



Parks and Recreation Commission Agenda - Final

Wednesday, July 17, 2024

5:00 PM

Emerald Park
2225 Emerald Drive
Castle Rock, CO 80104

Note: This meeting is open to the public. Three or more Council members may also attend this meeting, during which the items listed herein will be discussed. If you are unable to access any portion of these materials due to a disability as defined under Colorado House Bill 21-1110, please call us at 303-663-4440, email the Town's accessibility team at accessibility@CRgov.com or submit an accommodation request form at CRgov.com/A11yRequest.

TIMES SHOWN ARE APPROXIMATE AND MAY BE ADJUSTED DUE TO CHANGES TO THE AGENDA.

5:00 P.M. CALL TO ORDER

ADDITIONS/DELETIONS/MODIFICATIONS TO THE AGENDA

5:01 P.M. PUBLIC COMMENT

DURING THIS TIME, MEMBERS OF THE PUBLIC ARE INVITED TO ADDRESS THE COMMISSION AND STAFF ON ITEMS THAT ARE NOT ON THE AGENDA. COMMENTS SHOULD BE LIMITED TO NO MORE THAN FOUR (4) MINUTES.

5:05 P.M. AGENDA TOPICS

[PRC](#) Appointments of Chair and Vice Chair
[2024-004](#)

[PRC](#) Approval of the Minutes
[2024-005](#)

Attachments: [Attachment A - Draft Meeting Minutes, March 20 2024](#)
[Attachment B - Draft Meeting Minutes, May 15, 2024](#)

5:15 PM TOUR OF EMERALD PARK

6:00 PM PARKS AND RECREATION DEPARTMENT COMMENTS

6:15 P.M. COMMISSION COMMENTS

6:30 P.M. ADJOURN



Town of Castle Rock

Agenda Memorandum

Agenda Date: 7/17/2024

Item #: **File #:** PRC 2024-004

To: Parks and Recreation Commission Members and Staff

From: Maia Yates, Administrative Supervisor

Appointments of Chair and Vice Chair

Executive Summary

Per usual procedure, the Commission will consider selecting its Chair and Vice Chair. Each Board and Commission in Town shall appoint Chair and Vice Chair officers from amongst its members by a majority vote for a term of one year. These positions are to be elected at the first meeting following May.

The responsibility of the Chair is to preside over meetings and expedite the business of the agenda. The Chair shall sign correspondence on behalf of the Commission and may call a special meeting or cancel a regular meeting. The Vice Chair shall be empowered with the same duties and authorities as the Chair in the absence of the Chair.

Recommended Motion

"I move to appoint... to serve as the Chair and to appoint.... to serve as the Vice Chair of the Parks and Recreation Commission from July 2024 to May 2025."



Town of Castle Rock

Agenda Memorandum

Agenda Date: 7/17/2024

Item #: **File #:** PRC 2024-005

To: Parks and Recreation Commission Members and Staff

From: Maia Yates, Administrative Supervisor

Approval of the Minutes

Executive Summary

Per usual procedure, the Commission will consider approving the minutes from its most recent meetings held March 20, 2024 and May 15, 2024.

Proposed Motion

"I move to approve the minutes of Parks and Recreation Commission meetings held March 20, 2024 and May 15, 2024."

Attachments

Attachment A - Draft Meeting Minutes, March 20, 2024

Attachment B - Draft Meeting Minutes, May 15, 2024



Parks and Recreation Commission Meeting Minutes

Inger Hiller, Chair
Rebecca Dunn, Vice-Chair
Madeline Self
Michael Smith
Nathan Jones
Scott Dowis
Shawn L'Esperance

Wednesday, March 20, 2024

5:00 PM

Castle Rock Recreation Center
2301 Woodlands Blvd
Castle Rock, CO 80104

NOTE: THIS MEETING IS OPEN TO THE PUBLIC. THREE OR MORE COUNCIL MEMBERS MAY ALSO ATTEND THIS MEETING, DURING WHICH THE ITEMS LISTED HEREIN WILL BE DISCUSSED.

TIMES SHOWN ARE APPROXIMATE AND MAY BE ADJUSTED DUE TO CHANGES TO THE AGENDA.

CALL TO ORDER

ADDITIONS/DELETIONS/MODIFICATIONS TO THE AGENDA

Vice Chair Rebecca Dunn called the meeting to order at approximately 5 p.m. Staff in attendance included Jeff Brauer, Jeff Smullen, Brian Peterson, Mike Kilman, Dan Wahl, Lori Kaupp and Maia Yates.

Present 5 - Commissioner Nathan Jones, Commissioner Madeline Self, Commissioner Shawn L'Esperance, Vice Chair Rebecca Dunn, and Commissioner Michael Smith

Not Present 2 - Chair Inger Hiller, and Commissioner Scott Dowis

PUBLIC COMMENT

DURING THIS TIME, MEMBERS OF THE PUBLIC ARE INVITED TO ADDRESS THE COMMISSION AND STAFF ON ITEMS THAT ARE NOT ON THE AGENDA. COMMENTS SHOULD BE LIMITED TO NO MORE THAN FOUR (4) MINUTES.

None.

MINUTES OF THE REGULAR MEETING

[PRC 2024-003](#) Approval of the Minutes

Shawn L'Esperance motioned and Michael Smith seconded the approval of the meeting minutes. The motion passed unanimously.

"I move to approve the minutes of the previous Parks and Recreation Commission meeting as presented in the agenda packet."

Yes: 5 - Commissioner Jones, Commissioner Self, Commissioner L'Esperance, Vice Chair Dunn, and Commissioner Smith

Not Present: 2 - Chair Hiller, and Commissioner Dowis

PARKS AND RECREATION DEPARTMENT COMMENTS

The following updates were provided to members of the Parks and Recreation Commission:

Staff recently addressed Town Council to provide background information on

pickleball court development and league play in Castle Rock. Staff received direction to better analyze court distance from homes in new construction projects, with a tentative and flexible 200-foot distance set-back standard.

T-Mobile's request for a cell tower at Butterfield Crossing Park was approved. The tower will be installed adjacent to the pool facility. The communication company had also submitted a request to place an additional tower at Bison Park, but this application was denied.

Town Council approved an equipment and services acquisition agreement for Red Hawk Ridge Golf Course to purchase new golf carts, which will be available for players this spring. The course also recently received top honors in AvidGolfer Magazine as the Best Denver Region Course in the Public/Resort Category, as well as recognition as the Public Course with the Best Conditions.

Jeff Brauer attended the Great Outdoors Colorado's Centennial Grant Program Kick-off event. The Town is in line to receive significant funding support for the acquisition of Lost Canyon Ranch.

Brian Peterson provided updates on Mitchell Gulch, Emerald and Cobblestone Ranch parks. All projects were making headway and staff anticipated officially opening Mitchell Gulch Park with six new tennis courts this summer. Brian also indicated that a portion of the East Plum Creek Trail south of Plum Creek Parkway would be temporarily closed due to the Crystal Valley Interchange Project.

Dan Wahl explained that summer camp registrations were the fastest to date, with 3,000 almost signed up and 1,200 already on waiting lists, highlighting the need for increased facility space to keep up with high community need. Dan also indicated that staff posted a request for proposals to advance art and enrichment programming at Cantril School. The hope of the request is to offer more advanced classes to adults and a creative space for art making for local artists. Planned capital improvements at Cantril include adding upgraded electrical for kilns for the pottery program, converting some of the classrooms to art spaces and constructing an accessible bathroom near the main entrance.

Maia Yates noted that the annual board and commission recruitment process was about to launch this spring and that applications would be sent to eligible incumbents should their terms expire in May.

COMMISSION COMMENTS

Vice Chair Rebecca Dunn asked about the extensive trail closures resulting from the snow. Jeff Brauer confirmed that while hard surface trails remain open, soft surface trails are closed to prevent damage.

Shawn L'Esperance asked if a new Special Events Supervisor had been hired, and Mike Kilman confirmed that the Town had offered the position to a really strong candidate, Erika Alsobrook, who would bring a wealth of knowledge and background to the position.

Nate Jones commented that the renovation work underway at Mitchell Gulch Park looked fantastic, specifically noting that he sees way more use on the open

portion of the park now than ever before.

TOUR OF LEISURE POOL/SIDE TOWER RECONSTRUCTION PROJECT

Brian Peterson and Lori Kaupp provided members and staff with a tour of the major reconstruction project of the Recreation Center's leisure pool slide tower. The slide structure had been closed since March 2022 due to safety concerns of the tower's structural components. In fall 2023, Town Council approved a contract with Saunders Construction to demolish the old staircase, pump pit ceiling and building enclosure area surrounding the stair structure. Saunders then constructed a new enclosure featuring galvanized steel railings and stairs, fiberglass treads and landing decks. New coatings and insulation would be applied to the slides to ensure future moisture protection. Staff hope to have the slides up and running in late spring or early summer.

ADJOURN

The meeting adjourned at approximately 6:09 p.m.



Parks and Recreation Commission Meeting Minutes

Inger Hiller, Chair
Rebecca Dunn, Vice-Chair
Madeline Self
Michael Smith
Nathan Jones
Scott Dowis
Shawn L'Esperance

Wednesday, May 15, 2024

5:00 PM

Matney Park
5790 Lantern Circle
Castle Rock, CO 80104

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TIMES SHOWN ARE APPROXIMATE AND MAY BE ADJUSTED DUE TO CHANGES TO THE AGENDA.

CALL TO ORDER

ADDITIONS/DELETIONS/MODIFICATIONS TO THE AGENDA

The meeting was called to order at approximately 5 p.m. by Chair Inger Hiller. Staff in attendance included Jeff Brauer, Jeff Smullen, Mike Kilman, Brian Peteron, Erika Alsobrook and Jennifer Martin.

Present 4 - Chair Inger Hiller, Commissioner Nathan Jones, Commissioner Shawn L'Esperance, and Commissioner Michael Smith

Not Present 3 - Commissioner Madeline Self, Commissioner Scott Dowis, and Vice Chair Rebecca Dunn

PUBLIC COMMENT

DURING THIS TIME, MEMBERS OF THE PUBLIC ARE INVITED TO ADDRESS THE COMMISSION AND STAFF ON ITEMS THAT ARE NOT ON THE AGENDA. COMMENTS SHOULD BE LIMITED TO NO MORE THAN FOUR (4) MINUTES.

None.

PARKS AND RECREATION DEPARTMENT UPDATES

None.

COMMISSION COMMENTS

None.

TOUR LOST CANYON RANCH

Parks and Recreation Director provided commission members and staff with a tour of the newly acquired Lost Canyon Ranch property. The ranch was one of the last, large-acreage properties yet to be developed near Castle Rock. Its outstanding scenic resources, cultural resources and potential recreational opportunities were unparalleled. For this reason, the Town of Castle Rock, The Conservation Fund, Great Outdoors Colorado and Douglas County partnered to acquire the 681-acre property, representing the largest one-time acquisition and protection of open space in Town history.

The property lies on the Town's southeastern border within unincorporated

Douglas County. It's surrounded on the north and west by residential neighborhoods, by large-acreage estate lots on the south and shares a boundary with Castlewood Canyon State Park.

The open space provides a diverse array of habitats, ranging from riparian areas and ponderosa forests to open grasslands, cliff outcroppings and Willow Creek. Many wildlife call Lost Canyon Ranch home including golden eagles. The ranch also features two older houses, a horse arena and small outbuildings.

The Parks and Recreation Department will initiate a master planning process in 2024 to define the vision, goals and strategies for the use and management of the open space in alignment with the conservation values of the conservation easement held by Douglas Land Conservancy.

ADJOURN

The meeting adjourned at approximately 6:26 p.m.