



## Town Council Meeting Minutes - Final

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

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Tuesday, January 7, 2025

6:00 PM

Town Hall Council Chambers  
100 North Wilcox Street  
Castle Rock, CO 80104  
[www.CRgov.com/CouncilMeeting](http://www.CRgov.com/CouncilMeeting)

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### COUNCIL DINNER & INFORMAL DISCUSSION

### INVOCATION

Invocation was led by Mayor Gray.

### 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

Councilmember Brooks spoke to information available to the public regarding inmates housed at the Douglas County Detention Facility.

**Moved by Councilmember Brooks, seconded by Mayor Gray, a request to review the Town's public land dedication to schools process and to provide an inventory of current parcels that remain undeveloped. The motion passed by a vote of:**

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

**Moved by Mayor Pro Tem Cavey, seconded by Councilmember Bracken, to request staff to prepare a memo for Council consideration regarding municipal court penalties for theft, burglary and related charges including penalties above state law or current municipal code. The motion passed by a vote of:**

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

### UNSCHEDULED PUBLIC APPEARANCES

Mary Wilson, resident, spoke regarding the Meadows Metro District.

Amy Windju, resident, addressed Councilmember Brooks ability to serve both as District 4 Town Councilmember and as representative for the Colorado House of Representatives District 45.

[ID 2025-006](#)      **Unscheduled Public Appearances: January 7, 2025**

## **TOWN MANAGER'S REPORT**

[ID 2025-001](#)      **Update: Calendar Reminders**

[DIR 2025-001](#)      **Discussion/Direction: 2025 Council Meeting Schedule**

**Moved by Mayor Pro Tem Cavey, seconded by Councilmember Hollingshead, to Approve the Council meeting schedule as outlined to include a special meeting on May 13, 2025 and the cancellation of the meeting on August 5, 2025. The motion passed by a vote of:**

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

[DIR 2024-022](#)      **Discussion/Direction: Designations for Liaisons to Town Boards and Commissions and other agencies**

Town Council board and commission liaisons were confirmed as follows:

Youth Commission - Councilmember Dietz (primary) Mayor Pro Tem Cavey (alternate)

Board of Adjustment - Councilmember Dietz (primary) Councilmember Hollingshead (alternate)

Board of Building Appeals - Councilmember Hollingshead (primary) Councilmember Dietz (alternate)

Castle Rock Water Commission - Mayor Gray (primary) Mayor Pro Tem Cavey (alternate)

Design Review Board - Councilmember Davis (primary) Councilmember Brooks (alternate)

Downtown Development Authority - Councilmember Bracken (primary) Councilmember Brooks (alternate)

Election Commission - Councilmember Dietz

Historic Preservation Board - Mayor Gray (primary) Councilmember Davis (alternate)

Parks & Recreation Commission - Councilmember Dietz (primary) Councilmember Hollingshead (alternate)

Planning Commission - Mayor Gray (primary) Mayor Pro Tem Cavey (alternate)

Public Art Commission - Councilmember Hollingshead (primary) Councilmember Dietz (alternate)

Public Safety Commission - Mayor Pro Tem Cavey (primary) Councilmember Hollingshead (alternate)

Public Works Commission - Councilmember Hollingshead (primary) Councilmember Dietz (alternate)

Audit Committee - Mayor Gray (primary) Councilmember Bracken (alternate)

Police Forfeiture Committee - Mayor Gray

Water Resources Committee - Councilmember Bracken (primary) Mayor Pro Tem Cavey (alternate)

Castle Rock Economic Development Council - Mayor Gray (primary) Councilmember Dietz (alternate)

Castle Rock Economic Partnership - Mayor Gray (primary) Councilmember Bracken (alternate)

Castle Rock Fire Volunteer Pension Board - Mayor Gray  
Chamber of Commerce - Councilmember Bracken (primary) Councilmember Hollingshead (alternate)  
Downtown Merchants Association - Mayor Gray (primary) Councilmember Bracken (alternate)  
Centennial Airport Roundtable - Mayor Pro Tem Cavey  
Chatfield Watershed Authority - Mayor Gray (primary) Mayor Pro Tem Cavey (alternate)  
Cherry Creek Basin Water Quality Authority - Councilmember Brooks (primary) Councilmember Dietz (alternate)  
Colorado Municipal League - Councilmember Dietz  
DRCOG - Mayor Gray (primary) Councilmember Dietz (alternate)  
Metro Mayor's Caucus - Mayor Gray  
Douglas County Community Foundation - Mayor Gray  
Douglas County Homeless Initiative Committee - Mayor Gray (primary) Councilmember Brooks (alternate)  
Douglas County Housing Partnership - Councilmember Brooks (primary) Councilmember Dietz (alternate)  
Douglas County Youth Initiative - Councilmember Dietz (primary) Councilmember Hollingshead (alternate)  
Partnership of Douglas County Governments - Mayor Gray (primary) Mayor Pro Tem Cavey (alternate)

[ID 2025-002](#)**Update: 2025 Community Survey Process**

Town Manager, Dave Corliss, spoke in favor of additional community surveys in the future.

[ID 2025-003](#)**Castle Rock Water's 2024 Sanitary Survey Results *[Entire Castle Rock Water Service Area]***[ID 2025-004](#)**Development Services Project Updates**

Development project and quasi-judicial updates were provided by Tara Vargish, Director of Development Services.

[ID 2025-005](#)**Update: Quasi-Judicial Projects****TOWN ATTORNEY'S REPORT**

No report.

**ACCEPTANCE OF AGENDA**

**Moved by Councilmember Bracken, seconded by Councilmember Dietz, to Approve 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 2024-026](#) **Ordinance Amending Section 15.48.010 of the Castle Rock Municipal Code for the Purpose of Adopting by Reference as a Primary Code the 2025 Town of Castle Rock Landscape and Irrigation Criteria Manual (Second Reading - Approved on First Reading on November 19, 2024 by a vote 6-0) [Entire Castle Rock Service Area]**

[RES 2025-001](#) **Resolution Approving the 2025 Spot Water Lease Agreement Between the Town of Castle Rock and the Central Colorado Water Conservancy District [Chatfield Reservoir, Douglas County]**

[RES 2025-002](#) **Resolution Approving the Progressive Design-Build Agreement with S.J. Louis Construction, Inc. for the Sedalia Lift Station and Force Main to Plum Creek Water Reclamation Authority Project [Located in Sedalia, CO]**

[RES 2025-003](#) **Resolution Designating the Public Place for Posting Notices of Public Meetings Pursuant to the Colorado Open Meetings Law [Section 24-6-402(2)(c), C.R.S.]**

[MIN 2025-001](#) **Minutes: December 17, 2024 Town Council Meeting**

## **QUASI JUDICIAL HEARINGS**

[RES 2024-122](#) **Resolution Approving a Site Development Plan for Single-Family Residential Development within the Dawson Trails Planned Development (Dawson Trails Filing No. 2, Tract Q) [55.98 acres, located south of Territorial Road and west of Dawson Trails Boulevard, Planning Area B1] Continued from December 17, 2024**

Director of Development Services, Tara Vargish, identified the proposed site development plan for 56 acres south of Territorial Road, southwest of the Crystal Valley Interchange and west of I25.

Larry Jacobson, developer, Westside Property Investments and Stacey Weak, design consultant with Norris Design, also presented to Council.

**Moved by Councilmember Hollingshead, seconded by Councilmember Bracken, to Approve Quasi-Judicial Resolution RES 2024-122 as presented. The motion passed by a vote of:**

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

## **ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS**

[RES 2025-004](#) **Resolution of the Town of Castle Rock, Colorado, to Establish a Youth Commission**

Becca Schnorr, Youth Commission Coordinator, presented item to Council. The commission is for students in grades 9-12 and provides opportunities for students to become involved with local government as well as represent the needs of the

community's youth.

**Moved by Councilmember Dietz, seconded by Councilmember Davis to Approve Resolution RES 2025-004 as presented. The motion passed by a vote of:**

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

**ORD 2025-001 Ordinance Approving the City Hotel Redevelopment and Financing Agreement Between the Town of Castle Rock, the Castle Rock Downtown Development Authority, and White Development, LLC (First Reading) [located at 415 Perry Street]**

Devin Visciano, Partner & General Counsel with White Development LLC, provided an overview of the project identifying the primary focus as the preservation and restoration of the historic City Hotel built in 1872. The redevelopment project will include a boutique hotel with 33 guest rooms, dining, rooftop bar and commercial space.

Kevin Tilson, Director of the Castle Rock Downtown Alliance, addressed Council and strongly endorsed the project as a exciting opportunity to rehabilitate and restore this historic structure in downtown Castle Rock.

Council addressed concerns as related to traffic flow, parking issues, and existing hotels and Airbnb rentals already available in Castle Rock.

Sarah Miles, owner of Milestone Tech and Provision on Wilcox Street, spoke in favor of the restoration and development of the new City Hotel.

**Moved by Councilmember Brooks, seconded by Councilmember Hollingshead, to Approve Ordinance ORD 2025-001 as presented. The motion passed by a vote of:**

**Yes:** 4 - Gray, Hollingshead, Bracken, Brooks

**No:** 3 - Cavey, Davis, Dietz

**ORD 2024-011 Ordinance Amending Title 17 of the Castle Rock Municipal Code Regarding Local Regulation of Natural Medicine Businesses (Second Reading - Approved on First Reading on December 17, 2024 by a vote 5-2)**

Susan MacAfee and Amy Windju, residents, spoke to Council urging adoption of the strictest regulations & requirements allowed to regulate natural medicine businesses.

**Moved by Councilmember Dietz, seconded by Mayor Pro Tem Cavey, to Approve Ordinance ORD 2024-011 as presented. The motion passed by a vote of:**

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

**ORD 2025-002 Ordinance Amending Section 15.36.010 of the Castle Rock Municipal Code for the Purpose of Adopting by Reference as a Primary Code the 2025 Castle Rock Storm Drainage Design and Technical Criteria Manual (First Reading) [Castle Rock Boundary]**

Mark Marlowe, Director of Castle Rock Water, discussed the adoption of the

Storm Drainage Design & Technical Criteria Manual to address challenges of existing stormwater infrastructure, as well as the management of stormwater runoff in new developments. The identified updates focus on providing adequate street drainage, emergency overflow paths and additional inlets to move the water below street level.

**Moved by Councilmember Dietz, seconded by Councilmember Davis, to Approve Ordinance ORD 2025-002 as presented. The motion passed by a vote of:**

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

**ORD 2025-003 Ordinance Amending Chapters 13.12 and 13.15 of the Castle Rock Municipal Code by Adding New Sections and Definitions Which Allow for the Implementation of Drought Rates (First Reading) [Entire Castle Rock Water service area]**

Marlowe, introduced proposal to allow for drought rates which would include an increase to the surcharge tier usage rates along with implementing reduced customer water budget levels. The ultimate goal is to reduce outdoor water irrigation. The rate increase is relatively minimal so as not to impact a customer's financial situation but rather raise awareness that a drought declaration is a serious situation which requires additional conservation efforts.

Council addressed concerns about the Water Wiser program and how that would be affected by a drought situation.

Council also agreed with the tiered pricing structure as a balanced approach to incentivize conservation along with educational outreach.

**Moved by Mayor Pro Tem Cavey, seconded by Councilmember Dietz, to Approve Ordinance ORD 2025-003 as presented. The motion passed by a vote of:**

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

**DIR 2025-002 Discussion/Direction: 2025 Drought Management Plan [Entire Castle Rock water service area]**

**DIR 2025-003 Discussion/Direction: Fifth Street Water and Sewer Improvements Project [Sanitary and Water Service on Fifth Street near Valley Drive]**

Mark Marlowe and Dan Sailer, Director of Public Works, co-presented the item to Council. This project allows for an opportunity to install critical water and sewer infrastructure prior to the continuation of the Fifth Street Roadway improvements as an extension of the Four Corners Intersection Project. Allowing for the water and sewer improvements to be done prior to the roadway improvements will limit the impacts to the public, meets the criteria of federal funding timeline requirements and reduces future installation costs. This project also allows for opportunities for future customers to connect to Town utilities, including providing service for future annexations.

Council endorsed and approved this direction to proceed as presented.

**ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES**

## ADJOURN

Meeting adjourned at 9.11 pm.

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

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

*Submitted by:*

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*Robbie Schonher, Deputy Town Clerk*