



**Town of Castle Rock  
100 North Wilcox Street  
Castle Rock, CO 80104**

Mayor Paul Donahue  
Mayor Pro Tem Jennifer Green  
Mark Heath  
Chip Wilson  
Renee Valentine  
George Teal  
Brett J. Ford

**Town Council Meeting Minutes**

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**Tuesday, May 17, 2016**

**6:00 PM**

**Council Chambers**

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**CALL TO ORDER / ROLL CALL**

Mayor Donahue called the meeting to order at 6:01 PM

**Present:** 7 - Council Member Ford, Council Member Teal, Council Member Valentine, Mayor Donahue, Mayor Pro-Tem Green, Council Member Wilson, and Council Member Heath

**PLEDGE OF ALLEGIANCE**

**COUNCIL COMMENTS**

**Green moved, seconded by Valentine to direct staff to analyze options for the Town to incorporate signature verification into the petition review and verification process for all local petitions.**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

[EXEC](#)  
[2016-005](#)

Executive Session Report: May 3, 2016

Donahue stated that an executive session regarding the Town Manager performance evaluation was held at the conclusion of the May 3, 2016 regular Town Council meeting. For the record, only members of the Town Council participated in the executive session. If anyone believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record. *(No concerns were stated)*

[PROC](#)  
[2016-007](#)

Resolution of Memoriam for Bill Shaneyfelt

[PROC](#)  
[2016-006](#)

Proclamation: National Public Works Week

[APPT](#)  
[2016-003](#)

Appointments: Boards and Commissions Vacancies

**Donahue moved, seconded by Wilson, to appoint the following Board and Commission members:**

**Election Commission: Ryan Reilly, Judy Crenshaw (3 yr terms);  
Mike Orendorf (2 yr term)**

**Historic Preservation Board: Bob Lowenberg, Lucia McConnell,  
Shaun Martin (2 yr terms)**

**Public Works Commission: Steve Peterson, William Leung,  
Thomas Feeney (2 yr Terms)**

**The motion passed by the following vote:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

**Donahue moved, seconded by Green, to CANCEL the June 7, 2016 Regular Council meeting due to the lack of a quorum of Councilmembers available to attend.**

**The motion passed by the following vote:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

**Donahue moved, seconded by Wilson, to call a SPECIAL Town Council meeting for June 14, 2016 beginning with a Budget Worksession at 5:00 PM.**

**The motion passed by the following vote:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

Other items presented were informational only and did not require direction from or action by the Council.

## **UNSCHEDULED PUBLIC APPEARANCES**

The following members of the public made comments or asked questions of the Council related to a variety of items that were NOT included on the regular agenda:

Jill Herr  
KC Neel

Michael Brumbaugh

## **TOWN MANAGER'S REPORT**

Corliss questioned Council as to their availability and desire to hold the Regular Scheduled Council meeting on July 5, 2016.

**Donahue moved, seconded by Heath, to CANCEL the Regular Town Council meeting scheduled for July 5, 2016.**

**The motion passed by the following vote:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

[ID 2016-040](#)

Update: Quasi-Judicial Projects

[ID 2016-041](#) Update: Monthly Department Reports

[ID 2016-042](#) Presentation: Castle Rock Water Wins Gold

## **TOWN ATTORNEY'S REPORT**

None

## **ACCEPTANCE OF AGENDA**

**Green moved, seconded by Valentine, to accept the agenda as presented.**

**The motion passed by the following vote:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

## **CONSENT CALENDAR**

[MIN 2016-008](#) Minutes: April 5 and April 19, 2016 Town Council Meetings

**Green moved, seconded by Ford, to approve the Consent Calendar as read.**

**The motion passed by a vote of:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

## **QUASI JUDICIAL HEARINGS**

[ORD 2016-012](#) Ordinance Amending the Town's Zoning District Map by Approving the Pinon Manor Apartments Planned Development Plan and the Pinon Manor Planned Development Plan Zoning Regulations

Detweiler provided an overview of the proposed project and key terms of the Development Agreement.

Patricia Parish, representing Oakwood Properties LLC, provided additional details on the project.

**Donahue moved, seconded by Ford, to approve Ordinance No. 2016-012 as presented on second reading.**

**The motion passed by the following vote:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

[RES 2016-059](#) Resolution Approving the Pinon Manor Apartments Development Agreement

**Donahue moved, seconded by Ford, to approve Resolution No. 2016-059 as presented.**

**The motion passed by the following vote:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

**ORD 2016-013** Ordinance Amending the Burt at Castle Rock PD Zoning Regulations Concerning Permitted Uses and Development Standards for Designated use Areas

Detwelier presented an overview of the proposed amendment which included additional permitted uses and changes to the floor area ratio and lot coverage requirements.

The following members of the public made comments or asked questions on this item:

Adriana Hakes  
Michelle Branch  
Chris Hodas

Bethany Merkling  
Ryan Cunningham

The Council, applicant, Nick Heir, and various staff responded to issues / concerns raised by members of the public.

**Donahue moved, seconded by Ford, to approve Ordinance No. 2016-013 as presented on second reading.**

**The motion passed by the following vote:**

**Yes:** 6 - Ford, Valentine, Donahue, Green, Wilson, and Heath

**No:** 1 - Teal

## **BREAK**

The Town Council recessed for a break at 7:49 PM and reconvened at 8:11 PM

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

**ORD 2016-011** Ordinance Repealing and Reenacting Section 17.42.090 of the Castle Rock Municipal Code Concerning the Design Review Board; and Providing for its Emergency Adoption on Second and Final Reading

Ordinance was presented on second reading; there were no changes, and no additional comment had been received since the prior hearing. Emergency adoption was requested so that the parent Boards that appoint members to the DRB could make these appointments in a timely manner.

**Wilson moved, seconded by Heath, to approve Ordinance No. 2016-011 as presented on second reading on an emergency basis.**

**The motion passed by the following vote:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

[ORD 2016-014](#) Ordinance Authorizing the Issuance of the Town of Castle Rock, Colorado, Sales and Use Tax Revenue Refunding Bonds, Series 2016; Pledging a Portion of the Sales and Use Tax Revenues of the Town For the Payment of the Bonds; and Providing For the Refunding Certain of the Town's Outstanding Sales and Use Tax Revenue Bonds; and Providing for Its Emergency Adoption on Second and Final Reading (Second Reading)

Muller noted proposed refunding of bonds would save the Town approximately \$1 million in interest costs. Reviewed parameters for bond issuance as specified in the Ordinance.

Noted Emergency Adoption was requested for second reading in order to provide flexibility to act when the bond market was most favorable.

**Ford moved, seconded by Valentine, to approve Ordinance No. 2016-014 as presented on first reading.**

**The motion passed by the following vote:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

[DIR 2016-029](#) Discussion/Direction: Snow and Ice Control Program

Goebel and Sailer reviewed current levels of service provided in this area, and reviewed options for potentially increasing services in 2017. Options included hiring of additional full time staff to replace current seasonal staff or contracting for additional services. Noted the full time staff could be utilized year round to assist with other transportation projects.

The following members of the public made statements or asked questions on this item:

Stacey Rogers

***The general consensus of the Town Council was to move forward with increasing full time staffing within the Public Works Department to address additional snow and ice removal and to assist with other transportation needs during the remainder of the year.***

[DIR 2016-030](#) Discussion/Direction: Plum Creek Parkway Intersection Improvement - Construction Phasing

Goebel and Sailer reviewed options for phasing of the major improvements to intersection of Plum Creek Parkway and Wilcox St. scheduled to take place this summer. Noted open houses to solicit input were held with businesses in the area. The general consensus was the preferred option was to do the project as quickly as possible even though this would result in more significant closures and impacts during the actual construction. (Alternate 1A which included two major 2 phases - one for the improvements on Wilcox and one for the improvements on Plum Creek Pkwy.)

Anticipated completion time for the project was 35 working days.

**Teal moved, seconded by Valentine, to direct staff to implement Alternate 1A as the phasing plan for Plum Creek Parkway Intersection Improvements.**

**The motion passed by the following vote:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

**[RES 2016-060](#)** Resolution Approving the Town of Castle Rock Fire and Rescue Department 2016- 2019 Strategic Plan

Morales reviewed key elements of the updated Fire Strategic Master Plan, noting 2016-2019 goals continued to focus maintaining response times and highly qualified, well trained staff for the Department.

**Teal moved, seconded by Heath, to approve Resolution No. 2016-060 as presented.**

**The motion passed by the following vote:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

**[ID 2016-043](#)** Update: Alternate Source of Water Supply Projects

Benak provided an update on the WISE and Box Elder projects which made up the hybrid solution to address the Town's long term water supply needs.

**[DIR 2016-031](#)** Discussion/Direction: Chatfield Reallocation Project - Updated Estimated Project Costs

Benak provided an update on the Chatfield Reallocation Project, and reviewed the benefits to the Town of participation in this project.

**Donahue moved, seconded by Heath, to direct staff to continue with the Town's participation in the Chatfield Reallocation Project.**

**The motion passed by the following vote:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

**RECESS TO EXECUTIVE SESSION (to return)**

**[EXEC 2016-006](#)** Executive Session: Town Manager Evaluation

**Donahue moved, seconded by Green, to go into executive session for the purpose of conducting the Town Manager's performance evaluation as a personnel matter under C.R.S. §24-6-402(4)(f)(I).**

**The motion passed by the following vote:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

**At 9:21 PM, Donahue moved, seconded by Green, to extend the meeting until 10:00 PM**

**The motion passed by the following vote:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

**RECONVENE**

[EXEC](#)  
[2016-007](#)

Executive Session Report: May 17, 2016

The Town Council reconvened the meeting at 9:54 PM

Donahue stated that an executive session regarding the Town Manager performance evaluation was held. For the record, only members of the Town Council participated in the executive session. If anyone believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record. *(No concerns were stated)*

**Donahue moved, seconded by Wilson, to award the Town Manager a 3% merit pay salary increase effective on his anniversary date of June 1, 2016.**

**The motion passed by the following vote:**

**Yes:** 7 - Ford, Teal, Valentine, Donahue, Green, Wilson, and Heath

**ADJOURN**

The Town Council adjourned the meeting at 10:00 PM