

ORDINANCE

# WRITTEN NOTICE FOR LAND USE PUBLIC HEARINGS

AMENDING CHAPTER 15.64 AND SECTION 17.04.060 OF THE CASTLE ROCK MUNICIPAL CODE  
REGARDING THE MAILING OF WRITTEN NOTICE OF PUBLIC HEARINGS TO NEIGHBORING  
PROPERTY OWNERS AND HOMEOWNER ASSOCIATIONS

TOWN COUNCIL MEETING  
APRIL 1, 2025



# PROPOSED CHANGES TO THE NOTICING REQUIREMENTS FOR LAND USE APPLICATIONS

CASTLE ROCK MUNICIPAL CODE CHAPTER 15.64 AND SECTION 17.04.060:

## SUMMARY OF PROPOSED CHANGES

- Create larger project category with increased distancing
- Address small single lot projects that are resident owned and low density
- Codify mailed noticing requirements for Historic Preservation Board applications
- Clarify that missing mail or damaged signs do not invalidate the public hearing

# PROPOSED CHANGES TO THE NOTICING REQUIREMENTS FOR LAND USE APPLICATIONS

Development Projects that Require Public Hearing	Minimum* Notice Radius	HOA Notice	Examples	
40 acres or more	1,000 Feet	Yes, ½ Mile if HOA present	<ul style="list-style-type: none"> <li>Pine Canyon PD</li> <li>Bella Mesa North SDP</li> <li>Lost Canyon Ranch</li> <li>Pioneer Ranch</li> <li>Meadows Coachline SDP</li> </ul>	<ul style="list-style-type: none"> <li>Dawson Trails PD</li> <li>Miller's Landing Rezoning</li> <li>Chateau Valley SDP</li> <li>Founder's Vista SDP</li> </ul>
Less than 40 acres (unless listed below), and Downtown Site Development Plans	500 Feet	Yes, ½ Mile if HOA present	<ul style="list-style-type: none"> <li>Meadowmark (6 acres)</li> <li>Avilla (9 acres)</li> <li>Wellspring (2.9 acres)</li> <li>Brickyard (31.2 acres)</li> <li>Echelon MF (26 acres)</li> </ul>	<ul style="list-style-type: none"> <li>Calvary Church</li> <li>Hyundai USBR (4 acres)</li> <li>Encore SDP</li> <li>Riverwalk</li> <li>Scileppi's Addition</li> </ul>
Historic Preservation Board applications	300 feet	Yes, if in HOA	<ul style="list-style-type: none"> <li>24 S. Cantril (new construction)</li> <li>104 N. Lewis Street (Demo &amp; new construction)</li> </ul>	<ul style="list-style-type: none"> <li>114 N. Lewis Street (Addition)</li> </ul>
Single residential lot, up to 10 units	Adjacent Properties	Yes, if in HOA	<ul style="list-style-type: none"> <li>Front Street Triplex (6 units)</li> <li>Some ADUs</li> </ul>	
Single Lot Board of Adjustment Applications	Adjacent Properties	Yes, if in HOA	<ul style="list-style-type: none"> <li>Deck</li> <li>Setback issues</li> </ul>	<ul style="list-style-type: none"> <li>Appeal of administrative decision</li> </ul>

\* Town may require an expanded notification distance if Manager determines project has substantial regional impacts.

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## RECOMMENDATION

- Staff recommends implementing the revised notice distance requirements as presented, while continuing all existing digital outreach and community engagement strategies.



# PROPOSED MOTION

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

## Alternative Motions:

*“I move to approve the Ordinance, as introduced by title, with the following changes \_\_\_\_\_.”*

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

# QUESTIONS?

