



**DOUGLAS COUNTY COMMISSIONERS
WORK SESSION
Monday, June 9, 2025**

A G E N D A

2:30 p.m.

Community Development Projects:

- **Compark Boulevard Road Name Change**
- **Douglas County Zoning Resolution Planned Development Amendment Process**

Agenda Item

Date: June 9, 2025

To: Douglas County Board of County Commissioners

Through: Douglas J. DeBord, County Manager

From: Terence T. Quinn, AICP, Director of Community Development *TQ*

CC: Caitlin Zeiler, Planning and Addressing Specialist
Lauren Pulver, Planning Supervisor
Kati Carter, AICP, Assistant Director of Planning Resources

Subject: **Compark Boulevard Road Name Change**

SUMMARY

Based on direction from the Board of County Commissioners (Board), staff began processing a request to rename Compark Boulevard to New Vernon Boulevard on behalf of Safran Defense and Space Inc (Safran). Safran is leasing space at the building identified as 15020 Compark Boulevard in the Town of Parker (Parker), which is shown on the attached map. This memo provides the Board with a status update on the request.

DISCUSSION

Road name changes are processed in accordance with Douglas County Subdivision Resolution (DCSR) Article 7A and the Douglas County Addressing and Street Naming Manual (Manual). Coordination with Parker is required for any addressing or street name change occurring in Parker, in accordance with the County's Addressing Intergovernmental Agreement (IGA) with Parker. Due to Compark Boulevard traversing both County and Parker jurisdiction, the road name change for the entirety of the road requires approval and signature from the Board and Parker Town Council.

As a result, staff has explored opportunities to rename the portion of Compark Boulevard within the jurisdiction of Douglas County, requiring approval of only the Board. The Manual requires that a change in street name only occurs where there is a logical transition point in the street alignment, such as an intersection or a significant change of direction, as determined by the Director.

The closest intersections to the Safran leased building are the intersections of Compark Boulevard & Prairie Trail Drive and Compark Boulevard & Upland Drive. However, both of these intersections are within Parker jurisdiction requiring Parker Town Council approval. The three quarters of a mile of Compark Boulevard, between Highfield Parkway & Peoria Street, is wholly located within unincorporated Douglas County.

BACKGROUND

Public Comment

Staff sent courtesy notifications of the original proposal to affected property owners and to each landowner abutting the street. The businesses currently utilizing a Compark Boulevard address were provided an opportunity to comment on the request. The property owner of the building leased by Safran indicated that they were not willing to move forward with a road name change request in response to initial inquiries to process the road name change. This property owner leases four buildings to various companies, including Safran.

Parker Performing Arts School commented that the U.S. Postal Service recently changed their address and zip code which has continued to cause confusion for providing directions to the school and receiving deliveries. They are concerned that another address change will cause greater confusion and negatively impact their school community. American Furniture Warehouse commented in opposition to the proposed renaming given the impact to surrounding businesses addressed off Compark Boulevard. Leiters Health, located at 13796 Compark Boulevard, provided a letter of objection and commented that their business would be significantly impacted by an address change as they maintain 73 different state licenses or registrations and would be required to communicate the change with the Federal Drug Administration, Drug Enforcement Agency, and state licensing authorities. Additionally, there would be an administrative burden to update their address and communicate with customers.

Referral Agency Comment

Requests for comment were sent to various referral agencies, including Douglas County Public Works Engineering, E911, Douglas County Sheriff's Office, Concord Metropolitan District, South Metro Fire Rescue (SMFR), and the Town of Parker Departments of Economic Development, Community Development, and Public Works.

Concord Metropolitan District commented in opposition to the change as it does not offer a tangible benefit to existing businesses and may lead to complications in navigation, documentation, and local recognition.

Parker Community Development provided a comment letter regarding coordination between the County and Parker in accordance with the IGA, outlining the need for Parker Town Council to also approve the road name change, and provided input regarding impacts to existing businesses. Parker Economic Development also provided a comment with concerns of impacts to existing businesses. Parker Town Council provided an additional comment letter, which is also attached.

The Douglas County Sheriff's Office (DCSO) provided a comment related to renaming the entirety of Compark Boulevard with concern of significant issues for 911 if all businesses do not update their address. DCSO also commented on the possibility of renaming a portion of Compark Boulevard with concerns that this does not follow County accepted practices without a change of direction or full-signalized intersection and could result in confusion or delayed response. South Metro Fire Rescue concurred with the comment from DCSO and does not

support the proposed renaming due to complications in emergency response operations. SMFR also added that changing a street name at an uncontrolled intersection is confusing for businesses and cars traveling on the street.

NEXT STEPS

Staff is prepared to discuss this further with the Board.

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Your kind of place.

Mayor

Joshua Rivero

April 10, 2025

Councilmembers

Anne Barrington

John Diak

Erik Frandsen

Laura Hefta

Todd Hendreks

Brandi Wilks

Members of the Douglas County Board of Commissioners,

On behalf of the Parker Town Council and Parker residents, we are very excited to welcome Safran Defense & Space, Inc. to the Town of Parker and Douglas County. Safran is a major international defense contractor with over 100,000 employees worldwide and a presence in 47 countries and 26 US states. Its arrival further bolsters the County's growing aerospace industry that already boasts of companies like Sierra Nevada Corporation, Lockheed Martin, and others. The company's decision to locate its first Colorado operation in Parker is a major accomplishment for our town, county, and state. There is no doubt the partnership between each of our organizations played an important role in bringing Safran here.

We understand the County wishes to celebrate Safran's arrival by changing the name of Compark Boulevard to New Vernon Boulevard. Vernon is the town in northern France where Safran got its start.

While we understand the County's desire to honor Safran in this way, there are several reasons the Town cannot support the change. The Town has heard a broad range of concerns about the renaming from multiple stakeholders including nearby businesses, the Douglas County Sheriff's Office, our own Parker Police Department, and other Town departments.

As we know you as fellow elected officials can appreciate, our responsibility to our residents and business always comes first. We believe it is important to share each of these concerns in detail with the Board of Commissioners.

Impact on Public Safety

Both the Parker Police Department and Douglas County Sheriff's Office noted that

the name change will create problems for both agencies in responding to calls for help if area businesses inadvertently fail or choose not to update their old ‘Compark’ address. These concerns are valid whether the entirety or just part of Compark Boulevard is renamed to New Vernon Boulevard. The option of renaming just the portion of Compark Boulevard in unincorporated Douglas County would create confusion for first responders as well, as there is no clear change in direction or natural break in the street where it crosses between the two jurisdictions.

Inconveniences and Costs to Nearby Businesses

Compark Boulevard is home to 47 businesses and a school—all of which have been forced to change their addresses once already since moving into their respective locations. That previous change was due to a decision from the US Postal Service. Granting this new request would be the second time these businesses have to incur the cost and inconvenience of a forced address change.

Concerns from these businesses mention that the change will complicate navigation, documentation, and local recognition for visiting customers and vendors, not to mention creating additional costs associated with updating materials, websites, etc.

Per Town records, the following is a list of just a few businesses inside Town limits that would be impacted by a formal name change.

- Mezza Grill
- Motive Companies
- Red Bull Distribution
- Flexential Data Center
- Perennials and Sutherland, LLC
- Sierra Nevada Corporation
- TE Connectivity
- Parker Performing Arts School (K-8)

In addition, we understand the following area businesses and agencies have submitted letters of formal opposition to the change to County staff.

- American Furniture Warehouse
- Leiters Health
- Concord Metro District (metro district for Compark)
- Town of Parker
- Douglas County Sheriff’s Office
- Parker Performing Arts School (K-8)
- Edge470, owner of the building where Safran will lease space

Prior Agreement Between the County and the Town

The County and the Town have an intergovernmental agreement in place governing the renaming of streets in the Town. The IGA dates back to 2014. The IGA states any request from County to rename a road in Town cannot proceed without approval from the Town. To date, no formal application from the County has been made to change the road name as is called for by the IGA.

Short Turnaround Time

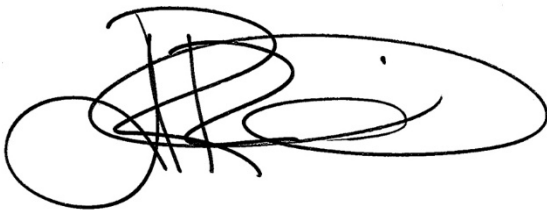
The Town officially learned of the desired name change through an email conversation among County and Town staff on March 20, 2025. There was no direct notification from County leadership to the Town's leadership prior to that date. That week was also spring break for Douglas County Schools and many folks from both our organizations were out of town. The Town needs time to properly analyze the request and place the item on the Council agenda for consideration. We simply have not had sufficient time to do so.

Please be assured we have moved as quickly as we can to analyze the impact of the proposed change.

Our Town staff have done their part to make sure Safran feels appreciated as well. We reached out to the Safran team to ensure that we still have a good relationship despite not supporting renaming Compark Boulevard. The Safran employees we spoke with stated that they have no concerns or issues with the Town.

We sincerely appreciate the Board's consideration of these matters. The Town of Parker truly values its partnership with Douglas County. It is our hope landing Safran within our shared borders is just one among many successful collaborations between our organizations.

Respectfully,

A handwritten signature in black ink, appearing to be "JR" with a large loop and a horizontal line extending to the right.

Joshua M. Rivero

Mayor

Town of Parker

CC: Parker Town Council

Doug DeBord, Douglas County Administrator

Michelle Kivela, Parker Town Manager

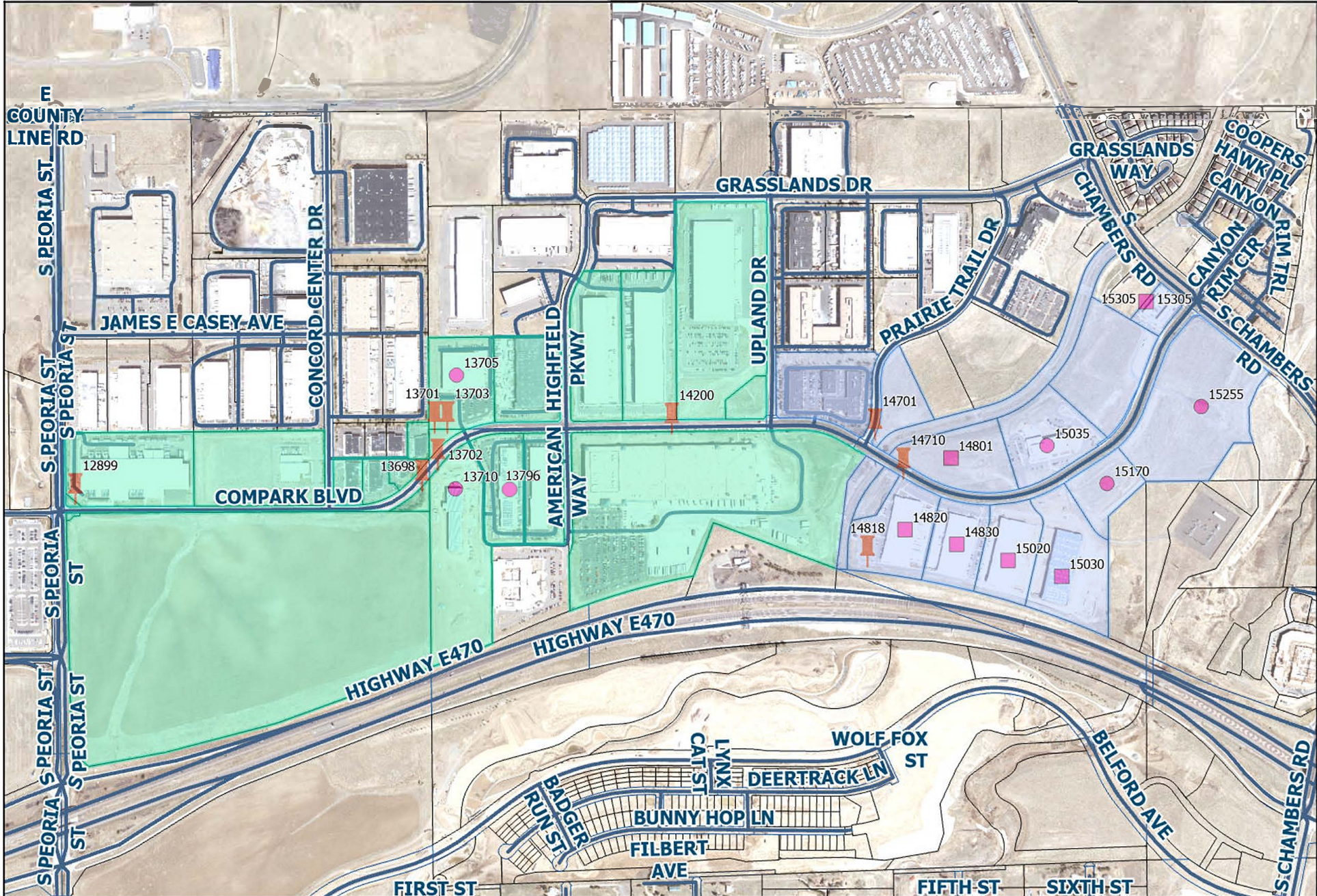


ROAD NAME CHANGE REQUEST COMPARK BLVD TO "NEW VERNON BLVD"

LEGEND

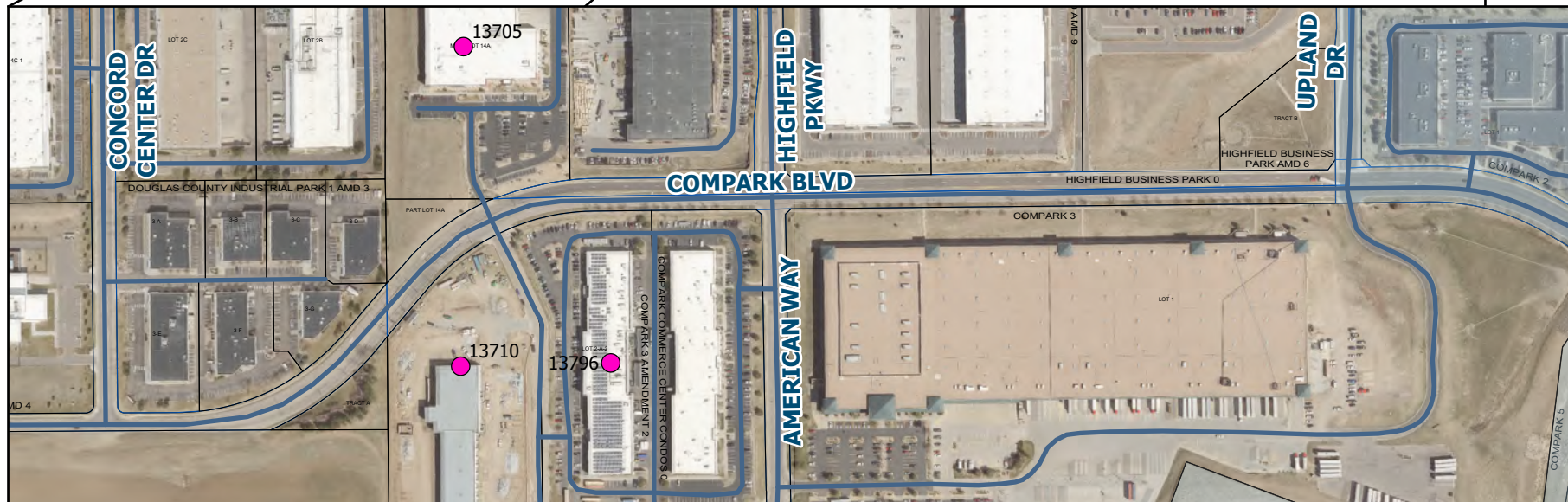
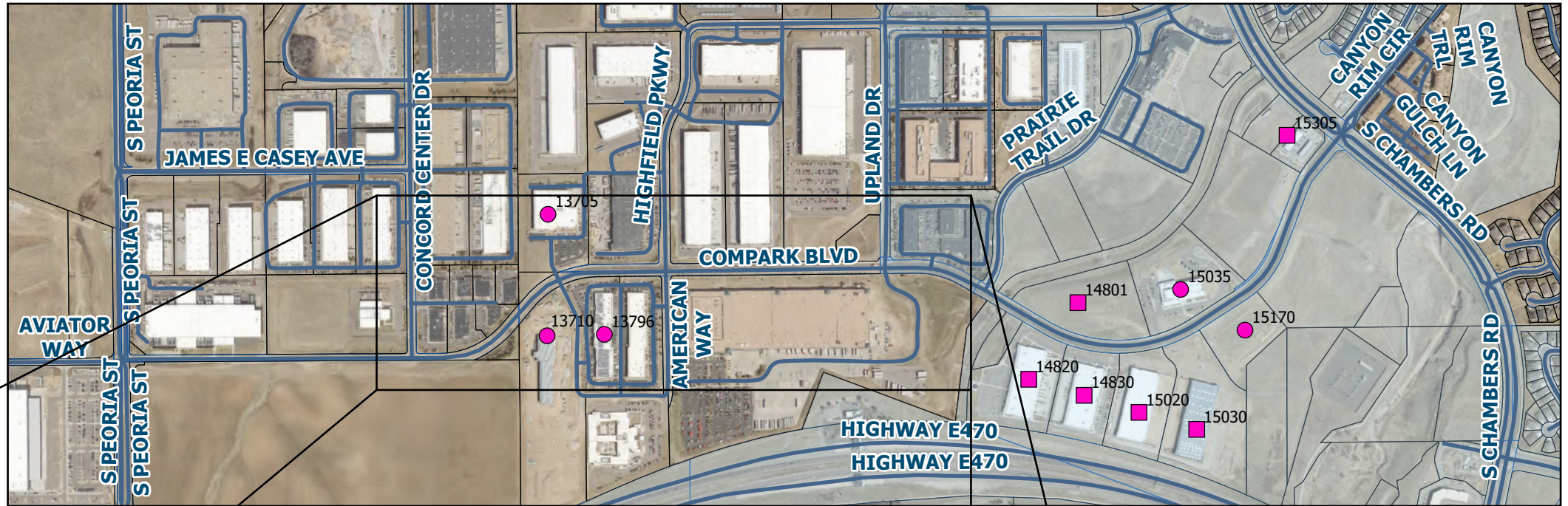
AFFECTED ADDRESSES

-



DATE: 04/04/2025 4:15 PM

ROAD NAME CHANGE REQUEST COMPARK BLVD TO "NEW VERNON BLVD"



LEGEND

AFFECTED ADDRESSES ON COMPARK BLVD

-  SINGLE-TENANT COMMERCIAL
-  MULTI-TENANT COMMERCIAL
-  TOWN OF PARKER

From: [Josh Sylva](#)
To: [Caitlin Zeller](#)
Subject: Compark boulevard renaming SB2025-012
Date: Monday, April 7, 2025 1:10:36 PM
Attachments: [image001.png](#)

Hello Caitlin,

I understand why a company would want to name a street after a founder of a business. Currently we refer to our American Furniture Warehouse store affectionately as our Compark store. Our 8820 American way store is a distribution center where we allow customers to pick up merchandise we give them a printed document with turn-by-turn directions (Compark Blvd. is on the directions) which obviously will need to be reprinted. Our physical address is on American way, a smaller street that filters off Compark BLVD unlike several businesses that are physically addressed with the Compark Blvd street name. We are opposed to the renaming of the street for a few reasons some of them are as follows:

Businesses need to update their address databases, websites, marketing materials, and customer records, which can be time-consuming and costly.

Customers may struggle to find businesses with new addresses, leading to lost sales and negative experiences.

Incorrectly addressed mail and packages can result in delays, losses, and customer dissatisfaction.

Businesses may need to invest in new signage, flyers, and advertisements to inform customers of the address change.

New street names can create confusion for customers using navigation devices, especially if the new name is difficult to pronounce or spell.



Josh Sylva | Operations Manager
American Furniture Warehouse
8820 American Way, Englewood, CO 80112
C: 303-918-0505 | E: jsylva@afwonline.com

Via E-Mail (czeiler@douglas.co.us)

April 3, 2025

Caitlin Zeiler
Planning & Addressing Specialist
Douglas County Department of Community Planning
100 Third Street
Castle Rock, Colorado 80104

Subject: Compark Boulevard Renaming Project (Project File: SB2025-012)

Dear Caitlin:

We just today received the attached notice of public hearing related to the above-referenced project, and the purpose of this letter is to express our objection, in the strongest terms, to the proposed renaming of Compark Boulevard. Please enter this letter in the materials and formal proceedings for consideration related to the presentation of this matter at the public hearing before the Board of County Commissioners that is scheduled for April 8, 2025.

Leiters Health is located at 13796 Compark Boulevard, Englewood, CO, where we operate an FDA-registered 503B outsourcing facility that provides hospitals, surgery centers, clinics, and physician practices with high-quality, sterile, compounded medications. We have been operating at this location since 2017 and consolidated all of operations from San Jose, CA into this location in 2019. Our customers are located in all 50 states and the District of Columbia.

As such, the facility is an establishment that is registered with FDA for sterile drug compounding, and our operations in the facility are governed by Section 503B of the federal Food, Drug, and Cosmetic Act, including a set of complex and demanding regulations known as “current Good Manufacturing Practices” or cGMP. In addition, because some of the compounded medications that we provide are (or include) controlled substances, we are subject to regulation by the federal Drug Enforcement Agency. And because we provide compounded medications to customers located in all 50 states and the District of Columbia, we must also maintain whatever state licensure and/or registration is required by each state in which any of our customers is located. In fact, we are required to maintain 73 different state licenses or registrations.

In addition to the regulatory realities of our business, our customers include many of the largest and most prominent healthcare systems in the United States, who depend on us



to perform the difficult and complex process of compounding medications for their patients because, as an FDA-registered 503B outsourcing facility, we are able to do it more reliably, with higher quality, and in greater quantity than a hospital's in-house pharmacy, let alone a surgery center, physician office, etc. In addition, it is critical to understand that compounded medications typically have short "beyond use dating" (compared to FDA-approved drugs), and physicians' needs for compounded medications for their patients are constantly changing. For those reasons, these large health systems, as well as the most prominent group purchase organizations in the healthcare sector, take great interest in how our facility is operated, regularly inspecting our operations and paying careful attention to our processes.

For the reasons described above, changing the name of Compark Boulevard would create enormous difficulties for us. For one thing, we have thousands of customers who rely on us regularly for their ever-changing needs. Simply administering the change of street name, with all that it would entail, would be an extremely heavy burden that there is absolutely no justification for us to undertake or bear. And that is to say nothing of the extra time and resources that it would cost us and the distraction from our business that would result. Not only that, but attempting to undertake and administer this change would certainly be an unwelcome disruption to our relationships with our customers. We take great care to meet their needs in an extremely demanding business, and there is, again, absolutely no justification for the disruption that this would cause.

In addition, the change of street name would require an enormous amount of effort and work on our part to communicate the change properly to FDA, DEA, and the many state licensing and registration authorities, all of whom would have different processes and requirements for maintaining our registration and/or licensure status. It's not nearly as simple as someone might expect who does work in our industry. It would be another very heavy burden, without any obvious source for the extra time and resources that it would cost us. And, again, even if there were, there is no justification for it.

Even if we were to be willing to undertake the activities that would be required of us if the name of the street were to change, there is no doubt that it would be understood by a number of customers and regulators alike as an actual change of address – i.e., a change of location – which would create confusion and an extra layer of difficulty for us because our status with FDA, DEA, and most state regulatory agencies depends on the specific facility location having been regularly inspected. Many large health systems, as well as group purchasing organizations in the healthcare sector, have comparable requirements of 503B outsourcing facilities. In this case, even though the facility and its location would not have changed, there is absolutely no doubt that many would perceive it that way, at least initially, which again would create another significant extra burden for us, which again would be disruptive to the relationships that we work incredibly hard to maintain, and which again we can see no justification for.

There are no doubt many other consequences to what is being proposed that we would not think of until we found ourselves faced with the difficulty of dealing with them, and it is not reasonable for us to be expected to think of them all at this writing. However, one

critical reality – perhaps the most critical reality – has to do with the labeling requirements to which 503B-compounded medications are subject and the enormous complexity that is involved with making label changes. That complexity ranges from the requirement that the address of the facility appear on all of our product labels all the way to the detailed requirements involved in 503B standard operating procedures whenever a change to even a single product label is proposed to be made. Here again, the burden on us would be massive, there is no source for the very significant extra time and resource that it would cost us, and there is absolutely no justification or value in doing so.

With regard to the party requesting the change of street name, Safran Defense & Space, Inc., while we welcome them to the neighborhood and wish them the best in their new endeavor, we would respectfully point out that Leiters Health has been a steadily growing enterprise on Compark Boulevard for several years. As an organization with a long history ourselves (Leiters was founded in 1926), we honor the heritage of Safran as well. At the same time, we object to this attempt to make a change that would have meaning only to the party requesting it, that would have such an enormous negative impact on us, and that presents no apparent justification or benefit.

We respectfully but strenuously object to the proposal to rename Compark Boulevard.

Sincerely,

LEITERS HEALTH



Will Shearer
Chief Legal Officer
Ph. (720) 697-5786
E-Mail: Will.Shearer@Leiters.com

Attachment

Courtesy Notification of Application in Process dated March 18, 2025



4/8/2025

RE: Compark Boulevard Renaming Project (Project File: SB2025-012)

Dear Ms Zeiler,

Please accept this letter as an expression of public comment regarding the renaming project for Compark Boulevard. Parker Performing Arts School will be directly affected by this project. As a school since 2016, our branding and address is important to us. Unfortunately, we already had to endure the Town of Parker changing our mailing address in 2022. At that time we were told that Parker no longer wanted to deliver our mail so our address was changing to 15035 Compark Blvd. Englewood, CO 80112 to allow for Englewood to deliver our mail instead. We were assured that we are still located in the Town of Parker and Douglas County, but we needed to change our address to Englewood in order to get our mail. As you can imagine this was quite the undertaking and we are still dealing with the fallout. Not only is it frustrating to be named Parker Performing Arts School and now our address is located in Englewood, we are still having problems getting our mail and packages delivered. To this day, we have mail returned to the sender saying that our address needs to be listed as Parker 80134, not Englewood 80112. But, if it is listed as Parker, it never gets delivered to us. FedEx refuses to deliver to the Englewood version of our address so we have to constantly make sure not to use that service for any orders we make. We also have prospective parents tell us that their GPS cannot find an Englewood location so have to tell them to use Parker for driving directions. These are just a few examples, we have many more problems we can share on this topic. As you can see we are already frustrated with our city and zip code change from 2022. Our concern with the street name change is that it will cause even more confusion and we will never be able to get our mail or packages delivered. If the street name changes will it still be considered Englewood, CO or will it go back to Parker, CO?

As a school, we kindly ask that the ramifications this project will have on our school, our staff and our parent and student community be taken into consideration. It appears that the negative effects of this project highly outweigh any positive outcomes and we are confident that this will have a negative impact on our greater community if it moves forward.

Sincerely,

Tiffany Maestas

Tiffany Maestas

Business Manager

Parker Performing Arts School

www.parkerperformingarts.org

From: [Jaramillo, Michelle](#)
To: [Christophe Bauer](#); [Caitlin Zeiler](#); christophe.bauer@safrandatasystemsus.com; [Tom Morley](#)
Cc: [Lauren Pulver](#); [Settler, Kylie](#)
Subject: RE: [EXT] Renaming Request - Compark Blvd to New Vernon Blvd
Date: Tuesday, March 25, 2025 7:45:14 AM

Good morning, all:

Please let this email serve as notice that the Landlord is not willing to move forward with this request. Should you have additional questions or concerns, please feel free to reach out to me.

Thank you.

Michelle Jaramillo, RPA

Property Manager

JLL

1225 17th Street, Ste. 1900

Denver, CO 80202

T- +1-303-542-1502

M- +1-720-695-6647

[Jll.com](https://jll.com)

From: Christophe Bauer <Christophe.Bauer@safran-dsi.com>

Sent: Friday, March 14, 2025 1:15 PM

To: Caitlin Zeiler <czeiler@douglas.co.us>; christophe.bauer@safrandatasystemsus.com; Tom Morley <tom.morley@safran-dsi.com>

Cc: Lauren Pulver <lpulver@douglas.co.us>; Jaramillo, Michelle <Michelle.Jaramillo@jll.com>

Subject: RE: [EXT] Renaming Request - Compark Blvd to New Vernon Blvd

You don't often get email from christophe.bauer@safran-dsi.com. [Learn why this is important](#)

Caution: Message from external sender

Hi Caitlin,

We're waiting for our property manager to respond to our request for name change (Michelle copied here).

Hopefully we hear back on Monday.

Best,

Christophe

From: Caitlin Zeiler <czeiler@douglas.co.us>

Sent: Friday, March 14, 2025 2:18 PM

Referral Agency Response Report**Page 1 of 3****Project Name:** Compark Boulevard Renaming**Project File #:** SB2025-012**Date Sent:** 03/17/2025**Date Due:** 04/07/2025

Agency	Date Received	Agency Response	Response Resolution
Arapahoe County Public Airport Authority-Centennial	03/18/2025	Received: The Arapahoe County Public Airport Authority has reviewed the documents and has no objection to the proposed change. (verbatim)	No response required.
City of Lone Tree	03/24/2025	Received: No comment. (verbatim)	No response required.
Colorado Department of Transportation CDOT-Region # 1	03/18/2025	Received: Compark Boulevard/New Vernon Boulevard appears to not be in proximity to or have crossing of any state highways. The closest highway appears to be E470 which is not a CDOT roadway. With no impact to CDOT roadways, we have no objection to the proposal. (verbatim)	No response required.
Concord Metro District	04/02/2025	Received: I am writing on behalf of the Concord Metropolitan District to express our strong objection to the proposed name change of Compark Boulevard to New Vernon Boulevard. After careful consideration, the District does not see the value or logic in changing the name to reflect the addition of Safran Defense & Space Inc. to our community. (verbatim) See attached letter for detail.	These comments have been provided to the Board for review.
CORE Electric Cooperative	04/07/2025	Received: No comment. (verbatim)	No response required.
Douglas County Addressing	03/20/2025	Received: Address changes will be recorded following approval of the road name change. (verbatim)	No response required.
Douglas County Building Services	03/21/2025	Received: No comment. (verbatim)	No response required.
Douglas County Office of Emergency Management	03/17/2025	Received: OEM has no issues with this project. (verbatim)	No response required.

Referral Agency Response Report**Page 2 of 3****Project Name:** Compark Boulevard Renaming**Project File #:** SB2025-012**Date Sent:** 03/17/2025**Date Due:** 04/07/2025

Agency	Date Received	Agency Response	Response Resolution
DCSO Emergency Response	04/08/2025	Received: The Douglas County Sheriff's Office (DCSO) provided a comment related to renaming the entirety of Compark Boulevard with concern of significant issues for 911 if all businesses do not update their address. DCSO also commented on the possibility of renaming a portion of Compark Boulevard with concerns that this does not follow County accepted practices without a change of direction or full-signalized intersection and could result in confusion or delayed response. See letter for detail.	These comments have been provided to the Board for review.
South Metro Fire Rescue	04/15/2025	Received: South Metro Fire Rescue does not support the proposed renaming due to complications in emergency response operations. SMFR also added that changing a street name at an uncontrolled intersection is confusing for businesses and cars traveling on the street. See letter for detail.	These comments have been provided to the Board for review.
Town of Parker Economic Development	03/18/2025	Received: Parker Economic Development is pleased to welcome Safran Space and Defense to the Parker business community. The proposed renaming of Compark Blvd to New Vernon Blvd could result in a significant financial impact for the 11 property owners and 67 business locations that would need to update their addresses. This would represent the second address change in recent years, the first of which was required by the post office to meet postal service needs. Parker Economic Development requests that, if the County moves forward with the name change, consideration be given to providing financial reimbursement to the affected property owners and businesses for the associated costs. (verbatim)	These comments have been provided to the Board for review.

Referral Agency Response Report**Page 3 of 3****Project Name:** Compark Boulevard Renaming**Project File #:** SB2025-012**Date Sent:** 03/17/2025**Date Due:** 04/07/2025

Agency	Date Received	Agency Response	Response Resolution
Town of Parker Development Review	03/26/2025	Received: Provided a comment letter regarding coordination with the Town based on the IGA, impacts to businesses, and associated costs. See letter for detail.	Staff has continued to coordinate with Parker on the project. These comments have been provided to the Board for review.
Town of Parker Public Works	03/18/2025	Received: It should be noted that this proposed change will require the replacement of all associated street name signs, including the illuminated street name signs attached to the traffic signal at the Chambers Road intersection. (verbatim)	This comment has been provided to the Board for review.
Xcel Energy-Right of Way & Permits	03/31/2025	Received: Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the plan Compark Blvd and currently has no apparent conflict with the name change. Upon approval of the project, please send the street name change request to Gary Motsinger in our Mapping/GIS department at Gary.D.Motsinger@xcelenergy.com. Please be aware PSCo owns and operates existing natural gas and electric distribution facilities along and across said property. (verbatim) See attached letter.	No response required.

Concord Metropolitan District
8390 E Crescent Parkway, Suite 300
Greenwood Village CO 80112
303-779-5710

Douglas County Board of County Commissioners

100 Third St.

Castle Rock, CO 80104

Via email: czeiler@douglas.co.us

Re: SB2025-012 Compark Blvd rename

April 2, 2025

Dear Board of County Commissioners,

I am writing on behalf of the Concord Metropolitan District to express our strong objection to the proposed name change of Compark Boulevard to New Vernon Boulevard. After careful consideration, the District does not see the value or logic in changing the name to reflect the addition of Safran Defense & Space Inc. to our community.

Compark Boulevard has been an established and recognized name within our community for many years. Changing the name to New Vernon Boulevard would only cause confusion, as well as place a greater recognition of a single business, rather than continue to represent the much larger business community contained within this area.

While we welcome Safran Defense & Space Inc. and appreciate their contribution that they will bring to the vibrant business community, we believe that the existing name of Compark Boulevard should be preserved. The name change does not offer any tangible benefits to the existing businesses and may lead to unnecessary complications in navigation, documentation, and local recognition.

We urge the Douglas County Board of County Commissioners to deny this application and maintain the current name of Compark Boulevard. Preserving the established name will ensure continuity and stability in this long-standing business community.

Thank you for your attention to this matter.

Sincerely,



Jeff Evans

Board President

From: [Caitlin Zeiler](#)
To: [Caitlin Zeiler](#)
Subject: FW: Street Name Change Question
Date: Tuesday, April 8, 2025 2:36:00 PM
Attachments: [image001.png](#)
[image004.png](#)

From: Christopher McNay <cmcnay@dcsheriff.net>
Sent: Tuesday, April 8, 2025 9:16 AM
To: Caitlin Zeiler <czeiler@douglas.co.us>
Subject: FW: Street Name Change Question

Caitlin,

Here are the responses that we have so far. Please let me know if you have any questions on this.

Thank you,

Chris

From: Brend, Shannon <sbrend@parkerco.gov>
Sent: Monday, April 7, 2025 8:13 AM
To: Tommy Hanson <TJHanson@dcsheriff.net>; Taylor Davis <tdavis@dcsheriff.net>
Cc: Christopher McNay <cmcnay@dcsheriff.net>; Grace Reinis <GReinis@dcsheriff.net>; Combs, Ron <rcombs@parkerco.gov>
Subject: RE: Street Name Change Question

Hi and thank you Chris for including us in this discussion.

I've reviewed Chris's analysis regarding the proposed name change of Compark Blvd to New Vernon Blvd. His points about potential confusion among citizens, business owners, and emergency responders are valid.

From a 911 and dispatch perspective, this change would likely introduce significant operational challenges. The proposed modification, especially without a clear change in direction or natural break, risks creating inconsistencies that might impede emergency response times and accuracy.

Considering the feedback received from local businesses, many of whom are hesitant to adopt the new name, it appears that the community consensus does not currently support this change.

Thank you again,

Shannon Brend
Parker and Lone Tree
Communications Manager
18600 Lincoln Meadows Pkwy
Parker, CO 80134
303-805-3345 Dispatch
303-805-6605 Office
sbrend@parkerco.gov



Like us on Facebook: [Town of Parker](#) – [Parker Police Department](#) – [Parker Parks and Recreation](#) — [PACE Center](#)

From: Tommy Hanson <TJHanson@dcsheriff.net>

Sent: Monday, April 7, 2025 6:11 AM

To: Taylor Davis <tdavis@dcsheriff.net>

Cc: Christopher McNay <cmcnay@dcsheriff.net>; Brend, Shannon <sbrend@parkerco.gov>; Grace Reinis <GReinis@dcsheriff.net>

Subject: FW: Street Name Change Question

Chief:

Following is an in-depth analysis from Chris McNay reference changing part of Compark BLVD to New Vernon Blvd. Chris details how changing the street name in part adds a layer of complexity that will confuse citizens, business owners, multiple dispatch organizations, and responders from multiple agencies. Effectively Compark BLVD would change to New Vernon BLVD at Upland Dr. This change does not follow county accepted practices dealing with a street name change, (I.E. change of direction of a street, full intersection, etc.). This point is called out in the attached document, Section 2 Rules, point N on page 11.

In short, I agree with Chris' assessment. The potential for confusion, resulting in delayed response should be a major factor when considering a name change such as this.

Tommy Hanson

From: Christopher McNay <cmcnay@dcsheriff.net>

Sent: Friday, April 4, 2025 5:17 PM

To: Tommy Hanson <TJHanson@dcsheriff.net>; Shannon Brend <sbrend@parkeronline.org>; Grace Reinis <GReinis@dcsheriff.net>

Subject: FW: Street Name Change Question

Hello All,

Per the request below, I wanted to share this with you and get your thoughts.

Background:

About three weeks ago, Caitlin called to ask if 911 would support renaming Compark Blvd to New Vernon Blvd, based on a request from a new business in the area. After reviewing the addresses and businesses affected, I let her know this could cause significant issues for 911 if businesses chose not to update their addresses and continued using "Compark." This could lead to confusion for both Dispatch (during address verification) and for first responders trying to locate the address. In addition, it would have affected 104 address points between the two jurisdictions, most of which are multi-tenant commercial.

Current Request:

Today, Caitlin followed up with a revised request — instead of renaming the entire street, the proposal is now to rename just a portion of Compark Blvd (starting east of American Furniture Warehouse) to New Vernon Blvd. The attached image shows Compark with Upland to the left, this section is in Douglas' jurisdiction. As a reminder, Compark is a continuous through-road with no visual or directional cues to indicate a name change mid-block.

The section in question falls under DR 911 and Parker's jurisdiction. Near the center of the image on the left side of the street is Prairie Trail Dr, which is under Parker's jurisdiction — as is the business requesting this change. If approved, this would now impact 10 buildings and 47 sub-address points for a total of 57 addresses.

Concerns:

Renaming just a segment of the street, especially when there's no change in direction or natural break, creates confusion and inconsistency. The larger issue would arise if businesses chose not to adopt the new name and continue using the original "Compark Blvd" when calling 911 — further complicating response and dispatch efforts. In response to a survey sent out to businesses in the area, responses received said they did not support the change.

While I remain opposed to the change, I wanted to circulate this to get your feedback.

Timeline:

There is some urgency here — the resolution is scheduled to be voted on this **Tuesday, April 8th**.

Thank you,

Chris

From: Caitlin Zeiler <czeiler@douglas.co.us>
Sent: Friday, April 4, 2025 4:39 PM
To: Christopher McNay <cmcnay@dcsheiff.net>
Subject: Street Name Change Question

Hi Chris,

Commissioner Laydon has requested some feedback regarding the road name change to rename Compark Blvd to New Vernon Blvd. Compark Blvd is located in the County and in the Town of Parker. We are exploring the possibility of a road name change occurring on Compark Blvd at Upland Drive. The Douglas County Addressing and Street Naming Manual allows street name changes only where there is a logical transition point. There are no stop signs at this location on Compark Blvd. There is a stop sign on Upland Drive. See the street view below. Can you please review with your team and let me know your thoughts on a street name change at this intersection?



Thank you,

Caitlin Zeiler | Planning & Addressing Specialist
Douglas County Community Development Department
Planning Resources Division
Address | 100 Third St., Castle Rock, CO 80104
Direct | 303-660-7449 **Main** | 303-660-7460
Email | czeiler@douglas.co.us

March 18, 2025

COURTESY NOTIFICATION OF APPLICATION IN PROCESS

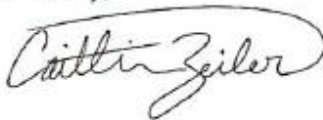
Please be informed that the request generally described below has been submitted to Douglas County for review in accordance with the Subdivision Resolution. This notice is being sent to abutting landowners for your information and to provide an opportunity to comment. As your comments are valuable to us, please contact us if you have any questions or concerns.

Below is a summary of the project; a map depicting the location of the request is also attached. For more specific project information, please contact the staff planner noted below at 303.660.7449 or via e-mail at czeiler@douglas.co.us. Comments may be submitted anytime prior to or at the public hearing.

Project Name:	Compark Boulevard Renaming
Project File #:	SB2025-012
Project Summary:	Staff, on behalf of the Board, requests a road name change in accordance with Article 7A of the Douglas County Subdivision Resolution. The request is to rename the entirety of Compark Boulevard to New Vernon Boulevard. A public hearing before the Board of County Commissioners to consider the road name change will be held on April 8, 2025 at 2:30 PM in the Commissioners' Hearing Room at 100 Third St., Castle Rock, CO.

Additional information and documents can be found on the www.douglas.co.us home page by searching for "pro" (project records on-line) and performing a Project Search for the Project Number provided above. You can then view the documents and details within the project file.

Sincerely,



Caitlin Zeiler
Planning & Addressing Specialist
303-660-7449
czeiler@douglas.co.us

Attachments:

Written Notice per 704A.03.1
Project Narrative
Draft – Road Name Change Approval Certificate
Exhibits A and B

SOUTH METRO FIRE RESCUE

FIRE MARSHAL'S OFFICE



Caitlin Zeiler, Planning & Addressing Specialist
Douglas County Department of Community Development, Planning Services
100 Third St
Castle Rock Co 80104
303.660.7460
303.660.9550 Fax

Project Name: Compark Blvd Renaming
Project File #: **SB2025-012**
S Metro Review #: REFRP25-00068

Review date: April 15, 2025

Plan reviewer: Aaron Miller
720.989.2246
aaron.miller@southmetro.org

Project Summary: Staff, on behalf of the Board, requests a road name change in accordance with Article 7A of the Douglas County Subdivision Resolution. The request is to rename the entirety of Compark Boulevard to New Vernon Boulevard. A public hearing before the Board of County Commissioners to consider the road name change will be held at a date TBD.

Code Reference: Douglas County Fire Code, 2018 International Fire Code, and 2021 International Building Code with amendments as adopted by Douglas County.

South Metro Fire Rescue (SMFR) has reviewed the provided documents. SMFR concurs with the response from the Douglas County Sheriff's Office and other emergency services agencies and does not support the renaming of Compark Blvd.

Name changes pose complications in emergency response operations, especially in this area, where there are many existing businesses and a school that are addressed off Compark Blvd. The additional confusion of changing a street name at an uncontrolled intersection is confusing for both businesses and cars traveling along this street.

If the name change were to be approved despite objections to the change, we would want to ensure that address numbering would remain on the established grid and alternate numbering would not be considered.

From: [Matthews, Bryce](#)
To: [Caitlin Zeiler](#)
Cc: [Lauren Pulver](#)
Subject: RE: Road Name Change
Date: Wednesday, March 26, 2025 4:07:53 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image009.png](#)
[image011.png](#)
[Street Name - Addressing IGA 20250319.pdf](#)

Hi Caitlyn,

We received the Douglas County referral for a proposed street name change for Compark Boulevard to New Vernon Boulevard. As you are aware, Douglas County and Parker have an addressing IGA (attached) that summarizes the requirements and process for addressing including new or changed street names. The IGA provides in part, at Sections 1-2, that “The street addresses... shall be subject to the approval of the Town.”; “All requests for new addressing must originate from the Town.”; and “The Town and County shall work together to resolve any unusual address requests, such as an address change request...” We appreciate the opportunity to review and comment on the proposed address change but it appears that the IGA requires additional actions and process before a decision may be made.

There are a couple of sections that I want to highlight in the Addressing Manual in the IGA to ensure we are coordinating and communicating on this proposed change.

Section V. C. says:

C. ADDRESS CORRECTION OR CHANGE

If an incorrect address is being used, the owners shall be contacted by phone or mail to correct the address. Address change requests shall be avoided when possible. If an address change is needed, the request shall be submitted to the Town Community Development Department. After coordination between the Town and County an address determination shall be rendered and made available to the owner. If an address is corrected or changed, an address change notification shall be sent to the owner.

First, the Town has not received a request for an address change from a property owner or business located on Compark Boulevard within our municipal limits so please provide us with more information about why the County is seeking such a change.

Second, the IGA discusses coordination between the Town and County on an address change determination. From the Town's perspective, a referral is not the IGA required coordination. A road name change requires steps, documents and approvals that the County and Town would both need to take for an address change.

Third, the agreement states that address changes should be avoided when possible. The Town is concerned about the impact of the proposed address change upon the multiple property owners, businesses and a school located on Compark Boulevard within municipal limits. What is the benefit of the address change and how would the County address the impacts caused by it to property owners, business and schools? We estimate there are 47 other existing businesses along this stretch of road that will need to change websites, business cards, advertising and outreach material, liquor licenses and other locational information.

I presume the County has notified all property owners of the proposed change but please confirm.

Section C.1. of the IGA says:

C. RENAMING A STREET

1. Requested by the Town of Parker Community Development Department, the Fire Protection District or Douglas County

In accordance with Section 13.07.120 of the Parker Land Development Ordinance, the Town of Parker Community Development Department may approve the street name change and the Town Clerk may file for recording with the County Clerk and Recorder's Office a plat correction certificate which describes the street name change.

In order to implement a road name change, the Town will need to develop, approve and record plat correction certificates. There are a number of approved plats in the Town along Compark Boulevard. The Town has not had the time to research the plats that would require a correction certificate, nor have we prepared documents.

The IGA is very successful in ensuring that addressing in the County and in the Town is coordinated in a thoughtful manner. If this road name change cannot be avoided, as stated in the IGA, the Town is requesting that the coordination and process agreed upon in the IGA be followed to ensure that property owners, businesses and the school in the area have adequate notice, the ability to comment on the proposal and the opportunity to work with the County to mitigate impacts. The Town must also have the time and opportunity to review the proposal, consider the impacts of an address change and

determine whether Town approval will be granted.

Please add this email as our referral response to the proposed Compark Boulevard Renaming 1st Amendment Referral (SB2025-012).

Please let us know if you have any questions or wish to discuss our comments further. We are available to meet as needed to discuss the proposal and the IGA required process for the proposed address change.

Sincerely,

Bryce Matthews



Bryce Matthews, Assistant Director - Planning
20120 E. Mainstreet, Parker, CO 80138-7335
303.805.3174 www.parkerco.gov





Right of Way & Permits

1123 West 3rd Avenue
Denver, Colorado 80223
Telephone: 303.285.6612
violeta.ciocanu@xcelenergy.com

March 31, 2025

Douglas County Planning Services
100 Third Street
Castle Rock, CO 80104

Attn: Caitlin Zeiler

Re: Compark Blvd Renaming, Case # SB2025-012

Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the plan **Compark Blvd** and currently has **no apparent conflict** with the name change. Upon approval of the project, please send the street name change request to Gary Motsinger in our Mapping/GIS department at Gary.D.Motsinger@xcelenergy.com.

Please be aware PSCo owns and operates existing natural gas and electric distribution facilities along and across said property.

Violeta Ciocanu (Chokanu)
Right of Way and Permits
Public Service Company of Colorado dba Xcel Energy
Office: 303-285-6612 – Email: violeta.ciocanu@xcelenergy.com

Agenda Item

Date: June 9, 2025
To: Douglas County Board of County Commissioners
Through: Douglas J. DeBord, County Manager
From: Terence T. Quinn, AICP, Director of Community Development *TQ*
CC: Matt Jakubowski, AICP, Chief Planner
Curt Weitkunat, AICP, Long Range Planning Manager
Steven E. Koster, AICP, Assistant Director of Planning Services
Subject: **Douglas County Zoning Resolution Planned Development Amendment Process**

SUMMARY

Staff was directed by the Board to identify opportunities to remove unnecessary red tape in the Planned Development (PD) amendment sections of the Douglas County Zoning Resolution (DCZR). Staff compared the statutory requirements for PDs in Colorado Revised Statutes (C.R.S.) Section 24-67-106 against how PD Amendment applications are processed by County staff pursuant to the DCZR. Staff considered time savings, cost savings, and removal of “pain points” from the process when identifying opportunities.

OPPORTUNITIES FOR ADJUSTING THE PROCESS

The following opportunities for improvement to the PD amendment process have been identified in a redline of DCZR Sections 1512 through 1523.

1. Require a presubmittal meeting. Saves time and money and reduces pain points for applicants by providing procedural guidance prior to application submittal.
2. Revise all PD amendment approval criteria to align with C.R.S. Section 24-67-106.
3. Optional staff “Initial Review” to allow direct entry to the referral review period. Saves two weeks or more of process and consultant costs at the front end. However, following referral there could be more comments to address than typical.
4. Referrals sent to “Regulatory” agencies and to HOAs within 1,000 feet of a subject property. Time savings due to a more targeted referral list.
5. Eliminate mailing of a Courtesy Notice for all PD Amendments. Cost savings for applicants as they would not have to reimburse the County for the cost of the materials.
6. Eliminate mailed and published public notice in Administrative PD Review. Cost savings for applicants as no fees for materials, mailing, and published notice required.

7. Assign a public hearing date for Major PD Amendments at the closure of the referral period. Time savings and reduction of an applicant pain point by assigning a hearing date to achieve.
8. Eliminate the Planning Commission hearing for Major PD Amendments. Time savings of two to four weeks. Cost savings through elimination of consultant fees for preparation and attendance at a hearing.
9. Eliminate required posted hearing notice for Major PD Amendments. No time savings. Significant cost savings as signs may cost several hundred dollars apiece to produce. Some PD amendments have required as many as 10 or more signs.

NEXT STEPS

Staff is prepared, if directed by the Board, to initiate the Zoning Resolution amendment process to revise the Administrative and Major Amendment sections in DCZR Section 15.

ATTACHMENTS

Colorado Revised Statutes Section 24-67-106
Redline of DCZR Sections 1512 through 1523

C.R.S. 24-67-106(3)(b)

Enforcement and modification of provisions of the plan

(3) All those provisions of the plan authorized to be enforced by the county or municipality may be modified, removed, or released by the county or municipality, subject to the following:

(b) Except as otherwise provided in paragraph (b.5) of this subsection (3), no substantial modification, removal, or release of the provisions of the plan by the county or municipality shall be permitted except upon a finding by the county or municipality, following a public hearing called and held in accordance with the provisions of section 24-67-104 (1)(e) that the modification, removal, or release is consistent with the efficient development and preservation of the entire planned unit development, does not affect in a substantially adverse manner either the enjoyment of land abutting upon or across a street from the planned unit development or the public interest, and is not granted solely to confer a special benefit upon any person.

SECTION 15 PD - PLANNED DEVELOPMENT DISTRICT

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1501 Intent

To encourage innovative and creative design and to facilitate a mix of use in the development of a balanced community including residential, business, commercial, recreational, open space, and other selected secondary uses, in accordance with Section 24-67-101, et. seq., C.R.S. Growth should occur in a phased and contiguous manner to save on the costly, premature extension of basic infrastructure.

Development within this district should be designed to:

- ensure that provision is made for ample open space;
- ensure that environmentally and visually sensitive areas are preserved;
- promote layout, design and construction of residential development that is sensitive to the natural land form and environmental conditions of the immediate and surrounding area;
- provide or be located in proximity to employment and activity centers such as shopping, recreational, and community centers, health care facilities, and public transit;
- ensure the adequacy of public facilities to accommodate population growth;
- promote balanced developments of mixed housing types;
- encourage the provision of dwellings with a range of affordability; and
- otherwise implement the stated purpose and intent of this Resolution and the Douglas County Comprehensive Master Plan.

Development in this district is permitted only in accordance with a Development Plan prepared and approved in accordance with the provisions herein.

The PD zone district is characterized by neighborhoods balanced in terms of scale and identity and as a complete community with adequate schools, parks, employment opportunities, convenience retail, health services, and public transit. Pedestrian, bicycle, and automobile circulation should include connections between neighborhoods, community facilities, employment centers, and shopping centers.

1502 General Requirements *(Amended 9/27/22)*

Planned Developments may be controlled by one or more owners and shall be developed under unified control or by a unified plan. The owners, successors, heirs, or assigns shall be bound by the approved Development Plan, including any amendments thereto approved by the Planning Director or Board of County Commissioners.

1502.01 In order to provide uniform administrative procedures and quality development standards, Planned Developments shall conform to the following sections of this Resolution, as amended:

Sections: 1 – Administrative Provisions and Procedures
2 – General Requirements and Exceptions

- 15 – PD – Planned Development District
- 18 – Floodplain Overlay District
- 18A – Water Supply Overlay District
- 19 – Centennial Airport Review Area – Overlay District
- 20 – Nonconforming Uses and Buildings
- 21 – Use by Special Review
- 22 – Temporary Structures
- 23 – Home Occupations
- 24 – Animals
- 25 – Rezoning
- 26 – Variance Standards and Procedures
- 26A – Appeal Standards and Procedures
- 27 – Site Improvement Plan
- 27A – Cell Site Design Standards
- 28 – Parking Standards
- 29 – Sign Standards
- 30 – Lighting
- 31 – Clearing, Grading, and Land Disturbance
- 32 – Location and Extent
- 36 – Definitions

Development Plans may include more restrictive regulations than that which is included in the above listed sections, but standards shall not be established that fall below these minimum standards.

Additionally, Development Plans may include regulations for signs, parking and definitions which are not addressed by this Resolution.

- 1502.02 Mineral extraction operations processed as Planned Developments shall meet all requirements and criteria listed in the Uses Permitted by Special Review Section of this Resolution.
- 1502.03 A portion of the gross site area shall be dedicated to Douglas County for public use, or cash-in-lieu of land as required by the Douglas County Subdivision Resolution.
- 1502.04 All public utility distribution lines shall be placed underground.
- 1502.05 All uses proposed in the Planned Development shall be served by a central water and sanitation facility, unless this Zoning Resolution permits the proposed uses to be served by an individual well and an individual septic system.

1503 Approval Criteria for Planned Development Rezoning *(Amended 11/18/14)*

The following criteria shall be considered by the Planning Commission and Board in the review of planned development rezoning applications:

- 1503.01 whether the application is in compliance with the requirements of this Resolution and the Douglas County Comprehensive Master Plan;
- 1503.02 whether the application is in compliance with all applicable statutory provisions;
- 1503.03 whether there has been a substantial change in the character of the neighborhood, since the land was last zoned;
- 1503.04 whether the application demonstrates public facilities and services necessary to accommodate the proposed development will be available concurrently with the impacts of such development;
- 1503.05 whether the roadway capacity necessary to maintain the adopted roadway level-of-service for the proposed development will be available concurrently with the impacts of such development;
- 1503.06 whether the proposed rezoning is compatible with the surrounding land uses;
- 1503.07 whether the subject land is suitable for the intended use and is compatible with the natural environment;
- 1503.08 whether the proposed Development Plan complies with the general requirements in 1502 herein;
- 1503.09 whether the planned development provides for unified development control under a unified plan; and
- 1503.10 whether the application is in conformance with Section 18A, Water Supply Overlay District, herein. *(Amended 5/26/2015)*

1504 Prerequisite *(Amended 8/11/04)*

Prior to submittal of a planned development rezoning application, the applicant shall meet with staff to review the proposal and discuss the procedures and submittal requirements.

- 1504.01 The applicant shall contact the Planning Services Division and schedule a presubmittal meeting which may include the Engineering staff and other referral agencies, as deemed necessary. The applicant shall provide the following:

- 1504.01.1 a schematic plan illustrating the location and relationship of proposed uses by planning area, including access, street network, trails, parks, open space, connections to neighborhoods;
 - 1504.01.2 preliminary evidence of the availability of services, including schools, fire and sheriff protection, parks, utilities such as water, sanitary sewer, electricity, and gas; and
 - 1504.01.3 a description of the site regarding natural and man-made hazards, soils, vegetation, water features, drainages, and wildlife movement areas.
- 1504.02 The staff shall comment on the proposed planned development design; compliance with the intent of the planned development provisions, and the Comprehensive Master Plan, and explain the rezoning process. Additional review may be required at the discretion of the Director due to the size and/or complexity of the proposal.
- 1504.03 A staff comment summary shall be provided to the applicant, and to the Planning Technician for inclusion in the project file.

1505 Rezoning Submittal Process *(Amended 8/11/09)*

The rezoning application shall be submitted only after the presubmittal meeting(s) has been completed and the applicant has received the written staff comment summary from the presubmittal meeting. The submittal is processed as follows:

- 1505.01 The applicant shall submit the required submittal information to the Planning Services Division. The submittal shall be reviewed by staff and a determination of completeness shall be made within 15 calendar days. The applicant shall be notified in writing if the submittal is incomplete, and any inadequacies shall be specifically identified. An incomplete submittal will not be processed. *(Amended 9/27/22)*
- 1505.02 Once the submittal is determined complete, staff will notify the applicant in writing of the number of copies of the submittal information required for distribution to referral agencies. Staff will identify in the written notice which referral agencies are a regulatory referral agency and which referral agencies are an advisory referral agency. The mailing addresses of the referral agencies shall be provided to the applicant. Electronic distribution is preferred. Otherwise, referral packets shall be provided by the applicant in unsealed manila envelopes, without postage, addressed to the appropriate referral agency, with submittal information properly folded and compiled. Staff shall include a referral response sheet and distribute the referral packets to the referral agencies. *(Amended 9/27/22)*

1505.03 Staff shall send a courtesy notice of an application in process and applicable contact information to all abutting landowners and owners of land separated by 300 feet or less from the property by a platted tract. In Nonurban Areas, staff shall send a courtesy notice of an application in process to the entity or entities responsible for ownership and maintenance of a shared private access. The applicant shall reimburse the County for the cost of materials. Errors in the courtesy notice shall not negatively impact the determination of public notice compliance set forth herein. *(Amended 4/13/2021)*

1505.04 If the referral agencies elect to comment, they shall comment within 21 calendar days of the date the referral packets were mailed or electronically distributed, unless the applicant grants, in writing, an extension of no more than 30 calendar days. After the 21 calendar days, if no extension is granted, any referral agency responses received will be accepted for informational purposes only and provided to the applicant, Planning Commission, and the Board. *(Amended 11/12/13)*

All referral agency comments shall be provided by staff to the applicant upon receipt. The applicant shall address the comments of all regulatory referral agencies received within the 21-calendar day referral period, or as extended by the applicant, by identifying in writing the extent to which the project has been revised in response to the comments. The applicant is strongly encouraged to provide staff a written response to timely comments of any and/or all advisory referral agencies. *(Amended 9/27/22)*

The applicant is encouraged to meet with the referral agencies and staff to address any concerns. The applicant is required to pay those fees assessed by regulatory referral agencies. *(Amended 9/27/22)*

1505.05 Staff will review the referral agency comments, discuss the concerns with the applicant, schedule a public hearing before the Planning Commission, notify the applicant in writing of the hearing date and time, and prepare a staff report for the Planning Commission. The applicant is responsible for public notice of the hearing in accordance with Section 1511 herein.

1505.06 The Planning Commission shall evaluate the rezoning request, staff report, referral agency comments, applicant responses, and public comment and testimony, and make a recommendation to the Board to approve, approve with conditions, continue, table for further study, or deny the rezoning request. The Planning Commission's decision shall be based on the evidence presented, compliance with the adopted County standards, regulations, policies, and other guidelines.

1505.07 Following the recommendation by the Planning Commission, staff shall schedule a public hearing before the Board, notify the applicant in writing

of the hearing date and time, and prepare a staff report for the Board. The hearing shall be scheduled for the earliest available time taking into consideration the 14-day public noticing requirement but no later than 120 days after the final Planning Commission hearing. The applicant is responsible for public notice of the hearing in accordance with Section 1511 herein.

1505.08 For applications that propose a water supply from an Existing District, at least 21 days prior to the Board hearing, the applicant shall submit evidence of inclusion of the property into the Existing District. An inclusion agreement may be contingent on approval of the rezoning by the Board.

1505.09 The Board shall evaluate the rezoning request, staff report, referral agency comments, applicant responses, the Planning Commission recommendation, and public comment and testimony, and shall approve, approve with conditions, continue, table for further study, remand to the Planning Commission, or deny the rezoning request. The Board's action shall be based on the evidence presented, compliance with the adopted County standards, regulations, policies, and other guidelines.

1505.10 Upon approval, the Development Plan shall be recorded in accordance with Section 1510 herein.

1505.11 If denied by the Board, a resubmittal of a rezoning request for the same or substantially same request, as determined by the Director, shall not be accepted within 60 days of such denial. The applicant may appeal the decision of the Director, in writing, to the Board of Adjustment pursuant to Section 26A of this Resolution. The submittal of a new application and processing fee shall be required to pursue a proposed rezoning. *(Amended 4/10/12)*

1506 General Submittal Requirements *(Amended 11/18/14)*

1506.01 A completed application form *(available from the Planning Office)*

1506.02 Application Fee *(fee schedule available from the Planning Office)*

1506.03 Proof of ownership, which may be updated or current title insurance policy or title commitment no more than thirty days old from the date of application.

1506.04 A notarized letter of authorization from the landowner permitting a representative to process the application, as necessary.

1506.05 Project Summary *(per 1507 herein)*

- 1506.06 Plan Exhibit (*per 1508 herein*)
Plan reductions (11"X17") shall be required for public hearing packets for the Planning Commission and the Board.
- 1506.07 Development Plan (*per 1509 herein*)
Plan reductions (11"X17") shall be required for public hearing packets for the Planning Commission and the Board.
- 1506.08 A copy of the staff comments from the presubmittal review and any additional information, as requested by staff.
- 1506.09 Water supply documentation in accordance with Section 18A, Water Supply Overlay District, herein. (*Amended 5/26/2015*)
- 1506.10 Documentation of the physical and legal capability to provide sanitation.
- 1506.11 An analysis of the capacity of public facilities and services within the impact area.
- 1506.11.1 A traffic impact study in accordance with the Douglas County Roadway Design and Construction Standards.
- 1506.11.2 Documentation of capacity from the fire protection district in accordance with fire district level of service standards.
- 1506.11.3 Documentation of capacity from the school district in accordance with the school district capacity policy.

1507 Project Summary (*Amended 11/18/14*)

The following information shall be submitted in written narrative form, unless waived by the Director:

- 1507.01 The name and address of:
- landowner/applicant
 - representative, if applicable
 - mineral rights owner
 - water rights owner
- 1507.02 General project concept
- 1507.03 Proposed development staging and time frame.
- 1507.04 Relationship to the existing and adjacent land uses.

- 1507.05 Changes in the character of the neighborhood, since the land was last zoned, to substantiate a rezoning.
- 1507.06 A description of the availability and adequacy of public services and facilities.
- 1507.07 An analysis of the site characteristics related to the proposal, including any environmentally hazardous, sensitive or natural resource areas. Describe any natural or manmade hazards.
- 1507.08 Impacts on existing flora and fauna.
- 1507.09 Compliance with the: *(Amended 5/26/2015)*
- Douglas County Comprehensive Master Plan
 - 1041 Regulations regarding New Communities
- 1507.10 A description of the recreational facilities, including existing and proposed park sites, open space and accessibility to parks and open space areas.
- 1507.11 Any other required information as applicable when other applications are processed in conjunction with the land-use application.
- 1507.12 Comparison Analysis

Provide a chart on 8 1/2" X 11" paper comparing the proposed Development Plan to the zone district requirements of the Zoning Resolution.

e.g.: MULTIFAMILY	Proposed	County
Maximum Height	35'	50'
Front Setback	15'	25'
e.g.: COMMERCIAL – Uses by Right	Proposed	County
Retail Commercial	Yes	Yes
Car Sales/Service	Yes	Yes
Bungee Jumping	Yes	No

1508 Plan Exhibit

- 1508.01 The plan shall be submitted on 24" X 36" paper at a scale of 1" = 100', 1" = 200' or another scale approved by the Director. A margin, at least 1" on all sides, shall be provided on each sheet and left entirely blank.
- 1508.02 The name of the proposed planned development shall be placed at the top of each sheet along the long dimension of the sheet. Names shall not duplicate existing planned developments or subdivisions. A general legal description stating the aliquot portion of the section, section, township,

range, 6th P.M., and Douglas County shall be included under the name followed by the total acreage, number of residential units, or square footage of business, commercial, or industrial. For example:

MEADOWBROOK PLANNED DEVELOPMENT

A part of the S/2 of Section 9, Township 6 South, Range 67 West
of the 6th P.M., Douglas County, CO
475 acres – 230 dwellings – ZR__-_____

- 1508.03 A written metes and bounds legal description of the land.
- 1508.04 Two vicinity maps that depict the area to be rezoned and the area which surrounds this site within a 2 mile radius. One vicinity map shall be superimposed on the Douglas County Zoning Map, and the other vicinity map shall be superimposed on the Douglas County Subdivision map, maintaining the same scale.
- 1508.05 A block in the lower right-hand corner, or along the right-hand margin, which includes the following:
- the preparation date
 - a north arrow designated as true north
 - a written and graphic scale
 - the names and addresses of the applicant, developer, engineer or surveyor who prepared the exhibit
 - the number of the sheet and the total number of sheets
- 1508.06 Indicate existing zoning of the land on the plan exhibit and the existing zoning and land uses of the adjacent land.
- 1508.07 Delineate, to scale, the existing easements or rights-of-way on the site, their use and titleholder or right holder.
- 1508.08 Show all existing structures on the site, their uses and whether they are to remain on the site.
- 1508.09 Show public access to the site and internal circulation, not limited to vehicular.
- 1508.10 Delineate right-of-way dimensions, name and surface materials for all points of access on or adjacent to the site.
- 1508.11 Show topography at 10' contour intervals including high and low spot elevations; shadow areas of 20% or greater slope, - the staff planner may request that other significant topographic conditions be depicted at greater or lesser intervals where appropriate.

- 1508.12 Graphically define all natural and man-made watercourses, retention areas, streams and lakes, and any known 100-year floodplains affecting the site.
- 1508.13 Show all adjacent land owned by the applicant, the current or intended use of such land; land not part of the rezoning request shall be noted as such.
- 1508.14 Note any unique features on the site, historical landforms, views, etc.

1509 Development Plan (Amended 8/22/07)

The Development Plan shall be prepared on 24" X 36" sheets. A margin, at least 1" on all sides, shall be provided on each sheet, and left entirely blank. The name of the planned development shall be centered on the upper portion of each sheet and the sheet number in the lower right hand corner of each sheet. Textual information shall be placed in columns 5-8 inches in width. Type style shall be sans serif (*without a fine line finishing off the main strokes of a letter*) at a minimum size of 12 pt. For processing purposes, the textual information may be prepared on 8 1/2" X 11" paper.

1509.01 Sheet 1

The name of the proposed planned development shall be centered at the top of the sheet along the long dimension of the sheet.

1509.01.1 The following wording shall be placed verbatim in columns, 5-8 inches in width, beginning in the upper left-hand column:

GENERAL PROVISIONS

Authority

This Development Plan is authorized by Section 15 – Planned Development District of the Douglas County Zoning Resolution adopted pursuant to the Colorado Planned Unit Development Act of 1972, as amended.

Applicability

The provisions of this Development Plan shall run with the land. The landowners, their successors, heirs, or assigns shall be bound by this Development Plan, as amended and approved by the Community Development Director or Board of County Commissioners.

Adoption

The adoption of this Development Plan shall evidence the findings and decision of the Douglas County Board of Commissioners that this Development Plan for (*name of development*) is in general conformity with the Douglas County Comprehensive Master Plan; is authorized by the provision of Section 15 of the Douglas County Zoning Resolution; and that such Section 15 and this Development Plan comply with the Colorado Planned Unit Development Act of 1972, as amended.

Relationship to County Regulations

The provisions of this Development Plan shall prevail and govern the development of (*name of development*), provided, however, that where the provisions of this Development Plan do not address a particular subject, the relevant provisions of the Douglas County Zoning Resolution, as amended, or any other applicable resolutions or regulations of Douglas County, shall be applicable.

Enforcement

To further the mutual interest of the residents, occupants, and owners of the Planned Development and of the public in the preservation of the integrity of the Plan, the provisions of this Plan relating to the use of land and the location of common open space shall run in favor of Douglas County and shall be enforceable at law or in equity by the County without limitation on any power or regulation otherwise granted by law.

Conflict

Where there is more than one provision within the Development Plan that covers the same subject matter, the provision which is most restrictive or imposes higher standards or requirements shall govern unless determined otherwise by the Director of Community Development.

Maximum Level of Development

The total number of dwellings or the total commercial, business, or industrial intensity approved for development within the Planning Areas is the maximum development requested for platting or construction (plus approved density transfers, if any). The actual number of dwellings or level of development for commercial, business, or industrial properties may be less due to subdivision or site improvement plan requirements, land carrying capacity, or other requirements of the Board of County Commissioners.

Project Tracking

At the time of subdivision final plat, the applicant shall provide a summary of the development, to date, along with the final plat submittal to the Planning Services Division, in order to assure maximum development limits are not exceeded.

- 1509.01.2 The statement of commitments shall follow the above in the identical format, with the following heading:

“STATEMENT OF COMMITMENTS”

The statement of commitments shall, in all cases, describe the development commitments including a method for assigning responsibility to heirs, successors, or assigns, and timing of the fulfillment of these commitments for the following:

- (1) Dedication: Public dedication for parks, schools, libraries, roads, drainage, etc., either in specific acreage dedication (referenced by symbol) or specific cash-in-lieu of land or facilities. Describe the proposed ownership, utility provision, improvement schedule, and maintenance provision. A provision for on-demand dedication for regional parks and trails and school sites should be stated. The applicant shall provide title insurance for County-dedicated land. In all cases, dedicated land shall be conveyed to Douglas County and the County may further convey the land to the appropriate agency.
- (2) On- or off-site improvements: Provision shall be made for the construction of, or payment of fees for, county or off-site improvements through bonding or the imposition of pro rata fees.
- (3) Wildlife preservation plan
- (4) Wetlands/riparian preservation plan
- (5) Project phasing restrictions
- (6) Fire protection
- (7) Payment of taxes on land to be dedicated for public use
- (8) Other commitments imposed by the Board

Parks/Trails/Open Space Commitments Matrix

Area	Plan Preparation and Approval	Construction Timing	Construction Responsibility	Maintenance Responsibility	Ownership
Park A					
Park B					
Trail					

(Amended 3/28/01)

- 1509.01.3 For applications where the applicant proposes creation of a New Special District to provide water service as described in Section 18A, Water Supply Overlay District, of this Resolution, the statement of commitments shall include a commitment to submit evidence of the creation of the New Special District and of execution of all intergovernmental agreements necessary for water service, prior to submittal of the first preliminary plan, minor development final plat, or site improvement plan. *(Amended 9/27/22)*

1509.01.4 OWNERSHIP CERTIFICATION

Name of Landowner _____

(Landowner's Signature – notarized)

I/we _____, (one of the following: qualified title insurance company, title company, title attorney, or attorney at law), duly qualified, insured or licensed by the State of Colorado, do hereby certify that I/we have examined the title of all lands depicted and described hereon and that title to such land is owned in fee simple by _____ at the time of this application.

(Notarized Signature) _____

Name of Authorized Official

(date) _____

Name of Company: _____

OR

(Signature) (Registration No.) _____

Name of Attorney

(date) _____

1509.01.5 COUNTY CERTIFICATION

This rezoning request to Planned Development has been reviewed and found to be complete and in accordance with the (Board Resolution or Motion Number and Date) approving the Planned Development and all applicable Douglas County Regulations.

(Signature) _____

Chairman, Board of County Commissioners (date) _____

(Signature) _____

Director, Community Development

(date) _____

1509.01.6 CLERK AND RECORDER CERTIFICATION

I hereby certify that this Plan was filed in my office on this (day) of (month), 20____, A.D. at ____ o'clock a.m./p.m., and was recorded per Reception No. _____.

Douglas County Clerk and Recorder

1509.01.7 INDEX

i.e.: *Sheet 1 General Provisions/Requirements*
Sheet 2 Development Standards
Sheet 3 Development Plan

1509.02 Sheet 2

The name of the proposed planned development shall be centered at the top of the sheet along the long dimension of the sheet. Beginning in the upper left-hand column of the sheet, state the following for each planning area category, e.g., single family:

1509.02.1 Principal Uses

1509.02.2 Uses Permitted by Special Review

1509.02.3 Accessory Uses/Structures

1509.02.4 Standards for Principal and Accessory Uses:

- (1) minimum lot area
- (2) minimum front, side and rear setbacks. Include a graphic representation or footprint of all typical residential structures other than single family detached, i.e., zero lot line, patio, etc. In order to provide for sufficient parking in all residential development where the garage door directly faces and is accessed by a public street, a minimum setback of 20 feet shall be required from the garage to the edge of the sidewalk nearest the garage, or, where sidewalks are not required, from the garage to the edge of the pavement
- (3) maximum building heights

1509.02.5 Other standards or requirements provided in 1502.01 herein

1509.02.6 Complete legal description - the staff planner may allow this to be provided on a separate sheet, if lengthy

1509.03 Sheet 3

The name of the proposed planned development shall be centered at the top of the sheet along the long dimension of the sheet. This sheet shall graphically depict the site and include the following:

1509.03.1 A block in the lower right-hand corner, or along the right-hand margin, which includes the following:

- North Arrow
- Graphic and written scale at 1" = 100' or 1" = 200' or as otherwise approved by the Director or staff planner
- Date of Preparation

- 1509.03.2 Two vicinity maps that depict the relationship to the surrounding area within a 2-mile radius.
- One vicinity map shall be superimposed on a current Douglas County Subdivision Map,
 - The other shall be superimposed on a current Douglas County Zoning Map, maintaining the same scale.
- 1509.03.3 Dimensions, bearings, and control points along all exterior property lines
- 1509.03.4 Topography at 10' contour intervals, including high and low spot elevations; shadow areas of 20% or greater slope - the staff planner may request that other significant topographic conditions be depicted at greater or lesser intervals where appropriate.
- 1509.03.5 Access
- (1) Arterials and collectors - In all cases, access shall be depicted to all planning areas, include right-of-way dimensions and surface width. *(Refer to the Douglas County Roadway Design and Construction Standards, the Douglas County Storm Drainage Design and Technical Criteria manual, and the Subdivision Resolution Design Guidelines).*
 - (2) Trails
 - (3) Existing Easements - The staff planner may allow them to be provided on a separate plan
- 1509.03.6 100-year floodplains - Depending upon the extent of floodplain area, the Director may permit this information to be provided on a separate sheet.
- 1509.03.7 Land Dedication
- Public or private, regional and community parks, open space and trails shall be depicted and referenced by number, letter or symbol. Local park dedication shall be determined at the time of platting.
 - All other land dedication including school, library, fire station, or sheriff substations as needed or required.
- 1509.03.8 Planning Areas
- All planning areas and open space areas shall be shown overlaid on topography at a scale that clearly delineates the planning area boundaries so that they can be located on the site.

- For each planning area shown on the Development Plan or within a separate table, indicate the following:
 - acreage
 - number of dwelling units
 - land use designation
 - residential density
 - nonresidential square footage

NOTE: *The number of dwellings indicated in the planning areas is the maximum number of dwellings requested, the total of which cannot exceed the total number approved for the proposed PD. The density range for each planning area, when calculated to the maximum proposed, shall not exceed the total number of dwellings for the entire PD. The actual number of dwellings approved by the Board may be less than shown on the plan due to subdivision or site improvement plan requirements or other requirements of the Board.*

1509.03.9 Land Use Table

A separate land-use table, which indicates the total land use for the planned development, shall be prepared as follows:

PARTIAL EXAMPLE					
SYMBOL	LAND USE	GROSS DENSITY	UNITS	ACRES	%
SF	Single Family	3	120	40.0	26%
MF	Multi Family	9	765	35.0	23%
DP	Dedicated Parks	-	-	42.5	28%
SUBTOTAL		8.38	985	117.5	77%
C	Commercial	566,280 sq. ft.		25.0	17%
I	Industrial	217,800 sq. ft.		9.0	6%
SUBTOTAL		784,080 sq. ft.		34.0	23%

1510 Recordation of Development Plan

- 1510.01 Upon approval by the Board, the applicant shall have six (6) months to submit 2 sets of the approved amended Development Plan on 24" X 36" tapeless, spliceless and creaseless original film mylar, 3 millimeters thick, using only permanent black ink that will adhere to drafting films (*no ball point, transfer type or stickybacks*); or an acceptable "fix-line" photographic reproduction or computer generated reproduction (*emulsion up*) of the original drawings, ready for recordation, including the recordation fees, to the staff planner. In addition, the applicant shall submit one 11" X 17" mylar reduction (*as specified above*) of the Development Plan to the Planning Services Division.

If the documents are not submitted within said time period, the PD zoning and Development Plan will be void and of no force or effect.

- 1510.02 Within 30 days of receipt of the Development Plan, the staff planner shall review the documents for compliance with the Board approval, obtain the County Official's signatures and submit to the Clerk and Recorder's Office for recordation.
- 1510.03 The Director may grant no more than one extension of time, of not more than six (6) months, upon a written request by the applicant prior to the expiration of the six (6)-month period. An extension request shall include a fee and a narrative stating the reasons for the applicant's inability to comply with the deadline, listing any changes in the character of the neighborhood, any changes in the County Comprehensive Master Plan, Subdivision Resolution, or this Resolution that have occurred since approval of the plan. Additional review of the plan may occur resulting in additional conditions, as applicable. Further extensions may be granted by the Board at a public meeting, upon written request by the applicant or staff. *(Amended 4/10/12)*
- 1510.04 If the request for an extension of time for recordation of the plan is denied by the Director, the applicant may appeal the denial in writing to the Board of Adjustment pursuant to Section 26A of this Resolution. *(Amended 4/10/12)*

1511 Notice Requirements – Rezoning

The applicant shall be responsible for public notification. In calculating the time period for public notification the day of publishing, posting, or mailing shall be counted toward the total number of days required. The day of the hearing shall not be counted toward this total.

The degree of accuracy required for the information contained in these public notices shall be that of substantial compliance with the provisions of this section. Substantial compliance for these public notices shall be determined by the Planning Commission and the Board of County Commissioners for their respective public hearings. *(Amended 3/28/01)*

1511.01 WRITTEN NOTICE *(Amended 11/18/14)*

At least 15 days prior to the Planning Commission hearing and the Board hearing, the applicant shall mail a written notice of the hearing by first-class mail to the address of each abutting landowner as such address is shown in the records of the Douglas County Assessor's Office. The notice shall read substantially the same as the published notice also required by this section.

At least seven (7) days prior to the public hearing, the applicant shall submit the following to Douglas County Planning Services:

- alphabetical list of the abutting landowners;
- map showing the site and the location of the abutting landowners;
- copy of the notice sent to the landowners; and
- certificate of mailing

The person completing the mailing of the written notice shall execute a certificate of mailing. Such certificate shall read as follows:

CERTIFICATE OF MAILING

I hereby certify that a true and correct copy of the attached written notice was placed in the U.S. mail, first-class, postage prepaid this ____ day of _____, 20____, and addressed as follows:

(list of addresses)

(signature of person completing the mailing)

In the event the applicant fails to mail a notice to an abutting landowner or otherwise fails to comply with the written notice required in this section, the landowner who did not receive such complying notice may waive such notice by submitting a written waiver to Douglas County Planning prior to the hearing.

1511.02 POSTED NOTICE *(Amended 5/13/14)*

At least 14 days prior to the Planning Commission hearing and 14 days prior to the Board hearing, the applicant shall post a notice on the land under consideration. The notice shall consist of at least one sign facing each abutting public or private street open for travel, within 10 feet of the property line abutting such street, placed on posts at least four feet above ground level. In the event the staff planner determines a sign cannot be placed abutting such street and be visible from such street or that there is no abutting public or private street open for travel, the staff planner may require an alternate location for a sign. Additional signs may be required by the staff planner. Each sign shall measure not less than 3' x 4'. Letter size shall be a minimum of three inches high, and a minimum of six inches high for the sentence that reads, "For more information call Douglas County Planning at 303.660.7460." *(Amended 11/6/2018)*. Such notice shall read:

NOTICE OF PUBLIC HEARING BEFORE THE
(PLANNING COMMISSION OR BOARD OF COUNTY COMMISSIONERS)

This land shall be considered for a change in zoning from (zone district) to PD – Planned Development. The public hearing is (date), in the Commissioners' Hearing Room, 100 Third Street, Castle Rock, CO at (time). For more information call Douglas County Planning at 303-660-7460.

File No./Name: _____

- 1511.02.1 An affidavit of sign posting shall be submitted for the file to Douglas County Planning at least 7 days prior to the hearings. The sign(s) shall be photographed by the applicant and attached to the affidavit as follows:

(attach photo here)
(Sign lettering must be legible in photo)

I, (print name of applicant/representative/person posting sign), attest that the above sign was posted on (date) abutting (name of street).

(signature) File No./Name _____

STATE OF COLORADO)
) ss.

COUNTY OF _____)

Acknowledged before me this ____ day of _____, 20__ by _____ as _____.

My commission expires: _____

Witness my hand and official seal _____
Notary Public

- 1511.02.2 The sign shall be removed by the applicant within 2 weeks following the final decision by the Board.

1511.03 PUBLISHED NOTICE *(Amended 5/13/14)*

At least 14 days prior to the Planning Commission hearing and 14 days prior to the Board hearing, the applicant shall:

- publish a notice in at least one publication of a daily or a weekly legal newspaper of general circulation, printed or published in whole or in part in Douglas County; and
- provide a publisher's affidavit of said published notice to Douglas County Planning at least 7 days prior to the public hearing

The Board may direct that the notice be published in one or more additional newspapers of general circulation in Douglas County. Such notice shall read:

NOTICE OF PUBLIC HEARING BEFORE
(PLANNING COMMISSION OR BOARD OF COUNTY COMMISSIONERS)

A public hearing will be held on (date), at (time), in the Commissioners' Hearing Room, 100 Third Street, Castle Rock, CO, for a change in zoning from (zone district) to PD – Planned Development. The subject property is located approximately (distance and direction from nearest major intersection). For more information call Douglas County Planning at 303-660-7460.

File No./Name: _____

1512 Amendments to the Development Plan

The Director shall determine whether an amendment request shall be considered an administrative amendment or a major amendment based on the criteria established herein.

Requests for a decrease of the setback, minimum lot size, or increase of the maximum building height for individual lots within the Planned Development shall be processed as a variance in accordance with Section 26 of this Resolution.

1513 Administrative Amendment - Process Eligibility Criteria (Amended 5/13/14)

The applicant shall attend a presubmittal meeting with the Planning Services Division to discuss the procedures and submittal requirements for an administrative amendment to an approved planned development. An amendment request may be considered administrative if it meets the following criteria, as determined by the Director:

- 1513.01 Setbacks - A decrease of the required setback when such decrease is no more than a 20% change to the originally approved setback. (Amended 9/27/22)
- 1513.02 Minimum Lot Size - A decrease of the minimum lot size when such decrease is no more than a 20% change to the originally approved minimum lot size. (Amended 9/27/22)
- 1513.03 Maximum Building Height - An increase of the maximum building height when such increase is no more than a 20% change to the originally approved maximum building height. (Amended 9/27/22)
- 1513.04 Increased Number of Dwelling Units - An increase of the number of dwelling units in a planning area of 20% or less provided:
 - the change is compatible with the density range of the affected planning area of the Development Plan,

- the service providers are able to serve the additional units, and
- the proposed increase meets the overall intent of the Development Plan.

1513.05 Text Changes - Changes to the text when such changes do not alter the intent of the planned development or the commitments.

1513.06 Street Alignment - The Director, upon consultation with the County Engineer, shall determine whether a minor shift in the alignment of an arterial or collector road impacts abutting planning areas or traffic patterns such that an administrative amendment is required.

1513.07 Planning Area Boundary - Whenever a planning area boundary abuts an arterial or collector as shown on the Development Plan, the planning area boundary is the abutting right-of-way. Whenever a planning area boundary abuts either another planning area or open space, the planning area boundary is as shown on the Development Plan. A planning area boundary may be changed as noted below:

1513.07.1 the total acreage of the planning area(s) is increased by no more than 20%

1513.07.2 such change does not alter the intent of the planned development

1513.07.3 the total acreage of affected open space area(s) is not decreased; open space area(s) proposed to be reconfigured is of equal or higher value. Such factors as location, accessibility, slope and views shall be considered

1513.07.4 the proposed change to the planning area boundary does not include an inclusion or exclusion of land to the planned development

1514 Administrative Amendment - Approval Criteria (Amended 5/13/14)

The following criteria shall be considered by the Director for approval of an administrative amendment:

~~1514.01 whether the amendment is consistent with the development standards, commitments, and overall intent of the planned development;~~

1514.0201 ~~whether~~ Whether the amendment is consistent with the efficient development and preservation of the entire planned development.;

1514.0302 ~~whether~~ Whether the amendment will ~~adversely~~ affect the enjoyment of ~~the adjacent land~~ abutting upon or across a street from the planned development in a substantially adverse manner ~~or the public interest.;~~ and

1514.0303 Whether the amendment will affect the public interest in a substantially adverse manner.;~~and~~

1514.~~0404~~ whether~~Whether~~ the ~~amendment's~~ sole purpose of the amendment is to confer a special benefit upon an individual.

1515 Administrative Amendment - Submittal Process (Amended 5/13/14)

1515.01 The applicant shall submit the required submittal information to Planning Services. The submittal shall be reviewed by staff and a determination of completeness shall be made within 15 calendar days. The applicant shall be notified in writing if the submittal is incomplete, and any inadequacies shall be specifically identified. An incomplete submittal will not be processed.

1515.02 Once the submittal is determined complete, the applicant shall have the option of an initial staff review of the application, or direct entry into the referral period. Prior to the referral period, staff will notify the applicant of the regulatory referral agencies and homeowners associations within 1,000 feet of the subject property to receive referral packets. number of copies of the amendment required for distribution to referral agencies. Referral packets shall be provided by the applicant in unsealed manila envelopes, addressed to the appropriate referral agency, with all submittal information properly folded and compiled. The staff shall mail the packets.

~~1515.03 Staff shall send a courtesy notice of an application in process and applicable contact information to all abutting landowners and owners of land separated by 300 feet or less from the property by a platted tract. The applicant shall reimburse the County for the cost of materials. Errors in the courtesy notice shall not negatively impact the determination of public notice compliance set forth herein. (Amended 4/13/2021)~~

1515.~~0403~~ If the referral~~Referral~~ agencies ~~elect to comment, they~~ shall comment within 21 calendar days of the date the referral packets were ~~mailed or electronically~~ distributed, unless the applicant grants, in writing, an extension of no more than 30 calendar days. After the 21 calendar days, if no extension is granted, any referral agency responses received will be accepted for informational purposes only and provided to the applicant.

All referral agency comments shall be provided by staff to the applicant upon receipt. The applicant shall address the comments of all regulatory referral agencies received within the 21-calendar day referral period, or as extended by the applicant, by identifying in writing the extent to which the project has been revised in response to the comments.~~The applicant~~

~~is strongly encouraged to provide staff a written response to timely comments of any and/or all advisory referral agencies. (Amended 9/27/22)~~

~~The applicant is encouraged to meet with the referral agencies and staff to address any concerns.~~

1515.0504 Within thirty 30 calendar days of the close of the referral period, the Director shall approve, or deny the request.

1515.0605 An appeal of the Director's decision regarding an administrative amendment may be submitted to the Board of Adjustment pursuant to Section 26A of this Resolution.

~~1516 — Administrative Amendment — Public Notice Requirements (Amended 5/13/14)~~

~~1516.01 — The Director shall determine whether the applicant must provide public notice. When public notice is required, the applicant shall provide notice as set forth in this section. The degree of accuracy required for the information contained in these public notices shall be that of substantial compliance with the provisions of this section. Substantial compliance for these public notices shall be determined by the Director.~~

~~1516.02 — At least 15 calendar days prior to the Director's decision, the applicant shall mail, by first class, a written notice of the proposed amendment to each homeowners' association within and abutting the planned development, and shall submit a certificate of mailing to Douglas County Planning Services seven (7) days prior to the date of the Director's decision. The notice shall read substantially the same as the published notice also required by this section. The person completing the mailing of the written notice shall execute a certificate of mailing. Such certificate shall read as follows:~~

CERTIFICATE OF MAILING

I hereby certify that a true and correct copy of the attached written notice was placed in the U.S. mail, first-class, postage prepaid this ____ day of _____, 20____, and addressed as follows:

(list of addresses)

(signature of person completing the mailing)

~~In the event the applicant fails to mail a notice to a homeowners' association or otherwise fails to comply with the written notice required in this section, the homeowners' association that did not receive such complying notice may waive such notice by submitting a written waiver to Douglas County Planning Services prior to the Director's decision.~~

|

~~1516.03~~ At least 15 calendar days prior to the Director's decision, the applicant shall:

- ~~• publish a notice in at least one publication of a daily or a weekly legal newspaper of general circulation, printed or published in whole or in part in Douglas County; and~~
- ~~• provide a publisher's affidavit of said published notice seven (7) days prior to the Director's decision, to Planning Services. The notice shall read:~~

NOTICE OF PROPOSED ADMINISTRATIVE AMENDMENT TO
(Name of Development Plan)

On (date) action will be taken on an administrative amendment to (name specific element and general location proposed for amendment, e.g., increase building heights by 10% in planning area C-2 located at the northeast corner of ...). Address all comments to Douglas County Planning Services, 100 Third Street, Castle Rock, CO 80104.

~~1517~~1516 Administrative Amendment – Post Approval Procedures *(Amended 5/13/14)*

~~1517~~1516.01 Within 60 calendar days of receiving approval, the applicant shall submit the amended Development Plan to Planning Services for recordation.

~~1517~~1516.01.1 ~~Two~~One (21) ~~copies~~copy of the approved amended Development Plan shall be submitted on a 24" inches by X 36" inches ~~tapeless, spliceless and creaseless original~~ mylar using only permanent black ink.

~~1517~~1516.01.2 If the amended documents are not submitted within said time period, the amendment shall be void and of no force or effect.

~~1517~~1516.02 Within 30 calendar days of submittal of the amended Development Plan to Planning Services, the staff planner shall review the documents for compliance with the Director's approval, obtain county officials' signatures, as necessary, and submit the document to the Clerk and Recorder's Office for recordation.

~~1517~~1516.03 The Director may grant no more than one (1) extension of time, of not more than six (6) months, upon a written request by the applicant prior to the expiration of the 30-day period. Further extensions may be granted by the Board at a public meeting, upon a written request by the applicant or staff.

~~1517~~1516.04 An extension request shall include a fee and a narrative stating the reasons for the applicant's inability to comply with the deadline, and any

changes in the County Comprehensive Master Plan, Subdivision Resolution, or this Resolution that have occurred since approval of the amendment. Additional review of the plan may occur resulting in additional conditions, as applicable.

~~4517~~1516.05 If the request for an extension of time for recordation of the amended plan is denied by the Director, the applicant may appeal the denial, in writing, to the Board of Adjustment pursuant to Section 26A of this Resolution.

~~4518~~1517 Administrative Amendment - Submittal Requirements (*Amended 5/13/14*)

~~4518~~1517.01 Completed land use application

~~4518~~1517.02 Application fee

~~4518~~1517.03 Proof of ownership which includes an updated or current title insurance policy or title commitment no more than 30 days old.

~~4518~~1517.04 A notarized letter of authorization from the landowner permitting a representative to process the application.

~~4518~~1517.05 A written narrative describing the request

~~4518~~1517.06 A written explanation of the eligibility of the request for processing as an administrative amendment in accordance with Section 1513.

~~4518~~1517.07 Three (3) copies of the appropriate portions of the Development Plan retitled with all amendments, including major amendments, numbered consecutively, and containing the required certificates. For example:

MEADOWBROOK PLANNED DEVELOPMENT, 1ST AMENDMENT

An administrative amendment to (specific element or planning area)

~~4518~~1517.07.1 County Certification

An administrative amendment is signed by the Director. The signature block shall read:

ADMINISTRATIVE AMENDMENT OF THE (name of PD) DEVELOPMENT PLAN AMENDING (specify element i.e., boundary of Planning Area 43) AS DEPICTED HEREON PURSUANT TO SECTION (specific section of the Development Plan).

APPROVED THIS ____ DAY OF _____, 20____, BY THE DIRECTOR OF COMMUNITY DEVELOPMENT. THIS AMENDMENT NO. ____ AFFECTS ONLY (i.e., Planning Area 43) AS DESCRIBED IN FILE NO. _____.

Director of Community Development

~~1518.07.2~~ Clerk and Recorder Certification

State of Colorado _____)
_____) ss.
County of Douglas _____)

I hereby certify that this Plan was filed in my office on this (day) of (month), 20____, A.D. at _____
o'clock a.m./p.m., and was recorded per Reception No. _____

Douglas County Clerk and Recorder

~~1518~~1517.08 The applicant may be required to submit a subdivision application in accordance with the Douglas County Subdivision Resolution concurrent with the administrative amendment application if the proposed change impacts platted land.

~~1519~~1518 Major Amendment - Process Eligibility Criteria *(Amended 5/13/14)*

The applicant shall attend a presubmittal meeting with the Planning Services Division to discuss the procedures and submittal requirements for a major amendment to an approved planned development. An amendment request shall be considered a major amendment if it meets one or more of the following criteria:

~~1519~~1518.01 Setbacks - A decrease of the required setback when such decrease is greater than a 20% change to the originally approved setback. *(Amended 9/27/22)*

~~1519~~1518.02 Minimum Lot Size - A decrease of the minimum lot size which is greater than 20% of the minimum lot size originally approved. *(Amended 9/27/22)*

~~1519~~1518.03 Maximum Building Height - An increase of the maximum building height when such increase is greater than a 20% change to the originally approved maximum building height. *(Amended 9/27/22)*

~~1519~~1518.04 Increased Number of Dwelling Units - An increase of the number of dwelling units in a planning area greater than 20%.

~~1519~~1518.05 Text Changes - Substantial changes to the development standards or commitments.

~~1519~~1518.06 Street Alignment - A significant shift in the alignment of an arterial or collector, as determined by the Director.

~~1519~~1518.07 Planning Area Boundary - Whenever a planning area boundary abuts an arterial or collector as shown on the Development Plan, the planning area boundary is the abutting right-of-way. Whenever a planning area boundary abuts either another planning area or open space, the planning area boundary is as shown on the Development Plan. This planning area boundary may be changed when:

~~1519~~1518.07.1 The total acreage of the planning area is increased by more than 20%.

~~1519~~1518.07.2 The open space area is proposed to be decreased. Such factors as location, accessibility, slope and views shall be considered.

~~1519~~1518.07.3 The park and school land dedication have been approved by the County Parks, Trails and Building Grounds and the School District. *(Amended 5/26/15)*

~~1519~~1518.08 Planned Development Boundary - Any proposed increase or decrease to the perimeter boundaries that results in a change in the overall size or acreage of the Planned Development shall be subject to the rezoning process unless the land to be added is already zoned planned development.

~~1519~~1518.09 Land Use - Any change in the allowed land-use categories, including changes in densities, such as from single-family to multi-family residential.

~~1520~~1519 Major Amendment - Approval Criteria *(Amended 5/26/15)*

The following criteria shall be considered by the Board for approval of the major amendment:

~~1520.01~~ ~~Whether the amendment is consistent with the development standards, commitments, and overall intent of the planned development.~~

~~1520~~1519.0201 Whether the amendment is consistent with the ~~intent~~, efficient development and preservation of the entire planned development. ~~1519~~

~~1520~~1519.0302 Whether the amendment will ~~adversely~~ affect the ~~public interest or~~ enjoyment of ~~the adjacent land~~ abutting upon or across a street from the planned development in a substantially adverse manner. ~~1519~~

1519.03 Whether the amendment will affect the public interest in a substantially adverse manner. ~~and~~

~~1520~~1519.04 Whether the sole purpose of the amendment is to confer a special benefit upon an individual.

~~1520.05~~ For applications proposing an increase in the intensity of allowed land uses, including changes in densities, whether the amendment is consistent with the water supply standards in Section 18A, Water Supply Overlay District, of this Resolution.

~~1520.06~~ Whether the public facilities and services necessary to accommodate the proposed development will be available concurrently with the impacts of such development.

~~1520.07~~ Whether the roadway capacity necessary to maintain the adopted roadway level of service for the proposed development will be available concurrently with the impacts of such development.

~~1521~~1520 Major Amendment - Submittal Requirements (Amended 5/26/15)

~~1521~~1520.01 Completed land use application (available from Planning Services)

~~1521~~1520.02 Application fee (fee schedule available from Planning Services)

~~1521~~1520.03 Proof of ownership, which includes an updated or current title insurance policy or title commitment no more than 30 days old.

~~1521~~1520.04 A notarized letter or authorization from the landowner permitting a representative to process the application.

~~1521~~1520.05 A written explanation of the request.

~~1521~~1520.06 Three (3) copies of the appropriate portions of the Development Plan retitled with all amendments including administrative amendments, numbered consecutively. For example:

MEADOWBROOK PLANNED DEVELOPMENT, (i.e., 1st) AMENDMENT
A major amendment to (specific element and/or planning area)

~~1521~~1520.07 The applicant may be required to submit a subdivision application in accordance with the Douglas County Subdivision Resolution concurrent with the major amendment application showing the acreage affected and compliance with the provisions herein.

15204.08 For applications proposing an increase in the intensity of allowed land-uses, including changes in densities, an analysis documentation of the capacity of public facilities and services within the impact area to accommodate the demands generated by the increased intensity of allowed land uses proposed.

~~45211520~~.08.1 A traffic impact study in accordance with the Douglas County Roadway Design and Construction Standards.

~~45211520~~.08.2 Documentation of capacity from the fire protection district in accordance with fire district level of service standards.

~~45211520~~.08.3 Documentation of capacity from the school district in accordance with the school district capacity policy. *(Amended 11/18/14)*

~~15221521~~ Major Amendment - Submittal Process *(Amended 5/26/15)*

~~45221521~~.01 The submittal shall be reviewed for completeness and the applicant shall be notified of any inadequacies. An incomplete submittal shall not be processed.

~~45221521~~.02 Once the submittal is determined complete, the applicant shall have the option of an initial staff review of the application, or direct entry into the referral period. Prior to the referral period, staff will notify the applicant of the regulatory referral agencies and homeowners associations within 1,000 feet of the subject property to receive referral packets. number of copies of the amendment required for distribution to referral agencies. Referral packets shall be provided by the applicant in unsealed manila envelopes, addressed to the appropriate referral agency, with all submittal information properly folded and compiled. The staff shall mail the packets.

~~1522.03~~ ~~Staff shall send a courtesy notice of an application in process and applicable contact information to all abutting landowners and owners of land separated by 300 feet or less from the property by a platted tract. In Nonurban Areas, staff shall send a courtesy notice of an application in process to the entity or entities responsible for ownership and maintenance of a shared private access. The applicant shall reimburse the County for the cost of materials. Errors in the courtesy notice shall not negatively impact the determination of public notice compliance set forth herein. *(Amended 4/13/2021)*~~

~~15221521~~.0403 The referral-Referral agencies shall comment within 21 calendar days of the date referral packets were ~~mailed or electronically~~ distributed, unless the applicant grants, in writing, an extension of no more than 30 calendar days. After the 21 calendar days, if no extension is granted, any referral agency responses received will be accepted for informational

purposes only and provided to the applicant, ~~Planning Commission~~, and the Board of County Commissioners.

~~15221521.0504~~ The staff planner will review the referral comments, discuss the concerns with the applicant, schedule a public hearing before the ~~Planning Commission, Board of County Commissioners at the conclusion of the referral period~~, notify the applicant of the hearing date and time, and prepare a staff report. The applicant shall be responsible for public notice, in accordance with Section 1523, herein.

~~1522.06~~ ~~The Planning Commission shall evaluate the application, referral comments, staff report, and public testimony, and make a recommendation to the Board to approve, approve with conditions, table for further study, or deny the amendment request. The Planning Commission's comments shall be based on the evidence presented, compliance with the adopted standards, regulations, policies and other guidelines.~~

~~1522.07~~ ~~Following the recommendation by the Planning Commission, the staff planner will schedule a public hearing with the Board, and notify the applicant of the hearing date and time. The applicant shall be responsible for public notice, in accordance with Section 1523, herein.~~

~~15221521.0805~~ The Board shall evaluate the major amendment, referral agency comments, staff report, ~~the Planning Commission recommendation~~ and public testimony, and shall approve, conditionally approve, table for further study, ~~remand to the Planning Commission~~ or deny the amendment. The Board's comments shall be based on the evidence presented, compliance with the adopted standards, regulations, policies and other guidelines.

~~15221521.0906~~ Within 30 days of receiving approval, the applicant shall submit the amended Development Plan to Planning Services for recordation as follows:

~~15221521.0906.1~~ ~~Two~~ One (1) copies ~~copy~~ of the approved amended Development Plan shall be submitted on a 24" X 36" tapeless, spliceless and creaseless original paper mylar using only permanent black ink.

~~15221521.0906.2~~ County Certification

THIS MAJOR AMENDMENT OF THE (name of PD) DEVELOPMENT PLAN AMENDING THE (specific element, e.g., the setbacks for Planning Area 62) AS DEPICTED HEREON PURSUANT TO (specific section of Development Plan) HAS BEEN APPROVED BY BOARD RESOLUTION NO. _____ ON (month/day/year).

THIS AMENDMENT NO. _____ AFFECTS ONLY (e.g., Planning Area 62) AS DESCRIBED IN
FILE NO. _____

(Signature) _____
Chair, Board of Douglas County Commissioners (Date) _____

(Signature) _____
Director of Community Development (Date) _____

~~1522.09.3 Clerk and Recorder Certification~~

~~I hereby certify that this Plan was filed in my office on this (day) of (month), 20____, A.D. at
____ o'clock a.m./p.m., and was recorded per Reception No. _____.~~

~~_____
Douglas County Clerk and Recorder~~

~~1522.1521.0906.43~~ If the amended documents are not submitted within said time period, the amendment shall be void and of no force or effect.

~~1522.1521.14007~~ Within 30 days the staff planner shall review the documents for compliance with the Board's approval, obtain County Officials' signatures, as necessary, and submit the document to the Clerk and Recorder for recordation.

~~1522.1521.14008~~ The Director may grant no more than one extension of time, of not more than six (6) months, upon a written request by the applicant prior to the expiration of the 30-day period. An extension request shall include a fee and a narrative stating the reasons for the applicant's inability to comply with the deadline, and any changes in the County Comprehensive Master Plan, Subdivision Resolution, or this Resolution that have occurred since approval of the amendment. Additional review of the plan may occur resulting in additional conditions, as applicable. Further extensions may be granted by the Board at a public meeting, upon a written request by the applicant or staff. *(Amended 4/10/12)*

~~1522.1521.14209~~ If the request for an extension of time for recordation of the amended plan is denied by the Director, the applicant may appeal the denial, in writing, to the Board of Adjustment pursuant to Section 26A of this Resolution. *(Amended 4/10/12)*

~~1523.1522~~ Major Amendment – Public Notice Requirements *(Amended 5/26/15)*

The applicant is responsible for public notification. In calculating the time period for public notification, the day of publishing, ~~posting, or and~~ mailing shall be counted toward the total number of days required. The day of the hearing shall not be counted toward this total.

The degree of accuracy required for the information contained in these public notices shall be that of substantial compliance with the provisions of this section. Substantial compliance for these public notices shall be determined by ~~the Planning Commission or~~ the Board of County Commissioners ~~for their at the respective~~ public hearings.

~~1523~~1522.01 Written Notice

At least 15 days prior to the ~~Planning Commission hearing and the~~ Board hearing, the applicant shall mail a written notice of the hearing by first-class mail to the address of each abutting landowner as such address is shown in the records of the Douglas County Assessor's Office. The notice shall read substantially the same as the published notice also required by this section.

At least seven (7) days prior to the public hearing, the applicant shall submit the following to Planning Services:

- alphabetical list of the abutting landowners;
- map showing the site and the location of the abutting landowners;
- copy of the notice sent to the landowners; and
- certificate of mailing

The person completing the mailing of the written notice shall execute a certificate of mailing. Such certificate shall read as follows:

CERTIFICATE OF MAILING

I hereby certify that a true and correct copy of the attached written notice was placed in the U.S. mail, first-class, postage prepaid this ____ day of _____, 20____, and addressed as follows:

(list of addresses)

(signature of person completing the mailing)

In the event the applicant fails to mail a notice to an abutting landowner or otherwise fails to comply with the written notice required in this section, the landowner who did not receive such complying notice may waive such notice by submitting a written waiver to Douglas County Planning Services prior to the hearing.

~~1523.02~~ Posted Notice

~~At least 14 days prior to the Planning Commission hearing and 14 days prior to the Board hearing, the applicant shall post a notice on the land under consideration. The notice shall consist of at least one (1) sign facing~~

~~each abutting public or private street open for travel, within 10 feet of the property line abutting such street, placed on posts at least 4 feet above ground level. In the event the staff planner determines a sign cannot be placed abutting such street and be visible from such street or that there is no abutting public or private street open for travel, the staff planner may require an alternate location for a sign. Additional signs may be required by the staff planner. Each sign shall measure not less than 3' X 4'. Letter size shall be a minimum of three inches high, and a minimum of six inches high for the sentence that reads, "For more information call Douglas County Planning at 303-660-7460." (Amended 11/6/2018). Said notice shall read:~~

~~NOTICE OF PUBLIC HEARING BEFORE THE~~
~~(PLANNING COMMISSION OR BOARD OF COUNTY COMMISSIONERS)~~

~~This land shall be considered for a major amendment to the (name) Development Plan. The public hearing is (date) in the Commissioners' Hearing Room, 100 Third Street, Castle Rock, CO at (time). For more information call Douglas County Planning Services at 303-660-7460.~~
 File No./Name: _____

~~1523.02.1 — An affidavit of sign posting shall be submitted for the file in Planning Services at least seven (7) days prior to the hearings. The sign(s) shall be photographed by the applicant and attached to the affidavit as follows:~~

~~(attach photo here)~~
~~(sign lettering must be legible in photo)~~

~~I, (print name of applicant/representative/person posting sign), attest that the above sign was posted on (date), abutting (name of street).~~

~~_____(signature)_____ File No./Name _____~~

~~STATE OF COLORADO _____)~~
~~_____) ss.~~

~~COUNTY OF _____)~~

~~_____ Acknowledged before me _____ day of _____, 20____ by _____ as _____.~~

~~My commission expires: _____~~

~~Witness my hand and official seal~~

~~_____
 _____ Notary Public~~

~~1523.02.2 — The sign shall be removed by the applicant within two (2) weeks following the final decision by the Board~~

1523.0302 Published Notice

At least ~~14 days prior to the Planning Commission and~~ 14 days prior to the Board hearing, the applicant shall:

- publish a notice in at least one publication of a daily or a weekly legal newspaper of general circulation, printed or published at least in part in Douglas County; and
- provide a publisher's affidavit of said published notice seven (7) days prior to the public hearing, to Planning Services. The notice shall read:

NOTICE OF PUBLIC HEARING BEFORE THE
(~~PLANNING COMMISSION OR~~ BOARD OF COUNTY COMMISSIONERS)

A public hearing will be held on (date), at (time), in the Commissioners' Hearing Room, 100 Third Street, Castle Rock, CO, to consider a major amendment to the (name) Development Plan. The proposed amendment is to (name specific element and general location proposed for amendment, e.g., increase building heights by 10% in planning area C-2 located at the northeast corner of...). For more information call Douglas County Planning Services at 303-660-7460.

File No./Name: _____

1523.0303 Withdrawal of an Application

The applicant may withdraw an application at any time during the process upon submittal of a written request to Planning Services.

1525.0304 Inactive Files

Files that become inactive, whereby the applicant is required to submit additional information or request a hearing date and has failed to do so, for a period of more than six (6) months, shall become void and the resubmittal of a new application and fees shall be required to pursue the request. The Director may grant no more than two (2) extensions of time, of no more than six (6) months each, upon a written request by the applicant. After five (5) months, the staff planner shall notify the applicant, in writing, that the application will become void within 30 days. After 30 days, provided that the applicant has not submitted the required additional information or requested a hearing date, the staff planner shall notify the applicant, in writing, that the application is void. This provision shall apply to all applications on file with the County upon the effective date of adoption and any application thereafter. *(Amended 4/10/12)*

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