



Planning Department
 (970) 984-2311
 Email:
 psmith@newcastlecolorado.org

LAND DEVELOPMENT APPLICATION

Town of New Castle
 PO Box 90
 450 W. Main Street
 New Castle, CO 81647

Note: All land use applications must be filed with the Town Clerk. Please consult the Town Planner for codes specific to the Land Development Application. All application materials are subject to the Colorado Open Records Act (CORA), C.R.S. §24-72-201 to 207.

Applicant: Moo LLC	
Address: 417 Allison Lane Basalt, CO 81621	Phone: 9707738814 E-mail: rockymtnmoo@gmail.com
Property Owner: Moo LLC	
Address: 417 Allison Lane Basalt, CO 81621	Phone: 9707738814 E-mail: rockymtnmoo@gmail.com
Contact Person: Rachel Houchin	
Address: 417 Allison Lane Basalt, CO 81621	Phone: 9707738814 E-mail: rockymtnmoo@gmail.com
Property Location/Address: 677 W Main Street, New Castle, CO 81647	
Legal Description: Lot: 1, 2 & THE E1/2 OF LOT 3	Acres: ~0.41
Existing Zone (e.g., Residential R-1, Commercial C-1): C-1	Existing Land Use: Storage

TYPE(S) OF LAND USE(S) REQUESTED

- | | |
|--|---|
| <input type="checkbox"/> Pre-Annexation Agreement | <input checked="" type="checkbox"/> Conditional Use Permit or Special Review Use Permit |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Lot Line Adjustment or Dissolution |
| <input type="checkbox"/> Subdivision (including Minor and Major Subdivisions, Lot Splits, Sketch Plans, Subdivision Preliminary Plans, Subdivision Final Plans, & Condominiumizations) | <input type="checkbox"/> Site Specific Development Plan/Vested Rights |
| <input type="checkbox"/> Amended Plat | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Planned Unit Development (including PUD Sketch Plans, Preliminary PUD Development Plans, PUD Master Plans and Final PUD Development Plans) | <input type="checkbox"/> Zoning |
| <input type="checkbox"/> Master Plan Amendment | <input type="checkbox"/> Zoning Amendment |
| | <input type="checkbox"/> Re-zoning |
| | <input type="checkbox"/> Watershed Permit |

<i>Rachel Houchin</i>	7/7/25
Applicant Signature	Date



AGREEMENT TO PAY CONSULTING AND ADMINISTRATIVE COSTS

Pursuant to municipal code section 16.08.070, for any land use application, the applicant shall pay all costs incurred by the town for the preparation of plats, plans, other required data and documents, recording fees, publication costs, legal and engineering review and advice, planning review and advice, inspections and all other out-of-pocket costs incurred by the town in connection with the land use application. In the case of withdrawal or denial of a land use application, the applicant shall be responsible for all costs actually incurred by the town in connection with such application regardless of the state of the review process at which the application is withdrawn or denied.

To secure payment of costs incurred by the town, the owner of the land proposed for development (and the applicant, if different) shall be required to sign the following agreement:

By signing below, the applicant and property owner hereby agree to reimburse the Town the actual costs to the Town for engineering, planning, surveying, legal services, and all other costs incurred by the Town in connection with the review and approval of the land use application. I also agree to reimburse the Town for the cost of making any correction or additions to the master copy of the official Town map and for any fees for recording any plats and accompanying documents with the County Clerk and Recorder of Garfield County. I agree that interest shall be imposed at the rate of 1.5% per month on all balances not paid within thirty (30) days of a statement. In the event the Town pursues collection of any amounts due and unpaid, the Town shall be entitled to collect attorney's fees and costs. In addition to all other remedies allowable by law, I agree that in the event any amounts remain due and unpaid for sixty (60) days the Town shall have the power and authority to certify such amounts, plus a ten percent penalty, to Garfield County to be imposed as a tax lien against the real property subject to the development application.

SO AGREED this 7 day of July, 20 .

<u>Rachel Houchin</u>	<u><i>Rachel Houchin</i></u>
Applicant (Print Name)	Signature of Applicant
<u>9707738814</u>	<u>417 Allison Lane, Basalt, CO 81621</u>
Telephone Number	Mailing Address of Applicant
<u>rockymtnmoo@gmail.com</u>	<u>rockymtnmoo@gmail.com</u>
Email	Email Address of Applicant
<u>Moo LLC</u>	<u><i>Rachel Houchin</i></u>
Property Owner	Signature of Property Owner
<u>Owner</u>	<u>417 Allison Lane, Basalt, CO 81621</u>
Relationship of Owner to Applicant	Owner Mailing Address

Type of application: Conditional Use Permit

Property description: Lots 1,2 and E 1/2 of Lot 3, Block 14, Town of New Castle
Revised 3/2021

Moo LLC - Conditional Use Permit

Purpose: Moo LLC is seeking approval for a conditional use permit to establish a designated food truck pad on the east side of our property, just two blocks from Colorado Drifters. Our goal is to host up to two food trucks at a time to bring diverse, high-quality food options to the neighborhood, support small mobile food vendors, and enhance the experience of those visiting our space.

We are proud to be a part of this community and believe that adding food truck options will contribute positively to the area's culinary offerings and atmosphere, while aligning with our mission to create a welcoming and engaging destination.

Below is a copy of the municipal code and required sections for application. Referencing: New Castle Municipal Code Section 17.84

https://library.municode.com/co/new_castle/codes/code_of_ordinances?nodeId=TIT17ZO_CH17.84COUS_17.84.010PU

1. A complete site plan illustrating:
 - a. Adjacent land uses and location of adjacent structures



2. Boundary and size of site Boundaries and Site Image
 - a. Boundary North- W Main Street
 - b. Boundary East- U-Haul commercial building and public parking
 - c. Boundary South- Alleyway separating building and railroad tracks
 - d. Boundary West- Single Family home



3. Building location, height and setbacks

- a. Building Location: Lots 1,2 and E ½ of Lot 3, Block 14, Town of New Castle, County of Garfield
- b. Height: ~18 feet
- c. Setbacks and site image



1. Food Truck Operations: Location, Definition, Hours & Loading Areas
 - i. Food trucks will remain entirely on private commercial property
 - b. There will be no disruption to New Castle public spaces or town operations.
 - ii. We plan to host no more than two food trucks at a time.
 - iii. All participating food trucks will undergo a strict screening process to ensure they meet high standards of cleanliness, professionalism, and a shared commitment to maintaining a tidy, well-kept area. This includes experience in mobile food service and a willingness to align with our expectations for site presentation and community interaction.
 - iv. Posted operating hours clearly on each truck will be a requirement - to ensure consistency and reliability for customers and the community.
 - v. All loading and unloading will take place on our private land
2. Off-street parking
 - i. Off-street parking – there is no current plan for off-street parking
3. Points of ingress & egress
 - i. Only owners and employees of the food truck will have access to the building (solely for use of the bathroom). There will be no access allowed to customers.
 1. Food truck owners and employees can access by the back door, which is on the south side of the building (towards the alley).
4. Service and refuse areas
 - i. Refuse will be placed on the Southeast corner of site and pickup is in same location.
5. Signs and exterior lighting
 - i. Description and site image of current signs and exterior lighting
 1. Signs isolated to food trucks. Food trucks to have own lighting
 2. Small existing lighting on building above front door (shown in photo) and above back entrance door.



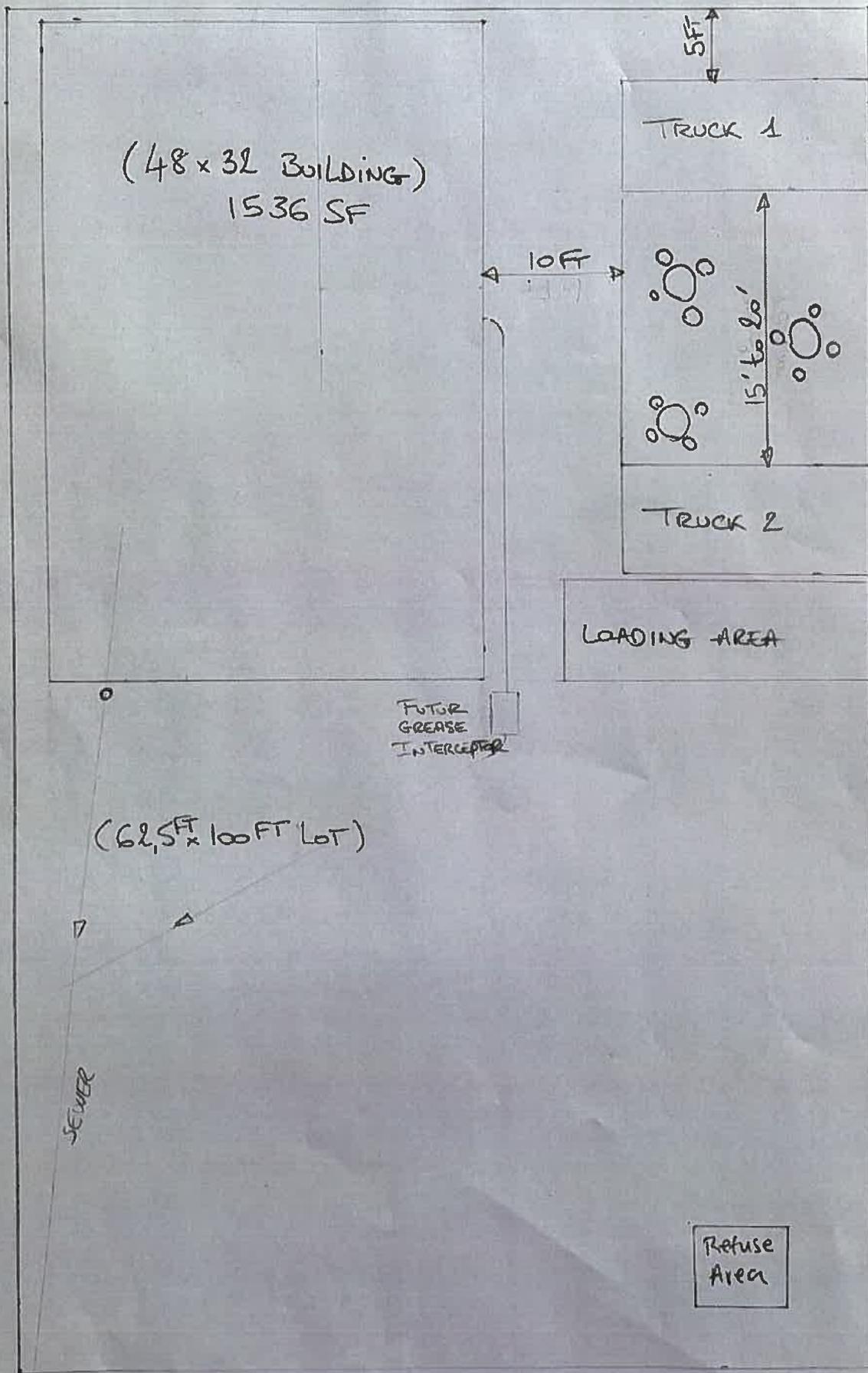
6. Fencing, landscaping and screening
 - i. The front has already been significantly improved. There is now usable space that customers and employees can travel and continue to be well-kept.
7. Compliance with performance standards
 - i. We will adhere to all city, state, and federal codes and ordinances and will continue to do so.
 - ii. We will also require that the food trucks adhere to all codes and ordinances.
8. Anticipated utility requirements
 - i. Electricity:
 1. What is Drifters allowed?
 2. Generators will not be allowed
 - ii. Water:
 1. All food trucks must have their own clean water tanks and storage
 2. We will allow for refill from a spigot between services
 - a. They will not be allowed a continuous hookup, just refill access
 3. Greywater & Waste:
 - a. Trucks have holding tanks for wastewater, which they will be required to dispose of off-site.
2. Time schedule for development:
 1. We aim to provide services as soon as feasibly possible, as we would like to give the food trucks the option to begin operating during the busier summer season. The location is ready to receive food trucks currently.
3. Other information:

1. While there are brick-and-mortar restaurants in town, they are not consistently open or convenient for quick, spontaneous meals. We believe the addition of two food trucks will provide a reliable, accessible option for a quick bite — especially given the proximity to one of the busiest intersections in New Castle.
2. As active professionals in the food industry through our catering business, we bring firsthand experience and a strong understanding of quality, operations, and customer expectations. With that in mind, we plan to implement a selective and structured application process for participating food trucks. This will ensure that all vendors meet high standards in food safety, cleanliness, customer service, and overall presentation.
3. Each food truck will be expected to maintain consistent operating hours, helping to build customer trust and ensure reliability for local residents and visitors alike. Maintaining a clean, aesthetically pleasing space will also be a priority, contributing positively to the surrounding environment.
4. This model has proven successful in nearby communities — for example, the consistently operating Mexican food truck near Woody Creek Distillery in Basalt, or the well-maintained and popular food truck options in Glenwood Springs. The locations in Rifle and Silt are so popular that these locations even have waitlists due to high demand!



5. We believe that allowing a limited number of well-vetted food trucks in New Castle will enhance the town's food offerings, support local entrepreneurship, and bring vibrancy to a key location — all while maintaining quality, consistency, and visual appeal.

9/24/25 P&Z site Plan



10/21/95 Council Site Plan

(48 x 32 Building)
1536 SF

TRUCK 1

TRUCK 2

LOADING AREA

FUTUR
GREASE
INTERCEPTOR

(62,5 FT x 100 FT Lot)

Refuse
Area

Building
Bay

BA
Fence

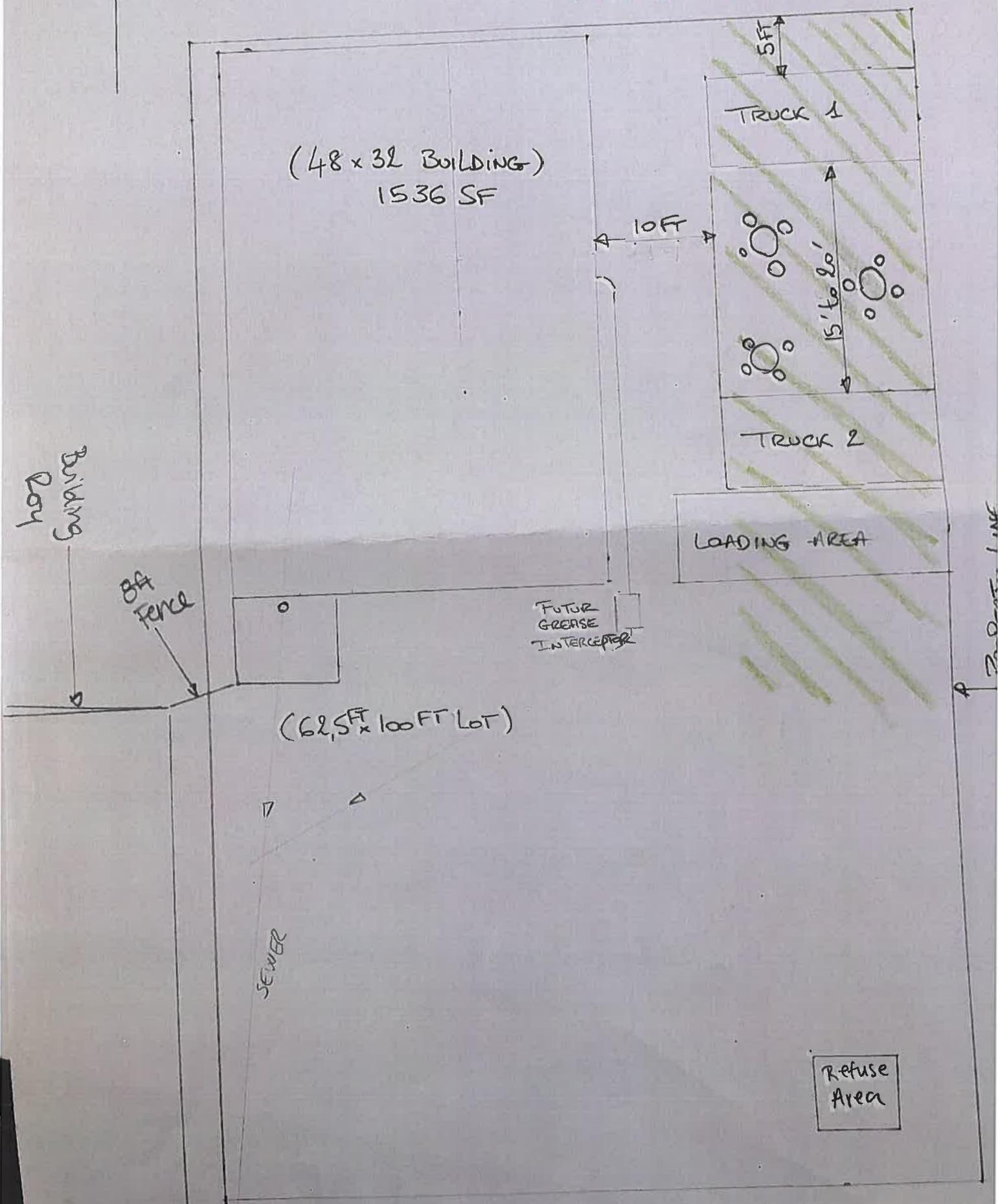
SEWER



5 FT

10 FT

15' to 20'





Paul Smith

From: Rachel Houchin <rhouchinrachel@gmail.com>
Sent: Wednesday, July 30, 2025 7:19 PM
To: Paul Smith
Cc: Remi Bordon; Jerome Trappier
Subject: Re: Food Truck Land Development Application - 677 W Main
Attachments: Privacy plan divider_1.jpeg; Seating Example 6.jpg; Seating Example 3.jpg; Revised siteplan 7.30.25.jpeg; Performance Standards_signed.pdf

CUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Paul - please see all notes below in **red**.

On Wed, Jul 30, 2025 at 9:46 AM Paul Smith <psmith@newcastlecolorado.org> wrote:

Hi Rachel,

I've provided a list of items for clarification:

1. NC does not have the best track record with food trucks. What type of management will you provide that guarantees the reliability of these businesses? Sort of an open-ended question, but it will be helpful that you are aware of what PZ and Council are thinking when you meet. **To ensure the reliability and quality of the food truck operations on the property, we will implement the following management practices:**

Vendor Screening & Agreements: All food truck operators will be required to sign a use agreement outlining expectations regarding cleanliness, conduct, hours of operation, and adherence to local health and safety regulations. We will prioritize working with vendors who are already licensed and in good standing with the county health department.

Regular Communication: We will maintain direct communication with all participating vendors to ensure schedules are honored and any issues are addressed promptly.

On-Site Oversight: A designated site manager (either myself or Jerome) will routinely check in on operators during active hours to ensure trucks are present, operating responsibly, and following all agreed-upon terms. We plan to be present at the building relatively frequently, therefore operations will be easily monitored.

Accountability Measures: Any vendor failing to meet expectations or missing scheduled appearances without sufficient notice will risk losing access to the site. We will maintain a waitlist of other interested vendors to ensure continuity and consistency.

1

Community Standards: We are committed to ensuring the space remains clean, safe, and welcoming.

1. The CUP will only apply to mobile "food" vendors. No other mobile vendors will be allowed. **Yes, noted**
2. Explain how outdoor seating area will be managed - kept cleaned, trash dumped (like we discussed on the phone). Each food truck is required to have their own hand washing station. Between any change in duty (such as handling food, to cleaning tables, to taking orders/handling payment), employees are required to wash their hands (this is routine, standard practice). Each food truck will be responsible for collecting all the trash, keeping the area clean and sanitizing tables. Each food truck is also required to have their own sanitizer. Which can be used to keep the table area clean. This will be outlined in the agreement that we have with each food vendor.
3. We will need hours of operation provided. You will not need precise hours at this point, but they will want to know whether it is open early or late and how deliveries will be handled. **Noted.** We will require specific hours of operation for each food truck. Each food truck will be responsible for handling their own deliveries (someone will need to be on site).
4. Alcohol will not be served? It will not be served.
5. Will the rear alley be used: deliveries, trash, parking, etc.? If so, we will need to reach out to neighbors to get the alley cleared. **Yes, the rear alley will be used for deliveries, trash and potential parking.**
6. Provide examples or renderings of how the trucks/trailers/sitting area will appear to the public. Screening will be important towards main street. This will be an important aspect for P&Z's review. See ideas attached. **They are not definitive, but we would like a small seating area, with some shade provided between the two trucks. Screening wise - we were thinking of either potted plants (such as in the attached photo) or a fence.**
7. Sign the performance standards (see attachment); **attached**
8. If you plan to provide seating outdoors, show locations on site plan. **It will be inbetween the two food trucks. See attached revised plan.**
9. There will not be port-a-potties onsite. **Noted.**
10. There will not be outdoor concerts or events on the property because of bathroom limitations and zoning requirements. **Correct.**
11. Trucks will be self-contained. Any grease will be hauled-off, correct? **For the time being, yes. Until we have the grease trap installed, where we can then reconsider.**
12. Trucks shall comply with dark-sky and sign code requirements. **Noted.**
13. Council will likely want a 1-year anniversary review to comment on the status of the businesses. This was what you observed with Drifters. **That is fine.**

Answers to your questions from the previous email:

- No additional street lighting will be provided. Street lighting on US6 I believe is managed by CDOT.
- Provisions for electrical access were not included with their approval. Any accessory equipment needs to be hidden from view. If there is a generator it needs to comply with the noise statutes.

Get back to us as soon as you can about the alley use. It may take a little time to get the neighbors on board!

2

Thank you,

Paul Smith

Town Planner/Inspector

psmith@newcastlecolorado.org

(970) 984-2311 #108

Best,
Rachel and Jerome



From: Rachel Houchin <rhouchinrachel@gmail.com>

Sent: Monday, July 7, 2025 11:35 AM

To: Paul Smith <psmith@newcastlecolorado.org>

Cc: Remi Bordelon <rbordelon@newcastlecolorado.org>; Jerome Trappier <Djefamily@yahoo.com>

Subject: Food Truck Land Development Application - 677 W Main

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Paul,

Thank you again for taking the time to meet with us the other day — we truly appreciate your guidance.

As discussed, please find attached our completed Food Truck Land Development Application. We based it on the materials and examples you shared with us and have done our best to include all relevant information. Please don't hesitate to reach out if anything further is needed or if you have any questions.

We do have a couple of follow-up questions:

1. **Lighting** – From what we can tell, there doesn't appear to be any city-provided street lighting near our building. Can you confirm if that's correct?
2. **Electricity Access** – Do you know what kind of electrical capacity Drifters was approved for with their two proposed food trucks? We didn't see specific details in the application you showed us.

Thanks again, and we look forward to hearing from you.

SCHEDULE A (continued)

LEGAL DESCRIPTION

The Land referred to herein is located in the County of **Garfield**, State of **Colorado**, and described as follows:

Lots 1, 2, and the East 1/2 of lot 3,
Block 14,
TOWN OF NEW CASTLE

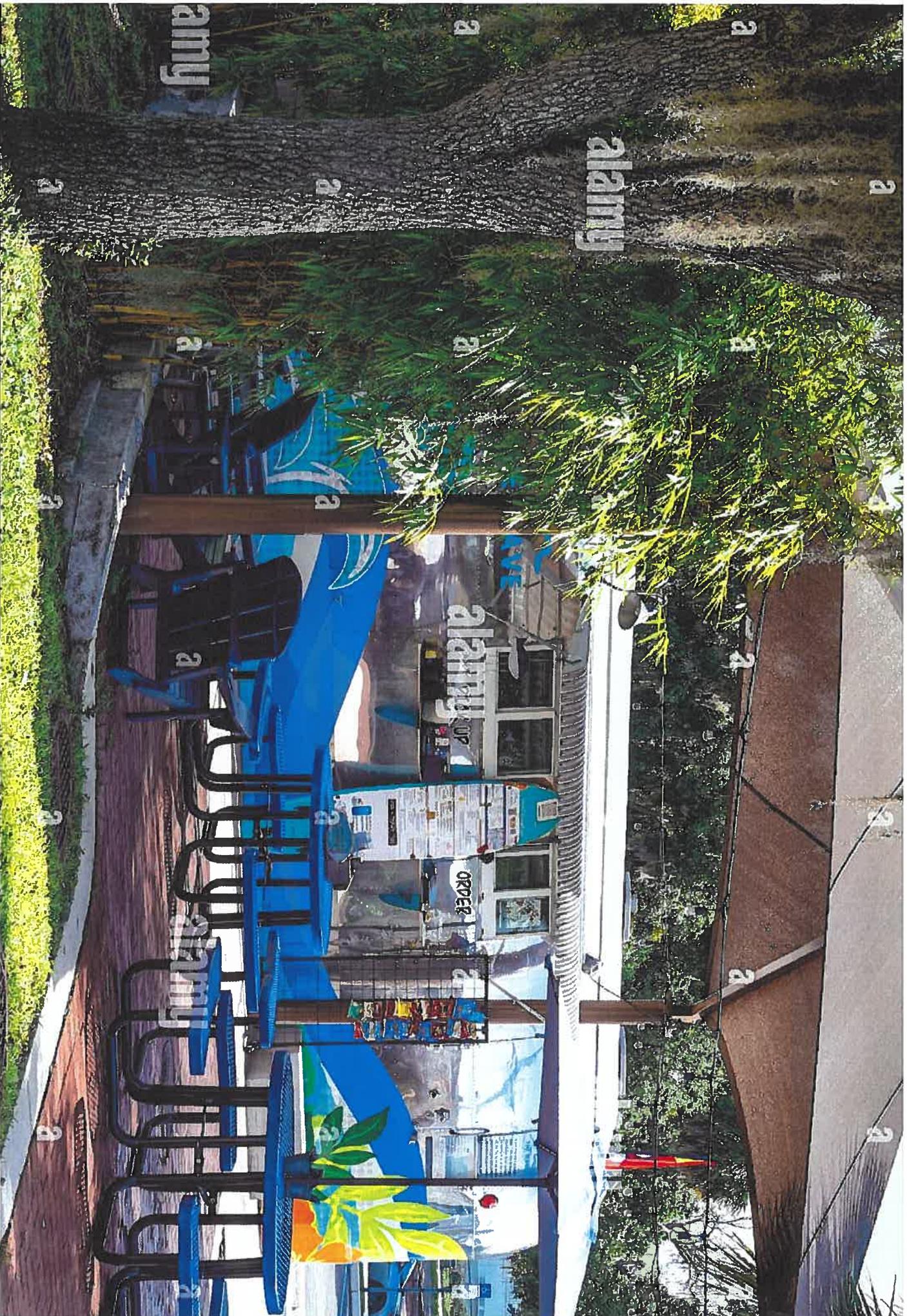
For each policy to be issued as identified in Schedule A, Item 2, the Company shall not be liable under this commitment until it receives a specific designation of a Proposed Insured, and has revised this commitment identifying that Proposed Insured by name. As provided in Commitment Condition 4, the Company may amend this commitment to add, among other things, additional exceptions or requirements after the designation of the Proposed Insured.

This page is only a part of a 2021 ALTA® Commitment for Title Insurance issued by Westcor Land Title Insurance Company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; Schedule A; Schedule B, Part I-Requirements; and Schedule B, Part II-Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.

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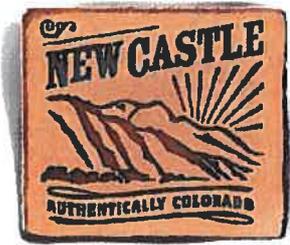


alamy

Image ID: 38RFJTG
www.alamy.com







Town of New Castle
450 W. Main Street
PO Box 90
New Castle, CO 81647

**Building & Planning
Department**
Phone: (970) 984-2311
Fax: (970) 984-2716

www.newcastlecolorado.org

PERFORMANCE STANDARDS

I, Rachel Houchin , ON THIS DATE 7/31/25 agree to abide by the following PERFORMANCE STANDARDS:

Performance Standards

- (A) **Smoke.** No use shall be permitted in any district unless it conforms to the standards established by the Colorado Department of Public Health's rules and regulations pertaining to emission of smoke.
- (B) **Particulate Matter.** No operation shall be conducted unless it conforms to the standards established by the Colorado Department of Public Health's rules and regulations pertaining to emission of particulate matter.
- (C) **Dust, Odor, Gas, Fumes, Glare or Vibration.** No operation shall be conducted unless it conforms to the standards established by the Colorado Department of Public Health's rules and regulations pertaining to emission of dust, odor, gas, fumes, glare or vibration.
- (D) **Radiation Hazards and Electrical Disturbances.** No operation shall be conducted unless it conforms to the standards established by the Colorado Department of Public Health's rules and regulations pertaining to radiation control.
- (E) **Noise.** No operation shall be conducted unless it conforms to the standards established by the Colorado Department of Public Health's rules and regulations pertaining to noise.
- (F) **Water Pollution.** No operation shall be conducted unless it conforms to the standards established by the Colorado Department of Public Health's rules and regulations pertaining to water pollution.

Source: Ord. 261, Sec. 15.04.090, 1983

Rachel Houchin

NOTICE OF PUBLIC HEARING

Town of New Castle

Virtual Meetings are subject to internet and technical capabilities.

To join by computer, smart phone or tablet:
<https://us02web.zoom.us/j/7096588400>

If you prefer to telephone in:
Please call: 1-346-248-7799
Meeting ID: 709 658 8400

Follow the prompts as directed. Be sure to set your phone to mute until called on.

Date: September 24, 2025

Time: 7:00 PM

Place of meeting: 450 W Main St.
Town Hall, New Castle, CO

Brief description of meeting: Presentation of Conditional Use Permit application for up to two (2) food trucks operating on commercial lot downtown.

Legal description: Lots 1, 2, and the East ½ of lot 3, Block 14, Town of New Castle

Common address: 677 W Main Street, New Castle, CO 81647

Applicant: Moo, LLC (Rachel Houchin)

Landowner: Moo, LLC

The complete application is available at the Town Clerk's office at 450 West Main Street, P.O. Box 90, New Castle, CO 81647. All interested persons are invited to appear and state their views, protests, or objections. If you cannot appear personally at such hearing, then you are urged to state your views by letter.

Garfield County, CO

Property Results

22 Results

[Click to Show Photos](#)

Account Number	Owner	Property Address	City	Map
R009969	NEW CASTLE, TOWN OF	0	NEW CASTLE	Map
R380001	GLIDDEN HARMONY LLC	681 W MAIN ST	NEW CASTLE	Map
R380049	RAPP, CONSTANCE A.	742 W MAIN ST	NEW CASTLE	Map
R380099	SHOCKLEY, AARON & SHOCKLEY, MEAGAN & COL	600 W MAIN ST	NEW CASTLE	Map
R380104	CARTWRIGHT, ADAM H	620 W MAIN ST	NEW CASTLE	Map
R380126	MCFARLAND, RONALD P & LINDA G	721 W MAIN ST	NEW CASTLE	Map
R380133	RIEGER, MICHAEL THOMAS & JOHANN G & SHAR	732 W MAIN ST	NEW CASTLE	Map
R380136	BOLAND, WHITNEY M & SALO, ANDREW W	111 N 6TH ST	NEW CASTLE	Map
R380179	SHRULL, JAMES O & SAMANTHA J	644 W MAIN ST	NEW CASTLE	Map
R380183	MALLOY, TODD F	562 W MAIN ST #A	NEW CASTLE	Map
R380215	WARD, CHARLSEY J	640 W MAIN ST	NEW CASTLE	Map
R380218	SMYTHE, RYAN C & BRANDI	129 N 6TH ST	NEW CASTLE	Map
R380279	MOO LLC	677 W MAIN ST	NEW CASTLE	Map
R380282	FAMILY MATTERS LLC	589 W MAIN ST	NEW CASTLE	Map
R380325	JOANNAS DILEMMA LLC	731 W MAIN ST	NEW CASTLE	Map
R380328	NEW CASTLE, TOWN OF (SEWAGE PLANT)	202 KAMM AVE	NEW CASTLE	Map
R380336	NEW CASTLE, TOWN OF	0 W MAIN ST	NEW CASTLE	Map
R380353	CRUZ HERRERA, MARGARET MONGE & MARCOS	111 N 7TH ST	NEW CASTLE	Map
R380381	VAN GORP, EMILY ANN	702 W MAIN ST	NEW CASTLE	Map
R380634	RIITTNER, ROBERT L	720 W MAIN ST	NEW CASTLE	Map
R380636	NEW CASTLE, TOWN OF	667 W MAIN ST	NEW CASTLE	Map
R380825	RUIZ, IGNACIO	136 N 7TH ST	NEW CASTLE	Map

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Contact Us



