

DISCUSSION

WRITTEN NOTICE DISTANCE FOR LAND USE APPLICATIONS

TOWN COUNCIL MEETING
FEBRUARY 18, 2025



NOTICING REQUIREMENTS FOR LAND USE APPLICATIONS

CASTLE ROCK MUNICIPAL CODE SECTION 17.04.040, 050 AND 060:

MAILED NOTICES

- Notices sent to property owners within 500 feet of the project
- Sent 15 days prior to each meeting and hearing
- Typically 4-5 mailings: 3 neighborhood meetings and 2 public hearings

PHYSICAL POSTING

- Signs posted at the project site for at least 15 days before each meeting
- Signs are bright yellow and include a webpage link and QR code to Town's public noticing webpage that includes all of the meeting information.

MEETINGS OPEN TO PUBLIC, NOT JUST NEIGHBORS

RECENT CHANGES TO PUBLIC OUTREACH

CODE CHANGES IN 2019

- Increased mailed notice from 300 feet to 500 feet
- Increased required neighborhood meetings on rezoning from 1 to 3, option to waive one or two meetings if low to no attendance/ lack of controversy

INCREASE IN DIGITAL OUTREACH/AWARENESS OF DEVELOPMENT

- Town webpage www.CRGov.com/Notices list all neighborhood meetings and public meetings for land use cases
- Public can subscribe to get eblasts 15 days prior to all public notices
- Town posts neighborhood meetings to Facebook
- Development Activity Map lists all current active projects, with or without public hearings.

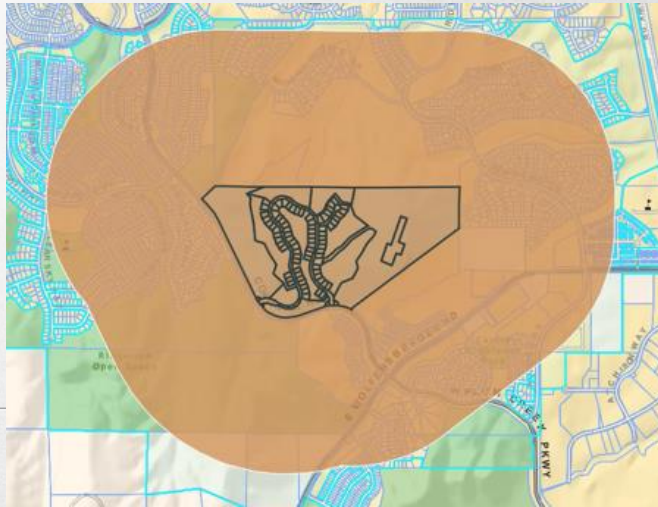
OTHER JURISDICTIONS REQUIREMENTS:

Jurisdiction	Neighborhood Meeting Required	Public Hearings Required, typically	Written Notice Distance	Posting Required
Castle Rock	Up to 3	2	500 feet	Yes
Castle Pines	No	2	300 feet	Yes
Douglas County	No	2	Adjacent properties only	Yes
Littleton	1	2	700 feet	Yes
Lone Tree	No	2	Adjacent properties + HOA within 200 feet	Yes
Parker	No	2	Adjacent properties + HOA within ½ mile	Yes
Arapahoe County	No	2	Adjacent properties only	Yes
Boulder	No – Town Manager discretion	2	600 feet	Yes
Fort Collins	1	2	Adjacent property only: 1 lot or 1 unit 800 ft: 50-<100 SF, 25-<100MF, <40 acres 1000 ft: 100+ SF, 100+ MF, 40+ acres	Yes

INCREASE NOTICE DISTANCE TO 2,500 FT?

Case Study showing 500 ft vs 2,500 ft notice distance:

Notice Radius	Properties Notified Per Meeting	Total Mailings (5 Meetings)	Estimated Cost (@ \$1.03/Mailing)
500 feet	223 properties	1,115 total mailings	\$1,148 + labor
2,500 feet	2,025 properties	10,125 total mailings	\$10,428 + labor



RECENT CHANGES TO PUBLIC OUTREACH

SUMMARY OF RESEARCH:

- Town exceeds notification standards compared to the majority of neighboring municipalities.
- Expanding the notice radius to 2,500 feet would increase mailings 10-fold, increasing costs from \$1,148 to \$10,428 per the example project.
 - Labor to print and prepare mailings would be expected to increase by a similar rate.
- The cost increase per project may meet or exceed the Town's land use review fees.
- Digital public outreach methods enhance accessibility beyond mailed notices to community members.

DISCUSSION / DIRECTION

- Required notice to HOAs within ½ mile or more.
- Research others methods of community engagement:
 - Review Wheatridge & Centennial online platforms
- Outreach with other jurisdictions like Fort Collins (800ft/1,000ft).
- Outreach with the development community.
- Change written public noticing distance to:
 - Project over X size: _____ feet
 - Projects under X size: _____ feet
 - A single lot residential project: Notice adjacent property

