



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, February 18, 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: 7 - Mayor Gray, Mayor Pro Tem Cavey, Councilmember Hollingshead, Councilmember Bracken, Councilmember Davis, Councilmember Brooks, Councilmember Dietz

PLEDGE OF ALLEGIANCE

COUNCIL COMMENTS

Mayor Gray announced that Bill McDonald passed away and requested Staff prepare a proclamation. He also noted that there was a recent house fire where an older man passed away.

Councilmember Davis gave his condolences to the family of the fire.

Councilmember Dietz is thankful for what is happening in Washington and that the President is getting things done.

Mayor Pro Tem Cavey expressed heartfelt prayers and condolences to the fire victims and to the fire department.

Moved by Mayor Gray, seconded by Councilmember Bracken, to Direct staff to prepare a Proclamation for Bill McDonald. The motion passed by a vote of:

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

[APPT
2025-002](#)

Appointments: Design Review Board

Moved by Councilmember Brooks, seconded by Mayor Pro Tem Cavey, to Approve Appointment APPT 2025-002 as presented. The motion passed by a vote of:

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

UNSCHEDULED PUBLIC APPEARANCES

No public comment.

TOWN MANAGER'S REPORT

[ID 2025-020](#) Update: Calendar Reminders

[ID 2025-021](#) Update: Legislative Update

Kristin Read, Assistant Town Manager, provided an update.

Moved by Mayor Pro Tem Cavey, seconded by Councilmember Dietz, to affirm staff's recommended positions on State legislation as presented and direct staff to communicate the positions to the Town's legislative delegation, CML and others. The motion passed by a vote of:

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

[ID 2025-022](#) Update: Monthly Department Reports

[ID 2025-023](#) 2024 Service Contract Year-end Reports

[ID 2025-024](#) Development Services Project Updates

[ID 2025-025](#) Update: Quasi-Judicial Projects

TOWN ATTORNEY'S REPORT

No report.

ACCEPTANCE OF AGENDA

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

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

CONSENT CALENDAR

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

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

[ORD 2025-007](#) Ordinance Amending the Town of Castle Rock's Zone District Map by Approving the Brickyard Planned Development Plan and Zoning Regulations (Second Reading - Approved on First Reading on February 4, 2025 by a vote 7-0)

[ORD 2025-008](#) Ordinance Approving the Brickyard Development Agreement and Vesting a Site-Specific Development Plan Through and Including

March 1, 2045 (Second Reading - Approved on First Reading on February 4, 2025 by a vote 7-0)

- [ORD 2025-009](#) Ordinance Amending Various Sections in Chapters 17.38 And 17.42 of the Castle Rock Municipal Code Regarding the Authority of The Design Review Board (Second Reading - Approved on First Reading on February 4, 2025 by a vote 7-0)
- [RES 2025-008](#) Resolution Approving the First Amendment to the Construction Contract with Global Underground Corporation, for the Fifth Street Utilities Project [*Sanitary and Water Service on Fifth Street near Valley Drive*]
- [RES 2025-009](#) Resolution Approving an Amendment to the Construction Contract with Morton Electric, Inc. for the Downtown Pedestrian Lighting Project
- [RES 2025-010](#) Resolution Approving a Purchase Agreement with Seawestern Emergency Vehicles for the Acquisition of One (1) Fouts Fire FB94 Custom Pumper with Three (3) Upfit Items
- [RES 2025-011](#) Resolution Approving the Purchase of One M6SE-453 Schwarze Street Sweeper from O.J. Watson Equipment, Inc.
- [RES 2025-012](#) Resolution Waiving Formal Written Bidding Requirements on the Basis of Sole Source, and Approving a Professional Service Agreement with Jacobs Engineering Group Inc. for Design Services During Construction of the Crystal Valley Interchange Package 2 Project
- [RES 2025-013](#) Resolution Waiving the Formal Written Bidding Requirement on the Basis of Sole Source and Approving the Town of Castle Rock Services Agreement with Barker Rinker Seacat Architecture, P.C., for Construction Administration Services for the Castle Rock Sports Development Center [*Acme Brick Yard*]
- [RES 2025-014](#) Resolution Waiving the Formal Written Bidding Requirement on the Basis of Sole Source and Approving an Equipment and Services Acquisition Agreement with Trojan Technologies Corp for the Plum Creek Water Purification Facility Aria Membrane Filter #3 Module Replacement Project [*Serves entire Castle Rock Water Service Area with project occurring at Plum Creek Water Purification Facility, 1929 Liggett Road*]
- [RES 2025-015](#) Resolution Waiving the Formal Written Bidding Requirement on the Basis of Sole Source and Approving an Agreement with Konica

Minolta Business Solutions USA, Inc. for Copier Lease and Maintenance Services for the Town of Castle Rock

[MIN 2025-004](#) Minutes: February 4, 2025 Town Council Meeting

ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

[ORD 2025-004](#) **Ordinance Amending Section 10.12.020 and Chapter 10.16 of the Castle Rock Municipal Code Regarding Authorized Emergency Vehicles and Large Vehicle Parking (Second Reading - Approved on First Reading on January 21, 2025 by a vote 7-0) (Continued from February 4, 2025)**

Matt Gohl, Assistant Town Manager, and Police Commander Galvan presented the item.

Mayor Pro Tem Cavey confirmed that we are only making the allowance for the towing company contracted with the Town that can use the two spaces at the park.

No public comment.

Moved by Councilmember Dietz, seconded by Mayor Pro Tem Cavey, to Approve Ordinance ORD 2025-004 as presented. The motion passed by a vote of:

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

[DIR 2025-008](#) **Discussion/Direction: Castle Oaks Drive Traffic Calming Request**

Dan Sailer, Director of Public Works, presented the item.

Mayor Pro Tem Cavey asked if there are alternative options and confirmed that if they don't put in a speed hump; that they could still do some alternative actions.

Councilmember Bracken feels each situation is different.

No public comments.

Councilmember Detz confirmed the number of signatures are needed. He is in support of traffic calming.

Councilmember Hollingshead reflected on the threshold and there is a compromise.

Cavey would like to revisit if they keep getting complaints.

Moved by Mayor Pro Tem Cavey, seconded by Councilmember Davis, to Approve the no action traffic calming plan for Castle Oaks Drive as presented by staff. The motion passed by a vote of:

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

Not Present: 1 - Brooks

[DIR 2025-009](#)**Discussion/Direction: Required Written Notice Distance for Land Use Applications**

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

Councilmember Dietz referenced an upcoming project that directly affects numerous homes and feels it should be dependent on the project.

Citizens that addressed Council:

Steve Snodgrass in Woodlands feels notice is insufficient. Pine Canyon only went to 500 foot radius and huge impact to traffic. Signage on property doesn't state what the meeting is about and uses a QR code that many don't know how to use.

Mayor Pro Tem Cavey still feels 500 feet is not enough for large projects. Feels a staggered outreach is appropriate depending on the size of the development.

Councilmember Dietz agrees with different levels and that it depends on the development.

Councilmember Davis inquired if the 500 feet is a radius. Vargish stated it is from the outside of the property.

Councilmember Bracken feels the QR code will prompt people to get more information. He also suggested email. If expanding the boundaries helps, he supports it.

Mayor Gray feels we want to be transparent as possible and asked to come back with options.

Councilmember Dietz feels we should cap at 1,500 feet.

Councilmember Bracken confirmed staff informs County residents within the area.

Mayor Gray in favor of emailing HOAs.

Consensus of Council for staff to present items with a staggered mail outreach based on the size of the land use proposal and larger projects having a greater outreach. Corliss added they could email HOA's .

[DIR 2025-010](#)**Discussion/Direction: Draft 2025 Community Survey**

Kristin Read, Assistant Town Manager, presented the item.

Mayor Pro Tem Cavey confirmed how elements are rated as too fast or too slow.

No public comment.

Moved by Councilmember Hollingshead, seconded by Councilmember Bracken, to proceed with the 2025 community survey as discussed. The motion passed by a vote of:

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

[DIR 2025-011](#)**Discussion/Direction: Douglas County Integrated Transit and Multimodal Study**

Dan Sailer, Director of Public Works, presented the item.

The County presented the Douglas County Integrated Transit and Multimodal Study.

Councilmember Cavey feels we are committing funds to this and won't get anything back. Is there a fee to ride? The County replied that most transit services are subsidized. Fares only cover a portion of the cost of the transit. Lone Tree is free and they see it as an economic development tool. Cavey noted that DRCOG and Bustang go outside of Douglas County. The County stated DRCOG and CDOT are potential funding partners.

Councilmember Davis asked if they can work with the Senior Center and stated Seniors want to stay within Castle Rock.

Councilmember Dietz doesn't feel the Town is interested.

Mayor Gray would like to keep informed; and our senior center is utilized.

Citizens that addressed Council:

Jackie Fuller resident is disappointed the Town isn't interested.

Zach Snodgrass is a high school teacher and supports transit to allow kids to have options for transportation outside of Castle Rock.

[RES 2025-016](#)**Resolution Finding that the Petition for Annexation Submitted by JRW Family Limited Partnership LLLP, is in Substantial Compliance with Article II, Section 30(1)(B) of the Colorado Constitution and Section 31-12-107(1), C.R.S.; and Setting a Date, Time and Place for the Hearing Prescribed under Section 31-12-108, C.R.S., to Determine if the Subject Property is Eligible for Annexation Under Article II, Section 30 of the Colorado Constitution and Sections 31-12-104 and 31-12-105, C.R.S. (Pine Canyon Annexation)**

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

Mayor Gray explained the annexation process.

No public comment.

Moved by Councilmember Brooks, seconded by Councilmember Hollingshead, to Approve Resolution RES 2025-016 as presented. The motion passed by a vote of:

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

[DIR 2025-012](#)**Discussion/Direction: Public Land Dedication for School Sites through the Development Review Process**

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

Mayor Pro Tem Cavey inquired if the school land in Crystal Valley has an option to give the land back to the developer if the school states they will not use it.

Mayor Gray would like to get with the school district to inquire if they will be using all of these school sites.

Councilmember Davis asked how big a development has to be to require a school site. Vargish stated the calculations are in the code.

Councilmember Dietz mentioned that we have temporary disk golf set up on a couple of these parcels to utilize them temporarily. Vargish stated our code does not address many questions and code amendments may be warranted.

Mayor Gray feels we need more information and wants to see what our options are.

Councilmember Dietz would like the staff to look at the code and clean it up.

Mayor Pro Tem Cavey wants to understand what the school district is planning.

Councilmember Brooks mentioned that the district is looking at closing schools. He wants to know what then happens to that property and what could they do with that.

Citizens that addressed Council:

Zach Deegan supports utilizing land for other educational opportunities including charter schools.

[RES 2025-019](#) **Resolution of the Town Council of the Town of Castle Rock Approving the Brickyard Urban Renewal Plan in Accordance with the Provisions of the Colorado Urban Renewal Law (To Be Continued to March 18, 2025)**

Moved by Mayor Gray, seconded by Mayor Pro Tem Cavey, to Continue Resolution RES 2025-019. The motion passed by a vote of:

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

[RES 2025-017](#) **Resolution Adopting the 2025-2029 Castle Rock Water Supervisory Control and Data Acquisition (SCADA) Master Plan *[Serves entire Castle Rock Water Service Area]***

Mark Marlowe, Director of Castle Rock Water, presented Resolution 2025-17 and Resolution 2025-018 together.

No public comment.

Moved by Councilmember Davis, seconded by Councilmember Dietz, to Approve Resolution RES 2025-017 as presented. The motion passed by a vote of:

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

[RES 2025-018](#) **Resolution Approving a Services Agreement with Burns & McDonnell Engineering Company, Inc., for Phase V of the SCADA Master Plan Design Project** *[Entire CRW service area]*

Moved by Mayor Pro Tem Cavey, seconded by Councilmember Davis, to Approve Resolution RES 2025-018 as presented. The motion passed by a vote of:

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

ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES

None

ADJOURN

Meeting adjourned at 9:16 pm.

Submitted by:

Lisa Anderson, Town Clerk

Moved by Councilmember Bracken, seconded by Councilmember Hollingshead, to Adjourn. The motion passed by a vote of 7 to 0.