



Meeting Date: August 18, 2026

AGENDA MEMORANDUM

To: Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Tara Vargish, PE, Director, Development Services
Brad Boland, AICP Planning Manager

Title: Comprehensive Master Plan 2040 Update Introduction

Executive Summary

The purpose of this memorandum is to introduce the upcoming Comprehensive Master Plan 2040 Update process and seek Town Council feedback regarding the draft Request for Proposals (RFP) that will be used to select a consulting team to assist the Town with preparation of the update.

The Comprehensive Master Plan is the Town's primary long-range policy document and serves as the foundation for future land use decisions, growth management strategies, infrastructure planning, economic development initiatives, community services, and capital investment decisions. The current Comprehensive Master Plan was adopted in 2017 and established the Town's Vision 2030 framework centered around four community cornerstones: Distinct Town Identity, Responsible Growth, Community Services, and Thriving Economy.

As Castle Rock approaches the ten-year anniversary of the current plan, staff believes it is appropriate to begin a community-driven update process to evaluate changing conditions, identify emerging opportunities and challenges, and establish a policy framework to guide the Town through 2040 and beyond.

Staff is seeking Town Council input regarding the proposed scope of work, public engagement strategy, and key issues that should be considered during the planning process before the RFP is released.

Background

What is a Comprehensive Plan?

A comprehensive plan serves as a community's long-range policy guide. It establishes a shared vision for the future and provides direction regarding land use, transportation, housing, economic development, infrastructure, parks and open space, community services, environmental resources, and growth management.

Unlike zoning regulations, which establish specific development standards for individual properties, a comprehensive plan provides the policy framework that guides future decision-making. The plan serves as the foundation for many of the Town's land use regulations, capital investment decisions, development review processes, and other planning initiatives.

Colorado law requires municipalities such as Castle Rock to maintain a comprehensive master plan that guides future growth, development, infrastructure planning, and community investment. In addition to satisfying statutory requirements, comprehensive planning is considered a fundamental best practice that helps communities align public investments, land use decisions, and long-term community goals. The Comprehensive Master Plan serves as the Town's primary long-range policy document and is regularly referenced during development review, annexation requests, rezoning applications, transportation planning efforts, capital planning discussions, and other policy decisions involving future growth and development.

Castle Rock's Planning History

Castle Rock has a long history of community visioning and long-range planning. In 1991, the Town adopted the 2010 Comprehensive Master Plan which guided development for the next 10 years. Town Council initiated the Vision 2020 process in 1999 as part of the 2020 Comprehensive Master Plan update, incorporating the community vision and key cornerstones into the master plan that continue to guide decisions today.

In 2017, the Town completed a major update to the plan through the Vision 2030 process. The resulting 2030 Comprehensive Master Plan reaffirmed the community's long-standing vision and continued to organize policies around four key cornerstones: Distinct Town Identity, Responsible Growth, Community Services, and Thriving Economy. These cornerstones continue to guide Town decisions and long-range planning efforts today.

Why Update the Plan Now?

Comprehensive plans are intended to be living documents that evolve as communities change. While many of the goals and values established in the current plan remain relevant, Castle Rock has experienced significant changes since adoption of the 2030 Comprehensive Master Plan in 2017.

During the past decade, Castle Rock has continued to grow and evolve. New neighborhoods, commercial centers, transportation investments, infrastructure improvements, and economic development opportunities have emerged. Demographic trends, housing needs, market conditions, and regional planning considerations have also changed. Additionally, new state legislation and planning requirements have altered the broader planning environment in which municipalities operate.

The Comprehensive Master Plan 2040 Update presents an opportunity to evaluate what has worked well over the past decade, identify areas where policies may need refinement, and establish a vision and implementation framework to guide future decisions through 2040 and beyond. The update is anticipated to build upon the community vision and policy direction

established through prior planning efforts while identifying opportunities to address emerging issues and changing conditions.

Proposed Comprehensive Plan Update Process

Staff has prepared a draft Request for Proposals (RFP) seeking a qualified consulting team to assist with preparation of the Comprehensive Master Plan 2040 Update.

The draft RFP is designed to build upon the community vision and policy framework established through Vision 2020, Vision 2030, and the 2030 Comprehensive Master Plan. The planning process is anticipated to include an evaluation of existing conditions, community and stakeholder engagement, assessment of future growth and development trends, preparation of updated policy recommendations, and development of implementation strategies to guide future decision-making.

The Comprehensive Plan update is expected to begin during the second half of 2026, with adoption anticipated by end of 2027. Throughout the process, Planning Commission, Town Council, community stakeholders, residents, business owners, and regional partners will have multiple opportunities to provide input and help shape the future direction of the Town.

The draft Request for Proposals (RFP) for the Comprehensive Plan update was presented to the Planning Commission at its June 11, 2026, meeting. The Commission had general questions regarding the proposed scope of work, public engagement approach, and overall direction of the Comprehensive Plan update.

Budget Impact

The 2026 Town Budget includes \$250,000 for consultant services associated with the Comprehensive Master Plan 2040 Update. Staff anticipates utilizing these funds to retain a qualified consulting team and complete the planning process in 2027

Recommendation

Staff recommends that Town review the draft Request for Proposals and provide feedback regarding the proposed scope of work, public engagement approach, and key issues that should be evaluated as part of the Comprehensive Master Plan 2040 Update process.

Specifically, staff is seeking input regarding:

- The proposed scope and focus of the Comprehensive Plan update;
- Key issues, opportunities, and community priorities that should be evaluated during the process; and
- The proposed public engagement and stakeholder outreach approach.

Input received from Town Council will be incorporated, into the final Request for Proposals prior to its release.

Attachments

Attachment A: Comprehensive Master Plan 2040 Update RFP (Draft)