



## **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, November 6, 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**

#### **EXECUTIVE SESSION**

Mayor Green called the meeting to order at 5:00 pm, took Roll Call, then recessed to the Executive Session.

**Present:** 5 - Council Member Loban, Mayor Green, Council Member Bower, Mayor Pro Tem Valentine, Council Member Teal

**Not Present:** 2 - Council Member Townsend, Council Member Ford

[EXEC](#)  
[2018-014](#)

#### **Executive Session: Town Manager Performance Evaluation**

### **INVOCATION - Pastor Terry Ball, Castle Rock Baptist Church**

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

Mayor Green reconvened the meeting at 6:00 pm.

**Present:** 6 - Council Member Loban, Mayor Green, Council Member Bower, Mayor Pro Tem Valentine, Council Member Teal, Council Member Ford

**Not Present:** 1 - Council Member Townsend

#### **PLEDGE OF ALLEGIANCE**

Boy Scout Troop 780 led the Pledge of Allegiance.

#### **COUNCIL COMMENTS**

Councilmember Loban thanked everyone for attending the Council meeting and hope everyone voted. Loban extended his support to the Castle View Football team for making it to the finals and encouraged everyone to support them.

Councilmember Bower shared a story about himself and the Police department. There had been some break in's recently in Castle Rock. Bower shared that he began doing yoga in his music store at 5am; and last week the Police came to his door, then another officer showed up responding to a call from a neighbor reporting someone was in the store with a hoodie. Bower was impressed that the community is looking out for each other and thanked the Police department for their response.

Mayor Pro Tem Valentine reminded citizens of Small Business Saturday and the Starlighting event coming up. Rink at the Rock will also be opening in November.

[EXEC](#)  
[2018-015](#)

**Executive Session Report: Town Manager Performance Evaluation**

Mayor Green reported on the Executive Session. Councilmember Ford arrived prior to the Executive Session and was in attendance.

**Green moved, seconded by Valentine, to extend a 2% raise to Town Manager David Corliss effective November 1, 2018. The motion passed by the following vote:**

**Yes:** 6 - Loban, Green, Bower, Valentine, Teal, Ford

**Not Present:** 1 - Townsend

**UNSCHEDULED PUBLIC APPEARANCES**

The following citizens addressed Council:

Larry Willits - Updated Council on what was accomplished with the parking problem by Castle View High School. The signs have been successful. The bike lanes slowed the traffic down as well and is being utilized by students. He thanked Town Council.

Pam Ridler, CEO of the Chamber of Commerce - Saturday November 17 is the Starlighting event and they are excited to bring it to the community. Ridler thanked Council and staff for the beautiful lighting downtown. They will have five entertainment areas, over 87 booth vendors, 12 food trucks throughout the area, buses coming from the Meadows and parking at Douglas County High School and the Fairgrounds. Last year they estimated 23,000-25,000 people downtown. The ceremony starts at 5pm with the fireworks at 5:30pm. The Chamber is working with the DMA to discuss public safety with Police Officers.

Susan Squire, Board member of the Douglas County Community Foundation - Reminded citizens of The Give Where You Live campaign on December 4. Asking for a unified voice from Douglas County municipalities. The role is to champion awareness of the non-profits in our community and protect the assets we already have. Colorado Gives Day donations increased 50% last year. They ask that they put this information on our social media to raise awareness for this campaign. The County will be passing a Resolution and present a Proclamation.

**TOWN MANAGER'S REPORT**

[ID 2018-125](#)

**Presentation: Economic Development Council of Colorado 2018  
EDIE Award - Large Community of the Year, Town of Castle Rock,  
Colorado**

David Corliss, Town Manager, the Mayor and Bill Detweiler, Development Services Director, attended the conference. It speaks a lot to Council's commitment and to the staff.

Frank Gray, CEO of the Economic Development Council thanked Council. The

awards were for best large community of the year which he credits to the Downtown Alliance that was created. They have won awards 4 out of the last 7 years. The other award was the Project of the Year in Economic Development which was for the Collaboration Campus. Town Council supported that project and he thanked Council for their work in supporting economic development. Comcast was another award winner, and they even thanked Castle Rock.

Mayor Green announced that Frank Gray was also awarded the Economic Development Achievement award.

[ID 2018-126](#)**Update: 2018 Third Quarter Financial Review, Period Ending September 30, 2018**

David Corliss, Town Manager, gave an overview presentation of the financial structure. We estimate revenue will be 4% over budget and sales tax 4.5% over 2017. Development continues to be strong and over 1,000 residential permits have been issued this year. Expenditures Town-wide are 30% lower, some due to timing of capital projects. General Fund expenditures are about 8% under budget with some due to temporary salary savings. Focus is on long-term water, transportation, public safety, parks and recreation.

[ID 2018-127](#)**Update: Non-residential Smartscape Pilot Results**

Mark Marlowe, Director of Castle Rock Water, updated Council on the results of the non-residential Smartscape Pilot that had a budget of \$100,000. They did three projects and 30,000 square feet of material. Sapphire Pointe, Castlewood Ranch and Woodlands. In 2019 they will increase the minimum square footage for larger projects and update the reimbursement from 2008. Councilmember Loban commented that it reduces the Tier 2 and 3 water usage.

[ID 2018-128](#)**Update: Quasi-Judicial Projects**[ID 2018-129](#)**Development Services Project Updates****TOWN ATTORNEY'S REPORT**[DIR 2018-045](#)**Discussion/Direction: Zoning Enhancement Area**

Bob Slentz, Town Attorney, gave a follow-up to a conversation about the interchange planning. This is an introduction of the idea and is a work in progress. They are seeking for Council to determine if they want to have further analysis. This is to improve the zoning and a mutual recommitment with the Town and the developers. Criteria is for Planned Developments PUDs only, plans approved prior to 1993, with no residential or commercial permits issued, and encompasses 50 acres or more. The Memmen infill is east of downtown. It is zoned for 1,000 units. The other two that meet that qualification are Westfield and Dawson Ridge. There has been no activity since they were annexed in 1984. The last time the PD was reviewed by the Planning Commission or Town Council was over 30 years

ago when the population was about 6,000. Demand for water estimates exceed what is available. They were annexed and zoned in 1984 and there have been many changes to the water dedication policy development.

Councilmember Loban and Councilmember Bower feel it is a good start and not having enough water is a big problem.

Councilmember Teal referenced the Zoning Enhancement Ordinance purpose to allow and encourage a new zoning plan to be submitted and asked what the threshold is between old zoning that would be acceptable. Slentz stated a more realistic cap on the amount of development. Teal wants to ensure we aren't sending the wrong signals to Westfield. Slentz stated both parties are at risk with the current development agreements.

Councilmember Ford is not comfortable with a suspension agreement. Slentz stated that it is the consensus of the Coalition to facilitate beginning discussions. Slentz asked authorization to continue to work on this to develop and present it to the Coalition. Councilmember Bower is in support of working further on this. Councilmembers Loban and Ford are not comfortable with a 2 year moratorium but support continuing discussions.

Councilmember Teal asked about the study for available water resources to be completed in 90 days. Teal would like it to be presented to the Coalition first and then bring back to Council.

**Teal moved, seconded by Loban, to direct staff to take this to the Coalition and get landowner and stakeholder comments. The motion passed by the following vote:**

**Yes:** 6 - Loban, Green, Bower, Valentine, Teal, Ford

**Not Present:** 1 - Townsend

## **ACCEPTANCE OF AGENDA**

**Moved by Teal, seconded by Loban, to Accept the Agenda as presented. The motion passed by the following vote:**

**Yes:** 6 - Loban, Green, Bower, Valentine, Teal, Ford

**Not Present:** 1 - Townsend

## **CONSENT CALENDAR**

[ORD 2018-039](#) **Ordinance Approving Supplemental Appropriations for 2018 and the Second Amendment to the 2018 Budget (Second Reading-Approved on First Reading on October 16, 2018 by a vote of 5-0)**

[RES 2018-101](#) **Resolution Authorizing the Engagement of BKD, LLP for Financial Auditing Services**

[MIN 2018-013](#) **Minutes: October 16, 2018 Town Council Meeting**

Valentine moved, seconded by Loban to approve the Consent Calendar as read.  
The motion passed by a vote of:

**Yes:** 6 - Loban, Green, Bower, Valentine, Teal, Ford

**Not Present:** 1 - Townsend

## ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

### [ID 2018-130](#)

#### **Presentation: Douglas County Community Foundation**

This item was discussed during Unscheduled Public Appearances.

### [DIR 2018-046](#)

#### **Discussion/Direction: The Public Safety Commission's Recommendations for the 2019 Philip S. Miller Resource Grant Program, Three Applications**

Trish Muller, Director of Finance, presented the 2019 applications for the Philip S. Miller grant program. The annual budget is \$40,000.

Travis Maynard from the Public Safety Commission presented the three applications for the Crisis Center, Douglas/Elbert Task Force and a new applicant American Legion Post 1187. They met with each organization. Previously they split the grant between the two organizations. They recommend \$2,500 to the American Legion, \$17,500 to the Crisis Center, and \$20,000 to the Douglas/Elbert Task Force.

No public comment.

**Valentine moved, seconded by Teal, to approve grants be awarded of \$2,500 to the American Legion, \$17,500 to the Crisis Center, and \$20,000 to the Douglas/Elbert Task Force. The motion passed by the following vote:**

**Yes:** 6 - Loban, Green, Bower, Valentine, Teal, Ford

**Not Present:** 1 - Townsend

### [ORD 2018-040](#)

#### **Ordinance Approving a One Million Dollar Line of Credit with FirstBank on Behalf of the Castle Rock Downtown Development Authority and in Conjunction Therewith Approving a Revolving Line of Credit Promissory Note, Sales and Property Tax Pledge Agreement, and Account Pledge Agreement (First Reading)**

Trish Muller, Finance Director, asked Council to approve the renewal of the line of credit with Firstbank.

No public comment.

**Valentine moved, seconded by Loban, that Ordinance No. 2018-040 be Approved on First Reading as presented. The motion passed by the following vote:**

**Yes:** 6 - Loban, Green, Bower, Valentine, Teal, Ford

**Not Present:** 1 - Townsend

**ORD 2018-041 Ordinance Amending Chapter 5.04 of the Castle Rock Municipal Code Concerning Panhandling (First Reading)**

Heidi Hugdahl, Deputy Town Attorney, gave an overview of a proposed ordinance designed to address aggressive panhandling.

Councilmember Loban complimented staff on their quick response to this.

Councilmember Ford asked if this is a concern and if there are other laws that would apply.

Hugdahl stated that the Police department has had 84 calls this year. There are provisions in the criminal code, but they are at a higher bar in the case of disorderly conduct. Many of these situations involve mental health issues that the joint task force would be effective for.

No public comment.

**Loban moved, seconded by Teal, that Ordinance No. 2018-041 be Approved on First Reading as presented. The motion passed by the following vote:**

**Yes:** 6 - Loban, Green, Bower, Valentine, Teal, Ford

**Not Present:** 1 - Townsend

**ORD 2018-042 Ordinance Amending Section 14.02.050 of the Castle Rock Municipal Code Concerning the Lease of Public Property for Wireless Communication Facilities (First Reading)**

Bill Detweiler, Development Services Director, along with staff members Donna Ferguson and Brad Boland who have been involved in this project presented the item.

Ferguson stated Council approved the new Wireless Communication Facility Code to align our code with state and federal regulations and add regulations for small cells in the right-of-way. Staff provided an update in July to provide incentives for providers to move through the process. In October staff provided options to Council.

Boland presented options to keep the ordinance same, change so that every lease be approved by resolution, or approval level to follow the land use approval.

**Teal moved, seconded by Loban, that Ordinance No. 2018-042 be Approved on First Reading as presented. The motion passed by the following vote:**

**Yes:** 6 - Loban, Green, Bower, Valentine, Teal, Ford

**Not Present:** 1 - Townsend

**RES 2018-102 Resolution Approving the Town of Castle Rock/Castle Rock Urban Renewal Authority 2019 Loan Agreement**

Loban moved, seconded by Teal, that Resolution No. 2018-102 be Approved as presented. The motion passed by the following vote:

**Yes:** 6 - Loban, Green, Bower, Valentine, Teal, Ford

**Not Present:** 1 - Townsend

**ORD 2018-043 Ordinance Amending Section 15.42.010 of the Castle Rock Municipal Code Adopting by Reference as a Primary Code the 2018 Transportation Design Criteria Manual (First Reading)**

Bob Goebel, Public Works Director, and Mark Marlowe, Director of Castle Rock Water, presented the item.

Valentine moved, seconded by Teal, that Ordinance No. 2018-043 be Approved on First Reading as presented. The motion passed by the following vote:

**Yes:** 6 - Loban, Green, Bower, Valentine, Teal, Ford

**Not Present:** 1 - Townsend

**ORD 2018-044 Ordinance Amending Sections 15.38.010 and 15.40.010 of the Castle Rock Municipal Code Adopting by Reference as Primary Codes the Water System Design 2018 Criteria Manual and the Wastewater Collection Design 2018 Criteria Manual (First Reading)**

Valentine moved, seconded by Ford, that Ordinance No. 2018-044 be Approved on First Reading as presented. The motion passed by the following vote:

**Yes:** 6 - Loban, Green, Bower, Valentine, Teal, Ford

**Not Present:** 1 - Townsend

**ORD 2018-045 Ordinance Amending Section 13.12.111 of the Castle Rock Municipal Code Concerning Water Budget Allocation for Landscape Types (Second Reading)**

Mark Marlowe, Castle Rock Water Director, presented the item.

Bower moved, seconded by Loban, that Ordinance No. 2018-045 be Approved on First Reading as presented. The motion passed by the following vote:

**Yes:** 6 - Loban, Green, Bower, Valentine, Teal, Ford

**Not Present:** 1 - Townsend

**RES 2018-103 Resolution Approving an Escrow Agreement between the Town of Castle Rock and Plum Creek Water Reclamation Authority for Construction Phase Engineering Services for the Wastewater Treatment Plant 3.0 MGD Expansion**

Mark Marlowe, Director of Castle Rock Water, presented the item.

Bower moved, seconded by Ford, that Resolution No. 2018-103 be Approved as

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

**Yes:** 6 - Loban, Green, Bower, Valentine, Teal, Ford

**Not Present:** 1 - Townsend

**[RES 2018-104](#) Resolution Approving a Construction Contract with Academy Sports Turf for the Metzler Ranch Park Synthetic Turf Conversion Project**

Mark Marlowe, Director of Castle Rock Water, and Jeff Brauer, Director of Parks and Recreation, partnered with a project to deal with peak demands by replacing baseball fields with artificial turf in Metzler Park. It will reduce maintenance, water, and allow them to increase the programming on these fields.

**Loban moved, seconded by Bower, that Resolution No. 2018-104 be Approved as presented. The motion passed by the following vote:**

**Yes:** 6 - Loban, Green, Bower, Valentine, Teal, Ford

**Not Present:** 1 - Townsend

**ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES**

None.

**ADJOURN**

Mayor Green adjourned the meeting at 8:05 pm.