



## **Town Council Meeting Minutes - Draft**

Mayor Jennifer Green  
Mayor Pro Tem Renee Valentine  
Councilmember Jess Loban  
Councilmember James Townsend  
Councilmember Jason Bower  
Councilmember George Teal  
Councilmember Brett Ford

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**Tuesday, September 18, 2018**

**6:00 PM**

**Council Chambers  
100 N. Wilcox Street  
Castle Rock, CO 80104**

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This meeting is open to the public. All times indicated on the agenda are approximate.  
Interested parties are encouraged to be present earlier than the posted time.

### **COUNCIL DINNER & INFORMAL DISCUSSION**

#### **INVOCATION - Dr. Matthew Morine, Castle Rock Church of Christ**

Father Brad Noonan from St. Francis Catholic Church provided the invocation.

#### **CALL TO ORDER / ROLL CALL**

**Present:** 7 - Council Member Loban, Council Member Townsend, Mayor Green, Council Member Bower, Mayor Pro Tem Valentine, Council Member Teal, Council Member Ford

#### **PLEDGE OF ALLEGIANCE**

#### **COUNCIL COMMENTS**

Councilmember Jess Loban reported that Castle View and Douglas County High Schools had their annual football game last weekend and a reminder that it is Homecoming Week and to be aware of kids out.

Councilmember Jason Bower reminded everyone about Oktoberfest on September 29th.

#### **UNSCHEDULED PUBLIC APPEARANCES**

None.

#### **TOWN MANAGER'S REPORT**

##### **[DIR 2018-038](#) Discussion/Direction: Council Meeting Schedule for November 2018**

Town Manager David Corliss asked Town Council if they wished to modify the meeting schedule in November during Thanksgiving week.

**Teal moved, seconded by Townsend, to cancel the November 20, 2018 Town Council meeting and reschedule if needed. The motion passed by the following vote:**

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

##### **[ID 2018-102](#) Update: Monthly Department Reports**

##### **[ID 2018-103](#) Update: Active Communication Plans and Social Media Statistics**

[ID 2018-105](#)      **Update: Quasi-Judicial Projects**

[ID 2018-106](#)      **Development Services Project Updates**

[ID 2018-107](#)      **Update: Plum Creek Water Purification Facility (PCWPF) Advanced Treatment Project - Initial Guaranteed Maximum Price (IGMP)**

Castle Rock Water Director Mark Marlowe briefed Council on the estimated costs and schedule. They remain under budget with construction to begin early 2019. Contract consideration will be brought back to Town Council at a later date.

## **TOWN ATTORNEY'S REPORT**

[DIR 2018-039](#)      **Crystal Valley Metropolitan District Nos. 1 and 2 Quinquennial Review**

Town Attorney Bob Slentz advised Council on Crystal Valley Metro Districts 1 and 2 Quinquennial review displaying their outstanding obligations and status of the repayment of their debt. The Town will dedicate more staff resources to reviews of metro districts. Slentz further informed Council that the Town is encouraging Milestone Charter school to annex into the Town.

## **ACCEPTANCE OF AGENDA**

Councilmember Loban requested to remove Resolution 2018-081 from the Consent Calendar.

**Loban moved, seconded by Green, to Accept the Agenda as amended. The motion passed by the following vote:**

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

## **CONSENT CALENDAR**

[MIN 2018-010](#)      **Minutes: August 14, 2018 Budget Work Session and September 4, 2018 Town Council Meeting**

[ORD 2018-034](#)      **Ordinance Amending Chapter 2.17 and Section 5.08.020 of the Castle Rock Municipal Code by Updating Colorado Revised Statutes Citations Concerning Liquor Licensing (Second Reading - Approved on First Reading on September 4, 2018 by a vote of 6-0)**

**Moved by Council Member Teal, seconded by Council Member Loban, to Approve the Consent Calendar as presented. The motion passed by the following vote:**

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

**RES 2018-081 Resolution Confirming the Appointment of a Fire Chief for the Town of Castle Rock**

Mayor Green read a brief summary of Acting Fire Chief Norris Croom's qualifications and the outcome of the nation-wide search. The Resolution was removed from the Consent Calendar so that it could be voted on individually.

Councilmember Loban thanked Croom. Loban and Teal participated on the interview panel and appreciate all of his hard work.

**Teal moved, seconded by Loban, that Resolution No. 2018-081 be Approved as presented. The motion passed by the following vote:**

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

## **QUASI JUDICIAL HEARINGS**

**ORD 2018-032 Ordinance Approving the Crystal Valley Ranch Planned Development Plan Amendment No. 6 (Second Reading - Approved on First Reading on September 4, 2018 by a vote of 6-0)**

*[Commercial and Residential Use Areas, Southeast Corner of Crystal Valley Parkway / West Loop Road]* (Town of Castle Rock Project #PDP18-0006)

Mayor Green read the quasi-judicial script and no Councilmembers voiced any conflict.

Development Services Director Bill Detweiler presented the item for second reading. Following the first reading, staff has not received any further input from property owners or the applicant. This is a reduction of commercial area and increase of residential area.

No public comment.

Councilmember Teal reiterated that this is a great process and how the developer listened to the neighborhood.

**Townsend moved, seconded by Teal, that Quasi-Judicial Ordinance No. 2018-032 be Approved as presented. The motion passed by the following vote:**

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

**ORD 2018-033 Ordinance Approving the Crystal Valley Ranch Planned Development Plan Amendment No. 5 (Second Reading - Approved on First Reading on September 4, 2018 by a vote of 6-0)**

Development Services Bill Detweiler stated this is a property density transfer from one zoned district to an area to be annexed. They have not received any input from citizens.

No public comment.

Councilmember Teal commended the developer to shift the density from a busy intersection to another area for future development.

**Teal moved, seconded by Loban, that Quasi-Judicial Ordinance No. 2018-033 be Approved as presented. The motion passed by the following vote:**

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

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

### **Budget and Finance**

Mayor Green read items 13-18 into the record as they will all be presented together regarding the 2019-2021 Balanced Financial Plan, 2019-2023 Five-Year Capital Improvement Plan, Property Taxes for 2018, Property Taxes for the Downtown Development Authority for 2018, 2019 Budget, and Impact Fees.

Town Manager David Corliss acknowledged the work of the Finance department. They budget for one year and plan for three years with a balanced financial plan explaining the uses of the Impact Fees, Sales Tax and Charges for Service.

The Capital Improvement Program helps in budgeting of multi-year projects. Projects included are for Transportation, Water Projects, Public Safety, and Parks and Recreation.

Property Tax Mill Levy is set on an annual basis. The Mill Levy will remain at 1.330 mills which amounts to \$35 per year for an average home in Castle Rock. The County finalizes the assessment in December, so second reading will occur after that time.

The Town sets the Mill Levy for the Downtown Development Authority with second reading after the County finalizes the Mill Levy in December.

The 2019 Budget focuses on ensuring public safety by adding 6 FTEs, enhancing our transportation with annual maintenance, three capital improvement projects and increase in staffing. Maintaining Parks and Recreation is also another priority.

Impact Fees were discussed after an independent study was completed. They are recommending a four-year phase-in plan adjusted for inflation. This increases the cost of a home by .37% on the average home. Staff will retain a financial advisor to help us study the I-25/Crystal Valley interchange.

Councilmember Teal asked to look at the Capital Improvement Plan to look for the list of projects coming up and what we may need to do to be able to help fund the Crystal Valley interchange. This interchange is crucial to public safety response from the new fire station and part of the conversation should be focused on safety issues. Corliss stated not only transportation issues, but safety issues will be looked at for timing of the projects.

Kevin Tilson Director of the Castle Rock Downtown Alliance reminded Council that the DDA Mill Levy is what the DDA voted on to tax themselves.

**RES 2018-082 Resolution Approving the 2019-2021 Balanced Financial Plan**

Loban moved, seconded by Bower, that Resolution No. 2018-082 be Approved as presented. The motion passed by the following vote:

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

**RES 2018-083 Resolution: Approving the 2019 to 2023 Five-Year Capital Improvement Program**

Teal moved, seconded by Valentine, that Resolution No. 2018-083 be Approved as presented. The motion passed by the following vote:

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

**ORD 2018-035 Ordinance Levying General Property Taxes for the Year 2018, for 2019 Collection, for the Town of Castle Rock, Colorado (First Reading)**

Valentine moved, seconded by Townsend, that Ordinance No. 2018-035 be Approved on First Reading as presented. The motion passed by the following vote:

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

**ORD 2018-037 Ordinance Levying General Property Taxes for the Year 2018, for 2019 Collection, for the Castle Rock Downtown Development Authority (First Reading)**

Citizens that addressed Town Council:

Kevin Tilson from the Downtown Development Authority

Valentine moved, seconded by Townsend, that Ordinance No. 2018-037 be Approved on First Reading as presented. The motion passed by the following vote:

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

**ORD 2018-029 Ordinance Adopting the 2019 Budget for the Town of Castle Rock, Colorado (Second Reading - Approved on First Reading on September 4, 2018 with a vote of 6-0)**

Valentine moved, seconded by Teal, that Ordinance No. 2018-029 be Approved as presented. The motion passed by the following vote:

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

**ORD 2018-030 Ordinance Amending Chapter 3.16 Adding a New Section 3.16.005 Entitled Authority; Amending Section 3.16.030 Adjusting the Development Impact Fees for Residential and Non-Residential Uses; and Adding a New Section 3.16.035 Entitled Inflation (Second Reading - Approved on First Reading on September 4, 2018 with a**

**vote of 6-0)**

Valentine moved, seconded by Teal, that Ordinance No. 2018-030 be Approved as presented. The motion passed by the following vote:

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

**ORD 2018-031 Ordinance Amending Titles 4 and 13 of the Castle Rock Municipal Code by Changing the Water Tier 2 and Tier 3 Rates and Water, Wastewater and Water Resources System Development Rates and Fees and Making Certain Editorial Updates to Such Titles (Second Reading - Approved on First Reading on September 4, 2018 with a vote of 6-0)**

Castle Rock Water Director Mark Marlowe presented the item on second reading. They are asking for a 3% increase for existing customers for outdoor water rates that is accrued for water resources. They recommend an 8% increase in growth related needs. They compare favorably with surrounding communities and are beating the targets set back in 2013.

Councilmember Loban confirmed that water increases are on Tier 2 and 3 for external irrigation water.

No public comment.

**Bower moved, seconded by Townsend, that Ordinance No. 2018-031 be Approved as presented. The motion passed by the following vote:**

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

## **Transportation**

**ID 2018-108 Presentation: Town Traffic Signal Operation Practices**

Public Works Director Bob Goebel responded to a Council request on how the traffic signal program is managed and invited Council to come see how their traffic signal program is managed.

Ryan Germeroth Transportation Planning and Traffic Engineering Manager provided information on how traffic signals are managed. Top concern for citizens is traffic congestion. That rating has improved from the previous years. He explained some limitations of their signals and why roundabouts are an option for solutions to intersection issues. They reference the Manual on Uniform Traffic Control Devices to determine the need for a traffic signal based on traffic volumes, pedestrian volumes, intersections at school crossings, crash history that can be addressed by a signal, and proximity of railroad crossings. He displayed intersections that have been studied needing traffic control changes.

Mayor Green referenced the traffic signals controlled by CDOT. Ryan confirmed that we have a good relationship with CDOT and they try to be responsive to any requests we have. Councilmember Bower asked about us being able to remotely control our signals, and asked if any other agencies operate CDOT signals and pay for themselves. Ryan stated we are receiving \$300 a month per signal.

Councilmember Townsend asked if \$300 covers our costs for maintaining their signals. Ryan stated that is about our cost. Mayor Green asked if we just took it over at our cost, Ryan replied that CDOT requires there to be a funding mechanism. Councilmember Teal asked about Lions Paw and not Old Lantern. Ryan stated they have not received a resident request at Old Lantern. Ryan went over the Strategic Asset Management Plan which they then developed a Transportation Infrastructure Report Card. They strive for a 1.45 Travel Time Index for signals.

Councilmember Bower asked about the use of nighttime flash. Ryan stated it has led to driver confusion, delayed emergency response, and reduced safety. Previously Fire had concerns as it increased response time. They have improved their efficiency and additionally have battery backup on traffic signals so they won't be impacted by a power outage. Their new equipment allows them to view intersections and control signalization remotely. Cameras will be installed at all intersections so that adjustments can be made as needed.

Councilmember Ford asked how malfunctions are reported. Ryan replied that hopefully they will get to it before someone reports it. Police dispatch or Public Works can respond to any calls.

Councilmember Townsend stated the complaints about growth are mainly about traffic and felt the presentation was comprehensive and asked if the presentation could be linked on our website for the public to have access to. Councilmember Ford wants to ensure we maximize the efficiency of the signals that we have.

No public comment.

[DIR 2018-040](#)

**Discussion/Direction: Plum Creek Parkway Widening and Plum Creek Parkway/Gilbert Street Roundabout Project Design Enhancements**

Director of Public Works Bob Goebel briefed Council on the project for widening Plum Creek Parkway from Gilbert to Ridge Road to four lanes and install a roundabout at Gilbert. It also reconstructs the two existing lanes. The two open houses identified concerns that they propose enhancements to address: Guardrails will be installed where crashes occur, crossing to the park on the north side of the street, on street bike lanes, relocate the bus stop, replacing existing fencing with an 8' sound fence that the Town would build but it would become private property, and a roundabout at Eaton Street. These enhancements would raise it from \$2.7M to an additional cost of \$1M. A budget amendment is needed this year for the design phase and acquire right of way for an additional \$220,000.

Councilmember Ford questioned if it would slow the flow of traffic. Goebel stated that the roundabout is designed to process the traffic and reduce delays.

Councilmember Teal stated the neighbors are concerned about the sound walls that it will be the owners responsibility to maintain them. Goebel felt the majority of people did not expect the town to maintain them. They looked at concrete walls and at higher fence that became cost prohibitive. They will be paving vs. concrete which will reduce that noise. Councilmember Bower asked how efficient the sound

walls are. Jefferson County and CDOT use them. Bower confirmed that the fence is more expensive than the roundabout. Councilmember Loban noted that the guardrail is only in one specific section. Goebel stated they may add guardrail in another section. Guardrails are designed to absorb shock and lessen injury. Councilmember Ford stated concern over navigating through a roundabout. Goebel stated they would put something on the website.

Citizens that addressed Council:

Veronica Johnson commented on the sound wall and if it is just on the north side of the road. Goebel replied that it would be on both sides. She would like to avoid the wall as the asphalt will decrease the noise and doesn't feel the added expense would be justified.

Mayor Green asked if the fence is insulated. Goebel stated that it is picketed on both sides which provides the sound buffer. Mayor Green asked about difference from the fence in the Meadows. Goebel replied that there is a different need.

Councilmember Loban stated the citizens comment is fiscally responsible. He stated the change to asphalt in the Meadows was a huge improvement in noise. Loban asked if they do the guardrail and then do an analysis to see if the fence is necessary. Goebel stated they can get bids and pricing but not construct it later if needed.

Councilmember Bower asked if they can restrict big trucks or jake brakes. Goebel said this a major arterial and part of the loop road so does not recommend that. They can put up signs with the state law to require jake brake mufflers, but it is hard to enforce. Goebel said this widening has been in the plans since the early 80's.

Councilmember Teal supports the roundabout, and Ford wants to ensure it isn't a traffic light.

**Loban moved, seconded by Teal, to remove the sound wall from the bid and reevaluate the need after the road is completed. The motion passed by the following vote:**

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

#### [RES 2018-084](#)

#### **Resolution Approving the First Amendment to Town of Castle Rock Services Agreement between the Town of Castle Rock and Kimley-Horn Associates, Inc. for the Plum Creek Parkway Widening and Plum Creek Parkway/Gilbert Street Roundabout Project Design**

Director of Public Works Bob Goebel stated this is the approval of the contract to amend the scope to exclude the sound fence.

**Teal moved, seconded by Green, that Resolution No. 2018-084 be Approved as amended to remove the sound wall from the scope and reevaluate the need for it after completion of the road. The motion passed by the following vote:**

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford



## Liquor Code

[ORD 2018-036](#) **Ordinance Amending Chapter 5.08 of the Castle Rock Municipal Code by the Creation of a New Section 5.08.015 Entitled Licensed Premises; and Making Other Minor Modifications to Chapter 5.08 (First Reading) *[Distance Restrictions from Schools]***

Town Clerk Lisa Anderson presented this item.

Frank Gray, CEO of the Castle Rock Economic Development Council stated they want all these mixed uses with schools and businesses in these mixed use areas. If a school chooses to go into a commercially zoned area then this is when it would go into effect. They don't have any issues with existing schools having that protection, but want to be proactive with it going forward.

Kevin Tilson Director of the Downtown Alliance stated the plan of development speaks to the value of mixed use development. They are supportive of this proposed amendment and want to avoid and co-exist in harmony.

**Valentine moved, seconded by Townsend, that Ordinance No. 2018-036 be Approved on First Reading as presented. The motion passed by the following vote:**

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

## Water

[RES 2018-085](#) **Resolution Approving a Construction Contract with Hydro Resources - Rocky Mountain, Inc. for Wells CR-228, CR-229 and CR-230**

Castle Rock Water Director Mark Marlowe briefed Council on the location of the wells by the new fire station. This project would include three wells in each of the main aquifers. Funding is entirely from system development fees as it is a growth related project. Hydro Resources has been used on previous projects and is available to begin the work by the end of the month. There is a local high demand for drilling. Winter months are best for drilling as windows are generally not open and sound is not as big of an issue. Their goal is to have water available to put back in the creek by next summer and fully operational and connected to the water plant by 2020.

Councilmember Loban confirmed the 10% reserve. Marlowe replied that there are always unknowns and the contingency is if needed only.

Councilmember Teal asked to confirm the location.

No public comment.

**Bower moved, seconded by Townsend, that Resolution No. 2018-085 be Approved as presented. The motion passed by the following vote:**

**Yes:** 7 - Loban, Townsend, Green, Bower, Valentine, Teal, Ford

**ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES**

**ADJOURN**

Mayor Green adjourned the meeting at 9:04 p.m.

Submitted by:

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Lisa Anderson, Town Clerk