



Town Council Agenda - Final-Amended

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

Tuesday, December 3, 2024

6:00 PM

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

This meeting is open to the public. All times indicated on the agenda are approximate. 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). Public Comments may also be submitted in writing online at www.CRgov.com/CouncilComments by 1:00 p.m. on December 3, 2024, to be included in the public record. If you are unable to access any portion of these materials due to a disability as defined under Colorado House Bill 21-1110, please call us at 303-663-4440, email the Town’s accessibility team at accessibility@CRgov.com or submit an accommodation request form at CRgov.com/A11yRequest

5:00 pm COUNCIL DINNER & INFORMAL DISCUSSION

6:00 pm INVOCATION

6:05 pm CALL TO ORDER / ROLL CALL

- PLEDGE OF ALLEGIANCE

- COUNCIL COMMENTS

- 1. [APPT 2024-007](#) Appointments: Historic Preservation Board (Non-voting liaison to the Castle Rock Historical Society)

- UNSCHEDULED PUBLIC APPEARANCES

Reserved for members of the public to make a presentation to Council on items or issues that are not scheduled on the agenda. As a general practice, the Council will not discuss/debate these items, nor will Council make any decisions on items presented during this time, rather will refer the items to staff for follow up. Comments are limited to three (3) minutes per speaker. Time will be limited to 30 minutes. Residents will be given priority (in the order they signed up) to address Council, followed by non-residents representing Castle Rock businesses, then non-residents and businesses outside the Town of Castle Rock, as time permits.

- TOWN MANAGER'S REPORT

- 2. [ID 2024-130](#) Update: Calendar Reminders
- 3. [ID 2024-131](#) Development Services Project Updates
- 4. [ID 2024-132](#) Update: Quasi-Judicial Projects

- **TOWN ATTORNEY'S REPORT**

- **ACCEPTANCE OF AGENDA**

If there are no changes, additions or deletions to the agenda, a motion to accept the agenda as presented will be accepted.

- **CONSENT CALENDAR**

These items are generally routine in nature or have been previously reviewed by Town Council and will be voted on in a single motion without discussion. Any member of Town Council may remove an item from the Consent Calendar.

5. [ORD](#) [2024-018](#) Ordinance Levying General Property Taxes for the Town of Castle Rock, Colorado, for the Year 2024, to be Collected in 2025 (Second Reading - Approved on First Reading on September 3, 2024 by a vote 7-0)
6. [ORD](#) [2024-020](#) Ordinance Levying General Property Taxes on Behalf of the Castle Rock Downtown Development Authority for the Year 2024, to be Collected in 2025 (Second Reading - Approved on First Reading on October 1, 2024, by a vote 7-0)
7. [RES](#) [2024-118](#) Resolution Approving the Town of Castle Rock's 2023 Consolidated Annual Performance and Evaluation Report (Community Development Block Grant program)
8. [PROC](#) [2024-015](#) Proclamation of Commendation to Municipal Judge Louis A. Gresh (For Council Action - Presentation on December 17, 202)
9. [MIN](#) [2024-022](#) Minutes: November 19, 2024 Draft Minutes

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

Public comment will be taken on items and limited to four (4) minutes per speaker.

10. [ORD](#) [2024-025](#) Ordinance Approving the Third Amendment to The View at Castle Rock Redevelopment and Financing Agreement Between the Town of Castle Rock, the Castle Rock Downtown Development Authority and Castle Rock View Investors, LLC (Second Reading - Approved on First Reading on November 19, 2024 by a vote 4-2)
11. [PROC](#) [2024-014](#) Proclamation of Commendation to Mayor Pro Tem Desiree LaFleur (For Presentation - Approved on November 19, 2024 by a vote 6-0)

- **ADJOURNMENT OF THE 2022-2024 TOWN COUNCIL**

12. [APPT](#) [2024-008](#) Swearing in of Elected Councilmembers from the November 5, 2024 Election

- **CALL TO ORDER / ROLL CALL**

13. [APPT](#) Election of Mayor Pro Tem
[2024-009](#)

- **TOWN COUNCIL AND STAFF COMMENTS**

- **ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES**

The Council has reserved this time only if the original 30 minutes allocated for Unscheduled Public Appearances as an earlier part of this agenda has been fully exhausted and speakers who signed up to speak were unable to be heard during the original 30 minutes allocated this topic. Residents will be given priority (in the order they signed up) to address Council, followed by non-residents representing Castle Rock businesses, then non-residents and businesses outside the Town of Castle Rock, as time permits.

- **ADJOURN**



Town of Castle Rock

Agenda Memorandum

Agenda Date: 12/3/2024

Item #: 1. **File #:** APPT 2024-007

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Shannon Eklund, Executive Assistant

Appointments: Historic Preservation Board (Non-voting liaison to the Castle Rock Historical Society)

Executive Summary

The Castle Rock Historical Society and Museum Board is unanimously recommending the appointment of David Roh, to replace Ron Claussen, to serve as the non-voting liaison to the Historic Preservation Board.

History

On June 1, 2021, Town Council approved an Ordinance to add a non-voting liaison to the Historic Preservation Board, to represent the Castle Rock Historical Society and Museum Board, as nominated by the Historical Society, and appointed by Town Council.

Proposed Motions

"I move to approve the appointment of David Roh to serve as the non-voting liaison to the Historic Preservation Board, for a partial term ending May 31, 2025."

Attachments

Attachment A: CRHS Recommendation

From: BARBARA ALLAMIAN <ballamian@aol.com>
Date: November 18, 2024 at 4:27:20 PM MST
To: Brad Boland <BBoland@crgov.com>
Cc: TownManager Mailbox <townmanager@crgov.com>, David Roh
<therohz@yahoo.com>
Subject: Liaison to Historic Preservation Board from Castle Rock Historical Society
Reply-To: BARBARA ALLAMIAN <ballamian@aol.com>

Brad,

At the Board meeting of the Castle Rock Historical Society this past Thursday, our nomination of David Roh to act as liaison between our organization and the Castle Rock Historic Preservation Board for the coming year was approved unanimously. Please consider this as notification of that nomination.

Thank you,

Barbara Allamian
Secretary
Castle Rock Historical Society



Town of Castle Rock

Agenda Memorandum

Agenda Date: 12/3/2024

Item #: 2. **File #:** ID 2024-130

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Update: Calendar Reminders

Executive Summary

Attached is an outline of upcoming items of general interest.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 12/3/2024

Item #: 3. **File #:** ID 2024-131

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Tara Vargish, Director of Development Services

Development Services Project Updates

The high-growth nature of Castle Rock results in numerous and diverse questions from individuals seeking information about existing conditions and future plans. Information on community development activity and formal land use applications are located on the Town website under the Development Activity Map link.

Development activity continues to be strong, with continued interest for a variety of project types in Castle Rock. Permit activity remains steady, and homebuilders and commercial builders remain active.

Please see the attached Staff Memorandum for project details.



AGENDA MEMORANDUM

To: David L. Corliss, Town Manager

From: Tara Vargish, PE, Director of Development Services

Title: **Town Manager Report – Development Project Updates**

This report contains development updates and new submittals or requests submitted to staff since the last update to Town Council. The high-growth nature of Castle Rock results in numerous and diverse questions from individuals seeking information about existing conditions and future plans and formal applications for development. More information on community development activity and formal land use applications are located on the Town website under the Development Activity Map link, which can be accessed at CRGov.com/DevelopmentActivityMap

New Quasi-Judicial Applications Requiring Public Hearings

No new formal applications.

New Pre-Application Meeting Requests

1054 S I-25 Storage



A pre-application request was received seeking information on application and submittal requirements to annex and rezone a vacant parcel of land for a storage facility, located at 1054 S I25. Eight self-storage buildings, totaling 70,400sqft, are proposed. The

proposed project is located northeast of the intersection of Crystal Valley Parkway and Frontage Road, adjacent to Councilmember Dietz' district.

Faithful Followers Preschool



A pre-application request was received seeking information on application and submittal requirements to add a preschool to the existing The Connection Church, located at 1300 Park Street. The preschool would lease 4 classrooms from the church, totaling 900sqft. The proposed project is located northeast of the intersection of Park Street and Malibu Street, in Mayor Pro Tem LaFleur's district.

Maher Ranch De-Annexation



A pre-application request was received seeking information on application and submittal requirements to de-annex a parcel from the Town. The proposed project is located southwest of the intersection of Neon Way and Sapphire Pointe Boulevard, in Councilmember Cavey’s district.

Mission Hill Church



A pre-application request was received seeking information on application and submittal requirements to construct a 28,000sqft church in the Meadows. The proposed project is located north of the intersection of Dacoro Lane and Virtuoso Loop, in Councilmember Bracken’s district.

New Hope Church Playground



A pre-application request was received seeking information on application and submittal requirements to relocate the existing playground at New Hope Church, located at 3737 New Hope Way. The church is in the process of selling a parcel of their land, creating the need for relocation. The proposed project is located north of the intersection of New Hope Way and Red Hawk Drive, in Councilmember Bracken's district.

New Hope Subdivision Request



A pre-application request was received seeking information on application and submittal requirements to replat the New Hope Church lot, located at 3737 New Hope Way. The applicant is not yet ready to do a full site development plan but would like to move forward with the land transaction, requiring the subdivision of the parcel. The proposed project is located south of the intersection of Prairie Hawk Drive and Meadows Boulevard, in Councilmember Bracken's district.

QuikTrip Fuel Station



A pre-application request was received seeking information on application and submittal requirements to replat two parcels and build a QuikTrip convenience store and gas station. Both parcels are built out and will need to be demolished. The proposed project is located at the northwest corner of Caprice Drive and Wolfensberger Road, in Mayor Pro Tem LaFleur's district.

Ongoing Development Activity:

Commercial Development Activity

- **Promenade:**

- Alana at Promenade Apartments, building and site construction for 300-unit multi-family residential development, located on Alpine Vista Circle, west of Promenade Parkway.
- Brinkerhoff & Bar Hummingbird, site and building construction for two restaurants with outdoor plaza, located between La Loma Restaurant and Starbucks, southwest of Castle Rock Parkway and Promenade Parkway.
- Lazy Dog Restaurant site construction for a new stand-alone restaurant, located on the northeast corner of Castlegate Drive West and Promenade Parkway.

- **Meadows:**

- Kiddie Academy, site construction for a 10,000-square-foot child daycare building, located on the northwest corner of Carnaby Lane and Lombard Lane.
- Little Sunshine's Playhouse, site plan review for 11,000 square-foot childcare center, located on the northeast corner of Limelight Avenue and Prairie Hawk Drive.
- Lot grading, retaining wall, and waterline construction plan and plat approved, located on vacant commercial lots north of the AMC theatre.
- Meadows Parkway Intersection improvements, site construction for improvements to the intersections of Meadows Parkway at Regent Street and Lombard Street.
- Meadows Town Center Townhomes/Mixed-use, site and building construction for 85 residential units with approximately 6,248 square feet of retail, located on three lots off Future Street.
- Meadowmark Senior Multi-Family, site and building construction for a new 4-story senior housing apartment development with 200 units, located near N. Meadows Drive and Timber Mill Parkway.
- Prairie Hawk Dental, site and building construction for a new 5,100-square-foot dental office building, located at the northeast corner of Prairie Hawk Drive and Limelight Avenue.
- StorHaus Garage Condos, site and building construction for 3 buildings and a clubhouse, consisting of 38 garage condo units, located on the northeast corner of Regent Street and Carnaby Lane.
- VA Community Behavior Outpatient Clinic, site and building construction document review for a 25,096-square-foot outpatient clinic, located between Dacoro Lane and Virtuoso Loop, north of Prairie Hawk Drive.

- **Downtown:**

- Circle K, site plan and construction documents approved for a new 3,700-square-foot convenience store to replace the existing building on the site, located at 310 S. Wilcox Street.
- City Hotel, historic preservation and site plan approved for 33 room hotel, located at 415 N. Perry Street.
- Eternal Rock Church, site plan review for new landscaping, signage, and storage, located at 2 Phelps Street.
- Little School on Perry Street, site plan approved and exterior renovations started for a 1,300-square-foot addition to the landmarked Saunders House, for a daycare center located at 203 Perry Street.
- Perry Street Social, site development plan amendment and construction document review to create a mini entertainment district, located at 404 N. Perry Street.
- Scilleppi properties, site and building construction for a 6,000-square-foot addition and the addition of seven parking spaces, located at 210 Third Street.
- The View, site and building construction for a 6-story building with mixed-uses including 218 residential units, located at Sixth Street and Jerry Street.

- **Dawson Trails Residential/Commercial:**

- Costco, Dawson Trails, site plan approved for 161,000-square-foot retail warehouse with fueling station on 18.4 acres, located east of Dawson Trails Boulevard, north of the future Crystal Valley Interchange.
- Dawson Trails Filing No. 1 Infrastructure and Right-of-Way, construction plan review for the northern segment of Dawson Trails Boulevard.
- Dawson Trails Filing No. 2 Infrastructure, plat and construction plan review for 97-acre area.
- Dawson Trails Planning Area D, site plan review for 254 single-family residential lots, and 13 acres of open space.
- Dawson Trails North, Phases 1-4 under construction for grading only for approximately 134 acres, located north of Territorial Road.
- Dawson Trails Residential Neighborhood, Planning area B-1, site plan review for 230 detached residential lots, a 1-acre neighborhood park, located in the north-central area of the Dawson Trails PD, adjacent to the Twin Oaks subdivision in Douglas County
- Dawson Trails South, construction for grading only for approximately 338 acres, located south of Territorial Road.
- Off-site Sanitary Sewer, Dawson Trails, construction document review for 17,000+ feet of sanitary sewer main from south of Territorial Road to Plum Creek Parkway.
- Off-site Water Line, Dawson Trails, under construction for approximately 3,100 linear feet of water main, extending north and west from the fire station on Crystal Valley Parkway across railroad properties and I-25.
- Territorial Road Annexation, totaling 2.9 acres of land, to remain ROW.

- **Canyons Far South Residential/Commercial:**
 - Canyons Far South, site development plan review for a residential and commercial development with 474 single family homes, 12.5 acres of commercial, on a 410-acre site, located southeast of Crowfoot Valley Road and Founders Parkway.

- **Other Commercial Projects throughout Town:**
 - 218 Front Street Office Building, site plan review for a two-story, 2,800-square-foot office building, located on the east side of Front Street between Second and Third Streets.
 - 282 Malibu commercial buildings, building and site construction for two 4,000-square-foot commercial buildings, uses are unknown at this time, located at 282 Malibu Street.
 - Calvary Chapel, site and building construction of new church building, located on the northwest corner of Fifth Street and Woodlands Boulevard.
 - Castle Rock Auto Dealerships, site and building construction of 1st and 2nd phase for service center expansion, located at 1100 S. Wilcox Street.
 - Castle Rock Automotive Repair Shop, site construction for new 26,000-square-foot auto body shop, located at 1184 and 1288 Brookside Circle.
 - Discount Tire, site plan and construction document approved for 530-square-foot storage addition, located at 102 E. Allen Street.
 - Founders Marketplace, Centura Health Medical Office Building, site and building construction for a 10,500-square-foot, one-story primary care facility.
 - Founders Marketplace, Dunkin Donuts, site plan approved for a new restaurant with drive-through, located at the northeast corner of Founders Parkway and Aloha Court.
 - Garage Condos, site and building construction, located on Liggett Road.
 - Hyundai auto dealership, site plan and plat review for use by special review for a new 33,000 sf building and sales lot, located at 550 S Interstate 25.
 - Milestone, Bellco Credit Union, site and building construction for remodel of the previous Wendy's restaurant building, and exterior façade changes with an addition of a drive-up ATM.
 - Outlets at Castle Rock, site plan approved and construction document review, two new pad sites on the mall's west side on Factory Shops Boulevard.
 - Outlets at Castle Rock, Site plan review for new bank with drive-thru, located north of the existing Starbucks/Qdoba.
 - Ridgeview Town Center, PD Zoning review for a 10-acre parcel located at 895 Ridge Road.
 - Sanders Business Park, site construction for a 2.4-acre site, located south of The Plum Creek Community Church.
 - The Brickyard Planned Development Plan, Zoning Regulations, site plan and construction document review for a mixed-use development with a maximum of 600 multi-family dwelling units, located on the south end of Prairie Hawk Drive.

- Unity on Wolfensberger Planned Development Plan, proposed zoning and parking changes, located at 200 Wolfensberger and 826 Park Street.
- Verizon small cell sites, construction documents for multiple locations in public right-of-way: 1) Factory Shops Boulevard and New Beale Street, 2) Promenade Parkway and Castle Rock Parkway (under construction), 3) Promenade Parkway (under construction), 4) Castlegate Drive West (under construction), 5) Castlegate Drive West and Castle Rock Parkway (approved plans), 6) Factory Shops Boulevard and Meadows Boulevard, 7) Mitchell Street near Mesa Middle School, 8) S. Valley Drive north of Plum Creek Parkway, 9) Low Meadow Boulevard and Night Song Way, 10) S. Gilbert Street between Gilbert and Sellers Drive at Birch Avenue, (under construction) 11) Foothills Drive and Soaring Eagle Lane, (under construction) 12) Foothills Drive and Morning View Drive.
- Wellspring and Castle Oaks Covenant Church, annexation petition is to annex approximately 2.07 acres, and proposed zoning for church and Wellspring facility uses, located at 498 East Wolfensberger Road, for future Wellspring and Castle Oaks Covenant Church facilities

Residential Development Activity:

- 104 N Lewis Street, Historic Preservation Board approved with conditions for a new single-family home on 0.24 acres.
- 110 N Lewis Street, Landmark Alteration Certificate to build an additional bedroom.
- 626 Sixth Street, Historic Preservation Board review for a new single-family home on 0.14 acres.
- Auburn Heights Apartments, rezoning application to amend the zoning and the currently approved site development plan for Lot 2 of Auburn Ridge.
- Chateau Valley, site plan review for 415 residential units, located north of East Plum Creek Parkway and east of Gilbert Street
- Crystal Valley Ranch Mixed-Use site plan review for 24 townhomes and a mixed-use building, located at the southeast corner of Crystal Valley Parkway and W. Loop Road.
- Crystal Valley Ranch, site construction, single-family subdivisions, located southeast and southwest of Crystal Valley Parkway and W. Loop Road. Also, in the southern interior portion of Loop Road, south of Loop Road, and between W. Loop Road and the Lanterns property.
- Founders Village Pool, site plan review for new pool pavilion, located at 4501 Enderud Blvd.
- Front Street Triplexes, site plan review for two triplex buildings, located on Front Street between Fifth and Sixth Streets.
- Hillside, building construction, single-family attached and detached age 55 and older, located at the northeast corner of Coachline Road and Wolfensberger Road.
- Lanterns/Montaine, Subdivision construction for various phases for a total of 1,200 single-family residential lots, located off Montaine Circle.
- Liberty Village, site construction for amended lot layout due to floodplain for

- 42 single-family lots, located on the south side of Castle Oaks Drive and Pleasant View Drive.
- Meadows, site construction for 77 single-family detached homes on the west sides of Coachline Road north of Wolfensberger Road.
 - The Oaks Filing 2A, site plan approved and construction document review for 114 single-family lots on 165+/- acres, located south of Plum Creek Parkway and east of Eaton Circle.
 - Ridge at Crystal Valley, site construction for 142 single-family home project, located southwest of Loop Road in Crystal Valley Ranch. SIA amendment submitted to address modification to phasing plan for lots to be Temporary Green Zone.
 - Soleana, site plan review for 55 custom home sites and 22 live/work units on 77.96 acres, located east of the Silver Heights neighborhood and west of the Diamond Ridge Estates neighborhood.
 - Terrain North Basin, Phase 1, building construction for approximately 96 single-family home project, located along Castle Oaks Drive.
 - Terrain North Basin, Phase 2, site development plan, plat and construction document review for approximately 29 single-family home project, located along Castle Oaks Drive.
 - Wellspring/LaQuinta, site and building construction for the conversion of 63 hotel rooms to 42 apartment units, located at 884 Park Street.
 - YardHomes, Annexation and Zoning request for 165 single family units on 32.29 acres, located at Plum Creek Parkway and South Ridge Road.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 12/3/2024

Item #: 4. **File #:** ID 2024-132

To: Honorable Mayor and Members of Town Council

Through: Tara Vargish, Director of Development Services

From: Kevin Wrede, Planning Manager

Update: Quasi-Judicial Projects

Executive Summary

The purpose and intent of this report is to provide Town Council with a summary of quasi-judicial projects. In order to provide all parties with due process under law, decision makers must be fair and impartial when considering quasi-judicial applications such as those included in this memorandum. Many of these projects do not have public hearing dates yet, but Town Council could be asked to consider them in the future.

New Applications

No new formal applications.

On-going Quasi-Judicial Applications (currently under review)

The full list of on-going quasi-judicial projects along with vicinity maps can be found on the attached Staff Memorandum.



Meeting Date: December 3, 2024

AGENDA MEMORANDUM

To: David L. Corliss, Town Manager
Through: Tara Vargish, Director Development Services
From: Kevin Wrede, Planning Manager
Title: **Update: Quasi-Judicial Projects**

Executive Summary

The purpose and intent of this report is to provide Town Council with a summary of quasi-judicial projects. In order to provide all parties with due process under law, decision makers must be fair and impartial when considering quasi-judicial applications such as those included in this memorandum. Many of these projects do not have public hearing dates yet, but Town Council could be asked to consider them in the future.

New Quasi-Judicial Applications:

No new formal applications.

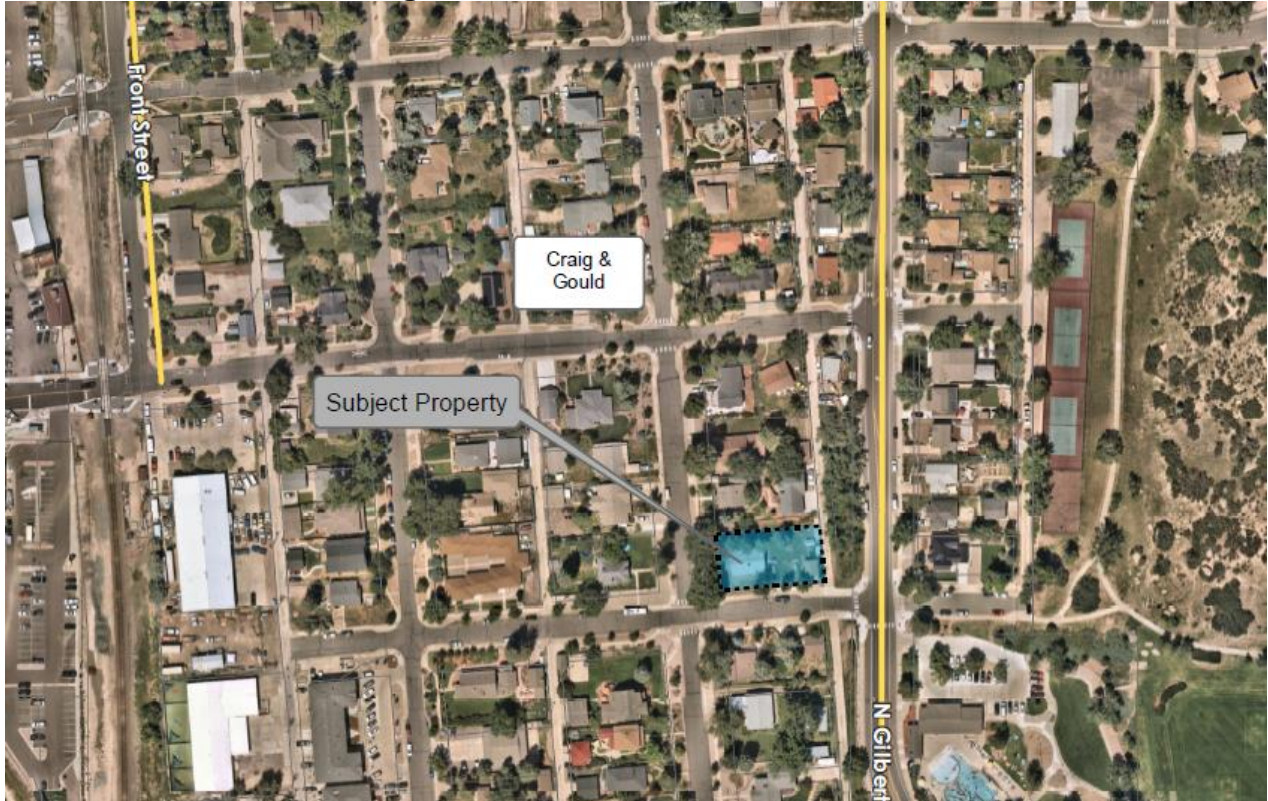
On-going Quasi-Judicial Applications (currently under review):

24 S. Cantril Street Site Development Plan (Residential Tri-Plex)



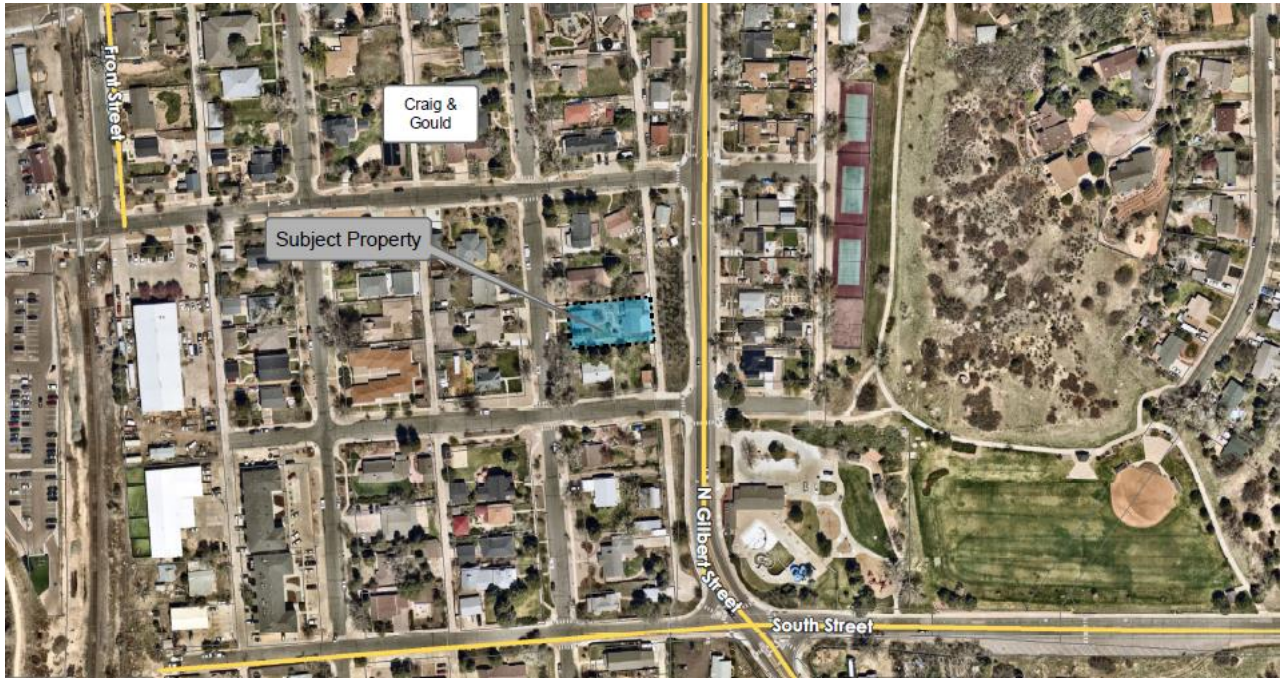
Zaga Design Group, on behalf of property owner Cottonwood Row, LLC, has submitted a Site Development Plan application and a Historic Preservation Design Review application for a three-story, 36-foot-tall triplex building at 24 South Cantril Street. Located within the Craig & Gould neighborhood, 24 South Cantril Street is a 0.288-acre property located at the end of South Cantril Street on the east side of the street. Each unit has a two-car garage accessed from the alleyway. The proposal will require hearings in front of the Historic Preservation Board, Planning Commission and Town Council. The property is located in Mayor Pro Tem LaFleur's district.

104 N. Lewis Street – Design Review



Steve and Susan Thayer have submitted an application for design review of a new single-family residence. The applicant is proposing a one-story single-family residence with a basement. The main floor includes 2,586 square feet of finished space. The property is located at 104 North Lewis Street within the Craig and Gould neighborhood. The design review application had a public hearing before the Historic Preservation Board and was approved with conditions. The applicant is appealing this decision to the Town Council. This project is located in Mayor Pro Tem LaFleur's district.

110 N. Lewis St Historic Preservation



A new Quasi-judicial application was received from Brian Nugent for a Landmark Alteration Certificate to build a residential addition at the historic Jacob Kroll house, located at 110 N Lewis St. The 567 sq. ft. addition would provide an additional bedroom, and would utilize the salvaged windows and doors from the neighboring demolition of 104 N Lewis St. Landmark Alteration Certificates are reviewed and decided upon by the Historic Preservation Board. The proposed project is located northeast of the intersection of First Street and N Lewis St, in Mayor Pro Tem LaFleur’s district.

629 Sixth Street Historic Preservation Design Review



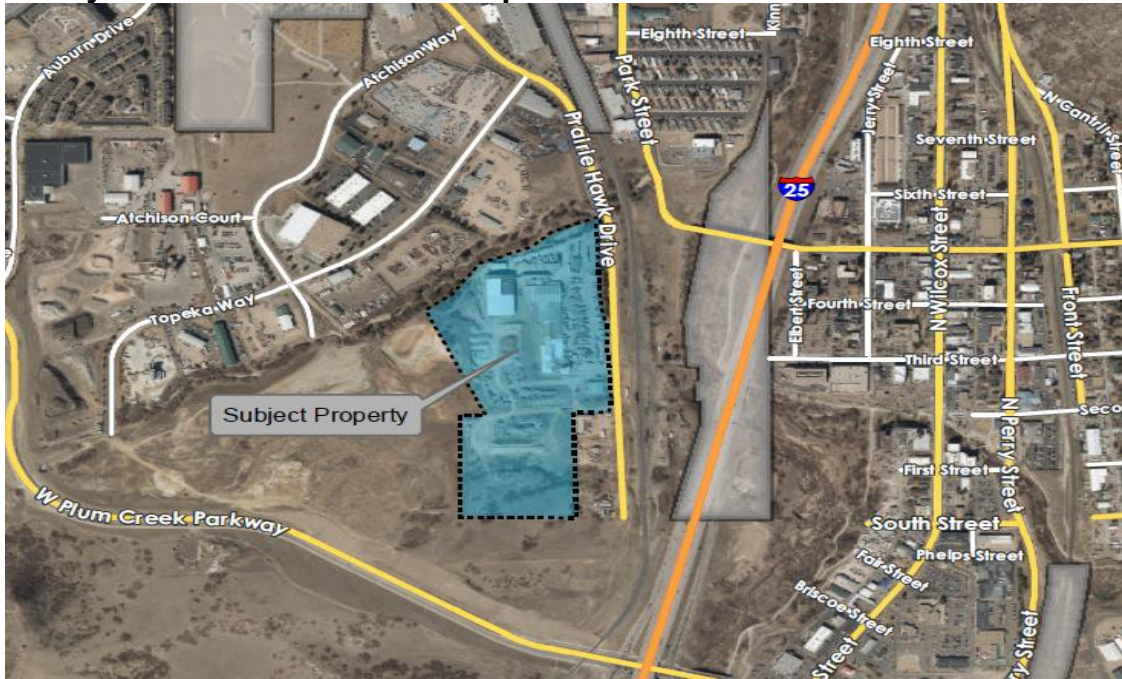
Property owner, Leah Terzulli, has submitted an application for a Design Review by the Historic Preservation for a new single-family home at 629 Sixth Street. The property is located on the north side of Sixth Street between Cantril and Lewis Streets and is 0.14 acres (6098 sq. ft.) in size. The applicant is proposing a two-story single-family home and a detached garage with an accessory dwelling above the garage. All applications for new construction in the Craig and Gould neighborhood require a public hearing before the Historic Preservation Board. The property is located within Mayor Pro Tem LaFleur's district.

Auburn Heights Apartments Planned Development Plan Major Amendment and Site Development Plan Major Amendment



The property owner has submitted an application to amend the zoning and the currently approved site development plan for lot 2 of Auburn Ridge, which is approximately 6 acres in size and generally located in the southwest quadrant of E. Wolfensberger Road and Auburn Drive, southwest of the Auburn Ridge Senior Apartments. Currently, the zoning permits 100 multi-family units for seniors. The zoning amendment seeks to permit 104 multi-family units for people of all ages. The proposed parking is a combination of attached garages, detached garages, and surface parking. Both the PDP Amendment and the SDP Amendment will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The project is located within Councilmember Bracken's district.

Brickyard Mixed Use Site Development Plan



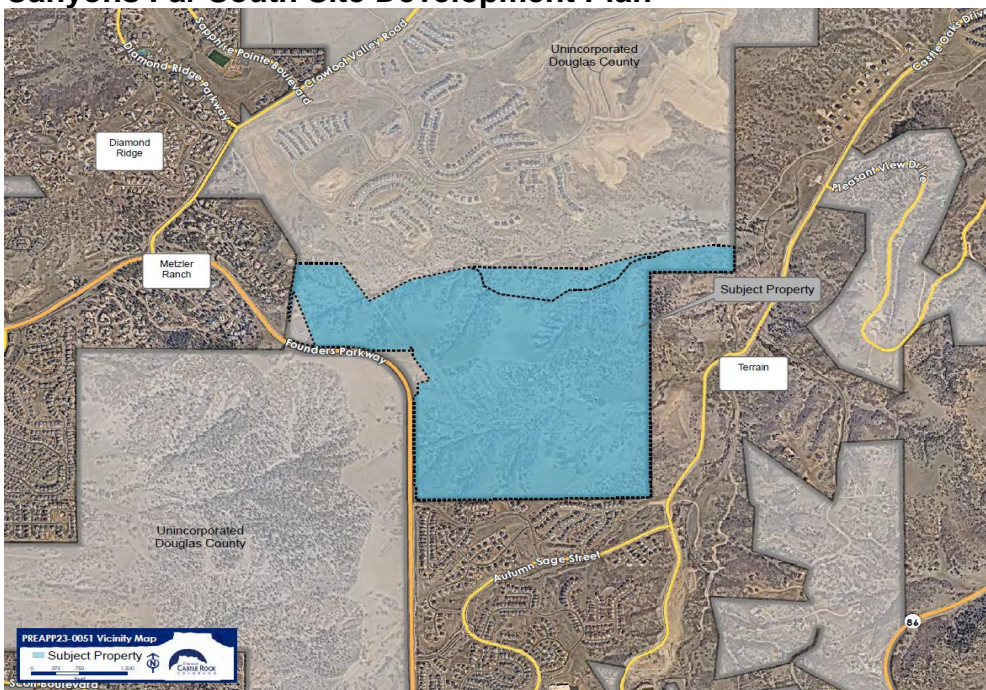
Confluence Companies has submitted a quasi-judicial Site Development Plan (SDP) application for the 18.8-acre Brickyard mixed-use development located at 401 Prairie Hawk Drive. The site plan proposed both vertical and horizontal mix of uses, to include 506 multifamily residential units. The units will be a for-lease product, primarily apartments/condo style, with 24 townhomes. Approximately 178,000 square feet of non-residential uses will include a destination hotel with pool, shops and bar, as well as, restaurants, retail, office, and conference venue space throughout the development. Parking will be provided through a combination of on-street and structured garages, and will comply with the Municipal Code requirements for joint use of parking spaces. Two points of access to the development will be provided from the east, via existing Prairie Hawk Drive, and one connection will be made on the west through Miller's Landing to Plum Creek Parkway

Brickyard Planned Development Plan



Confluence Companies has submitted an application for The Brickyard Planned Development Plan and Zoning Regulations, a mixed-use development with a maximum of 600 multi-family dwelling units, and office, retail, hotel, performance venue and recreational space. The site is approximately 31 acres and is located on Prairie Hawk Drive, north of Plum Creek Parkway and south of Topeka Way. The proposed rezoning will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The project is located in Councilmember Bracken's district.

Canyons Far South Site Development Plan



PCS Group has submitted a Site Development Plan application for Canyons Far South. The applicant is proposing a residential and commercial development on 410-acre site that aligns with the recent annexation and zoning approval for 474 single family homes, 12.5 acres of commercial and over 217 acres of open space. The general location is southeast of the intersection of Crowfoot Valley Road and Founders Parkway. The Site Development Plan will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. This project is located in Councilmember Cavey's district.

Chateau Valley Site Development Plan



Highline Engineering & Surveying has submitted an application for the Chateau Valley Site Development Plan (SDP) proposing a 415-unit residential subdivision on 113 acres. The 415 units are composed of 257 single family detached homes and 63 paired homes (158 units). The property, which is within the Young American Planned Development (PD), is generally located east of Memmen Park, north of the Baldwin Park subdivision, and south of the Southridge Townhome subdivision. The Site Development Plan includes a total of 42.2 acres of open space. The SDP will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The property is located within Councilmember Brooks' district.

The City Hotel Site Development Plan



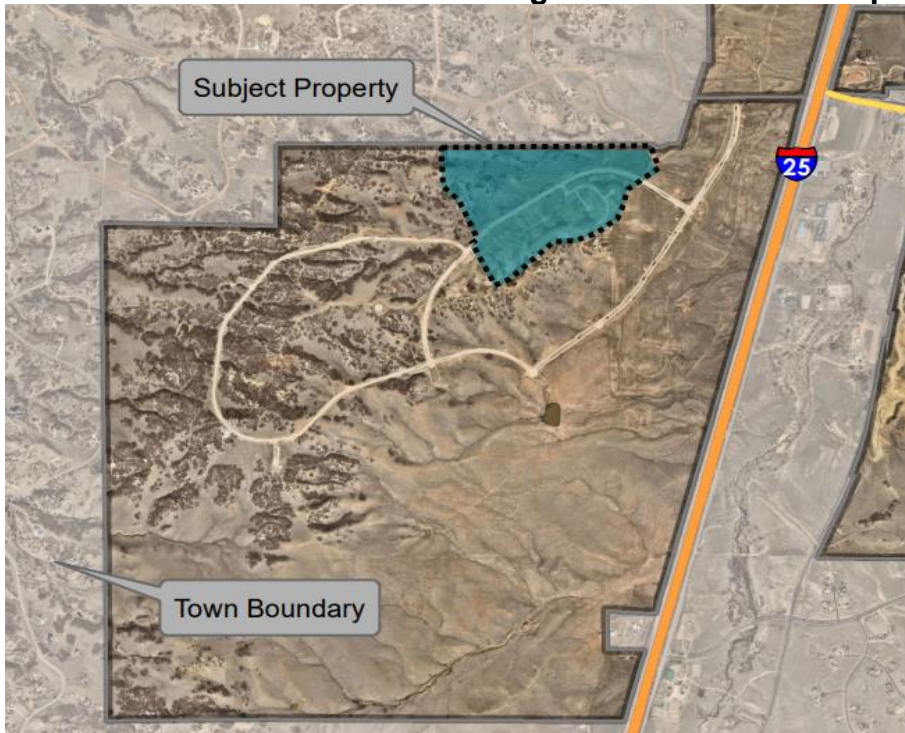
White Development has submitted an application for a Downtown Site Development Plan and a Historic Preservation Landmark Alteration Certificate for the City Hotel project located at 415 N. Perry St. The City Hotel project consists of a new four story 33 room hotel project that includes 2,578 square feet of commercial space and the restoration of the historically landmarked City Hotel building. The restored City Hotel building will serve as the main food and beverage venue. The project proposes 6 on-site parking spaces and valet parking that will utilize offsite parking. The Landmark Alteration Certificate application was approved at a public hearing before the Historic Preservation Board. The Downtown Site Development Plan application will require a public hearing before the Design Review Board. The property is located in Mayor Pro Tem LaFleur's district.

Crystal Valley Mixed-Use Site Development Plan



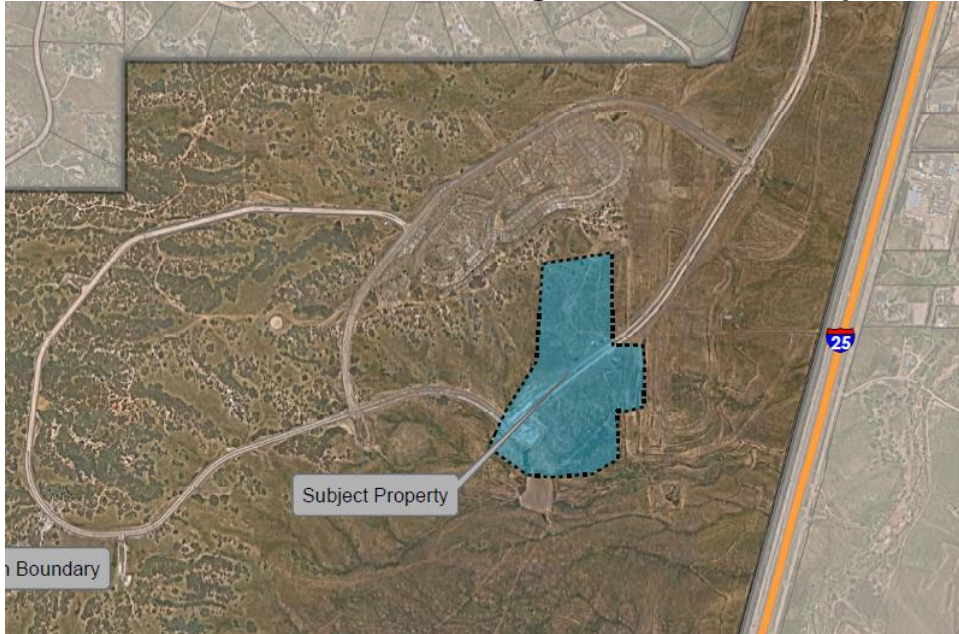
Henry Design Group on behalf of Dan Kauffman, Pinnacle View Development, LLC, has submitted an application for a Site Development Plan. The applicant is proposing a mixed-use development on the 4-acre property located at the southeast corner of Crystal Valley Parkway and West Loop Road. The proposal includes 24 townhomes, with attached two car garages, and a single two-story building with 7,376 square feet of commercial space on the 1st floor and seven condominium units on the 2nd floor. The Site Development Plan will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The project is located in Councilmember Dietz's district.

Dawson Trails Residential-Planning Area B-1 Site Development Plan



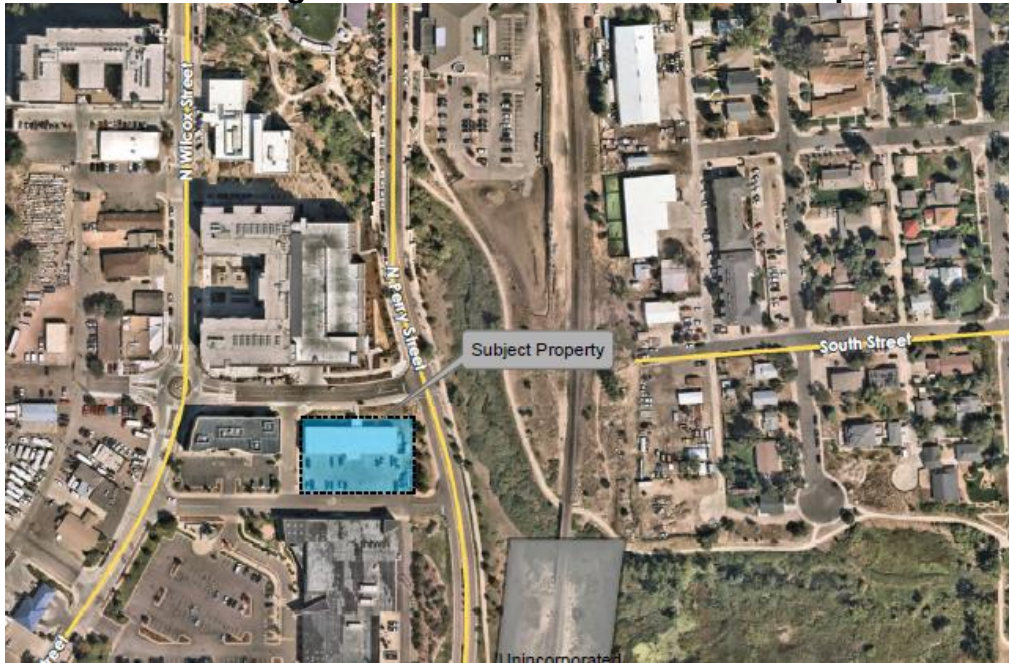
Westside Investment Partners, LLC has submitted an application for a Site Development Plan (SDP) located in the Dawson Trails PD. This is the first proposed residential development in Dawson Trails, and is located in the north-central area of the PD, adjacent to the Twin Oaks subdivision in Douglas County. The applicant is proposing 230 single family lots for detached units, and a 1-acre neighborhood park, on approximately 78 acres with a gross density of 2.9 dwelling units per acre. The SDP will require public hearings before the Planning Commission for review and recommendation, and Town Council for review and final decision. The project is located in Councilmember Dietz's district

Dawson Trails Residential-Planning Area D Site Development Plan



AMC Dawson Trails VIII JV LLC submitted an application for a Site Development Plan. The applicant is proposing 254 single-family residential lots on approximately 56 acres within Planning Area D of the Dawson Trails PD. Approximately 13 acres is designated as open space. Planned amenities include a neighborhood park, and hard surface and crusher fine trail extensions. The site is located in the east central area of the PD and is the second proposed residential neighborhood in the Dawson Trails. Please see the attached vicinity map. The Site Development Plan will require public hearings before the Planning Commission and Town Council. This project is located in Councilmember Dietz' district.

Eternal Rock Evangelical Lutheran Church Site Development Plan Amendment



The property owner has submitted an application for a Site Development Plan known as Eternal Rock Evangelical Lutheran Church for approval of new landscaping, new signage, new storage facility, and to reconfigure the parking lot with the addition of a second entrance together with new curb/gutter/sidewalk along Phelps Street on the 0.63-acre property. The Downtown Site Development Plan will require a public hearing before the Design Review Board for review and final decision. The property is located in Mayor Pro Tem LaFleur's district.

Front Street Triplexes Site Development Plan



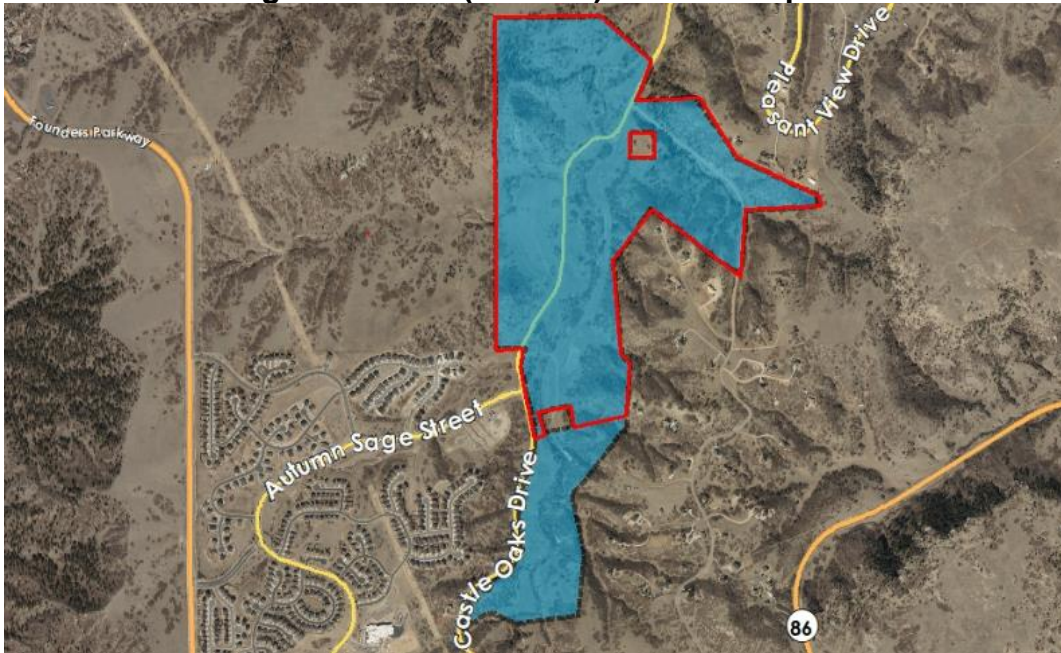
Total Development Corporation, on behalf of Front & Center, LLC, has submitted an application for a Site Development Plan for approval of two triplex residential buildings on a 0.273-acre lot on Front Street between Fifth and Sixth Streets. Each unit will be two bedrooms and 2.5 bathrooms and a total of 14 parking spaces will be provided on the property. The applicant has also submitted an application for architectural review by the Historic Preservation Board as the property is within the Craig & Gould neighborhood. A public hearing will be held before the Historic Preservation Board for review and approval of the project's architecture. The property is located in Mayor Pro Tem LaFleur's district.

Hyundai Car Dealership



Adragna Architecture and Development on behalf of Foundation Auto Group has submitted an application for a Use by Special Review Site Development Plan application for a new Hyundai Car Dealership. The proposal is for an approximately 33,000 square foot automotive dealership and service center on a 6.4-acre vacant lot. The property is located at the corner of S Wilcox St and Brookside Circle. The proposal is a Use by Special Review and requires public hearings before Planning Commission and Town Council. The property is located in Councilmember Dietz's district.

North Basin Village at Terrain (Phase 2) Site Development Plan



The property owner has submitted an application for a Site Development Plan (SDP) for 29 single family homes on approximately 42 acres within the Terrain North Basin Phase 2 development. The proposed development also includes approximately 35.6 acres of open space dedication. The project is located along Castle Oaks Drive. The SDP will require public hearings before the Planning Commission for review and recommendation, and Town Council for review and final decision. The project is located within Councilmember Cavey’s district.

Perry Street Social Site Development Plan Amendment



Perry Street Collective has submitted an application for an amendment to the approved Downtown Site Development Plan for Perry Street Social. The proposed amendment would remove the ice rink and associated shade structure and replace it with a traditional dining patio. The amendment also calls for the proposed Tap House building to be shifted further away from the north property line of the property. The Downtown Site Development Plan Amendment will require a public hearing before the Design Review Board. This project is located in Mayor Pro Tem LaFleur's district

Pioneer Ranch Annexation and Planned Development Plan



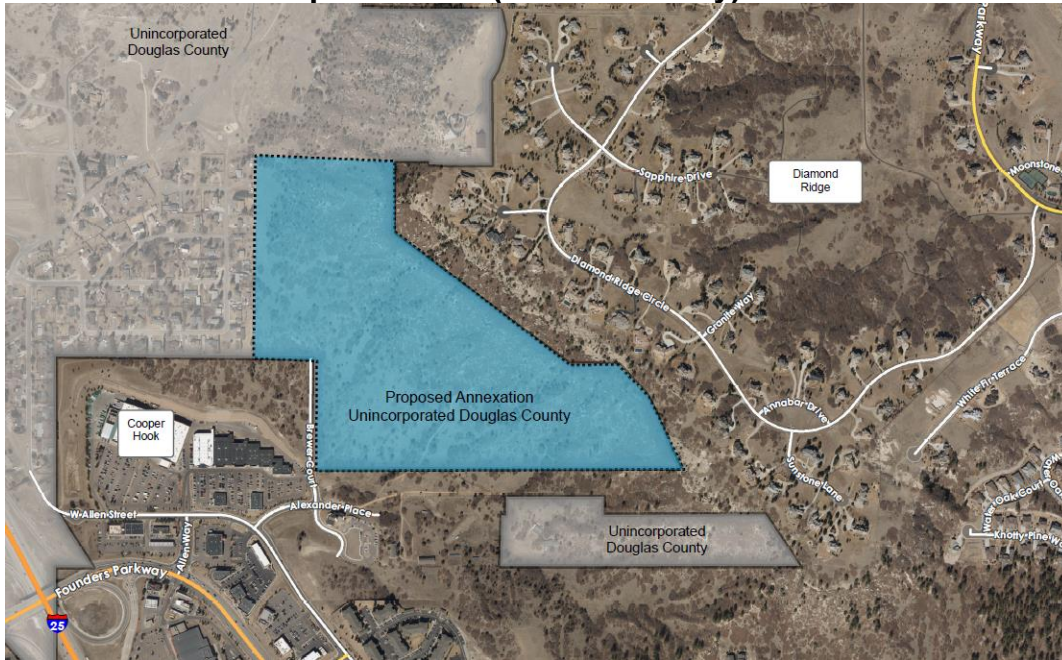
The property owner has submitted an annexation petition to annex a 388-acre site located west of Founders Parkway and east of Front Street into the Town of Castle Rock. The applicant is proposing the Pioneer Ranch Planned Development Plan zoning to allow 1,123 dwelling units (a mix of single-family and multi-family), 78 acres of open space, and 39 acres dedicated for public uses, such as schools and parks. The annexation and planned development plan require public hearings before Planning Commission for review and recommendation and Town Council for review and final decision. The project is adjacent to Councilmember Cavey's district and Mayor Pro Tem LaFleur's district.

Ridgeview Town Center



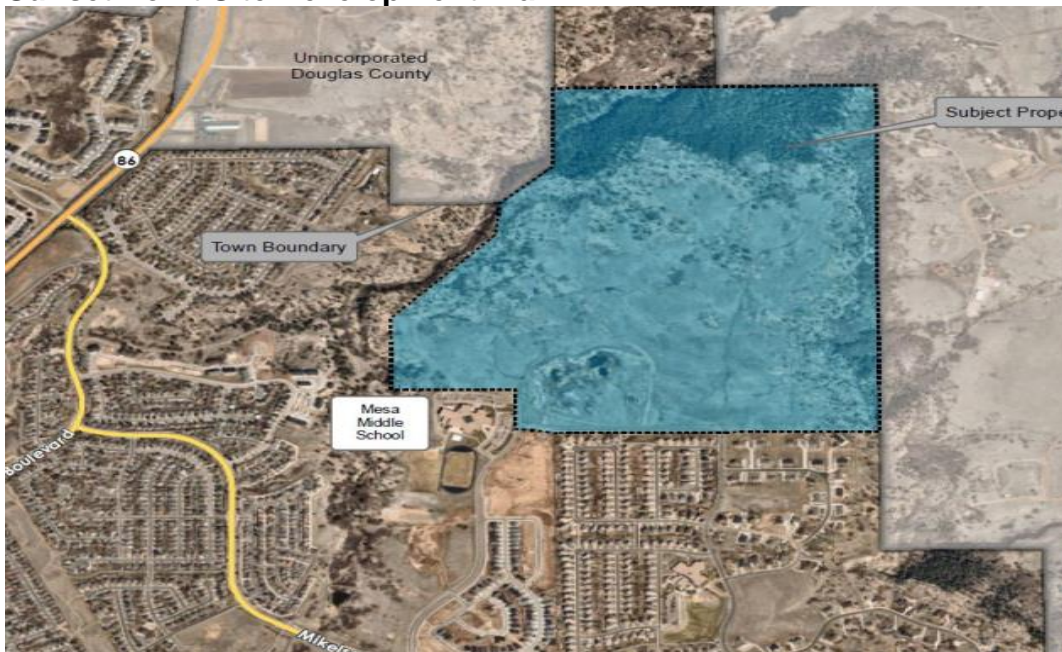
Staff has received a Planned Development zoning application for a 10-acre parcel located at 895 N. Ridge Road, southwest of the intersection of State Highway 86 and N. Ridge Road. A petition and map requesting annexation has already been submitted to the Town and is under review. The owner proposes to zone the property to allow commercial uses, such as retail, office, restaurant, clinic and personal services. Uses by special review include day care, fast food with drive-thru, and doggy day care. Prohibited uses include fueling station, vehicle storage, and auto repair. Approximately 29% of the site is designated open space. The property is adjacent to Councilmembers Cavey's and Brooks' districts.

Soleana Site Development Plan (Alexander Way)



The Henry Design Group Inc. on behalf of the property owners Tierra Investors, LLC and Alexander 455, LLC has submitted a Site Development Plan application for Soleana, which includes 55 custom home sites on half acre or larger lots, as well as 22 live/work homes and a pocket park in the Alexander Way PD. The property was recently annexed in to the Town and is approximately 77.96 acres located east of the Silver Heights neighborhood and west of the Diamond Ridge estates neighborhood. The proposal is a residential neighborhood and requires public hearings before Planning Commission and Town Council. The property is located adjacent to Mayor Pro Tem LaFleur and Councilmember Cavey’s districts.

Sunset Point Site Development Plan



Fourth Investment USA, LLC, has submitted an application for a Site Development Plan (SDP) for a residential neighborhood known as Sunset Point, formally known as Bella Mesa North. Sunset Point is approximately 293 acres in size and generally located northeast of Mesa Middle School. The SDP proposes 525 single-family homes, dedicated open space and a trail system. The SDP will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The property is located within Councilmember Brooks' district.

Territorial Road Annexation



ACM Dawson Trails VIII JV LLC and the Town of Castle Rock have submitted an application for the annexation and zoning of several parcels of land, totaling 2.9 acres, that are within, or adjacent to, the current Territorial Road right-of-way. Most of the parcels will be zoned for mixed use development within the Dawson Trails Planned Development and will be assimilated into the adjacent planning area. Parcels remaining in future right-of-way will be zoned as public land. The property is adjacent to Councilmember Dietz' district.

Unity on Wolfensberger Planned Development



Castle Oaks Evangelical Covenant Church and Wellspring Unity on Wolfensberger has submitted a rezoning for a new Planned Development Plan. The applicant is proposing a new Planned Development Plan Zoning to allow for a 9,300SF expansion of the Castle Oaks Evangelical Covenant Church property on Park St, provide for sufficient parking for the building expansion, and to support the conversion of the existing Quality Inn to market rate housing for neurotypical adults and adults with Intellectual and Developmental Disabilities (ID/D). These two properties are located at 200 Wolfensberger and 826 Park Street. The rezoning will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. This project is located in Mayor Pro Tem LaFleur's district.

Wellspring and Castle Oaks Covenant Church Annexation and Planned Development Plan



The property owner has submitted an application for annexation and zoning of a parcel of land for Wellspring Community Center and Castle Oaks Covenant Church. The annexation petition is to annex approximately 2.07 acres located at 498 E. Wolfensberger Road, for future Wellspring and Castle Oaks Covenant Church facilities. The Planned Development (PD) zoning application is proposing to allow for operation of the Wellspring Community Center Monday through Friday and the Castle Oaks Covenant Church on Sundays. The annexation and planned development zoning will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. This property is located adjacent to Councilmember Bracken's district.

YardHomes at Castle Rock Annexation (FKA Terra Monte)



Staff has received an annexation application from Norris Design, on behalf of the property owner, Mike Morley, Castle Rock Ventures. The applicant is proposing to annex 32.29 acres located at the northwest corner of Plum Creek Parkway and South Ridge Road. Following the Substantial Compliance hearing, the applicant intends to submit a Planned Development zoning application to allow 165 single family units, consisting of one-, two- and three-bedroom one-story homes. The product will be for lease. The units will have private yards, and the community will have a clubhouse, indoor fitness facility, community pool, a dog park and picnic area. Approximately 50% of the site is planned for active and passive recreational space and .5 acres will provide future community-oriented retail use. Annexation and zoning require public hearings before the Planning Commission for recommendation and then public hearings at Town Council for final action. The property is adjacent to Councilmember Brooks' district.

The Town's Development Activity map provides additional information on these quasi-judicial applications, as well as projects that are under administrative (non quasi-judicial) review. This map is available at: CRgov.com/developmentactivity.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 12/3/2024

Item #: 5. File #: ORD 2024-018

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: David L. Corliss, Town Manager
Trish Muller CPA, Finance Director

Ordinance Levying General Property Taxes for the Town of Castle Rock, Colorado, for the Year 2024, to be Collected in 2025 (Second Reading - Approved on First Reading on September 3, 2024 by a vote 7-0)

Executive Summary

Property taxes are placed solely in the Town’s General Fund which supports core Town services including Police and Fire. A preliminary abstract of taxable assessed values was received from the County Assessor in August which is used to calculate the mill levy rate presented in the 2025 proposed budget. The final taxable assessed valuation is received in November. As shown below, 2024 preliminary taxable assessed values have decreased approximately \$7.5 million dollars, or 0.46%percent, from the previous year’s total. This results in a mill levy rate of 0.92 and property tax revenue of approximately \$1.54 million for the Town to be collected in 2025.

2023 Assessed Valuation	1,681,835,949
2024 Preliminary Valuation	1,674,147,770
Difference	\$ (7,688,179)
2024 Property Tax Revenue	\$ 1,540,216
Difference	-0.46%

Per the Colorado revised state statutes 29-01-301 (1) (a), all statutory tax levies for collection in 1989 and thereafter when applied to the total valuation for assessment of the state, each of the counties, cities, and towns not chartered as home rule shall be so reduced as to prohibit the levying of a greater amount of revenue than was levied in the prior year plus five and one-half percent. Castle Rock Municipal Code also states that the Town shall levy no more than the amount of revenue that was levied in the preceding year plus five and one-half percent. Annual growth in excess of the five and one-half percent limitation results in a corresponding mill levy reduction in that year in order to align with the revenue growth limitation.

Item #: 5. File #: ORD 2024-018

The table below shows history of the mill levy rate since 2005.

2005	2006	2007	2008	2009 - 2015	2016 - 2017	2018	2019	2020	2021	2022 - 2023	2024- 2025	2005 - 2025 Change
1.895	1.896	1.898	1.705	1.703	1.474	1.330	1.330	1.196	1.196	1.139	0.920	- 148.5%

* Collection year shown on taxes levied from the prior year

Financial Impact

Using the preliminary taxable assessed valuation approximately \$1.54 million in property tax revenue will be collected in 2025 based on a 0.92 mill levy.

Staff Recommendation

Staff recommend that Town Council approve this Ordinance as written.

Proposed Motion

“I move to approve on second reading an Ordinance Levying General Property Taxes for the Year 2024, for 2025 Collection, for the Town of Castle Rock, Colorado.”

Attachments

Attachment A: Ordinance

ORDINANCE NO. 2024-018

AN ORDINANCE LEVYING GENERAL PROPERTY TAXES FOR THE TOWN OF CASTLE ROCK, COLORADO, FOR THE YEAR 2024, TO BE COLLECTED IN 2025

WHEREAS, the Town of Castle Rock, Colorado (the “Town”) has adopted a budget for the 2025 fiscal year (the “2025 Budget”) accordance with Article IX of the Town Charter (the “Charter”); and

WHEREAS, the 2025 Budget anticipates the receipt of revenues from imposition of a mill levy on taxable property within Town jurisdictional boundaries; and

WHEREAS, the preliminary assessed valuation for the Town, as determined by the Douglas County Assessor, is \$1,674,147,770; and

WHEREAS, the mill levy for the Town, as anticipated in the 2025 Budget, does not exceed the 5.5% revenue limitation in Section 13-2 of the Charter and is otherwise in compliance with the Charter and Article X, Section 20 of the Colorado Constitution; and

WHEREAS, according to Section 39-5-128(1), C.R.S., the Town Clerk is required to certify the mill levy imposed by the Town to the Douglas County Board of Commissioners by no later than December 15, 2024.

NOW, THEREFORE, IT IS ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO:

Section 1. Calculation of Mill Levy. The mill levy certified by this Ordinance is in compliance with applicable constitutional and Charter provisions.

Section 2. Levy of Property Tax. For the purpose of meeting general operating expenses of the Town during the 2025 fiscal year, there is levied a tax not to exceed 0.92 mills for general operating expenses, upon each dollar of the total assessed valuation of all taxable property within the Town for the taxable year 2024, to be collected in 2025.

Section 3. Certification. Upon receipt of the final assessed valuation for the Town from the Douglas County Assessor, the Town Manager is hereby authorized and directed to prepare a final calculation of the mill levy rate within the parameters established by this Ordinance for certification. The Town Clerk is hereby authorized and directed to certify to the Douglas County Board of Commissioners the mill levy for the Town as set forth herein.

Section 4. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect the remaining provisions of this ordinance.

Section 5. Safety Clause. The Town Council finds and declares that this Ordinance is promulgated and adopted for the public health, safety and welfare, and bears a rational relation to the legislative object sought to be obtained.

APPROVED ON FIRST READING this 3rd day of September, 2024, by a vote of 7 for and 0 against, after publication in compliance with section 2.02.100C of the Castle Rock Municipal Code; and

PASSED, APPROVED AND ADOPTED ON SECOND AND FINAL READING this 3rd day of December, 2024, by the Town Council of the Town of Castle Rock by a vote of ___ for and ___ against.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to Content:

Michael J. Hyman, Town Attorney

Trish Muller, CPA, Finance Director

ORDINANCE LEVYING PROPERTY TAXES

TOWN OF CASTLE ROCK

SEPTEMBER 3, 2024

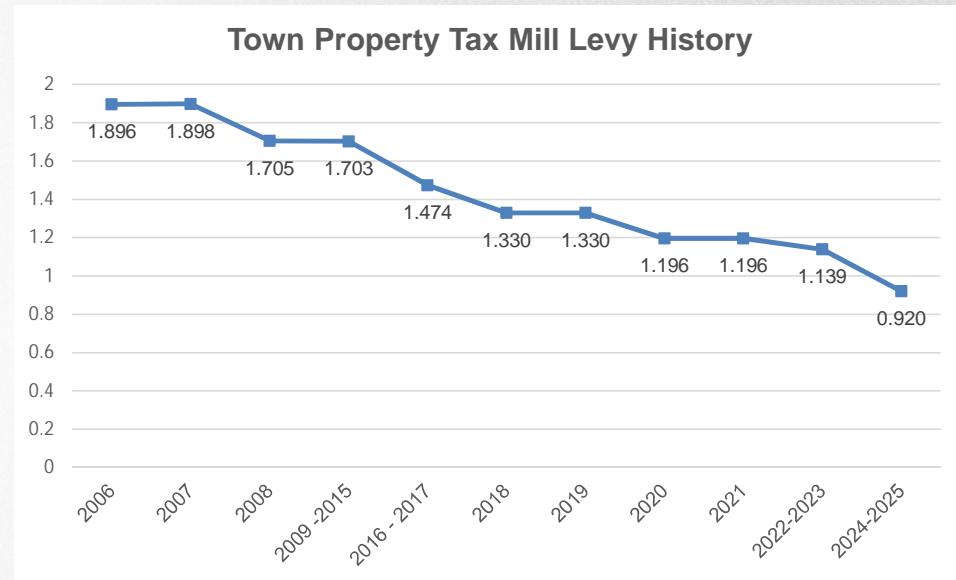


>

TOWN PROPERTY TAX

The Town's taxable valuation for 2024 was essentially flat in the preliminary abstract of values from the County Assessor.

This results in a Mill Levy rate of 0.92 mills.





PROPOSED MOTION:

“I MOVE TO APPROVE ORDINANCE 2024-018, AN ORDINANCE LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024, FOR 2025 COLLECTION, FOR THE TOWN OF CASTLE ROCK, COLORADO”



Town of Castle Rock

Agenda Memorandum

Agenda Date: 12/3/2024

Item #: 6. **File #:** ORD 2024-020

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA, Finance Director

Ordinance Levying General Property Taxes on Behalf of the Castle Rock Downtown Development Authority for the Year 2024, to be Collected in 2025 (Second Reading - Approved on First Reading on October 1, 2024, by a vote 7-0)

Executive Summary

Attached is an Ordinance levying general property taxes on behalf of the Castle Rock Downtown Development Authority for collection in 2025 (**Attachment A**). In August, the Douglas County Assessor certifies the total value of all personal and real property within the Authority. In December, a final certification of assessed values is rendered from the Douglas County Assessor’s Office.

Discussion

The Castle Rock Downtown Development Authority Board of Directors has requested Town Council to certify its mill levy of 3.000 mills, which is anticipated to yield approximately \$225,654.

Financial Impact

As the final assessed valuation is received in December and the resulting property tax revenue will be reflected in 2025.

Staff Recommendation

Staff recommends that Town Council approve this Ordinance as written.

Proposed Motion

“I move to Approve the Ordinance as introduced.”

Alternative Motions

“I move to approve the ordinance as introduced by title, with the following conditions: (list

Item #: 6. File #: ORD 2024-020

conditions)."

"I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed)."

Attachments

Attachment A: Ordinance

ORDINANCE NO. 2024-020

AN ORDINANCE LEVYING GENERAL PROPERTY TAXES ON BEHALF OF THE CASTLE ROCK DOWNTOWN DEVELOPMENT AUTHORITY FOR THE YEAR 2024, TO BE COLLECTED IN 2025

WHEREAS, pursuant to the requirements of Section 31-25-816(1), C.R.S., the Castle Rock Downtown Development Authority (the “Authority”) has submitted its proposed budget for the 2025 fiscal year (the “2025 Budget”) to the Town Council of the Town of Castle Rock, Colorado (the “Town”) for approval; and

WHEREAS, the 2025 Budget, as adopted, anticipates the receipt of revenues from imposition of a mill levy on taxable property within the Authority’s jurisdictional boundaries; and

WHEREAS, it is anticipated that the 2024 preliminary assessed valuation for the Authority, as determined by the Douglas County Assessor, will yield approximately \$225,654 in revenues; and

WHEREAS, the Authority has formally requested that the Town Council exercise its power under Section 31-25-817, C.R.S., to certify the Authority’s 2024 mill levy to the Douglas County Board of Commissioners for collection in 2025; and

WHEREAS, according to Section 39-5-128(1), C.R.S., the Town Clerk is required to certify the Authority’s mill levy to the County by no later than December 15, 2024; and

NOW, THEREFORE, IT IS ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO:

Section 1. Calculation of Mill Levy. The mill levy certified by this Ordinance is in compliance with applicable constitutional and statutory provisions.

Section 2. Levy of Property Tax. For the purpose of meeting general operating expenses of the Authority during the 2025 fiscal year, there is levied a tax of 3.000 mills for general operating expenses, upon each dollar of the total assessed valuation of all taxable property within the Authority’s jurisdictional boundaries for the taxable year 2024, to be collected in 2025.

Section 3. Certification. The Town Clerk is hereby authorized and directed to certify to the Douglas County Board of County Commissioners the mill levy for the Authority as set forth herein.

Section 4. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect the remaining provisions of this Ordinance.

Section 5. Safety Clause. The Town Council finds and declares that this Ordinance is promulgated and adopted for the public health, safety and welfare, and bears a rational relation to the legislative object sought to be obtained.

APPROVED ON FIRST READING this 1st day of October, 2024, by the Town Council of the Town of Castle Rock by a vote of ___ for and ___ against, after publication in compliance with Section 2.02.100.C of the Castle Rock Municipal Code; and

PASSED, APPROVED AND ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2024, by the Town Council of Castle Rock by a vote of __ for and __ against.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to Content:

Michael J. Hyman, Town Attorney

Trish Muller, CPA, Finance Director

PUBLIC HEARING

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) MILL LEVY COLLECTED IN 2025

TOWN COUNCIL MEETING
OCTOBER 1, 2024



PRELIMINARY 2024 DDA MILL LEVY CERTIFICATION

- 3 mills – assessed in 2024 collected in 2025
- Preliminary assessment approx. \$75 million
- Approximately \$225k in property tax revenue
- Staff Recommends approval as written



I MOVE TO APPROVE ORDINANCE NO. 2024-XXX LEVYING GENERAL PROPERTY TAXES ON BEHALF OF THE CASTLE ROCK DOWNTOWN DEVELOPMENT AUTHORITY FOR THE YEAR 2024, TO BE COLLECTED IN 2025, (FIRST READING)

I MOVE TO APPROVE THE ORDINANCE AS INTRODUCED BY TITLE, WITH THE FOLLOWING CONDITIONS: _____

I MOVE TO CONTINUE THIS ITEM TO THE TOWN COUNCIL MEETING ON _____ DATE TO ALLOW ADDITIONAL TIME TO: _____



Town of Castle Rock

Agenda Memorandum

Agenda Date: 12/3/2024

Item #: 7. **File #:** RES 2024-118

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

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

Resolution Approving the Town of Castle Rock’s 2023 Consolidated Annual Performance and Evaluation Report (Community Development Block Grant program)

Executive Summary

In September 2020, Town Council accepted entitlement status into the federal Community Development Block Grant (CDBG) program beginning in fiscal year 2021. The Town’s third CDBG program year began on October 1, 2023 and ended on September 30, 2024. The Town of Castle Rock was allocated \$255,712 to distribute in this program year. After the end of each program year, the Town is required to complete a Consolidated Annual Performance and Evaluation Report (CAPER) for the previous program year. Staff is seeking Town Council direction on a resolution (**Attachment A**) approving Castle Rock’s Consolidated Annual Performance and Evaluation Report (CAPER) for program year 2023.

Staff engaged a consultant (Civitas, LLC) to develop the 2023 CAPER as required by the US Department of Housing and Urban Development (HUD). The CAPER provides annual information on program accomplishments in meeting the program’s performance outcomes. The Town is required to report on the activities undertaken annually. The full draft of the Town’s Consolidated Annual Performance and Evaluation Report is available in **Attachment B**.

This Consolidated Annual Performance and Evaluation Report is required to be submitted to HUD by the December 27, 2024 deadline.

Budget Impact

CDBG is a reimbursable grant program. Any Town projects would be reimbursed as approved. Additionally, up to 20 percent of CDBG funding is available for administration costs associated with running the CDBG program and are reimbursable. All administrative costs to date have been covered by the program.

Staff Recommendation

Item #: 7. File #: RES 2024-118

Staff recommends approval of Castle Rock's 2023 Consolidated Annual Performance and Evaluation Report.

Proposed Motions

Approval

- *"I move to approve the resolution as introduced by title."*

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 to make decision)

- *"I move to continue this item to the Town Council meeting on [date], 2024, at [time]."*

Attachments

Attachment A: Consolidated Annual Performance and Evaluation Report

Attachment B: Resolution



Meeting Date: December 3, 2024

AGENDA MEMORANDUM

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

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

Title: Resolution Approving the Town of Castle Rock's 2023 Consolidated Annual Performance and Evaluation Report for CDBG

Executive Summary

In September 2020, Town Council accepted entitlement status into the federal Community Development Block Grant (CDBG) program beginning in fiscal year 2021. The Town's third CDBG program year began on October 1, 2023 and ended on September 30, 2024. The Town of Castle Rock was allocated \$255,712 to distribute in this program year. After the end of each program year, the Town is required to complete a Consolidated Annual Performance and Evaluation Report (CAPER) for the previous program year. Staff is seeking Town Council direction on a resolution (**Attachment A**) approving Castle Rock's Consolidated Annual Performance and Evaluation Report (CAPER) for program year 2023.

Staff engaged a consultant (Civitas, LLC) to develop the 2023 CAPER as required by the US Department of Housing and Urban Development (HUD). The CAPER provides annual information on program accomplishments in meeting the program's performance outcomes. The Town is required to report on the activities undertaken annually. The full draft of the Town's Consolidated Annual Performance and Evaluation Report is available in **Attachment B**.

This Consolidated Annual Performance and Evaluation Report is required to be submitted to HUD by the December 27, 2024 deadline.

Discussion

The Town of Castle Rock is an entitlement jurisdiction, receiving an annual allocation of federal Community Development Block Grant (CDBG) program funds through the U.S. Department of Housing and Urban Development (HUD). These funds help the Town address the housing and community development objectives outlined by HUD. During the creation of the Town's 2021-2025 Consolidated Action Plan, the Town identified two primary objectives to focus CDBG funding toward: public facilities and infrastructure improvements, and vital public services for special needs and low- to moderate-income (LMI) populations.

Program Year (PY) 2023 was the third year of the 2021-2025 Consolidated Plan period. The annual allocation of CDBG funds was \$255,712. Through the remaining period of the Consolidated Plan, the Town expects to receive similar amounts annually. The following accomplishments and the uses of these funds for the third program year are highlighted below.

Supportive Services: The Town funded the Castle Rock Senior Activity Center's Home Delivery of Hot Meals program to assist 178 elderly persons during the program year. The program targeted the most socially isolated and those with the most economic need as all beneficiaries were low- to moderate- income (LMI).

Public Facilities and Infrastructure Improvements: The Town replaced 3 pool lifts at the Castle Rock Recreation Center. The existing lifts were no longer reliable. The installation of the new lifts help ensure ADA compliance. Additionally, the Town used CDBG funding to complete exterior design work at Cantril School. This design project was focused on making the north and east parking lots ADA accessible.

From Program Year 2023, the Town of Castle Rock approved a funding allocation of 20% Administration, 15% Public Services, and 65% for Public Facilities and Infrastructure. The Town Council approved funding for Program Year 2023 and the actual expenditures are as follows:

Program Year 2023 Project Name and Proposed Activity	Funding Approved for 2023 PY	Expenditures 2023 PY
CDBG: Administration (20%) <ul style="list-style-type: none"> Community Development Department Admin 	\$51,142	\$25,781.04
CDBG: Public Services (15%) <ul style="list-style-type: none"> Supportive services for LMI & special needs 	\$38,356	\$26,554.51
CDBG: Public Facilities & Infrastructure (65%) <ul style="list-style-type: none"> Public facilities, infrastructure 	\$166,214	\$32,669.16
Total	\$255,712	\$85,004.71

Overall, the Program Year 2023 expenditures were \$170,707.29 less than approved. These unused fund will be carried forward to be used in future years.

Public Comment Period

The 2023 Consolidated Annual Performance and Evaluation Report was made available for public comment from November 5 – November 20, 2024 and no comments were received by staff to date. Documents were available for review at www.CRgov.com/cdbg, the Philip & Jerry Miller Library and in the Town Hall lobby for

inspection. Additionally, printed copies of these documents were available upon request.

Town Council approval of the resolution presented this evening will endorse Consolidated Annual Performance and Evaluation Report (**Attachment B**).

Budget Impact

CDBG is a reimbursable grant program. Any Town projects would be reimbursed as approved. Additionally, up to 20 percent of CDBG funding is available for administration costs associated with running the CDBG program and are reimbursable. All administrative costs to date have been covered by the program.

Recommendation

Staff recommends approval of Castle Rock's 2023 Consolidated Annual Performance and Evaluation Report.

Proposed Motions

Approval

- *"I move to approve the resolution as introduced by title."*

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 to make decision)

- *"I move to continue this item to the Town Council meeting on [date], 2024, at [time]."*

Attachments

Attachment A: Consolidated Annual Performance and Evaluation Report

Attachment B: Resolution



PY 2023 Consolidated Annual Performance and Evaluation Report (CAPER)

DRAFT

Town of Castle Rock
100 N. Wilcox St.
Castle Rock, CO 80104

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The Town of Castle Rock is an entitlement jurisdiction, receiving an annual allocation of federal Community Development Block Grant (CDBG) program funds through the U.S. Department of Housing and Urban Development (HUD). These funds help the Town address the housing and community development objectives outlined by HUD, which include, but are not limited to: public facilities and infrastructure improvements, and vital public services for special needs and low- to moderate-income (LMI) populations. Program Year (PY) 2023 was the third year of the 2021-2025 Consolidated Plan period, for which the Town was awarded \$255,712 from the CDBG annual allocation. The following accomplishments and the uses of these funds for PY 2023 are highlighted below.

Public Facilities and Infrastructure Improvements: In PY 2023, the Town completed the Recreation Center Pool Lifts activity (#18), which had a benefit to 3,325 low/mod persons. This activity involved the replacement of three pool lifts that have exhausted their life span. The pool lifts will also make this public facility ADA compliant. The Town contracted a developer to start the Cantril School Improvements Design and Administrative activity (#19), which will help make the facility ADA compliant. As of September 2024, the contractor has completed about 30% of work in this project and the Town anticipates this activity to be completed in the upcoming program year.

Supportive Services: The Town funded the Castle Rock Senior Activity Center's Home Delivery of Hot Meals program (#15) to assist 178 LMI elderly persons throughout PY 2023. The program targeted the most socially isolated and those with the most economic need as all beneficiaries were LMI.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
1A Improve Access to Public Facilities (ADA)	Non-Housing Community Development	CDBG	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	14925	6650	44.56%	2985	3325	111.39%
1B Improve Capacity of Public Infrastructure LMI	Non-Housing Community Development	CDBG	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	14925	0	0.00%	2985	0	0.00%
2A Provide Supportive Services for Seniors	Non-Homeless Special Needs	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	464	92.80%	50	178	356.00%
2B Provide Supportive Services LMI & Special Needs	Non-Homeless Special Needs	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	0	0.00%	50	0	0.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

PY 2023 is the third year of the 2021-2025 Consolidated Plan period, and the Town has identified its priority needs for the community as 1.) Improvements to Public Facilities & Infrastructure and 2.) Supportive Services for LMI & Special Needs. CDBG-funded activities must address one of these needs as well as primarily benefit LMI persons or special needs populations, such as elderly persons.

During the program year, the Town worked to address the needs of the community through public facility improvements and public services for the elderly. These funded activities were developed to address the identified priority needs in the Consolidated Plan. The following describes the use of CDBG funds in PY 2023:

Supportive Services for LMI & Special Needs: \$26,554.51
Public Facilities & Infrastructure Improvements: \$32,669.16
Administration of the CDBG Program: \$25,781.04
Total: \$85,004.71

Note: Please note, the Town follows strict grant based accounting guidelines. For each FY CDBG grant allocation, there is a maximum spending cap of 15% for public services, and 20% for administrative costs. While much of the funds spent in PY 2023 were for public services and administrative costs, the Town ensures it will not spend more than the max allowable under CDBG guidelines for the FY grant awards.

PR-23 and PY 2022 CR-05 Goals and Outcomes Table Comparison

Public Facilities & Infrastructure

1A Improve Access to Public Facilities (ADA): The Town had a goal to assist 2,985 persons with this activity, and assisted 3,325 LMI persons. The Town completed the Recreation Center Pool Lifts activity (#18), which had a benefit to 3,325 low/mod persons. This activity involved the replacement of three pool lifts that have exhausted their life span. The pool lifts will also make this public facility ADA compliant.

1B Improve Capacity of Public Infrastructure LMI: The Town had a goal to assist 2,985 persons with this activity, however this goal was not met. As there are limited funds, the Town may prioritize improvements to facilities or infrastructure within the program year, but may not be able to

prioritize both. This still continues to be a need, and the Town will continue to seek opportunities as they arise.

Supportive Services for LMI & Special Needs:

2A Provide Supportive Services for Seniors: The Town had a goal to assist 50 persons with this activity, and assisted 178 LMI elderly persons through the Castle Rock Senior Activity Center Home Delivery of Hot Meals program (#15). Please note that the PR23 still includes the 229 LMI elderly already reported in the previous CAPER. This is because the PR23 collects all activities that are open and closed in IDIS within PY 2023, and this activity was actually completed in the previous program year.

2B Provide Supportive Services LMI & Special Needs: The Town had a goal to assist 50 persons with this activity. This goal will be combined with goal 2A as the intended target group receiving public services are LMI seniors.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).
91.520(a)

	CDBG
White	3,248
Black or African American	118
Asian	0
American Indian or American Native	16
Native Hawaiian or Other Pacific Islander	41
Total	3,423
Hispanic	246
Not Hispanic	3,257

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

DATA NOTE: Race/ethnicity data was drawn from the PR-23 summary of accomplishments for PY 2023. The table above does not include a category for people that identify as “other multi-racial”. Due to this, the racial/ethnic data in the above table may not necessarily match the number of persons actually served by the CDBG program.

According to the most recent 2018-2022 American Community Survey 5-Year Estimates (DP-05), the population in Castle Rock was 74,065 persons. An estimated 87.3% were White, followed by 2.2% for Asian and 0.8% for Black or African American persons. “Some other” race made up 2.2% of the population and “Two or more” races made up 7.0% of the population. All other races accounted for less than 1%. About 10.7% of the Town population identified ethnically as Hispanic or Latino.

For activities where the Town recorded race/ethnicity information, 92.7% of CDBG funding went towards assisting White persons, 3.4% went towards assisting Black or African American persons, and 1.2% towards assisting Native Hawaiian or Other Pacific Islander persons. All other races were less than 1%. An estimated 7.0% of persons assisted with CDBG funding identified ethnically as Hispanic. Benefits were generally in line with the Town-wide demographic population.

While the Town adequately assisted the Black and Native Hawaiian or Other Pacific Islander community in PY 2023, the Town recognizes the need to identify all minority groups such as Asians, Native American and Alaskan Natives, and Hispanic households for assistance with CDBG programs even if their populations are small. There is also a need to reach more Hispanic persons.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	255,712	85,005

Table 3 - Resources Made Available

Narrative

In PY 2023 the Town had resources made available in the amount of \$255,712 in CDBG funds from the annual allocation. According to the PR-07, during the program year the Town expended \$85,004.71 on public services for elderly persons, public facility improvements and admin of the CDBG program. Unspent funds have already been programmed towards other eligible uses such as public facility improvements and will be expended as activities are completed. The following lists expenditures by priority need:

Supportive Services for LMI & Special Needs: \$26,554.51
Public Facilities & Infrastructure Improvements: \$32,669.16
Administration of the CDBG Program: \$25,781.04
Total: \$85,004.71

Note: Each FY CDBG grant allocation has a maximum expenditure cap limit of 20% for admin costs and 15% for public services, and expenditures will not exceed these cap amounts. These costs are budgeted during the AAP development process and are approved by HUD. Once all FY funds have been expended and programmed, the Town anticipates final expenditures of the FY 2023 grant allocation will meet the required guidelines of the grant.

FY CDBG Grant Allocation Close-Out

Each year the Town reports if a prior FY CDBG annual allocation has been fully spent. At the end of PY 2022, the Town fully expended their FY 2021 allocation. The Town contacted HUD on January 11, 2024 to notify them that the 2021 grant had been fully expended. HUD responded that they would not invoke the close out process until 2028 and that no further action was needed. There were no other FY annual allocations fully spent during PY 2023.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
N/A	N/A	N/A	N/A

Table 4 – Identify the geographic distribution and location of investments

Narrative

Castle Rock does not allocate funding based solely on geographic requirements. When the planned activities are intended to serve individuals or households directly, those individuals or households must meet income qualifications as well as residency requirements in order to receive assistance from the CDBG program. In these instances, Town staff and/or one of its partner agencies complete an in-take and conduct an eligibility status review of the applicant individual or household, before the project/activity is initiated.

Town has also identified infrastructure and public facility improvement activities. These activities serve low/mod income neighborhoods, and are said to have an “area-wide” benefit. Per HUD requirements, these areas must be within an eligible Census Block Group Tract, as defined by HUD-CDBG regulations. HUD determines Low/Mod block groups tracts as those with 51% LMI population; however, the Town of Castle Rock is an exception grantee with the LMI block group threshold lowered to 32.73%. In 2023, eight block groups qualify as Low/Mod in Castle Rock and are as follows:

0140121, 0141232, 0144033, 0145031, 0145041, 0145042, 0145052, and 0145053

HUD CDBG Low/Mod Income Summary Data (LMISD), which have defined the eligible Low/Mod block group tracts within the jurisdiction can be found on the HUD Exchange website at: <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

CDBG funding leverages in-kind resources and program activities for Castle Rock seniors from the Castle Rock Senior Activity Center, the State of Colorado property tax exemption and deferral program, the Denver Regional Council of Governments and the Aging Resources of Douglas County. HUD CDBG program funds do not require a dollar-for-dollar match. As funds are limited, the Town seeks to leverage additional resources with its federal CDBG funds.

Publicly owned land/property used to address the needs in the plan

The Town has a priority to improve public facilities and infrastructure in LMI areas of Castle Rock. The public improvements identified are sidewalks, streets, Town Parks, and Town-owned facilities. This priority was identified through the citizen participation process and community and stakeholder surveys during the development of the ConPlan. The Town has not identified specific streets/sidewalks yet, but will target Town-owned streets and sidewalks in low/mod block group tracts and with an area wide benefit in Castle Rock.

The Castle Rock Senior Activity Center is used to deliver supportive services to elderly residents in the Town. The Town funded the Center's Home Delivery of Hot Meals program to assist 178 LMI elderly persons during the program year.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	0	0

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The Town of Castle Rock does not directly fund affordable housing projects with CDBG funding. As funds are limited, the Town has targeted available resources towards the priorities of public services and public facilities and infrastructure improvements in this 5-year ConPlan period. The Town anticipates that investments to vital services, improvements to public facilities, as well as infrastructure such as streets and sidewalks will help to draw housing investments to Low/Mod areas.

Discuss how these outcomes will impact future annual action plans.

At this time, the Town does not anticipate any changes to the needs and goals identified in the 5-year ConPlan and there are no plans to add affordable housing development or preservation to future annual action plans within the current 5-year planning period. If the need for affordable housing programs arise, the Town will document this need and take the necessary steps to include new priorities and goals to the plan, both through the required citizen participation process and the plan amendment process.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual
Extremely Low-income	0
Low-income	0
Moderate-income	0
Total	0

Table 7 – Number of Households Served

Narrative Information

The Town of Castle Rock does not directly fund affordable housing projects with CDBG funding. There were no affordable housing activities completed by the Town in PY 2023.

Worst Case Needs

Worst case needs are extremely low-income or special needs households that are at imminent risk of homelessness and are in need of affordable housing or emergency assistance. The Town does not directly fund assistance to homeless households or extremely low-income households with affordable housing programs, but will support the community through funding supportive programs that impact the Town’s most vulnerable communities. This includes funding supportive services such as hot meals for the elderly population which helps offset basic costs and provides support that allows this group to age in place. The goal is that these activities will prevent housing instability, and ultimately help lead to fewer instances of homelessness in Castle Rock.

The Town did not specifically report any persons with a disability in its CDBG program, however if a household with a disability is identified for assistance in one of its programs, the Town will make all necessary accommodations within reason to meet the needs of the household.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Town of Castle Rock relies on Douglas County and its partnership with the Metro Denver Homeless Initiative Continuum of Care (MDHI) to reach the Town's homeless population and to meet and assess their needs. The Town also relies on its many local services agencies to reach out to and provide services for the local homeless population.

The MDHI is responsible for coordinating with all seven counties in the Denver area and various local providers to ensure that the needs of the homeless population are met. MDHI coordinates programs, including supportive services, emergency shelter, transitional housing and permanent-supportive housing to prevent homelessness. HMIS is the system used for tracking data on local homeless populations and administering MDHI services and program funding. While the Town of Castle Rock lacks these resources locally, it maintains a close relationship with the MDHI and refers for services as needed.

The Town of Castle Rock engages with MDHI to address the needs of individuals experiencing homelessness to necessary services. Several service providers that are located near or within the Town currently reach out to homeless populations, including Catholic Charities, Help and Hope Center, Parker Task Force, and SECOR Cares.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Town refers to the MDHI for the emergency housing and transitional housing needs of homeless persons in Castle Rock. Unfortunately, identifying persons experiencing homelessness and directly addressing their needs is difficult within the Town due to limited resources and a small homeless population within the town. The 2024 PIT Count, conducted on January 22, 2024 identified 80 homeless persons for all of Douglas County, including 43 unsheltered and 37 sheltered. Current programs that reach out and support the homeless in Castle Rock and Douglas County include the facilitation of hotel vouchers by the following agencies: Catholic Charities, Help and Hope Center, Parker Task Force, and SECOR Cares.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The Douglas County Department of Community Services and other stakeholders launched the Housing Stability Program in August 2024. The program is focused on targeting at-risk households with the goal to avoid becoming homeless. This Douglas County program is available to eligible Castle Rock residents. The Town's efforts are focused on prevention through its public service activities. These activities are primarily targeted towards the elderly as described below.

Within Castle Rock, the Town used CDBG funds to work directly to benefit LMI individuals and households in the community and address homelessness by providing services that directly or indirectly work to prevent poverty or conditions that may lead to homelessness. In the 2023 program year, the Town used CDBG funds for a Senior Center Home Meal Delivery program, which targeted elderly and disabled populations.

Additionally, the Town has access to the Douglas County Cares program, which is comprised of County and local partner agencies, which work in partnership for the benefit of homeless and vulnerable residents. This program involves case management and other supportive services to increase the client's chances of obtaining and maintaining self-sufficiency. A variety of assistance, services, and tools are made available to participants to overcome barriers to achieving stability, capacity, capability and opportunity.

Other Special Needs Activities:

Elderly & Persons With a Disability: As mentioned above, the Town is focused on improving quality of life for its elderly and disabled residents. These other supportive activities for the elderly include planned ADA improvements to public facilities and infrastructure and planned supportive services such as senior service activities, elderly health services, transportation and recreation programs. In the third year Annual Action Plan, the Town targeted an estimated 100 LMI and special needs persons to be served through these public service activities.

The Town makes an effort to provide equal access to the elderly and persons with a disability at all Town operated community facilities. This includes the Castle Rock Recreational Center, which provides health and wellness activities for all families including the elderly and persons with a disability. There is also a senior fitness program and a schedule dedicated for the elderly. The center provides a discount for seniors ages 62 years and older.

The Castle Rock Senior Activity Center organizes a wide variety of special events. These may be on-site or off-site and designed for a variety of purposes including fundraising, giving back to the community, socializing or learning something new. Transportation services are also available at the center.

The Butterfield Crossing Park is an ADA accessible recreational center with a pool including a lift for individuals with a disability and a zero depth entry wading pool. A new playground has been completed for children ages 5-12 including inclusive features for children with disabilities.

Persons living with HIV/AIDS and their families: At this time there are very few service providers for this

special needs group in Castle Rock; however, persons can be referred to the CO Department of Public Health & Environment's HIV Care Core and Support Services program. The program provides an expansive program with multiple care and support options, both non-medical and medical (by referral). There is intensive case management and also emergency assistance provided. More information on the program can be found at website: <https://cdphe.colorado.gov/hiv-care-core-and-support-services>

Public Housing Residents

Public Housing Residents: The Town is served by the Douglas County Housing Partnership (DCHP), which is a multi-jurisdictional housing authority that was formed as a cooperative effort between businesses, and local and county governments to address the lack of affordable housing for people who work in the area. The DCHP owns Oakwood Senior Apartments in Castle Rock, which provides 109 units for seniors. The Town also allowed fee waivers for the Meadowmark project, which will provide additional affordable units for the Town's residents. Additionally, the Town is supporting DCHP with the Proposition 123 affordable housing initiative which dedicates 0.1% of the state's annual revenue to a variety of affordable housing programs, such as land banks and down payment assistance. Through this effort, the Town has pledged to work to secure about 270 affordable housing units by the end of 2026. The Town will continue to partner with the DCHP and other Douglas County municipalities to work as a region to increase affordable housing units across the county. For more information see: <https://douglascountyhousingpartnership.org>

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Currently, the Town does not specifically address facilitation of the transition of homeless persons to permanent and independent living, shortening periods of homelessness, access for the homeless to affordable units, and preventing returns to homelessness. Town residents who are homeless or at-risk of homelessness are eligible for Douglas County Department of Community Services' Housing Stability Program. With limited CDBG funds, the Town's efforts are focused on prevention through its public service activities.

The Town refers its homeless needs to the MDHI, the Continuum of Care (CoC) in the wider region. MDHI has a wide array of services and housing programs that meet the needs of the homeless and their unique situations. Town residents are also eligible for Douglas County's Housing Stability Program.

Within Castle Rock, the Town continues to use CDBG funds to work directly to benefit LMI individuals and households in the community and address homelessness by providing services that directly or indirectly work to prevent poverty or conditions that may lead to homelessness. In the 2023 program year, the Town

used CDBG funds for the Senior Center Home Meal Delivery program, which targeted elderly and disabled populations.

Additionally, the Town has access to the Douglas County Cares program, which is comprised of County and local partner agencies, which work in partnership for the benefit of homeless and vulnerable residents. This program involves case management as well as other supportive services to increase the client's chances of obtaining and maintaining self-sufficiency. A variety of assistance, services, and tools are made available to participants to overcome barriers to achieving stability, capacity, capability and opportunity, including assistance with the transition to permanent housing and independent living.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

N/A. There are no public housing developments.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

N/A. There are no public housing developments.

Actions taken to provide assistance to troubled PHAs

N/A. There are no troubled PHAs in the Town of Castle Rock

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

As of 2021, the Town of Castle Rock became a new entitlement jurisdiction, and the Town is in the process of planning the development of its' Analysis of Impediments to Fair Housing Choice (AI) and has not yet developed the assessment. Castle Rock will provide an assessment to fair housing in the Town in the upcoming Equity Plan that was noticed by HUD on February 9, 2023. This Equity Plan will provide a fair housing analysis, goals and strategy as well as community engagement. The Equity Plan will answer questions on demographics, segregation and integration, racially/ethnically concentrated areas of poverty (R/ECAP), access to community assets, access to affordable housing opportunities, access to homeownership and economic opportunity, and local/state policies and practices that impact fair housing in Castle Rock.

Though public policies are meant to address the overall needs of citizens in the area, there are times where they may have a negative effect on certain aspects of the community, which in this case, are affordable housing and residential investment. Affordable housing and public and private residential investments are key components in furthering fair housing in any community. With the development of the Equity Plan, the Town will be able to inform residents, stakeholders and policy makers on affirmatively furthering fair housing and to identify the major impediments to fair housing choice and barriers to affordable housing.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The activities identified in the 2023 AAP worked to directly address the underserved needs of the LMI and special needs populations, particularly elderly and disabled populations. The Town continues to use CDBG funds to benefit elderly households in the community and provide services that directly work to prevent poverty or conditions that may lead to homelessness. In the 2023 program year, the Town funded a meal delivery program delivering essential meals to 178 elderly residents. CDBG funded programs will continue to expand on these successful programs and the goal is to fill service gaps and meet underserved needs.

The Town continues to work to address improvements and access to public facilities through ADA improvements in LMI areas. In addition, the Town plans to fund future public infrastructure improvements that will benefit LMI communities with expansion and ADA improvements to streets, sidewalks, and public facilities. In PY 2023, the Town completed the Recreation Center Pool Lifts activity (#18). This activity involved the replacement of three pool lifts that have exhausted their life span, and will make this facility ADA compliant. The Town also contracted a developer to start the Cantril School Improvements Design and Administrative activity (#19), which will help make the facility ADA compliant. As of September 2024, the contractor has completed about 30% of work in this project and the Town anticipates this activity to

be completed in the upcoming program year. CDBG funding for improvements in LMI areas will not only help to address underserved needs in the community, but also have an added goal to attract other private or public investments into these areas.

Town supportive services include independent living services and health and self-sufficiency assistance for the elderly. Funding may also be used to provide services for the disabled, youth, and vulnerable population groups while offering job training, emergency assistance and health services. For more information, citizens could reach the Town through the program's webpage at: <https://crgov.com/3212/CDBG>

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The Town does not work on affordable housing projects, and therefore does not address lead-based paint hazards. Castle Rock has a low percentage of housing units which have the potential for lead-based paint. The majority of the Town's housing stock was built after 1978, when lead-based paint was banned nationwide for consumer use. There are however still over 1,300 owner-occupied and 500 renter-occupied housing units that were built before 1980 (Source: 2018-2012 ACS, B25036). Residents of these homes could risk exposure to lead-based paint during a home repair project. The Town does not provide lead-based paint services but refers cases to the Douglas County Health Department if children are exposed.

As instructed by the Douglas County Health Department website, when a child has a confirmed blood lead level greater than or equal to 5µg/dL, Douglas County Health Department will conduct an investigation which could include a home visit. These services are free of charge, and households with this need can contact the department at 720-643-2400 for more information.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The activities in PY 2023 worked directly and indirectly to reduce the number of poverty level families in Castle Rock. The Town funded the Castle Rock Senior Activity Center's Home Delivery of Hot Meals program to assist 178 elderly persons during the program year. The program targeted the most socially isolated and those in the most economic need as all beneficiaries were low- to moderate- income (LMI). These vital services can help off-set everyday costs of other basics needs such as medical and housing costs.

While CDBG funds are limited and the Town cannot possibly address every poverty issue in Castle Rock, the Town continues to utilize CDBG funds where they have the most impact. Future funds will go towards supportive services for LMI and special needs groups such as the elderly and to public facility and infrastructure improvements to benefit these populations. These supportive services may include activities such as independent living services, health services, and self-sufficiency assistance. The goal is to help the elderly remain in their homes and enjoy their quality of life.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The Town continually works to develop its institutional structure by working closely with other Town departments and programs such as the Town’s Parks and Recreation Department, Public Works Department, Castle Rock Senior Center, and senior resources programs. Ongoing communication and planning with these Town departments and programs help strengthen the institutional structure of the CDBG program. Currently, the Town institutional structure includes these agencies and organizations that deliver services to residents in Castle Rock:

Public Services (LMI & Non-Homeless Special Needs): Castle Rock Senior Center, Castle Rock Parks and Recreation Department, Castle Rock Water, Metro Denver Health Initiative, Douglas County and Douglas County Health Department

Public Facilities & Infrastructure Improvements: Castle Rock Public Works Department and Douglas County

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The Town has developed a process that will involve the many public and private housing and social service agencies to participate in coordination of the CDBG program. In the development of the Consolidated Plan, the Town worked with Douglas County to provide a stakeholder survey which gave organizations the opportunity to help determine the funding priorities in the program. This survey provided the basis of the priority needs identified in the Town’s 5-Year Strategic Plan. The Town will continue to consult with these stakeholder organizations during the planning period. The Town also held several public meetings to provide information on the CDBG program and eligible activities and uses of funds. These meetings will continue in future program years to help build the capacity of the Town stakeholders.

As mentioned above, the Town continually works to develop its institutional structure by working closely with other Town departments and programs such as the Town’s Parks and Recreation Department, Public Works Department, Castle Rock Senior Center and senior resources programs. Ongoing communication and planning with these Town departments and programs will help strengthen the institutional structure of the CDBG program.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

As of 2021, the Town of Castle Rock became a new entitlement jurisdiction, and the Town is in the process of planning the development of its’ Analysis of Impediments to Fair Housing Choice (AI) and has not yet developed the assessment. Castle Rock will provide an assessment to fair housing in the Town in the upcoming AFH Equity Plan that was noticed by HUD on February 9, 2023. This Equity Plan will provide a fair housing analysis, goals and strategy as well as community engagement. The Equity Plan will answer

questions on demographics, segregation and integration, racially/ethnically concentrated areas of poverty (R/ECAP), access to community assets, access to affordable housing opportunities, access to homeownership and economic opportunity, and local/state policies and practices that impact fair housing in Castle Rock.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Monitoring is designed for the review of funded projects in Castle Rock that address one or more of HUD's national objectives of benefiting low-to-moderate income persons, which include the Town's activities for public improvements and public services. Monitoring is used to evaluate regulatory performance in administrative, financial, and programmatic areas of the Town's CDBG program.

The Town of Castle Rock views monitoring as an ongoing process involving continuous communication with the Community Development team and inter-Town departments in regards to evaluation of financial records and project/program performance. Such a process involves frequent telephone/email contacts, written communications, analysis of reports and audits, and periodic meetings. It is the responsibility of Town staff to keep fully informed concerning the compliance with program requirements and the extent to which technical assistance is needed by and provided for any manager of CDBG program funds.

Monitoring of projects consists of both desktop and on-site reviews and is conducted as needed. Through on-site and desktop monitoring, the Town CDBG program can determine whether the project performance meets program requirements and improve performance by providing guidance and making recommendations.

The Town monitors CDBG expenditures and IDIS cash disbursements. The Town ensures that all project expenses are correctly added and coded and the Town's recorded revenues match cash disbursements in HUD's IDIS reporting system. The Town tracks and reviews expenditures of activities and reports all activities in the Consolidated Annual Performance and Evaluation Review (CAPER) at the end of the program year. Further, the Town monitors timeliness of expenditures of program funds. Timely tracking and reviewing activities expenditure information helps to monitor the progress and successful completion of activities.

MBE/WBE & Section 3

To the extent possible, the Town of Castle Rock works to include MBE/WBE and Section 3 businesses in carrying out contracts through the CDBG program. At this time the Town does not utilize subrecipients; however, if there are future contracts that involve the use of CDBG funds, these businesses will be considered. If that is to occur, the Town will create a list of MBE/WBE and Section 3 contractors involved in the project.

Comprehensive Planning Requirements

The comprehensive planning requirements include the development and consolidated plan process of the 5-Year ConPlan, the AAP, and CAPER. Citizen participation is a vital part of the Consolidated Plan process

and the Town closely follows its HUD approved Citizen Participation Plan (CPP) which helps guide the Town to gather information, an essential component in identifying the priority housing and community development needs in Castle Rock. These priority needs form the basis of the Town's Strategic Plan in the ConPlan and annual goals and activities carried out in each subsequent AAP. The ConPlan is developed every 5 years, with identified priority needs and goals to address these needs. Each year of the 5-Year plan, the Town develops an AAP which identifies the projects and activities that will address and further the goals of the plan. This plan is required to be submitted to and approved by HUD each year to receive CDBG funding annually. At the end of each AAP program year, the Town will report on the accomplishments and performance of the program through the CAPER. Citizen participation is required in the development of each of these stages as per 24 CFR 91.105. This PY 2023 CAPER is the third program year of the 2021-2025 Consolidated Plan.

Citizen Participation for the 2023 AAP

Citizen participation efforts for the development of the 2023 Annual Action Plan included a 30-day public comment period from June 16, 2023 to July 18, 2023 to allow members from the public an opportunity to review and make comments on the draft plan; a public input meeting held May 30, 2023 before the development of the plan; and a public hearing on July 18, 2023 to review and formally adopt the plan. Copies of the draft plan were made available online, at the Douglas County Library Philip & Jerry Miller Branch in Castle Rock, and in the lobby of Town Hall. All comments from the public were welcome. There were no comments received from the public during the public comment period, the public input meeting or the public hearing.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The Town of Castle Rock, through its citizen participation process, allows for adequate opportunity for residents of the Town to provide input and make comments on the PY 2023 CAPER as per the requirements in 24 CFR 91.105. The following details are provided on how citizens could participate in the development of this year's CAPER.

PUBLIC COMMENT PERIOD: Citizens can review and make comments on the draft 2023 CAPER. The draft CAPER will be available for (15) fifteen days from **November 5, 2024 to November 20, 2024**. The draft CAPER will be available at Town Hall, located at 100 N Wilcox St, Castle Rock, CO 80104, or it can be viewed on the Town's website at: crgov.com/CDBG. Written comments are encouraged and can be mailed or delivered to the address above or via email to BBland@crgov.com.

PUBLIC HEARING: A public hearing will be held to review and discuss the draft 2023 CAPER. The hearing will be held on **November 4, 2024 at 4:30 PM** and will take place in Town Hall, located 100 N. Wilcox St. Castle Rock, CO 80104.

Disability & ADA Compliance: The Town of Castle Rock will make efforts to provide all reasonable accommodations to disabled members of the public in accessing the Town's programs and public meetings in accordance with Title II of the Americans with Disability Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Please contact the Assistant Town Manager Kristin Read, serving as the Town's ADA coordinator, by phone at (720) 733-3552 or by email at kread@CRgov.com at least two business days in advance for special accommodations. A reasonable accommodation request form can also be made at: <http://www.crgov.com/FormCenter/Facilities-and-ADA-Compliance-14/Reasonable-accommodation-request-form-112>

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

PY 2023 is the third year of the Town's 2021-2025 Consolidated Plan, and there were no changes to the overall goals and outcomes of the plan. The Town remains committed to fulfilling its community development program objectives as established in the 2023 Annual Action Plan (AAP) and 5-Year Consolidated Plan. The priority needs in the Town of Castle Rock continue to be Improvements to Public Facilities & Infrastructure and Supportive Services for LMI & Special Needs.

If there are any changes to the priorities or program objectives, the Town will properly document the changes and take the proper steps to make substantial amendments necessary to add these changes to the program.

CARES Act (CDBG-CV)

Federal CARES Act CDBG (CDBG-CV) funds were appropriated in 2020 to assist LMI communities prevent, prepare for, and respond to the COVID-19 pandemic. As the Town was awarded CDBG funds for the first time in PY 2021, there were no CDBG-CV funds awarded to Castle Rock. While the Town did not receive these funds, it will still continue to monitor the needs of citizens as it relates to the pandemic, in particular vulnerable populations such as senior citizens in Castle Rock.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

CR-58 - Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG
Total Number of Activities	0
Total Labor Hours	0
Total Section 3 Worker Hours	0
Total Targeted Section 3 Worker Hours	0

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0
Direct, on-the job training (including apprenticeships).	0
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0
Outreach efforts to identify and secure bids from Section 3 business concerns.	0
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0
Held one or more job fairs.	0
Provided or connected residents with supportive services that can provide direct services or referrals.	0
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0
Assisted residents with finding child care.	0
Assisted residents to apply for, or attend community college or a four year educational institution.	0
Assisted residents to apply for, or attend vocational/technical training.	0
Assisted residents to obtain financial literacy training and/or coaching.	0
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0
Provided or connected residents with training on computer use or online technologies.	0
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0
Other.	0

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

This section reports on the requirements for Section 3 under 24 CFR 75 for construction activities assisted under HUD grant programs that provide housing and community development. Section 3 helps to establish more economically sustainable communities by ensuring that employment and other economic opportunities generated by Federal assistance for development programs are directed towards very low- and low-income persons to the greatest extent possible, and in particular to those who are recipients of the Federal assistance. The Final Rule changes tracking the number of qualified new hires in Section 3 projects, to tracking the total labor hours worked. HUD made this Final Rule effective on October 29, 2020.

As applicable to the Town of Castle Rock, the benchmark for Section 3 workers has been set at 25 percent or more of the total number of labor hours worked by all workers on a Section 3 project. Section 3 Projects cover housing rehab/construction and public improvement construction activities assisted under HUD grant programs that provide housing and community development financial assistance which exceed a threshold of \$200,000. A \$100,000 project threshold applies to grants under HUD's Lead Hazard Control and Healthy Homes programs.

The Town did not have any activities that met the Section 3 threshold in PY 2023. An IDIS Section 3 report has been attached to the final report in the CR-00.

RESOLUTION NO. 2024-__

**A RESOLUTION APPROVING THE TOWN OF CASTLE ROCK 2023
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT**

WHEREAS, in September 2020, the Town Council of the Town of Castle Rock (the “Town”) accepted entitlement status into the federal Community Development Block Grant (“CDBG”) program; and

WHEREAS, the Town’s third CDBG program year (“Program Year 2023”) began on October 1, 2023 and ended on September 30, 2024, for which the Town received a funding allocation of \$255,712.00; and

WHEREAS, after the end of each program year, the U.S. Department of Housing and Urban Development requires the Town to complete a Consolidated Annual Performance and Evaluation Report (“CAPER”); and

WHEREAS, the CAPER provides annual information on CDBG program accomplishments in meeting the program’s performance outcomes; and

WHEREAS, Town staff recommends approval of the 2023 CAPER.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. Approval. The Town Council hereby approves the 2023 CAPER in substantially the same form as presented at tonight’s meeting, with such technical changes, additions, modifications, deletions or amendments as the Town Manager may approve upon consultation with the Town Attorney.

Section 2. Authorization. The Town Council hereby authorizes Town staff to submit the 2023 CAPER to HUD for acceptance by the December 27, 2024, deadline.

PASSED, APPROVED AND ADOPTED this ___ day of December, 2024, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading, by a vote of ___ for and ___ against.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Michael J. Hyman, Town Attorney

Tara Vargish, Director of Development Services

2023 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR CDBG

TOWN COUNCIL
DECEMBER 3, 2024



>

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

- Summarizes and reports on the activities for prior Program Year
- Due to HUD by December 27, 2024

2021-2025 Consolidated Action Plan identified two priority needs:

1. Improvements to Public Facilities & Infrastructure
2. Support Services for low- and moderate income and Special Needs

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PROGRAM YEAR 2023

1. Improvements to Public Facilities & Infrastructure
 - Goal – Improve Access to Public Facilities (ADA)
 - Project – At the Castle Rock Recreation Center, replaced 3 pool lifts that were no longer reliable. The replacement of these lifts ensures ADA compliance.
 - Project – The Town used funding to complete exterior design work at Cantril School. The design project was focused on making the north and east parking lots ADA accessible.

2. Support Services for low- and moderate income and Special Needs
 - Goal – Provide supportive Services for Seniors
 - Project – Castle Rock Senior Activity Center's Home Delivery of Hot Meals. Program provided meals to 178 socially isolated, LMI elderly persons.

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PROGRAM YEAR 2023

2023 Authorized CDBG Funds = \$255,712

Program Year 2023 Project Name and Proposed Activity	Funding Approved for 2023 PY	Expenditures 2023 PY
CDBG: Administration (20%) • Community Development Administration	\$51,142	\$25,781.04
CDBG: Public Services (15%) • Supportive services for LMI & special needs (Senior Center Hot Meals)	\$38,356	\$26,554.51
CDBG: Public Facilities & Infrastructure (65%) • Public facilities, infrastructure (Recreation Center Pool Lifts & Design for Cantril Exterior ADA Accessibility)	\$166,214	\$32,669.16
Total	\$255,712	\$85,004.71

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

Public Outreach

- Public Hearing November 4, 2024
- Public Comment Period November 5 through November 20, 2024
- Town Council Review December 3, 2024

Recommendation

- Staff recommends approval of the 2023 CAPER and submission to HUD by December 27, 2024.

PROPOSED MOTION

“I move to approve the Resolution approving the CDBG 2023 Consolidated Annual Performance and Evaluation Report.”

ALTERNATIVE MOTIONS

“I move to approve the Resolution as introduced by Title, with the following conditions:_____”

“I move to continue this item to the meeting on _____, 2024.”

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QUESTIONS?





Town of Castle Rock

Agenda Memorandum

Agenda Date: 12/3/2024

Item #: 8. **File #:** PROC 2024-015

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Proclamation of Commendation to Municipal Judge Louis A. Gresh (For Council Action - Presentation on December 17, 202)

Executive Summary

Town Council will be presenting a Proclamation of Commendation to Municipal Judge Louis A. Gresh, recognizing his contributions to the community ahead of his retirement on January 1, 2025.

Proclamation of Commendation to Municipal Judge Louis Gresh

Whereas, Louis Gresh has served as Castle Rock's Municipal Judge since March 1987, presiding over roughly 100,000 Castle Rock cases during that time; and

Whereas, Gresh was born in Lewiston, Pennsylvania, and his family lived in Colorado for a time before Gresh graduated from high school in New Jersey, which he followed with an undergraduate degree in political science from the University of Denver and a jurisprudence degree from Drake University in Des Moines, Iowa, in 1981; and

Whereas, Jude Gresh has been instrumental in the Castle Rock Municipal Court's successes over the past nearly four decades, including establishing the community-facing Santa's Second Chance program, to provide holiday gifts for children in need, in 1997 and the Teen Court program, to provide an alternative to the juvenile justice system, in 2007; and

Whereas, Judge Gresh received the Judicial Excellence Award from the Colorado Judicial Institute in 2006, was awarded the Professionalism Award by the Colorado Bar Association in 1995, and was rated AV Preeminent Judicial Edition by Martindale Hubble - the highest possible rating in both legal ability and ethical standard, reflecting the confidential opinions of members of the bar and judiciary; and

Whereas, Judge Gresh has been present for many momentous occasions in Castle Rock, swearing in dozens of Town Council members and officiating hundreds of weddings for Town residents - he also leads the Pledge of Allegiance at the community's annual Starlighting celebration and has served as a volunteer judge mediating disputes for the United States Olympic Training Center in Colorado Springs for the sport of Tae Kwon Do; and

Whereas, Judge Gresh has fulfilled his duties with a love for the law and care for his community and its people, seeking to provide fair treatment of all who appear before him; and

Whereas, Judge Gresh, upon his retirement on January 1, 2025, plans to spend more time with his wife and grandchildren, and pursuing his hobbies, which include cooking.

Now, therefore be it proclaimed by the Town Council of the Town of Castle Rock as follows:

Section 1. Commendation. *Judge Gresh's extraordinary efforts on behalf of the Castle Rock Town Council and the community at large are hereby recognized and commended.*

PASSED, APPROVED AND ADOPTED this 17th day of December 2024, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading by a unanimous vote.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason E. Gray, Mayor





Town of Castle Rock

Agenda Memorandum

Agenda Date: 12/3/2024

Item #: 9. **File #:** MIN 2024-022

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Lisa Anderson, Town Clerk

Minutes: November 19, 2024 Draft Minutes

Executive Summary

Attached are the minutes from November 19, 2024 for your review and approval.

Attachment A: Minutes



Town Council Meeting Minutes - Draft

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

Tuesday, November 19, 2024

6:00 PM

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

This meeting is open to the public. All times indicated on the agenda are approximate. 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). Public Comments may also be submitted in writing online at www.CRgov.com/CouncilComments by 1:00 p.m. November 19, 2024, to be included in the public record. If you are unable to access any portion of these materials due to a disability as defined under Colorado House Bill 21-1110, please call us at 303-663-4440, email the Town’s accessibility team at accessibility@CRgov.com or submit an accommodation request form at www.CRgov.com/A11yRequest

COUNCIL DINNER & INFORMAL DISCUSSION

INVOCATION

Mayor Gray provided the Invocation.

CALL TO ORDER / ROLL CALL

Present: 6 - Mayor Gray, Councilmember Hollingshead, Councilmember Cavey, Councilmember Bracken, Councilmember Brooks, Councilmember Dietz

Not Present: 1 - Mayor Pro Tem LaFleur

PLEDGE OF ALLEGIANCE

COUNCIL COMMENTS

Mayor Gray reminded citizens that this time of year can be difficult for some, and to be kind.

Councilmember Bracken asked people to think about their neighbors, help clear snow, and to be kind.

Councilmember Brooks wished everyone a Happy Thanksgiving.

Councilmember Dietz commented the election is over, and asked everyone to remember joy and patriotism.

[PROC
2024-012](#)

Proclamation Supporting Small Business Saturday (For Presentation - Approved on November 5, 2024 by a vote 7-0)

Mayor Gray presented the Proclamation into the record and reminded citizens Small Business Saturday is November 30th.

[PROC
2024-013](#)

Proclamation: Crash Responder Safety Week, November 18-22, 2024

Mayor Gray presented the Proclamation into the record. Mayor Gray commented how dangerous it is for officers on traffic stops.

[APPT
2024-006](#)

Appointment: Castle Rock Water Commission

Moved by Councilmember Hollingshead, seconded by Mayor Gray, to Approve Appointment APPT 2024-006 as presented. The motion passed by a vote of:

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

UNSCHEDULED PUBLIC APPEARANCES

Citizens that addressed Council:

Jaqueline Fuller commented on the bicycle laws and asked that officers are educated and aware of laws on placement of police vehicles.

TOWN MANAGER'S REPORT

[ID 2024-122](#)

Update: Calendar Reminders

[ID 2024-123](#)

Update: Monthly Department Reports

[ID 2024-129](#)

Update: Third Quarter Financial Review, Period Ending September 30, 2024

[ID 2024-124](#)

Development Services Project Updates

[ID 2024-125](#)

Update: Quasi-Judicial Projects

TOWN ATTORNEY'S REPORT

[ID 2024-126](#)

Town Attorney's Report November 19, 2024 [Lanterns Metropolitan District No. 1 Proposal to Refinance Outstanding Debt]

Mike Hyman, Town Attorney, presented a request from the Lanterns Metro District 1. They would like to issue bonds and must submit their proposed financing to the Town.

Councilmember Cavey inquired where the \$6M will go towards. Megan Murphy, General Council to the District stated it will reimburse costs for public improvements - water, sanitary, sewer, streets, landscaping. Cavey confirmed that they will not raise the mill levy on the property taxes.

Councilmember Dietz did get inquiries to ensure property taxes would not be increased. Megan stated they will have a community meeting this week.

ACCEPTANCE OF AGENDA

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

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

CONSENT CALENDAR

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

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

[RES 2024-113](#) **Resolution Approving a Purchase Agreement with Front Range Fire Apparatus for the Acquisition of One (1) Velocity 105' Aerial Ladder Truck [Castle Rock Fire and Rescue Department]**

[RES 2024-114](#) **Resolution Approving a Construction Contract with 53 Corporation, LLC for the McMurdo Gulch Stream Reclamation Priority 3 Project [McMurdo Gulch south of the intersection of Castle Oaks Drive and Autumn Sage Street]**

[RES 2024-115](#) **Resolution Approving the Third Amendment to the Participation Agreement for Design and Construction of Stream Reclamation Improvements for McMurdo Gulch [Near the intersection of Castle Oaks Drive and Autumn Sage Drive]**

[PROC 2024-014](#) **Proclamation of Commendation to Mayor Pro Tem Desiree LaFleur (For Presentation on December 3, 2024)**

[MIN 2024-021](#) **Minutes: November 5, 2024 Draft Minutes**

QUASI JUDICIAL HEARINGS

Mayor Gray confirmed that no members of Council expressed a conflict of interest and that the item was properly published.

[RES 2024-116](#) **Resolution Approving a Site Development Plan for Costco Retail Warehouse and Fueling Station Within the Dawson Trails Planned Development (Lot 1, Filing 1 Dawson Trails)**

Tara Vargish, Director of Development Services, presented the item.

The applicant gave a presentation on the item.

No public comment.

Moved by Councilmember Brooks, seconded by Councilmember Bracken, to Approve Quasi-Judicial Resolution RES 2024-116 as presented. The motion passed by a vote of:

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

[ID 2024-127](#) **104 North Lewis Street Appeal [S ½ Lot 5 & All of Lot 6 Block 16 Craig & Gould's Addition to Castle Rock]**

Tara Vargish, Director of Development Services, presented the item which as an appeal to conditions for approval of a proposed home design from the Historic

Preservation Board.

Councilmember Brooks commented that many of the guidelines are not specific or are not required; and that prior approvals that don't comply with the guidelines. He clarified the applicant originally wanted 10" boards, they now request 6" but the HP board wants 4".

The applicants, Steve and Susan Thayer, presented their appeal.

Mayor Gray asked if members of the HP Board live in the Craig and Gould neighborhood. Staff confirmed the board is made up of 2-3 residents, historians, architects, etc.

Councilmember Cavey asked if they can amend their guidelines or does the HP Board do that. Vargish states that they are only a guideline.

Citizens that addressed Council:

Sandy Shet moved here in 2013 and commented that there is a lot of variety in the buildings.

Moved by Councilmember Brooks, seconded by Mayor Gray, that the applicants' appeal be granted and their application approved without condition on the basis that: (1) applicants' use of 6-inch lap siding and gable ends ornamented with a vertical board and batten in their design satisfies both the spirit and intent of the Castle Rock Style guidelines and is generally compatible with the existing character of the Craig & Gould neighborhood, and (2) the Board's decision to approve the application upon the condition that applicants work with Town staff to modify their proposed siding materials failed to take into account the Board's past decisions approving the use of the same or similar siding materials on new construction within the Craig & Gould neighborhood. The motion passed by a vote of:

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

ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

[ORD 2024-025](#) **Ordinance Approving the Third Amendment to The View at Castle Rock Redevelopment and Financing Agreement Between the Town of Castle Rock, the Castle Rock Downtown Development Authority and Castle Rock View Investors, LLC (First Reading)**

Kevin Tilson presented the item.

The applicant briefed Council on the status of the project.

No public comment.

Moved by Councilmember Hollingshead, seconded by Councilmember Bracken, to Approve Ordinance ORD 2024-025 as presented. The motion passed by a vote of:

Yes: 4 - Gray, Hollingshead, Bracken, Brooks

No: 2 - Cavey, Dietz

[RES 2024-117](#) **Resolution Approving a Downtown Historic Preservation Grant in the**

Amount of \$25,000 to the Little School on Perry Street (Saunders House, 203 North Perry Street)

Tara Vargish, Director of Development Services, presented the item.

No public comment.

Moved by Councilmember Cavey, seconded by Councilmember Dietz, to Approve Resolution RES 2024-117 as presented. The motion failed by a vote of:

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

Not Present: 1 - LaFleur

[DIR 2024-021](#) 2025 Philip S. Miller Resource Grant Program

Pete Mangers, Assistant Finance Director, presented the item.

Nate Marsh, Chair of the Public Safety Commission presented their recommendations.

Councilmember Hollingshead explained what the two churches fund school lunches to children below the poverty line and New Hope assists for residents in need to pay bills.

Mayor Gray commented that we do not have enough budgeted for what the requests are.

No public comment.

Moved by Councilmember Brooks, seconded by Councilmember Hollingshead, to Approve Discussion/Direction Item DIR 2024-021 as presented. The motion passed by a vote of:

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

[ID 2024-128](#) Presentation: 2025 Service Contract Funding Requests

Moved by Councilmember Hollingshead, seconded by Councilmember Brooks, to Direct Staff to approve the Service Contracts as presented. The motion passed by a vote of:

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

[ORD 2024-026](#) Ordinance Amending Title 15.48 of the Castle Rock Municipal Code Adopting by Reference as Primary Code the Town of Castle Rock, Colorado 2025 Landscape and Irrigation Criteria Manual (Second Reading - Approved on First Reading on November 19, 2024 by a vote 6-0) [Entire Castle Rock Service Area]

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

Councilmember Bracken inquired how they oversee the program. Marlowe stated they inspect every one of them and work with them to get them fixed. They feel the criteria was too loose and they need to tighten it up.

No public comment.

Moved by Councilmember Cavey, seconded by Councilmember Dietz, to Approve Ordinance ORD 2024-026 as presented. The motion passed by a vote of:

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

ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES

Citizens that addressed Council:

Gerald Bennett, Lanterns District 1, commented on the cost of the infrastructure.

ADJOURN

Adjourned at 8:57.

Submitted by:

Lisa Anderson, Town Clerk

Moved by Councilmember Brooks, seconded by Councilmember Hollingshead, to Adjourn. The motion passed by a vote of:

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

Not Present: 1 - LaFleur



Town of Castle Rock

Agenda Memorandum

Agenda Date: 12/3/2024

Item #: 10. **File #:** ORD 2024-025

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

**Ordinance Approving the Third Amendment to The View at Castle Rock
Redevelopment and Financing Agreement Between the Town of Castle Rock, the
Castle Rock Downtown Development Authority and Castle Rock View Investors, LLC
(Second Reading - Approved on First Reading on November 19, 2024 by a vote 4-2)**

Executive Summary

Castle Rock View Investors (formerly Castle Rock Development) is requesting a 180-day extension to the date by which The View project must obtain its first residential certificate of occupancy in order to receive previously agreed-to Town financial incentives. The project, at Sixth and Jerry streets, will add over 100 new public parking spaces for Downtown Castle Rock.

Staff recommends approval of the requested extension, to December 31, 2024 - the background and need for which is further explained in this memo. The extension does not increase the Town's financial obligations under the agreement.

History of Past Town Council, Boards and Commissions, or Other Discussions

September 1, 2020 - Town Council directed staff to prepare a redevelopment agreement for The View project on a 6-0 vote.

March 10, 2021 - The Design Review Board approved the site development plan for the project on a 5-2 vote.

December 15, 2021 - The Design Review Board approved an amendment to the site development plan for the project's façade on a 6-0 vote.

April 20, 2021 - Town Council approved the redevelopment agreement on a 4-3 vote.

January 4, 2022 - Town Council approved the first amendment to the redevelopment agreement on a 4-3 vote.

August 15, 2023 - Town Council approved the second amendment to the redevelopment agreement on a 5-2 vote.

Discussion

The View is a 201,000-square-foot mixed-use development - with a 399-space parking structure - at 610 Jerry St. The project will add 221 for-rent units to north Downtown, along with retail, restaurant and office space.

The project is expected to generate new tax revenues - a portion of which the Town has agreed to share back to the developer, as long as the developer meets certain conditions. These incentives are described in greater detail in the Town fact sheet in **Attachment B**.

The investors are requesting an extension of the certificate of occupancy date due to unforeseen site and supply chain issues, labor shortages, and corrective work on fire sprinkler installation, as further explained in their extension request (**Exhibit 1**).

The Downtown Development Authority has approved the third amendment to grant the extension, and staff recommends that Council approve it also. The project will include a total of 432 parking spaces, 133 of which will be public spaces. There were 21 on-street parking spaces in the project area prior to construction, meaning the project will add 112 new public parking spaces to Downtown, along with providing 78 more private parking spaces than Town regulations required.

Budget Impact

The recommended amendment will not increase the Town’s financial obligations under the agreement.

Staff Recommendation

Staff recommends approval of the ordinance.

Potential Motions

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

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

“I move to continue this item to the Town Council meeting on (date) to allow additional time to (list information needed).”

Attachments

Attachment A: Ordinance

Exhibit 1: Extension Request

Attachment B: Third Amendment to the Agreement

Item #: 10. **File #:** ORD 2024-025

ORDINANCE NO. 2024-025

AN ORDINANCE APPROVING THE THIRD AMENDMENT TO THE VIEW AT CASTLE ROCK REDEVELOPMENT AND FINANCING AGREEMENT BETWEEN THE TOWN OF CASTLE ROCK, THE CASTLE ROCK DOWNTOWN DEVELOPMENT AUTHORITY, AND CASTLE ROCK VIEW INVESTORS, LLC

WHEREAS, Castle Rock View Investors, LLC (“CRVI”), as successor in interest to Castle Rock Development, LLC (“CRD”), proposes to redevelop property within downtown Castle Rock (the “Downtown”) into a mixed-use (for-rent residential and commercial space) project (the “Project”); and

WHEREAS, the Project includes a 399-space parking garage that will provide parking for the Project as well as 100 spaces of parking that will be conveyed to the Town for the general use and convenience of the public; and

WHEREAS, to facilitate the construction of the Project, the Town, the Castle Rock Downtown Development Authority (“DDA”), and CRVI’s predecessor, CRD, entered into the View at Castle Rock Redevelopment and Financing Agreement, dated April 20, 2021 (the “RDA”); and,

WHEREAS, Section 2.12 of the RDA provides that CRD shall obtain a structural building permit by June 30, 2021, and a certificate of occupancy for the first residential unit by August 1, 2023, which deadlines may be extended by the Town up to and including an additional six months upon written notice from the Town Manager; and

WHEREAS, on June 28, 2020, CRD requested and was granted a six-month extension to the structural building permit issuance benchmark; and

WHEREAS, on December 21, 2021, CRD requested and was granted a four-month extension to the structural building permit benchmark and a nine-month extension to the certificate of occupancy benchmark; and

WHEREAS, on July 18, 2023, CRVI requested and was granted an additional extension of eight months for the certificate of occupancy benchmark; and

WHEREAS, CRVI has recently requested an additional extension of six months for the certificate of occupancy benchmark as a result of the following circumstances:

- (i) Concrete delays;
- (ii) Framing delays;
- (iii) Inspection issues;
- (iv) Manpower challenges;
- (v) Fire sprinkler installation issues;
- (vi) New drywall crew;

- (vii) Miscellaneous unit-specific issues; and
- (viii) Project coordination issues; and

WHEREAS, pursuant to Section 6.07 of the RDA, all changes to the RDA must be in writing in order to be mutually effective and binding upon the parties and their successors.

NOW, THEREFORE IT IS ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO:

Section 1. Approval. The Third Amendment to the View at Castle Rock Redevelopment and Financing Agreement between the Town, DDA, and CRVI, as successor in interest to CRD (the “Third Amendment”), is hereby approved in substantially the form presented at tonight’s meeting, with such technical changes, additions, modifications, deletions or amendments as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Third Amendment and any technical amendments thereto by and on behalf of the Town.

APPROVED ON FIRST READING this 19th day of November, 2024, by the Town Council of the Town of Castle Rock by a vote of 4 for and 2 against, after publication in compliance with Section 2.02.100.C of the Castle Rock Municipal Code; and

PASSED, APPROVED AND ADOPTED ON SECOND AND FINAL READING this 3rd day of December, 2024, by the Town Council of the Town of Castle Rock by a vote of __ for and __ against.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Michael J. Hyman, Town Attorney

David L. Corliss, Town Manager

SUNFLOWER

Development Group

To: Mr. David Corliss, Town Manager, Castle Rock, CO and Mr. Kevin Tilson, Director-Castle Rock Downtown Development Authority

**From: Jason Swords and Banks Floodman, Sunflower Development Group
Aaron Mesmer, Block Real Estate Services**



Date: 10/28/24

Subject: The View at Castle Rock- RDA Extension Request

Mr. Corliss and Mr. Tilson,

Castle Rock View Investors continues to work diligently to ensure the successful completion of this exciting project. However, construction has presented some challenges, resulting in additional delays from the overall project timeline. We continue to take every possible measure to recover lost time and remain committed to delivering a final product that meets high standards. To maintain these standards, we are requesting an extension to the second Amendment to The View at Castle Rock Redevelopment and Financing Agreement. We are requesting a 180-day extension from the current deadline of December 31st, 2024, pushing the Certificate of Occupancy for the first Residential Unit(s) to June 30, 2025. Below is a summary of the factors that have contributed to this delay:

- **Concrete Delays:** Strength reports from special inspections revealed low break strengths during the pouring of concrete in the podium garage. This issue caused delay in the completion of concrete work.
- **Framing Delays:** The framing was completed three months behind schedule.
- **Inspection Issues:** Several failed inspections, including those related to roofing and flooring, led to further project delays.
- **Manpower Challenges:** High employee turnover and a shortage of skilled labor across the region have consistently slowed progress. Once concrete was completed and framing began, securing crews on-site, from project managers to laborers, remained a persistent struggle.
- **Fire Sprinkler Installation:** The fire sprinkler main lines in the southern half corridors were improperly hung from the drywall instead of the structure above, leading to corrective work. JCI, our fire sprinkler contractor, pulled out of the market mid-project. This required a new contractor to be brought in and brought up to speed mid-project.
- **Project Coordination:** A complete project reset was required recently to align all teams and ensure consistent workflow.


 1125 Grand Blvd, Ste 202
Kansas City, MO 64108
 Office: (816)581-3991

 www.sunflowerkc.com
info@sunflowerkc.com

- **New Drywall Crew:** A new Drywall Crew had to be hired and brought in mid-project, due to slow progress by the previous crew.

- **Unit-Specific Issues:** The fire-rated demising walls within the loft units were constructed differently than specified in the plans, compromising the fire rating. Additionally, the framing subcontractor deviated from the structural plans by allowing the truss design to penetrate the wall, further affecting the fire integrity.

We appreciate the opportunity to continue working with the Town of Castle Rock on this project. We truly believe in the potential of the area and greatly value your patience throughout the process. We believe that this project will contribute to a vibrant Downtown not only with the residential, office and restaurant/retail tenants that occupy this building, but with the 100 public parking spaces that will be added to Downtown Castle Rock upon completion. We're excited about the progress and look forward to the successful delivery of this exceptional project.

A handwritten signature in blue ink, appearing to be 'Banks Floodman', written over a light blue grid background.

Banks Floodman
Partner-Director of Real Estate Development
Sunflower Development Group
1125 Grand Blvd. Suite 202
Kansas City, MO 64106

Cc: Aaron Mesmer, Block Real Estate Services LLC
Jason Swords, Sunflower Development Group LLC

**THIRD AMENDMENT TO THE VIEW AT CASTLE ROCK
REDEVELOPMENT AND FINANCING AGREEMENT**

DATE: _____, 2024.

PARTIES: **TOWN OF CASTLE ROCK**, a home rule municipal corporation, 100 N. Wilcox Street, Castle Rock, Colorado 80104 (“Town”).

CASTLE ROCK DOWNTOWN DEVELOPMENT AUTHORITY, a downtown development authority duly organized and existing under Part 8 of Article 25, Title 31, C.R.S., 18 South Wilcox Street, Suite 202, Castle Rock, Colorado 80104 (“DDA”).

CASTLE ROCK VIEW INVESTORS, LLC, a Kansas limited liability company (“CRVI”), and successor in interest to **CASTLE ROCK DEVELOPMENT, LLC**, a Colorado limited liability company (“CRD”), 901 New Hampshire Street, Suite 201, Lawrence, KS 66044.

RECITALS:

A. CRVI proposes to redevelop property within downtown Castle Rock (the “Downtown”) into a mixed-use (for-rent residential and commercial space) project, which project includes a 399-space parking garage that will provide parking for the Project as well as parking for the general use and convenience of the public (the “Project”).

B. The Project furthers several of the core priorities for Downtown redevelopment outlined in the 2008 Plan of Development for the DDA, including more intensive physical development at an urban scale encompassing employment, retail, restaurants, entertainment, parking and additional options for Downtown residents.

C. Accordingly, the Town, DDA, and CRVI’s predecessor in interest, CRD, have entered into the View at Castle Rock Redevelopment and Financing Agreement, dated April 20, 2021, for the purpose of providing financial incentives for the construction of the Project (the “RDA”).

D. Section 2.12 of the RDA originally required CRD to obtain from the Town a structural building permit by June 30, 2021, and a certificate of occupancy for the first residential unit by August 1, 2023. The RDA also included a provision allowing a six-month extension for good cause upon written notice from the Town Manager.

E. On June 28, 2021, CRD requested and was granted the six-month extension (until December 30, 2021) to the structural building permit issuance benchmark. Such extension was made necessary because of a redesign of significant building structural systems due to volatile construction pricing conditions over the past year caused by unexpected supply chain interruptions.

F. On December 21, 2021, CRD requested and was granted a four-month extension to the structural building permit benchmark and a nine-month extension to the certificate of occupancy benchmark, again due to volatile construction pricing conditions over the past year caused by unexpected supply chain interruptions. These changes were formalized in the first amendment to the RDA (the "First Amendment").

G. On July 18, 2023, CRVI, as successor in interest to CRD, requested and was granted an additional extension of eight months for the certificate of occupancy benchmark. These changes were formalized in the second amendment to the RDA (the "Second Amendment").

H. Recently, CRVI has requested an additional extension of six months for the certificate of occupancy benchmark as a result of the following circumstances:

- (i) Concrete Delays: Strength reports from special inspections revealed low break strengths during the pouring of concrete in the podium garage, causing delays in the completion of concrete work;
- (ii) Framing Delays: Framing was completed three months behind schedule;
- (iii) Inspection Issues: The Project failed several inspections, including those related to roofing and flooring, leading to further Project delays;
- (iv) Manpower Challenges: High employee turnover and a shortage of skilled labor across the region have consistently slowed progress of the Project;
- (v) Fire Sprinkler Installation: Fire sprinkler main lines in the southern half corridors were improperly hung from the drywall instead of the structure, leading to corrective work. Also, the fire sprinkler contractor pulled out of the market, requiring the hiring of a new contractor mid-Project;
- (vi) New Drywall Crew: A new drywall crew had to be hired and brought in mid-project, due to slow progress by the previous crew;
- (vii) Unit-Specific Issues: The fire-rated demising walls within the loft units were constructed differently than specified in the plans, compromising the fire rating. Also, the framing subcontractor deviated from the structural plans by allowing the truss design to penetrate the wall, further affecting the fire integrity; and
- (viii) Project Coordination: A complete Project reset was required to align all Project teams and ensure consistent workflow.

I. Pursuant to Section 6.07 of the Agreement, all changes to the Agreement must be in writing in order to be mutually effective and binding upon the parties and their successors, thus prompting this Third Amendment.

NOW, THEREFORE, in consideration of these mutual promises, the parties agree and covenant as follows:

Section 1. Amendment. Section 2.12 of the RDA is amended in its entirety to read as follows:

2.12 Project Completion. Timely completion of the entire Project is required in order that the Project generates the incremental revenues allocated to the Parties as provided in this

Agreement. Accordingly, CRVI shall complete the Project in accordance with the following benchmarks:

Project Structural Building Permit issuance	April 30, 2022
Certificate of Occupancy for first Residential Unit(s)	June 30, 2025

Section 2. Ratification. In all other respects, the RDA, as amended by the First and Second Amendment, shall remain in full force and effect.

Section 3. Recordation. Pursuant to the requirements of Section 6.20 of the RDA, this Third Amendment shall be recorded in the public records of Douglas County, Colorado.

(Signature pages to follow)

TOWN:

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Michael Hyman, Town Attorney

David L. Corliss, Town Manager

DDA:

ATTEST:

**CASTLE ROCK DOWNTOWN
DEVELOPMENT AUTHORITY**

John Manka, Secretary

Stu Butler, Chair

Approved as to form:

Corey Hoffmann, General Counsel

CRVI:

Castle Rock View Investors, LLC,
a Kansas limited liability company

By: Its Managers

BK Properties, LLC,
a Missouri limited liability company

By: _____
Kenneth G. Block, as Trustee of the
Kenneth G. Block Trust, dated
January 11, 1991, as amended,
Sole Member and Manager

Castle Rock Development, LLC,
a Colorado limited liability company

By: _____
Jason Swords, Manager

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2024, by Kenneth G. Block, Trustee of the Kenneth G. Block Trust, as co-Manager for Castle Rock View Investors, LLC, a Kansas limited liability company.

Witness my official hand and seal.
My commission expires: _____

[S E A L]

Notary Public

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2024, by Jason Swords, Manager of Castle Rock Development, LLC, as co-Manager for Castle Rock View Investors, LLC, a Kansas limited liability company.

Witness my official hand and seal.
My commission expires: _____

[S E A L]

Notary Public



Town of Castle Rock

Agenda Memorandum

Agenda Date: 12/3/2024

Item #: 11. **File #:** PROC 2024-014

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Proclamation of Commendation to Mayor Pro Tem Desiree LaFleur (For Presentation - Approved on November 19, 2024 by a vote 6-0)

Executive Summary

A Proclamation will be presented to Mayor Pro Tem Desiree LaFleur recognizing her service on Town Council.



PROCLAMATION

PROCLAMATION OF COMMENDATION TO MAYOR PRO TEM DESIREE LAFLEUR

WHEREAS, Desiree LaFleur has represented District 4 on Town Council since 2020 and served as Mayor Pro Tem in 2024; and

WHEREAS, throughout her tenure on Council, Mayor Pro Tem LaFleur has served on the AdventHealth Castle Rock Hospital Governing Board, the Castle Rock Police Youth Academy Program, the Chatfield and Cherry Creek Watershed Authorities, the Castle Rock Water Commission, the Castle Rock Economic Development Council, the Castle Rock Chamber Board, the Downtown Merchants Association, the Design Review Board and the Historic Preservation Board, among others; and

WHEREAS, Mayor Pro Tem LaFleur during her tenure on Council participated in ballot measures, water procurement, overseeing and approving the Town's budget, establishing the Downtown railroad quiet zone, and negotiating downsized development projects and annexations. She also aided in the revitalization of Downtown and additional parking; and

WHEREAS, prior to serving on Town Council, Mayor Pro Tem LaFleur – a lifelong Douglas County resident – owned and operated a small business in Downtown Castle Rock, spearheading many endeavors within the small business community and serving as an ambassador for Downtown; and

WHEREAS, Mayor Pro Tem LaFleur has worked to bring key community projects to fruition, including the preservation of Cantril School and of Lost Canyon Ranch and Metzler Family open spaces, construction of numerous road projects including the Crystal Valley interchange, opening Cobblestone Ranch and Emerald parks and revitalizing Butterfield Crossing and Mitchell Gulch parks, supporting additional public safety staffing, and implementing ColoradoScape regulations and other long-term water efforts; and

WHEREAS, Mayor Pro Tem LaFleur has served the community with creativity, compassion, passion, tenacity and a focus on cultivating civility and respect. She inspired positive change and worked toward constructive conversations and commonalities.

NOW, THEREFORE be it proclaimed by the Town Council of the Town of Castle Rock as follows:

Section 1. Commendation. Mayor Pro Tem LaFleur's extraordinary efforts on behalf of the Castle Rock Town Council and the community at large are hereby recognized and commended.

PASSED, APPROVED AND ADOPTED this 3rd day of December 2024, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading by a unanimous vote.

ATTEST

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor





Town of Castle Rock

Agenda Memorandum

Agenda Date: 12/3/2024

Item #: 12. **File #:** APPT 2024-008

To: Honorable Mayor and Members of Town Council

From: David L. Corliss

Swearing in of Elected Councilmembers from the November 5, 2024 Election

Executive Summary

Judge Gresh will swear in the newly elected Councilmembers from the November 5, 2024 election:

Ryan Hollingshead, District 1 (reelected)

Laura Cavey, District 2 (reelected)

Mark Davis, District 4

Tim Dietz, District 6 (reelected)



Town of Castle Rock

Agenda Memorandum

Agenda Date: 12/3/2024

Item #: 13. **File #:** APPT 2024-009

To: Honorable Mayor and Members of Town Council

From: Lisa Anderson, Town Clerk

Election of Mayor Pro Tem

Executive Summary

At this time, Council is asked to proceed with conducting the election of a Mayor Pro Tem in accordance with the procedures as adopted in RES 2018-105: Resolution Adopting a Procedure for Election of the Mayor Pro Tem at the Post Election Organizational Meeting of the Castle Rock Town Council (**Attachment A**).

Attachments

Attachment A: Resolution 2018-105
Town Code Articles I-III

RESOLUTION NO. 2018-105

A RESOLUTION ADOPTING A PROCEDURE FOR ELECTION OF THE MAYOR PRO TEM AT THE POST ELECTION ORGANIZATIONAL MEETING OF THE CASTLE ROCK TOWN COUNCIL

WHEREAS, the Castle Rock Charter requires that the Town Council elect a Mayor Pro Tem from among its members for a two-year term at its first organizational meeting following the Regular Election per Charter Section 2-3(c) and 2-5(a);

WHEREAS, the Town Council desires to formalize the process used to elect its Mayor Pro Tem;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. Adoption. The Mayor Pro Tem Election Procedures, attached as *Exhibit 1* are hereby adopted.

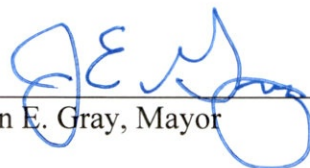
PASSED, APPROVED AND ADOPTED this 4th day of December 2018, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading by a vote of 7 for and 0 against.

ATTEST:

TOWN OF CASTLE ROCK



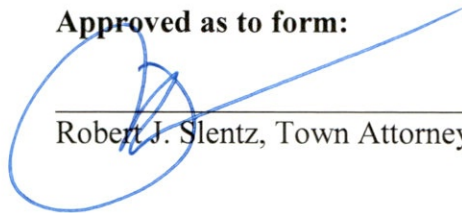
Lisa Anderson, Town Clerk



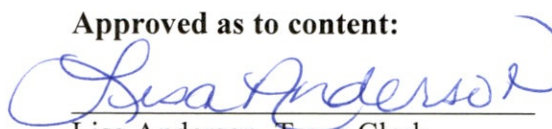
Jason E. Gray, Mayor

Approved as to form:

Approved as to content:



Robert J. Slentz, Town Attorney



Lisa Anderson, Town Clerk



ELECTION OF MAYOR PRO TEM

Per Charter Section 2-3(c), Town Council shall hold an organizational meeting at the first regular meeting in December following the regular election. At the organizational meeting, the Council shall elect by majority vote of the entire Council one of its members as Mayor Pro-Tem to a two-year term who shall serve until the next organizational meeting unless removed by a majority vote of the entire Council per Charter Section 2-5(a). No public comment is taken, and ballots will contain the voter's district and candidate selection.

- 1) The Mayor asks Councilmembers to express their interest in serving as Mayor Pro Tem.
- 2) Interested Councilmembers may make a statement why they want to serve as Mayor Pro Tem.
- 3) The Clerk distributes ballots to each member of Town Council to vote for one of the candidates.
- 4) Balloting continues until one candidate receives at least 4 votes. If no candidate receives 4 votes, the candidate with lowest number of votes is dropped and a vote is taken again until a candidate receives 4 votes.
- 5) The Clerk announces who was elected Mayor Pro Tem when a candidate receives 4 votes.

ARTICLE I

Name, Boundaries, Powers, and Form of Government

- Section 1-1 Name, Boundaries**
- Section 1-2 Powers of the Town**
- Section 1-3 Form of Government**
- Section 1-4 Eminent Domain**
- Section 1-5 Constitutional Rights**

Section 1-1. Name, Boundaries.

The municipal corporation now existing as the "Town of Castle Rock" shall remain and continue to be a body politic and corporate under the same name and with the same boundaries until lawfully changed.

Section 1-2. Powers of the Town.

The Town shall have all the power of local self-government and home rule and all power possible for the Town under the Constitution of the State of Colorado. The Town shall also have all powers granted to municipalities by the laws of the State of Colorado. The enumeration of specific powers in this Charter shall not be considered as limiting or excluding any other power. All powers shall be exercised in the manner set forth in this Charter or, if not provided for in this Charter, in such manner as shall be provided ordinance or resolution.

Section 1-3. Form of Government.

The Town shall operate under the Council-Manager form of government.

Section 1-4. Eminent Domain.

The Town shall have all powers of eminent domain, within and without the limits of the Town, for all municipal purposes whatsoever. (Added by Ord. 97-37, 10-7-97 election)

Section 1-5. Constitutional Rights.

Any restriction or limitation on the rights of citizens to keep and bear firearms enacted by the Town Council shall require the approval of the registered electors as a referred measure under Section 15-4 of this Charter. This Section shall not apply to Town Council action which makes unlawful the discharge or brandishing of firearms. This Section shall govern and control over Articles II and VII or any other conflicting provision of this Charter, and shall apply only to Council action taken after its adoption. (Added by Ord. No. 2014-16, § 1, 6-17-2014)

ARTICLE II

Town Council

- Section 2-1 Powers of Council**
- Section 2-2 Council Membership**
- Section 2-3 Terms**
- Section 2-4 Qualifications**
- Section 2-5 Mayor**
- Section 2-6 Vacancies**
- Section 2-7 Oath of Office**

Section 2-1. Powers of Council.

The governing body of the Town shall be the Town Council. The Council shall have all the legislative powers and functions and all other powers possessed by the Town and not conferred by this Charter on others.

Section 2-2. Council Membership.

The Town Council shall consist of an At-Large Mayor and six Councilmembers, each of whom shall be elected from the district in which he or she resides. (Amended by Ord. No. 2017-024, 8-15-2017, passed at election 11-7-2017)

Section 2-3. Terms.

(a) The Mayor shall be elected for a four-year term. The Councilmembers shall be elected for four-year overlapping terms. Four

Councilmembers shall be elected at one regular election and the Mayor and two Councilmembers shall be elected at the subsequent regular election.

(b) The Councilmembers and Mayor shall take office at the first regular meeting in December following their election and compliance with Section 2-7 and shall continue in office until their successors have been elected or appointed as provided in this Charter and have complied with Section 2-7.

(c) The Town Council shall hold an organizational meeting at the first regular meeting in December following the regular election. (Amended by Ord. 97-36, 10-7-97 election; Ord. 2009-35, 4-6-10 election; Ord. No. 2015-30, 8-18-2015, passed at election 11-3-2015; Ord. No. 2017-024, 8-15-2017, passed at election 11-7-2017; Ord. No. 2018-002, § 1, 2-20-2018, passed at election 5-15-2018)

Section 2-4. Qualifications.

The Mayor and each Councilmember shall be, at the time of nomination and election, or at the time of appointment, a registered elector of the Town and a citizen of the United States, and shall be a resident of the Town or of territory annexed to the Town for twelve consecutive months immediately preceding such election or appointment. In addition, each Councilmember shall be, at the time of nomination and election, or at the time of appointment, and throughout the term of office, a resident of the district from which elected or appointed. Neither the Mayor nor a Councilmember shall be a paid employee of the Town during such officer's term of office. (Ord. No. 2018-002, § 4, 2-20-2018, passed at election 5-15-2018)

Section 2-5. Mayor.

(a) The At-Large Mayor shall serve no more than two four-year terms. At the organizational meeting provided for in Section 2-3(c), the Council shall elect by majority vote of the entire

Council one of its members as Mayor Pro-Tem who shall serve until the next organizational meeting unless removed by a majority vote of the entire Council.

(b) The Mayor shall preside at meetings of the Council and shall exercise such powers and perform such other duties as are conferred upon the Mayor by this Charter or the ordinances of the Town. The Mayor shall have all of the powers and responsibilities of a Councilmember. The Mayor shall be recognized as the head of the Town government for all ceremonial and legal purposes and shall execute and authenticate legal documents requiring the signature of the Mayor.

(c) The Mayor pro-tem shall perform the duties and have the powers of the Mayor when the Mayor is unavailable.

(d) If the office of Mayor or Mayor pro-tem becomes vacant, the Council shall elect a successor for the unexpired term. (Amended by Ord. No. 2017-024, 8-15-2017, passed at election 11-7-2017)

Section 2-6. Vacancies.

(a) A Councilmember or Mayor shall continue to hold office until a successor has been elected or appointed as provided in this Charter and has complied with Section 2-7. A vacancy in the office of Councilmember or Mayor exists when the Councilmember or Mayor is recalled, dies, is judicially declared incompetent, resigns, ceases to be a resident of the Town, ceases to be a resident of the district from which elected or appointed except as provided in Section 4-5(c), or is convicted of a felony.

(b) Within thirty days after a vacancy occurs, the Council shall appoint a person to fill the vacancy until the next regular election. At that election a successor shall be elected for the unexpired term, if any, of the vacant position. The person appointed shall serve until the successor is elected and has complied with Section

2-7. The appointment shall be by majority vote of all remaining members of the Council. The Council shall not be required to appoint a person to fill a vacancy if the next regular election will be held within ninety days after the vacancy occurs.

(Amended by Ord. No. 2017-024, 8-15-2017, passed at election 11-7-2017)

Section 2-7. Oath of Office.

Before assuming office, every Councilmember and Mayor shall take and file with the Town Clerk or other designated person an oath or affirmation to support the Constitution of the United States, the Constitution of the State of Colorado, and the Charter and ordinances of the Town, and to faithfully perform the duties of the office.

(Amended by Ord. No. 2017-024, 8-15-2017, passed at election 11-7-2017)

ARTICLE III

Town Administration

- Section 3-1 Town Manager**
- Section 3-2 Absence of Town Manager**
- Section 3-3 Powers and Duties**
- Section 3-4 Other Offices**
- Section 3-5 Relationship of Council to Administrative Service**

Section 3-1. Town Manager.

The Council shall appoint a Town Manager within a reasonable time after a vacancy occurs in the position. The Town Manager shall be the chief administrative officer of the Town. The Town Manager's appointment shall be at the pleasure of the Council and shall be at a salary to be fixed by the Council. The appointment or removal of the Town Manager shall require a majority vote of the entire Council. The Town Manager shall be appointed solely on the basis of professional and administrative qualifications. The Town Manager shall reside within the Town while holding the position. Neither

the Mayor nor a Councilmember shall be appointed Town Manager during the term for which the member of Council was elected, nor within one year after expiration of the term of the Mayor or Councilmember.

(Ord. No. 2018-026, § 1, 8-21-2018, passed at election 11-6-2018)

Section 3-2. Absence of Town Manager.

The Council may appoint an acting Town Manager during the period of vacancy in the office, or during the absence of the Town Manager. During the period of such appointment, the acting Town Manager shall have all of the Town Manager's powers and duties.

Section 3-3. Powers and Duties.

(a) The Town Manager shall be responsible to the Council for the proper administration of the matters placed in the Town Manager's charge. Except as otherwise provided by this Charter or by ordinances not inconsistent with this Charter, the Town Manager's responsibilities shall include the following:

(1) Enforcement and administration of the ordinances and other enactments of the Town, and of the terms and conditions imposed in favor of the Town in any contract or franchise;

(2) The hiring, suspension, transfer and removal of Town employees, except that the appointment, suspension, transfer, or removal of any person designated as a department head shall require the Council's approval;

(3) Annual preparation and submission to the Council of a proposed budget and capital program as provided in this Charter, and administration of the same after their adoption;

(4) Preparation and submission to the Council, as of the end of the fiscal year, of a complete report on finances and administrative activities of the Town for the preceding year, and the provision of such other reports concerning the affairs of the Town as the Council may require;

(5) Advice and recommendations to the Council of the present condition and future needs of the Town;

(6) With Council approval, the establishment, consolidation, or abolition of Town departments;

(7) Supervision and control of Town departments except as otherwise provided in this Charter;

(8) Attendance at Council meetings and participation in discussions with the Council in an advisory capacity;

(9) Establishment of a system of accounting and auditing for the Town which shall reflect, in accordance with generally accepted accounting principles, the financial condition and financial operation of the Town; and

(10) Performance of such other duties as required by this Charter, or as required by the Council and not inconsistent with this Charter.

Section 3-4. Other Offices.

(a) The following offices are hereby created:

(1) The Town Clerk, who shall be custodian of the Town seal, shall keep a journal of Council proceedings, and shall record in full all ordinances, resolutions, and motions. The Town Clerk shall have power to administer oaths and take acknowledgement under seal of the Town, and shall perform such other

duties as required by this Charter, or as required by the Council or the Town Manager and not inconsistent with this Charter.

(2) The Police Chief, who shall be responsible for planning and directing the work of the police department, and shall perform such other duties as required by this Charter, or as required by the Council or the Town Manager and not inconsistent with this Charter.

(3) The Fire Chief, who shall be responsible for planning and directing the work of the fire department, and shall perform such other duties required by this Charter, or as required by the Council or the Town Manager and not inconsistent with this Charter.

(b) Except as may otherwise be provided in this Charter or by ordinance, every officer of the Town shall serve at the pleasure of the Council. Every appointment of an officer shall be on the basis of the qualifications of the appointee. The appointment or removal of an officer shall require a majority vote of the entire Council.

(c) The Council may require the bonding, at the Town's expense, of any officer or employee prior to the commencement of the duties of the office or position.

(d) Before assuming office, every officer of the Town shall take and file with the Town Clerk or other designated person an oath or affirmation to support the Constitution of the United States, the Constitution of the State of Colorado, and the Charter and ordinances of the Town, and to faithfully perform the duties of the office.

Section 3-5. Relationship of Council to Administrative Service.

Neither the Mayor nor a Councilmember shall direct or request the appointment of any person to, or removal from, employment by the