



Meeting Date: February 18, 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

Title: **Resolution Finding that the Petition for Annexation Submitted by JRW Family Limited Partnership LLLP is in Substantial Compliance with Article II, Section 30(1)(B) of the Colorado Constitution and Section 31-12-107(1), C.R.S.; and Setting a Date, Time and Place for a Hearing to Determine if the Subject Property is Eligible for Annexation Under Article II, Section 30 of the Colorado Constitution and Sections 31-12-104 and 31-12-105, C.R.S. (Pine Canyon Annexation)**

Executive Summary

The purpose and intent of this staff report is to demonstrate to Town Council that the Pine Canyon Annexation Petition is in Substantial Compliance with the State requirements under the Municipal Annexation Act of 1965 (Act), and to set the date for the Eligibility hearing as April 1, 2025 (Attachment B).

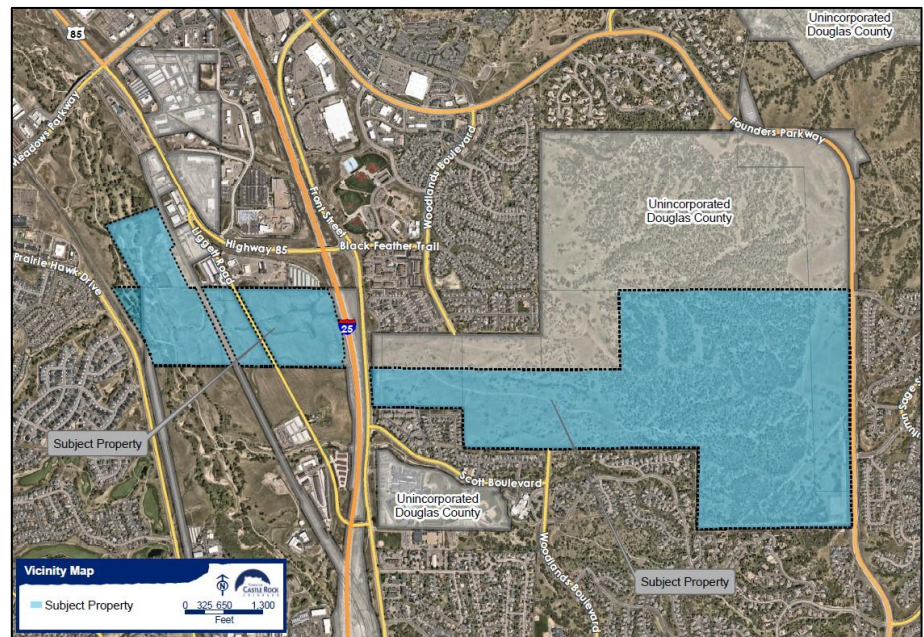


Figure 1: Vicinity Map

Discussion

The Property:

The Pine Canyon Annexation property is located on both the east and west sides of I-25, west of Founders Parkway (Attachment A). The 535-acre property is zoned A1-Agricultural One and GI – General Industrial in unincorporated Douglas County and is undeveloped.

Annexation Process:

Annexation is a three-step process. During the first two steps, Substantial Compliance and Eligibility, Town Council determines whether an annexation request meets the statutory requirements for annexation established in the Colorado Revised Statutes, specifically the Municipal Annexation Act of 1965 (Act). The third step is when Town Council determines whether an annexation request complies with the Town's guiding documents and the Municipal Code, and if the property should be annexed to the Town. The following is a summary of the three steps required for annexation.

1. Substantial Compliance. Town Council determines if the annexation petition is in the prescribed form and contains the necessary statutory criteria. For example, in order to be compliant with the statutes, a finding must be made that the petitioners constitute more than 50% of all landowners and that the petitioners own more than 50% of the total area of the property, excluding certain public ownership. Town Council must also set a date, time and place for an Eligibility Hearing.
2. Eligibility. After four consecutive weeks of public notice in a newspaper of general circulation, Town Council will determine if the statements (referred to as "allegations" in the statute) in the annexation petition are supportable and that the property is eligible for annexation under the Act. The Eligibility Hearing must occur between 30 and 60 days after the Substantial Compliance Hearing. If the Substantial Compliance resolution is approved, the Eligibility Hearing for the Pine Canyon Annexation will be scheduled for Tuesday, April 1, 2025.
3. Annexation and Zoning. Once an annexation petition has been found to be both substantially compliant and eligible for annexation, Town Council may proceed with the Annexation and Zoning Hearings at Planning Commission and Town Council. Substantial Compliance and Eligibility determine whether the parcel can be annexed; this final step determines whether a parcel should be annexed.

Substantial Compliance Criteria and Analysis

Staff finds that the Pine Canyon Annexation Petition complies with the requirements of the first step in the annexation process, as established in Section 30 of Article II of the

Colorado Constitution and with the Colorado Revised Statutes § 31-12-107(1) given that:

1. The Annexation Petition has been signed by more than 50% of the landowners, owning more than 50% of the land, excluding right-of-way and property owned by the Town of Castle Rock (Attachment C);
2. The petition was filed with the Town Clerk on February 5, 2025.
3. The petition contains:
 - a. An allegation that it is desirable and necessary that such territory be annexed to the Town;
 - b. An allegation that the requirements of §§ 31-12-104 and 31-12-105 C.R.S. exist or have been met;
 - c. An allegation that the signers of the petition comprise the landowners of more than fifty (50%) of the territory included in the area proposed to be annexed, exclusive of streets and alleys;
 - d. A request that the municipality approve the annexation;
 - e. The signatures of the land owners;
 - f. The mailing address of each signer;
 - g. The legal description of the land owned by such signer;
 - h. The date of signing of each signature; and
 - i. The affidavit of each circulator of such petition, whether consisting of one or more sheets, that each signature therein is the signature of the person whose name it purports to be.
4. The annexation map was filed with the Town Clerk on February 5, 2025 and contains (Attachment D):
 - a. A written legal description;
 - b. A map showing the boundary of the area proposed for annexation;
 - c. An indication of ownership tracts; and
 - d. A depiction of the contiguous boundary of the property with any municipality.
5. No signatures on the petition are dated more than 180 days prior to the date of filing with the Town Clerk.

Staff finds that the Pine Canyon Annexation Petition meets the statutory requirements and it should be deemed sufficient.

Budget Impact

The process of determining Substantial Compliance has no impact to the Town budget.

Recommendation

The Pine Canyon Annexation Petition substantially complies with the State requirements and staff recommends setting an Eligibility Hearing date of April 1, 2025.

Proposed Motion

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

Attachments

- Attachment A: Vicinity Map
- Attachment B: Resolution (contains Legal Description)
- Attachment C: Annexation Petition
- Attachment D: Annexation Map