



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, October 21, 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: 6 - Mayor Gray, Mayor Pro Tem Cavey, Councilmember Hollingshead, Councilmember Bracken, Councilmember Davis, Councilmember Dietz

Not Present: 1 - Councilmember Brooks

PLEDGE OF ALLEGIANCE

COUNCIL COMMENTS

Mayor Gray recognized Breast Cancer Awareness Month. He commended the Water Department.

Councilmember Hollingshead also commended the Water Department for our preparedness.

Councilmember Bracken thanked the Town Academy graduates for their interest and hoped they learned a lot about the Town.

Councilmember Davis really loved the Town Academy and liked to see all the people that do all the behind the scenes work.

Councilmember Dietz commended staff on the progress of Crystal Valley overpass. He informed citizens that the bridge east on Crystal Valley Parkway to Lake Gulch is County property. He also addressed the speed limit reduction on Crystal Valley that it is about public safety not ticket revenue.

Mayor Pro Tem Cavey thanked staff and Shannon for the boards and commissions appreciation event last night.

[ID 2025-118](#) **Unscheduled Public Comments: October 21, 2025**

UNSCHEDULED PUBLIC APPEARANCES

Citizens that addressed Council:

Dana Frazee with Tri Arts Program (TAP) thanked Council and the Town Manager for taking the risk of buying the Cantril School building to make a community center for arts and culture.

TOWN MANAGER'S REPORT

[ID 2025-111](#) **Presentation: Your Town Academy Graduating Class**

Kristin Reed, Assistant Town Manager, presented the graduates.

[ID 2025-112](#) **Presentation: Short Introduction of 2026 Service Contract Funding Requests on Council's Consent Calendar**

[ID 2025-113](#) **Update: Calendar Reminders**

David Corliss, Town Manager, provided an update.

[ID 2025-114](#) **Update: Monthly Department Reports**

[ID 2025-115](#) **Update: Third Quarter Major Projects**

[ID 2025-116](#) **Development Services Project Updates**

[ID 2025-117](#) **Update: Quasi-Judicial Projects**

TOWN ATTORNEY'S REPORT

No report.

ACCEPTANCE OF AGENDA

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

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

CONSENT CALENDAR

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

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

[ORD 2025-033](#) **Ordinance Amending Chapters 3.16, 4.04, 13.12, 13.15, and 13.30 of the Castle Rock Municipal Code by Changing Stormwater Development Impact Fees, Renewable Water Resource Fees, Water and Wastewater System Development Fees, and Water, Water**

**Resources, Wastewater and Stormwater Rates and Surcharges
(Second Reading - Approved on First Reading on October 7, 2025,
by a vote 7-0)**

- [ORD 2025-032](#) **Ordinance Adopting the 2026 Fiscal Year Budget for the Town of Castle Rock, Colorado (Second Reading - Approved on First Reading on October 7, 2025, by a vote 7-0)**
- [RES 2025-128](#) **Resolution Approving a Purchase Agreement with Front Range Fire Apparatus for the Acquisition of Two Velocity Engines**
- [RES 2025-129](#) **Resolution Approving the 2026 Funding Agreement Between the Town of Castle Rock and the Castle Rock Chamber of Commerce**
- [RES 2025-130](#) **Resolution Approving the 2026 Funding Intergovernmental Agreement Between the Town of Castle Rock and the Castle Rock Downtown Development Authority**
- [RES 2025-131](#) **Resolution Approving the 2026 Funding Agreement Between the Town of Castle Rock and the Downtown Merchants Association**
- [RES 2025-132](#) **Resolution Approving the 2026 Funding Agreement Between the Town of Castle Rock and the Castle Rock Economic Development Council**
- [RES 2025-133](#) **Resolution Approving the 2026 Funding Agreement Between the Town of Castle Rock and the Castle Rock Historical Society**
- [RES 2025-134](#) **Resolution Approving the 2026 Funding Agreement Between the Town of Castle Rock and the Castle Rock Senior Center**
- [RES 2025-135](#) **Resolution Reaffirming the Memorandum of Understanding Between the Town of Castle Rock and the Douglas County Community Foundation and Authorizing Funding for the 2026 Fiscal Year**
- [RES 2025-136](#) **Resolution Reaffirming the Establishing Intergovernmental Agreement for the Douglas County Housing Partnership and Authorizing Funding for the 2026 Fiscal Year**
- [RES 2025-137](#) **Resolution Approving the Amended and Restated Intergovernmental Agreement Between the Board of County Commissioners of the County of Douglas, Douglas County School District RE-1, Douglas County Libraries, the Town of Castle Rock, the Town of Parker, the City of Lone Tree, the City of Castle Pines and Highlands Ranch Metro District, Concerning the Continued Implementation and Funding of the Douglas County Youth Initiative Program**

[PROC
2025-014](#)

Proclamation: Crash Responder Safety Week, November 17-21, 2025
(For Council Action - Presentation on November 4, 2025)

[MIN 2025-019](#)

Minutes: October 7, 2025 Town Council Meeting

ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

[ORD 2025-036](#)

Ordinance Repealing and Replacing Sections 10.04.010, 10.04.020, 10.04.030 and 10.04.040 of the Municipal Code and Adopting by Reference as a Primary Code, with Certain Amendments, the Model Traffic Code for Colorado November 2024 Revision 1.0; and Amending Sections 10.20.040 and 10.20.050 of the Municipal Code to Accurately Reference Relevant State Statutes (First Reading)

Mike Hyman, Town Attorney, presented the item.

No public comment.

Moved by Councilmember Dietz, seconded by Councilmember Davis, to Approve Ordinance ORD 2025-036 as presented. The motion passed by a vote of:

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

[DIR 2025-031](#)

Discussion/Direction of Applications for the 2025-2026 Art and Culture Grant Program

Maia Yates, Parks and Recreation, and Jen Perry, Parks Commission Chair, presented the item.

Councilmember Brooks arrived at 6:54 pm.

They provided the six recommended grants - three project grants, two program grants, and one educator grant.

Councilmember Dietz confirmed this will be an annual process.

Mayor Pro Tem Cavey confirmed this funding is coming from the \$200,000 that was transferred to our Public Arts fund from the General Fund and \$100,000 from Lodging Tax.

No public comment.

Councilmember Hollingshead feels it is a good process.

Moved by Councilmember Hollingshead, seconded by Mayor Pro Tem Cavey, to Approve Discussion/Direction Item DIR 2025-031 as presented. The motion passed by a vote of:

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

[RES 2025-138](#)

Resolution Approving the First Amendment to Town of Castle Rock Services Agreement with Carollo Engineers, Inc. for the Escavara

Odor Evaluation Project

Mark Marlowe, Director of Castle Rock Water, presented the item.

Mayor Pro Tem Cavey inquired if the odor can be completely eliminated. Marlowe stated the goal is to get the complaints to zero.

Citizens that addressed Council:

Brad Patton, resident in the area, stated they are happy with the short-term results and wants to ensure it is corrected with a long-term solution by codifying it.

Moved by Councilmember Brooks, seconded by Councilmember Davis, to Approve Resolution RES 2025-138 as presented. The motion passed by a vote of:

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

[RES 2025-139](#) **Resolution Authorizing the Conveyance of Lot 1, Block 2, Crystal Valley Ranch Filing 14, from the Town of Castle Rock to CVR PA3A LLC and the Execution of a Memorandum of Understanding Concerning the Development of Such Property Between the Town and CVR PA3A LLC** *(located north of Crystal Valley Parkway, west of Lake Gulch Road, east of and adjacent to Rhyolite Park]*

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

Councilmember Dietz asked for clarification on the \$750,000. Corliss stated the developer was required to put money aside for intersection improvements along Crystal Valley Parkway. Dietz asked the developer to come up for some questions. Dietz asked why he wouldn't give the \$500,000 to the Town vs. the School District. Brown declined to answer. Dietz asked if he received a tax break when he gave up the property. Brown did not have any recollection of a tax break.

Citizens that addressed Council:

David Cosel presented a petition to the Council from the residents for a fourth option of a larger buffer.

Mark Stromfeld, resident, would like Council to consider what they are asking for and for Council to consider the decline in their property values and the impact of construction.

Councilmember Dietz asked about an extra buffer distance. Corliss stated it will significantly change the developer's ability to use the property to what it was intended for. He reiterated that the property was never going to be open space - it would be housing or a school.

Mayor Pro Tem Cavey asked if it would have been a school how it would have been developed. Corliss stated there would have been athletic fields, buildings, parking lots, generate traffic, etc. Cavey feels there are some odd things surrounding this property and odd that the developer would give the school district money for property they didn't own.

Councilmember Bracken spoke with Erin Kane and she had no idea this would cause so many issues. He supports a larger buffer space; but clarified it is not a right. It has always been someone else's property.

Mayor Gray feels concessions have been made and the school board and superintendent were different in 2006. He agrees the payment to the school district is odd.

Councilmember Dietz feels it is odd the item wasn't on their regular agenda, and odd to receive the \$500,000. Dietz asked Bracken what buffer he feels is reasonable. Bracken doesn't have a specific number, but agrees a larger buffer would be desired.

Councilmember Davis has built schools as a general contractor and understands that a school will use every foot of property. He feels the developer has compromised a lot with Option 3.

Moved by Councilmember Hollingshead, seconded by Councilmember Brooks, to Approve Resolution RES 2025-139 as presented. The motion passed by a vote of:

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

No: 1 - Dietz

[ORD 2025-037](#) **Ordinance Approving Supplemental Appropriations for the 2025 Budget and the Third Amendment to the 2025 Budget (First Reading)**

Trish Muller, Director of Finance, presented the item.

No public comment.

Moved by Councilmember Brooks, seconded by Councilmember Bracken, to Approve Ordinance ORD 2025-037 as presented. The motion passed by a vote of:

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

[ORD 2025-038](#) **Ordinance Vacating Certain Right-Of-Way Located within the Northwest 1/4 of Section 11, Township 8 South, Range 67 West of the 6th P.M., Town of Castle Rock, County of Douglas, State of Colorado (First Reading) (0.42 acres located west of Prairie Hawk Drive and south of Topeka Way]**

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

No public comment.

Moved by Councilmember Davis, seconded by Mayor Pro Tem Cavey, to Approve Ordinance ORD 2025-038 as presented. The motion passed by a vote of:

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

[DIR 2025-032](#) **Discussion/Direction: Town Boards and Commissions Requirements**

David Corliss, Town Manager, presented the item.

Mayor Pro Tem Cavey is not in favor of remote participation in the interviews.

Mayor Gray conveyed that Planning and Water boards have members that are in the industry that travel a lot and may not have a quorum many times if they couldn't remote.

Councilmember Brooks feels we didn't offer remote before COVID. He is not in favor of remote interviews, but perhaps interview on an alternate date. Two meeting absences may be better as a percentage. He does feel members should be residents and making all the terms the same.

Councilmember Bracken cannot always make meetings during the day. He agrees with residents for members with the exception of the DDA that is controlled by statute.

Corliss stated Water bylaws allow businesses in Castle Rock paying water bills and extraterritorial customers are eligible for membership.

Councilmember Dietz agreed with exceptions of some resident requirements on some boards, percentage of absences vs. a set amount, change to consistent terms.

Councilmember Hollingshead feels The Board of Building of Appeals could be combined into another board.

Mayor Pro Tem Cavey inquired that the Water Commission is that if they pay a water bill they are eligible. Marlowe stated the bylaws only allow one member to be a non-resident that pays a water bill.

Councilmember Brooks asked if there are any other bylaws that conflict with these recommendations.

Councilmember Bracken feels there are excused absences. Brooks feels it puts staff in the position to be the bad guy to determine if they are excused.

A summary of the proposed amendments:

- No remote attendance or interviews
- Resident requirements with exceptions on certain boards
- Change all boards to two three-year terms
- DDA absences and Water board exceptions
- Absences should be a percentage and get rid of excused absences and that they "may" forfeit membership

Staff will bring back recommended changes.

ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES

ADJOURN

**Moved by Councilmember Bracken, seconded by Mayor Pro Tem Cavey, to Adjourn.
The motion passed by a vote of:**

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

Meeting adjourned at 8:43pm.

Submitted by Lisa Anderson, Town Clerk