



Election Commission Agenda - Final

Tuesday, April 9, 2024

2:00 PM

**Town Hall
100 N. Wilcox Street
Castle Rock, CO 80104**

This meeting is open to the public.

CALL TO ORDER

ROLL CALL

ACTION AND DISCUSSION ITEMS

1. [EC 2024-001](#) Election of Chair and Vice Chair
2. [EC 2024-002](#) August 29, 2022 Draft Election Commission Minutes
3. [EC 2024-003](#) Determine Election Districts for Annexed Property
4. [EC 2024-004](#) Informational Updates for Election Commission

ADJOURN



Town of Castle Rock

Agenda Memorandum

Agenda Date: 4/9/2024

Item #: 1. **File #:** EC 2024-001

To: Election Commission

From: Lisa Anderson, Town Clerk

Election of Chair and Vice Chair

Executive Summary

Per the Charter, the Boards and Commissions Manual, and the Election Commission Regulations; the Election Commission shall elect a Chair and Vice Chair by the majority vote of the Commission. Terms for the Chair and Vice Chair will be one year ending on May 31.

In the absence of a Chair, the Vice Chair of the Commission will serve as Chair Pro Tem to call for nominations.

Nominations will first be accepted for Chair in the form of a motion for each nomination. The Vote will be called for each nomination until a Chair is elected.

The process will be repeated for the Vice Chair.

Proposed Motion

"I move to Elect ____ as Chair of the Election Commission."

"I move to Elect ____ as Vice-Chair of the Election Commission."



Town of Castle Rock

Agenda Memorandum

Agenda Date: 4/9/2024

Item #: 2. **File #:** EC 2024-002

To: Election Commission

From: Lisa Anderson, Town Clerk

August 29, 2022 Draft Election Commission Minutes

Executive Summary

Attached are the draft minutes from the August 29, 2022 Election Commission meeting for your review and approval.

Proposed Motion

"I move to Approve the Minutes from the August 29, 2022 Election Commission meeting."

Attachments

Attachment A Draft Minutes



Election Commission Meeting Minutes - Draft

Chair CJ Garbo
Vice Chair Sherry Viani
Commissioner Leslie Polson
Commissioner Jen-Noel Gerby
Commissioner Jessica Burt

Monday, August 29, 2022

6:00 PM

Town Hall
100 N. Wilcox Street
Castle Rock, CO 80104

PLEASE NOTE: MEETING WILL BE DELAYED UNTIL 7PM.

This meeting is open to the public.

CALL TO ORDER

Meeting called to order at 7:10 pm.

ROLL CALL

Present 5 - Chair CJ Garbo, Commissioner Leslie Polson, Vice Chair Sherry Viani, Commissioner Jen-Noel Gerby, and Commissioner Jessica Burt

ACTION AND DISCUSSION ITEMS

[EC 2022-001](#)

Oath of Office

Lisa Anderson, Town Clerk, administered the Oath of Office to all Election Commission members.

[EC 2022-002](#)

June 17, 2021 Draft Election Commission Minutes

Moved by Chair Garbo, seconded by Commissioner Polson, to Approve Election Commission June 17, 2021 Minutes as presented. The motion passed by a vote of:

Yes: 5 - Chair Garbo, Commissioner Polson, Vice Chair Viani, Commissioner Gerby, and Commissioner Burt

[EC 2022-003](#)

Election of Chair and Vice Chair

Moved by Chair Garbo, seconded by Commissioner Polson to Appoint Sherry Viani as Vice Chair. The motion passed by a vote of:

Yes: 5 - Chair Garbo, Commissioner Polson, Vice Chair Viani, Commissioner Gerby, and Commissioner Burt

Moved by Commissioner Polson, seconded by Vice Chair Viani, to Appoint CJ Garbo as Chair. The motion passed by a vote of:

Yes: 5 - Chair Garbo, Commissioner Polson, Vice Chair Viani, Commissioner Gerby, and Commissioner Burt

[EC 2022-004](#)

Proposed Addition to Agenda: Approval of Proposed 2022 Election Commission Bylaws

Lisa Anderson, Town Clerk, gave an overview of changes to the Election Commission Bylaws and explained that the Town Code now contains provisions

that pertain to all boards and commissions.

Moved by Commissioner Burt, seconded by Chair Garbo, to Approve Election Commission Bylaws as presented. The motion passed by a vote of:

Yes: 5 - Chair Garbo, Commissioner Polson, Vice Chair Viani, Commissioner Gerby, and Commissioner Burt

[EC 2022-005](#)

Summary of Duties and Responsibilities of the Election Commission

Lisa Anderson, Town Clerk, provided an overview of the duties designated to the Election Commission as stated in the Town Charter, Town Code and the Bylaws.

[EC 2022-006](#)

Determination of Election District for the Storquest Annexation

Staff presented a map of the current Election Districts and the location of the newly annexed property referred to as Storquest. There will not be any residents in this area; so the Election District will not be affected by an increase to registered electors.

Moved by Commissioner Polson, seconded by Commissioner Burt, to Approve the Annexed property referred to as StorQuest into Election District 4. The motion passed by a vote of:

Yes: 5 - Chair Garbo, Commissioner Polson, Vice Chair Viani, Commissioner Gerby, and Commissioner Burt

ADJOURN

Moved by Chair Garbo, seconded by Commissioner Polson to Adjourn. Motion passed by a vote of:

Yes: 5 - Chair Garbo, Commissioner Polson, Vice Chair Viani, Commissioner Gerby, and Commissioner Burt

Meeting adjourned at 8:15 pm.

Submitted by:

Lisa Anderson, Town Clerk



Town of Castle Rock

Agenda Memorandum

Agenda Date: 4/9/2024

Item #: 3. **File #:** EC 2024-003

To: Election Commission

From: Lisa Anderson, Town Clerk

Determine Election Districts for Annexed Property

Executive Summary

Per Town Charter, Section 4-5, the Election Commission is tasked with reviewing the Election Districts to determine if an adjustment in District boundaries is required. The next redistricting does not occur until 2027.

In February, 2022; Town Council amended the Town Code Section 2.01.100 (C) “.... In addition, upon the annexation of territory into the Town, the Election Commission shall determine into which district such territory shall be included; provided, however, that no such determination shall be made within the one hundred twenty (120) days before a regular Town election.” July 8, 2024 is the deadline to determine Election Districts for newly annexed property.

It is important to note that determining the Election District for newly annexed property should not create a change to existing District boundaries and should only add that parcel to an existing District boundary.

Discussion

There are four properties that have been annexed into the Town that require a determination of the Election District prior to the November 5, 2024 election:

- Canyons Far South - 409.008 acres - Approved by Town Council March 7, 2023
- Alexander Way - 73.76 acres - Approved by Town Council November 21, 2023
- Crowfoot Valley Road - 5.31 acres - Approved by Town Council November 21, 2023
- Tower Open Space - 3.76 acres - Approved by Town Council February 6, 2024

Estimated Voter Population by 2027 Redistricting

Canyons Far South - 400

Alexander Way - 150

Crowfoot Valley Road - 0 (no residents will be in this parcel)

Tower Open Space - 0 (no residents will be in this parcel)

Location of Annexed Parcels

Canyons Far South, Crowfoot Valley Road, and Tower Open space abut and are surrounded by District 2.

Alexander Way abuts District 2 and District 4.

Current Voter Population

Current Voter populations in Election Districts are:

	<u>Current</u>
District 1	10,189
District 2	10,804
District 3	10,863
District 4	9,638
District 5	10,099
District 6	11,692

Staff Recommendation

Staff recommends that Canyons Far South, Crowfoot Valley Road, and Tower Open Space be placed into District 2; and Alexander Way be placed into District 4.

Proposed Motion

"I move to approve the property annexed into the Town known as Canyons Far South, approved by Town Council March 7, 2023, be placed into District ____."

"I move to approve the property annexed into the Town known as Crowfoot Valley Road, approved by Town Council November 21, 2023, be placed into District ____."

"I move to approve the property annexed into the Town known as Tower Open Space, approved by Town Council February 6, 2024, be placed into District ____."

"I move to approve the property annexed into the Town known as Alexander Way, approved by Town Council November 21, 2023, be placed into District ____."

Attachments

Current Election District Map - highlighting annexed parcels
Proposed Annexation Election Districts

Election Commission

April 9, 2024

Election Districts

Town Code 2.01.100

- The Election Commission determines the Election District for newly annexed properties at least 120 days prior to an election.
- Existing boundaries will not be changed, only the newly annexed property will be added to an existing boundary.

Town Charter 4-5

- Redistricting is done every 6 years when all Election Districts are evaluated to ensure the voter population is within 15% of the highest to lowest populated district.
- The next redistricting will occur in 2027.

Annexed Properties

	<u>Approved</u>	<u>2024 Voters</u>	<u>2027 Est.</u>
• Canyons Far South – 409.008 acres	2023	0	400
• Alexander Way (Soleana) – 73.76 acres	2023	0	150
• Crowfoot Valley Road – 5.31 acres	2023	0	0
• Tower Open Space – 3.76 acres	2024	0	0

Current Registered Voter* Population

District 1	10,189
District 2	10,804
District 3	10,863
District 4	9,638
District 5	10,099
District 6	11,692

*Includes Active and Inactive Voters

Current Election Districts

Highlighting Annexed Property

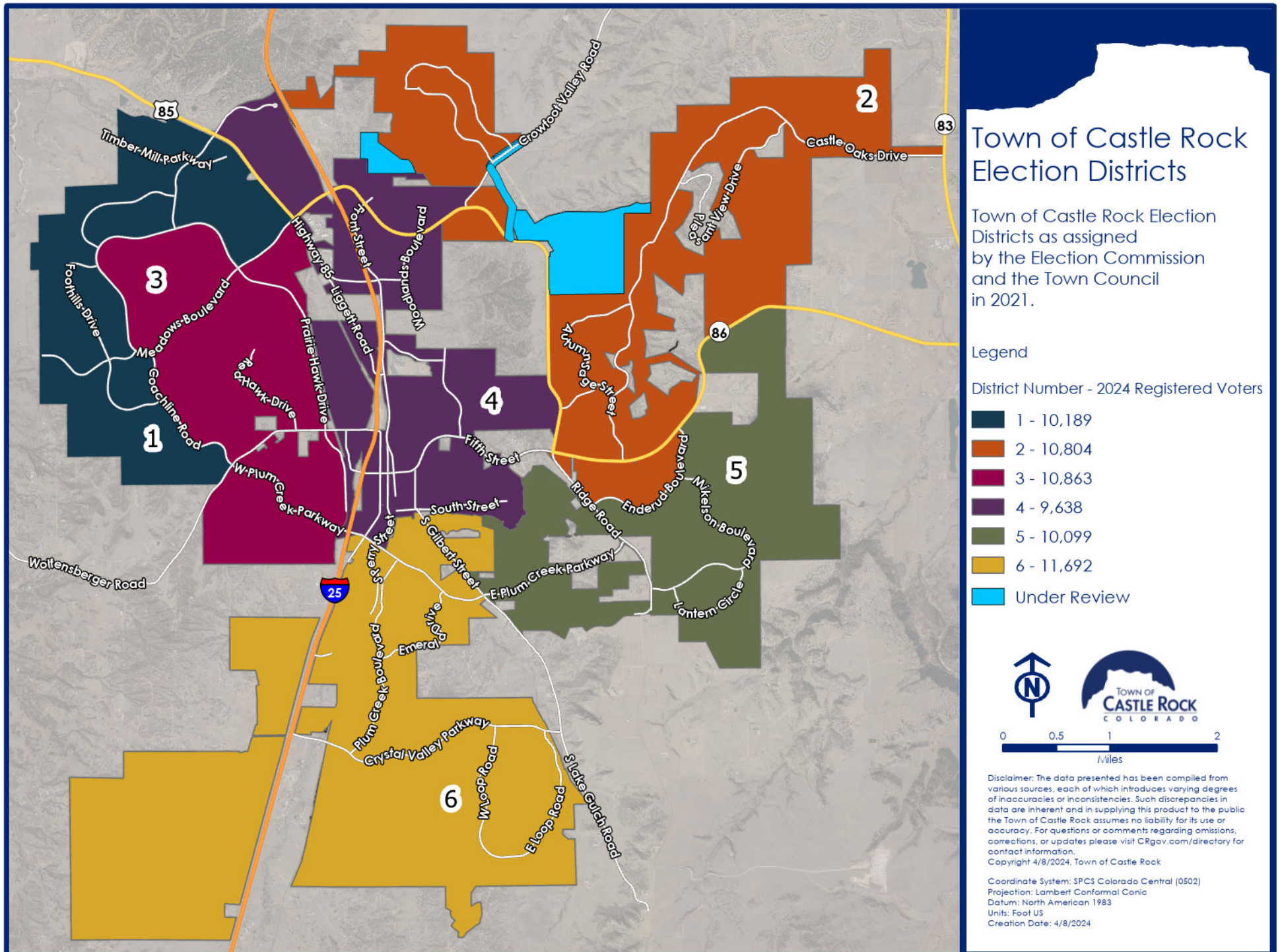
- Add in Drew's map of all Election Districts, highlighting annexed properties

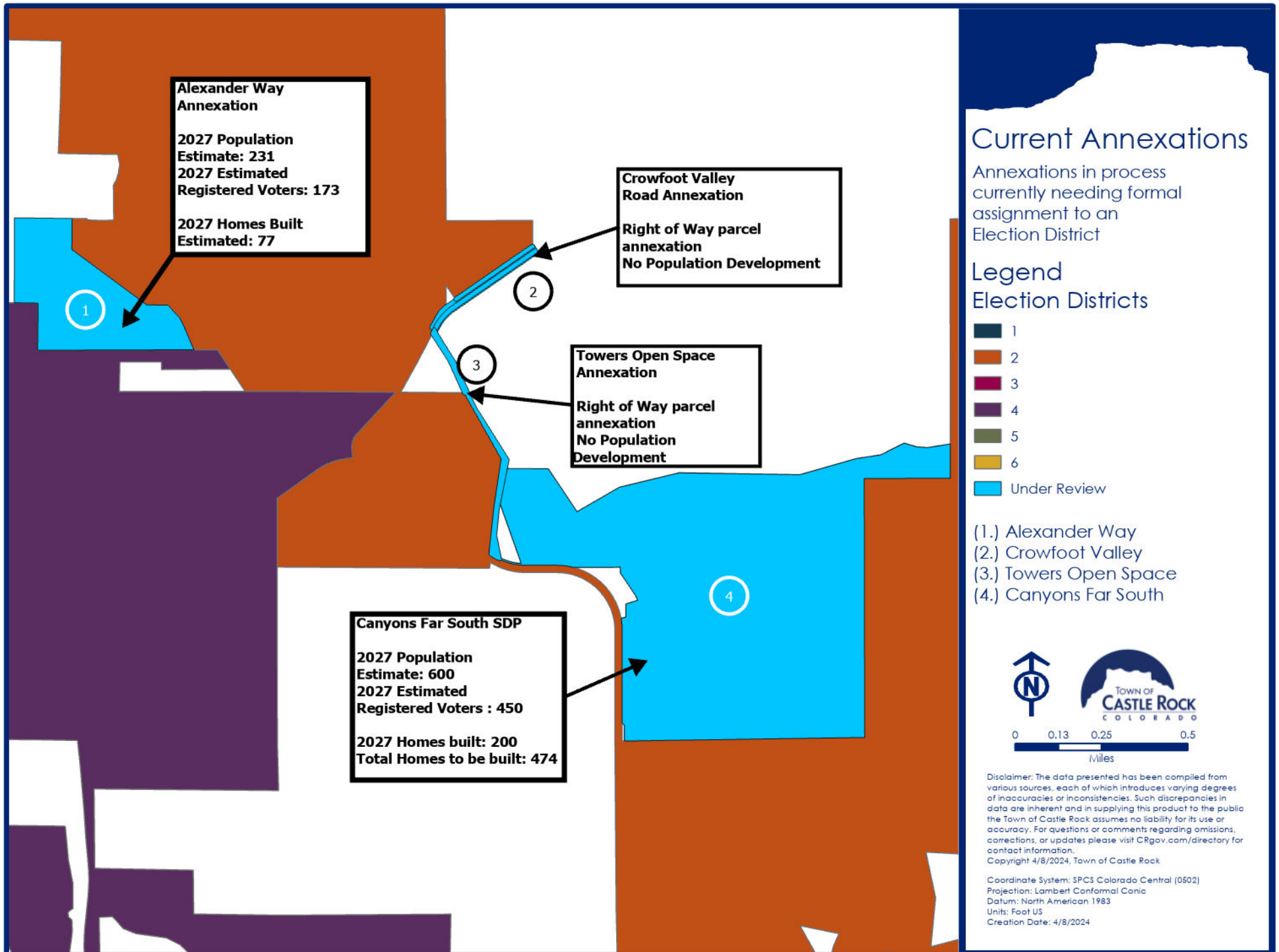
Proposed Election Districts

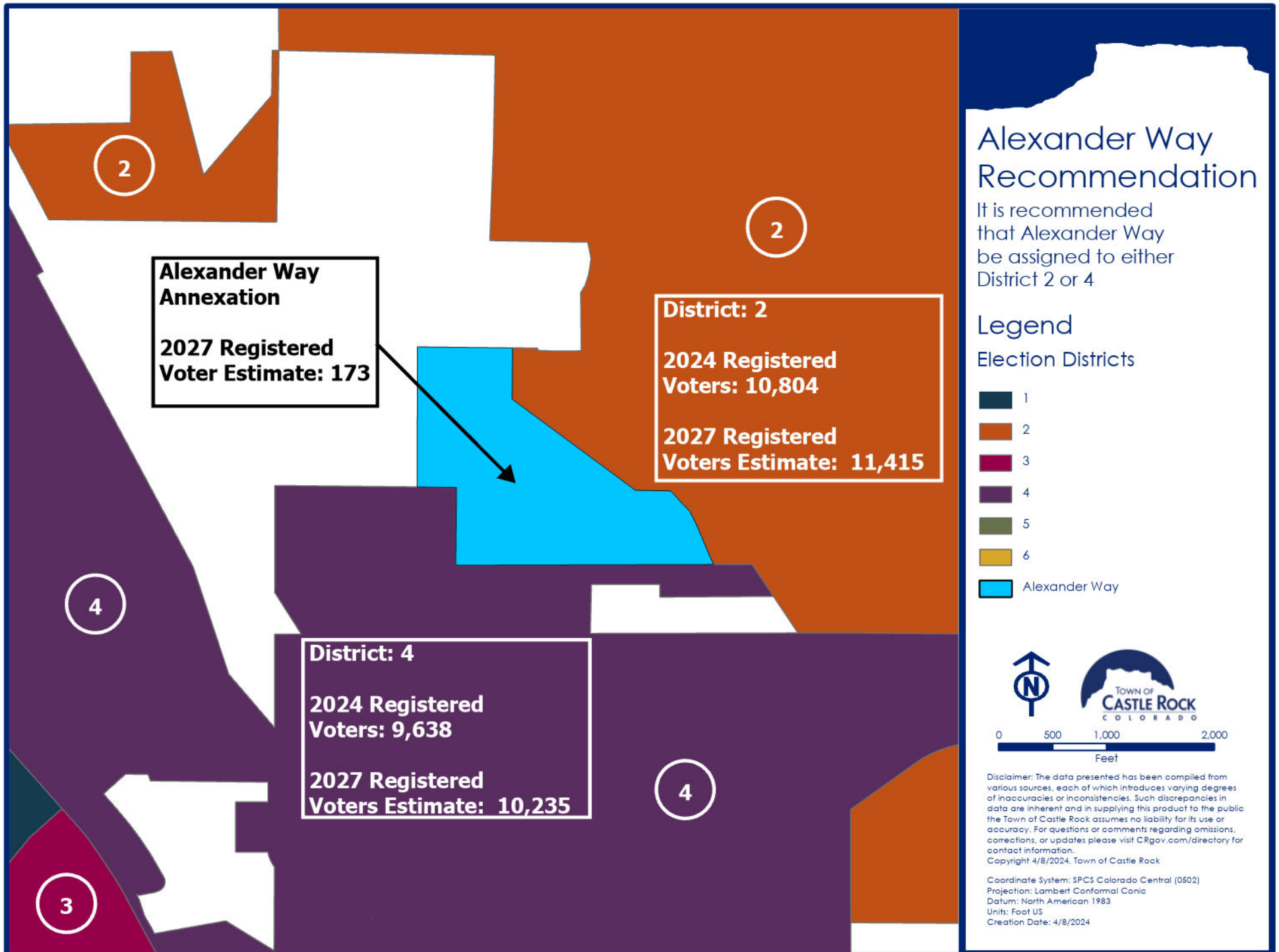
- Add Drew's maps of proposed Election Districts
- Canyons, Crowfoot and Tower are surrounded and abut District 2 so it may make sense to put in District 2
- Alexander abuts both District 2 and 4; however, District 4 voter population is very low, so it may make sense to put in District 4

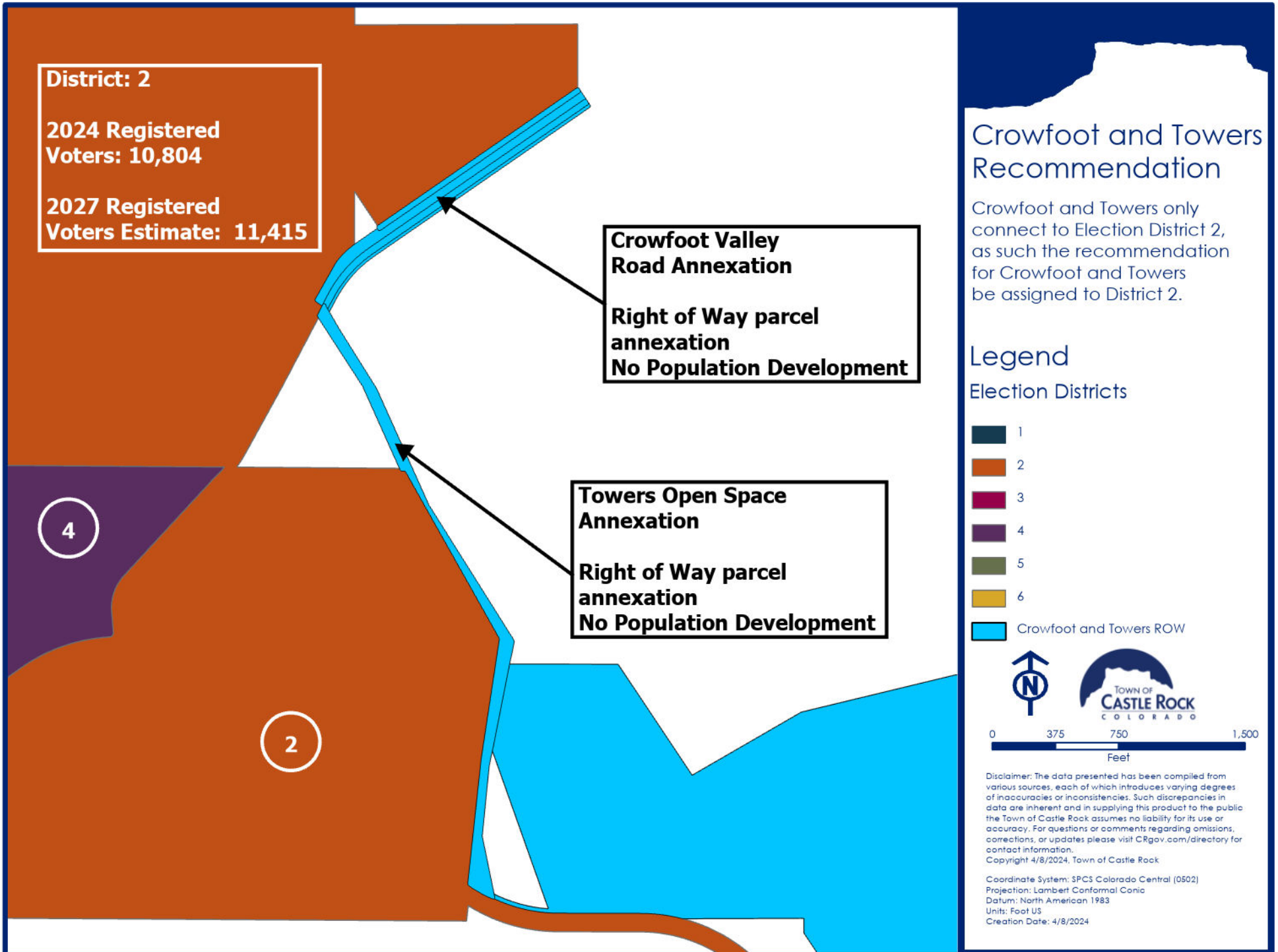
Proposed Motions

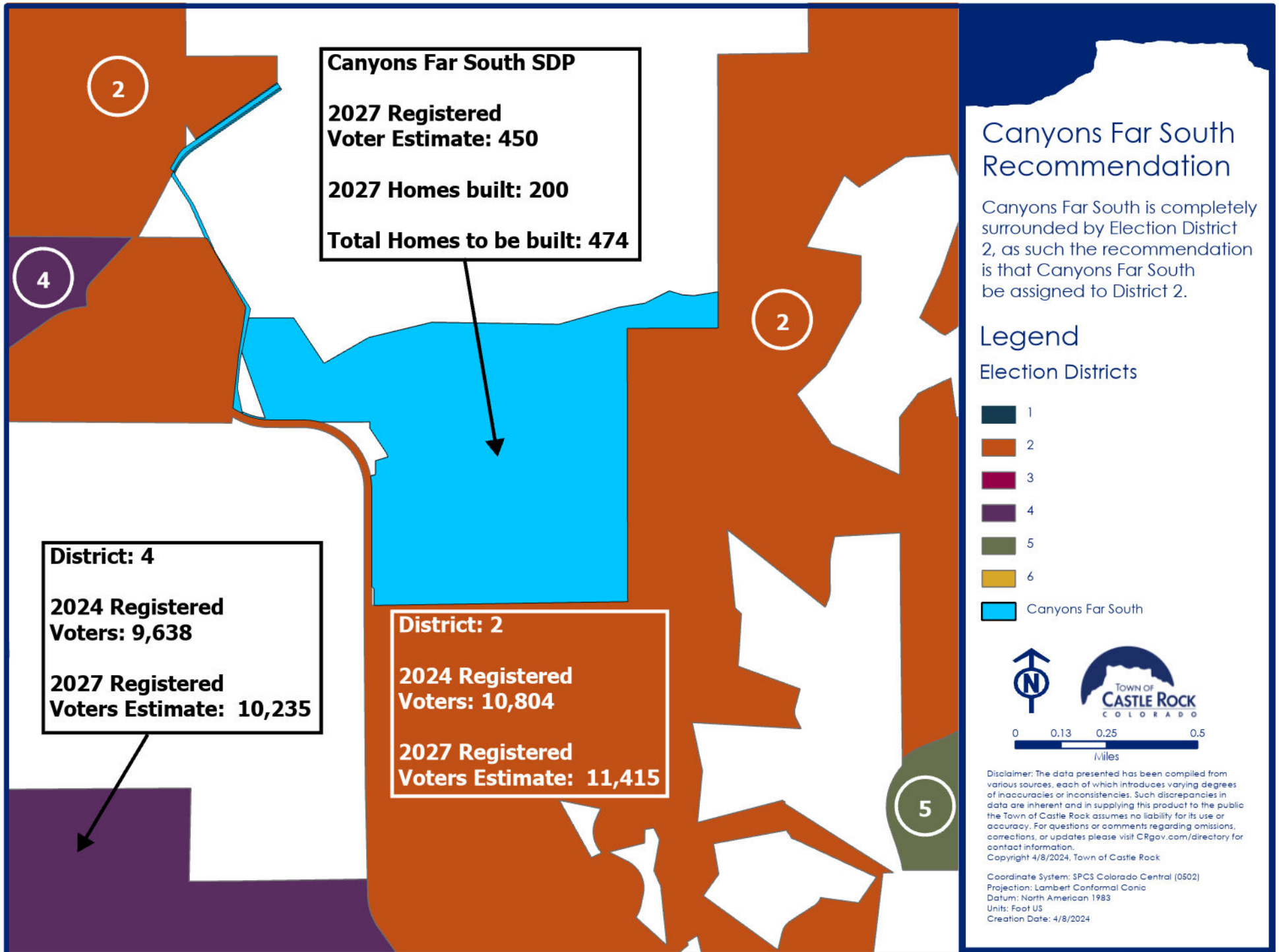
- I move to approve the annexed property known as Canyons Far South be placed in District 2 (or ____).
- I move to approve the annexed property known as Crowfoot Valley Road be placed in District 2 (or ____).
- I move to approve the annexed property known as Tower Open Space be placed in District 2 (or ____).
- I move to approve the annexed property known as Alexander Way be placed in District 4 (or ____).











District	2024 Registered Voters	Total by 2027	Percent Growth
1	10,189	10,589	4%
2	10,804	11,415	5%
3	10,863	11,156	3%
4	9,638	10,235	6%
5	10,099	11,259	10%
6	11,692	11,847	1%

Election Commission Updates

April 9, 2024

Term Expirations

- Election Commission has two, three-year terms
- Current members whose terms expire May 31, 2024:
 - Sherry Viani (2nd term)
 - Leslie Polson (1st term)
- Both may apply for other boards & commissions, or Leslie may re-apply for Election Commission for a 2nd term
- Applications are open until April 22
- Interviews are held on May 14

Pending Annexations

Several annexations are in process. If finalized before July 8; the Election Commission will determine their Election District:

- Memmen Parcel – 5 acres
- Ridgeview Town Center – 10.18 acres
- Wellspring – 2.721 acres
- Memmen Trails – 15 acres
- Four Corners – 8 parcels, 1.36 acres Town-owned
- Southridge 1 - .12 acres Town-owned
- Southridge 2 - .02 acres Town-owned
- Terra Monte – 32 acres

There are an additional 5 potential annexations at this time

Annexation Process

- Petition is submitted to the Town Clerk
- Town Council determines if it is Substantial Compliance
- Notice is published in the paper and sent to Taxing Authorities and Commissioners of the Eligibility Hearing
- Town Council determines if the property is eligible to Annex
- Town Council votes to Annex the Property and determine the Zoning
- Town Council votes to approve the Development Agreement
- After recording, the Election Commission determines the Election District

2024 Election Updates

- Election – November 5, 2024
- Coordinated with Douglas County
- The Town will certify the ballot 60 days before the election
- The Town will have candidates for Town Council Districts 1, 2, 4 and 6 and if there are any Town ballot questions
- Candidates and Issue Committees are listed on our website under Candidate Registrations and Financial Filings
- Currently there are 3 registered candidates and 1 issue committee

Town Council Candidates & Committees

- 2024 will elect Districts 1, 2, 4, and 6
- 2026 will elect the Mayor and Districts 3 and 5
- Nominations petitions for Candidates can be circulated August 6-26
- Town Council candidates must get 25 signatures from their District
- Mayor candidates must get 10 signatures from each District
- Financial reports are posted on our website
- There are no contribution limits; and issue committees do not have to report unless they have spent or received \$2,500 or more

Future Meeting

If desired, the Election Commission may direct staff to schedule a future meeting on Election Code updates or any other subject.

Proposed Motion

I move to Direct Staff to set an Election Commission meeting for _____ at ____ pm.

OR

I move to Direct Staff to coordinate a meeting time with the Election Commission members during this timeframe _____.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 4/9/2024

Item #: 4. **File #:** EC 2024-004

To: Election Commission

From: Lisa Anderson, Town Clerk

Informational Updates for Election Commission

Executive Summary

There are several items staff wishes to update the Election Commission on:

Term Expirations

The Town is currently accepting applications for boards and commissions until April 22. Interviews will be held on May 14. Election Commissioners can serve two, three-year terms.

We will have two vacancies to fill for the upcoming terms ending on May 31, 2024:

- Sherry Viani - 2nd and final term ends May 31, 2024 - may apply for other boards and commissions
- Leslie Polson - 1st term ends May 31, 2024 - may reapply for 2nd term with Election Commission or other boards and commissions

Terms for Other Election Commission Members

Jessica Kallweit - May 31, 2025

Jean-Noel Gerby - May 31, 2025

Rosalyn Bellis - May 31, 2026

Pending Annexations

There are multiple annexations that are in process or are anticipated to occur in the near future. Once Council approves them and they have been recorded, the Election Commission will be tasked with determining which Election District they will be included in:

Approved and waiting on recordation:

- Memmen Parcel - 5 acres - approved by Town Council on June 20, 2023

In Process:

- Ridgeview Town Center - 10.18 acres
- Wellspring - 2.721 acres
- Memmen Trails - 15 acres

Item #: 4. File #: EC 2024-004

- Four Corners - 8 parcels, 1.36 acres, Town-owned
- Southridge 1 - .12 acres, Town-owned
- Southridge 2 - .02 acres, Town-owned
- Gilbert and Plum Creek - .47 acres, Town-owned
- Terra Monte - 32 acres

Anticipated:

- Crystal Valley Interchange - 4 parcels
- Woodlands and 5th - 6.5 acres
- Plum Creek and Ridge - 32.29 acres
- Castle Oaks and Parker Road - 13 acres
- Frontage and Crystal Valley - 8 acres

Annexation Process

This process can take a couple of months to several years to go through the entire process depending on the circumstances for each property.

1. A petition is submitted to the Town Clerk
2. Town Council is presented with a Resolution to determine if the annexation is in substantial compliance with requirements and sets a hearing date for the Eligibility Hearing.
3. The Eligibility Hearing is noticed in the newspaper, letters notifying the taxing authorities is mailed out, and an Impact report is mailed to the Commissioners.
4. Town Council is presented with a Resolution to determine if the annexation is eligible.
5. Town Council is presented with an Ordinance to annex the property and determine the zoning
6. Town Council is presented with a Resolution approving the Development Agreement.
7. The Annexation is recorded with the County, updated on the Town map, sent to County Elections
8. Election Commission determines the Election District for the annexed property.

2024 Election Updates

The November 5, 2024 Election will be coordinated with Douglas County. The Town will submit the list of Town Council candidates for Districts 1, 2, 4 and 6 along with any ballot questions they wish to propose 60 days prior to the election.

There are currently three candidates registered for the 2024 election and one issue committee. These appear on our website CRgov.com under Town Government, Elections, Candidate Registrations and Financial Filings. There are no ballot issues submitted to date, however, there have been inquiries into submitting a citizen-initiated petition for a ballot question.

Candidate Committee Requirements

Candidates appear on the ballot by submitting valid petitions and acceptance of the nomination. Candidate Committees can register at any time; but Candidates will not circulate Nomination Petitions until August 6 and must return them by August 26. Town Council candidates must submit petitions with 25 valid signatures from registered voters that reside in their District. Mayoral candidates must submit petitions with 10 valid signatures from registered voters from each of the 6 Districts. Each Committee must submit Contribution and Expenditure reports according to the schedule and their reports are posted on our website. Currently, Town Code does not restrict who

contributes to a Committee or place any limit on contributions.

Issue Committees

Issue Committees can register at any time. Issue Committees are not required to submit a contribution or expenditure report until they have reached \$2,500 in contributions or expenditures. Currently, Town Code does not restrict who contributes to a Committee or place any limit on contributions.

Initiative Petitions

If citizens wish to place a question on the ballot, they must do so by submitting a petition form for approval then obtain the required number of valid signatures by mid-July in order to meet ballot certification deadlines for the November 5, 2024 election. Town Code requires they obtain 10% of the active and inactive registered voters in the Town. Currently that amounts to over 6,200 valid signatures that would need to be verified.

Town Code Updates

The Election Commission did a review of the Town Code at a previous meeting; and since then, the Town Clerk's Office and the Town Attorney's Office have been working on election code amendments. There was also state legislation that affected some amendments proposed. Town Council approves code amendments; however, staff would like to present the recommendations to the Election Commission at a future meeting for their input.

State Legislation

At the time the Election Commission is presented with proposed code amendments, staff can present an update on State legislation and how it affects or applies to the Town.

Direction

If desired, the Election Commission can propose to set a future meeting to be presented with proposed Code amendments and state legislation updates. If the Election Commission wishes to meet prior to the term expirations of May 31, 2024; times previously presented that show availability of staff and Town Council Chambers are:

April 29, 10-6

April 30, 10-6

May 1, 10-3

May 2, 10-1

If later dates are preferred, staff can look at dates after May 2; as well as dates after new terms start on June 1, 2024.

Proposed Motion

"I move to request an Election Commission meeting on _____ at ____pm."

OR

Item #: 4. File #: EC 2024-004

"I move to request that staff schedule a meeting of the Election Commission in the timeframe of _____."

Election Commission

April 9, 2024

Election Districts

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Proposed Election Districts

Our GIS Specialist, Drew Anderson, and GIS Manager, Amy Hart-Dayton, will present a map showing the current 6 Election Districts highlighting the newly annexed properties.

- Canyons, Crowfoot and Tower are surrounded and abut District 2 so it may make sense to put in District 2
- Alexander abuts both District 2 and 4; however, District 4 voter population is very low, so it may make sense to put in District 4

Proposed Motions

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