

Entertainment Event Permit Staff Report

Date: August 27, 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: Trevor Bedford, AICP, Senior Planner
Jeanette Bare, AICP, Planning Manager
Steven E. Koster, AICP, Assistant Director of Planning Services
Subject: **1433 Lake Gulch Rd – Gilly’s Pumpkin Patch – Major Entertainment Event**
Project File: **EE2025-008**

Board of County Commissioners Hearing:

September 9, 2025 @ 2:30 p.m.

I. EXECUTIVE SUMMARY

The applicants are requesting approval of a Major Entertainment Event Permit for the Gilly’s Pumpkin Patch event that will operate on Thursday through Saturday for three weekends in September and October of 2025. Gilly’s Pumpkin Patch is located on the west side of Lake Gulch Road, approximately 500 feet north of its intersection with Crystal Valley Parkway.

The event consists of a pumpkin patch with pumpkins for sale, food and non-alcoholic beverage sales, and children’s activities. The event will operate from 10:00 A.M. until sunset, approximately 7:00 P.M. The event is expected to attract up to 500 guests per day with parking provided on-site.

II. APPLICATION INFORMATION

A. Applicant

Christa and Brent Sheffield
1433 Lake Gulch Road
Castle Rock, CO 80104

B. Request

The applicant is requesting a Major Entertainment Event Permit for a pumpkin patch over a total of 9 days throughout September and October 2025 with a maximum attendance of 500 guests per day.

C. Process

A Major Entertainment Event is processed pursuant to Section 22B, Entertainment Events, of the Douglas County Zoning Resolution (DCZR). Section 2201B states that the intent of the process is “to provide for the orderly control of Entertainment Events.”

Entertainment Events are defined in Section 36 of the DCZR as “a public presentation for which admission is made available to the general public, held on a one time or occasional basis that provides amusement for, or holds the attention of, those in attendance.” Entertainment events are permitted as accessory uses in the A-1 and LRR Zone Districts. The regulations establish two categories of entertainment event permits, major and minor, depending on the frequency and size of event proposed.

A major entertainment event is defined as either: 1) a one-day event, such as a concert, with a maximum daily attendance of more than 500 persons, or 2) a multi-day event, such as a festival, carnival, or revival, with a maximum daily attendance of more than 300 persons or a duration of more than seven (7) days. Major entertainment events are subject to review and approval by the Board following a public meeting on the request. Courtesy notices are mailed to abutting property owners to inform them of the proposed event. Mailed notices are required to be sent to abutting property owners prior to the Board meeting date.

Per Section 2205B.05 of the DCZR, “Major Entertainment Event Permits shall be approved, approved with conditions, continued, tabled for further study, or denied by the Board of County Commissioners at a public meeting. The Board shall evaluate the Entertainment Event request, staff report, applicant responses, and public comment and testimony. The Board’s action shall be based on the evidence presented, compliance with adopted County standards, regulations and policies; and other guidelines.”

D. Location

The proposed event is located on the west side of Lake Gulch Road, approximately 500 feet north of its intersection with Crystal Valley Parkway.

E. Project Description

The applicant is requesting approval of a Major Entertainment Event for a pumpkin patch that will take place Thursday through Saturday over three weekends in September and October 2025. The event will take place from 10:00 A.M. until sunset, approximately 7:00 P.M., with a maximum attendance of 500 guests per day on the following dates:

- September 25, 26, and 27
- October 2, 3, and 4
- October 9, 10, and 11

The event includes children’s activities such as face painting and pumpkin painting as well as a corn pit, a pumpkin toss, a maze, cornhole, a playground, and pedal carts. Food and non-alcoholic beverage sales will be available. Food including freeze-dried candy, cotton candy, jam, caramel apples, cookies, popcorn, and similar concessions will be sold by the property owners. The property owners will be required to provide evidence of the appropriate licensing from the Douglas County Health Department prior to operating. The event may also have other food vendors on site and will be required to provide proof of appropriate licensing prior to operating.

The pumpkin patch will be primarily operated by members of the household. The applicant has indicated that, if necessary, up to three part time employees may work on site.

No construction or grading activities are proposed. The event will not use any outdoor lighting or amplified sound. Right-turn only signage will be placed at the end of the driveway for traffic exiting onto Lake Gulch Road. All parking will be accommodated on site.

III. CONTEXT

A. Background

The applicant has been approved to operate Gilly’s Pumpkin Patch at this location in 2023 and 2024 as a minor entertainment event permit with a maximum of 300 guests per day for six days. Due to the previous events’ success, the applicant wishes to expand to a maximum of 500 guests per day over 9 days.

B. Adjacent Land Uses and Zoning

Abutting properties are primarily agricultural and large lot residential properties and an open space tract to the west.

Zoning and Land Use

Direction	Zoning	Land Use
North	Large Rural Residential	Single Family Residential
South	Agricultural One	Vacant Agricultural
East	Agricultural One	Vacant Agricultural
West	Town of Castle Rock – Crystal Valley Planned Development	Open Space Tract

IV. PHYSICAL SITE CHARACTERISTICS

A. Site Characteristics and Constraints

The property is approximately 16.1 acres with Sellers Gulch running through the property. The event will take place on the east side of Sellers Gulch.

B. Access

Access to the on-site parking area is proposed at the existing residential driveway off of Lake Gulch Road. The applicant will provide “right turn only” signage at the end of the driveway for traffic exiting the site as requested by the Douglas County Sheriff’s Office.

C. Traffic

Public Works Engineering has reviewed the narrative submitted with the application and did not have any concerns for a single-year event. Public Works Engineering noted additional information would be required to support a multi-year event approval. The applicant has clarified in the narrative that approval for only a single year is being requested at this time.

The Douglas County Sheriff’s Office and the Town of Castle Rock noted concerns regarding the site access and proximity to the intersection of Lake Gulch Road and Crystal Valley Parkway. The Sheriff’s Office also noted concerns about sufficient parking on site. The applicant worked with the Sheriff’s Office to address these concerns. The applicant will provide right turn only signage for traffic exiting the site. The applicant has also provided additional information to show sufficient parking is on site.

D. Drainage and Erosion

The event does not require any grading activities.

V. PROVISION OF SERVICES

A. Fire Protection

Castle Rock Fire and Rescue Department (CRFD) provides fire and emergency services to the site. CRFD reviewed the request and will require a special event permit prior to the opening of the event to the public. The applicant has applied for the permit. All conditions of that permit must be met including site operations and inspections.

C. Sheriff Services

The Douglas County Sheriff’s Office noted concerns related to traffic and sufficient on site parking areas. The applicant worked with the Sheriff’s Office to address these concerns. The applicant will provide right turn only signage for traffic exiting the site and provided additional information to show sufficient areas for parking are available on site. With this additional information, the Sheriff’s Office has confirmed their concerns have been addressed.

D. Water and Sanitation

The applicant proposes two portable toilets, hand sanitizer stations, and a hand washing station. Trash will be managed and properly disposed of. Food and beverages will be available for purchase.

E. Utilities

The proposal does not impact existing utilities.

F. Other Required Processes and Permits

In conjunction with the Board's approval for a Major Entertainment Event, additional approvals and permits must be obtained by the applicant prior to Planning Service's issuance of the final Entertainment Event Permit necessary for the commencement of the event.

Prior to the issuance of the final Entertainment Event Permit, the applicant will need to provide approvals from Castle Rock Fire and Rescue Department (CRFD) and the Douglas County Health Department (DCHD). The applicant has submitted the special event permit application to CRFD and is awaiting permit issuance and inspections. The applicant will be required to obtain and provide licensing for all food vendors on site to DCHD.

VI. PUBLIC NOTICE AND INPUT

Courtesy notices of an application in process were sent to adjacent property owners during the referral period on July 29, 2025. In addition, pursuant to the DCZR Section 2205B.04, the applicant is required to provide mailed written notice of the Board of County Commissioners public meeting to abutting property owners. A copy of the certification will be provided prior to the Board's public hearing on September 9.

As of the writing of this report, staff has not received any comments from the public regarding this event application.

All referral agency comments are outlined in the Referral Agency Response Report attached to the staff report.

VII. STAFF ANALYSIS

Per Section 2202B of the DCZR, a Major Entertainment Event Permit may be approved upon the finding by the Board of County Commissioners that the following standards have been met:

2202B.01 The proposed use is compatible with the intent of the zone district in which the event is proposed.

Staff Comment: The site is located within the LRR zoning district, which allows entertainment events as an accessory use subject to Section 22B. The site currently has a single-family residence. Abutting properties are large rural properties and an open space tract to the west.

2202B.02 The proposed use will not have a substantial adverse effect on adjacent uses, building, structures, or the natural environment.

Staff Comment: The event is proposed to be located on a site with an existing residence. The applicants anticipate a maximum of 500 guests per day during the daytime. No physical changes to the site are required. Public Works Engineering reviewed the event and had no concerns regarding a single-year approval.

Courtesy notices were mailed to abutting landowners. Staff received no comments regarding the events. The applicant will adhere to all applicable codes and requirements.

2202B.03 The proposed use will not have a substantial adverse effect public services or facilities.

Staff Comment: The applicant worked with the Sheriff's Office to address concerns related to traffic and parking. The applicant will provide portable toilets and provide food and drinks on site.

2202B.04: The nature of the proposed use will not be detrimental to the health, safety, or welfare of the community.

Staff Comment: The application was sent to referral agencies including the Sheriff's Office, Douglas County Health Department, Castle Rock Fire and Rescue, Douglas County Building Services, and Public Works Engineering to ensure that the applicant has addressed potential health and safety issues associated with the event. Castle Rock Fire and Rescue will require a special event permit. All permits and inspections required by Castle Rock Fire and Rescue will be required prior to the event. Building services reviewed the project and all concerns have been addressed. Douglas County Health Department has reviewed the application and initially requested additional portable restrooms. The applicant has added one additional portable restroom. All food vendors are required to provide Douglas County Health Department with proof of licenses.

2202B.05 The proposed use complies with the general requirements listed in Section 2203B herein.

Staff Comment: The event is proposed within the LRR zoning district that allows entertainment events as an accessory use by right subject to Section 22B. Access is proposed via an existing driveway on Lake Gulch Road. No off-site traffic control is expected to be necessary. The applicant will provide on-site parking and right turn only signage for traffic leaving the property. The applicant will provide portable toilets and trash disposal at the event.

2202B.06 The site is suitable for the proposed use, considering flood hazard, drainage, and topography.

Staff Comment: The application has been reviewed by Public Works Engineering. No grading or drainage improvements are necessary.

VIII. STAFF ASSESSMENT

Staff has evaluated the application in accordance with Section 22B of the DCZR. No residents have expressed concern over the events. Event activities are proposed to be

managed on site with signage to minimize traffic impacts to the roadway. Additional permits, approvals, and inspections are required prior to final event permit issuance.

Should the Board find that the approval standards for the Major Entertainment Event are met; the following proposed conditions should be considered for inclusion in the motion:

1. The major entertainment event permit is approved for events from September 25 through 27, October 2 through 4, and October 9 through 11. Each day is approved to operate between 10:00 A.M. and Sunset with a maximum attendance of 500 guests per day.
2. Prior to final event permit issuance, the applicant shall provide evidence that all Castle Rock Fire and Rescue Department permits and inspections have been completed.
3. Prior to final event permit issuance, copies of valid retail food establishment licenses for all vendors shall be provided to the Douglas County Health Department.
4. The event shall not commence until the final event permit has been issued. Planning Services shall issue the final event permit when the applicant has demonstrated that all other conditions of approval have been met.
5. All commitments and promises made by the applicant or the applicant's representative during the public meeting and/or agreed to in writing and included in the public record have been relied upon by the Board of County Commissioners in approving the application; therefore, such approval is conditioned upon the applicant's full satisfaction of all such commitments and promises.

ATTACHMENTS	PAGE
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LAND USE APPLICATION

Please complete, sign, and date this application. Return it with the required items listed on the Submittal Checklist to planningsubmittals@douglas.co.us. Submittals may also be mailed or submitted in person to Planning Services.
NOTE: The Planning Commission or the Board of County Commissioners should not be contacted regarding an open application.

OFFICE USE ONLY

PROJECT TITLE:

PROJECT NUMBER:

PROJECT TYPE: PUMPKIN PATCH

MARKETING NAME: GILLY'S PUMPKIN PATCH

PRESUBMITTAL REVIEW PROJECT NUMBER: PS2025-136

PROJECT SITE:

Address: 1433 LAKE GULCH RD CASTLE ROCK, CO 80104

State Parcel Number(s): 2505-241-10-002

Subdivision/Block#/Lot# (if platted): _____

PROPERTY OWNER(S):

Name(s): CHRISTA SHEFFIELD

Address: 1433 LAKE GULCH RD CASTLE ROCK, CO 80104

Phone: 801-643-9588

Email: CHRISTASHEFFIELD@GMAIL.COM

AUTHORIZED REPRESENTATIVE: (Notarized Letter of Authorization is required from the property owner, unless the owner is acting as the representative)

Name: _____

Address: _____

Phone: _____

Email: _____

To the best of my knowledge, the information contained on this application is true and correct. I have received the County's information sheet regarding the *Preble's Meadow Jumping Mouse*.

Christa Sheffield
Applicant Signature

7-10-25
Date

Gilly's Pumpkin Patch

Gilly's pumpkin patch is proposed to be an event where people can come to pick out their pumpkins and enjoy a more rural outdoor experience during the fall season. Being a Large Rural Residential property, our goal is to provide a service to the public of Douglas County in the form of an entertainment event, while also maintaining the integrity of the rural character of the property being used. This will be a small-scale family run operation. We are asking for a 1 year approval based on our numbers for engineering and traffic.

Events Proposed Activities:

- Selling of Pumpkins. Most pumpkins are not grown on location but rather will be trucked in from Dionisio farms and/or Hirkata farms in Pueblo, CO. A small entrance fee will be required.
- Concessions
- Childrens activities including face painting, pumpkin painting, corn pit, pumpkin toss, maze, cornhole, playground, and pedal carts.

Attendance:

- The attendance is estimated to be around 500 people per day
- The total attendance over 9 days of operation is thus estimated to be 4500 people
- Vehicle traffic is estimated to be up to 50 vehicles/hr

Event Schedule

- Hours of operation will be from 10 a.m. until dark (6:30-7)
- Set up will begin the week prior to opening day
- 2025 dates would be September 25-27, October 2-4, and October 9-11

Employees

- The pumpkin patch will be managed by members of the property household
- Additional part time employees for operation may be employed, up to 3 part time employees.

Sanitation and water

- Bottled water for drinking will be available for purchase
- Two portable toilets with hand sanitizer will be available
- A handwashing station with a free-flow spout, catch bucket, soap, and paper towels shall be provided at concessions.

Site plan:

- No construction of new buildings will occur. The current carport will be used for entrance, exit, checkout, and food sales
- Driveway is 22' wide at the entrance
- No left hand turn will be allowed at the exit to the drive way
- 80 parking spaces will be available

- See attached aerial view for details of location of parking and activities
- Signage
 - One freestanding sign will be posted on the southbound side of Lake Gulch Rd at the entrance of the driveway alerting drivers of the “Gilly’s Pumpkin patch, turn here” and with hours of operation
 - One flag banner will mark the entrance to the event driveway
 - “Closed” sign at top of driveway on days we are not in operation
 - A sign will be posted at the exit to the driveway stating “right turn only”

Other Plans and information:

- We will be selling concessions such as freeze dried candy, cotton candy, jam, caramel apples, cookies, popcorn etc. The vendor is solely the property owners who will secure a permit for a retail food establishment from the Douglas County Health Department
- Other food trucks or independently licensed food vendors may be on site during public hours
- No speakers will be used
- Outdoor lighting specific for the pumpkin patch will not be used as we will only be open during daylight hours
- NO alcohol will be served
- Trash will be removed by the company Waste Management through a weekly pickup of garbage bins. Smaller bins will be located around the activity site and carport for attendees trash disposal

Traffic Feedback consisted of 2 primary concerns. See below for the resolution discussed with the Sheriff's office. It should be clear that any concern

1. **Ingress/Egress to the property.** It was agreed that a sign be placed at the top of the driveway stating "Right turn only please" for the cars that are exiting the property.
2. **Sufficient parking for vehicles.** Parking stalls usually measure about 9'x18'. The sheriff's office asked that we have at least 80 parking spaces on the property. In order to fit 80 parking spaces we would need 720 linear feet of parking. The way we have our parking area set up we have roughly 1700 linear feet of parking or enough for 188 parking stalls.



Trevor Bedford

From: Christa Sheffield <christasheffield@gmail.com>
Sent: Monday, August 18, 2025 3:05 PM
To: Trevor Bedford
Subject: Fwd: Online Form Submittal: Permit Application for Special Event

Just sending a copy of my application for a permit through castle rock fire.

Christa Sheffield
Gilly's Pumpkin Patch
gillyspumpkinpatch.com



----- Forwarded message -----

From: <noreply@civicplus.com>
Date: Wed, Jul 23, 2025 at 1:58 PM
Subject: Online Form Submittal: Permit Application for Special Event
To: <christasheffield@gmail.com>

Permit Application for Special Event

Permit Application for Special Event

CRFD recommends not using a mobile device to fill out this form.

The review process will take ten to 15 days to review from the date the application is submitted for review. The application must be submitted at least 30 days prior to event to be approved.

All applicable fields must be completed prior to the fire inspection.

A detailed site and floor plan shall be provided with each application for approval. The site and floor plan shall indicate details of the means of egress from the facilities, and seating arrangement and location.





The Fire Department must conduct a fire and life safety inspection, of the venue, once set up has been completed.

Contact Name	Christa Sheffield
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Contact Phone Number	8016439588
Email Address	christasheffield@gmail.com
Contact Address	1433 Lake Gulch Rd
Name of Event	Gilly's pumpkin patch
Will your event have mobile food trucks?	Yes
Date and Time the set up will be complete and ready for inspection.	9/25/2025 7:00 PM
Date and Start Time and End Time of Event	9/26/2025 10:00 AM - 10/11/2025 7:00 PM
Location of Event	1433 Lake Gulch Rd Castle Rock, CO 80104
Number of Persons on Site at Event	> 150 but < 500="" persons="" on="" site="" at="" one="">
Describe Event	Fall festival pumpkin patch. People come to pick out their pumpkins, play, and take photos.
Will your event have a fireworks display?	No
Check all that apply:	Mobile food truck/trailer/cooking, Sales of merchandise
Documents (i.e. site plans, maps, public safety plan)	Gillys Pumpkin Patch submittal 2025.pdf
Additional documents (i.e. site plans, maps, public safety plan)	Gillys site plan 2025.pdf
Acknowledgement	I have read and understand all of the requirements set forth by the Castle Rock Fire and Life Safety Division. I understand that if the requirements are not adhered to, my event is subject to cancellation and no fees paid shall be refunded.

Comprehensive Master Plan Land Use Reference Map

Comprehensive Master Plan Areas

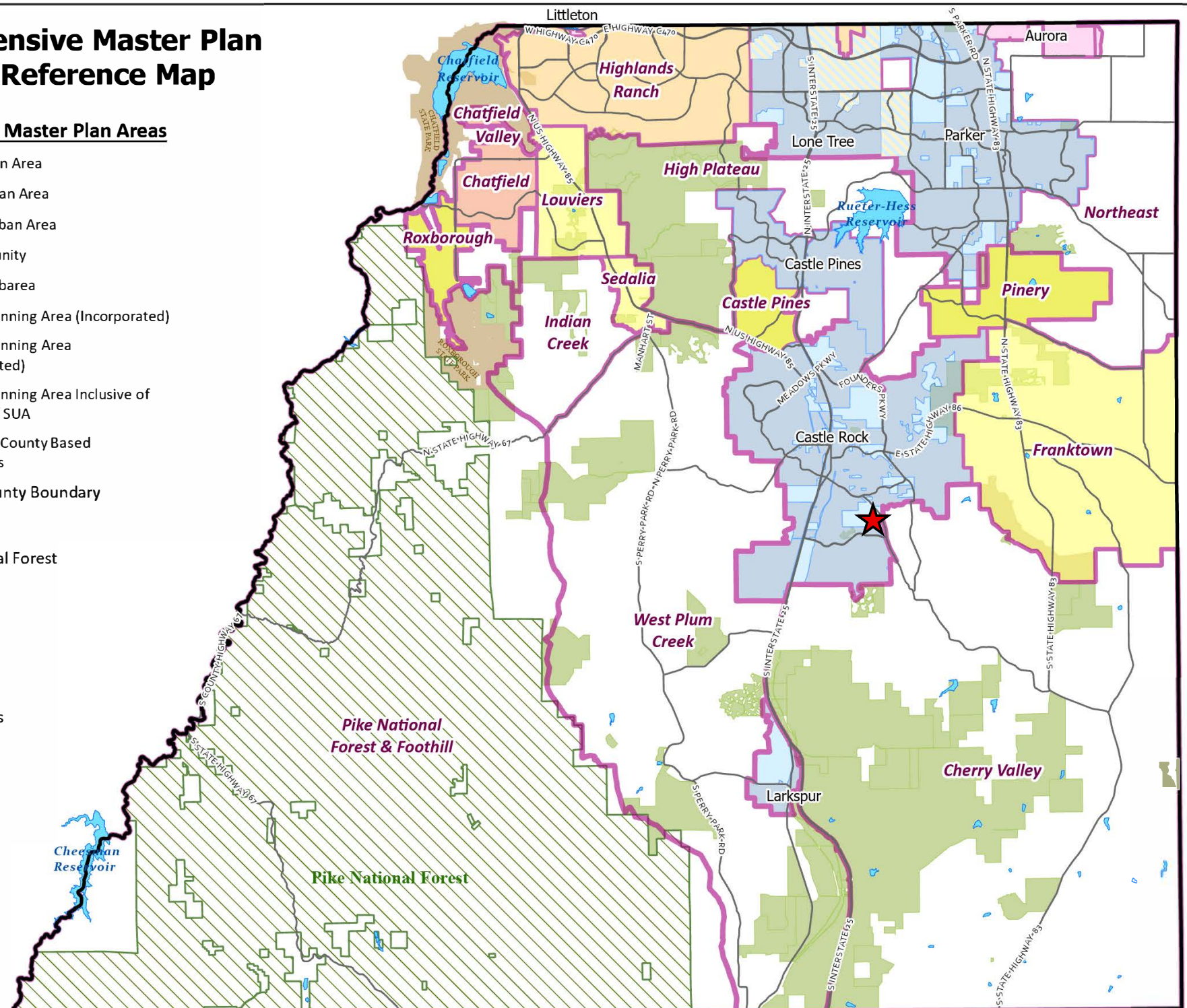
-  Primary Urban Area
-  Chatfield Urban Area
-  Separated Urban Area
-  Rural Community
-  Nonurban Subarea
-  Municipal Planning Area (Incorporated)
-  Municipal Planning Area (Unincorporated)
-  Municipal Planning Area Inclusive of County PUA / SUA
-  Non-Douglas County Based Municipalities
-  Douglas County Boundary

Parks

-  Pike National Forest
-  State Parks
-  Open Space
-  Lakes

Roadways

-  Major Roads

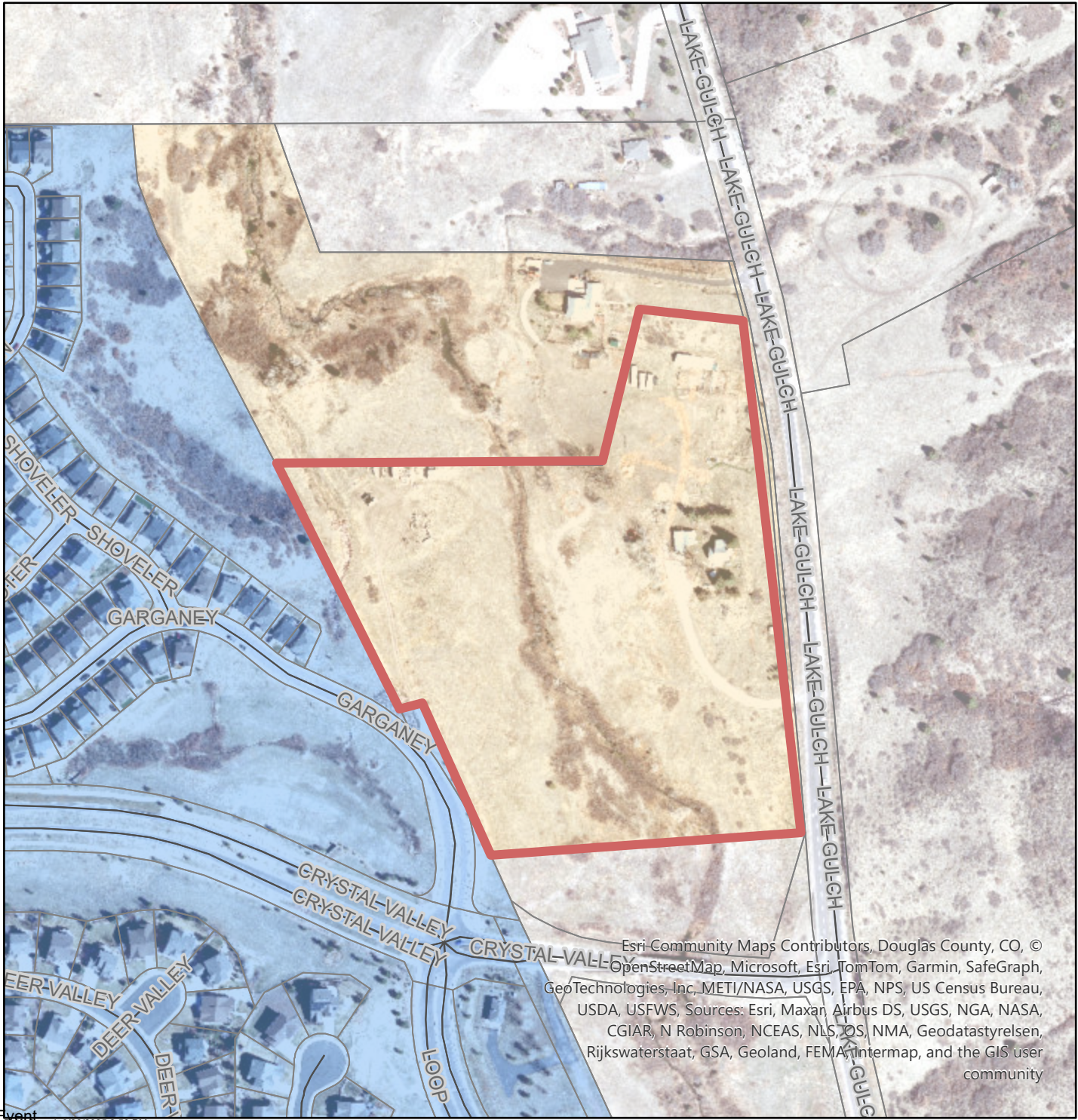


1433 Lake Gulch Road

EE2025-008
Zoning Map



- LEGEND
- Major Roads
 - Parcels - PARCELS
 - A1 - AGRICULTURAL ONE
 - LRR - LARGE RURAL RESIDENTIAL
 - CTY



Esri Community Maps Contributors, Douglas County, CO, ©
OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph,
GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau,
USDA, USFWS, Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA,
CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen,
Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user
community

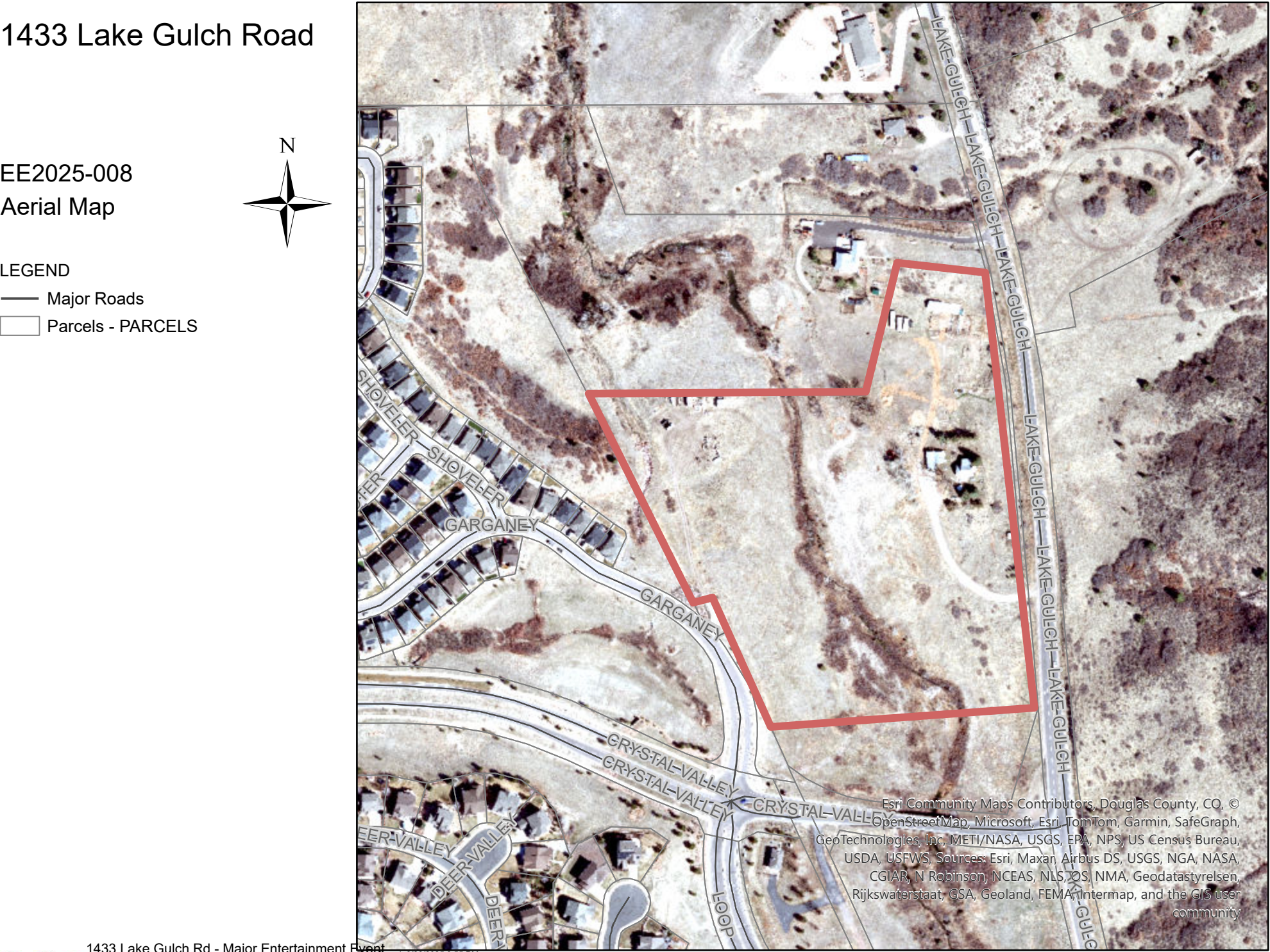


1433 Lake Gulch Road

EE2025-008
Aerial Map



- LEGEND
- Major Roads
 - Parcels - PARCELS



Esri Community Maps Contributors, Douglas County, CO, ©
OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph,
GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau,
USDA, USFWS, Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA,
CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen,
Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user
community

Referral Agency Response Report**Page 1 of 2****Project Name:** 1433 Lake Gulch Road**Project File #:** EE2025-008**Date Sent:** 07/29/2025**Date Due:** 08/12/2025

Agency	Date Received	Agency Response	Response Resolution
Addressing Analyst	07/29/2025	No comment	No response necessary
Building Services	07/30/2025	Building division records do not show a permit for the carport. Permit is required. Please visit Douglas County's web site for requirements and contact 303-660-7497 if you have any questions. Update 8/21/25: All Concerns have been addressed	The applicant worked with Building Services to address all concerns.
Douglas County Health Department	08/11/2025	See attached letter. Summary: Requested food vendor information and recommend additional portable restrooms	Applicant provided an additional portable restroom and will provide all food vendor license information prior to operating.
Engineering Services	08/08/2025	See attached letter. Summary: Requested removal of any references to a multi-year event in the narrative OR a traffic impact analysis for a multi-year event.	Applicant revised narrative to clarify they are seeking approval for one year.

Referral Agency Response Report**Page 2 of 2****Project Name:** 1433 Lake Gulch Road**Project File #:** EE2025-008**Date Sent:** 07/29/2025**Date Due:** 08/12/2025

Sheriff's Office	07/30/2025	<p>There are a couple of concerns from the traffic unit. First would be ingress/egress to the property. This area of Lake Gulch has been some pretty significant crashes at the intersection of Crystal Valley, and I have concerns about how much traffic may back up with people waiting to turn left from northbound Lake Gulch. Additionally, I have some concerns with people trying to turn left out of the driveway onto Lake Gulch as well. Second, I have some concerns about the available parking. There is no space along the shoulders to park vehicles on Lake Gulch, and all vehicles would have to be able to fit on the property. With 500 attendees expected daily, I don't see where there is adequate parking to accommodate a high volume of traffic attending.</p> <p>Update 8/20/2025: All concerns are addressed</p>	Applicant worked with Sheriff's Office to address concerns. Right turn only signage will be placed for exiting traffic. Applicant provided information to Sheriff's Office to show sufficient parking on site.
Castle Rock Fire and Rescue Department	08/07/2025	<p>Fire will require a special events permit to be applied for. Permits can be attained using this link. Form Center • Permit Application for Special Event</p>	Applicant has applied for the required permit. Proof of permit and any necessary inspections will be required prior to operating.
Town of Castle Rock	07/30/2025	Castle Rock Police Department's only comment is: PD's only concern is the traffic entering and exiting onto Lake Gulch as there is no traffic control device at that location. The property and the road belong to County, but would hate to see a crash as the result of this.	As the roadway is a County road, the applicant worked with the Sheriff's Office to satisfy traffic concerns. A right turn only sign will be placed at the end of the driveway for exiting traffic.

August 11, 2025

Trevor Bedford
100 Third St.
Castle Rock, CO 80104

RE: EE2025-008

Dear Mr. Bedford,

Thank you for the opportunity to review and comment on the application for the Entertainment Event at Gilly's Pumpkin Patch. Douglas County Health Department (DCHD) staff have reviewed the application for compliance with pertinent environmental and public health regulations. After reviewing the application, DCHD has the following comments.

Food Service

Illness-causing organisms are spread easily to the public through food and beverages. The applicant indicates the possibility of allowing food vendors onto the site to provide food to the attendees. Food vendors must have a valid retail food establishment license from the Colorado Department of Public Health and Environment (CDPHE) in order to sell food in Douglas County. *The applicant should provide a list of licensed vendors to DCHD (EH@douglas.co.us) at least 2 weeks prior to the event.*

Portable Toilets

Proper wastewater management promotes effective and responsible water use, protects potable water from contaminants, and provides appropriate collection, treatment, and disposal of waste, which protects public health and the environment. The proposed number of portable toilets should be adequate to serve the anticipated number of attendees. Portable toilets should be placed so that they are accessible to attendees, but away from the food vendor area. Arrangements shall be made for the contractor to empty/replace these during the event. *As noted in the project narrative, a hand washing unit & sanitizer will be provided. Generally, one (1) portable toilet is sufficient for 50 people during a 4-hour event. Consider increasing the number of portable toilets & hand washing units if attendance exceeds this ratio.*

Please feel free to contact me at 720-907-4888 or bfreyer@douglas.co.us if you have any questions about our comments.

Sincerely,



Brent Freyer
Environmental Health Specialist II
Douglas County Health Department

REFERRAL RESPONSE REQUEST


 Date sent: July 29, 2025

 Comments due by: **August 12, 2025**
Project Name: 1433 Lake Gulch Rd

Project File #: EE2025-008

Project Summary: The applicant is requesting a major entertainment event permit to host a pumpkin patch event on Thursdays, Fridays and Saturdays from September 26 until October 11. The maximum attendance will be 500 people per day. Please refer to the attached narrative for more details about the event.

Information on the identified development proposal located in Douglas County is enclosed. Please review and comment in the space provided.

<input type="checkbox"/> No Comment	
<input type="checkbox"/> Please be advised of the following concerns: <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>	
<input checked="" type="checkbox"/> See letter attached for detail.	
Agency: Douglas County Public Works	Phone #: 303-660-7490
Your Name: Ken Murphy, P.E.	Your Signature: 
(please print)	Date: 12 AUG 2025

Agencies should be advised that failure to submit written comments prior to the due date, or to obtain the applicant's written approval of an extension, may result in written comments being accepted for informational purposes only.

Sincerely,

Trevor Bedford, AICP, Senior Planner
 tbedford@douglas.co.us

August 11, 2025

DV2025-333

Christa Sheffield
1433 Lake Gulch Road
Castle Rock, CO 80104

RE: Gilly's Pumpkin Patch – Event Permit EE2025-008
rev1 PWE Comments

Ms. Sheffield,

Douglas County Public Works Engineering has reviewed your submittal. Our comments are below.

TECHNICAL DOCUMENTATION**Project Narrative and Planning Exhibit**

- Note that the peak trip rate described in the narrative warrants a traffic impact analysis. As discussed in the pre-submittal meeting, Public Works may waive this requirement for a single-year permit.
- Regarding the permit term, the narrative is ambiguous in that it reads: *"We are looking for a 1 year approval based on our numbers for engineering and traffic, but would like to do a 5 year approval in the future."*
- For clarity, please remove any references for a multi-year permit.
- For a multi-year permit, please contact Public Works to discuss scoping and methodology for a traffic impact analysis to be prepared per criteria described in the Douglas County Roadway Manual.

Traffic Impact Analysis

- As discussed above, the requirement for a TIA may be waived for a single-year permit.

DOUGLAS COUNTY PUBLIC WORKS DEVELOPMENT RESOURCES

Many resources including criteria manuals, agreement forms, warranty and maintenance applications, templates for O & M manuals and other items are available at the web page below:

- <https://www.douglas.co.us/public-works/development-review/>

Please let me know if you have any questions regarding the items above.

Respectfully,



Kenneth M Murphy, P.E.
Senior Development Review Engineer
kmurphy@douglas.co.us

cc: DV File

Trevor Bedford

From: Trace Warrick
Sent: Wednesday, August 20, 2025 3:31 PM
To: Trevor Bedford; Brent Sheffield; Christa Sheffield
Subject: Re: Feedback about Gillys Pumpkin Patch

Trevor, yes this addresses my concerns.

Thanks,

Sgt. T. Warrick

Get [Outlook for iOS](#)

From: Trevor Bedford <tbedford@douglas.co.us>
Sent: Wednesday, August 20, 2025 2:53:12 PM
To: Brent Sheffield <brentsheffield@gmail.com>; Christa Sheffield <christasheffield@gmail.com>; Trace Warrick <twarrick@dcsheriff.net>
Subject: RE: Feedback about Gillys Pumpkin Patch

Brent – Thank you for the update, that is great.

Sergeant Warrick – can you confirm this addresses your traffic concerns?

Thank you,

Trevor Bedford, AICP | Senior Planner
Douglas County Department of Community Development
Planning Services Division
Address | 100 Third St., Castle Rock, CO 80104
Direct | 303.814.4372 **Main |** 303.660.7460
Email tbedford@douglas.co.us

From: Brent Sheffield <brentsheffield@gmail.com>
Sent: Wednesday, August 20, 2025 10:07 AM
To: Trevor Bedford <tbedford@douglas.co.us>; Christa Sheffield <christasheffield@gmail.com>; Trace Warrick <twarrick@dcsheriff.net>
Subject: Re: Feedback about Gillys Pumpkin Patch

Sergeant Warrick ended up getting back to me yesterday and we agreed to a resolution to his feedback. That resolution is attached to this email.

Brent

On Mon, Aug 18, 2025 at 11:41 AM Trevor Bedford <tbedford@douglas.co.us> wrote:

Trevor Bedford

From: Rana Rasteh
Sent: Thursday, August 21, 2025 3:43 PM
To: Trevor Bedford; Brent Sheffield; Christa Sheffield
Subject: RE: Feedback Resolution from Building Dept.

Yes Trevor.

Sincerely,
Rana Rasteh
Plans Examiner Supervisor
Douglas County Building Division
100 Third Street
Castle Rock, CO 80104
303-663-6168

From: Trevor Bedford <tbedford@douglas.co.us>
Sent: Thursday, August 21, 2025 3:42 PM
To: Brent Sheffield <brentsheffield@gmail.com>; Rana Rasteh <rrasteh@douglas.co.us>; Christa Sheffield <christasheffield@gmail.com>
Subject: RE: Feedback Resolution from Building Dept.

Thank you Brent.

Rana – Can you confirm your concerns have been resolved?

Thank you,

Trevor Bedford, AICP | Senior Planner
Douglas County Department of Community Development
Planning Services Division
Address | 100 Third St., Castle Rock, CO 80104
Direct | 303.814.4372 **Main** | 303.660.7460
Email tbedford@douglas.co.us

From: Brent Sheffield <brentsheffield@gmail.com>
Sent: Thursday, August 21, 2025 3:38 PM
To: Trevor Bedford <tbedford@douglas.co.us>; Rana Rasteh <rrasteh@douglas.co.us>; Christa Sheffield <christasheffield@gmail.com>
Subject: Feedback Resolution from Building Dept.

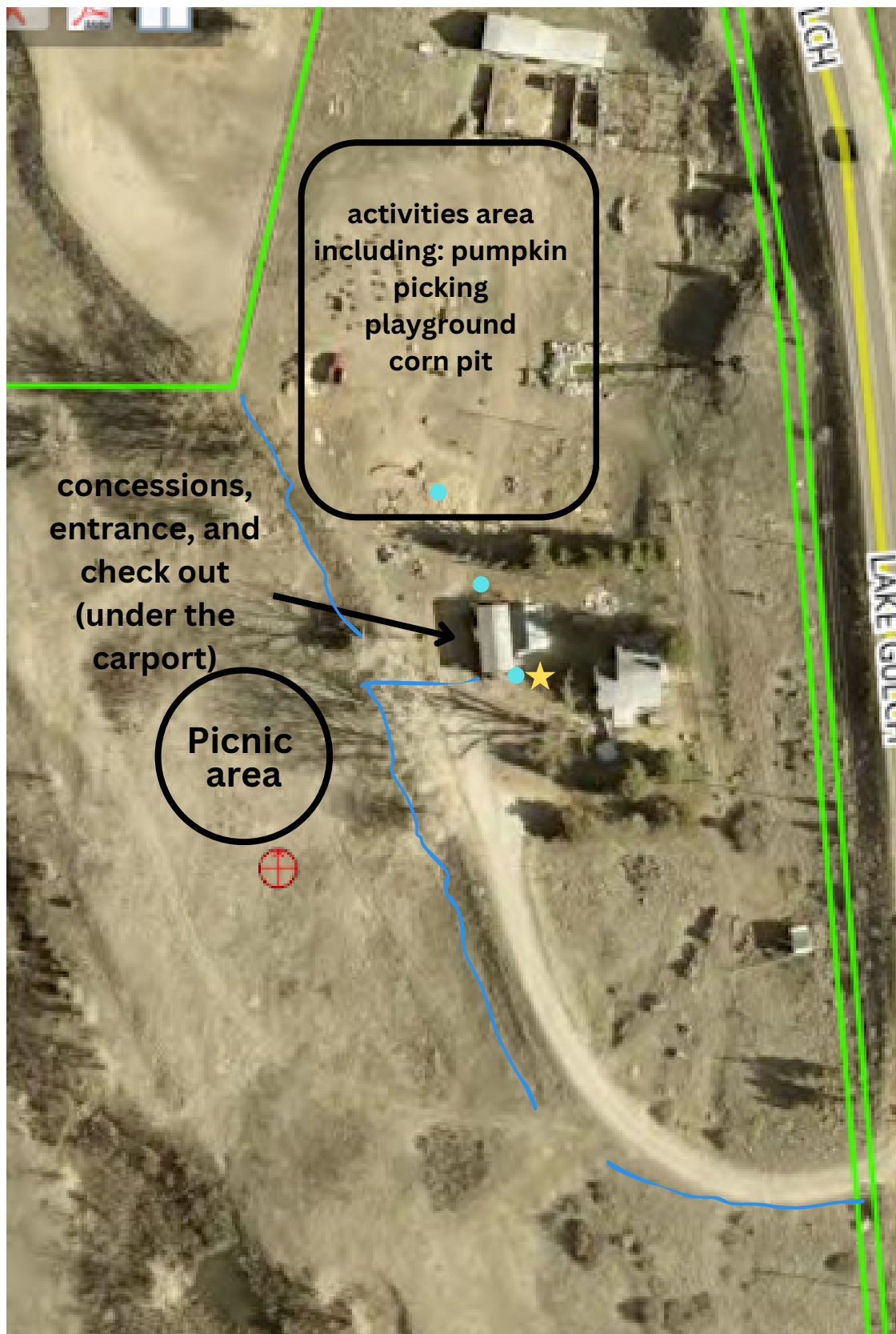
Trevor,

Rana and I have spoken and discussed the feedback from the building department. Rana shared that we are good to go without further need of resolution for the issue with the carport. Rana is happy to confirm this if needed.

Thank you both,

Brent

720-739-0087



★ Portable toilets

● trash cans

Blue lines denote fencing or otherwise roped off areas

Entrance will be through the carport to the area behind it labeled activities area. This is where our pumpkins and activities will be located. Other areas will be roped off.



- Parking areas - mowed field
- Parking access
- Handicap parking
- Loading/unloading

Vehicles will enter the event via lake gulch road. They will then proceed through the parking access opening to the parking areas. Handicap vehicles and those needing to load or unload will be able to proceed to the area closest to the entrance of the pumpkin patch. Driveway is to be widened to allow traffic both entering and exiting at the same time.