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New Castle, Colorado
Planning and Zoning Commission
Wednesday, September 24, 2025, 7:00 PM

Call to Order

Roll Call

Present Vice Chair Cotey
Commissioner G. Riddile
Commissioner Parks
Commissioner McDonald
Commission Alternate Rittner

Absent Commission Alternate Mahaffey
Commissioner Sass
Commissioner Westerlind

Alternate Commissioner Rittner was seated at the Dias.

Also present at the meeting were Town Planner Paul Smith, Town Administrator David Reynolds and Professional Assistant to the Town Clerk Michelle Huster and members of the public.

Meeting Notice

Professional Assistant Huster verified that her office gave notice of the meeting in accordance with Resolution TC 2025-1.

Conflicts of Interest

There were no conflicts of interest.

Citizen Comments on Items NOT on the Agenda

There were no citizen comments.

Public Hearing – Continued from August 27, 2025

Consider Resolution PZ 2025-3 - A RESOLUTION OF THE NEW CASTLE PLANNING AND ZONING COMMISSION RECOMMENDING APPROVAL OF A CONDITIONAL USE PERMIT FOR MOBILE VENDING CARTS OR STANDS (I.E., FOOD TRUCKS) ON PROPERTY LOCATED IN THE C-1 ZONE DISTRICT

Vice Chair Cotey called the meeting to order at 7:05 p.m.

Town Planner Paul Smith reviewed the staff report for commission’s consideration of a Conditional Use Permit for mobile vending carts or stands in the C-1 Zone district **(Exhibit A)**. Planner Smith introduced the applicants, Rachel Houchin and Jerome Trappier who are seeking approval for a conditional use permit for two food trucks at their commercial commissary kitchen located at 677 West Main Street between the U Haul business and Roy Glidden’s ADU rental. The commercial kitchen is intended for caterers and food truck operators to use. The space would offer walk-in cooler storage,

1 freezers and storage space for caterers and food vendors. Planner Smith asked Ms.
 2 Houchin where the name MOO LLC originated, and she said it is a creative play on
 3 words meaning “milk from the cow” because they specialize in French cheeses.
 4
 5 Vice Chair Cotey asked Planner Smith to explain the reason for a conditional use
 6 permit (CUP) and why the applicant is seeking approval. Planner Smith said the C-1
 7 Zone district has three uses, non-permitted uses, allowable uses and conditional uses
 8 that require approval by the Planning and Zoning Commission (P & Z). Planner Smith
 9 said mobile food carts or stands fall under conditional use within the C1 Zone and
 10 require approval by P & Z then the application will go to Town Council for final
 11 approval. The applicants are seeking approval for two food trucks to operate at the
 12 location. Vice Chair Coty asked if the applicants were seeking a CUP for the food trucks
 13 or the commissary kitchen, Planner Smith said the applicants needed approval for the
 14 food trucks. Vice Chair Coty asked Planner Smith if a commissary kitchen was allowed
 15 under C1 zoning use and Planner Smith said the commissary kitchen was allowed as a
 16 use by right.
 17

Planning Commission – Public Hearing
Wednesday, September 24, 2025
Resolution PZ 2025-3
Staff Report

Name of Applicant	<i>Moo, LLC</i>
Mailing Address	<i>417 Allison Lane, Basalt, CO 81647</i>
Property Address	<i>677 W Main St, New Castle, CO 81647</i>
Name of Property Owner	<i>Moo, LLC</i>
Existing Zoning	<i>C-1 Commercial</i>
Surrounding Zoning	<i>Commercial (C-1), Residential (R-1), Performance (P)</i>
Surrounding Land Uses	<i>Public parking, Residential, UHaul Rental, Public ROW - Railroad, and Public Works Facility; Catering</i>
Most Recent Uses of Property	<i>Fabrication/Welding; Storage; Auto Repair;</i>
Proposed Use of Property	<i>Up to two (2) mobile food vendors on property</i>
Property Size	<i>7,050sf</i>

23
 24 **I. Background:**

25 *The Applicant is proposing a mobile food vendor use for the property located at*
 26 *677 W Main St. in downtown New Castle. “Mobile vending carts or stands,” are*
 27 *listed as conditional uses in the Commercial C-1 district (MC Section 17.36.050).*
 28 *There is already a conditional use permit for mobile food vendors in New Castle,*

1 Down Valley Brewing PZ 2024-2, along with temporary permits issued during
2 organized events in public open space such as Burning Mountain or VIX Parks.

3 The submittal (**page 3**) provides context for the request: The Applicant is
4 currently repurposing the existing structure for a catering/commissary location.
5 **Submittal, page 8** shows the proposed food truck placement directly east of the
6 existing building.

7 The Applicant seeks the Planning Commission's recommendation to improve
8 dining options and for downtown. If approved, Moo LLC anticipates having a
9 maximum of two food trucks on site. The site is expected to be prepped and ready
10 by the fall 2025.

11 As a conditional use application, the Planning Commission (P&Z) is required to
12 hold a public hearing in accordance with the procedures set forth in Municipal Code
13 Chapter 16.08. Within 30 days of the special hearing, P&Z must make one of three
14 recommendations:

- 15 1) Approve the CUP unconditionally;
- 16 2) Approve the CUP with conditions;
- 17 3) Deny the CUP.

18 **Approval Criteria:** An approved application shall:

- 19 1.) be eligible for conditional review under § 17.84.040;
- 20 2.) be generally compatible with adjacent land uses;
- 21 3.) meet all requirements of § 17.84.020 of the Code, comply with Title 17
22 of the Code, and minimizes potential adverse impact of the conditional
23 use on adjacent properties and traffic flow;
- 24 4.) be consistent with the comprehensive plan; and
- 25 5.) show that the Town has the capacity to serve the proposed use with
26 fire and police protection and is not required to provide water or sewer
27 service.

28
29 **II. Staff Review and Comment:**

30
31 **1.) Is the application eligible for conditional review under 17.84.040?**

32
33 As part of the C-1 zoning district "mobile food carts or stands" are considered
34 conditional uses (17.36.050). No other type of mobile food vendors will be
35 considered with this application.

36
37 **2.) Is the proposal generally compatible with adjacent land uses?**

38 Adjacent land uses include:

- 39 • Public parking
- 40 • UHaul Rental
- 41 • Residential
- 42 • Railroad

The C-1 district allows for a diversity of uses including retail, services, and residential. A food establishment would benefit patrons and employees who frequent those uses, while supplementing the mobile food vendors approved in 2024 at 589 W Main St (i.e. the Down Valley Brewery). A slight uptick in foot/vehicle traffic in the west end of Town is to be expected. However, the Applicant has proposed measures to inhibit excessive noise, smells, lighting, or any general unsightliness during hours of operation (**Submittal, pages 7 & 15**). With those measures in place, up to two additional mobile food vendors appears reasonably compatible with other surrounding uses.

3.) Does the proposal meet all requirements of § 17.84.020 of the Code, is in compliance with Title 17 of the Code, and minimizes potential adverse impact of the conditional use on adjacent properties and traffic flow?

The requirements of section 17.84.020 are addressed in the table below:

a. Adjacent land uses;	• Discussed in section 2.
b. Boundary and size of lot;	• 7,050sf
c. Building location height and setbacks	• Existing structure: 18'; Mobile vendor: ~10'
d. Off-street parking and loading areas	• Parking: N/A; Loading: rear of lot off alleyway;
e. Points of ingress & egress	• Vehicle access: will mainly be at rear of lot. Some vehicles likely to short-cut at U-Haul entry.
f. Service and refuse areas	• Southeast corner of lot.
g. Signs and lighting	• Signage requires permit. Lights to be dark-sky.
h. Fencing, landscaping, and screening	• No screening is proposed.
i. Compliance with performance standards	• Applicant agrees to comply with performance standards.
j. Anticipated utility requirements	• Adequate services are available.

Note, though no screening is proposed, P&Z and Council did require Down Valley Brewing to store or screen all auxiliary equipment incidental to the use of the food truck. The same condition has been added to the resolution. Otherwise, Staff does not have further concerns with compliance to section 17.84.020 or Title 17.

Commissioner Parks asked if the food trucks would have access to move in that 10ft corridor, or would they need permission from owner of the U Haul business on the adjacent lot. Planner Smith said the food trucks would have access from the ally. Vice

1 Chair Coty clarified that the town owns the U Haul lot and wanted to know if the
2 applicants discussed their plans with Mr. Shrull. Planner Smith said there have been
3 conversations with Mr. Shrull on the neighboring property.
4

5 Vice Chair Coty asked the applicants if the property goes all to the alley. They said yes
6 and Vice Chair Coty asked if the applicants were going to use the space in the alley as
7 parking and Ms. Houchin said no. Vice Chair Coty asked if the screens and fencing in
8 the site plan would go along the Highway 6 edge of the property. Planner Smith said
9 the screen could be plants or fencing but it had not been decided at this time.
10

11 **4) Is the proposal consistent with the comprehensive plan?**
12

13 *A central objective of New Castle’s Downtown Plan is to foster a civic
14 environment that promotes small town ambiance and economic vitality, dubbing it
15 the “heart and soul of the community” (Comprehensive Plan, pg. 9). Restaurants
16 have long filled a social niche for communities, especially city centers. Though New
17 Castle has lost a couple of brick-and-mortar restaurants over the years, restaurants
18 of the mobile variety have the potential to revitalize this invaluable aspect of Town.
19*

20 *One important aspect of mobile food trucks is the lower operational cost. In an
21 era of higher construction costs, labor costs, and higher inflation in general, the
22 adaptability of these businesses often make them better suited for such economic
23 times. Additionally, since the vendors are not permanent, a diversity of food
24 opportunities is potentially available to the community over time.
25*

26 *It is also important for the Commissioners to be mindful that mobile vendors, to
27 some extent, compete with our valued brick-and-mortar operations. A saturation of
28 mobile vendors in any one area could adversely impact traditional restaurant
29 establishments. Done well, Staff feels mobile vendors will function symbiotically
30 with the other restaurants. In other words, more food options generate more
31 downtown activity which improves traffic for other businesses which in turn
32 supports existing restaurants in a virtuous circle.
33*

34 **5) Does the proposal show that the Town has the capacity to serve the
35 proposed use with fire and police protection and is not required to
36 provide water or sewer service.**
37

38 *The site plan was reviewed and discussed with the fire marshal. Public Works
39 does not anticipate any change to water and sewer service.
40*

41 **4III. Staff Recommendations:**

42 *Staff recommends approval of Resolution PZ #2025-3 with the following conditions:*
43

- 44 *A. Development of the Property shall be consistent with the site plan shown on
45 Exhibit A to this Resolution and as may be revised by the Town Council. No more
46 than two mobile food vendors will be permitted on the Property and only within
47 the allowable parking location as depicted on Exhibit A. Other types of mobile
48 vendors are not authorized to operate under this conditional use permit.*

- 1
2 B. Applicant shall provide and comply with a schedule for daily hours of operation of
3 the mobile food vendors, which schedule will be reviewed and approved by Town
4 Council.
5
6 C. The bathroom facilities of the existing building shall be made available to food
7 truck/trailer employees during all hours of operation per the requirements of
8 Garfield County Public Health and Human Services. Toilets shall not be available
9 to patrons.
10
11 D. Any auxiliary equipment, materials, or supplies necessary for the function of any
12 mobile food vendors shall be stored out of site or otherwise screened from public
13 view by means of fencing, landscape ornamentation, or other approved means of
14 concealment. Within six months after the issuance of the conditional use
15 certificate, Staff shall inspect the visual impacts of the food truck(s). Any concerns
16 not resolved within 30 days of the inspection shall be subject to condition I, below.
17
18 E. A trash receptacle shall be provided and maintained on the southeast corner of
19 the Property.
20
21 F. 6. Loading, staging, and supplying of mobile food vendors shall occur either off
22 the south alleyway or Mainstreet (i.e. US 6). Vendors shall refrain from accessing
23 the property from adjacent lots.
24
25 G. The use approved in the Application shall not be conducted until the Town Planner
26 has issued a conditional use certificate. That certificate shall be issued only after
27 the Applicant has entered into an agreement with the Town specifying that all
28 conditions imposed by the Town council will be completed and that the use and
29 improvements will be in accordance with the approved Application site plan and
30 development schedule. The conditional use certificate must be issued within one
31 year of the date of final approval by Town Council, or the application is deemed
32 withdrawn by the Applicant and is of no further force and effect.
33
34 H. No approved conditional use may be altered, structurally enlarged, expanded in
35 parking area or expanded in ground area unless the site plan is amended and
36 approved in accordance with the procedures applicable to approval of a conditional
37 use as set out in § 17.84.070 of the Code.
38
39 I. In the event the Town receives any complaints about the use of the site in violation
40 of the conditional use approval or other Code requirements or observes or
41 becomes aware of any violations of the conditional use approval, the Applicant
42 and/or owner may be summoned before the Town Council in a public meeting to
43 show cause why the permit should not be revoked, suspended, or additional
44 conditions imposed. Such show-cause hearing shall be open to the public and the
45 applicant or owner may present testimony or offer other evidence on its behalf.
46
47 J. Applicant shall comply with all applicable building and municipal code
48 requirements, including the sign code and all accessibility requirements, as well
49 as all performance standards, county licensing, and public health requirements.

1
2 K. Any added exterior lighting will be dark sky compliant pursuant to the
3 Comprehensive Plan Goal EN-4.
4

5 L. All representations of the Applicant in written and verbal presentations submitted
6 to the Town or made at public hearings before the Commission or Town Council
7 shall be considered part of the application and binding on the Applicant.
8

9 M. The Applicant shall reimburse the Town for any and all expenses incurred by the
10 Town regarding the Application, including without limitation all costs incurred by
11 the Town's outside consultants such as legal and engineering costs.
12

13 **IV. Application Exhibits:**

14 A. Land development application

15 B. Agreement to pay consulting fees

16 C. Applicant packet

17 D. Signed Performance Standards

18 E. Public Notice

19 F. Property Owners Within 250 Feet

20 G. Notarized Affidavit of Public Notice

21
22 Vice Chair Coty asked the applicants to elaborate on the site plan and Ms. Houchin said
23 they would add seating between the two food trucks and use Gabion, a rock wall to
24 separate the truck from the street. (Exhibit B). Ms. Houchin said the site plan is
25 aesthetically pleasing with two clean picnic tables and nothing would be stored on the
26 exterior, including trash. Ms. Houchin said they expect their food trucks to have
27 consistent hours.
28

29 Vice Chair Coty asked the applicant about the hours of operation for the food trucks.
30 Ms. Houchin said they would leave it up to the food truck applicants and said they
31 would not accept applications until they have CUP approval. Ms. Houchin said she
32 spoke to neighboring businesses and had suggestions for breakfast and they would not
33 operate after 9:00 p.m. Vice Chair Coty asked what Drifter's (Down Valley Brewing)
34 hours are and the owner, Haley Williams said they close at 8:00 or 9:00 p.m. Vice
35 Chair Coty asked specifically what time Down Valley Brewing's food truck closes and
36 Ms. Williams said earlier that 8:00 p.m. because the food truck sells out before 8:00
37 p.m. Planner Smith confirmed Down Valley's closing time is 9:00 p.m. according to
38 their CUP.
39

40 Commissioner McDonald asked the applicants what kind of subsurface would be used
41 on the ground and the applicant said gravel, and they might install a solid surface
42 later. Commissioner McDonald asked if the grease trap would cut into the 10-foot area
43 between the trucks on the site plan. Ms. Houchin clarified that from the grease trap, it
44 is eight feet so the truck will still have the 10-foot allowance. Commissioner McDonald
45 asked if there any consideration of swinging the trucks 90 degrees and Ms. Houchin
46 said yes. Commissioner McDonald was concerned because he measured the Rolling
47 Fork food truck and said it was twenty-two feet long. Commissioner McDonald asked

1 the applicants if they were flexible with their site plan to accommodate different sized
2 trucks and Ms. Houchin said yes. Commissioner McDonald asked the applicants if they
3 were maintaining the picnic tables and asked about the kind of table. Ms. Houchin said
4 they would be purchasing picnic tables like the ones submitted in the packet. **(Exhibit**
5 **B)** Ms. Houchin described them as heavy metal picnic tables with rubber finish on
6 them. Commissioner Riddile asked Planner Smith if temporary seating would be
7 allowed in the 10-foot setback and Planner Smith said yes.

8
9 Commissioner Rittner asked if there will be parking in the area where their van is
10 pictured on the site plan, and the applicant said the parking would be for people using
11 the commercial commissary kitchen. Ms. Houchin said the area would be for deliveries
12 and their trash dumpster.

13
14 Commissioner Riddile asked the applicant if the area at the back would be used for
15 storage and Ms. Houchin said the food trucks will not be allowed to have storage
16 outside of the truck. Vice Chair Coty asked if the food vendors will have access to the
17 commissary kitchen and Ms. Houchin said on a case-by-case basis because most trucks
18 are self-sufficient. Commissioner Riddile asked the applicant to confirm parking, trash
19 and delivery will be the only use for the back of the property and the applicant said
20 confirmed. Commissioner Riddile asked if the dumpster will be from Mountain Waste.
21 Both Commissioners Rittner and Riddile were concerned about the trash bins being
22 bear proof and hidden from view. Ms. Houchin said the container would be bear proof
23 and from Mountain Waste, but they needed easy access and did not want to hide the
24 dumpster. Commissioner McDonald asked if there would be a dumpster enclosure and
25 the applicant said they had not discussed one at this time. Commissioner McDonald
26 recommended an enclosure with doors that swing open for access and smaller
27 containers. Commissioner McDonald asked if there would be a grease reclamation
28 barrel for recycling oil and Ms. Houchin mentioned the grease trap was discussed
29 earlier and will address a reclamation barrel if the commissary kitchen requires one.

30
31 Commissioner Rittner asked if the applicants considered having conversations with the
32 residents along the alley way about delivery times and how . Ms. Houchin said they
33 would be mindful of those hours in the morning and in the evening. Ms. Houchin said
34 the deliveries are fast and take an average of 20 minutes at most. Commissioner
35 McDonald asked if the applicants had a food truck of their own and they said no.

36
37 Commissioner Riddile asked the applicants what their plan is for food truck utilities
38 such as electricity, water, and wastewater. Ms. Houchin said the food trucks would be
39 required to have a Garfield County Food license that also requires them to have access
40 to a toilet, therefore they would have access to the bathrooms in the commissary
41 building. The applicant said food trucks would have access to fresh water through the
42 commissary building and the building was equipped with three phase electrical. The
43 applicants said they had collaborated with an electrician to set up two electrical boxes
44 outside of the building and intended to install an additional spigot for outside water.
45 Vice Chair Coty asked if an additional water tap were required and Planner Smith said
46 no. Commissioner McDonald asked the applicant if the food trucks would empty their
47 wastewater, gray water into the building and dump it inside the commissary building.
48 The applicant said they would be done on a case-by-case basis but said most food
49 trucks were self-contained and may not need access to the building. Planner Smith

1 said the grease trap capacity is for use of the commissary kitchen and would have to
2 consider the type of food being prepared and the volume of grease to not overwhelm
3 the grease trap.

4
5 Commissioner Riddile said he had a concern about the circulation of food trucks and
6 pedestrians crossing US Highway 6 to this location and Drifters. Commissioner Riddile
7 said he would like to see the circulation go from town right-of-way either up the alley
8 or from Main Street. Commissioner Riddile said he would prefer a fence on the east
9 side of the food trucks to separate the property from the neighboring property.
10 Commissioner Riddile said a fence would prevent the food trucks from using the
11 neighbor's property and instead use the right-of-way from the alley or Highway 6/Main
12 Street. Commissioner Riddile said he would like to encourage pedestrians to use the
13 same right-of-way. Vice Chair Coty preferred not to use a fence but planters that have
14 mobile flexibility and are less permanent than a fence. Commissioner Riddile was
15 concerned pedestrians would use Jim Shrull's U Haul business as a walkway.

16
17 Vice Chair Coty said the orientation of the trucks on the site plan were awkward and
18 she said lining them up parallel to the to the property line would have better
19 constructive collaboration to Highway 6 and provide more flexibility to the applicants.
20 The applicants said they chose orientation of the trucks so they would be seen from
21 Highway 6/Main Street. Planner Smith said Down Valley Brewing had a similar plan
22 and council chose to call it a zone and gave the applicants flexibility to align the trucks
23 as they needed. Planner Smith suggested naming it a vendor parking zone that would
24 be lengthwise to the building and allow the applicants flexibility for parking.
25 Commissioner McDonald suggested rotating the trucks 90 degrees and parking them
26 along the line to create a natural barrier and put planters between the food trucks.
27 Commissioner Riddile reiterated the importance of a barrier and Vice Chair Coty said
28 they needed a condition that requires a mobile, nonpermanent, but definitive
29 treatment to prevent movement on the adjacent property. Vice Chair Coty asked Ms.
30 Houchin if that was fair and Ms. Houchin said yes. Vice Chair Coty agreed to name the
31 vendor parking zone to give the applicants flexibility for varied sizes of food trucks.

32
33 Commissioner Rittner said she was mildly concerned with the back ally pedestrian
34 access and people parking in the ally when they should not. Vice Chair Coty said there
35 is a fence, but it is partially blown down.

36
37 Commissioner Parks asked Planner Smith if they would have a sign and Planner Smith
38 said the applicant and food trucks would have to comply with the sign codes.

39
40 Vice Chair Coty asked the commissioners if there were any other questions then
41 opened the meeting for public comment.

42
43 Roy Glidden said he owns the property adjacent to the applicants to the west. Mr.
44 Glidden said many of the concerns he had were addressed by the commission earlier,
45 however he was concerned about noise and asked if the cut-off time would be 9:00
46 p.m. Planner Smith said the hours of operation will be decided when the applicants
47 appear at town council, but 9:00 p.m. is a likely closing time. Mr. Glidden asked if the
48 applicants planned to open at 9:00 a.m. and the applicants had not decided yet. Mr.
49 Glidden said he was concerned about parking for his tenants at his short-term rental

1 business because currently parking is difficult on the west side of town. Mr. Glidden
2 said the weekends were particularly busy and the U Haul business reduced his parking
3 spaces. Mr. Glidden asked the commission if there were any plans for the town to
4 address parking concerns. Mr. Glidden also said safety and privacy was a concern for
5 his tenants and would like to have a fence on the southwest side of his property. Mr.
6 Glidden asked if the town maintains the alley because maintenance, is a concern. Mr.
7 Glidden was also concerned about the electrical utilities because of recent outages and
8 asked if the transformers are sufficient for the new electrical draw. Mr. Glidden said he
9 would like "no parking" signs in the alley because it is his primary driveway. Vice Chair
10 Coty took note of the parking issues and said it needs to be addressed as a town issue.
11 Administrator Reynolds said signs were the responsibility of the town and he would
12 look into it. Vice Chair Coty said the electrical concerns Mr. Glidden had regarding
13 power outages was caused by the grid and assured the building will meet building code
14 standards and Planner Smith agreed.

15
16 Down Valley Brewing business owner Haley Williams said she was concerned about the
17 hours of the new food trucks and how they would affect their business menu. Ms.
18 Williams said her biggest concern was MOO LLC's patrons using the Down Valley
19 Brewing's restrooms. Vice Chair Coty said Ms. William's concern about the restroom
20 facilities are valid for the guests and the adjacent businesses and asked the applicant if
21 they could place a porta potty for patrons to use and the applicants said the Health
22 Department will not allow it. Administrator Reynolds said Planner Smith referred to his
23 staff report because the porta potty creates more hazards than not having one.
24 Planner Smith said he spoke with Garfield County directly and confirmed that food
25 trucks are not allowed to have porta potties for their patrons, but for employees only.
26 Commissioner Riddile said there was a porta potty outside of the food truck in Silt and
27 Ms. Houchin said it is for the employees. Planner Smith said each food truck has its
28 own agreement regarding restroom facilities with the county. Vice Chair Coty and
29 Commissioner Rittner asked if the applicants could make their restrooms available to
30 the public and Planner Smith said it was not feasible to have food truck patrons in the
31 commissary kitchen where food is being prepared. Vice Chair Coty asked the applicant
32 if they had the ability to install an exterior door to the bathroom with a lock to the
33 interior of the building. Ms. Houchin said they were not open to having patrons inside
34 the building. Commissioner Rittner said that it was unfair to put on a fellow business.
35 Ms. Houchin said it is customary practice for food trucks to not have public restrooms.
36 Ms. Houchin asked if there were public restrooms anywhere else in downtown New
37 Castle and Commissioners Riddile and Rittner said there is a porta potty at Burning
38 Mountain Park. Vice Chair Coty and Commissioner McDonald said restroom facilities
39 would be something to consider for downtown in the future.

40
41 Vice Chair Coty closed the public hearing at 7:56 p.m.

42
43 Vice Chair Coty asked the applicant and Mr. Glidden if they would enter a partnership
44 to discuss a fence on the west side of the property because of his privacy concerns. Mr.
45 Glidden and Ms. Houchin both agreed to discuss it later. Vice Chair Coty said the ally is
46 town maintained and asked Planner Smith and Administrator Reynolds to elaborate on
47 maintenance and capacity for trucks and deliveries. Administrator Reynolds said the
48 alley runs the whole way behind the applicant's property and will investigate where the
49 ally dead ends. Commissioner Parks asked the applicants if they were able to pull their

1 own truck through the ally and they said it was tight and there was a need to clear
2 behind the U Haul building. Ms. Houchin said they discussed it with Mr. Shrull, and he
3 is open to clearing up the ally. Vice Chair Coty said the applicants need to be clearer
4 on their plans for parking without putting additional stress on the Main Street parking.
5

6 Commissioner McDonald asked the applicants if they planned to use string lights as
7 adequate lighting and the applicant asked Planner Smith if they are allowed. Planner
8 Smith said it falls under holiday lighting. Commissioner Parks asked Ms. Williams from
9 Down Valley Brewing if they used string lights and she said yes. Vice Chair Coty asked
10 Ms. Williams if they turned the lights off at a certain time and Ms. Williams said at last
11 call around 8:00 p.m. Commissioner Rittner said there are string lights in the town
12 owned Ritter Plaza and they are on all night. Planner Smith said there is not an official
13 law saying strings are not allowed, so that could be added as a condition.
14

15 Vice Chair Coty reviewed the conditions for the resolution to include a food truck
16 vendor zone and Planner Smith that would be added to letter A of the resolution. Vice
17 Chair Coty said there would be a condition for a non-permanent edged barrier to limit
18 movement to the adjacent property on the west and Planner Smith said he would add
19 that to letter F of the resolution. Commissioner Riddile asked if a condition could be
20 added to include a fence on the southwest corner of Commissioner Parks, asked for a
21 permanent fence and Ms. Houchin said they were open to discussion. Vice Chair Coty
22 said it would be a condition from the southwest corner of the building to the ally.
23 Administrator Reynolds suggested naming a specific kind of fence and Commissioner
24 Riddile said a privacy fence. Commissioner Parks asked if they would split the cost with
25 the applicant and Commissioner Riddile said it was part of the condition. Planner Smith
26 said letter N's condition would be a privacy fence to cover the gap of the southwest
27 corner of the applicant's garage to northeast corner. Planner Smith explained to the
28 applicant these are recommendations made to council and the applicant would have
29 time to reflect.
30

31 **MOTION: Commissioner Riddile made a motion to approve Resolution PZ**
32 **2025-3 - A RESOLUTION OF THE NEW CASTLE PLANNING AND ZONING**
33 **COMMISSION RECOMMENDING APPROVAL OF A CONDITIONAL USE PERMIT**
34 **FOR MOBILE VENDING CARTS OR STANDS (I.E., FOOD TRUCKS) ON PROPERTY**
35 **LOCATED IN THE C-1 ZONE DISTRICT as Amended A, F and N. Commissioner**
36 **McDonald seconded the motion and it passed on a roll call vote. Vice Chair**
37 **Coty: Yes; Commissioner Rittner: yes; Commissioner Riddile: Yes;**
38 **Commissioner Parks: yes; and Commissioner McDonald: yes.**
39

40 **Comments/Reports**

41 Planner Smith said October's P & Z calendar was looking light.
42

43 **Items for Next Planning and Zoning Agenda**

44 **Commission Comments and Reports**

45 Commissioner Parks said HPC is hosting a plaque ceremony at Down Valley Brewing on
46 October 2 at 5:00 p.m. and hosting a public hearing on October 20, 2025, to designate
47 Highland Cemetery as a historical landmark.
48
49

1 **Staff Reports**

2 No staff reports

3 **Review Minutes from Previous Meetings**

4 **MOTION: Commissioner Riddile made a motion to approve July 23, 2025,**
5 **meeting minutes with changes. Vice Chair Coty seconded the motion, and it**
6 **passed unanimously.**

7
8 Vice-Chair Cotey adjourned the meeting at 8:18 p.m.

9
10 Respectfully Submitted,

11
12
13
14
15 _____
16 Alison Coty, Commission Vice-Chair

17
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19 _____
20 Professional Assistant to the Town Clerk Michelle Huster

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26 Exhibits

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28 Exhibit A – Staff Report
29 Exhibit B – Site Plan
30 Exhibit C - Resolution

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