

Election Commission Agenda - Final

Acting Chair Bellis Commissioner Bonham Commissioner Arvidson Commissioner Fletcher Commissioner Jensen

Monday, October 27, 2025 5:30 PM Town Hall
100 N. Wilcox Street
Castle Rock, CO 80104

This meeting is open to the public. Three or more Council members may also attend this meeting, during which the items listed herein will be discussed. 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.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. <u>EC 2025-005</u> Election Commission Minutes - September 22, 2025

ACTION AND DISCUSSION ITEMS

- 2. <u>EC 2025-006</u> Update from Town Attorney on Election Offenses
- 3. <u>EC 2025-007</u> Determining Election Districts for Newly Annexed Property

ADJOURN



Town of Castle Rock

Agenda Memorandum

Agenda Date: 10/27/2025

Item #: 1. File #: EC 2025-005

To: Chair and Election Commission Commissioners

From: Lisa Anderson, Town Clerk

Election Commission Minutes - September 22, 2025



Election Commission Meeting Minutes - Draft

Acting Chair Bellis Commissioner Bonham Commissioner Arvidson Commissioner Fletcher Commissioner Jensen

Monday, September 22, 2025

5:30 PM

Town Hall 100 N. Wilcox Street Castle Rock, CO 80104

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CALL TO ORDER

Present 4 - Commissioner Rosalyn Bellis, Commissioner Tim Arvidson, Commissioner Bob Jensen, and

Commissioner Charles Fletcher III

Not Present 1 - Commissioner Dana Bonham

ROLL CALL

ACTION AND DISCUSSION ITEMS

EC 2025-001 Election of Chair and Vice Chair

Commissioner Fletcher asked for everyone to introduce themselves.

Commissioner Bellis was in the Air Force and moved here from Virginia when she retired and wanted to get active in the community.

Commissioner Arvidson has been in Colorado 40 years, 25 years in Castle Rock. He has served as local, county and state delegates to the GOP general assembly. He has had multiple commissioner roles on public safety, charter commission for election of the Mayor, and ran for state senate with endorsement of the GOP. He as spent 35 years in technology and leadership, has been retired for 1 1/2 years and is in real estate.

Commissioner Jensen has lived in Castle Rock for 14 years, Douglas County for 21 years, is a retired car dealer, and wanted to be more involved.

Commissioner Fletcher has lived here 27 years, ran for Council twice, Mayor once, has spent 18 years on commissions of water, planning, Design Review Board, public works, has been a County elections judge since 2014, and volunteers with Castle Rock Police. He would like to learn how our election code works. He has seen a lot of growth and has two high school kids, is semi retired, does consulting on the side, and teaches Taekwondo.

Commissioner Arvidson is interested in serving as Chair and knows Roberts rules and decorum.

Commissioner Jensen expressed he would like to observe and participate.

Commissioner Bellis stated she was not interested in serving as Chair.

Commissioner Fletcher is happy to serve, has chaired many times and is familiar with Roberts rules.

Moved by Commissioner Fletcher, seconded by Commissioner Jensen, to Elect Commissioner Arvidson for Chair. The motion passed by a vote of:

Yes: 4 - Commissioner Bellis, Commissioner Arvidson, Commissioner Jensen, and Commissioner Fletcher

Moved by Commissioner Arvidson, seconded by Commissioner Jensen, to Elect Commissioner Fletcher as Vice Chair. The motion passed by a vote of:

Yes: 4 - Commissioner Bellis, Commissioner Arvidson, Commissioner Jensen, and Commissioner Fletcher

EC 2025-002 April 9, 2024 Draft Election Commission Minutes

Moved by Commissioner Bellis, seconded by Commissioner Fletcher, to Approve Election Commission minutes EC 2025-002 as presented.. The motion passed by a vote of:

Yes: 4 - Commissioner Bellis, Commissioner Arvidson, Commissioner Jensen, and Commissioner Fletcher

EC 2025-003 Determine Election Districts for Annexed Property

Chair Arvidson read the staff memorandum into the record. Arvidson feels we should hold off until we are closer to development before determining Districts.

Vice Chair Fletcher feels we should wait until it goes to Planning Commission with an SDP so we are more aware of how many homes will be developed.

Consensus of Commission to determine Election Districts when a development plan has been submitted.

EC 2025-004 Ordinance Amending the Municipal Code Chapter 2, Elections

Chair Arvidson read the agenda memorandum into the record.

Vice Chair Fletcher asked if there is anything in the Code for the Town to call a special election. Anderson stated we would only be able to coordinate with the County November elections. Special elections would be conducted outside of those either on our own or conducted by the County.

Vice Chair Fletcher asked for a summary of the proposed amendments. Anderson replied it is mainly to reorganize the Code so that it reflects how elections are coordinated with the county and to ensure we don't conflict with statute. There are some proposed amendments to remove the dollar limit threshold for issue committee filings, clarifications, removal of one of the financial filing deadlines to coincide with statute, changed how replacement and multiple ballots are counted

in Town-conducted elections. Council will also be asked if they want to define partial terms for Council that is appointed.

September 22, 2025

Vice Chair Fletcher inquired about election related offenses. He wants to ensure CRPD is not tasked with this. Where is the jurisdiction for election related offenses if it is a coordinated election. Anderson will review the offenses with Legal and determine if these should only be prosecuted by the Town if it is a town-conducted election. Otherwise, election offenses would be taken up with the County or State.

Chair Arvidson feels it is important to create the template as our community grows on how we deal with potential risks and election abnormalities.

Staff will discuss with Town Attorney and get back to the Commission.

Vice Chair Fletcher recommend Town Council defines partial terms.

Moved by Commissioner Fletcher, seconded by Commissioner Bellis, to Accept the Proposed amendments including a recommendation for defining partial terms; and to follow up with the Commission on who prosecutes election offenses. The motion passes by a vote of:

Yes: 4 - Commissioner Bellis, Commissioner Arvidson, Commissioner Jensen, and Commissioner Fletcher

ADJOURN

Moved by Commissioner Bellis, seconded by Commissioner Jensen, to Adjourn. The motion passed by a vote of:

Yes: 4 - Commissioner Bellis, Commissioner Arvidson, Commissioner Jensen, and Commissioner Fletcher

Meeting adjourned at 6:22pm.

Submitted by Lisa Anderson, Town Clerk



Town of Castle Rock

Agenda Memorandum

Agenda Date: 10/27/2025

Item #: 2. File #: EC 2025-006

To: Chair and Election Commission Commissioners

From: Lisa Anderson, Town Clerk

Update from Town Attorney on Election Offenses

At the September 22, 2025 Election Commission meeting, staff was asked to get clarification on enforcement of election offenses.

The Town Attorney, Mike Hyman, will be answering questions from the Election Commission regarding that topic.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 10/27/2025

Item #: 3. File #: EC 2025-007

To: Chair and Commissioners of the Election Commission

From: Lisa Anderson, Town Clerk

Determining Election Districts for Newly Annexed Property

Executive Summary

Per Town Code, the Election Commission is tasked with determining the Election District for newly annexed properties if they fall outside of the redistricting timeframe that occurs every six years. The next redistricting is to occur in April of 2027. The goal of redistricting is to maintain a 15% difference between the highest and lowest number of registered voters in each District.

The following properties have been annexed into the Town over the last year:

- Pine Canyon, 535 acres
- Lost Canyon, 661.07 acres
- Four Corners 8 parcels, 1.36 acres (Town-owned right of way)
- South Ridge 1 Enderud, .12 acres (Town-owned right of way)
- South Ridge 2 Plum Creek, .02 acres (Town-owned right of way)
- Gilbert and Plum Creek, .27 acres (Town-owned right of way)

Staff has obtained data on the number of registered voters currently in each District. Additionally, staff has obtained the estimated number of registered voters based on the number of homes projected to be built before the next redistricting.

	<u>Voters as of 10/25</u>	Projected by 2027*
District 1	10,416	10,416
District 2	11,572	11,638
District 3	11,401	12,277
District 4	9,642	9,642
District 5	10,246	10,556
District 6	12,989	13,901

^{*}Two registered voters are estimated for each home built.

NOTE: The only parcel that will have future residents are Pine Canyon with no homes projected to be built before the next redistricting in 2027.

Item #: 3. File #: EC 2025-007

GIS staff from our Division of IT will be attending to present proposed options for which Election District each parcel should reside in.

Proposed Motion

Attachments

Attachment A Election District maps







