



## Town Council Meeting Minutes - Draft

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

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Tuesday, February 7, 2023

6:00 PM

Town Hall Council Chambers  
100 North Wilcox Street  
Castle Rock, CO 80104  
Phone in: 720-650-7664  
Meeting code: 2489 644 9794  
[www.CRgov.com/CouncilMeeting](http://www.CRgov.com/CouncilMeeting)

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All times indicated on the agenda are approximate. Remote participants please visit [www.CRgov.com/CouncilComments](http://www.CRgov.com/CouncilComments) to sign up to speak to an item, and for related instructions. Public Comments may also be submitted in writing online by 1:00 p.m. February 7, 2023, to be included in the public record.

### COUNCIL DINNER & INFORMAL DISCUSSION

### INVOCATION

Mayor Gray provided the Invocation.

### CALL TO ORDER / ROLL CALL

Councilmember Brooks attended remotely.

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

### PLEDGE OF ALLEGIANCE

### COUNCIL COMMENTS

Mayor Gray stated his mother is in bad health and his father died a few years ago. Gray reflected that we don't know how we are going to die, but can decide how we want to live with love, compassion, self-reflection and conviction. We can find compromises and celebrate our differences.

Councilmember Hollingshead addressed the issue that the Rock Church wants to build a homeless shelter on their property. Hollingshead stated that area is not zoned for residential and it is not the intention of this Town Council to support and feels it is not part of the solution.

Councilmember Dietz had a good conversation regarding a parking challenge with the Town and to be proactive. Dietz moved to Direct Staff to prepare a memo on multi-family parking throughout Town.

Dietz withdrew his motion and motioned to direct staff to prepare an ordinance on each multi-family unit to provide two parking spaces. Second by Cavey.

Mayor Pro Tem Bracken is supportive of the direction but there may be different needs in different areas.

Councilmember Hollingshead asked if they could provide the formula used to determine the needs.

David Corliss, Town Manager, stated that staff will do that along with what other communities are doing.

Mayor Pro Tem Bracken wants to move to direct staff to contact Castle Rock Development Company to solve parking issue.

Councilmember Cavey agrees about that development and asking them for parking solutions.

***Mayor Gray noted Council's concurrence to ask if staff could work with Castle Rock Development Company for parking solutions.***

Councilmember LaFluer has also been contacted by concerns in that area.

Mayor Pro Tem Bracken feels the developer needs to solve this issue.

Corliss stated staff could make this part of the same item and have their representatives available.

**Moved by Councilmember Dietz, seconded by Councilmember Cavey, to direct staff to prepare a report on the issue of parking requirements for multifamily housing and contact Castle Rock Development Company to solve parking in the Meadows Town Center. The motion failed by a vote of:**

**Yes:** 7 - Gray, Bracken, Hollingshead, Cavey, LaFleur, Brooks, Dietz

[APPT  
2023-001](#)

### **Appointment: Castle Rock Water Commission**

Mayor Gray stated interviews were held and unanimously approved Angie Brown to the Castle Rock Water Commission to May 31, 2023.

**Moved by Mayor Gray, seconded by Mayor Pro Tem Bracken, to Approve Appointment APPT 2023-001 as presented. The motion passed by a vote of:**

**Yes:** 7 - Gray, Bracken, Hollingshead, Cavey, LaFleur, Brooks, Dietz

## **UNSCHEDULED PUBLIC APPEARANCES**

No public comment.

## **TOWN MANAGER'S REPORT**

[ID 2023-012](#)

**Update: Calendar Reminders**

David Corliss, Town Manager, reviewed the calendar for the next couple of months.

[ID 2023-013](#)**Update: Water Billing System Rollout**

Mark Marlowe, Director of Castle Rock Water, gave an update on the new billing system that will be live on January 16, 2023. All customers will need to set up a new account on this new system. Marlowe noted that you do not put in the leading zeros on the account number. You also have to set up a new auto pay. The new portal has a lot more information.

Councilmember Cavey stated she already did it and put in all the zeros, but once she set it up it was very simple.

Councilmember Dietz asked what happens after February. Marlowe stated it won't automatically set it up, so you will need to do that.

[ID 2023-014](#)**Update: Residential Unit Data (through December 31, 2022) with Potential Buildout Estimates**[ID 2023-015](#)**Update: Undeveloped Property Inquiries (through January 20, 2023)**[ID 2023-016](#)**Development Services Project Updates**

Tara Vargish, Director of Development Services, provided a monthly update on new pre-applications.

[ID 2023-017](#)**Update: Quasi-Judicial Projects**

Tara Vargish, Director of Development Services, provided an update on all current quasi-judicial projects.

**TOWN ATTORNEY'S REPORT**

No report.

**ACCEPTANCE OF AGENDA**

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

**Yes:** 7 - Gray, Bracken, Hollingshead, Cavey, LaFleur, Brooks, Dietz

**CONSENT CALENDAR**

**Moved by Mayor Pro Tem Bracken, seconded by Councilmember Hollingshead, to Approve the Consent Calendar as presented by a vote of:**

**Yes:** 7 - Gray, Bracken, Hollingshead, Cavey, LaFleur, Brooks, Dietz

[RES 2023-010](#)**Resolution Approving the 2023 Spot Water Lease Agreement Between the Town of Castle Rock, Bow Mar Owners, Inc., and Bow**

**Mar South, Inc.** [*Chatfield Reservoir, Douglas County*]

[MIN 2023-004](#) **Minutes: January 17, 2023 Town Council Meeting**

## **ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS**

[DIR 2023-004](#) **Discussion/Direction: Neighborhood Traffic Calming Program Amendments**

Dan Sailer, Director of Public Works, and Jacob Vargish, Transportation Planning & Traffic Engineering Manager is asking for Council direction to expand the neighborhood traffic calming program they refer to as a quality of life program. Potential amendments to include residential collector streets that don't have house frontage/driveway access to that road and private funding options to allow neighborhoods that don't meet the criteria to fund them privately. The Public Works Commission recommends approval.

Councilmember LaFleur referenced some of those collector roads.

David Corliss, Town Manager, said the funding will come from the Town Transportation Fund or the Pavement Maintenance Program, potholes, and staff to do that work along with the snow plowing work.

Councilmember LaFleur asked if we could prioritize projects based on that criteria.

Councilmember Cavey stated we have \$25,000 in that fund and asked the cost of a speed bump. Sailer stated they typically do with in-house staff and materials are close to about \$6,000-\$10,000 and a contractor is about double that. Cavey feels there needs to be some perimeters for requests coming in. Sailer said they do have the private funded options if they wish to fund it if it doesn't meet the criteria.

Councilmember LaFleur said many times other solutions would work as well.

Mayor Pro Tem Bracken confirmed with Sailer that there are less expensive treatments.

No public comment.

**Moved by Councilmember LaFleur, seconded by Councilmember Cavey, to direct staff to implement recommended amendments to the Neighborhood Traffic Calming program and obtain formal approval at a future Council meeting. The motion passed by a vote of:**

**Yes:** 7 - Gray, Bracken, Hollingshead, Cavey, LaFleur, Brooks, Dietz

[DIR 2023-005](#) **Discussion/Direction: Knobcone Drive Neighborhood Traffic Calming Request**

Dan Sailer, Director of Public Works, recently received a request from this neighborhood. Knobcone has numerous houses with direct driveway access to Knobcone. They went through a traffic calming program in 2021 and it did not meet the criteria. In 2022 they re-evaluated the site lines and recommended

additional signage.

Public Works Commission recommends Council deny the request.

Councilmember Cavey suggested we compromise with one speed hump.

Councilmember LaFleur asked how many traffic calming locations around Town. Vargish stated there are three or four right now.

Councilmember Hollingshead asked for an explanation of the maximum speed. Sailer stated this is a national threshold.

Councilmember LaFleur confirmed this neighborhood doesn't have a school or a market and has a small amount of roughly 30 cars a day.

Mayor Bracken confirmed the cost for two speedhumps would be \$35,000.

**Moved by Councilmember LaFleur, seconded by Councilmember to deny the Knobcone Drive traffic calming request as recommended by staff. The motion passed by a vote of:**

**Yes:** 7 - Gray, Bracken, Hollingshead, Cavey, LaFleur, Brooks, Dietz

#### [DIR 2023-006](#)

#### **Discussion/Direction: Parking Permit Program**

Dan Sailer, Director of Public Works is to allow on-street parking with options for residents to address legal and code infractions in neighborhoods. This would provide residents an option and they would receive a certain amount of permits for residents and their visitors. They surveyed 20 communities with four town initiated programs and four citizen initiated programs.

Staff recommends a neighborhood driven program with periodic review and recommended for more high density areas.

Public Works Commission feels there should be a fee associated with it, an annual renewal, periodic reviews and a fine structure for enforcement.

Councilmember LaFleur asked what a fee would look like . Vargish stated they recommend \$25-\$50 fee or by vehicle or house. LaFleur asked if the fees would justify the resources needed. Sailer stated they would be more focused on single family homes adjacent to an area that creates the parking problem. Sailer has a few areas that have on-street restrictions around schools.

Councilmember Cavey inquired how Police would enforce this and if we would need to hire an additional officer. Corliss stated this most likely would be enforced on a complaint basis. Cavey is not necessarily in support of this.

Mayor Pro Tem Bracken confirmed that the Public Works Commission would support a fee for the permits. He feels the residents could self-police it.

Councilmember LaFleur stated there is a current problem with signage and they are still doing it. Now they are just going to apply for a permit for it. Sailer wants to

ensure it isn't easy for people to park in those areas. Bracken stated they have no repercussions for people parking in neighborhoods .

Sailer recommend putting in criteria and build in an application process to make sure the neighborhood supports it.

No public comment.

Councilmember Dietz recommends taking feedback and is not in favor of fees and parking tickets and believes there are areas that need it.

Councilmember Cavey doesn't agree with a resident having to pay to park at their own house. Her son goes to Castle View and the schools only choose to give out so many parking permits and then there is no place to park.

Mayor Pro Tem Bracken feels it should formalize the program that fits for each neighborhood.

Councilmember Hollingshead feels it could help remedy some of the situations and is a tool that can be used.

Councilmaember Cavey stated there are signs around some of the neighborhoods, but they are putting the burden on the kids and the schools should address the issue.

Councilmember Hollingshead feels it will evolve and change as needs change.

Mayor Gray stated we don't have jurisdiction over schools, but this is just a tool and this is doing something.

**Moved by Mayor Pro Tem Bracken, seconded by Councilmember Hollingshead, to direct staff to develop a parking permit program for future Town Council adoption. The motion passed by a vote of:**

**Yes:** 6 - Gray, Bracken, Hollingshead, LaFleur, Brooks, Dietz

**No:** 1 - Cavey

### [DIR 2023-007](#)

#### **Discussion/Direction: Draft 2023 Community Survey**

Kristin Read, Assistant Town Manager, gave an overview of the questions asked on the survey and worked with the department heads at what they feel will most help their departments. Questions are based on previous answers or choices to previous questions. They also ask open ended questions.

Potential additional questions are regarding housing affordability to partner with the business community and what housing options are desired.

Councilmember Hollingshead doesn't want people to assume that the government is supplementing housing.

Councilmember LaFleur feels we still lack services and would that lead to provide public transportation.

Mayor Gray likes the option that the Town partners with the business community.

Councilmember Hollingshead wants to change partner with the business community to encourage the business community.

Mayor Pro Tem Bracken says it makes it look like we can impact the market. We just approve or disapprove projects.

Councilmember Brooks is in favor of the question and not afraid of the discussion around it. We could reword it. Brooks asked if the increase in the rebate would increase the limit.

Councilmember Hollingshead stated the tension can come from multi-family being put into single family neighborhoods.

Mark Marlowe confirmed the increase in the rebate would increase the limit.

Councilmember LaFleur feels this is not a Town service so is not in favor of the question.

Councilmember Brooks agrees, but it is a community survey, it is not a Town services survey.

Mayor Gray said we need feedback if they want this in their neighborhoods and that it could be reworded.

David Corliss, Town Manager, stated housing affordability came back from the EDC retreat but there was not a lot of interest in moving forward with it from the business community. We need sales tax to operate this community and if we don't have employees to work in the businesses it is because there is no housing for them.

Mayor Pro Tem Bracken feels we are asking a question we already know the answer to. Nobody is going to say they want multifamily next to their single family home. Bracken says they should reword the question and bring it back.

Councilmember Cavey doesn't want to see us get involved in affordable housing. The number one concern is about growth and she does not feel it will be supported. Corliss feels this will provide a statistic that we can use to make a point that our community doesn't want more density.

Councilmember Hollingshead feels they could take out "your neighborhood" vs. in the Town where there are areas that we could have more density.

Mayor Gray states if they don't have zoning rights, but we can point to it and say we aren't doing this because that is what our community wants.

Councilmember LaFleur states "partner" with businesses makes it look like we are funding it.

Mayor Bracken feels we will be held accountable to it if we has this question and hold us accountability to how that question is answered.

Councilmember Cavey feels we do know the answer to this question.

Mayor Bracken states we should remove the last question and types of multi-family house, and substitute partner with encourage. He feels the elderly populations will fill those low income jobs vs. the younger generation.

Councilmember LaFleur feels this question is not geared toward the residents and we should approach it with the business community.

Councilmember Brooks agrees with removing last two paragraphs.

Another potential question is regarding public safety funding to keep the conversation going and ask an open ended question on what people think they should do about it.

Mayor Gray feels putting the onus on the community is a way for them to come up with the ideas.

Councilmember Dietz feels most people do care about public safety.

***Consensus of Council to keep the public safety question.***

Regarding the Internet Provider, Councilmembers Cavey and LaFleur feel this isn't a Town service so why are we asking it. Corliss stated we would give those results to Century Link and let them know so they can respond to it.

Councilmember Cavey feels we are opening a can of worms if we don't have a path forward and it is not a business we want to be in.

Councilmember Hollingshead requested to add a statement that these results can be given to those providers.

Mayor Pro Tem Bracken asked what the response typically is. Read said about 750. Bracken is with Councilmember Cavey on it and that if the provider wants to go to the citizens themselves they can.

Mayor Gray doesn't mind asking the question, but it is a long survey and confirmed they can pause and go back to it.

Councilmember LaFleur said Verizon is now offering the survey to our community.

***Consensus to take that question off.***

Read then provided an overview of the business survey.



Not public comment.

Councilmember LaFleur thanked staff and for the information links and moves to direct staff....

**Moved by Mayor Pro Tem Bracken, seconded by Councilmember Hollingshead, to direct staff to proceed with the 2023 community survey as discussed. The motion passed by a vote of:**

**Yes:** 6 - Gray, Bracken, Hollingshead, LaFleur, Brooks, Dietz

**No:** 1 - Cavey

**DIR 2023-008 Discussion/Direction: Tasting Licenses for new Fermented Malt Beverage and Wine Retailer Licenses**

Anderson provided a summary of the item and how Town Code differed from State statute.

Councilmember Cavey expressed concern if this hurts the liquor stores.

**Moved by Mayor Pro Tem Bracken, seconded by Councilmember Brooks, to direct staff to prepare an ordinance to allow tastings for Fermented Malt Beverage and Wine Retailer licenses and to allow licensees to retain open bottles for future tastings. The motion passed by a vote of:**

**Yes:** 7 - Gray, Bracken, Hollingshead, Cavey, LaFleur, Brooks, Dietz

[RES 2023-011](#) **Resolution Approving Updates to the 2022 Wastewater Master Plan**  
*[Entire Castle Rock Water Service Area]*

Mask Marlowe, Director of Castle Rock Water, presented the highlights of the Waterwater Master Plan. Staff and Water Commission recommend approval.

No public comment.

**Moved by Councilmember LaFleur, seconded by Councilmember Cavey, to Approve Resolution RES 2023-011 as presented. The motion passed by a vote of:**

**Yes:** 7 - Gray, Bracken, Hollingshead, Cavey, LaFleur, Brooks, Dietz

[RES 2023-012](#) **Resolution Approving the First Amendment to the Town of Castle Rock Service Agreement with AECOM Technical Services, Inc., for the Craig & Gould North Infrastructure Improvements** *[Located in Historic Downtown Castle Rock]*

Mark Marlowe, Director of Castle Rock Water, anticipates they will be done in June. Staff and Water Commission recommend approval.

No public comment.

**Moved by Councilmember LaFleur, seconded by Councilmember Cavey, to Approve Resolution RES 2023-012 as presented.. The motion failed by a vote of:**

**Yes:** 7 - Gray, Bracken, Hollingshead, Cavey, LaFleur, Brooks, Dietz

[RES 2023-013](#) **Resolution Approving a Purchase and Sale Agreement between TDK Holdings, LLC and the Town of Castle Rock for Tributary Water Rights along Deer Creek [Jefferson and Douglas County near Chatfield Reservoir]**

Mark Marlowe, Director of Castle Rock Water, provided an overview of the water rights. Staff recommends approval and it was discussed at the Water Commission meeting and they were supportive.

No public comment.

**Moved by Mayor Pro Tem Bracken, seconded by Councilmember Cavey, to Approve Resolution RES 2023-013 as presented. The motion passed by a vote of:**

**Yes:** 7 - Gray, Bracken, Hollingshead, Cavey, LaFleur, Brooks, Dietz

**ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES**

None.

**ADJOURN**

**Moved by Mayor Pro Tem Bracken, seconded by Councilmember Hollingshead, to Adjourn. The motion passed by a vote of:**

**Yes:** 7 - Gray, Bracken, Hollingshead, Cavey, LaFleur, Brooks, Dietz

Meeting Adjourned at 9:16 pm

Submitted by:

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Lisa Anderson, Town Clerk