

PUBLIC HEARING

**ORDINANCE AMENDING VARIOUS SECTIONS OF
THE CASTLE ROCK MUNICIPAL CODE REGARDING
BOARD AND COMMISSION MEMBERSHIP,
ABSENCES, TERM LIMITS, AND MEETINGS**

DAVID L. CORLISS, TOWN MANAGER
FEBRUARY 3, 2026



ORDINANCE NO. 2026-004

AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE CASTLE ROCK MUNICIPAL CODE REGARDING BOARD AND COMMISSION MEMBERSHIP, ABSENCES, TERM LIMITS, AND MEETINGS

WHEREAS, Town Council desires to provide clarity and updates to the Castle Rock Municipal Code (the "Code") regarding Board and Commission membership, absences, term limits, and meetings; and

WHEREAS, the Town Council has determined that amendments to the Code are necessary to provide said clarity and updates.

NOW, THEREFORE, IT IS ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO:

Section 1. Amendment. Section 2.14.010 of the Castle Rock Municipal Code is amended to read as follows:

2.14.010 - Membership.

All Town boards and commissions and the Downtown Development Authority, except insofar as expressly modified elsewhere in this Code, the Charter, or State Statute, shall serve in accordance with the provisions of this Chapter 2.14 as follows:

- A. The members of all Town boards and commissions (Board of Adjustment, Board of Building Appeals, Castle Rock Water Commission, Design Review Board, Election Commission, Historic Preservation Board, Parks and Recreation Commission, Planning Commission, Public Art Commission, Public Safety Commission, and Public Works Commission) and the members of the Downtown Development Authority Board shall be appointed by a majority vote of the members of Town Council present at the meeting.
- B. Town Council will appoint members to fill the remainder of unexpired terms of all Town boards and commissions and the Downtown Development Authority in order to retain staggered terms.
- C. The members of all Town boards and commissions and the Town Council member of the Downtown Development Authority Board shall serve at the pleasure of Town Council.
- D. All members of Town boards and commissions and the Downtown Development Authority Board shall take an oath of office per Chapter 2.18 of this Code.
- E. Any member of a Town board or commission may be removed with or without cause by an affirmative vote of a majority of the entire membership of Town

TOWN CODE: BOARDS & COMMISSIONS

PROPOSED MOTION:

“I move to approve the Ordinance as introduced by title.”

ALTERNATIVE MOTIONS:

“I move to approve the Ordinance with the following changes: _____.”

“I move to continue this item to [date] to allow time for: _____.”

QUESTIONS?

Castle Rock Water Commission Attendance Policy

Purpose

The purpose of this policy is to ensure consistent attendance at meetings; active participation and ability to provide relevant input and feedback; pertinent review and recommendations on Castle Rock Water projects, policies and programs; and effective governance overall for the Castle Rock Water Commission.

Applicability

This policy applies to all appointed members of the Castle Rock Water commission unless otherwise specified by ordinance or resolution.

Attendance Requirements

1. Overall Attendance Standard

Members are expected to regularly attend and actively participate in meetings. Excessive absences or overreliance on virtual attendance undermines the effectiveness of boards and commissions.

2. Absence Limitation

- A member may not miss more than **26% of scheduled meetings within a rolling 12-month period.**
- Missing more than 26% of meetings (excused or unexcused) within the rolling period shall result in **automatic removal.**

3. Virtual Attendance Limitation

- A member may attend no more than **25% of scheduled meetings virtually within a rolling 12-month period.**
- Members must attend **at least 75% of meetings in person** during the same rolling period.
- Exceeding the virtual attendance limit shall result in **automatic removal.**

4. Combination of Absences and Virtual Attendance cannot exceed 5 within a rolling 12-month period.

- Absences and virtual attendance are tracked independently.
- However, exceeding either threshold, or a combination that results in absences plus virtual attendance exceeding 5 in any 12-month period, constitutes grounds for removal.

Removal for Noncompliance

A member shall be removed from their Castle Rock Water Commission Member seat if any of the following occur within a rolling 12-month period:

- The member has **four (4) absences.**
- The member attends **four (4) meetings virtually.**