



Town Council Meeting Minutes - Draft

Mayor Jason Gray
Mayor Pro Tem Kevin Bracken
Councilmember Ryan Hollingshead
Councilmember Laura Cavey
Councilmember Desiree LaFleur
Councilmember Caryn Johnson
Councilmember Tim Dietz

Tuesday, June 1, 2021

6:00 PM

**Town Hall Council Chambers
100 North Wilcox Street
Castle Rock, CO 80104
Phone in: 720-650-7664
Meeting code: 187 497 0562
www.CRgov.com/CouncilMeeting**

This meeting is open to the public and will be held in a virtual format in accordance with Town Council Meeting Special Procedures During Declared Disasters. Public may choose to attend in person at Town Hall, or electronically or by phone if preferred. This meeting will be hosted online and can be accessed at www.CRgov.com/CouncilMeeting, or phone in by calling 720-650-7664, meeting code 187 497 0562 (if prompted for a password enter "June1Council"). All Town Council Meetings are also streamed online in real time at www.CRgov.com/WatchCouncil, and are broadcast for Comcast Cable subscribers on Channel 22 (please note there is a delay to the broadcast).

All times indicated on the agenda are approximate. Remote participants please visit 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. June 1, 2021, to be included in the public record.

COUNCIL DINNER & INFORMAL DISCUSSION

INVOCATION - The Reverend Theron Walker, Emmaus Anglican Church

CALL TO ORDER / ROLL CALL

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

PLEDGE OF ALLEGIANCE

COUNCIL COMMENTS

Councilmember LaFleur gave a shout out to the Rotary Club for the upcoming Ducky Derby. LaFluer requested Council re-look at the presentation about the potential recreation center at the Acme brick site, and she requested information about acquiring land surrounding Red Hawk Ridge Golf Course.

David Corliss, Town Manager, stated the Acme Brick site is styling it as "Brick Yard" and put together a proposal. The recreation study is being finalized, and staff recommends Council then discuss possible locations, then send out an RFP to see if there are any private entities that would want to partner with the Town, and then Council would decide if they want to do anything with all of that information. Staff will also do a financial analysis on what can we afford.

Regarding the property around Red Hawk Ridge Golf Course, Red Hawk Meadows Filing 16 off of Coachline is zoned for residential use with a dedication of open space. The next steps is for staff to share with Council what has been zoned and planned on that property. If there is interest in obtaining some of the property, they would hold an Executive Session to discuss acquisition opportunities.

Councilmember Johnson would like to suggest additional properties to consider for acquisition (ie Bella Mesa and Lost Canyon Ranch). Corliss asked Councilmembers to provide other ideas for future discussion.

Councilmember LaFleur referenced the continued Design Review Board (DRB) discussion and apologized to Cavey if she felt she was treated unfairly. LaFleur stated she feels the volunteers on the DRB have not been treated well, and she would like to look at when the Council put the DRB Code in place in hopes to reach some common ground.

Councilmember Dietz stated Council should be looking at priority and direction. He would like to slow down, re-evaluate and re-prioritize to focus on fire, police and transportation and give staff proper direction.

Mayor Pro Tem Bracken reminded citizens the Ducky Derby event is coming up, and that you can go to their website to buy a ticket with a chance to win. Bracken announced the parking garage is approved for service. He also requested that the shields be removed from the dais.

Mayor Gray stated the First Friday is coming up at Festival Park this Friday, and Saturday is the Chamber of Commerce banquet.. He thanked Cedar Hill Cemetery for the invitation to their Memorial Day ceremony, and that Councilmember Dietz was also in attendance. Gray congratulated David Corliss on his six years with the Town.

[APPT](#)
[2021-003](#)

Appointments: Public Art Commission, Castle Rock Water Commission and Public Works Commission

Moved by Councilmember Johnson, seconded by Councilmember Dietz, that the Appointment be Approved as presented. The motion passed by the following vote:

Yes: 7 - Hollingshead, Cavey, LaFleur, Johnson, Dietz, Bracken, Gray

UNSCHEDULED PUBLIC APPEARANCES

Citizens that addressed Council:

Kevin Tilson, Director of the Castle Rock Downtown Alliance on behalf of the Downtown Development Authority, summarized a letter they submitted to Council about the process that the Council and the DDA use to evaluate projects. Tilson asked Council to review the process, and provide feedback to him so they can make amendments to the process as needed.

Jeremy Begley, resident of District 4 and serves on the Planning Commission and Design Review Board, heard that the Council has been discussing the DRB role. His term is ending and he is not seeking reappointment. He feels the DRB does

not conduct their meetings like the Planning Commission, and feels they need more discussion. He brought up concerns with parking and traffic that were not addressed and he feels they need to have richer discussions about these big projects.

TOWN MANAGER'S REPORT

David Corliss, Town Manager, provided calendared items. June 15 is a planned Study Session from 5-7pm with the Council meeting at 7pm using the hybrid format. They will be discussing revenue opportunities, strategic priorities, and other items Council wishes staff to work on or other priorities. June 20 is the Employee Appreciation Breakfast, July 4 Fireworks, and the July Council meetings.

[DIR 2021-013](#)

Discussion/Direction: Scheduling a Study Session with Design Review Board members, and a Special Council Meeting for Discussion of Downtown Issues with Downtown Stakeholders and Public

Corliss proposes a June Study Session with the Design Review Board, and an August 24 Special Town Council meeting with Downtown Stakeholders and the public.

Moved by Councilmember Dietz, seconded by Councilmember LaFleur, to Call a Study Session with the Design Review Board on June 23, 2021 at 5pm at Townhall. The motion passed by the following vote:

Yes: 7 - Hollingshead, Cavey, LaFleur, Johnson, Dietz, Bracken, Gray

Moved by Councilmember Cavey, seconded by Councilmember Johnson, to Call a Special Town Council meeting on August 24, 2021 at 5:30-7:30pm at Townhall. The motion passed by the following vote:

Yes: 7 - Hollingshead, Cavey, LaFleur, Johnson, Dietz, Bracken, Gray

[ID 2021-059](#)

Update: 2021 Metro Districts Mill Levy Report

David Corliss, Town Manager, referenced the report that shows the median priced home without a metro district pays about \$2,100 in property taxes, and those with a metro district pay from \$2,500 to over \$5,000. Staff is working on draft service plans for metro districts and he stated that staff goes above and beyond by doing an extensive analysis on our metro districts.

[ID 2021-060](#)

2021 First Quarter Financial Review, Period Ending March 31, 2021

David Corliss, Town Manager, stated the Town is doing well financially, revenues are solid, and expenditures are well managed. Staff is looking at substantial revisions to the capital improvement plan that may accelerate some transportation projects.

Councilmember Johnson asked if any projects would be moved forward this year. Corliss stated most projects are not at that stage primarily because of right-of-way acquisition, but they are looking at moving up some projects or begin design. For instance they are looking at combining the Ridge Road projects with the four

corners project next year.

[ID 2021-061](#) **Development Services Project Updates**

[ID 2021-062](#) **Update: Quasi-Judicial Projects**

TOWN ATTORNEY'S REPORT

No report.

ACCEPTANCE OF AGENDA

Moved by Councilmember Johnson, seconded by Councilmember Hollingshead, to Accept the Agenda as presented. The motion passed by the following vote:

Yes: 7 - Hollingshead, Cavey, LaFleur, Johnson, Dietz, Bracken, Gray

CONSENT CALENDAR

[RES 2021-054](#) **Resolution Approving a Variance Pursuant to Section 9.16.070.E of the Castle Rock Municipal Code for Night Time Construction Activities Related to the Olinger Andrews Caldwell Chapel Project (407 Jerry Street)**

[MIN 2021-010](#) **Minutes: May 18, 2021 Town Council Meeting**

Moved by Councilmember Johnson seconded by Councilmember Dietz to Approve the Consent Calendar as read. The motion passed by a vote of:

Yes: 7 - Hollingshead, Cavey, LaFleur, Johnson, Dietz, Bracken, Gray

ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

[RES 2021-055](#) **Resolution Accepting the Donation of Real Property from the Estate of Robert F. Metzler; Approving the Purchase of Remaining Water Bank Credits Associated with the Metzler Ranch Planned Development; and Authorizing the Execution of All Documents Evidencing Such Donation and Purchase**

Jeff Brauer, Director of Parks and Recreation, presented an overview of the item and wished to honor the Metzler family. Brauer gave a brief history on Bob and Rosemary Metzler, provided a diagram of the original Metzler Ranch, and the remaining parcel that Bob Metzler is donating to the Town. The Douglas Land Conservancy will hold the conservation easement on 49 acres which includes the 4 acre homestead. The remaining 11 acres will be subject to a declaration of restrictive covenants. The Education and Community Building envelope will be reserved until funding is available to construct a facility. There is no obligation to keep all of the buildings, but the Town agreed to reconstruct the brick silo. The conservation area is the majority of the site with grassland and gamble oak that transitions to a Ponderosa pine forest and has a seasonal retention pond on site. They have developed a plan for public use which was requested by Mr. Metzler with trails and access off of the Allen Street parking lot. There will be 2.5 miles of

soft surface trails that abuts Town open space that has 3 miles of trails. Phase 1 improvements will include trails, parking and interpretive signage. The Town is also purchasing the remaining water credits on the property and picking up two fragments of right of way property. Closing is scheduled for June 8.

Councilmember Johnson asked about the blanks in the agreement for the value of the easement. Mike Hyman, Town Attorney, stated they are getting the final number and appraisal and then it will be filled in. A conservative value is estimated of at least \$10M, and the appraisal is most likely based on the value of the land as it is currently zoned. Corliss stated it is the largest one-time donation the Town has received.

Councilmember Cavey asked who determines what the education building will be. Brauer stated they will maintain the property; and the community and Council would have discussions and provide direction if they feel there is funding to proceed. Brauer stated it could be a nature center for instance.

Mayor Gray asked how long they have been working on the project. Brauer stated since 2017. Brauer recognized staff that has been working on this project as well as retired Town Attorney, Bob Slentz.

Citizens that addressed Council:

Patti Hostetler, Executive Director of Douglas Land Conservancy, has been working with the Town since 2018 to help facilitate this gift. Douglas Land Conservancy was formed in 1987 by citizens concerned about the direction of growth and to help maintain the character of Douglas County. They own conservation easements to protect the land from certain uses; and 50% of the easements are open to the public and 50% still have private landowners.

Councilmember Johnson thanked staff for their work on this project; and noted that an education center would be great to honor the Metzler family.

Mayor Pro Tem Bracken stated he came to Council when Metzler was still alive and appreciates his dedication to the Town and his donation. It is amazing and generous.

Councilmember LaFleur commended staff on the great job and that it is an honor to be part of the Metzler legacy.

Councilmember Cavey stated it is an amazing gift and staff has done a lot of hard work over the last four years. It is an extraordinary gift.

Mayor Gray thanked the family, and that the Metzler's have a long fabric in our community. It is amazing they loved this Town so much, put their heart and soul in this Town and have done so much. The property is zoned for single family homes and they chose not to do that. We are glad we can see it through for him. Council has been under a non-disclosure agreement for a long time, so it is fun and exciting to see something like this for our Town.

Moved by Councilmember LaFleur, seconded by Mayor Pro Tem Bracken, that Resolution 2021-055 be Approved as presented. The motion passed by the following

vote:

Yes: 7 - Hollingshead, Cavey, LaFleur, Johnson, Dietz, Bracken, Gray

[ORD 2021-011](#) Ordinance Amending Section 15.64.030.A of the Castle Rock Municipal Code Regarding the Addition of a Non-Voting Liaison to the Historic Preservation Board (Second Reading - Approved on First Reading on May 18, 2021 by a vote 4-3)

Tara Vargish, Director of Development Services, provided an overview of the item for appointing a non-voting liaison to the Historic Preservation Board from the Castle Rock Historical Society and Museum Board with a two-year term.

No public comment.

Councilmember Cavey explained why she was voting against it because between all of the boards and Town Council; there are 46 people looking at the Downtown area. She feels adding another person to the board is overkill, and that they can communicate in other ways.

Councilmember Johnson looked at the minutes from the last meeting where the Mayor asked for a definition of the term liaison. The Town Manager stated a liaison does not participate, does not vote, and the intent is for communication.

Mayor Pro Tem Bracken feels having a liaison with intimate knowledge of another board is beneficial if we care about the history and character of downtown.

Councilmember Johnson reiterated that the liaison communicates what the museum is doing and is not shaping or influencing the discussion.

Councilmember Dietz referred to past comments about wanting less government.

Councilmember Johnson moved here 16 years ago and downtown is one of aspects that attracted them here, and they didn't want to live in an urban environment. She does not agree that you don't care about this history and character of the Town if you don't support adding a liaison to the board. She feels they can communicate in other ways.

Councilmember LaFleur referenced that a Councilmember thanked the Commissioners for giving the power back to the people and feels this is the same concept.

Mayor Pro Tem Bracken feels it adds to the bucket of our downtown.

Councilmember Cavey addressed Desire's comments, and doesn't see any relation between leaving Tri County and adding a liaison that does nothing more than relay information.

Mayor Gray stated the Museum and the Historic Preservation Board both feel they need better communication and need help, and doesn't feel it hurts either group.

Mayor Pro Tem Bracken feels the liaison could fill in some history.

Moved by Councilmember LaFleur, seconded by Councilmember Hollingshead, that Ordinance 2021-011 be Approved as presented. The motion passed by the following vote:

Yes: 4 - Hollingshead, LaFleur, Bracken, Gray

No: 3 - Cavey, Johnson, Dietz

[DIR 2021-014](#)

Discussion/Direction: CDBG Program Priorities and Goals

Matt Gohl, Special Projects Manager, provided an update to Council on the 2021-2025 Consolidated Plan for CBDG. The program starts in October 2021, and staff is recommending funds go towards Senior programs and ADA improvements.

Erich Chatham, Consultant, gave a presentation. HUD requires 5 year Consolidated Plan on how the Town will use funds each year. Up to 20% of funds can be used for planning and administration. The Town is considered an exception grantee as 32.73% of our population is low to moderate income. The 2021 allocation is approximately \$230,000. The community survey resulted in Senior Programs and ADA improvements in the top three priorities. We have 8 years to spend the funds and don't need to identify specific items at this time.

Next steps are to solicit public comment from 6/21-7/20, a public hearing on 7/20, HUD submission on 8/13, and program starting on 10/1.

Affordable Housing was also in the top three priorities, but since there is not a lot that can be done with this amount of funding, they chose to prioritize funds towards seniors and ADA. The plans can be modified over time if priorities shift.

Councilmember Cavey asked for examples of senior supportive services. Gohl spoke to the senior center director and they have needs for transportation and facility improvements. There are also ADA improvements needed for sidewalks, facilities, and parks.

Councilmember Johnson confirmed that the allocation for the year starts October 2021, and that the five year plan has one year of annual action plan and annual reporting. Gohl stated they expect to receive similar amounts moving forward.

No public comment.

Moved by Councilmember Johnson, seconded by Councilmember Dietz, to Approve the CBDG Priorities and Goals. The motion passed by the following vote:

Yes: 7 - Hollingshead, Cavey, LaFleur, Johnson, Dietz, Bracken, Gray

[ORD 2021-012](#)

Ordinance Amending the Control and Removal of Rubbish and Weeds in Chapter 8.12 of the Castle Rock Municipal Code to Comply with the Colorado Noxious Weed Act Requirements Adopting the 2021 Town of Castle Rock Noxious Weed Management

Plan by Reference (First Reading) [updated May 28, 2021]

Matt Gohl, Special Projects Manager, stated this is a follow up to the Colorado Noxious Weed Act to ensure we are in compliance with State statute. The ordinance updates the Code to reference the Colorado Noxious Weed Act and to adopt the Noxious Weed Management Plan by reference. The Plan was developed by the Noxious Weed Advisory Board that Council established previously. The board had a 30 day public input period, and incorporated some of the public comments. Photos of the most prominent weeds were indexed, the Town is looking at the weed and tree issue on Town property and soliciting bids to clean it up, and confirmed that the Town has a process in place for citizens to report a concern on the Town website. The Board recommends approval.

Councilmember Johnson requested that the link to the plan be provided in the document and on the website.

No public comment.

Moved by Councilmember Dietz, seconded by Councilmember Cavey, that Ordinance 2021-012 be Approved on First Reading as presented. The motion passed by the following vote:

Yes: 7 - Hollingshead, Cavey, LaFleur, Johnson, Dietz, Bracken, Gray

ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES

None.

ADJOURN

Moved by Mayor Pro Tem Bracken, seconded by Councilmember Cavey, to Adjourn. The motion passed by the following vote:

Yes: 7 - Hollingshead, Cavey, LaFleur, Johnson, Dietz, Bracken, Gray

Meeting adjourned at 8:12 pm.

Submitted by:

Lisa Anderson, Town Clerk