



Meeting Date: November 4, 2025

AGENDA MEMORANDUM

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Tara Vargish, PE, Director, Development Services
BrieAnna Simon, Senior Planner, Development Services Department

Title: **Foundation Auto Dealership Site Development Plan - Lot 1 Foundation Automotive Filing No. 1** [6.43-acre site located at the corner of S Wilcox and Brookside Circle.]

Executive Summary

Adragna Architecture and Development is seeking approval of a Site Development Plan (SDP) for the Foundation Auto Dealership and service center approximately 32,826 square feet (sq. ft.) in size. The 6.43-acre site is within The Plum Creek West Planned Development (PD) where automotive sales, repair and service facilities are a use by special review. The site is located at the corner of S Wilcox and Brookside Circle (Figure 1).

The proposed SDP meets the applicable development standards of the Plum Creek West Planned Development Plan and Zoning Regulations. No outstanding staff or external comments remain. Staff is recommending approval of the Site Development Plan, as proposed.



Figure 1: Vicinity Map

The Planning Commission held a public hearing on October 9 and voted 5-0 to recommend to Town Council approval of the Foundation Auto Dealership Site Development Plan.

Background

Zoning Regulations

The site is located at the corner of S Wilcox and Brookside Circle and is undeveloped. The property is located in the Plum Creek West Planned Development Plan within the Office/Retail Use Area. The automotive sales, repair and service facilities in this area are permitted by a use by special review.

Surrounding Uses

The property is bordered by Brookside Business Center Planned Development Plan to the north and east which includes an automotive service station and dealership. The property is bordered to the south by Your Storage Center at Castle Rock Planned Development Plan which includes an existing storage facility. The property to the west is right-of-way for the S. Wilcox Street frontage road and I-25.

Discussion

Uses

The SDP proposes an automotive dealership and service center building approximately 32,826 square feet (sq. ft.) in size. Automotive sales, repair and service facilities uses are permitted as a use by special review under The Plum Creek West Planned Development Zoning Regulations.

Site Design

The Foundation Auto Dealership service facility building is situated on the center of the lot (Figure 2 - shaded blue). A three-quarter movement access is proposed onto S. Wilcox Street (Figure 2 – red arrows). There is also a proposed cross-access to the north to allow use of the existing Castle Rock Ford full movement access (Figure 2 – red arrows). The landscape plan meets the Town's requirements. The parking lot provides 385 parking spaces, exceeding the Town standard of 139 spaces. The lighting plan meets the Code requirements and restrictions that are based on Dark Skies standards.

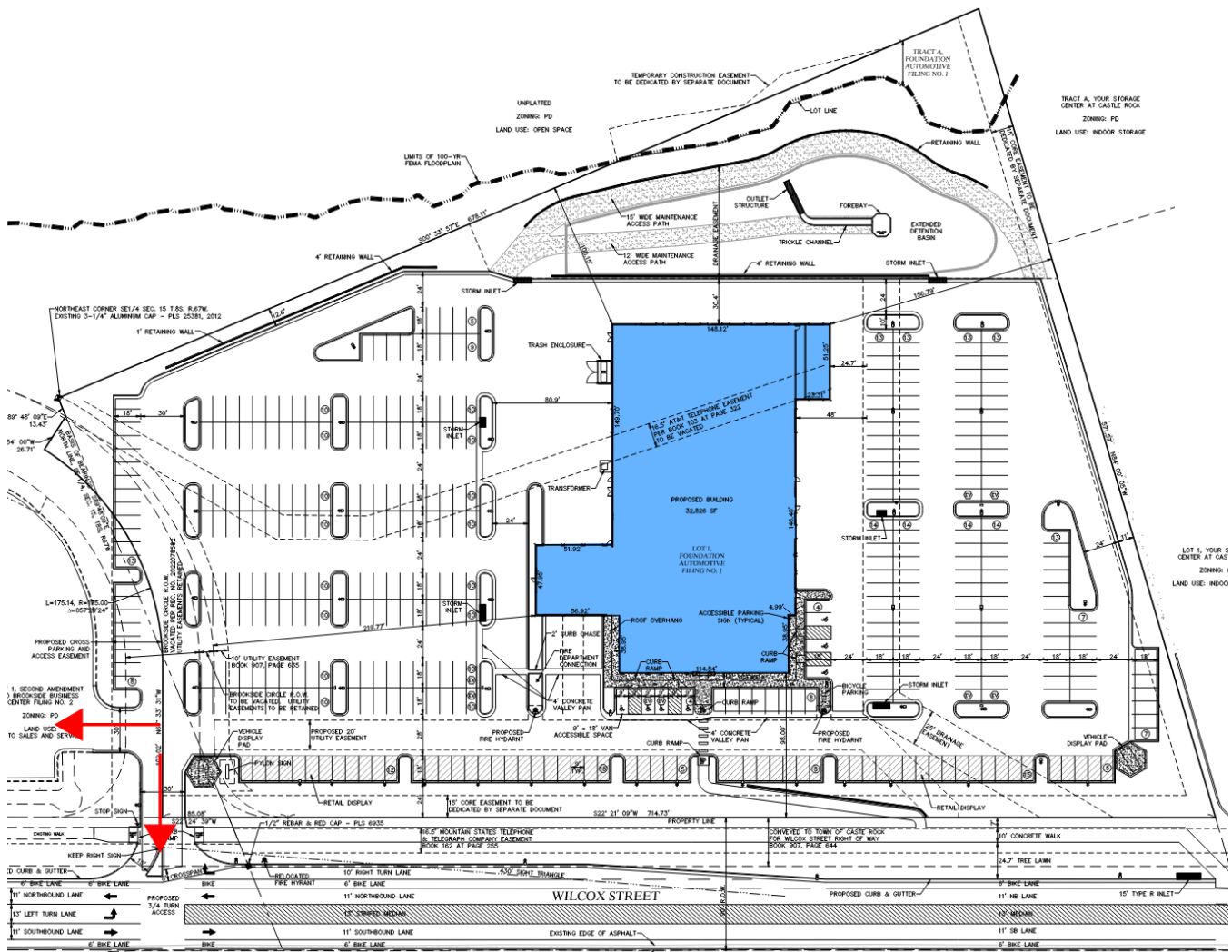


Figure 2: Site Development Plan

Development Standards

The Foundation Auto Dealership SDP meets or exceeds the development standards established by the Plum Creek West Planned Development Zoning Regulations and Municipal Code (Code). The PD provides minimum setback and a maximum building height allowed of 35'. The proposed height of the Foundation Auto Dealership service facility building is 26 feet to the top of parapet. Parking requirements are based on the Municipal Code; specifically, Section 17.54.040, Table 64-1: Office General – 4 spaces per 1,000 sq. ft. of gross floor area, Auto Repair - 1 space per employee plus 3 spaces per service bay. The Code requires 139 parking spaces, and 385 spaces are being provided. The required and proposed development standards applicable to this site plan are broken out in Table 1.

ZONING COMPARISON CHART

ZONING	PD (PLUM CREEK WEST PD)	
ITEM	PD REQUIREMENT	PROPOSED
USE	*	AUTOMOTIVE RETAIL
MAXIMUM GROUND COVERAGE	35%	11.7%
BUILDING SETBACKS		
MIN. FRONT SETBACK (WEST)	25'	98.00'
MIN. REAR SETBACK (EAST)	20'	100.15'
MIN. SIDE SETBACK (NORTH)	15'	219.77'
MIN. SIDE SETBACK (SOUTH)	15'	156.79'
MAXIMUM BUILDING HEIGHT	35'	30'
VEHICLE PARKING (SEE TABLE BELOW)	139	385

Table 1: Foundation Auto Dealership Development Standards

Interface Regulations

The Foundation Auto Dealership site and site development plan are not impacted by the Residential/Nonresidential Interface Regulations.

Skyline / Ridgeline Protections

The Foundation Auto Dealership site and site development plan are not impacted by the Skyline / Ridgeline Protection regulations.

Open Space and Public Land Dedication (as applicable)

The public land and open space designations and dedication were determined with the Planned Development Plan. No additional dedications are required with development of this property.

Fire

The proposed project area is located within the Town of Castle Rock Fire Protection Service Area. The project area will be served by Town of Castle Rock Fire, which has capacity to serve the proposed development.

Traffic Impact Analysis and Mitigation

LSC Transportation Consultants has submitted a Traffic Impact Analysis for the proposed Foundation Auto Dealership located on S. Wilcox St., south of the existing car dealerships. The site is proposed to include a car dealership with about 32,826 square feet. Three-quarter movement access is proposed to S. Wilcox Street. There is also a proposed cross-access to the north to allow use of the existing Castle Rock Ford full movement access.

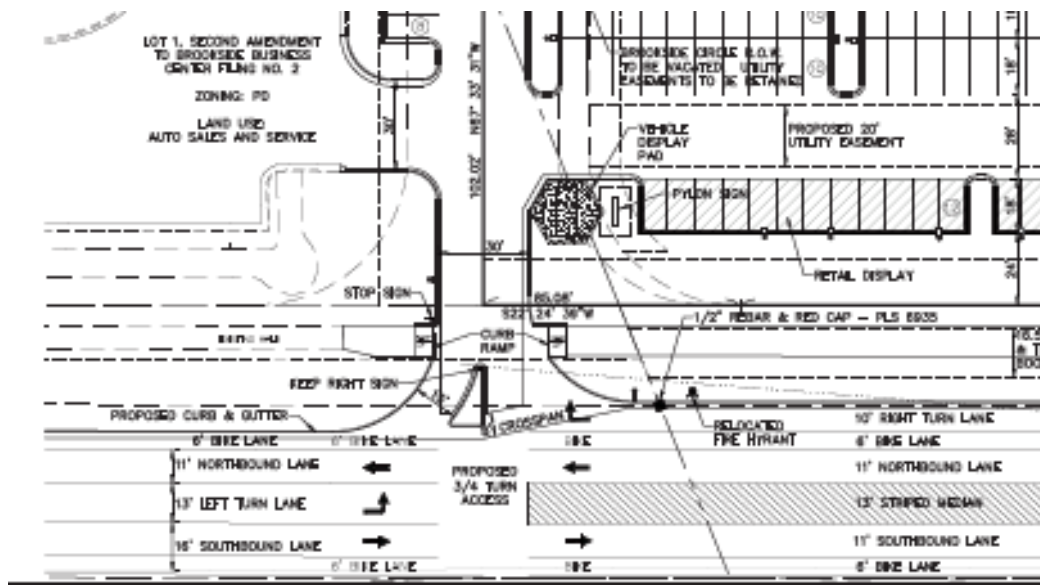


Figure 3: Foundation Auto Dealership Roadway Configuration

The site is projected to generate about 914 vehicle-trips on the average weekday, with about half entering and half exiting during a 24-hour period. During the morning peak-hour, about 45 vehicles would enter and about 16 vehicles would exit the site. During the afternoon peak-hour, about 32 vehicles would enter and about 48 vehicles would exit.

Recommended Improvements

S. Wilcox St. will be re-striped to provide a south bound left turn lane into the facility and also re-configure existing striping north to the existing Ford dealership entrance.

The impact of the site can be accommodated by the existing and planned roadway network with implementation of the recommended improvements.

Utilities

The Town's applicable water and sewer requirements set forth in the Town of Castle Rock Water Criteria Manual and Wastewater Criteria Manual will apply to the Property. No further comments as it relates to water and sewer infrastructure at this time.

Drainage

The Town's applicable drainage requirements set forth in the Town of Castle Rock Landscape and Irrigation Performance Standards and Criteria Manual will apply to the Property. No further comments as it relates to drainage infrastructure at this time.

Water Conservation

All associated Landscape and Irrigation within this development will comply with the Town of Castle Rock Landscape and Irrigation Criteria Manual as amended.

Water Resources

This property is located within the Implied Consent area per ordinance 97-17 and pursuant to the implied consent provision of Municipal code, Section 13.16.010. Applicant is required to Quit Claim all water rights to the Town at time of development.

Notification and Outreach

Public Notice

Public hearing notice signs were posted on the property on September 17, 2025. Written notice letters were sent to property owners within 500 feet of the property, at least 15 days prior to the public hearings.

Town staff published notice of the Planning Commission and Town Council public hearings on the Town's website and provided information about the proposal on the Town's *Development Activity* interactive map.

Neighborhood Meetings

The applicant held three neighborhood meetings to present the proposed site plan and take feedback from surrounding neighbors. Attachment C contains the summaries of all three neighborhood meetings, including the questions asked and the applicants' answers. The first neighborhood meeting was held May 6, 2024, in a virtual format, and was attended by approximately 1 resident. Questions were raised about where the water and sewer connection will be on the property, along with construction timing.

The second neighborhood meeting was held November 18, 2024, in a virtual format, and was attended by no public attendees.

The third neighborhood meeting was held October 6, 2025, in an in-person, and was attended by no public attendees.

External Referrals

External referral requests were sent to local service providers and Douglas County agencies. Responding agencies included CDOT, CORE Electric, Douglas County GIS, Engineering, Addressing and Planning. There are no outstanding external referral comments.

Analysis

This staff analysis takes into account the representations made in the application and attachments submitted to date.

Use by Special Review and Approval Criteria and Analysis 17.39.040

- A. Demonstrates design compatibility with the scale, architectural character and other prominent design themes found within the surrounding neighborhood.

Analysis: The proposed site development plan (SDP) meets this criterion. The SDP meets all relevant site layout requirements outlined in the governing zoning and the Town's Municipal Code.

- B. Demonstrates compatibility of the proposed use with existing and planned uses on adjacent properties.

Analysis: The proposed development meets this criterion. The SDP generally conforms to the Town's 2030 Vision and Comprehensive Master Plan and complies with Plum Creek West Planned Development Plan and Zoning Regulations.

- C. Mitigates adverse impacts or nuisance effects such as, but not limited to, visual impacts, noise, vibrations, light intensity, odors, loitering or level of outdoor activity, hours of operation or deliveries.

Analysis: The proposed development meets this criterion. The SDP proposes landscaping to soften the visual impacts of the site.

- D. Will not result in undue traffic congestion or traffic hazards. Adequate off-street parking must be provided. Pedestrian access must be adequately addressed when this type of access is identified as a significant component or need of the proposed use.

Analysis: The proposed development meets this criterion. The SDP provides improvements to the area in order to provide appropriate vehicular entrances into the property, with interior drive aisles and parking that meet Town standards. Sidewalks are located adjacent to the public right of way, along with interior walkways to provide additional pedestrian connections throughout the site.

- E. Provides adequate landscaping, buffering and screening from adjacent and surrounding uses of potential impact.

Analysis: The proposed development meets this criterion. The SDP proposes landscaping to be added to the site in order to meet the Town's technical criteria.

SDP Review and Approval Criteria and Analysis 17.38.040

A. Community Vision/Land Use Entitlements.

1. Generally, conforms to the Town's guiding documents that include, but are not limited to, Town Vision, Comprehensive Master Plans, Sub Area Plans, Design Guidelines, Corridor Plans and any other guiding document so long as the application of such document does not restrict the project's entitle use(s) and density.
2. Complies with existing Intergovernmental Agreements applicable to the development proposed.
3. Complies with any applicable Zoning Overlay Regulations and, if applicable, Skyline/Ridgeline Regulations.
4. Complies with the approved Planned Development Plan and Zoning Regulations.
5. Conforms to the Town's architectural goals by proposing architectural details that incorporate the use of high-quality materials in a unique and varied design, while eliminating monolithic expanses of walls and rooflines through the use of varying

planes and architectural projections to ensure a complete 360-degree architectural design.

6. Complies with all other relevant requirements of the CRMC.

Analysis: The proposed SDP generally meets this criterion. The Foundation Auto Dealership advances the objectives of the Town's guiding documents and complies with Plum Creek West Planned Development Plan and Zoning Regulations. There is no intergovernmental agreement applicable to this SDP, nor is the site design subject to Skyline/Ridgeline Interface and Dissimilar Residential Interface regulations.

B. Site Layout.

1. Conforms to Chapter 17.50 Residential/Non-Residential Interface of the CRMC.
2. Site design shall be designed to maintain pedestrian and vehicle safety, provide for adequate fire safety, and mitigate impacts upon adjacent properties by ensuring all vehicular, fire and mitigation regulations contained within the CRMC, including technical criteria, have been met.
3. Provides adequate parking, on-site circulation and loading in accordance with Town regulations.
4. Provides appropriate screening and/or enclosure of outdoor storage of merchandise/materials, loading areas, trash receptacles, mechanical units, site utility equipment and building mounted utility hardware.
5. Provides adequate site design to protect major environmental characteristics that would include unique topographic features and significant vegetation where possible.

Analysis: The proposed SDP generally meets this criterion. The SDP meets all relevant site layout requirements outlined in the governing zoning and the Town's Municipal Code. There are no major environmental characteristics, topographical features or significant stands of vegetation on this lot. Parking exceeds the minimum required by Code.

C. Circulation and Connectivity.

1. Complies with all CRMC and technical criteria associated with circulation and connectivity.
2. Complies with all Fire regulations associated with land development.
3. Provides for pedestrian and bicycle traffic in a safe and convenient manner.
4. Provides for a high level of pedestrian connectivity between neighborhoods, schools, trails/open space and commercial areas.

Analysis: The proposed SDP generally meets this criterion. The SDP provides one access point to the property and establishes unobstructed circulation throughout the site. The plan also provides clear, safe pedestrian walkways through the parking lot to buildings entrance, along with to adjacent commercial properties.

D. Services Phasing and Off-site Impact.

1. Complies with any phasing requirements associated with the approved zoning for the property. Provides phased improvements in a logical and efficient manner.
2. Adequate water resources have been conveyed or purchased. Existing or proposed water and wastewater systems can support the proposed development pattern, uses and density.
3. Existing or proposed stormwater systems can support the development and comply with applicable regulations.

4. Provides adequate consideration for the future extension of streets and utilities to adjacent properties.
5. Identifies and appropriately provides on-site and off-site public improvements to mitigate traffic impacts as required by the CRMC and technical criteria.

Analysis: The proposed SDP generally meets this criterion. Construction of the automotive dealership and service center building will not be phased.

E. Open Space, Public Lands and Recreation Amenities.

1. Provides adequate trail systems in terms of internal circulation and appropriate external connections deemed necessary by the Town to achieve connectivity goals.
2. Ensures functional and accessible open space, consistent with the overall open space plan for development and preserves significant natural features.
3. Ensures appropriate buffering, utilizing open space and/or setbacks to lessen any identified negative impacts.

Analysis: The proposed SDP meets this criterion. Open Space and public land dedications were determined with the Planned Development and Zoning Regulations. Development of this property does not require additional dedications.

Budget Impact

Development of the property will generate review and impact fees.

Findings

All staff review comments and external referral comments have been addressed. Staff finds that the proposed Foundation Auto Dealership Site Development Plan

- Generally conforms with the objectives of the Town Vision and the Comprehensive Master Plan,
- Meets the requirements of The Plum Creek West Planned Development Plan and Zoning Regulations, and
- Meets the review and approval criteria of the Municipal Code, Chapter 17.38 for a Site Development Plan

Recommendation

The Planning Commission voted 5-0 to recommend to Town Council approval of the Foundation Auto Dealership Site Development Plan, as proposed.

Proposed Motion

Option 1: Approval

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

Option 2: Approval with Conditions

“I move to approve the Resolution, 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: Resolution

Attachment C: Site Development Plan

Attachment D: Neighborhood Meeting Summaries

Attachment E: Traffic Impact Study