



Town Council Meeting Minutes - Draft

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

Tuesday, August 19, 2025

6:00 PM

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

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COUNCIL DINNER & INFORMAL DISCUSSION

INVOCATION

Mayor Gray provided the Invocation.

CALL TO ORDER / ROLL CALL

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

PLEDGE OF ALLEGIANCE

COUNCIL COMMENTS

Mayor Gray commented on the accomplishments of the Police department.

Councilmember Hollingshead also complimented the Police department.

Councilmember Bracken commented that a celebration of life is tonight for a 19 year old who passed away and to offer compassion and reach out to others.

Councilmember Davis shared an article written by Melissa Hoelting about open space vs. vacant land.

Councilmember Brooks asked people to pay attention to school zones and kids walking now that school is in session.

Councilmember Dietz asked for a status of the View, Perry Street Social, and the City Hotel projects.

Mayor Pro Tem Cavey recognized Chief Croom for the award he received.

[APPT](#)
[2025-006](#)

Appointment: Board of Adjustment, Board of Building Appeals, Parks and Recreation Commission, and Public Works Commission

Moved by Councilmember Brooks, seconded by Councilmember Davis, to Approve

Appointment APPT 2025-006 as presented. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

UNSCHEDULED PUBLIC APPEARANCES

No public comment.

TOWN MANAGER'S REPORT

David Corliss presented his report, and congratulated Chief Croom. He did a ride along and commended the Police department.

Corliss reminded Council that approval of the 2026 Budget will be introduced at the September 16 Council meeting. He suggested we put approval of the Service Contracts on the Consent Calendar. If there are questions, Council can request it be removed from the Consent Calendar.

Mayor Gray suggests if there are big changes to their requests that they would want to hear from them.

Mayor Pro Tem Cavey does want to hear from them via email why they are requesting an increase.

Consensus of Council to put Service Contracts on the Consent Calendar.

[ID 2025-087](#)

Update: Calendar Reminders

[ID 2025-088](#)

Update: Monthly Department Reports

[ID 2025-089](#)

Update: 2025 Service Contract Midyear Reports

[ID 2025-090](#)

Update: Residential Unit Data (through June 30, 2025) with Potential Buildout Estimates

Tara Vargish, Director of Development Services, provided an update.

Mayor Pro Tem Cavey asked where we are at with new annexation requirements. Corliss stated they are looking into open space or funding for open space requirements, traffic standards, and transportation impact fees. Cavey feels an annexation should not lower the rating on traffic impact.

Mayor Gray agrees that it should be evaluated to ensure it doesn't hurt the town.

[ID 2025-091](#)

Update: Quasi-Judicial Projects

[ID 2025-092](#)

Development Services Project Updates

TOWN ATTORNEY'S REPORT

None.

ACCEPTANCE OF AGENDA

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

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

CONSENT CALENDAR

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

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

[ORD 2025-027](#) Ordinance Amending the Town of Castle Rock's Zone District Map by Approving the Rezoning of 810 North Wilcox Street (Second Reading - Approved on First Reading on July 15, 2025, by a vote 7-0) (7-Eleven)

[ORD 2025-028](#) Ordinance Approving Supplemental Appropriations for the 2025 Budget and the Second Amendment to the 2025 Budget (Second Reading - Approved on First Reading on July 15, 2025, by a vote 7-0)

[ORD 2025-029](#) Ordinance Authorizing the Issuance and Sale of Water and Sewer Enterprise Revenue Bonds, Series 2025, Payable Solely Out of the Net Pledged Revenues to be Derived from the Operation of the Town's Water and Sewer Enterprise; Providing Other Details Concerning the Bonds, Including, Without Limitation, Covenants and Agreements in Connection Therewith; Providing Other Matters Relating Thereto (Second Reading - Approved on First Reading on July 15, 2025, by a vote 7-0)

[RES 2025-088](#) Resolution Approving a Construction Contract with CMH Concrete Pumping Inc. for the 2025 Street Repairs and Safety Projects

[RES 2025-089](#) Resolution Waiving the Formal Written Bidding Requirement on the Basis of Sole Source and Approving a Five-Year Software-As-A-Service and Services Agreement with EUNA Solutions, Inc.

[RES 2025-090](#) Resolution Waiving the Formal Written Bidding Requirement on the Basis of Sole Source and Approving an Equipment and Services Acquisition Agreement with Timberline TrailCraft LLC for the Santa Fe Quarry Trail Project *[two-mile route around the Santa Fe Quarry Mesa and connecting Red Hawk Drive near Thatch Circle to Oleander Street]*

[RES 2025-091](#) Resolution Approving an Intergovernmental Agreement Between the Town of Castle Rock and Castleview Metropolitan District No. 1, Regarding Financial Contribution and Project Management for the Plum Creek Parkway Full Depth Reclamation Project *(pavement reconstruction and sanitary sewer project under west bound Plum Creek Parkway between Eaton Street and the entrance to the Oaks Filing 2)*

[RES 2025-092](#) Resolution Approving Mark Henderson to Serve as Board Member of

the Cherry Creek Project Water Authority and Chatfield Reservoir Mitigation Company, and Appointing Mark Henderson to Serve as Alternate Board Member for the South Metro Water Supply Authority, the Plum Creek Water Reclamation Authority Board and the Water Infrastructure and Supply Efficiency (WISE) Board

[RES 2025-093](#) Resolution Approving the First Amendment to Town of Castle Rock Construction Contract with Garney Companies Inc., for the RWRWTC LAS Conversion Project [*Ray Waterman Regional Water Treatment Center*]

[RES 2025-094](#) Resolution Waiving the Formal Written Bidding Requirement on the Basis of Sole Source and Approving a Professional Service Agreement with Burns & McDonnell Engineering Company, Inc. for the RWRWTC LAS Conversion Project [*Ray Waterman Regional Water Treatment Center*]

[RES 2025-095](#) Resolution of the Town Council of the Town of Castle Rock, Colorado, Expressing the Intent of the Town to be Reimbursed for Certain Expenses Relating to the Acquisition and/or Construction of Certain Water and/or Wastewater Improvements

[PROC 2025-010](#) Proclamation In Honor of the Castle Rock Historical Society and Museum's Celebration of the 150th Anniversary of the Castle Rock Denver and Rio Grande Depot (For Council Action - Presentation on September 2, 2025)

[MIN 2025-015](#) Minutes: July 15, 2025 Town Council Meeting

ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

[ORD 2025-030](#) Ordinance Annexing to the Town of Castle Rock, Colorado, 0.21 Acres of Land Owned by the Town and Located in the Northeast Quarter of Section 22, Township 8 South, Range 67 West of the 6th Principal Meridian, Douglas County, Colorado (East Plum Creek Trail Annexation) (First Reading)

Tara Vargish, Director of Development Services, presented Ordinances 2025-030 and 2025-031 together but they will be voted on separately.

No public comment.

Moved by Councilmember Dietz, seconded by Councilmember Davis, to Approve Ordinance ORD 2025-030 as presented. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

QUASI JUDICIAL HEARINGS

[ORD 2025-031](#) Ordinance Approving the Initial Zoning for 0.21 Acres of Land Owned by the Town and Located in the Northeast Quarter of Section 22,

**Township 8 South, Range 67 West of the 6th Principal Meridian,
Douglas County, Colorado (East Plum Creek Trail Initial Zoning) (First
Reading)**

**Moved by Councilmember Hollingshead, seconded by Mayor Pro Tem Cavey, to
Approve Quasi-Judicial Ordinance ORD 2025-031 as presented. The motion passed
by a vote of:**

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

ADDITIONAL ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

[RES 2025-096](#)

**Resolution Approving a Construction Contract with Native Sun
Construction for the Fifth Street Improvements Phase 1 Project**

John LaSala, Assistant Director of Public Works, presented Resolution 2025-096 and 2025-097 together and will be voted on separately.

Councilmember Brooks said his understanding that we hold money from the developer to put in future traffic signals when needed. He feels there is no need for it now in Phase 1.

Andrew Focht is the project manager and he stated they did a traffic signal warrant study in 2021 and shows we need it now even without development.

LaSala stated they prefer roundabouts if it works for that intersection. Because of the roadway grade, it would require a larger footprint and the grade would cause safety issues along with residential access that is close to it. Brooks feels stopping on a hill at a traffic light will cause more issues. LaSala added the T option requires more land to make acceleration and deceleration lanes.

Councilmember Davis agrees and is also concerned with the traffic controls on that street. LaSala stated they have done a lot of community outreach. Focht added they have had two open houses and received positive feedback from 23 different residents. Davis confirmed private property and emergency access will be maintained throughout constructions.

Corliss stated Castle Rock Water is doing work in that corridor. That work is a direct result of outreach for improvements along 5th street to get that done before the roadwork.

Councilmember Dietz asked about the process, how they choose the vendor, and what their general liability insurance is. LaSala explained the process. Mike Hyman, Town Attorney, stated the certificate of liability in the packet shows they carry the required insurance.

Councilmember Davis asked if the bid is a hard bid. Corliss stated they can request a change order if something is found later that is legitimate.

Mayor Pro Tem Cavey asked if they could do the project without putting the light in. Focht stated we could, but we would give up the federal grant money. Corliss stated staff has an engineering study showing it is needed from a traffic safety standpoint.

Mayor Pro Tem Cavey stated the road is steep and is concerned with safety when the roads are icy. Corliss stated he will rely on the engineers that have looked at the project and their traffic study.

Councilmember Hollingshead sits on the Public Works Commission and feels that staff has responded to the community and they have discussed this extensively.

No public comment.

Mayor Gray doesn't feel it is a great solution, but wants to make sure our Town and state engineers approve it. He feels it is our best solution and doesn't want to miss out on the federal grant.

Moved by Mayor Gray, seconded by Councilmember Hollingshead, to Approve Resolution RES 2025-096 as presented.. The motion passed by a vote of:

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

No: 1 - Davis

[RES 2025-097](#) **Resolution Approving a Services Agreement with Emprise Concepts, LLC for Construction Management and Inspection Services for the Fifth Street Improvements Phase 1 Project**

Moved by Mayor Gray, seconded by Councilmember Dietz, to Approve Resolution RES 2025-097 as presented. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

[RES 2025-098](#) **Resolution Approving an Intergovernmental Agreement Between the Town of Castle Rock and Douglas County for the Operation and Maintenance of a Traffic Signal at Crowfoot Valley Road and Macanta Drive**

John LaSala, Assistant Director of Public Works, presented the item.

David Corliss, Town Manager, explained why the County traffic signal is close to the Sapphire Point traffic signal. This is a development in the County who poorly planned their road. Mayor Pro Tem Cavey asked if there should be a discussion to reinstate the IGA with the County for development.

No public comment.

Moved by Councilmember Brooks, seconded by Councilmember Hollingshead, to Approve Resolution RES 2025-098 as presented. The motion passed by a vote of:

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

[DIR 2025-025](#) **Discussion/Direction: Regional Housing Needs Assessment**

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

Mayor Gray confirmed that we could have DRCOG do the assessment or we could do our own. Staff recommends participating.

Mayor Pro Tem Cavey asked if we are required to participate in the assessment.

Corliss stated we are, but we don't have to change our zoning codes because we are not in a transit area.

Councilmember Hollingshead asked what the pricepoint is and if a developer could build without government.

Moved by Councilmember Brooks, seconded by Councilmember Dietz to Direct staff to submit the Town of Castle Rock's participation in Denver Area Regional Housing Needs Assessment to DRCOG with no comments prior to September 12, 2025. The motion passed by the vote of:

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

No: 1 - Cavey

ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES

None.

ADJOURN

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

Yes: 7 - Gray, Cavey, Hollingshead, Bracken, Davis, Brooks, Dietz

Meeting adjourned at 8:05 pm.

Submitted by Lisa Anderson, Town Clerk