



Meeting Date: December 2, 2025

AGENDA MEMORANDUM

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Tara Vargish, PE, Director, Development Services
TJ Kucewesky, Assistant Director, Development Services

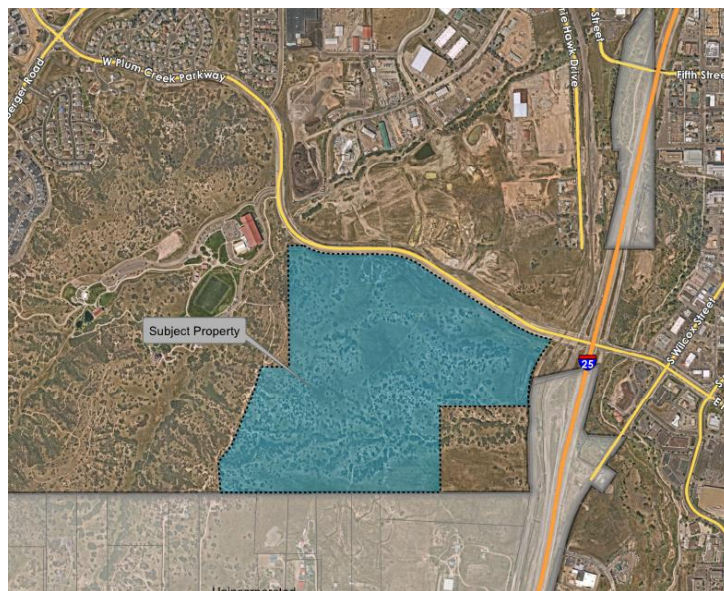
Title: Resolution Approving a Variance to Douglas County Street Naming Criteria, Regarding – “Castle Meadows Street”

Executive Summary

The proposed Resolution approves a variance from Douglas County’s street naming criteria to allow the use of the street name “Castle Meadows Street,” which exceeds the County’s 12-character limit. The project site is located at the southwest corner of I-25 and Plum Creek Parkway.

Background

Douglas County serves as the single responsible entity for reviewing and creating new street names and addresses in both unincorporated and incorporated areas of the County, including the Town of Castle Rock, per the Intergovernmental Agreement (IGA) dated October 26, 2004.



The County’s Addressing and Street Naming Manual establishes uniform criteria for naming new streets. Section 7.2(l) limits street names to 12 characters, including spaces but excluding suffixes, consistent with federally mandated sign lettering requirements.

Section 2.30 of Appendix G (Signing and Striping Supplement) within the Douglas County Roadway Design & Construction Standards Manual allows for street name sign variances, subject to approval by the Town when applicable within municipal boundaries.

JR Engineering, the Applicant for the Castle Meadows Interchange overlay planned development, has requested a variance to use the street name "Castle Meadows Street," which totals 14 characters for "Castle Meadows" including the space.

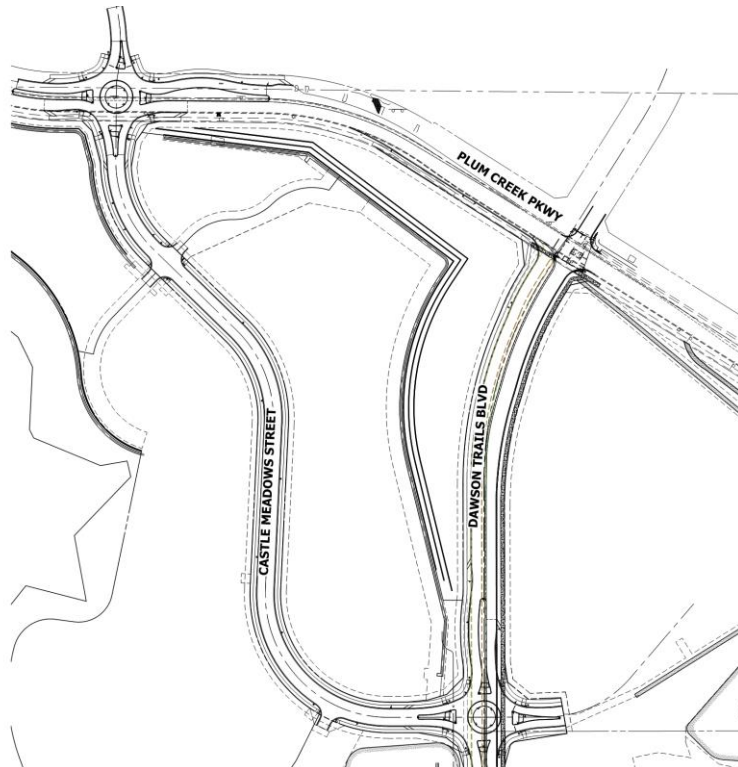
As part of the review, the Town provided Douglas County with a referral request. The County responded that they have no additional comments on the variance request.

Discussion

The proposed street name is compatible with the development, is consistent with the subdivision "Castle Meadows Filing No. 1," and is expected to improve geographic clarity for residents, visitors, and emergency responders. The variance is minimal (two additional characters) and does not impact signage readability or compliance with federal standards.

Douglas County reviewed the referral and indicated no additional comments, confirming that the variance does not conflict with County addressing requirements beyond the character threshold being requested.

Town staff supports the variance and recommends adoption of the Resolution.



Fiscal Impact

None. Approval of this variance has no fiscal impact to the Town.

Staff Recommendation

Staff recommends that the Town Council approve the Resolution granting a variance from the Douglas County street naming criteria to allow “Castle Meadows Street” as the official street name.

Recommended Motion

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

Alternative Motions**Approval with Conditions**

“I move to approve the Resolution, as introduced by title, with the following conditions.” (list conditions)

Continue item to next hearing (need more information)

“I move to continue this item to the Town Council meeting on [date], 2025, at [time].”

Attachments:

Attachment A: Resolution

Attachment B: ROW Exhibit