



Meeting Date: July 15, 2025

## **AGENDA MEMORANDUM**

**To:** Honorable Mayor and Members of Town Council

**Through:** David L. Corliss, Town Manager

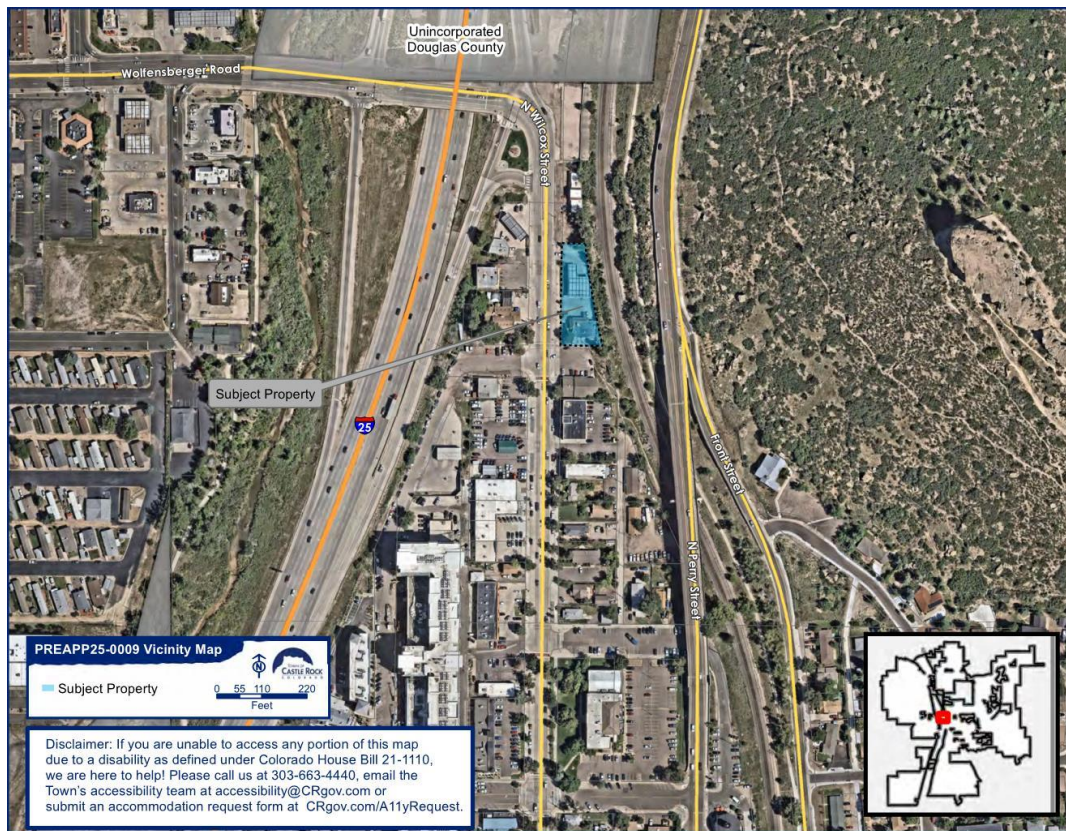
**From:** Tara Vargish, PE, Director, Development Services  
Brad Boland, AICP, Long Range Project Manager, Development Services

**Title:** **An Ordinance Amending the Town's Zone District Map by Approving a Rezoning of 810 N. Wilcox St.**

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### **Executive Summary**

Ardeshir Delsouz and Sylvia Delsouz, have submitted an application to rezone 810 North Wilcox Street from a Planned Development to the straight zone B - Business/Commercial zoning district. If the rezoning were to be approved, the Downtown Overlay District would apply to the property. The property is located at the north east corner of Eight Street and North Wilcox Street.



## **Background**

### **Existing Zoning**

The property was zoned to a Planned Development Plan in March of 1985. The Q Petroleum PD (Attachment B) allows for uses such as automotive repair, gas stations, convenience stores, parking lots, offices, and restaurants.

### **Surrounding Zoning and Uses**

The surrounding properties to the north, south, and west are zoned B – Business/Commercial and fall within the Downtown Overlay District. These properties feature a mix of retail and office buildings. To the east, the site is bordered by a steep embankment, with the railroad tracks and Front Street situated above.

### **Existing Conditions**



The property currently comprises of a 2,400 square foot convenience store that was built in 1985 and sits on the south side of the property. A gas canopy with five gas pumps sits on the north side of the property. The property has two access points off of N. Wilcox St.

The applicant does intend to submit for a site development plan to expand and remodel the existing convenience store.

### **Proposed Zoning District Classification**

The property is proposed to be rezoned to B (Business/Commercial) zoning district (Attachment C), which is designed to accommodate a mix of commercial uses including retail, service, and office establishments. The primary goal of the B district is to support business activities that serve both local residents and regional visitors, while maintaining

compatibility with surrounding neighborhoods. Development within this district is generally characterized by moderate intensity, allowing for multi-tenant buildings, shared parking arrangements, and pedestrian-friendly design elements. Architectural quality, landscaping, and site planning are important aspects regulated within this district to ensure visual cohesiveness and a positive economic environment.

The property is within the boundaries of the Downtown Overlay District (DOD) (Attachment D). However, as it is currently zoned a PD, the DOD does not apply to the property, per Section 17.42.030 of the Castle Rock Municipal Code. If the proposed rezoning to the B zoning district were to be approved, the property would become subject to the DOD, and therefore be zoned consistent with surrounding properties.

Most properties within the DOD have an underlying zoning of B (business-commercial) with a few zoned R-1 (single-family residential), R-3 (multi-family residential), or I-1 (light industrial). The DOD is zoning “on top of” the underlying straight zoning districts. The DOD zoning regulations govern if there is a conflict between the DOD entitlements and the underlying zoning entitlements, per CRMC 17.42.030. A few properties in Downtown, not subject to the DOD, are zoned a custom PD (Planned Development).

The DOD introduces some additional uses within the downtown, such as multifamily as a use by right, and prohibits others that are deemed not to be compatible with the downtown, such as towing yards. The DOD encourages a mixture of uses, within the same building or block, and establishes architectural, landscaping, building design, and site development guidelines to encourage design that is appropriate within a downtown context and ensure higher quality development in downtown. While the 7-11 property is not currently proposing a mixed use development, the other design guidelines of the DOD would apply and help achieve a consistent zoning to this northern area of the downtown.

Site Development Plans for projects under 10,000 square feet are reviewed and decided by the Design Review Board. Site Development Plans over 10,000 square feet are reviewed by the Design Review Board, followed by review and final decision by Town Council. After this rezoning process, 7-11 is planning on a small expansion on the property which would require a Site Development Plan in the under 10,000 square feet category.

## **Discussion**

### **Review and Approval Criteria**

The application for Zoning was reviewed against and found to meet the following zoning approval criteria outlined in Section 17.02.060C of the Town’s Municipal Code:

1. Conformity with the most recently adopted version of the Town’s Vision, Comprehensive Master Plan and long-range or master plans.
2. Compatibility with existing and planned development on adjacent properties and in the surrounding area or neighborhood, or measures will be taken to substantially buffer or otherwise substantially mitigate any incompatibility.
3. Adverse impacts upon the natural environment, including air, water, noise, stormwater management, wildlife and vegetation, or such impacts will be substantially mitigated.

4. Whether the property will have access to current or planned services and infrastructure adequate to support the orderly development of the property.
5. Positive economic impact potential from development of the property.

*The property generally aligns with the Town's Downtown Plan by becoming subject to the Downtown Overlay District (DOD), which applies more appropriate design standards for the downtown area. Rezoning the property to B business-commercial would bring it into consistency with the surrounding properties, promoting long-term compatibility. As the property is already developed, the proposed rezoning would not negatively impact the natural environment and would rely on existing Town infrastructure, requiring no additional extensions or improvements.*

### **Public Outreach**

A neighborhood meeting was conducted on April 7, 2025 and on July 7, 2025. A third neighborhood was not required, as the questions raised at the neighborhood meetings were concerning the future Site Development Plan, and not pertinent to the rezoning request.

### **Budget Impact**

The proposed B zoning with DOD overlay will not have an impact on the Town budget.

### **Staff Findings**

All staff review comments have been addressed. Staff finds the proposed 810 N. Wilcox Street rezoning:

- *Generally, conforms with the objectives of the Town Vision and the Comprehensive Master Plan*
- *Generally, conforms with the objects of the Town's Downtown Masterplan*
- *Meets the review and approval criteria of the Municipal Code, Chapter 17.02.060*

### **Recommendation**

The Planning Commission voted 6 to 0 to recommend approval of the rezoning to Town Council, as proposed.

### **Proposed Motion**

#### **Option 1: Approval**

*"I move to approve the Ordinance, as introduced by title."*

#### **Option 2: Approval with Conditions**

*"I move to approve the Ordinance, with the following conditions:"* (list conditions)

#### **Option 3: Continue item to next hearing (need more information to make decision)**

*"I move to continue this item to the Town Council meeting on [date], at [time]."*

## **Attachments**

Attachment A: Vicinity Map  
Attachment B: Ordinance  
Attachment C: Current Zoning – Q Petroleum PD  
Attachment D: Municipal Code Section 17.28 Business/Commercial/Industrial Districts  
Attachment E: Municipal Code Section 17.42 Downtown Overlay District