

PUBLIC HEARING

**ORDINANCE AMENDING VARIOUS SECTIONS OF
THE CASTLE ROCK MUNICIPAL CODE REGARDING
BOARD AND COMMISSION MEMBERSHIP,
ABSENCES, TERM LIMITS, AND MEETINGS**

DAVID L. CORLISS, TOWN MANAGER
JANUARY 20, 2026



TOWN CODE: BOARDS & COMMISSIONS

CHANGES – MEMBERSHIP: TOWN RESIDENTS

Section 1 of the ordinance requires all Board members to be Town residents, except:

- Downtown Development Authority (DDA) members because their requirements are set by state law;
- if Council would in the future expressly allow a non-resident by ordinance;
- if they were appointed before the expected effective date of this ordinance.

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CHANGES – UNEXCUSED ABSENCES

Section 2 retains the absence provisions of the existing Town Code which is based on the required schedule of meetings of a particular board, and adds a new provision:

“In no event shall a board or commission member have unexcused absences in excess of 15% of the total meetings held in the immediately preceding twelve-month period.”

Council can set a percentage they determine appropriate.

The existing Code sets unexcused absences based on board meeting schedules, ranging from:

- Four unexcused absences for boards scheduled to meet twice a month,
- Three unexcused absences if the board meets monthly,
- No more than one unexcused absence if the board meets quarterly or as needed.

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CHANGES – TERMS AND TERM LIMITS

Section 3 changes the terms to three years (from the existing two years) and limits terms to two consecutive terms.

Exceptions for the Downtown Development Authority (DDA) and Design Review Board (DRB).

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CHANGES - MEETINGS

Section 4 provides that remote attendance and participation by board members shall not be permitted.

2.16.080 - Meetings.

The Planning Commission shall hold regular public meetings, AS NEEDED.

D. Meetings. The Board shall hold REGULAR PUBLIC meetings at regularly scheduled intervals, AS NEEDED.

15.64.030 - Historic Preservation Board established.

B. Meetings. The Board shall hold REGULAR PUBLIC meetings at regularly scheduled intervals, AS NEEDED.

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Staff did receive some comments that these changes will make some board participation more difficult going forward and those comments are included in the agenda packet.

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PROPOSED MOTION:

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

ALTERNATIVE MOTIONS:

“I move to approve the Ordinance with the following changes: _____.”

“I move to continue this item to [date] to allow time for: _____.”

QUESTIONS?