

TOWN COUNCIL MEETING

TOWN MANAGER'S REPORT

DAVID CORLISS, TOWN MANAGER
JANUARY 7, 2025



UPCOMING CALENDAR ITEMS

20 JAN	Martin Luther King, Jr. Day – Town Offices closed Recreation Center and MAC normal hours
21 JAN	Town Council Meeting, 6 p.m. (dinner at 5 p.m.) Town Hall Council Chambers
4 FEB	Town Council Meeting, 6 p.m. (dinner at 5 p.m.) Town Hall Council Chambers
6 FEB	AdventHealth Rock of Hope Gala, 6 p.m. The Oaks at Plum Creek, 321 Players Club Drive
17 FEB	Presidents’ Day – Town Offices closed Recreation Center and MAC normal hours
18 FEB	Town Council Meeting, 6 p.m. (dinner at 5 p.m.) Town Hall Council Chambers
4 MAR	Town Council Meeting, 6 p.m. (dinner at 5 p.m.) Town Hall Council Chambers
10-12 MAR	National League of Cities (NLC): Congressional City Conference Washington, D.C.
18 MAR	Town Council Meeting, 6 p.m. (dinner at 5 p.m.) Town Hall Council Chambers
29 MAR	Castle Rock Fire & Rescue Department Awards Banquet – 6:00 p.m. The Oaks at Plum Creek, 321 Players Club Drive



NEIGHBORHOOD MEETINGS

Scheduled on Town calendar:

**13
JAN**

AdventHealth Medical Office Building, 6 p.m., Hybrid @ Castle Rock Adventist Hospital, 1st Meeting

A proposal to construct a new medical office building to include a freestanding emergency department. The proposed project is located west of the intersection of Plum Creek Boulevard and Crystal Valley Parkway.

**14
JAN**

Castleton Heights, 6 p.m., Hybrid @ Philip & Jerry Miller Library, 1st Meeting

A proposal to construct a new four-story multifamily building with 80 units. The proposed project is located southwest of the intersection of W Castleton Road and Castleton Court.

*Tentative:

**27
JAN**

***East Plum Creek Trail and Crystal Valley Interchange East Annexation and PL-1 Zoning, 6 p.m., Hybrid @ Council Chambers, 1st Meeting**

A proposal for two annexations and zoning changes to be Public Land-1 (PL-1) for a 0.21-acre parcel east of Interstate 25, and 18 Town-owned parcels east of Interstate 25 as part of the Crystal Valley Interchange.

2025 COUNCIL MEETING SCHEDULE

DISCUSSION/DIRECTION

Proposed Motion

“I move to approve the 2025 Council Meeting Schedule as outlined in the staff’s memo, to include the proposed changes:

- Call a Special Meeting on May 13, 2025, starting at 5:00 p.m. at Town Hall, for Boards and Commissions Interviews
- Cancel the regular meeting on August 5, 2025, for National Night Out.”

BOARDS AND COMMISSIONS

CURRENT COUNCIL LIAISON DESIGNATIONS

<p>Board of Adjustment Decides requests for zoning and sign variances and some appeals of administrative decisions</p> <p><i>Meets: 1st Thursdays at 6 p.m., at Town Hall</i></p> <p>Council Liaison: Dietz Alternate: Hollingshead</p>	<p>Board of Building Appeals Decides appeals of decisions made by the Chief Building Official</p> <p><i>Meets: 1st Mondays of March, June, September, December at 6 p.m., or as needed, at Town Hall</i></p> <p>Council Liaison: Hollingshead Alternate: Dietz</p>	<p>Castle Rock Water Commission Makes recommendations related to the master planning of water capital improvements, rates and fee structures and other policies</p> <p><i>Meets: 4th Wednesdays at 6 p.m., at Castle Rock Water</i></p> <p>Council Liaison: Gray Alternate: Cavey</p>	<p>Design Review Board Reviews development applications that require a Downtown site plan</p> <p><i>Meets: 2nd and 4th Wednesdays at 6 p.m., at Town Hall</i></p> <p>Council Liaison: VACANT Alternate: Brooks</p>
<p>Downtown Development Authority Board Adopts and implements the plan of development for Downtown Castle Rock and works to facilitate economic development and redevelopment Downtown</p> <p><i>Meets: 2nd Thursdays at 12 p.m., at Town Hall</i></p> <p>Council Liaison: Bracken (voting) Alternate: Brooks</p>	<p>Election Commission Performs redistricting every 6 years and for newly annexed property. Adopts reasonable rules related to Town-conducted elections</p> <p><i>Meets: As needed</i></p> <p>Council Liaison: Dietz</p>	<p>Historic Preservation Board Designates historic structures as landmarks at the local level, reviews alterations/renovations to landmarked properties, and reviews construction requests in Craig and Gould to maintain the area's historic and cultural heritage</p> <p><i>Meets: 1st Wednesdays at 6 p.m., at Town Hall</i></p> <p>Council Liaison: VACANT Alternate: Hollingshead</p>	<p>Parks and Recreation Commission Makes recommendations to Town Council regarding Parks and Recreation operations</p> <p><i>Meets: 3rd Wednesdays at 5 p.m., at the Central Service Center</i></p> <p>Council Liaison: Dietz Alternate: Hollingshead</p>

BOARDS AND COMMISSIONS

CURRENT COUNCIL LIAISON DESIGNATIONS

<p>Planning Commission Reviews development requests, zoning change requests, and other related land proposals</p> <p><i>Meets: 2nd and 4th Thursdays at 6 p.m., at Town Hall</i></p> <p>Council Liaison: Gray Alternate: Cavey</p>	<p>Public Art Commission Acquires art for public buildings and parks within the Town</p> <p><i>Meets: 2nd Thursdays at 4 p.m., at the Central Service Center</i></p> <p>Council Liaison: Dietz Alternate: Hollingshead</p>	<p>Public Safety Commission Advises Town Council and Town staff regarding levels of service, funding and other issues related to Town Fire & Rescue and Police operations</p> <p><i>Meets: 1st Thursdays at 3 p.m., at Police Station</i></p> <p>Council Liaison: Cavey Alternate: Hollingshead</p>	<p>Public Works Commission Makes recommendations related to the master planning of capital improvements and the development of the Town's infrastructure and transit</p> <p><i>Meets: 1st Mondays at 5:30 p.m., at Public Works Service Center</i></p> <p>Council Liaison: Hollingshead Alternate: Dietz</p>	<p>Youth Commission Castle Rock youth to learn more about their local government, participate in the process, and to represent and articulate the needs of the community's youth.</p> <p><i>Meets: 2nd Mondays at 6:30 p.m., at Town Hall, excluding June, July, August</i></p> <p>Council Liaison: VACANT Alternate: VACANT</p>
<p>Audit Committee Reviews results of the independent audit of Town financial statements that is required annually by State law and Town Charter</p> <p><i>Meets: Bi-annually, as needed Town Hall</i></p> <p>Council Liaison: Gray Alternate: Bracken</p>	<p>Police Forfeiture Committee Reviews and decides on expenditures of Castle Rock's Police resources resulting from assisting State or Federal agencies in seizures of illegal items</p> <p><i>Meets: As needed</i></p> <p>Council Liaison: Gray</p>	<p>Water Resources Committee Reviews and makes recommendations on major water infrastructure projects or complex water resource issues or agreements</p> <p><i>Meets: 1st Tuesdays at 3:30 p.m., Town Hall</i></p> <p>Council Liaison: Bracken Alternate: VACANT</p>	<p>Castle Rock Economic Development Council Board Provides services to firms relocating to or expanding in Castle Rock</p> <p><i>Meets: Quarterly on the 1st Thursday at 11:30 a.m.</i></p> <p>Council Liaison: Gray (voting) Alternate: VACANT</p>	

BOARDS AND COMMISSIONS

CURRENT COUNCIL LIAISON DESIGNATIONS

<p>Castle Rock Economic Partnership Representatives of the Town, DDA, EDC and Castle Rock Chamber cooperating on economic development issues in Castle Rock</p> <p><i>Meets: 2nd Tuesdays at 3 p.m.</i></p> <p>Council Liaison: Gray Alternate: Bracken</p>	<p>Castle Rock Fire Volunteer Pension Board Decides on issues related to this program through the Fire and Police Pension Association of Colorado (FPPA)</p> <p><i>Meets: Semiannually (requires Mayor as voting member)</i></p> <p>Council Liaison: Gray</p>	<p>Chamber of Commerce Board of Directors A nonprofit organization that delivers events, programs and initiatives to boost business and economic success</p> <p><i>Meets: 4th Thursdays at 11:30 a.m.</i></p> <p>Council Liaison: Bracken Alternate: VACANT</p>	<p>Downtown Merchants Association A nonprofit organization made up of Downtown business and property owners, which aims to create a sense of place in the heart of Castle Rock</p> <p><i>Meets: 2nd Thursdays at 12 p.m. (usually adjoined with the DDA meetings)</i></p> <p>Council Liaison: VACANT Alternate: Bracken</p>
<p>Centennial Airport Community Noise Roundtable Aims to reduce and mitigate noise impacts from users of Centennial Airport</p> <p><i>Meets: 1st Wednesdays at 6 p.m.</i></p> <p>Council Liaison: Cavey (voting) Alternate: Sandy Vossler</p>	<p>Chatfield Watershed Authority Promotes protection of water quality in the Chatfield Watershed, including for recreation and drinking water supplies</p> <p><i>Meets: 4th Wednesdays at 2 p.m. in May, Aug, Nov.</i></p> <p>Council Liaison: Cavey (voting) Alternate: Gray</p>	<p>Cherry Creek Basin Water Quality Authority Aims to improve, protect and preserve water quality in Cherry Creek and the Cherry Creek Reservoir</p> <p><i>Meets: 3rd Thursdays at 8:30 a.m.</i></p> <p>Council Liaison: Brooks (voting) Alternate: VACANT <i>Staff: David VanDellen</i></p>	<p>Colorado Municipal League (CML) Policy Committee Makes position recommendations on known or expected legislation of the Colorado General Assembly to CML's executive board</p> <p><i>Meets: Varies – 1 Friday at 10 a.m. in Feb., Oct., Dec.</i></p> <p>Council Liaison: Dietz (voting) <i>Staff: Kristin Read</i></p>

BOARDS AND COMMISSIONS

CURRENT COUNCIL LIAISON DESIGNATIONS

<p>Denver Regional Council of Government (DRCOG) Collaborates to establish guidelines, set policy and allocate funding in the areas of transportation and personal mobility, growth and development, and aging and disability resources</p> <p><i>Meets: 3rd Wednesdays at 6:30 p.m.</i> <i>Board Work Session Meets: 1st Wednesday at 4:00 p.m.</i></p> <p>Council Liaison: Dietz (voting) Alternate: Gray <i>Staff: Brad Boland and Thomas Reiff</i></p>	<p>Metro Mayors Caucus The Mayor serves on this organization of mayors who work together on issues of regional importance</p> <p><i>Meets: Quarterly</i></p> <p>Council Liaison: Gray</p>	<p>Douglas County Homeless Initiative Executive Committee Municipal and county leaders, as well as other community leaders, provide strategic guidance on DCHI direction</p> <p><i>Meets: 2nd Thursdays at 9-10:30 a.m., at Philip S. Miller Building</i></p> <p>Council Liaison: Gray Alternate: Brooks <i>Staff: Kristin Read</i></p>
<p>Douglas County Housing Partnership Aims to preserve, provide and develop housing choices within the County</p> <p><i>Meets: 4th Thursdays at 8:30 a.m.</i></p> <p>Council Liaison: Brooks (voting) Alternate: Dietz <i>Staff: Brad Boland</i></p>	<p>Douglas County Youth Initiative Coordinates local youth-serving efforts and programs.</p> <p><i>Meets: 2nd Mondays at 8:30-10 a.m.</i></p> <p>Council Liaison: Dietz Alternate: Hollingshead</p>	<p>Partnership of Douglas County Governments Facilitates information sharing among public entities within Douglas County to achieve efficiencies and improvements to services</p> <p><i>Meets: 3rd Wednesdays at 7:30 a.m., bi-monthly</i></p> <p>Council Liaison: Gray Alternate: Cavey <i>(All members of Council are welcome to attend)</i></p>