Policy CG-5A). It is the intent of the builder to create a space that promotes a*  
26 *quality of life commensurate with community, outdoor recreation, and*  
27 *sustainability. Generous open spaces, interconnected trail systems, and a*  
28 *community/recreation center with sport courts contribute to this quality.*  
29

30 ***Trails/Open Space/Recreation:*** *On page 10 (Exhibit A to minutes) of the*  
31 *submittal, the trails map demonstrates a high degree of fidelity with currently*  
32 *existing trails and trail agreements. With minor realignments and consolidation the*  
33 *application shows three trails starting from the VIX Park leading east to the locally*  
34 *dubbed "Sunset Trail" adjacent to Lakota Canyon Ranch and north towards public*  
35 *lands. The intent is for the new trail experience to be seamless with trails already*  
36 *prized by residents (Goal RT-1). Preservation of the Sunset Trail corridor will also*  
37 *support existing wildlife habitat. Other walking trails are dispersed throughout the*  
38 *development's interior as shown on page seven. The new trails and sidewalks will*  
39 *also give residents ample non-vehicular access to the mixed-use parcel southwest*  
40 *of the development. The hope there is that a future mixed-use development will*  
41 *provide goods and services accessible by alternative means of transportation.*  
42 *The private clubhouse with pool will function as a community gathering point*  
43 *similar to Lakota's recreation center. The indoor fitness facility and sport courts, an*  
44 *already popular amenity elsewhere New Castle, should be well received by new*  
45 *tenants. The pool at 7,500 gallons is diminutive in scale compared to Lakota*  
46 *Canyon Ranch pool is 120,000 gallon operation. Nevertheless, the pool may*

1 *function more as a place for relaxation rather than fitness.*  
2 *At least two pocket parks are situated within the interior open space areas (page*  
3 *10). The amenities are valued, and often underestimated, assets to a*  
4 *neighborhood as gathering places directly adjacent to backyards (Policy Post-2D).*  
5 *Young kids can play independently in these areas within a safe distance to their*  
6 *homes, dogs/owner can go for quick walks, or families can recreate together*  
7 *without having to drive. VIX Park, moreover, is also within walking distance to all*  
8 *units.*

9  
10 Commissioner Bourquin asked if the pockets parks were for the development or for  
11 public use.

12  
13 Jason Jaynes, planner for the application, said since the layout of the buildings will  
14 be townhome style with a front door and a back door that will spill out onto a patio  
15 into the internal open space, it will function like a back yard collective spaces.  
16 Therefore, the parks are intended for the residences.

17  
18 Commissioner Bourquin asked if the parks would be maintained by the HOA and  
19 not by the town.

20  
21 Mr. Jaynes said yes, that is correct.

22  
23 Commissioner Bourquin asked what the trail width is that runs through the center.

24  
25 Mr. Jaynes said on average it would be 6 feet wide. The open space above will  
26 remain Pinion and Juniper on the hillside and native grasses down towards the  
27 bottom. He said it will also help create some buffering from the neighboring  
28 parcels.

29  
30 Commissioner Rittner asked if there would be trail that would go to the clubhouse.

31  
32 Mr. Jaynes said yes, the idea was to create the pedestrian connectivity both within  
33 the right-of-way and outside of the right-of-way.

34  
35 Commissioner Bourquin asked if there would be fences for the back yards or will  
36 they remain open.

37  
38 Mr. Jaynes said the applicant will create a feeling when you step out the backdoor  
39 you will have a sense that this was your area. Then it will move into more open or  
40 common areas. Therefore, there is no intent to fence the backyards. But will be  
41 providing a sense of privacy.

42  
43 Commissioner Parks asked about putting a people culvert under North Wild Horse  
44 Drive.

45

1 Mr. Jaynes said there had not been any thought about putting the culvert under  
2 North Wild Horse Drive because as the drainage goes under North Wild Horse Drive  
3 the infrastructure was already in place and it was a series of round concrete  
4 culverts that would need to be replaced. Then they would need to look at  
5 engineering traffic solutions on the surface in that location.

6  
7 **Environmental Impact:** *New Castle is committed to preserving the natural*  
8 *environment and recognizes the potential negative impacts of new development.*  
9 *The town will work with Colorado Parks and Wildlife (CPW) and the applicant to*  
10 *identify and protect critical environmental resources (Goal EN-1). Though CPW*  
11 *defers comment until the preliminary stage, the areas north and east of the outer*  
12 *ring of townhomes are recognized as year-long habitat for various birds and*  
13 *mammals. It will be important to minimize conflicts by prohibiting dog's off-leash,*  
14 *minimizing light trespass, preserving native vegetation, and/or limiting fences in*  
15 *certain areas. In some cases, added landscape buffers in certain locations may*  
16 *offset these impacts with enhanced vegetation and terrain features.*

17 *New Castle also endorses "green building" which generally means minimizing*  
18 *resource consumption while maximizing use of renewable energy (Goal EN-7). All*  
19 *buildings will be expected to comply with the rigorous demands of the adopted*  
20 *energy code. In addition, solar energy collection, high-efficiency appliances, and*  
21 *electrical vehicle charging capacity are all commonplace measures that should be*  
22 *considered in discussions about sustainability. It will be important for the*  
23 *applicant to discuss how green building measures are included in the proposal as*  
24 *the application progresses.*

25 *Raw water has been contemplated by the applicant as the means to irrigate*  
26 *landscaping. Raw water is non-potable water which bypasses the town's treatment*  
27 *facility thereby reducing the energy for processing. The applicant would also*  
28 *receive a 25% reduction in tap fees as a result of implementation. Opting for raw*  
29 *water is ultimately an economical and sustainability win for all.*

30  
31 Planner Smith explained the raw water would be expected to link down through  
32 the road connection of North Wild Horse Drive. The ask would be not just to supply  
33 to the project but to link the raw water with the road.

34  
35 **Affordability:** *The rental aspect of the community is another unique attribute to*  
36 *the proposal. Rental communities provide a fully managed property for tenants*  
37 *who do not have the time nor inclination to fuss with general repairs and upkeep.*  
38 *Rental communities also provide a way for retirees to downsize in communities*  
39 *dominated by larger single-family homes and a way for younger families to*  
40 *participate in communities in which they may otherwise be priced-out. The units*  
41 *include two bedrooms (10 units), three bedrooms (110), and four bedrooms (16)*  
42 *to allow for a wide occupancy demographic. The applicant speculates that the*  
43 *target income demographic for these units are 120% area median income (AMI).*  
44 *From the last census, New Castle's current AMI sits at \$91,659. Assuming that*  
45 *"affordable housing" refers to no more than 30% of household income used for*  
46 *housing expenses, this would bring rents to \$2,750/unit maximum. For some*

1 *context, this is roughly equivalent to a mortgage of \$550,000 at a 5.5% rate. In*  
2 *conversations, the applicant has been hospitable the idea of a limited number of*  
3 *deed restricted units for employees in the community. Reasonably priced units for*  
4 *the property management's staff may be considered as well.*  
5

6 Commissioner Bourquin asked what was determining the rental product and not for  
7 sale product market.  
8

9 Mr. Jaynes said looking at the plan there are five different unit types in four  
10 different building types. Looking through the Comprehensive Plan and the goals  
11 the plan created, some of the diversity is that there is a need and a place for rental  
12 housing. Also, the project is a family-friendly and downsizing-friendly housing. He  
13 said that their marketing plan had driven the site design. The project is also the  
14 business model and expertise of the BLD Group. The project was in alignment with  
15 an area need, the Comprehensive Plan and the kind of projects BLD Group builds.  
16

17 Commissioner Bourquin asked if there would be a property manager living on site.  
18

19 Mr. Jaynes said yes, the property will be professionally managed with a manager  
20 on site. He said that BLD Group had a number of on-going projects. BLD Group is  
21 building a specific management organization within the business model.  
22

23 David Levin, BLD Group. Mr. Levin said BLD Group did asset management and in  
24 general, hired national-scale property management companies.  
25

26 Chair Apostolik asked why there was a minimum number of two bedroom units as  
27 compared to three and four bedrooms when they were talking about down-sizing.  
28

29 Mr. Jaynes said it really was about having a variety of products available and there  
30 is also the format of the units. For example, two of the products have the master  
31 bedroom on the lower level therefore you would be able to occupy those units  
32 without having to navigate stairs. There is the physical footprint of the downsizing  
33 and the management of the maintenance of the property that is also downsizing as  
34 well as the type of unit that would be available. This also help with families that  
35 are just coming into the community and want to establish themselves and are  
36 looking for generously sized units which can be difficult with the housing costs.  
37 When couples or families are asked what their needs are their responses are  
38 usually that they want to be able to grow into a place by starting a family or have  
39 a spare bedroom which would double as an office and being able to have bedrooms  
40 for when family members come and visit.  
41

42 Chair Apostolik asked what percentage would be deed restricted.  
43

44 Mr. Jaynes said it would be a select number of units. Therefore, just a couple of  
45 units. Those units would be specifically for public service employees.  
46

1 Commissioner Rittner asked if the property manager would be on site or off site.

2  
3 Mr. Levine said that decision is decided by property-by-property basis. With this  
4 property being a smaller project with 300 units. It would be something to put into  
5 a compensation package, maybe with a smaller unit.  
6

7 Commissioner Rittner highly recommended having the property manager onsite  
8 because there are problems with property managers being offsite. Having someone  
9 onsite with a rental situation helps keep eyes on rest of community and it also  
10 gives a sense of peace and calm knowing there is someone there all the time  
11 looking after the property.  
12

13 **2) Does the proposal demonstrate compatibility with the proposed**  
14 **zoning, density, and general development plan to neighboring land uses**  
15 **and applicable town code provisions:**  
16

17 **Land Use:** *The applicant has elected Castle Valley Ranch MF-1 zoning. According*  
18 *to Municipal Code 17.104.080 MF-1 is a "multifamily townhouse and patio home*  
19 *district allowing for creative approaches to development with housing alternatives*  
20 *that are sensitive to existing and surrounding land uses." The following land uses*  
21 *are permitted by right:*  
22

- 23 • *Attached dwelling units in structures containing more than two*  
24 *units;*
- 25 • *Public parks, playgrounds and related accessory structures 5,000*  
26 *sq. ft. or less;*
- 27 • *Parking facilities;*
- 28 • *Recreation facilities including, but not limited to health facilities,*  
29 *hobby rooms, activity rooms, meeting rooms, pools, gymnasiums,*  
30 *ball fields, tennis or basketball courts, volleyball courts, and any*  
31 *building of fields or play surfaces;*
- 32 • *Pedestrian and bicycle trails;*
- 33 • *Open space and parks*

34  
35 *All uses currently proposed for the property are therefore permitted by right.*  
36

37 *The Master PUD allows for the following density standards:*  
38

- 39 • *Minimum lot area of 2,200sf;*
- 40 • *Minimum lot area per dwelling unit of 2,200sf;*
- 41 • *Maximum building height of 35';*
- 42 • *Minimum front yard setback 18';*
- 43 • *Minimum side yard setback of 0';*
- 44 • *Minimum rear yard setback of 10'*
- 45 • *Minimum distance between buildings of 10';*  
46

1 As shown in the submittal packet lot areas will exceed 2,200sf per unit. Setbacks  
2 will be provided at the preliminary application.

3  
4 **Parking:** The purpose of off-street parking in the PUD "is to ensure that safe and  
5 convenient off-street parking is provided to serve the requirements of all land uses  
6 in the Castle Valley Ranch PUD and to avoid congestion in the streets" (MC  
7 17.104.100). As shown on page 3 the following town standards apply:

- 8
- 9 • Duplex, tri-plex or four-plex – Two spaces per dwelling unit;
- 10 • Five or more dwelling units in one structure – One and one-half
- 11 spaces per dwelling unit;
- 12 • Places of public assembly (recreation center) – A parking area
- 13 equal in size to floor area of the building;
- 14

15 Per the municipal code required off-street parking totals 222 spaces. The proposal  
16 provides for a mix of one and two car garages with attached driveways. Garages  
17 plus driveways total 352 off-street spaces. In addition, 50 perimeter parking  
18 spaces are show at locations along future streets. With 402 total off-street parking  
19 spaces, this exceeds the required parking by 180 spaces. There are an additional  
20 21 spaces for "seasonal and recreational vehicles" as required by the code for  
21 buildings with five or more units (Municipal Code 17.104.100). The clubhouse  
22 parking lot will serve up to 30 vehicles. Less the clubhouse parking, there are just  
23 shy of three off-street parking spaces available per unit.

24  
25 Single car garages have had a notorious reputation in New Castle. Single car  
26 garages tend to function as miscellaneous storage rather than vehicle storage.  
27 Even with a garaged vehicle, storing anything more, such as garbage bins, is  
28 problematic. As a result, tenants of these single garage units will invariably need  
29 additional off-street parking. The planning commission will need to decide whether  
30 the proposed parking is amenable to the comprehensive plan given the history of  
31 these designs in past developments.

32  
33 **3) Is there availability of town services from public works, fire, and**  
34 **police?**  
35

36 **Police:** The application anticipates an increase of approximately 354 new  
37 residents at build-out. There is no indication at this point that this increase would  
38 compromise police service. An additional police full time employee would usually  
39 only be considered if the population increase approached 1,000.

40  
41 **Fire:** In light of the current multi-year drought and the ongoing expansion of the  
42 wildland-urban interface, Colorado River Fire Rescue now stresses improving the  
43 resiliency of structures and the defensible space around them (Goal EN-8).  
44 Replacing conventional materials with those considered fire resistant, particularly  
45 in buildings along the perimeter of the development, buys time for fire firefighters  
46 during a wildland fire incident and inhibits fire spreading outward from its source.

1 Mandating defensible space in the HOA design criteria commensurate with the  
2 recommendations of the Colorado State Forest Service could be part of a  
3 successful management plan. Comment from the applicant on these measures  
4 would be expected at future review meetings.  
5

6 **Public Works:** The Castle Valley Ranch PUD is approved for 1,400 residential  
7 units and 100,000sf of commercial space. These totals were primarily the result of  
8 calculations performed on the basis of water dedicated from Elk Creek. At present  
9 (6/2/22) the PUD has 866 units plus nine additional under construction and no  
10 commercial space. With 136 new units the PUD is still well short of the 1,400  
11 EQRs. The current sewer treatment plant can handle the full build-out of both  
12 Castle Valley Ranch and Lakota Canyon Ranch.  
13

14 **Streets:** Per comment from the Public Works Director, the town contemplates  
15 maintenance of all future streets once all public improvements are approved. At  
16 dead end streets, cul-de-sacs are also recommended in lieu of T-turnarounds.  
17 Recommended ROW design of 58 feet in contrast to a 50 foot proposed design.  
18

19 **Open Space:** Per comment from the Public Works Director, all proposed open  
20 space and natural trails, proposed as a town wide amenity, should be identified on  
21 the plat and maintained by the Town. Interior trails, pocket parks, and courts  
22 meant for use mainly by the tenants should be maintained by the HOA.  
23

24 **Snow Storage:** Snow removal is not indicated in the narrative nor the site  
25 plan. Because of the various issues with snow impacts, staff will work with the  
26 applicant to implement the strategies identified by the Public Works Director.  
27 Detached sidewalks with localized snow storage areas, are preferred in addition to  
28 the prohibition of on-street parking during snow events. Alternative methods may  
29 be considered.  
30

31 **Raw Water:** Raw water is available at VIX Park and is expected to irrigate all  
32 common areas within the PUD. The raw water infrastructure will need to be  
33 extended with the installation of the N Wild Horse Drive road connection.  
34

35 Commissioner Bourquin asked if detached sidewalks have been discussed with the  
36 applicant since it is in the Comprehensive Plan. It is a health, safety and wellness  
37 issue both from the ice dams and the safety for the children in the streets. There  
38 are cars parked on the sidewalk or driving over the edge of the sidewalks and it  
39 makes a better situation for snow storage situation.  
40

41 Chair Apostolik asked Mr. Steve Craven if he had an understanding of how the off-  
42 street parking would look as North Wild Horse Drive continues down to a more  
43 commercial look or feel. Would there be parking lots or something similar.  
44 Mr. Steve Craven there was a conceptual design done several years ago. At that  
45 time all the parking was in the interior.  
46

1 Chair Apostolik asked if there would be an issue with overflow parking come  
2 outward towards North Wild Horse Drive based on schematics.

3  
4 Mr. Craven said no, the new owners were just now hiring a planner. In the original  
5 concept plan, there was plenty of parking within the parcel.

6  
7 Commissioner Riddile asked if it was the intent of the applicant to dedicate the  
8 trails to the town as open space.

9  
10 Mr. Jaynes said yes.

11  
12 Commissioner Bourquin said the property was privately owned, however, the  
13 community saw it as their backyard. Once the application goes to public hearing,  
14 there needed to be community education and community trust to help steer the  
15 project along.

16  
17 Commissioner Bourquin said it's critical to understand what was happening on the  
18 parcel to the south west when it came to commercial use, since we knew that  
19 parcel has the most commercial use rights. What the influence might have to the  
20 decision making and planning in the other areas. It will be critical for the  
21 commission to understand what the South Wild Horse Drive section looked like and  
22 how the parking would be accommodated. This would help the commission make a  
23 long-term decision and how the pieces would fit together.

24  
25 Planner Smith said the build out of the project of 136 residential would be all that  
26 Mr. Craven had available to him. Therefore, the mixed-use would not have any  
27 residential available.

28  
29 **4) Is there adequate vehicle, bicycle, and pedestrian circulation?**

30  
31 **Vehicular Circulation:** *Road, sidewalk, and trail design is a critical component to  
32 any new development in New Castle. To optimize circulation, the applicant is  
33 committed to connecting N Wild Horse Dr. between Alder Ave. to Castle Valley  
34 Blvd. This effort will complete the section currently underdeveloped along the east  
35 side of VIX Park. Of note, nearly 1/5<sup>th</sup> of this new road section is outside the  
36 applicant's property boundary. However, because of the importance of circulation  
37 and public safety, the applicant has agreed to work with the neighboring property  
38 owners, particularly CVR Investors, to realize this link. Staff anticipates that the  
39 connector will match the existing right-of-way design, including detached  
40 sidewalks with landscaping.*

41  
42 **Bicycle/Pedestrian Circulation:** *The applicant has made a point not to disrupt  
43 the existing trail between VIX Park and the BLM land. A pedestrian culvert between  
44 buildings 13 & 14 will allow uninterrupted passage of bicycle and hiker traffic below  
45 the street. Moreover, streets are purposely not connected through the design's  
46 interior in order to preserve an idyllic experience for trails users. T-turnarounds*

1 rather than cul-de-sacs were provided at dead-end streets to minimize  
2 encroachment of roads within trail and open space corridors. The design currently  
3 employs attached sidewalks along 50' rights-of-way so that open space is  
4 maximized elsewhere. The town preferences detached sidewalks since they  
5 contribute to pedestrian safety, snow storage, and reduce curbside clutter. The  
6 planning commission will need to weigh the trade-offs of either design options.  
7

8 **5) Is the natural character of the land preserved?**  
9

10 **Topography:** The site plan follows the sloping  
11 topography downhill from northeast to southwest.  
12 Each building block generally steps down with the  
13 slope. Since building lengths are significant (120ft to  
14 171ft) vertical terracing of each unit as opposed to  
15 building in addition to potential horizontal offsetting  
16 along road curves is recommended. Displacement  
17 between units helps to limit cut-and-fill and reduce  
18 the need for retaining walls. Such designs are more  
19 visually pleasing on rolling terrain. The design seeks  
20 to preserve existing drainage features such as that found on the central single-  
21 track trail which runs southwest to northeast.



22 The ridgeline associated with Sunset Trail to the west of the development is a  
23 prominent visual feature for all New Castle residents. Per policy EN-6B, visual  
24 access to the ridgeline should be confirmed by the applicant. In other words, the  
25 ridge should be visible to the rest of New Castle residents once buildings are  
26 constructed? View shed protection is vital, particularly for onlookers off of Castle  
27 Valley Blvd. To mitigate building mass at the southwest elevation, modest sized  
28 berms and drought resistant conifers and/or shrubs could provide sustainable and  
29 more organic screening methods as it does in other areas of town.  
30

31 **IV Staff Recommendations**  
32

- 33 1. Design snow storage locations, on-street parking, and separated  
34 sidewalks as part of an overall winter road maintenance plan which  
35 optimizes the pedestrian experience.  
36
- 37 2. Demonstrate that all street intersections shall meet at right angles.  
38
- 39 3. Provide "story-poles" to demonstrate building heights do not obscure  
40 view sheds in the direction of Sunset Trail.  
41
- 42 4. Parking lot lighting will need to be sensitive to dark-sky compliance  
43 per the comprehensive plan. Demonstrate that all lighting will limit  
44 light trespass. Parking lot lighting should be on timers to reduce  
45 lighting at night time while maintaining security lighting as needed.  
46

- 1 5. Offer a limited number of rent reduced units for local emergency  
2 responders, town support personnel, school district employees, or  
3 employees in the town.
- 4
- 5 6. Terminate interior trails at streets rather than parking spaces.
- 6
- 7 7. Consider a larger pool amenity for fitness purposes.
- 8
- 9 8. Provide fire apparatus road along north and west property boundaries  
10 per recommendation of the fire marshal.
- 11
- 12 9. Provide fire resistant construction per fire marshal recommendations  
13 (pending).
- 14
- 15 10. The applicant shall comply with all recommendations of the Town  
16 Public Works Director and Town Engineer set forth in their letters  
17 dated June 1, 2022.
- 18
- 19 11. Include perpendicular parking along the entire boundary of VIX Park  
20 during development/replacement of N Wild Horse Dr.
- 21
- 22 12. Specify on plat open space to be maintained by the HOA and open  
23 space maintained by the Town.
- 24
- 25 13. Provide a water sampling station per the recommendations of the  
26 Town Engineer and Public Works Director.
- 27
- 28 14. Each townhome unit will be provided with separate water and sewer  
29 service directly from the main. Gas and electric service must run  
30 directly to each unit from the building exterior rather than through  
31 crawlspaces or attic spaces.

### 32

### 33 **V Next Steps**

34  
35 *Comments and recommendations made by staff and the planning commission  
36 should inform future revisions made to the application prior to Council review.*

37  
38 *After Council review, but prior to the preliminary plan application, the applicant  
39 shall conduct a community open house meeting to present the proposal to the  
40 public. The applicant shall notify the town of the date of the community open  
41 house, and notice the community open house according to the town's public  
42 hearing notice procedures set forth in Section 16.08.040, except that notice to  
43 mineral owners is not required.*

44 *The sketch plan review conducted pursuant to this Section 17.100.040 will remain  
45 in effect for one (1) year from the date of Council's review. If the applicant does  
46 not submit a preliminary PUD plan application within said year, the applicant may*

1 *be required to submit a new sketch plan application before filing a preliminary plan*  
2 *application. Similarly, if applicant's preliminary PUD plan application includes*  
3 *substantial and material (e.g., proposes new uses, higher density development,*  
4 *new or additional variances, etc.) changes from the original sketch plan, the town*  
5 *administrator may require the applicant to conduct a new sketch plan review.*  
6

7 Mr. Jaynes explained that the pool and clubhouse would have a couple of meeting  
8 spaces, a small gathering area for birthday party, small community gatherings,  
9 and might have a small exercise gym for the neighborhood. The pool would be part  
10 of the amenity package.

11  
12 Mr. Levine gave some background about the BLD Group. BLD Group works off of  
13 investment pieces. He said they understood there was a need for housing. BLD  
14 Group is currently building in Durango, Pueblo and a couple of projects in  
15 Glenwood Springs. BLD Group is a family-owned business. Mr. Levine's 2 sons and  
16 partners son and daughter are in the business. Their business plan is not to build,  
17 flip and make a profit. They build and hold as legacy assets with long term  
18 holdings.

19  
20 Mr. Jaynes briefly reviewed the application. He said the project was about creating  
21 a quality neighborhood that fits in the existing neighborhood and felt like part of  
22 the community that was already there. He explained that the applicant was  
23 looking at connectivity and community. The project is a different format than what  
24 was currently there, but the project will be meeting a current need and is  
25 consistent with the overall Comprehensive Plan as well as the current agreements  
26 between Castle Valley Ranch PUD and other developers.

27  
28 Mr. Jaynes said the road layout of the curvature of the road the grade climbs  
29 quickly and the curvilinear nature of the road and the loop that comes out at North  
30 Wild Horse Drive is one of the places there are close grade relations. The layout is  
31 intended to meet the public works and engineering requirements for roads, slopes,  
32 grades, cross slopes but, at the same time tracking with the contour. That is how  
33 the layout of buildings came to plan. Because of that there are not rows of  
34 buildings. Because the buildings are following the grade. He said it makes sense to  
35 limit the amount of disturbance and limit the amount of expensive foundation. This  
36 allows for the buildings to be both horizontally and vertically varied. The buildings  
37 would be in different angles and orientation. Building as such makes it a better  
38 quality of life benefit inside a unit because you are not looking square across to  
39 another unit. It also helps offsite because it helps breaks up the buildings and you  
40 are not consistently looking at a face of buildings at one angle. The buildings also  
41 step up to follow the grade.

42  
43 Mr. Jaynes said the other component is the consistency with the Comprehensive  
44 Plan and the Castle Valley Ranch Master Plan is the drainage corridor and also the  
45 trail corridor being able to preserve that all the way through the development. For  
46 BLD Group its big quality benefit and access to trails immediately outside of a unit.

1 With the open spaces between the units helps connect the development and drives  
2 the layout of the buildings.  
3  
4 Commissioner Bourquin asked if there would be no off street parking then why the  
5 16ft drive lane. She felt they should consider the lane no more than 12ft.  
6  
7 Mr. Jaynes said the way the roadway is set up currently, it contemplates having  
8 parallel parking on both sides. The 16ft would be to the face of the pan versus to  
9 flow line.  
10  
11 Mr. Jaynes explained the building types which are exhibit B to these minutes. The  
12 goal was to show a two story building with front doors that are on ground level  
13 facing the street and significant articulation of the massing. Then, as the four  
14 different unit types are put together into the four different building types, there are  
15 variation of massing. The basic idea is traditional forms a little more contemporary  
16 in the way the buildings are finished, but recognizable as architectural style  
17 commonly seen in the area.  
18  
19 Planner Smith asked out of the eight proposed design that were brought to staff  
20 why this building design.  
21  
22 Mr. Jaynes said it really came down to the surrounding neighborhoods and the  
23 homes that have been built and the character and style. Also being responsive in  
24 the architecture that is current but also moving forward keeping the style current.  
25  
26 Chair Apostolik asked within the four-unit building, if there was a way to do a little  
27 more articulating the looks of buildings beyond the rooflines. Also give the building  
28 more diversity in the looks so the building doesn't look like one long building.  
29 Because a building that is half of a football field has a wall effect without having  
30 different character of building materials and different colors to help break up the  
31 same look. The neighboring homeowners will probably have an issue with the looks  
32 of the building.  
33  
34 Mr. Jaynes said BLD Group have had discussions about the look and there could be  
35 a number of different ways as far as the street frontage as well as the alley view.  
36 The applicant will continue to explore options as the project developed. He said  
37 they were looking at the right places to create the level of character.  
38  
39 Mr. Jaynes said there were four different style of units. The units were not  
40 oversized but generously sized. Also, the garages are 20x10' with an additional  
41 3x7' storage space. The floor plans are open and contemporary with a lot of light  
42 and natural opening out to the back.  
43  
44 Commissioner Bourquin asked what the challenges had been to creating the site  
45 plan and meeting the standards of the municipal code in regards to the zoning,  
46 setback, etc. She asked if there was middle ground that could be thought about

1 differently that might help to accommodate some of the grades. For example: was  
2 it the setbacks, number of parking spaces or something else that had been  
3 challenging, that have been driving some of the decision on creating the sketch  
4 plan.

5  
6 Mr. Jaynes said by far has been the front yard setbacks resulting in the driveway  
7 parking space and the spacing in between the buildings. The low density with the  
8 amount of acreage for the development does help provide generous open space in  
9 between the buildings. Another challenge has been making sure the building  
10 spacing was right, the distribution of open space, but at the same time not  
11 exceeding the soils requirement. There is also some site retaining walls on the  
12 backside to help keep the ridge lines down and protect the views. It is costly to  
13 build into a hillside.

14  
15 Commissioner Riddile said the applicant had shown to be preserving the open  
16 space and the characteristics of the land. However, there are a few issues. First  
17 one is a need for separated sidewalks, and they need to look at the parking on  
18 North Wild Horse Drive and the connectivity. The project benefits the community  
19 and the development. There also needs to be vehicular accesses points on the East  
20 and West side of the drainage primarily for fire response. As a priority based  
21 housing will be available to Re-2 School District, Town of New Castle and Fire  
22 Department, the rent should be appropriate to their salary income. Commissioner  
23 Riddile believed the project did meet the diversity for New Castle.

24  
25 Commissioner Bourquin said she would like to see more details of the trail corridor  
26 such as the widths and what the trails sections would look like. Also, she wanted to  
27 know if they would be able to provide more than two affordable units for the first  
28 responders.

29  
30 Commissioner Sass said she appreciate that the trails are being kept. Also having  
31 the story poles are important to the community on how the development will look  
32 and how it will affect them.

33  
34 Chair Apostolik asked what the time frame might be for developing the property.  
35 Also, if the infrastructure was going to go in as a loop or if it be phased in as the  
36 project gets developed. How long would it take for complete build out?

37  
38 Mr. Jaynes said the infrastructure would be sequenced as a single phase. Meaning  
39 the infrastructure would be put in then the building built next.

40  
41 Greg Baumann BLD Group said with the permitting and the approvals they would  
42 not be ready to begin building until 2023. It will take 21-24 months for complete  
43 build out. The North Wild Horse Drive portion would be taken care of first.  
44 Normally on roadways there would be a first lift, then all the heavy construction  
45 and once all the major vertical construction is complete and the heavy equipment  
46 is off, then there is a second lift and then finish the roadways. The work would be

1 left to contractors for recommendations. But, at the same time phase the project  
2 in order to have people move in as soon as possible and still continue to build out.

3  
4 **Consider Appointing Commission Chair**

5 **MOTION: Commissioner Riddile made a motion to appoint Commissioner**  
6 **Apostolik as Commission Chair. Commissioner Sass seconded the motion**  
7 **and it passed unanimously.**

8  
9 **Consider Appointing Commission Vice-Chair**

10 **MOTION: Chair Apostolik made a motion to appoint Commissioner**  
11 **Bourquin as Vice-Chair. Commissioner Sass seconded the motion and it**  
12 **passed unanimously.**

13  
14 **Consider Appointing Commissioner to Historic Preservation Commission**  
15 **(HPC)**

16 After a brief discussion the commission decided to table the appointment until the  
17 next Planning & Zoning meeting and Commissioner Sass would continue to serve  
18 on HPC as the Planning representative.

19  
20 **Staff Reports**

21 There were no staff reports.

22  
23 **Commission Comments and Reports**

24 There were no commission comments or reports

25  
26 **Review Minutes from Previous Meeting**

27 **MOTION: Chair Apostolik made a motion to approve the March 23, 2022**  
28 **meeting minutes as submitted. Commissioner Riddile seconded the motion**  
29 **and it passed unanimously.**

30  
31 **MOTION: Chair Apostolik made a motion to adjourn the meeting.**

32 **Commissioner Riddile seconded the motion and it passed unanimously.**

33  
34 The meeting adjourned at 9:22 p.m.

35  
36 Respectfully Submitted,

37  
38  
39  
40  
41  
42 \_\_\_\_\_  
43 Chair Chuck Apostolik

44 \_\_\_\_\_  
Deputy Town Clerk Mindy Andis, CMC

Exhibit A  
to

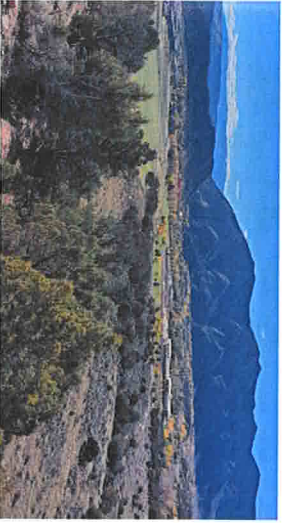
10.8.22 Planning & Zoning Minutes



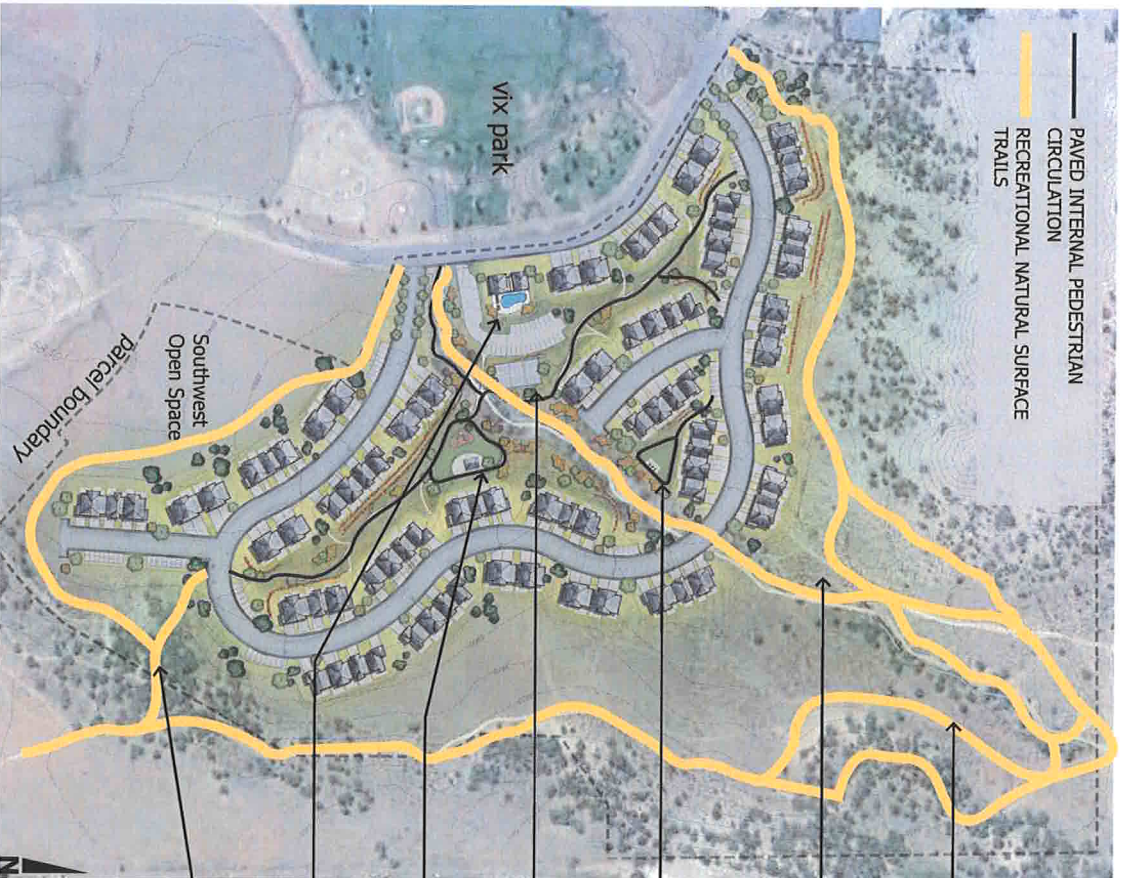
maintain trail connection to adjacent vix park



realign existing trails through new development



dedicate additional parcel area to public open space



**proposed open space**

dedicate an additional +/- 50% of the total parcel area to public open space

**trail connections**

realign existing trail routes through development to maintain overall trail connectivity

**pocket park / outdoor social space**

small neighborhood gathering area with bench seating + enhanced plantings

**sport courts**

neighborhood, volleyball and or pickle-ball courts

**neighborhood park**

large children's play area with shade structure seating and turf grass area

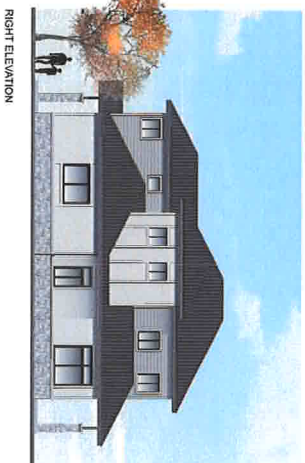
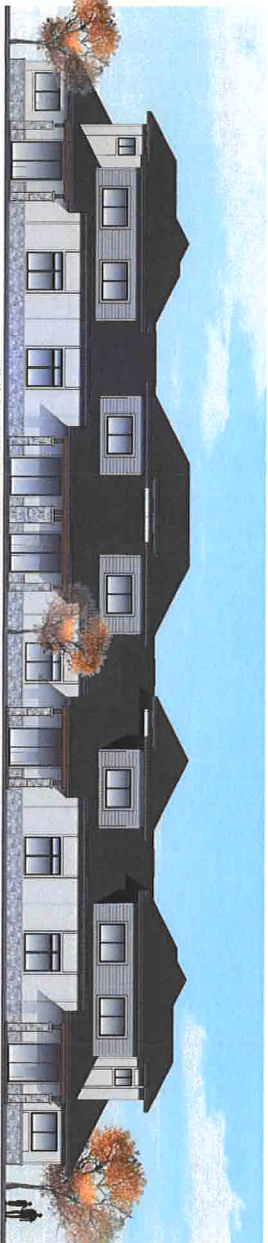
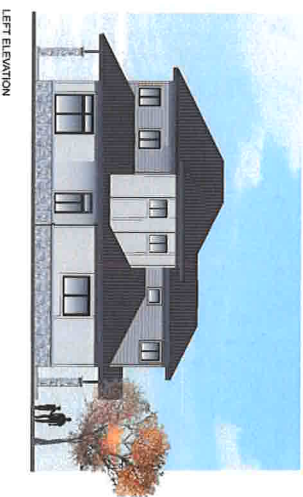
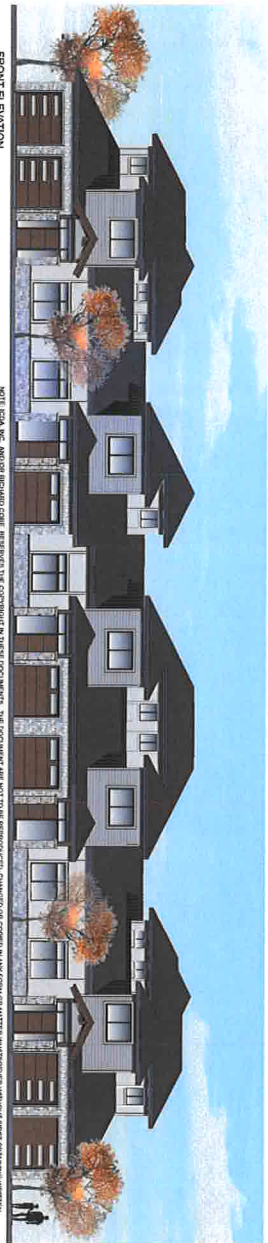
**clubhouse**

neighborhood clubhouse with fitness, pool + flexible meeting areas

**connect to existing**

connect new trail system to existing

**open space, trails, parks + amenities**



- Notes:
- 1) Elevations are conceptual and represent overall character and approach to massing, articulation, materials, and unit grouping only.
  - 2) As shown, maximum building height (to top of ridge) is 28'-4". Maximum height in MF-1 zone district is 35'