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Town of New Castle Administration Department
450 W. Main Street **Phone:** (970) 984-2311
PO Box 90 **Fax:** (970) 984-2716
New Castle, CO 81647 www.newcastlecolorado.org

Agenda

New Castle Planning & Zoning Commission Regular Meeting
Wednesday, January 24, 2018, 7:00 p.m., Community Center

Call to Order, Roll Call, Meeting Notice

Conflicts of Interest (Disclosures are on file with Town Clerk & Secretary of State)

Citizen Comments on Items NOT on Agenda

Public Hearing

A. Brief description of application: PUD Amendment for Lakota Ridge Senior Apartments,

Legal description: Lot 2A, Amended Final Plat, Lot 2, Lakota Canyon Ranch, Phase 7, According to the Plat thereof Recorded July 30, 2010 Under Reception No. 789213

Common address: 705 Castle Valley Blvd., New Castle

Applicant: Lakota Ridge Senior Apartments, LLP

Landowner: Lakota Ridge Senior Apartments, LLP

B. Resolution PZ-2018-01 Recommending Approval of Lakota Ridge Senior Apartments, LLP'S Major PUD Development Plan Amendment

Items for Consideration

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

Comments/Reports

E. Items for Next Planning and Zoning Agenda

F. Commission Comments/Reports

G. Staff Reports

Review Minutes of Previous Meetings

H. November 29, 2017 Minutes

Adjournment



Town of New Castle **Building, Planning and Code
Administration Department**
450 W. Main Street
PO Box 90 **Phone:** (970) 984-2311
New Castle, CO 81647 **Fax:** (970) 984-2716

Memo

To: Chairman Chuck Apostolik & P&Z members
From: Tim Cain
Date: January 19, 2018
RE: Sr. Apartments PUD Amendment

Background:

Staff was notified in November, 2017 that Lakota Ridge Senior Apartments had to eliminate balconies, radiant heating and other things due to serious underfunding. It is required by Town Code to submit a PUD Amendment application to the Town Administrator or his designee when there has been substantial change to building plans. This is such the case with the Sr. apartments. Staff sent the applicant, Community Resources & Housing Development Corp. (CRHDC), all required documents on November 28, 2017 to start the public process. The original date for the hearing was January 10, 2018, but it was re-scheduled to January 24, 2018 for reasons listed below.

Town Code requires applications to be submitted at least 45 days prior to a Planning & Zoning (P&Z) hearing at which time the subject matter will be considered. Several meetings were conducted between staff members and CRHDC personnel in December, 2017 and January, 2018 to discuss modifications to the buildings. Our meetings were an attempt to mitigate the modifications. This was the principal reason why the applicant and staff re-scheduled the hearing on January 10, 2018.

Staff has not receive any documents from CRHDC until January 17, 2018. Staff members have given CRHDC considerable leeway on meeting the requirement to submit the PUD Amendment documents. Staff believes it's now already too late to conduct a meaningful review of the application materials, even if they arrive a few days before the Planning & Zoning hearing scheduled for January 24, 2018. We would not have had time to do a thorough examination of the requested documents.

Recommendation:

Staff believes we should open the hearing on Wednesday, January 24th and continue the hearing to a date certain. We do not have to meet at the regular scheduled P&Z meetings. We can hold a special P&Z hearing at a time convenient for P&Z members.

MEMORANDUM

TO: New Castle Planning & Zoning Commission

FROM: Haley Carmer, Assistant Town Attorney

DATE: January 19, 2018

RE: Lakota Ridge Senior Apartments PUD Development Plan Amendment

On August 2, 2016, by Ordinance No. TC 2016-4, Town Council approved Lakota Ridge Senior Apartments, LLP'S ("Applicant") Final PUD Development Plan ("Plan") for the property located at what is now 705 Castle Valley Boulevard ("Property") within the Lakota Canyon Ranch PUD. The Plan includes the architectural and design plans that Applicant submitted.

Following Applicant's purchase of the Property from the Town in 2017, Applicant began construction of the 6-building, 50-unit senior housing facility as proposed in the Plan. In November 2017, Applicant informed Town staff that as a result of budget constraints, Applicant intended to alter several of the exterior design features of the buildings. Because the architectural and design elements of Applicant's project were part of the as-approved Plan, Applicant could not implement those changes without processing a Plan amendment.

Applicant's proposed changes are mentioned in the Town planner's memorandum and will be discussed at the January 24th Planning & Zoning Commission ("Commission") meeting. After reviewing the proposed changes and pursuant to Section 17.100.110 of the Town Code, Town staff determined that the changes constitute a major amendment of the Plan. Accordingly, the plan amendment must be reviewed by the Commission at a notice public hearing and approved by Town Council. *See* Code Sec. 17.100.110(C) and 17.100.080.

Even though Town staff informed Applicant of the need to proceed through the formal amendment process on or about November 28, 2017, and noticed the public hearing 30 days before the January 24th Commission meeting, Applicant did not deliver the PUD amendment application materials, including design plans relevant to the PUD amendment, until the week of January 15, 2018. Section 16.08.030 of the Code requires that complete applications be submitted at least 45 days before the P&Z meeting at which the application will be considered. While the Town desires to work with Applicant to avoid delays in construction of the project, Town staff and the Commission cannot be expected to proceed without the opportunity to thoroughly review the relevant materials.

In light of the foregoing, staff is recommending that the Commission open the public hearing but continue it to a date certain to allow staff to fully vet Applicant's Plan amendment.

1
2
3 New Castle Planning and Zoning Commission Special Meeting
4 Wednesday, November 29, 2017, 7:00 p.m., Town Hall

5
6 Call to Order

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

8
9 Roll Call

10 Present Chair Chuck Apostolik
11 Commissioner Copeland – arrived 7:01 p.m.
12 Commissioner Riddile
13 Commissioner Ruggles
14 Commissioner Urnise

15
16 Absent Commissioner Ellis

17
18 Also present at the meeting were Town Planner Tim Cain, Assistant Town Attorney
19 Haley Carmer, Deputy Town Clerk Mindy Andis and members of the public.

20 Meeting Notice

21 Deputy Town Clerk Mindy Andis verified that her office gave notice of the meeting
22 in accordance with Resolution TC-2017-1.

23
24 Conflicts of Interest

25 There were no conflicts of interest.

26
27 Citizen Comments on Items NOT on the Agenda

28 Ms. Patricia Sell, 359 Coryell Lane. Ms. Sell wanted to know what the procedure for
29 notification was, if land was going to be vacated by the town for private land use.

30
31 Chair Apostolik said that would go through the town planner.

32
33 Assistant Town Attorney Haley Carmer said that it depended on the situation and
34 what the applicant wanted to do. She said there were certain procedures for land
35 use and they would include mailing of notice.

36
37 Public Hearing

38 Zoning Text Amendment

39
40 Purpose: zoning of a property to be annexed into the Town of New Castle

41
42 Applicant: Garfield County

43
44 Legal Description: A parcel of land situated in the SW1/4 of Section 32, Township 5
45 South, Range 90 West of the 6th P.M., and also in the NE1/4 of Section 2,
46 Township 6 South, Range 91 West of the 6th P.M., County of Garfield, State
47 of Colorado, said parcel being more fully described as follows:

1 Beginning at the Southwest Corner of that parcel of land described and
2 shown on that Annexation Plat, recorded as Reception No. 431501 of the
3 Garfield County records from which the Southwest Corner of said Section 32
4 bears S.04°11'47"E. a distance of 1315.98 feet;
5 thence 667.37 feet along the Southerly Line of said parcel, along a non-
6 tangent curve to the right, having a radius of 2138.39 feet, a central angle of
7 17°52'53", the chord of which bears S 63°11'11" E a distance of 664.66 feet;
8 thence S 54°14'45" E along said Southerly Line, a distance of 579.81 to the
9 Southeast Corner of said parcel;
10 thence S 54°14'45" E a distance of 331.99 feet along an offset line being
11 50.00 feet Northeasterly of, and parallel to, the road surface centerline of the
12 existing County Road No. 335;
13 thence continuing along said offset line the following three (3) courses:
14 1) 430.98 feet along a curve to the left, having a radius of 3628.46 feet, a
15 central angle of 6°48'19", the chord of which bears S 57°38'54" E, a distance
16 of 430.72 feet;
17 2) S 61°03'15" E a distance of 484.41 feet;
18 3) 299.28 feet along a curve to the left, having a radius of 1786.15 feet, a
19 central angle of 9°36'02", the chord of which bears S 65°51'16" E, a distance
20 of 298.93 feet to the Westerly Line of Lot 1 of Riverside Park, as shown on
21 the Plat thereof, recorded as Reception No. 548663;
22 thence S 13°22'59" W following said Westerly Line, and said Westerly Line
23 extended, a distance of 100.51 feet;
24 thence along a line being 50.00 feet Southwesterly of, and parallel to the
25 road surface centerline of the existing County Road No. 335 the following
26 three (3) courses;
27
28 1) 326.48 feet along a non-tangent curve to the right, having a radius of
29 1886.15 feet, a central angle of 9°55'03", the chord of which bears N
30 66°00'46" W a distance of 326.07 feet;
31 2) N 61°03'15" W a distance of 484.42 feet;
32 3) 350.74 feet along a curve to the right, having a radius of 3726.87 feet, a
33 central angle of 5°23'32", the chord of which bears N 58°21'23" W a distance
34 of 350.61 feet to the easterly most corner of Coal Ridge Industrial
35 Subdivision, as shown on the Plat thereof, recorded as Reception No.
36 571484; thence along the Northeasterly Line of said Subdivision, the
37 following three (3) courses:
38 1) 92.11 feet along a non-tangent curve to the right, having a radius of 3726.87
39 feet, a central angle of 1°24'58", the chord of which bears N 54°57'09" W a
40 distance of 92.11 feet;
41 2) N 54°14'45" W a distance of 911.80 feet;
42 3) 595.45 feet along a non-tangent curve to the left, having a radius of 2038.39
43 feet, a central angle of 16°44'14", the chord of which bears N 62°36'51" W, a
44 distance of 593.34 feet to the Northwest Corner of Tract A of said Coal Ridge
45 Industrial Subdivision, also being at the Westerly Line of said Section 32;
46 thence N 04°11'47" W along said Westerly Line, a distance of 108.35 feet to
47 the point of beginning, said parcel containing 6.376 acres (277747 square
48 feet), more or less.

49
50 Common address: TBD, New Castle

1
2 Proposed zoning: Industrial
3

4 Resolution PZ-2017-05: A Resolution of the Town of New Castle Planning and
5 Zoning Commission Making Recommendations Regarding
6 Zoning of Certain Real Property Proposed for Annexation
7 into the Town of New Castle, Colorado
8

9 Chair Apostolik opened the Public Hearing at 7:05p.m.
10

11 Town Planner Tim Cain briefly described that the town approved several parcel
12 annexations many years ago that included the Coal Ridge Industrial Subdivision,
13 Riverside Industrial Park, Talbot Subdivision, Frank Breslin Park, Town Open Space
14 and industrial lots on the northwest and southwest side of County Road 335.
15 However, a portion of County Road 335 was never annexed into the Town. The
16 portion extended **from the east near the new Talbot trail to the entrance of Mr. T's.**
17 For quite some time the town had been in discussions with Garfield County about
18 annexing the portion of County Road 335. It was agreed that the town would annex
19 the road and take over the maintenance and repair.

20 Staff recommended zoning County Road 335 as Industrial.
21

22 Attorney Carmer said the job of the Planning and Zoning Commission was to make
23 a recommendation of how the property should be zoned. The purpose of zoning the
24 road was in the event it was ever vacated then there would be zoning in place for
25 the property.
26

27 There were no citizen comments.
28

29 Chair Apostolik closed the Public Hearing at 7:09pm
30

31 Motion: Commission Chair Apostolik made a motion to approve Resolution
32 PZ-2017-5, A Resolution of the New Castle Planning and Zoning
33 Commission Recommending Zoning of Certain Real Property Proposed for
34 Annexation into the Town of New Castle, Colorado. Commissioner Riddile
35 seconded the motion and it passed on a roll call vote: Commissioner
36 Copeland: Yes; Chair Apostolik: Yes; Commissioner Riddile: Yes;
37 Commissioner Ruggles: Yes; Commissioner Urnise: Yes.
38

39 Items for Discussion
40

41 Referral from Garfield County (GARCO) – Land Use Change Permit
42

43 Planner Cain explained that GARCO Community Planning Department referred land
44 use applications to cities and towns when the application was within the three mile
45 area of influence. Other agencies like Colorado Parks and Wildlife, CDOT, Army Corp
46 of Engineers and Colorado River Fire & Rescue receive referral applications as well.
47

48 The application referred to New Castle was a request submitted by Tom & Naomi
49 Laidlaw for a Land Use Change Permit for Public Gathering. The application included
50 Public Concerts, Public Festivals, Vender and Concession Facilities, large scale

1 parking areas, a shuttlebus drop off area, a performance stage, production area,
2 sound and light systems, boat landing area, nature park area, restroom facilities,
3 and large scale camping.. The idea would be a music event somewhat like Country
4 Jam in Mack, Colorado.

5
6 Events hosting 2000 -3000 people, or potentially much larger are anticipated to be
7 scheduled between the months of May to October. Events may include on-site
8 camping of up to 3,000 people on a portion of the 79-acre parcel which was located
9 3.5 miles West of New Castle along River Frontage Road and the Colorado River.
10 **The Laidlaw's** were represented by Jason Segal, General Manager for Peach Valley
11 River Park, LLC. The application called for the 79-acre parcel to be converted into a
12 **park, "Peach Valley River Park"** (PVRP), which along with hosting public events
13 would serve as a low traffic fishing and nature park with a focus on wildlife.

14
15 The event site area was **zoned by the county as "rural"**. **The parcel is** defined as
16 **"park", which is a use-by-right**, however, public gatherings of such magnitude are
17 somewhat unusual. As such, the GARCO Community Development Director issued
18 **a "call-up" which required** a hearing with the Board of County Commissioners.

19
20 In order to host large public events, the applicants intended to use public
21 transportation as much as possible. Part of the plan was to have concert goers,
22 park on private vacant property within New Castle town limits, and utilize Roaring
23 Fork Transit Authority (RFTA) Park N Ride system / Shuttle Bus system.

24
25 Planner Cain said that the application request asked for PVRP to be developed as a
26 Public Use with low traffic fishing and a nature park. The request seemed to be in
27 extreme conflict with the developers desire to have an ongoing funding source
28 provided by very large-scale festival and concert events.

29
30 Planner Cain said that the application was within the town's three mile area of
31 influence, therefore must be considered by the Town of New Castle as a permanent
32 concert and festival venue, and less as a public access fishing and nature park.

33
34 Planner Cain said that it was the opinion of staff that although there may be the
35 possibility of increased sales tax revenue to the Town during the large events
36 hosted by PVRP, the application and development of such a venue was not
37 consistent with the rural nature of the Town of New Castle, or with the desire of the
38 town and Garfield County to maintain the historically agricultural and natural feel of
39 the Colorado River Basin in the valley between New Castle and Silt.

40
41 It was also noted that without the addition of the required building and
42 infrastructure to the site, it would not be feasible to host such large events on a
43 regular basis. The needed infrastructure would likely include stages, parking lots,
44 transit bus lots, park and ride shelters, ticket booths, security booths, camping
45 facilities, production facilities, lighting, and sound equipment, handicap parking and
46 facilities, restroom facilities, concession facilities, offices, waste facilities, roads and
47 sidewalks, and more.

48
49 Planner Cain said that the addition of the infrastructure needed in order to properly
50 and safely host such events would certainly mark a permanent change to the

1 desired rural and agricultural feel of the area along Hwy. 6, I-70, and the Colorado
2 River Frontage Road.

3
4 In addition, Planner Cain said that the applicant intended to use land within the
5 Town of New Castle as a commuter park and ride/shuttle location to serve concert
6 and festival guests. It was unclear how having the town act as a staging area for a
7 venue outside of town would benefit the town. In fact, it was possible that most of
8 the revenue generated during such events would remain outside of town limits and
9 would not benefit the town at all.

10
11 Planner Cain said that Staff recommended that the long-range goals of both the
12 town and the county do not appear well served by the application when viewed as a
13 concert venue. It was apparent that with the application came permanent changes
14 that will have a serious impact on the planned agricultural and rural nature of the
15 area.

16
17 An entertainment venue for thousands of people required urban services that only a
18 metropolitan area was capable of providing. This type of venue was out of place in
19 a rural and small-town environment.

20
21 Planner Cain said that such a large and permanent public event venue must come
22 with great consideration to all affected, including the neighboring towns, property
23 owners, master plans, future development, and property values.
24 Agricultural land uses are part of the local heritage and identity. New Castle created
25 the tag line **"Authentically Colorado"** to identify that New Castle was a true western
26 small town surrounded by ranching and farming.

27
28
29 Based on the information available in the application, and the lack of conformity to
30 **the county's rural zoning** for the area, it was **staff's recommendation that the**
31 **applicant's proposal as presented** would not be in the best interest of the Town of
32 New Castle or the surrounding area.

33
34 Jason Segal, Partner of Peach Valley River Park, LLC. Mr. Segal said that the goal of
35 the Laidlaw property was not to have an event venue, but to create a public river-
36 front park for residents and tourists to use.

37 Mr. Segal; said that in 2014 PVRP approached Colorado Parks and Wildlife (CPW),
38 Trout Unlimited, Great Outdoors Colorado (GOCO) about creating the park because
39 there is no public-use property on the North side of the Colorado River from New
40 Castle to Rifle. There are places to hunt but nowhere to fish on the Colorado River
41 unless you are in a boat.

42
43 Mr. Segal said that the idea would be to have one event over one weekend to fund
44 the rest of the year as a park. He said PVRP was not necessarily an event space,
45 but they needed a way to fund a \$3 million dollar park. 2014 PVRP only had the
46 Laidlaw property for a park and 39 employee housing unit on 78 acres. The housing
47 **units would be one per two acres which fits into GARCO's master plan.**

48 Mr. Segal said the idea was not have an event every weekend, but to have one
49 event in the off-season to pay for the property. He said PVRP had applied for one
50 signature event for Memorial Day weekend in May 2018 with 3,000 people. Having

1 the event would bring revenue to Glenwood Springs, New Castle and Silt for one
2 weekend. Mr. Segal said that PVRP wanted to obtain a special events permit from
3 the county in order to create a revenue stream and to get an investor to back the
4 \$2.7 million dollars needed in order to make it a public park for the people. He also
5 stated that there might be Planned Unit Development (PUD) for an RV park or
6 employee housing. The events that would go on at the park may not all be music
7 oriented as there are also options for outdoor recreation events.

8
9 Town Building Inspector David Reynolds asked how many events needed to happen
10 to pay for the property.

11
12 Mr. Segal said if done right, one per year, but if that does not go well, they would
13 find a better use such as ranching.

14
15 Inspector Reynolds asked if there would be permanent structures on the property.

16
17 Mr. Segal said there would be no permanent structures, and after each event, the
18 property would be turned back to an open park.

19
20 Mr. Segal said he contact Patagonia to have the retail store on the property since
21 there was so much outdoor recreation in the area.

22
23 Mr. Segal said PVRP was trying to create public water access, public parks and a
24 better community. PVRP would not be the event planners, only land planners to put
25 the basics in place such as parking, traffic, noise control and working with local
26 towns for support.

27
28 Mr. Segal said PVRP would be able to park every vehicle for a 3,000 person event
29 on the property. He said they would not use RFTA, but would work with a private
30 bus company to get people from Silt, New Castle and Glenwood Springs to the
31 venue.

32
33 Planner Cain said that in the application to GARCO there would be RV parking and
34 tent camping.

35
36 Mr. Segal said there would be a certain area for day parking and another area for
37 car camping. This would place a vehicle in every other parking space for camping at
38 the upper portion of the property. With a 3,000 person regional event, there
39 **wouldn't be many campers.** He felt there was enough parking for 1400 cars which
40 would be one vehicle per five people.

41
42 Commissioner Riddile said the parking lots in New Castle they intended to use were
43 temporary, and would be dismantled in the near future.

44
45 Mr. Segal said that he would not be using those lots as they were just examples. He
46 said spoke with RFTA and RFTA does not want PVRP to use their lots. He said there
47 were plenty of 5-acre parcels for sale around City Market. Silt also had plenty of
48 lots for sale.

1 Commissioner Riddile asked Mr. Segal how PVRP would obtain lots for parking in
2 New Castle to shuttle people to and from the event.
3
4 Mr. Segal said he did not need the extra parking for the May event. If, there were
5 5,000 – 10,000 people at the event then there would be a need for extra parking in
6 town.
7
8 Inspector Reynolds asked what the May event was.
9
10 Mr. Segal said there is no event, just the construction of a commercial space.
11 Currently there was no event planner for the event in May.
12
13 Inspector Reynolds asked how the private property would become a public park.
14
15 Mr. Segal said the private property would have a conservation easement on it that
16 would allow it to be insured to safeguard the owner. PVRP would like to place
17 several picnic benches and construct a foot path around the park. Mr. Segal sad
18 that the original plan was to create 16 tent camping sites with a vault toilet and no
19 power, but **that couldn't be done because** it would have required a PUD.
20
21 Inspector Reynolds said that he felt the major appeal would be for people rafting on
22 the Colorado River.
23
24 Mr. Segal said it would be an attraction for the local CPW and fly anglers because
25 the boat ramp could be easily accessed without having to go to Silt. The park is
26 equal distance between New Castle and Silt, and tentatively slated to be the bike
27 route from Silt to New Castle. The bike path currently goes to Apple Tree, and the
28 goal is to cross the river at Logan Ranch to River Frontage Road . The park located
29 in the middle allows for a stopping point.
30
31 Mr. Segal said that if a person puts a boat in at New Castle, they have to go 7.5
32 miles to Silt in order to take out.
33
34 Mr. Segal said that the Lower Cactus Valley Ditch ran through the middle of the
35 Laidlaw property, and PVRP was working with the ditch company concerning safety
36 and pollution of the ditch.
37
38 Commissioner Riddile said PVRP sent Town Clerk Melody Harrison an e-mail stating
39 there was a Board of County Commissioners (BOCC) meeting set for December 4,
40 2017. However, PVRP was not on the agenda for that meeting.
41
42 Mr. Segal said PVRPs application had been pushed back to December 18, 2017
43 BOCC meeting.
44
45 Commissioner Riddile also said that the e-mail it stated that at a Town of Silt
46 meeting the Silt Town Planner said that the Town of New Castle had endorsed the
47 project. Commissioner Riddile stated that the project had not been endorsed by the
48 Town of New Castle, and that the information was false.
49

1 Mr. Segal said Silt Town Planner Janet Aluise said she had received the referral
2 from the Town of New Castle who liked the project.

3
4 Mr. Cole and Martha Moulton, adjacent property owner. Mr. Moulton said the letter
5 that was sent to them via certified mail had not been addressed properly. He felt
6 there had been plenty of time for PVRP to personally meet and talk with them about
7 the project to understand how they felt about it. Mr. Moulton stated that PVRP
8 made no attempt to come to their house and speak with them. He felt that the
9 problem was that there seemed to be nothing defined on the application. It
10 appeared they only wanted to make money to buy the land. Mr. Moulton said his
11 property had been in the Moulton family for 75 years and they had paid for the
12 access to the river for all of those years. He said they had never had a problem with
13 people stopping on the river on their property. He also said there was access on the
14 south side of the river for people to put in and take out. Mr. Moulton said that if
15 PRVP would have come in with a real development with real money behind it to
16 create something special, it would have been better than coming in with bits and
17 pieces. He said they would have a lot less problems with the project. However, the
18 way it was being presented, there were a lot of issues, and they were the closest
19 neighbor and would be the most impacted.

20
21 Colorado Department of Transportation (CDOT) Wayfaring Sign System
22 Planner Cain said the Town has a vested interest in informing residents and visitors
23 alike of the location of civic, cultural and recreational attractions. One way to
24 accomplish it was by posting signs in the Colorado Department of Transportation
25 (CDOT) right-of-way (ROW). Staff had been working with CDOT on an application
26 **for a program called, "Community Wayfaring Sign System" (CWSS). CDOT required**
27 **a minimum of three signs which are designed to guide travelers to highlighted**
28 **destinations.**

29
30 Staff contacted Ms. Andi Staley of CDOT who would be contact person for this
31 project. Ms. Staley will be one of the CDOT personnel to review the application and
32 **submitted documents for the "Community Wayfaring Sign System".**

33
34 Staff sent Ms. Staley a preliminary plan for the location of three signs as well as
35 suggested wording on each sign. The process will take time, but staff borrowed a
36 template from the Town of Rangeley, which should help guide staff through the
37 process.

38
39 Staff had also been in contact with a contractor who specialized in the CWSS
40 program. They have worked with several cities and towns on the western slope
41 who are involved in the program. The contractor, Elderado Sign, will manufacture
42 and install the signs. The cost for each installed sign ranged from \$2,500 to \$2,800.
43 It would also be possible for the public works department to perform the
44 installation.

45
46 Planner Cain said there were a number of criteria that must be followed:

- 47 1) Signs must comply with the Manual on Uniform Traffic Control Devices (MUTCD).
48 2) The CWSS application must include specific plans showing construction details,
49 location information, sign design and wording information.

- 1 3) Destinations listed must be key civic, cultural, visitor, and recreational; no
- 2 business or road names.
- 3 4) **"Historic Downtown"** cannot be included because New Castle did not have an
- 4 official state designated historical district.
- 5 5) **Specific neighborhoods such as "Lakota Canyon Ranch"** cannot be identified.
- 6 6) Acceptable wording examples included:
 - 7 • Visitors Information
 - 8 • Town Hall
 - 9 • Shopping/Restaurants
 - 10 • Chamber of Commerce
 - 11 • **Parks (can list specific parks such as "Hot Shot Park")**
 - 12 • National Forest
 - 13 • Camping
 - 14 • Neighborhoods
 - 15 • Golf Course (cannot list Lakota Canyon Ranch Golf Course because it is a
 - 16 **"for-profit" enterprise)**
- 17 7) Wording must be brief as possible and font size must be large enough to be
- 18 legible.
- 19 8) Signs must be crash worthy (e.g. - compliant break-away bases).
- 20 9) Signs must be coordinated and continuous (e.g. - consistent style).
- 21 10) Signs must be reflective.
- 22 11) Signs cannot block sight distance and must be seven (7) feet to the bottom of
- 23 the sign in pedestrian areas.
- 24 12) Prior to installation, staff needs to submit a Traffic Control Plan.

25
26 After a brief discussion the commission reached a decision on where to place the
27 signs and the wording on them as follows:

28
29 Sign A: Traveling north on the overpass towards HWY6 before intersection will
30 read:

31
32  DOWNTOWN
33 NEW CASTLE

34
35  RESTAURANTS
36 SHOPS

37
38
39  TRAILS

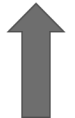
40
41  FLAT TOPS
42 WILDERNESS

43

1 Sign B: Traveling straight at the intersection of HWY 6 and Castle Valley Boulevard,
2 **sign would be placed on Alpine Bank's property** and will read:
3



4 GOLF COURSE



7 NEIGHBORHOODS



8 FLATTOPS
9 WILDERNESS



12 FIELDS
13 SPORTS PARKS



17 LIBRARY
18 TOWN HALL



20 VISTOR INFORMATION
21 COMMUNITY CENTER



23 FLAT TOPS
24 WILDERNESS



15 Sign C: Traveling West on HWY 6 just before Walters Lane on the right will read:
16

28 Delivery of Draft Comprehensive Plan Requesting Chair to set date for
29 review of Draft Comprehensive Plan
30

31 After a brief discussion, the commission decided to hold a workshop to discuss the
32 comprehensive plan on January 24, 2018 starting at 6:00 p.m.
33

1 Consider Appointing a Commissioner to the Historic Preservation
2 Commission.

3
4 Commission had a brief discussion and decided to table item until the next Planning
5 and Zoning meeting.

6
7 Consider Appointing Vice-Chair

8
9 Motion: Commission Chair Apostolik made a motion to appoint
10 Commissioner Urnise as Commission Vice-Chair. Commissioner Ruggles
11 seconded the motion and passed unanimously.

12
13 Items for next Planning and Zoning Agenda

14 There were no items.

15
16 Commission Comments and Reports

17 There were no comments or reports.

18
19 Staff Reports

20 There were no reports.

21
22 Review Minutes from Previous Meeting

23 Motion: Commission Urnise made a motion to approve the June 14, 2017,
24 meeting minutes as submitted. Commission Chair Apostolik seconded the
25 motion and it passed unanimously.

26
27 Motion: Commission Chair Apostolik made a motion to adjourn the
28 meeting. Commissioner Riddile seconded the motion and it passed
29 unanimously.

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31 The meeting adjourned at 9:17 p.m.

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Respectfully Submitted,

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Planning and Zoning Commission Chair
Chuck Apostolik

43 Deputy Town Clerk Mindy Andis

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