



Town Council Meeting Minutes - Draft

Mayor Jason Gray
Mayor Pro Tem Laura Cavey
Councilmember Ryan Hollingshead
Councilmember Kevin Bracken
Councilmember Mark Davis
Councilmember Max Brooks
Councilmember Tim Dietz

Tuesday, April 15, 2025

6:00 PM

**Town Hall Council Chambers
100 North Wilcox Street
Castle Rock, CO 80104
www.CRgov.com/CouncilMeeting**

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COUNCIL DINNER & INFORMAL DISCUSSION

INVOCATION

Mayor Gray provided the Invocation.

CALL TO ORDER / ROLL CALL

Present: 7 - Mayor Gray, Mayor Pro Tem Cavey, Councilmember Hollingshead, Councilmember Bracken, Councilmember Davis, Councilmember Brooks, Councilmember Dietz

PLEDGE OF ALLEGIANCE

COUNCIL COMMENTS

Mayor Gray wished everyone Happy Easter this weekend.

Councilmember Dietz reminded citizens to address the School Board at their April 22nd meeting regarding the Crystal Valley school property. Dietz is concerned about state legislature regarding abortion and transgender and parental rights.

[EXEC
2025-002](#)

Executive Session Report: April 1, 2025

Mayor Gray provided the report.

[ID 2025-046](#)

2025 Rising Star Scholarship Recipients

Becca Schnorr is the staff liaison to the Youth Commission and presented the winners of the Rising Star Scholarship:
arships:

Maya Ayres
Mariajose Miranda
Kaelani Salinas
Ren Rosenberg

[PROC](#)
[2025-004](#)

Proclamation: 2025 Arbor Day Proclamation (For Presentation - Approved on April 1, 2025, by a vote 7-0)

Mayor Gray read the proclamation into the record.

UNSCHEDULED PUBLIC APPEARANCES

No public comment.

TOWN MANAGER'S REPORT

[ID 2025-047](#)

Update: Calendar Reminders

[ID 2025-048](#)

Update: Legislative Update

Councilmember Brooks arrived in person at 6:40 pm.

Kristin Read, Assistant Town Manager, provided an update.

Moved by Councilmember Hollingshead, seconded by Mayor Pro Tem Cavey, to Affirm staff's recommended position on state legislation as presented and direct staff to communicate the positions to the Town's legislative delegation, CML and others.. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

[DIR 2025-016](#)

Letters of Support: US-85 (Sedalia to Meadows Pkwy) Project and Heroes Hall

David Corliss, Town Manager, noted two projects Douglas County is pursuing that staff feels deserve letters of support from the Town regarding US 85 project and Heroes Hall. A letter is provided to the Council written to Congresswoman Boebert and our State Senators.

Mark Marlowe, Director of Castle Rock Water, stated they have 90% final design for a project to pipe water from Plum Creek to Reuter Hess Reservoir. It has regional aspects to it so is a good candidate for this type of funding and it can be phased.

Mayor Pro Tem Cavey asked what we are asking for and why the Federal government wants to fund a local project. Marlowe stated the community funding project is smaller scale.

Concurrence from Council to submit the applications and include the water project.

Councilmember Dietz stated Heroes Hall will be at the fairgrounds and veterans can meet and get services, and others can come visit.

Moved by Mayor Pro Tem Cavey, seconded by Councilmember Davis, to approve letters of support for the projects as presented. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

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- [ID 2025-049](#) **Update: Monthly Department Reports**
- [ID 2025-050](#) **Development Services Project Updates**
- [ID 2025-051](#) **Update: Quasi-Judicial Projects**

TOWN ATTORNEY'S REPORT

No report.

ACCEPTANCE OF AGENDA

Moved by Councilmember Hollingshead, seconded by Mayor Pro Tem Cavey, to Approve the Agenda as presented. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

CONSENT CALENDAR

Moved by Councilmember Bracken, seconded by Councilmember Hollingshead, to Approve the Consent Calendar as presented. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

- [ORD 2025-013](#) **Ordinance Amending Various Provisions of Chapter 15.64 and Section 17.04.060 of the Castle Rock Municipal Code Regarding the Mailing of Written Notice of Public Hearings to Neighboring Property Owners and Homeowner Associations (Second Reading - Approved on First Reading on April 1, 2025, by a vote 7-0)**
- [ORD 2025-014](#) **Ordinance Amending Chapter 17.58 of the Castle Rock Municipal Code Regarding Exterior Lighting (Second Reading - Approved on First Reading on April 1, 2025, by a vote 7-0)**
- [RES 2025-043](#) **Resolution Approving the Renewal to the Microsoft Enterprise Agreement Between the Town of Castle Rock and Microsoft Corporation**
- [RES 2025-045](#) **Resolution Approving an Extraterritorial Wastewater Service Agreement Between the Town of Castle Rock and Bryan Degarmo and Carolyn Degarmo [2864 Fifth Street, Castle Rock CO 80104]**
- [RES 2025-047](#) **Resolution Approving a Utilities Infrastructure Reimbursement Agreement for Sanitary Sewer Service Connection With St. Francis of Assisi Catholic Church [2748 Fifth Street]**
- [RES 2025-048](#) **Resolution Approving the 2025 Spot Water Lease Agreement Between the Town of Castle Rock and United Water & Sanitation District**
- [RES 2025-049](#) **Resolution Approving the 2025 Spot Water Lease Agreement**

Between the Town of Castle Rock and Dakan Ranch II, LLC [Plum Creek Water Reclamation Authority outfall to Dakan Ranch in Douglas County]

[RES 2025-050](#) **Resolution Approving the Purchase of a Vacuum Truck from O.J. Watson Company, Inc. [Entire Castle Rock Water Service Area]**

[PROC 2025-005](#) **Proclamation: Peace Officers Memorial Day and Police Week** (For Council Action - Presentation on May 6, 2025)

[PROC 2025-006](#) **Proclamation: Historic Preservation Month - May 2025** (For Council Action - Presentation on May 6, 2025)

[MIN 2025-008](#) **Minutes: April 1, 2025 Town Council Meeting**

ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

[RES 2025-019](#) **Resolution of the Town Council of the Town of Castle Rock Approving the Brickyard Urban Renewal Plan in Accordance with the Provisions of the Colorado Urban Renewal Law (To be continued to May 20, 2025)**

Moved by Councilmember Dietz, seconded by Councilmember Bracken, to Continue Resolution RES 2025-019 . The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

[RES 2025-051](#) **Resolution Approving a Construction Contract with FNF Construction, Inc. for the Crowfoot Valley Road Widening Project**

Dan Sailer, Director of Public Works, presented Resolution 2025-051 and Resolution 2025-052 together and they were voted on separately.

Mayor Pro Tem Cavey asked if they were still requesting feedback. Sailer stated they are past that point but they did receive beneficial feedback to make it a better project. Cavey confirmed that they are receiving funding from the County because it is a regional roadway.

No public comment.

Moved by Councilmember Dietz, seconded by Mayor Pro Tem Cavey, to Approve Resolution RES 2025-051 as presented. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

[RES 2025-052](#) **Resolution Approving a Professional Service Agreement with Alfred Benesch & Company, for the Crowfoot Valley Road Widening Project**

Moved by Mayor Pro Tem Cavey, to Approve Resolution RES 2025-052 as presented.. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

[RES 2025-053](#) **Resolution Approving the Second Amendment to the Intergovernmental Agreement (IGA) for Water Service between the Dominion Water and Sanitation District, Acting in its Capacity as a Water Activity Enterprise, and the Town of Castle Rock, Acting Through the Town of Castle Rock Enterprise [Northwest Douglas County, Colorado]**

Mark Marlowe, Director of Castle Rock Water, presented the item.

Councilmember Dietz asked if we meter it. Marlowe states that have a meter that measures water coming in and a meter leaving the system that tells them how much we give them. It is reconciled every month.

Mayor Pro Tem Cavey confirmed this doesn't hurt our ability to provide water to our community.

Councilmember Davis confirmed that one Acre Foot is the size of one acre of land and one foot deep

No public comment.

Moved by Councilmember Davis, seconded by Mayor Pro Tem Cavey, to Approve Resolution RES 2025-053 as presented. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

[RES 2025-054](#) **Resolution Approving Payment for WISE DIA Connection Project Invoice from South Metro WISE Authority (SMWSA) [Denver City and County]**

Mark Marlowe, Director of Castle Rock Water, presented the item.

No public comment.

Moved by Councilmember Brooks, seconded by Mayor Pro Tem Cavey, to Approve Resolution RES 2025-054 as presented. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

[DIR 2025-017](#) **Discussion/Direction: Accessory Dwelling Unit Regulations**

Tara Vargish, Director of Development Services, provided an update.

Councilmember Brooks confirmed that we don't have to mandate the owner occupy one of the units and wanted to confirm staff is okay with that. Vargish stated they don't have a method to enforce and ensure that the owner occupies one after the ADU is built. This is more in line with how we treat types of housing the same.

Mayor Pro Tem Cavey asked how they could address this with a short term rental code.

Consensus of Council for Vargish to come back to Council with information regarding short term rentals.

Councilmember Bracken stated staff looked into this in the past and suggested they update that information and provide to Council. Corliss stated they have not heard complaints about short term rentals but will provide the information to Council.

Councilmember Hollingshead inquired about the 50% square foot requirements. Vargish stated that ADUs should be smaller vs. creating more of a duplex.

Moved by Councilmember Bracken, seconded by Councilmember Hollingshead, to Direct staff to bring back an ordinance amending the ADU regulations as discussed. The motion passed by a vote of:

Yes: 6 - Gray, Hollingshead, Bracken, Davis, Brooks, Dietz

No: 1 - Cavey

[ID 2025-052](#)

Summary of the Interchange Overlay (IO) District - Purpose, History, Key Elements, and Implementation Updates

Tara Vargish, Director of Development Services, provided the summary.

Mayor Pro Tem Cavey confirmed the IO does not have a cap on density and that nothing in IO has to go to Council for approval. Rezoning to IO does go to Council for approval. Cavey asked why we wouldn't leave the open space requirement at 20% and then do a cash in lieu.

Councilmember Bracken confirmed this does not affect the URA.

Councilmember Cavey would ask that it be taken off as an option and have it come to Council for approval.

Council directed staff to come back to Council with options from removing the IOZ from the menu of zoning options.

ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES

None.

ADJOURN

Councilmember Dietz invited people to the Douglas County Youth Awards night at the County building and Law Enforcement appreciation day on April 27 at 3pm at the Fairgrounds.

Adjourned at 8:03 pm.

Submitted by:

Lisa Anderson, Town Clerk

Moved by Councilmember Dietz, seconded by Mayor Pro Tem Cavey, to Adjourn. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz