Town Council
Agenda - Final

Mayor Jason Gray
Mayor Pro Tem Kevin Bracken
Councilmember Ryan Hollingshead
Councilmember Laura Cavey
Councilmember Desiree LaFleur
Councilmember Caryn Johnson
Councilmember Tim Dietz

Tuesday, September 20, 2022 **6:00 PM**

Town Hall Council Chambers
100 North Wilcox Street
Castle Rock, CO 80104
Phone in: 720-650-7664
Meeting code: 2487 561 1418
www.CRgov.com/CouncilMeeting

This meeting is open to the public and will be held in a virtual format in accordance with the Town Council Electronic Participation, Connected, and Hybrid Meeting Policy. Public may choose to attend in person at Town Hall, or electronically or by phone if preferred. This meeting will be hosted online and can be accessed at www.CRgov.com/CouncilMeeting, or phone in by calling 720-650-7664, meeting code 2487 561 1418 (if prompted for a password enter "Sept20Council"). All Town Council Meetings are also streamed online in real time at www.CRgov.com/WatchCouncil, and are broadcast for Comcast Cable subscribers on Channel 22 (please note there is a delay to the broadcast).

All times indicated on the agenda are approximate. Remote participants please visit www.CRgov.com/CouncilComments to sign up to speak to an item, and for related instructions. Public Comments may also be submitted in writing online by 1:00 p.m. September 20, to be included in the public record.

5:00 pm COUNCIL DINNER & INFORMAL DISCUSSION

6:00 pm INVOCATION - Pastor Jack Serr, Castlewood Canyon Church

6:05 pm CALL TO ORDER / ROLL CALL

- PLEDGE OF ALLEGIANCE

- COUNCIL COMMENTS

1. PROC 2022-008 **Proclamation honoring Pam Ridler, President/CEO of the Castle Rock Chamber of Commerce** (For Presentation - Approved on September 6, 2022, by a vote 7-0)

- UNSCHEDULED PUBLIC APPEARANCES

Reserved for members of the public to make a presentation to Council on items or issues that are not scheduled on the agenda. As a general practice, the Council will not discuss/debate these items, nor will Council make any decisions on items presented during this time, rather will refer the items to staff for follow up.
Comments are limited to three (3) minutes per speaker. Time will be limited to 30 minutes. Residents will be given priority (in the order they signed up) to address Council, followed by non-residents representing Castle Rock businesses, then non-residents and businesses outside the Town of Castle Rock, as time permits.

- TOWN MANAGER'S REPORT

2. ID 2022-098 **Update: Calendar Reminders**

3. ID 2022-099 **Update: Monthly Department Reports**

4. ID 2022-100 **Development Services Project Updates**

5. ID 2022-101 **Update: Quasi-Judicial Projects**

- TOWN ATTORNEY'S REPORT

- ACCEPTANCE OF AGENDA

If there are no changes, additions or deletions to the agenda, a motion to accept the agenda as presented will be accepted.

- CONSENT CALENDAR

These items are generally routine in nature or have been previously reviewed by Town Council and will be voted on in a single motion without discussion. Any member of Town Council may remove an item from the Consent Calendar.

6. ORD 2022-020 **Ordinance Authorizing the Conveyance of Lot 1, The Meadows Filing 16 - Parcels 1,2,3 and 4, 4th Amendment to Douglas County School District RE-1 (Second Reading - Approved on First Reading on September 6, 2022, by a vote 7-0)** *[Clear Sky Elementary School]*

7. RES 2022-102 **Resolution Approving the First Amendment to the Software License, Services and Support and Maintenance Agreement with N. Harris Computer Corporation** *[Castle Rock, CO]*

8. RES 2022-103 **Resolution Approving a Service Agreement with Burns & McDonnell Engineering Company, Inc., for the Chatfield Reservoir Pump Back Project** *[Northwestern Douglas County and Southeastern Jefferson County]*

9. PROC 2022-009 **Proclamation: Fire Prevention Week October 9-15, 2022** (For Council Action - Presentation on October 4, 2022)

- ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

Public comment will be taken on items and limited to four (4) minutes per speaker. Remote participants please visit www.CRgov.com/CouncilComments to sign up to speak to an item, and for related instructions. Public Comments may also be submitted in writing online by 1:00 p.m. September 20, to be included in the public record.

- 2023 BUDGET

10. ORD 2022-021 **Ordinance Adopting the 2023 Fiscal Year Budget for the Town of Castle Rock, Colorado (First Reading)**

11. ORD 2022-022 **Ordinance Amending Chapters 3.16, 13.12 and 13.30 of the Castle Rock Municipal Code by Changing Stormwater Development Impact Fees, Water Resources, Stormwater and Wastewater Rates, and Meter Set Fees (First Reading)** *[Entire Town of Castle Rock and extraterritorial service areas]*

12. ORD 2022-023 **Ordinance Levying General Property Taxes for the Town of Castle Rock, Colorado, for the Year 2022, to be Collected in 2023 (First Reading)**

13. ID 2022-102 **Presentation: 2023 Service Contract Funding Requests**

- Downtown Development Authority (DDA) Items

14. RES 2022-104 **Resolution Approving the Proposed 2023 Fiscal Year Budget for the Castle Rock Downtown Development Authority**

15. ORD 2022-024 **Ordinance Levying General Property Taxes on Behalf of the Castle Rock Downtown Development Authority for the Year 2022, To Be Collected in 2023 (First Reading)**

16. DIR 2022-018 **Discussion/Direction: Proposed Downtown Enhancement Grant Program to be administered by the Downtown Development Authority (DDA)**

- Miller's Landing Business Improvement District (BID) Item

17. RES 2022-105 **Resolution Approving the Proposed 2023 Fiscal Year Operating Plan and Budget for the Miller's Landing Business Improvement District**

- RECESS TO CASTLE ROCK URBAN REVIEW AUTHORITY BOARD MEETING, AND FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT MEETING

Castle Rock Urban Renewal Authority Board Meeting

- Call to Order and Roll Call

- Action Items:

1. URA MIN 2022-001 **Minutes: Approval of the November 16, 2021 Minutes**

2. URA RESO 2022-001 **Resolution Adopting the 2023 Fiscal Year Budget for the Castle Rock Urban Renewal Authority**

- Adjourn

Festival Park Comments General Improvement District (Parking Garage Adjacent to Encore)

- **Call to Order and Roll Call**

- **Action Items:**

1. FPC MIN 2022-001 — **Minutes: Approval of the November 16, 2021 Minutes**

2. FPC RESO 2022-001 — **Resolution Adopting the 2023 Fiscal Year Budget for the Town of Castle Rock Festival Park Commons General Improvement District**

3. FPC RESO 2022-002 — **Resolution Levying General Property Taxes for the Town of Castle Rock Festival Park Commons General Improvement District for the Year 2022, to be Collected in 2023**

- **Adjourn**

- **RECONVENE TOWN COUNCIL MEETING - ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS**

Public comment will be taken on items and limited to four (4) minutes per speaker. Remote participants please visit www.CRgov.com/CouncilComments to sign up to speak to an item, and for related instructions. Public Comments may also be submitted in writing online by 1:00 p.m. September 20, to be included in the public record.

18. RES 2022-106 — **Resolution Ratifying the 2023 Fiscal Year Budget and Mill Levy for the Town of Castle Rock Festival Park Commons General Improvement District** *[Parking Garage Adjacent to Encore Condominiums, 115 Wilcox Street]*

19. RES 2022-107 — **Resolution Approving a Construction Contract with MW Golden for Police Department Improvements** *[100 N. Perry Street]*

20. DIR 2022-019 — **Discussion/Direction of Applications for the 2022 Third Quarter Council Community Grant Program, Four Applications**

21. ORD 2022-019 — **Ordinance Adding Chapter 10.12 of the Castle Rock Municipal Code Regarding Truck Routes (Second Reading - Approved on First Reading on September 6, 2022, by a vote of 6-1)**

22. ORD 2022-025 — **Ordinance Amending Chapters 4.04, 13.12, and 15.48 of the Castle Rock Municipal Code and Adopting by Reference as a Primary Code the 2022 Town of Castle Rock Landscape and Irrigation Criteria Manual (First Reading)** [*Entire Castle Rock service area*]

- ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES

The Council has reserved this time only if the original 30 minutes allocated for Unscheduled Public Appearances as an earlier part of this agenda has been fully exhausted and speakers who signed up to speak were unable to be heard during the original 30 minutes allocated this topic. Residents will be given priority (in the order they signed up) to address Council, followed by non-residents representing Castle Rock businesses, then non-residents and businesses outside the Town of Castle Rock, as time permits.

- ADJOURN

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 1. **File #:** PROC 2022-008

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Proclamation honoring Pam Ridler, President/CEO of the Castle Rock Chamber of Commerce (For Presentation - Approved on September 6, 2022, by a vote 7-0)

Executive Summary

Mayor Jason Gray will be presenting a Proclamation honoring Pam Ridler, President/CEO of the Castle Rock Chamber of Commerce, at the September 20, 2022 Council meeting.

PROCLAMATION

HONORING

Pam Ridler

Whereas Pam Ridler became President/CEO of the Castle Rock Chamber of Commerce in 1998, having previously worked for the Fort Collins Area Chamber of Commerce and the United Way of Ellis County, Kansas; and

Whereas Pam earned undergraduate and masters degrees from Fort Hays (Kansas) State University, graduated from the U.S. Chamber of Commerce Institute for Organization Management in 2000 and became a Certified Chamber Executive in 2006; and

Whereas Pam developed the curriculum for and founded the Leadership Douglas County program, which has taught collaborative decision making to dozens of local leaders and which also has left its mark on the community with projects like the 9-11 mounument outside Fire Station 151; and

Whereas Pam developed numerous other Chamber initiativies including the Castle Rock Chamber Foundation, the Castle Rock Economic Partnership, the Horizon Breakfast series, Tours for Teachers and the Workforce Talent Pipeline; and

Whereas Pam was instrumental in the Chamber receiving a 4-star rating from the U.S. Chamber of Commerce – our Chamber is one of only two in the State to have been so honored – and has been a leader among the Western Association of Chamber Executives; and

Whereas Pam and her team are the driving force behind local events including Artfest, the Douglas County Fair Parade, WineFest and Starlighting, the Town's most iconic event; and

Whereas Pam has provided amazing service to the community – and to its small businesses in particular – always in the spirit of collaboration and suppport, and we wish her the best on her upcoming retirement and relocation to Florida.

Now, therefore, the Town Council of the Town of Castle Rock does hereby proclaim September 30, 2022

Pam Ridler Day

in the Town of Casle Rock and encourages residents to celebrate this special event.

PASSED, APPROVED AND ADOPTED this 20th day of September 2022,
by the Town Council of the Town of Castle Rock, Colorado.

ATTEST:

Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

Jason Gray, Mayor

Town of Castle Rock Colorado

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 2. **File #:** ID 2022-098

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Update: Calendar Reminders

Executive Summary

Attached is an outline of upcoming items of general interest.

TOWN COUNCIL MEETING

TOWN MANAGER'S REPORT

DAVID L. CORLISS, TOWN MANAGER
SEPTEMBER 20, 2022

TOWN OF CASTLE ROCK COLORADO

EXECUTIVE SESSION REQUEST

Next Council Meeting on October 4 to begin at 5:30 p.m. for Executive Session on Property Acquisition

Proposed Motion

"I move to begin the October 4 meeting at 5:30 p.m. for the purpose of conducting an executive session on property acquisition."

UPCOMING CALENDAR ITEMS

21 SEP	**Plum Creek Water Purification Facility Grand Re-Opening, 4-7 p.m.** 1929 Liggett Road
27 SEP	**Town Boards and Commissions Appreciation Event, 6-7:30 p.m.** The Millhouse at Philip S. Miller Park
28 SEP	**Town Employee Years of Service Recognition Event, 9-10 a.m.** The Amphitheater at Philip S. Miller Park
29 SEP	**Open House: District 4 – Councilmember LaFleur, 4-6 p.m.** Festival Park, 300 Second Street
4 OCT	**Town Council Meeting – 6 p.m., hybrid format (dinner at 5 p.m.)** Council Chambers, online or phone-in
18 OCT	**Town Council Meeting – 6 p.m., hybrid format (dinner at 5 p.m.)** Council Chambers, online or phone-in
27 OCT	**Open House: Crowfoot Valley Road Widening Project – 4-6 p.m.** Fire Station 155, Crowfoot Valley Road

UPCOMING CALENDAR ITEMS

1 NOV	**Town Council Meeting – 6 p.m., hybrid format (dinner at 5 p.m.)** Council Chambers, online or phone-in
10 NOV	**Elected Officials Reception: Partnership of Douglas County Governments, 6-8 p.m.** The Millhouse at Philip S. Miller Park
11 NOV	**Town Offices Closed for Veterans Day Holiday** MAC and Recreation Center modified hours
15 NOV	**Town Council Meeting – 6 p.m., hybrid format (dinner at 5 p.m.)** Council Chambers, online or phone-in
19 NOV	**Castle Rock Starlighting** Lighting of the Star at approx. 5:30 p.m.
24-25 NOV	**Town Offices Closed for Thanksgiving Holiday** MAC and Recreation Center modified hours

HIGHLIGHTS from CRgov.com/**Events**

24 SEPT	**National Public Lands Day, 9 to 11 a.m.** Metzler Ranch Park
1 OCT	**Castle Rock Trail Festival & liveBIG Run, 7 a.m. to 3:30 p.m.** Philip S. Miller Park
2-9 OCT	**Downtown Castle Rock Week** Participating Downtown restaurants
7 OCT	**Date Night, Comedy at the Amphitheater, 6 to 9:30 p.m.** The Amphitheater at Philip S. Miller Park
23 OCT	**Spooktacular, 1 to 4 p.m.** Philip S. Miller Park
28 OCT	**Fantastic Festival, 12 to 3 p.m.** Festival Park

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 3. **File #:** ID 2022-099

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

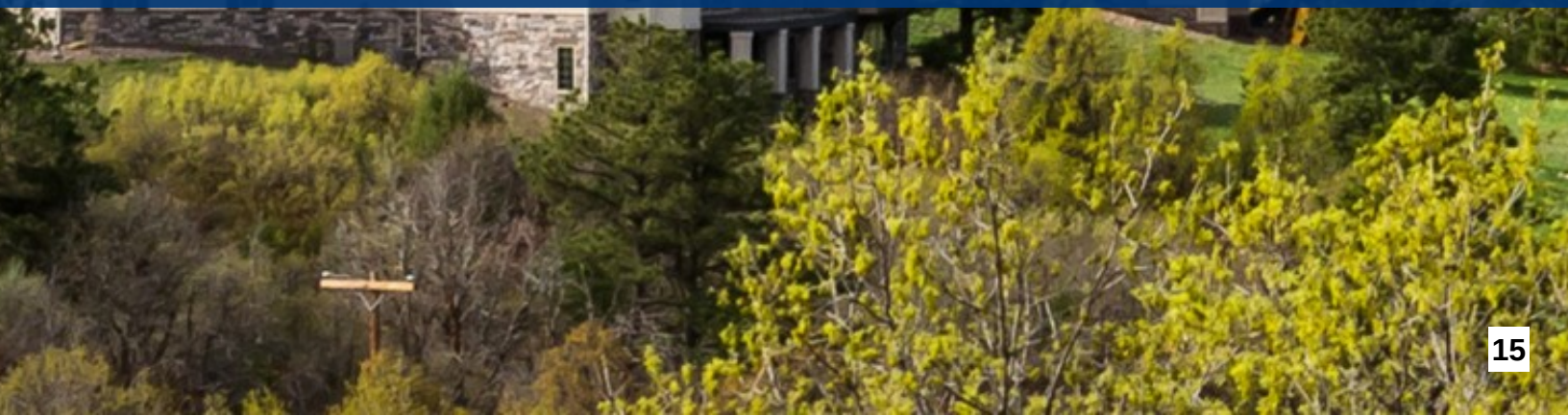
Update: Monthly Department Reports

Executive Summary

Attached are the monthly department reports for August 2022.

Development Services
August 2022 Monthly Report

TOWN OF CASTLE ROCK
COLORADO



DEVELOPMENT SERVICES

August Monthly Report

INSIDE THIS ISSUE

Page 3: Employee Recognition

Page 6: Building Contractor Luncheon

Page 7: New Land Use Submittals

Page 10: Boards and Commissions

Page 11: Town Council Actions

Page 12: Development Snapshot

For the latest Development Activity, visit: **CRgov.com/DevelopmentActivity**

Distinct Town Identity	Community Service
COMPREHENSIVE MASTER PLAN FOUR CORNERSTONES	
Responsible Growth	Thriving Economy

100 N. Wilcox Street
Castle Rock, CO 80104
720-733-2200

Sign up to get monthly Development Highlights in your inbox! Subscribe by visiting: **CRgov.com/NotifyMe**

View past issues of the *Development Highlights Newsletter*, visit: **CRgov.com/Development-Activity**

We'd like to hear from you! Provide feedback by completing our Customer Service Survey at: **Surveymonkey.com/r/LR35C27**

News from the Director

Tara Vargish, PE
Director
Development Services

Residential new home construction activity has remained slower than average for the month of August, in line with the past few months of permit activity. In August, we issued 36 permits for single family construction, which is 51% less permit activity than August of 2021, and about 58% less than the Town's 5 year average. For multi-family permits, we issued permits for 16 units this past month, which is 23% more than a year ago. August was a busy month for the proposed Dawson Trails project. It is located on the southwest side of Town, west of I-25 and Crystal Valley Parkway. This rezoning application was recommended for approval by the Planning Commission, and heard before Town Council, which voted 7-0 to approve the rezoning. This project is obligated to contribute $50 M toward the Town's top transportation priority – the Crystal Valley Interchange, with construction anticipated to begin in 2023.

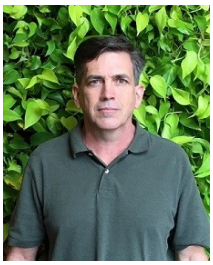
As summer is winding down, there are still great opportunities to enjoy our amazing outdoor spaces here in Castle Rock. The Farmer's Market at Festival Park on Sundays, concerts at the Amphitheater, and the downtown Oktoberfest on September 17th are just a few. Find details on these, and more fun activities around Town at **CRgov.com/Events**

Employee Recognition

New Employees, Anniversaries, Awards, Certifications

Congratulations to Scott Seubert on 6 years with the Town!

Congratulations to Jackie Jensen on 5 years with the Town!



Congratulations to Martin Magers on 2 years with the Town!

Congratulations to Pam Hall on 4 years with the Town!

Congratulations to Jonathan Cornwell on 1 year with the Town!

Congratulations to Jonathan Weikle on passing his ICC Building Inspector Certification exam!

Welcome to Jaret Bennington on joining the Town as a Construction Inspector!

Welcome to Tyler Wall on joining the Town as a Combination Building Inspector!

Staff Kudos

"I appreciate your communication! You guys are my absolute favorite to work with :)" - Dominque P.

"I love you guys!!!!!" - Ty B.

"Either I have horrible timing, or you guys are on top of it! Either way, yay for not looking like 8 mile in Detroit! Keep up the good work!" – Blake H.

"Thank you for putting [the Neighborhood Cleanup] together for our neighborhood. This was a welcome surprise and by the looks of all that were using the dumpsters, a success. Please also extend my thanks to all those with the town that approved and backed this program." - Resident of Castle Rock

"Thank you so much! I really appreciate how helpful everyone at the building department has been with any help I need." – Matthew U.

Employee Recognition

Customer Service Feedback

Customer Feedback Survey

We launched a customer feedback survey in 2019 to gather input about our customer service on permits and projects, level of responsiveness to inquiries and development activities. If you receive an email from us titled, "We would like your feedback!", please consider taking a few minutes to respond. Your feedback is valuable to us! The link is also available in staff email signatures. All responses are anonymous, unless you request to be contacted by staff. You can also enter our monthly drawing to win a **$25 gift card** to a local Castle Rock business.

479 surveys distributed

21 August responses

"Very courteous and professional."

"The communication was always very timely and helpful."

"T.J. is great to work with."

"Both Chelsia and Ethen were extremely helpful and timely with responses."

"Cindy in the Building Department was so pleasant, knowledgeable and helpful! So refreshing to have such wonderful customer service. I called a second time days later with another question and Cindy remember my issue and made additional suggestions to help me. The Town of Castle Rock has a great employee!"

"Andrew and Jared were great."

"Tammy captured all the details, put a timeline behind when things would be done, and followed through."

"Our team really appreciated Tammy taking the time to be sure we are clear on the questions we had."

"Ms. King & Mr. Kucewesky are always helpful, courteous and timely in their responses."

"The staff is doing a wonderful job."

"Town of Castle Rock Building Department Team is courteous, friendly, responsive and knowledgeable."

"Ethen - plan reviewer was fabulous and professional as well."

"Tammy King has been a great resource since I started in this business; she is quick to respond to my questions and is very thorough when helping me understand."

Staff Spotlight

Kevin Arencibia joined the Town in May of 2022 as a Combination Building Inspector. In his position, Kevin inspects residential and commercial properties for code compliance and life safety issues during various phases of construction. A typical day consists of 20-30 inspections per inspector. They spend the first hour at Town Hall in the area known as “the Bullpen” sorting inspections and reviewing pertinent information; then it’s time to go out and perform the day’s load of inspections.

Combination Inspectors are responsible for up to three different trades in the field: structural, plumbing and mechanical. They cover all phases of construction from initial ground plumbing through final building. Each day they stay out until all inspections are completed and return to the Bullpen to debrief and review results. At the end of their day, all inspections have been completed with results and the inspection count begins for the following day.

The best thing he’s learned from being in this position is that he’s confident in his ability to make important decisions with limited time and information in an ever changing environment.

Kevin is originally from eastern Pennsylvania; an area known as the Lehigh Valley. Growing up there offered him valuable exposure to both city and country living. He left Pennsylvania to attend school at Purdue University and graduated in 2004 with a Bachelor’s degree, an EMT and a commercial pilot license. His professional plans changed, but the education and experience still serves him well today. He likes to stay active, and his hobbies and interests tend to follow suit. Alongside the family, he makes time for his dogs, aviation, martial arts, wilderness and a DIY lifestyle. Two mottos that he lives by are, “Know thyself” and “Think outside the box”. He moved to Parker, CO in 2017 with his wife Tarynn and his daughter Ayla. They wanted to raise their daughter close to her grandparents and his partner was happy to return to her home state. They are dedicated to hard work, family, friends and being good role models. The days go fast, but they fill the time well. Ayla is in second grade now. She’s happy her Dad doesn’t work nights anymore and is proud that he’s an inspector. He is happy in his role with the Building Division and grateful to have the opportunity to work for the Town of Castle Rock.

Building Contractor Luncheon

The Town of Castle Rock has found great value in meeting regularly with our building contractors and their teams. Not only is it a great way to discuss code and policy changes that impact the construction of homes and businesses, we also hear from builders on what is working well and what we could do better in the field or office. We are constantly looking to improve our permitting and inspection processes. Over the course of many luncheons we have received valuable feedback from our contractor customers, often leading to improved changes. Through discussions we get to understand each other's point of view!

Development Services, Building Division held a Contractor Luncheon meeting on August 17th, 2022:

Discussion topics:

- Building Fee Waiver Cards
- Introductions of New Staff:
  - Ethen Westbrook, Plans Examiner I
  - Lenore Bennett, Plans Examiner III
- Job Site Safety
- Weather Resistant Inspections
- Incomplete $130.00 Re-Inspection Fee
- No Burn Spray to Electrical Wires
- Stairway Construction
- Pick Up Meter Window Time (Mon–Fri, 1—5 pm)
- Open Discussion

Lunch Sponsored By:

kb HOME

Next Contractor Luncheon*:

Wednesday, September 21, 2022 Town Hall Council Chambers 11:30—1:30 p.m.

*Three or more Council members, Board or Commission members may be attending this luncheon

For getting discussion points on the agenda or sponsoring a lunch, contact:
buildingcounter@crgov.com or schavez@crgov.com

Development Services Technicians: Tracy Shipley, Cindy Brooks, Chelsia Oborny, Jason Smith, and Darcie Hartman

View luncheon meeting summary notes of past meetings at:
CRgov.com/contractorluncheon

New Land Use Submittals

Administrative Reviews

Administrative land use submittals are reviewed and processed by staff, according to Municipal Town Code, and do not require public hearings. All land use submittals go through a rigorous review by Development Services staff as well as plan review staff in Castle Rock Water, Public Works, Fire and Parks and Recreation.

221 N. Wilcox Street
Construction documents and erosion control plans for asphalt pavement removal and soil densification work, located at southwest corner of Wilcox and Third Street.

Calvary Chapel
Water main connection design revision, located at 1480 Canyon Drive.

Crystal Valley Ranch
Design revision to add a traffic circle at the intersection of Lions Paw and Desert Rose Drive.

Liberty Village
Design revision to add small retaining wall in the southeast quadrant of Pleasantview Drive and Castle Oaks Drive.

Meadows
Subdivision improvements agreement for 77 single-family lots, located at Coachline and Wolfensberger Road.

Meadows
Plat, construction documents and erosion control plans for 77 single-family lots, located at Coachline and Wolfensberger Road.

Plum Creek
Erosion control design revision for Plum Creek Golf Course Clubhouse, located at 331 Players Club Drive.

Promenade, Buffalo Wild Wings
Water line design revision for Buffalo Wild Wings restaurant, located at 4995 Factory Shops Boulevard.

Promenade, Future Restaurant
Construction documents and erosion control plans for parking lot and utility improvements for future restaurant with drive-thru pad site, located north of Sam's Club fueling station and east of Promenade Parkway.

Promenade, Chipotle Mexican Grill
Site development plan amendment for 2,306 square-foot Chipotle Mexican Grill with drive-thru, located north of the Sam's Club fueling station and east of Promenade Parkway.

Quality Inn & Suites (Formerly Castle Inn)
Site development plan amendment for pylon sign, located at 200 Wolfensberger Road.

Sanders Business Park
Construction and erosion control plans design revision for temporary access drive installation in support of four flex-space

The Oaks
Erosion control plans for Plum Creek Parkway improvements, located south of Plum Creek Parkway and East of Lake Gulch Road.

Town Project, Crystal Valley Interchange
Preliminary design documents for Crystal Valley Interchange project infrastructure, located west of Crystal Valley Parkway and south of Plum Creek Parkway.

Town Project, Police Department
Design revision for 2nd Street improvements in support of parking lot expansion, located at the corner of Perry Street and Second Street.

New Land Use Submittals

Public Hearings Required

Land Use submittals that incorporate new land into the Town's jurisdiction, establish or modify the zoning rules for the land, or site plan layouts for residential neighborhoods or properties requiring buffering are examples of submittals requiring public hearings.

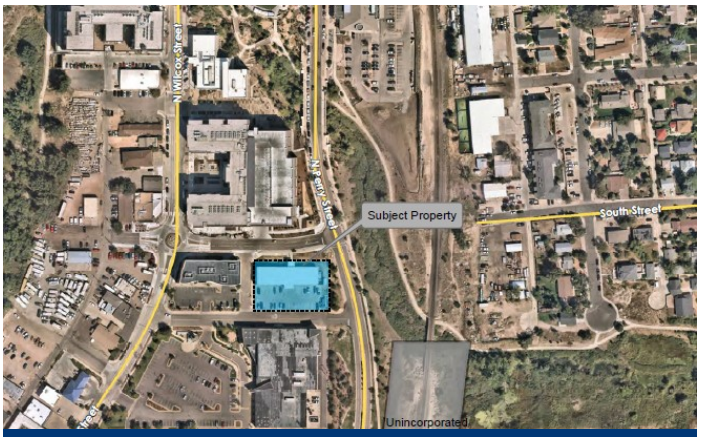
Vicinity Map

Scileppi's SDP Amendment

A new Quasi-Judicial application for a Downtown Site Development Plan for an expansion to the Scileppi's/Slice Works restaurant. The expansion is proposed on the east side of the existing building, where the parking lot is located, and is planned for approximately 6,000 square-feet in size with 4,000 square-feet of the expansion at ground level and 2,000 square-feet within the basement. Seven on-site parking spaces will be located off the rear alley of the 0.278-acre property. The Downtown Site Development Plan will require a public hearing before the Design Review Board for review and approval. An initial neighborhood meeting was held on March 31, 2022. The property is located in Councilmember LaFleur's district.

Project Highlights

- Expansion to Scileppi's/Slice Works restaurant
- 6,000 square-feet in size with 4,000 square-feet expansion at ground level and 2,000 square feet within the basement
- Seven onsite parking spaces will be located off rear alley



Vicinity Map

Eternal Rock Evangelical Lutheran Church SDP Amendment

Eternal Rock Evangelical Lutheran Church has submitted an application for a Downtown Site Development Plan for approval of new landscaping, new signage, new storage facility, and to reconfigure the parking lot with the addition of a second entrance together with new curb/gutter/ sidewalk along Phelps Street on the 0.63 acre property. The Downtown Site Development Plan will require a public hearing before the Design Review Board for review and approval. An initial neighborhood meeting was held on May 2, 2022. The property is located in Councilmember LaFleur's district.

Project Highlights

- New Landscaping, storage facility, signage, and reconfigured parking lot with a second entrance together with new curb, gutter and sidewalk along Phelps Street
- 0.63-acre lot

Vicinity Map

Keystone Hotel (Castle Café) Patio SDP Amendment

Castle Keystone, LLC has submitted an application for a Downtown Site Development Plan for approval of a 702 square foot patio on the west side of the historic Keystone Hotel (Castle Café) building. The 0.179 acre property is located at the north west corner of 4th and Wilcox. The Downtown Site Development Plan will require a public hearing before the Design Review Board for review and approval. An initial neighborhood meeting was held on May 24, 2022. The project went before the Historic Preservation Board and received approval for a Landmark Alteration Certificate for the proposal on July 6, 2022. The property is located in Councilmember LaFleur's district.

Project Highlights

- New 702 square foot patio on west side of building
- 0.179 acre property located on corner of 4th and Wilcox

Boards and Commissions

Actions and Updates

Development Services supports five Boards and Commissions that have specific purposes for building appeals, variance hearings, land use case recommendations or determinations. These boards and commissions are filled by residents, and in some cases business owners, as appointed by Town Council.

Board of Adjustment

August 4, 2022 — Held their regularly scheduled meeting at 6 p.m. The Board elected and approved Michelle Moore to serve as Chair (5-0) and Ed Kane to serve as Vice Chair (5--0) for the 2022-2023 term. A Resolution of Appreciation honoring the services of Richard Coffey, Kenneth Martin, and David Miles as members of the board were issued.

Design Review Board

August 10, 2022 — Meeting cancelled.

August 24, 2022 — Meeting cancelled.

Historic Preservation Board

August 3, 2022 — Meeting cancelled.

Planning Commission

August 11, 2022 — Held their regularly scheduled meeting at 6 p.m. and considered the proposed Dawson Trails Planned Development Plan and Zoning Regulations. The Commission heard public comment from Town and County residents, local business owners and others interested in the proposal. Public testimony was provided both in-person and virtually, and comments provided were both for and against the proposed rezoning. Planning Commission voted 7 to 0, to recommend approval of the Dawson Trails Planned Development Plan and Zoning Regulations to Town Council, with the following recommendations 1) that the Town work with the County on the new frontage road extension from the south property boundary of the Dawson Trails development to intersection with Tomah Road, so the entire length of road is both safe and provides fire egress, and 2) to encourage the water department to work with the neighboring communities who may be interested in paying their fair share of accessing the Town's central water system.

August 25, 2022 — Meeting cancelled.

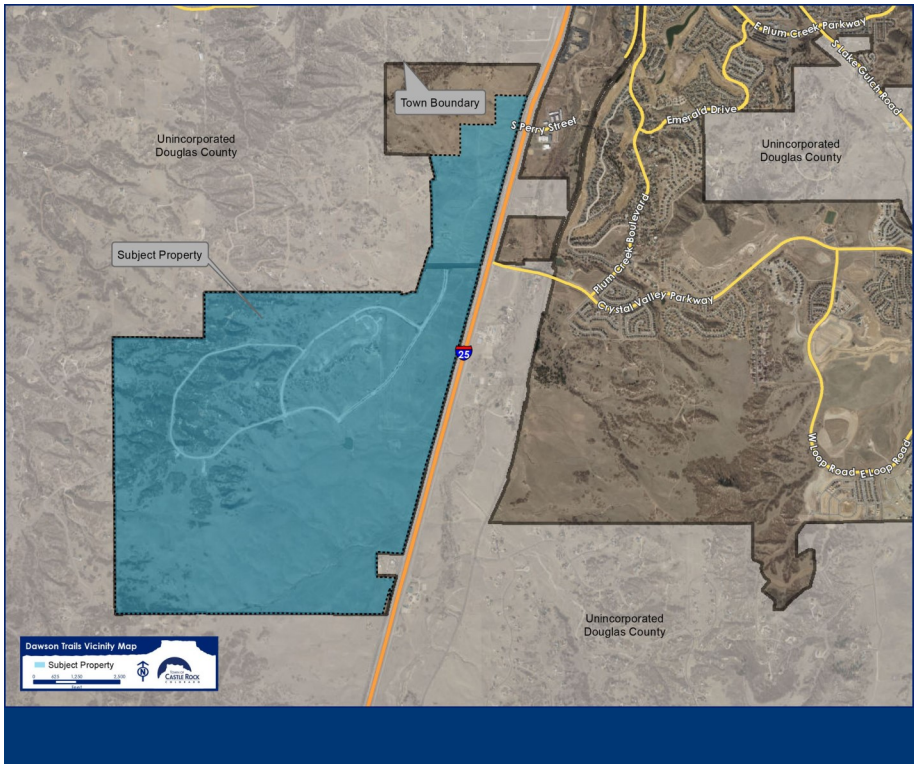
Town Council considered the following proposals in August 2022:

Dawson Trails Planned Development and Zoning Project

Dawson Trails I, LLC submitted a Major Planned Development Amendment application, titled as Dawson Trails Planned Development (PD). The Dawson Trails PD application proposed to rezone property that includes a portion of the Westfield Trade Center PD and the Dawson Ridge PD, with which were originally annexed and zoned in the town in 1984.

On August 16, 2022 Town Council approved on first reading (7-0) ordinances to amend the zoning for the proposed Dawson Trails area in the Town's southwest corner and to approve an associated development agreement that would provide $50 million toward the Crystal Valley interchange project, as well as require additional new roadway connections on the west side of I-25.

The Dawson Trails PD consists of approximately 2,064 acres, and is located in the southwest quadrant of the Town boundaries; it is west of Interstate 25 and north and south of Territorial Road. The PD zoning will allow 5,850 residential units (26% less than previously approved), 3.2 million square feet of commercial uses (82% less than previously approved), and 748 acres of open space (a 200% increase from previous approvals.)



To see upcoming scheduled public hearings at board, commissions, or Town Council meetings, visit: **crgov.com/notices**

TOWN OF

CASTLE ROCK DEVELOPMENT SNAPSHOT: AUGUST 2022

81,240

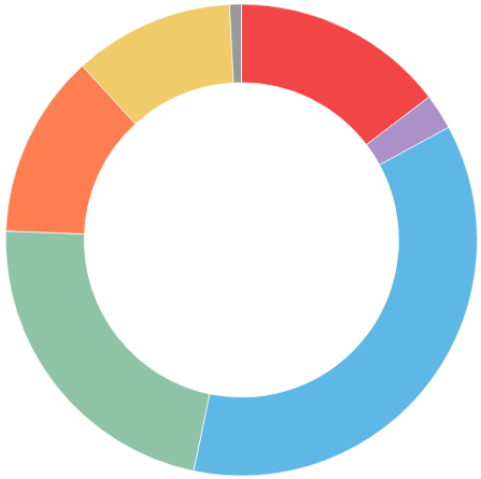
estimated population* as of August 2022

*Population based on the total number of occupiable residential units

Zoning Division

Core Service Levels

Zoning staff process numerous code enforcement actions each month, from rubbish, abandoned vehicles and setback encroachments to illegal uses. They respond to complaints from the community, visit sites to determine compliance and issue Notices of Violation as necessary. Our inspection team removes hundreds of illegal signs encroaching into Town rights-of-ways. Staff reviews all business licenses, temporary use permits and sign permits for zoning compliance in a timely manner.



- Sign Complaint Responses – **0**
- Signs Removed from Right of Way – **36**
- Sign Permits Reviewed – **6**
- Site Visits – **89**
- Code Complaint Responses – **55**
- Notices of Violation Sent – **31**
- Business Licenses Reviewed – **27**
- Temporary Use Permits Issued – **2**

All on time

Planning/Development Review

Core Service Levels

The Planning and Development Review teams process numerous submittals each month. These core service levels are reported for all land use projects, including projects that go through public hearings and projects that are under administrative review.

Pre-Applications

5 Pre-Applications this month

61 year-to-date Pre-Applications

41 percent of Pre-Applications over the previous 12 months advanced as new projects

A pre-application meeting is required prior to any land-use submittal. Meetings may review conceptual ideas that never lead to a formal submittal. Pre-applications expire and must be resubmitted after 12 months.

New Development Projects

38

New Development Project Applications this Month

Development Reviews

Monthly Reviews

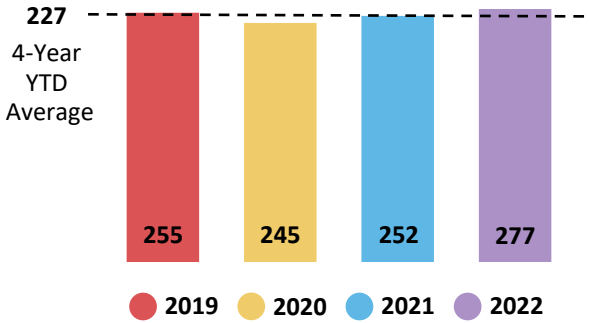
46 first review*

17 second review*

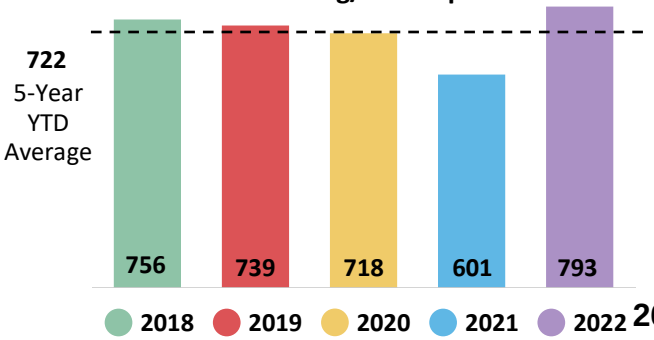
20 third review or greater*

*On time with the exception of six late first reviews, four late second reviews, and two late third reviews due to volume/short staffed.

Year-to-Date Development Projects



Year-to-Date Planning/Development Reviews



TOWN OF

CASTLE ROCK DEVELOPMENT SNAPSHOT: AUGUST 2022

Building Division

Core Service Levels

Building Division staff process hundreds of building permits a month, from a new hot water heater or deck, to constructing an entire new home or commercial building. Our inspection team conducts thousands of inspections each month to determine code compliance. We report on the following levels of service monthly, although they are just a snapshot of some of the work we do.

Development Services staff process permits, conduct inspections, respond to code violations and review plan submittals each month. This snapshot highlights staff activity during the previous month for the Zoning Division, Building Division and Planning/Development Review. Information on previous months can be found in the Development Services' Monthly Report archive at: CRgov.com/1674/Development-Services

245 building fees; 100% issued within 3 days

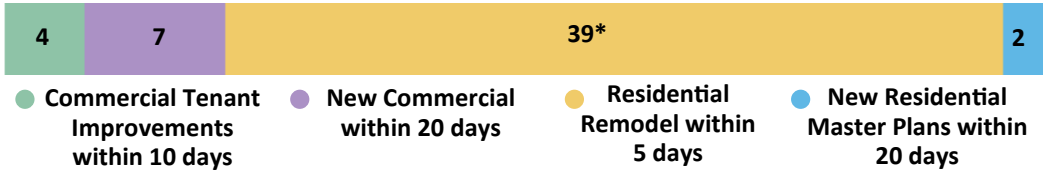
389 building permits issued

3013 inspections completed; within 24 hours, 4 rolled due to high volume

Building Permits Reviewed

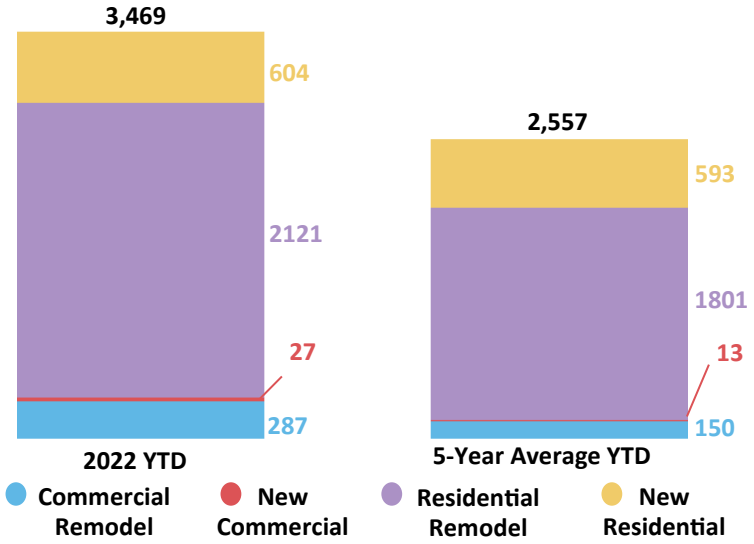
Monthly Building Permit Reviews by Type*

*1 late due to short staffed



Building Permit Applications Received

Year-to-Date Building Permit Applications Received



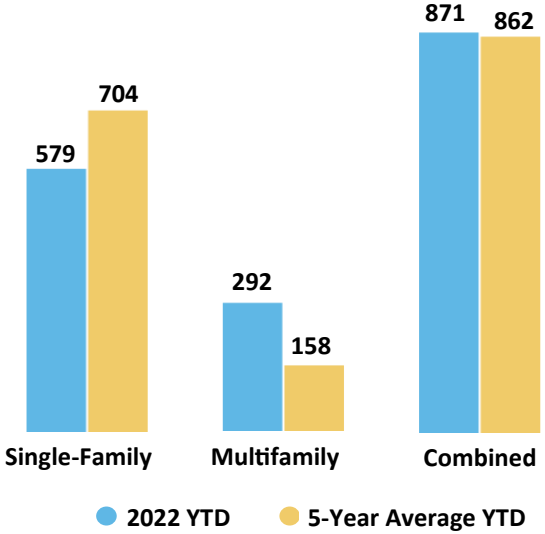
Building Permits Issued

52 Residential Permits Issued this Month

466K Square Feet of Commercial Space Permitted Year-to-Date

↑206% Commercial Space Permitted Compared to 5-Year to-Date Average

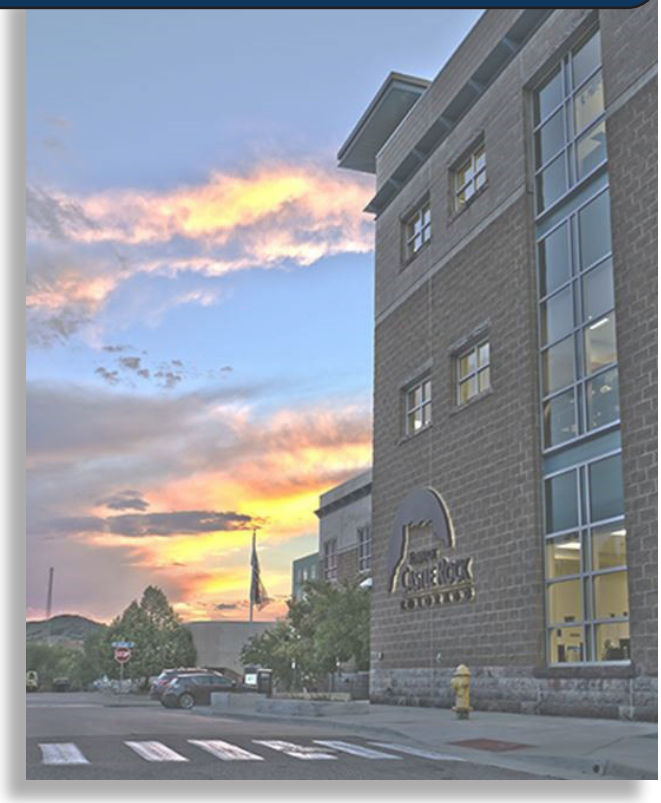
Year-to-Date Residential New Construction Permits Issued



AUGUST 2022 | FINANCE DEPARTMENT

Town of Castle Rock
CRgov.com/Finance

Trish Muller, CPA
Finance Director



Mission

Through exceptional customer service and effective partnerships, we deliver accurate and timely financial services.

Vision

The Finance Department will provide financial solutions and services in support of the Town's vision and community objectives through: proactive education, purposeful planning, excellent communication and fiscal accountability.

How does Finance support the Town's vision and priorities?

Accounting

The Accounting Team provides financial services such as accounts payable and receivable, investments, and capital asset reporting to internal and external customers. The team ensures financial transactions are recorded in accordance with the Town's Municipal Code, Governmental Accounting Standards and in compliance with governing laws and regulations.

Budget

The Budget Team supports departments Town wide with future budgeting and financial planning to attain strategic priorities in the short and long term. The team actively monitors, analyzes and reports on Town financial activity throughout the year.

Payroll

The Payroll Team fulfills and maintains the critical role of employee compensation. Technicians responsibly process and calculate appropriate benefit and other deductions and maintain all aspects of pay. They continually learn and navigate complex federal and state payroll and tax regulations while adhering to the highest standards of confidentiality and customer service.

Revenue

The Revenue Team provides education and outstanding customer service while licensing businesses and collecting sales tax with a "home town" feel and understanding. The team works with economic development, the Downtown Development Authority and the Urban Renewal Authority to align with the Town's vision.

WELCOME

The Revenue division is excited to introduce their newest team member, **Bryce Wilson**, **Sales Tax Auditor**. For the past 7.5 years, Bryce worked as a Staff Accountant at Lindburg, Vogel, Pierce, Faris, Chartered, an Accounting Firm out of Hutchinson, KS. He is excited to have moved to Colorado as he enjoys hunting, fishing and football.

Please stop by Revenue on the first floor to welcome Bryce to the Town.

TOWN COUNCIL

September 6, 2022

Discussion/Direction:

Introduction of the 2023 Proposed Budget

September 20, 2022

Discussion/Direction:

Third Quarter Council Community Grant Program, Four Applications

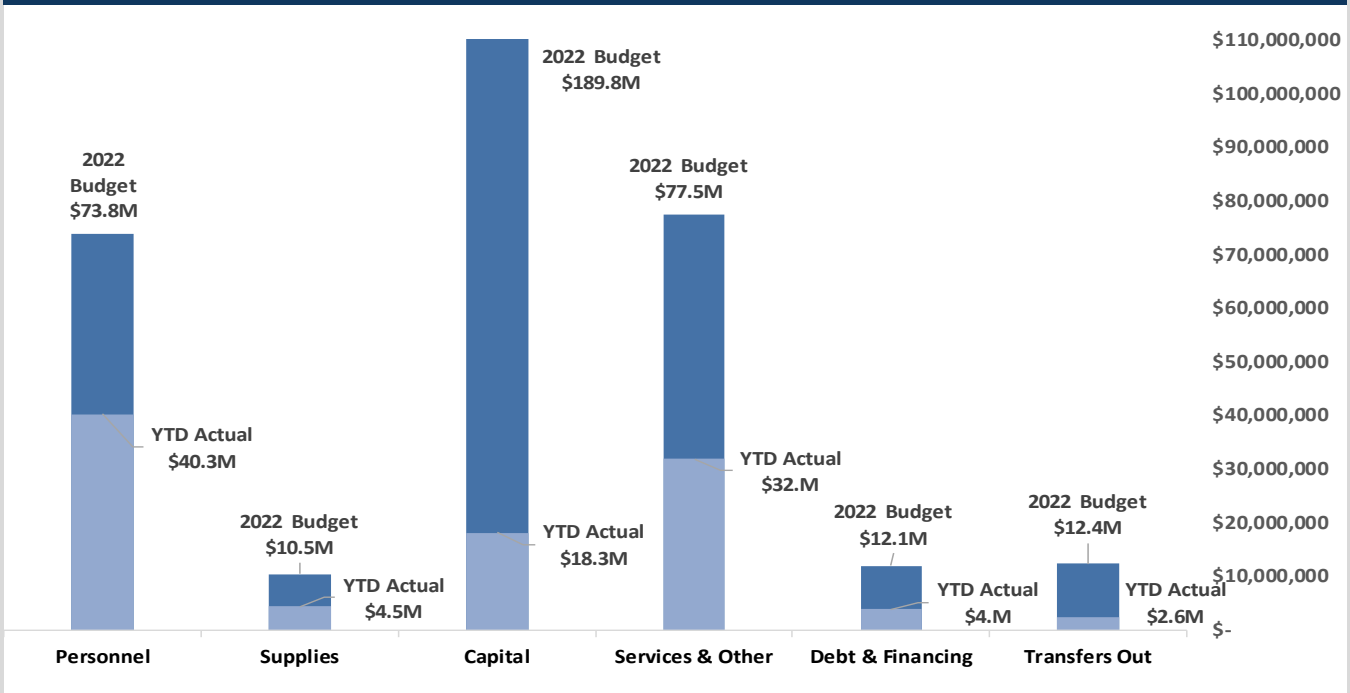
Ordinance (First Readings):

2023 Proposed Budget
Town of Castle Rock Mill Levy
DDA Mill Levy

Resolutions:

2023 Proposed Budget - BID
2023 Proposed Budget - DDA
2023 Proposed Budget/Mill Levy - GID
2023 Loan Agreement - URA

Preliminary Townwide expenditures by category July 2022*



*Latest full month numbers available

PARTNERSHIP

For more information on new Castle Rock businesses, please visit www.CRgov.com

Business licenses issued August 2022

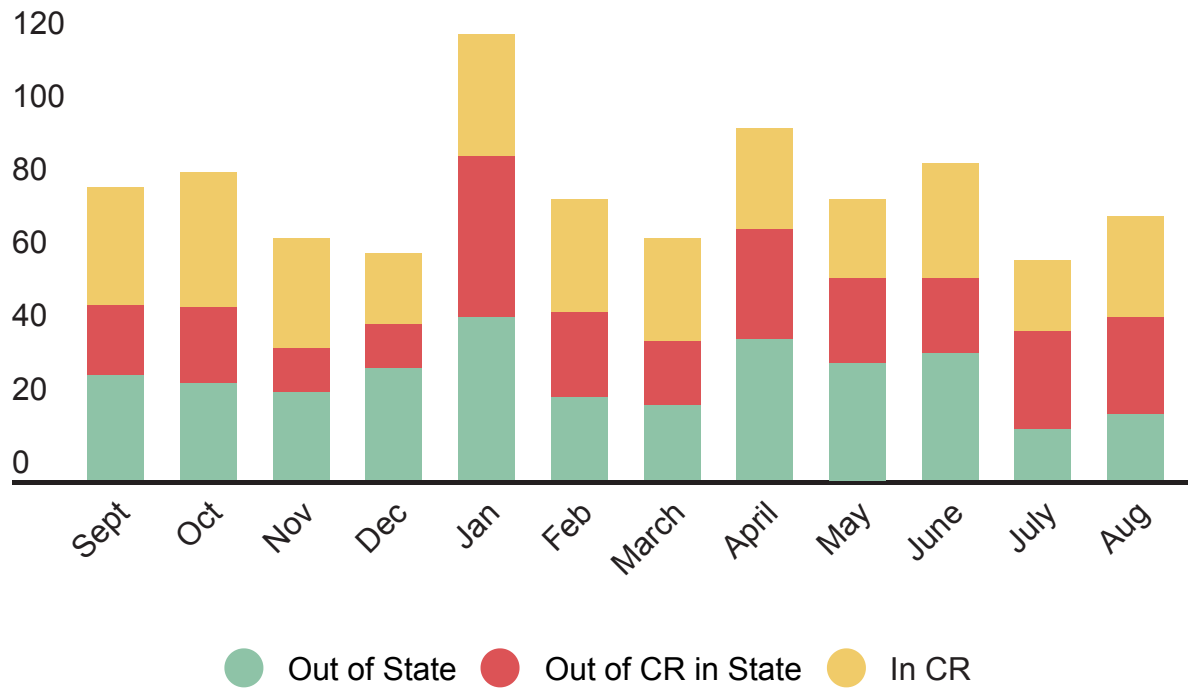
72
Total businesses licensed in August

27
Businesses licensed in Castle Rock

18
Businesses licensed out-of-state

27
Businesses licensed in CO but outside of Castle Rock

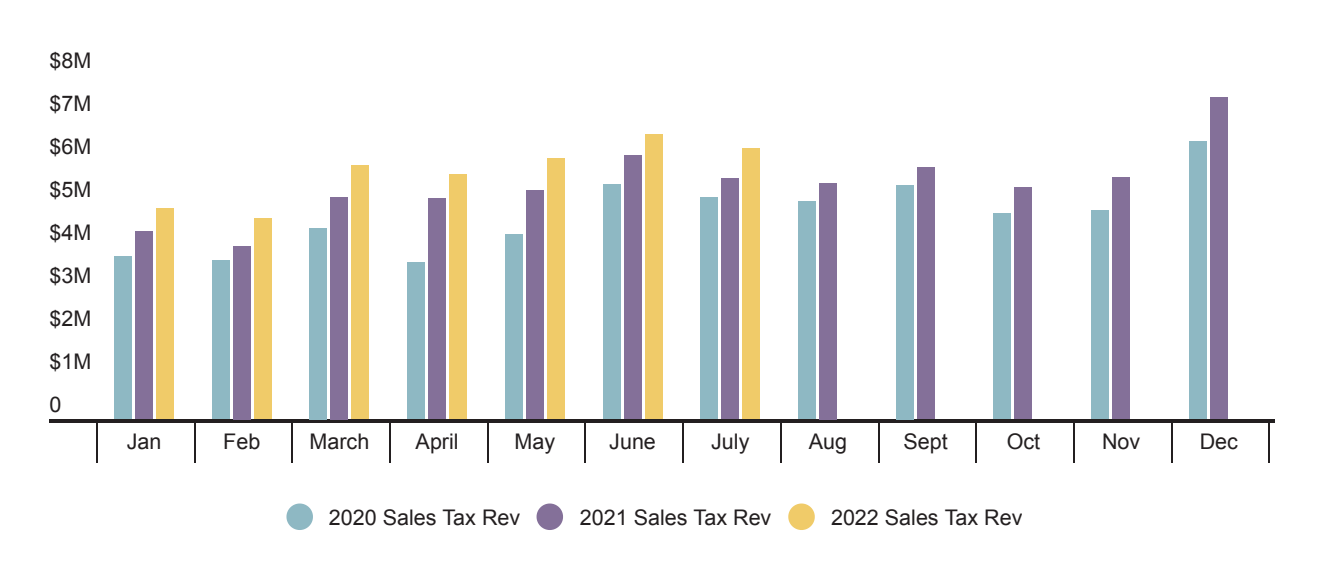
Business licenses issued per month, by area.



Businesses licensed in Castle Rock, August 2022 - Check them out!

AAA Colorado Inc	Insurance & Travel Items
Anjani, LLC	Subway Sandwiches
Art by Erma Jean	Murals, Paintings & Prints
AVECA Holdings, LLC	Short & Long Term Lodging
Blue Opus Interiors, LLC	Interior Design Blinds, Window Coverings, Furnishings & Consulting etc.
Brooke + Finn LLC	Online Children's Clothing
C+J Mining Solutions LLC	Cryptocurrency Mining & Processing Transactions
Cattitude Grooming, LLC	Cat Grooming
Crocs	Shoe & Accessories Retailer
CyndiEpps Art	Abstract Art Paintings
Five Below	Specialty Discount Store, Various Novelty
Inspire Body Contouring & Medical Aesthetics LLC	Med Spa Services & Occasional Skin Care Products
Laurens Custom Cookies	Baked Goods
Mello Ventures LLC	Books
Mymilliondollargiveaway.com	Advertising Online
Nothing Bundt Cakes	Bundt Cake & Small Retail Items
OYO Hotel of Castle Rock *New Owners*	Hotel Rooms for Lodging
Projexx LLC	Online Service for How To Do's for Homeowners
Prospector Modern Apartments	Constructing and Leasing of Apartment Homes
Rex Motors LLC	Motor Vehicles Sales
Schotime Dance Center LLC	Group Lessons for Kids, Merchandise, Private Lessons, Workshops, Costumes & Birthday Parties
Smile Stream Solutions LLC	Supplies for Orthodontists
Stiletto Communications	Marketing Consulting
Sweet Tease Cosmetics LLC	Salon Services - Cosmetic Product
True Divine Glow	Facial Treatments & Waxing
Uproot Collective	Houseplants, Coffee Beans & Coffee Supplies
Zwilling J.A. Henckels	Kitchenware

REVENUE



As sales tax returns are due 20 days after the end of the month, this report shows the prior month's revenue.

Communicating results

Sales tax collections for July were up 12.6 percent from the previous year's month, or up $702,860 compared to July 2021. Year-to-date (YTD) collections are up 12.0 percent compared to the same time frame in 2021. Staff will continue to monitor this very important revenue stream for the Town and inform as needed.

July	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections
2021	$5,578,290	$306,230	$5,272,060
2022	$6,281,150	$522,945	$5,758,205
Dollar +/-	$702,860	$216,715	$486,145
Percent Change	12.6%	70.8%	9.2%

YTD	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections
2021 YTD	$35,743,207	$2,265,905	$33,477,302
2022 YTD	$40,047,760	$2,562,630	$37,485,130
Dollar +/-	$4,304,553	$296,725	$4,007,828
Percent Change	12.0%	13.1%	12.0%

Supporting fiscal accountability

$100,326
Collected from delinquent accounts in August for the month of June.

$350,216
Year-to-date delinquent account collections

110
Audits in process

$201,548
Audit revenue collected for the month of July

Castle Rock Fire and Rescue Department

Commission on Fire Accreditation International

An Internationally Accredited Fire Rescue Agency Since 2012

August 2022 Monthly Report

Department News: Below are pictures of the hi/lo angle rescue. The patient fell off a cliff. The hi angle rescue system was utilized to lower the rescuer, provide care, and haul up the patient in the stokes basket.

Operations Division:
Deputy Chief Rich Martin

Customer Service
Measurable Outcomes - Rating of 4 or better on customer survey cards 100% of the time
August 2022 …100%

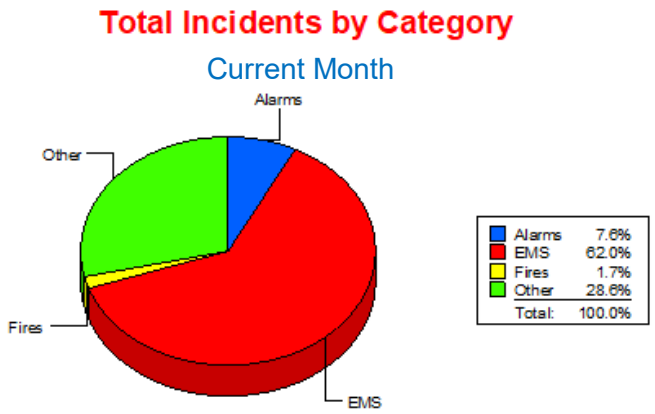
Of the 61 customer survey cards we received in August, 58 were of the highest overall rating of 5, and 3 had a rating of 4. Some of the comments we received read; *"The emergency response team was excellent. They arrived at my home quickly, they were very knowledgeable and confident! They not only were considerate of my medical needs but also considerate of my wife. Great job – Thanks."* Another read; *"I answered this questionnaire because my husband was really out of it with a very high fever. Thank you for saving his life! The quality of care was wonderful! Thank you!"* Another read; *"Thank you so much for your prompt & efficient service! Just wish I knew all your names to thank you in person, but hope you'll accept our deepest gratitude."*

Call Statistics
For the month of August, we responded to 625 calls for service. Last year at this time, we responded to 573 calls. This places our year to date calls at 4,759 which is 837 more calls or 17.6% higher than last year. Average calls per day for the month were 19.6.

Of the 625 calls for service in August, 413 of the calls were for EMS. We had 372 patient contacts and transported 300 patients. This time last year, we had 235 transports.

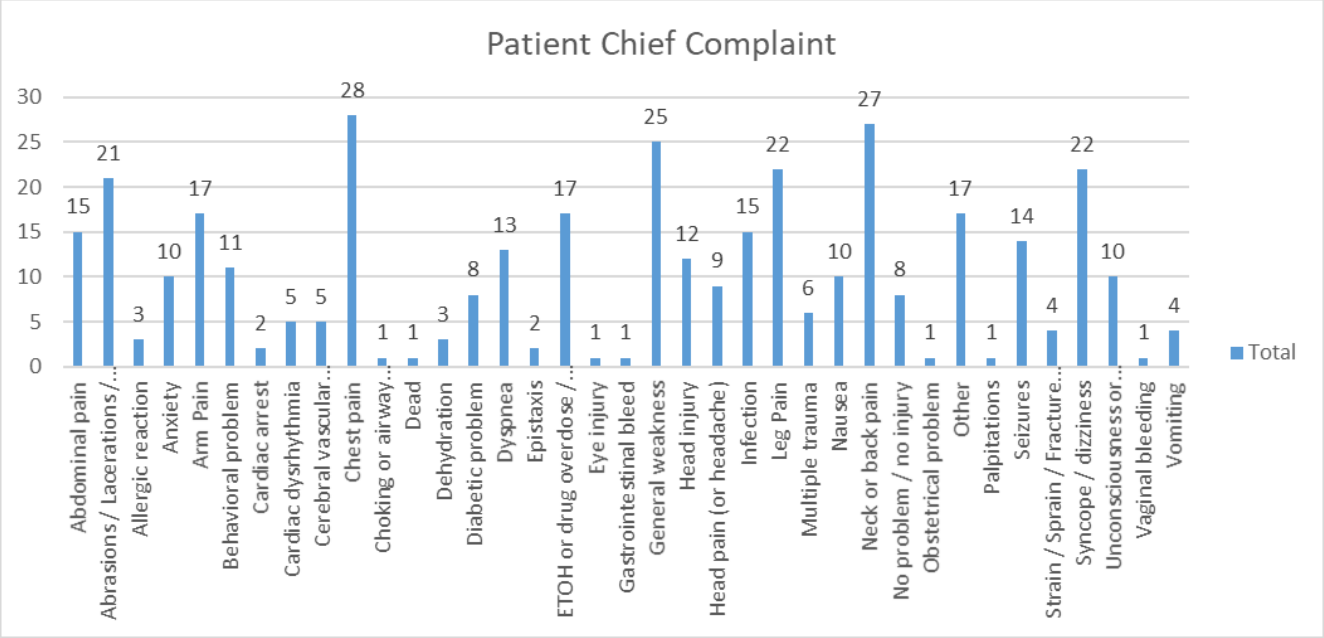
Fire Calls
During the month of August, we ran 8 fire calls compared to 4 in August 2021. We had 51 alarm calls, which is 5 more than last year. Alarm calls are closely related to new commercial construction, where alarms are generated as new systems come on line.

The chart below indicates call proportions for the month of August:



Emergency Medical Service Calls

The most common EMS calls in August were for chest pain with 28 patients. The second most common complaint was for neck or back pain with 27 patients.



Measurable Outcomes

CRFD Paramedic on scene of all EMS calls 100% of the time

July 2022…100% **August 2022…100%**

Monthly alerts called by crews and follow-up

Trauma Alerts	**2**	Transported to appropriate facility **100%**
Stroke Alerts	**6**	Transported to appropriate facility **100%**
STEMI Alerts	**1**	Transported to appropriate facility **100%**
Sepsis Alerts	**12**	Transported to appropriate facility **100%**

Correct treatment, destination, and procedures done 100%

Significant calls:

A Shift: On August 5th, crews responded to the West Frontage Road on a Mass Casualty Incident. It was a two car motor vehicle crash with two patient extrications from one vehicle. Battalion 151, Quint 151, Medic 151, Engine 152, Medic 153, Engine 154, Medic 154, Medic 161, Medic 181, and Division Chief 151 responded. Five patients were transported.

- On August 11th, Battalion 151, Quint 151, Engine 153, Medic 153, Engine 152, Medic 151, Squad 155, Chief 154, BC151C, and Chief 151, responded to the area of Tabor Drive for a HI/LO angle rescue with injuries, from a fall off a cliff. The Hi angle rescue system was utilized

to lower the rescuer, provide care, and haul up the patient in stokes. One patient was transported to a nearby hospital.

- On August 23rd, Battalion 151, Quint 155, Engine 154, and Medic 154 responded to Factory Shops Blvd on an auto vs. motor scooter. One critical patient was transported to a nearby hospital with 3 extra firefighters.

B Shift: On August 28th, Battalion Chief 151, Engine 152 and Medic 151 responded as mutual aid with Larkspur Fire Protection District on a single-family dwelling fire. Heavy fire was found in the attic. The fire was contained and no civilian or firefighter injuries reported.

C Shift: On August 26th, Engine 154, Hazmat 153, Medic 153, Battalion 151, and Bureau 152 responded to 850 New Memphis Court for a reported fuel spill. Crews found a food delivery truck with a ruptured diesel saddle tank leaking into the street and toward waterways. Crews stopped the leaking tank and were able to control the spill. Castle Rock Storm Water and Plum Creek Wastewater both responded and evaluated for water contamination. Castle Rock Public Works was also brought in to assess the spill on the road. No contamination to either waterway was found. The delivery company hired a contractor for cleanup.

Life Safety Educators:

The Fire and Life Safety Educators continue to schedule and participate in public education events. National Night Out was a very successful event this year, with many visitors interacting with our members. Once again, this year's Touch a Truck event was extremely successful. Throughout the duration of the day, we had families lined up for the opportunity to have the kids flow water out of the fire hose with assistance of our members.

Public Education Statistics

For the month of August, we made contact with 7,237 citizens through 13 different events totaling 26.25 hours of education.

Of the 7,237 citizens we made contact with, 4,082 were children (18 years of age or younger) and 3,155 were adults.

August Public Education Happenings

National Night Out with Castle Rock Police Department (8/2), Safer Senior Program (8/11, 8/18 and 8/25), Community CPR class (8/13), Touch a Truck Douglas County (8/20), DC Oakes H.S. Career Q & A (8/25), several scheduled pub eds throughout month, and several walk up station tours throughout August, as well.

CRFD Pub Ed Team The pub ed team met on 8/22 and discussed August events, pub ed swag ordering updates, Fire Prevention Week NFPA theme ("Fire won't wait! Plan your escape!"), Coloring Contest, Car Seat tech event (9/10/22) and sought feedback from line members. Next meeting will be 10/24.

Vision - To Be The Best - at providing emergency and prevention services
Mission - High Customer Satisfaction - through quality preparation and excellent service
Values - Strength, Honor, Integrity, Excellence, Leadership, Dedication, Service

Car Seat Education Statistics and Measurable Outcomes
Crews and administrative staff assisted with the completion of 33 car seat checks during the month of August. These car seat checks were comprised of 32 rear-facing seats and 1 forward facing seat.

Of the car seat education that was provided during the month of August, 100% of respondents "would recommend this service to friends and family." 100% of respondents indicated they are "better educated in child passenger safety after this experience." Some community member feedback we received in August read: "This has been terrific. I learned many specifics of our car seat, very beneficial." "Thank you so much for all of your help and for helping me the same day I came to the station."

Social Media
During the month of July (reporting is one month in arrears), the CRFD Facebook page reached 13,128 people. Posts were shared 43 times during the month and post engagements came in at 4,127.

Deputy Chief Commentary:
Our call volume continues to increase, when compared year over year. Through the month of August, we have responded to 17.6% more calls for service than last year at this time.

We continue to closely monitor wildland fire conditions in conjunction with our County partners.

We continue to focus on Cardiac, Sepsis, Stroke and Trauma alerts, from initial contact, through transport to the appropriate facility, hospitalization, and ultimately, discharge from a health care facility. We continue to work with our medical director to show these outcomes by utilizing The Modified Rankin Score. We believe this data is the most comprehensive at this time for us to get the best information and continue to look at ways to improve patient care and outcome.

We remain current and are complying with any remaining orders and guidance regarding the pandemic at local, state, regional, and national levels as they are updated and revised. We have noticed an increase in patients and employees that have tested positive.

The ER divert status remains something that we will continue to monitor and communicate with our hospitals moving forward to take proactive steps when needed. We continue to notice a minimal, yet continual increase in the frequency of diverts this month.

We continue to ensure our EMS data is reported to the state on time, as per new state statutes.

We have scheduled all of our newer members for a maximum treadmill test through CSU's Health and Fitness Clinic. Those who have received this test during their employment, continue to have the option to participate, however, they will be scheduled after our required members are completed. We also have met with the clinic that will complete our annual physicals this fall for all members. These will start in October.

In August, members were involved in physical fitness for a total of 261.25 hours.

Administration Division:

Fire Chief Norris Croom

Key Admin Issues

On August 16th, the department appeared before the Commission on Fire Accreditation International (CFAI) where we received a unanimous approval for re-accreditation. Mayor Gray, Town Manager Corliss, Assistant Town Manager Read, and a number of members attended the hearing. The Commission was very appreciative to see the support of our elected officials and town leadership attend the hearing, and we only had to answer three questions. I would like to thank every member of the department for your efforts towards continuous quality improvement in everything we do as this is very much an entire team effort. Congratulations to all!

Congratulations are also in order for our recent promotions, Lt. Steve Patik and Engineer Aaron Goudy, as well as our newest members, Firefighter/Paramedics Eliza Normen and Paul Shoemaker! All were recognized at our Badge Ceremony on August 5th.

Fire Chief Commentary:

The goats completed the identified mitigation areas in the Woodlands in mid-August. We believe this has been a very successful project, and we anticipate using them for future projects as we continue mitigation efforts on town property.

We finished our meetings with other town departments and the developers for the proposed Dawson Trails subdivision in the southwest part of town. Part of the development agreement includes a site for a future fire station as well as a financial contribution towards the construction of the station and apparatus acquisition. At full buildout, the development will be large enough to require a station as the projected call volume will exceed the capacity of Station 152. Until the metrics are met to build the station, it is expected that a second engine may need to be added to Station 152 to cover the increased call volume. However, there is no scheduled date for when this will occur. The final development agreement was presented to Town Council and approved to move forward.

Logistics has continued to work with Castle Rock Water and our Parks and Rec department to change the landscaping at Station 153 to ColoradoScape. A purchase order has been issued to a design firm to complete the needed design and documents for both stations. We hope to have the design completed this year, potentially complete the landscape changes at Station 153, and then we will look at Station 154 next year to complete their landscaping changes.

We completed all of our meetings with the budget team on the development of the 2023 Budget. As of now, it is recommended that we hire four positions next year, three Firefighter/EMTs and another Safety and Training Officer. These positions are a continuation of the "down payment" for staff needed for Station 156 if we are unable to secure the needed funding to hire these positions outright. In addition to these positions, the majority of our non-capital requests were approved as well, to include stipends for specialty certifications. The budget is scheduled to be informally briefed to Council on September 6th, and then formally presented to Council for first reading on September 20th.

Lt. Steve Patik

Engineer Aaron Goudy

Firefighter/Paramedic Eliza Normen

Firefighter/Paramedic Paul Shoemaker

Life Safety Division:

During the month of August, the Division continued to meet the expectations of our customers as can be seen in the following summary.

Statistics:

Inspection Type	Number	Hours
Complaint	4	2.75
Construction	141	171.50
Correction Notices	23	13
Primary Insp	94	52
Follow-up Insp	149	96
Pre-Citation	5	2.5
Special or Special Event	23	12.75
HazMat/Primary & Data	14	10.75
Total Inspections	453	282.75

Total occupancies inspected during August was 275 or 11.41% of total occupancies, which is an increase of approximately 32% from this time last year.

Plan reviews:
A total of 184 plan reviews (145.75 hours) were completed during the month of August. Of these plan reviews, 30 of them were for permits, all of which took less than the allotted 10-day period.

Investigations/Response Assist:
Response Assist – 8 responses taking just over 9.25 hours to complete.
Investigation/Law Enforcement – 21 entries requiring 21.25 hours of time to complete.

Wildland Urban Interface – Education/Mitigation Efforts:
During the month of July, several calls for service were initiated including questions regarding the mitigation work in Metzler Homestead and the Woodlands using the goats, which involved roughly 13 hours of time.

Training:
The division as a whole documented 32 hours of training during the month of August. This includes training for investigations, fire inspections, plan reviews, and code interpretation.

Youth Fire Setter Intervention:
During the month of August, there were 1.75 hours dedicated to juveniles that had previously entered into the YFIS program for evaluation and training. This was the final portion for a group of individuals that needed to complete the program.

Training Division:

Division Chief Oren Bersagel-Briese

Division Chief Commentary

On the last two days of August, we brought our most recent group of Acting Lieutenants back for a couple of days of strategy and tactics focused sets and reps. This is part of our continued evolution of the ALT program, and the two days featured a review of the Blue Card program, several hours with BC Rob Backer (Thornton FD), a trip to the SMFR CTC with BC Andy Powell (SMFR), wildland response considerations, and structure fire response considerations. We are extremely thankful for the outside instructor involvement and we are appreciative of our member's commitment to their development.

August's department-wide training included the annual series of ACLS classes, an online EMS training on sepsis, and awareness level trench rescue training at Station 155. The lateral academy also concluded at the end of the first week of the month and our newest members have begun their shift-based trainings. Congrats to Eliza, Paul, and Owen for completing the academy; and thank you to each of the instructors in each of these trainings for your time and energy!

We have been working with our Driver/Operator SMEs to develop an in-house certification for driving with a trailer. The department identified a gap in our DO training, where we hadn't been providing any official training on how to connect, drive, back, and position a vehicle with a trailer. The certification was built into Vector Solutions and has been issued to all of our Engineers and Acting Engineers to be completed by the end of 2022. These trainings and evolutions feature a small set of JPRs and will be led by each shift's DO SME. If you have been assigned the certification, you can find more information about it on Vector Solutions.

CMCB: At the beginning of the month, we were able to finish meeting with each crew to talk about our move to CMCB. We appreciate the time, hospitality, and the discussions we were able to have; and we share everyone's excitement about joining CMCB! On August 17, we hosted our first CMCB Board of Directors meeting and the board was very complimentary of our facility and willingness to host. Later in the month, we received confirmation that everyone's CMCB certs have been loaded into your profiles – so anticipate seeing the newest 'certification verification' assignment coming soon.

Over at the FTC, we were able to reorganize and clean out our Conex storage. A big part of this was moving just about anything that a crew would need for training to the new room on the first floor of the FTC – hopefully making it easier and more efficient for you to conduct training. Generally, the only reason that you now would need to get into a Conex for training would be for either the dump tank or the extra ground ladders. The FTC grounds were also cleaned up and furniture was placed throughout the building.

In August, crews trained for more than 2,172 hours on a wide range of topics to stay operationally prepared including rope rescue, EMS topics, driver/operator, engine and truck company operations, wildland response, forcible entry, incident command, ground ladders, professional development, size-up, physical fitness, search and rescue, and much more.

We are currently working on the following projects:

- FTC projects
- A new recruitment video
- EMS training
- CMCB
- Building project templates for division
- ImageTrend implementation plan

We also:

- Attended incident Safety Officer Training
- Completed the annual CIRSA safety audit for the town

Lateral academy badge ceremony

Trench training at Station 155

Lateral academy training with Air Life

10

Logistics Division:

Division Chief Jim Gile

Division Chief Commentary

August saw the continuation of many projects in the Logistics Division. We attended monthly Ops/Logistics meeting, hosted the first meeting of the new Apparatus Spec. Team, attended the CFAI accreditation hearing at the Westin DIA, the Executive Staff meeting and our Tri-Weekly DoIT meeting. The new apparatus team had the opportunity to look at a demo engine. This was brought down by a new dealer in the metro area, IKON Fire. They are affiliated with SVI and Sutphen. The engine was looked over by the team and a few members took it for a test drive. While not looking to change, it is always educational to see how various manufacturers are doing things.

Work continued on a couple of large projects. The door raise project is seeing some forward motion. Doors have been ordered, and we are working to refine the plan with the contractor who won the bid. We also were able to secure a design firm for the landscaping project at Station 153 and 154. In addition, work continued on new units. The new Bureau 152 vehicle, a 2022 Chevy Silverado 2500HD, was placed into service and work continued on the New STO truck, and some fine tuning to the Battalion Truck now that it has been in service for a bit.

Work also continues in other areas of the Logistics Division. LEST Keegan continues to handle the day to day logistics needs of the department. This includes tools, equipment, uniforms and PPE. Tad is also the primary approver of the Home Depot / Supply Works station supply orders. We are continuing to work on storage options for logistics supplies.

Sr. EVT Jennings continues to handle the repair and maintenance needs of the department fleet. In addition to work done on Units 281 and 082, Brush 155 came back from deployment to Texas and underwent a post deployment preventative maintenance before being returned to service.

There have been some additions and changes at the PSTF South that everyone should be aware of, CRPD has moved their Special Operations personnel into the office space on the north side of building. This includes Training, Logistics and Animal Control. With the parking struggles we continue to have, ***please avoid parking apparatus in the driveway of the south building***. You will also see the parking lot has been reconfigured and restriped. Signage has been added at the South Building designating parking spaces. PD has 3 designated spaces, there are assigned spaces and some PSTF general parking spaces. Please be respectful of the spaces you park in, and if possible park in the FTC or North Building lot leaving the south spaces for the folks assigned to the building.

HAAS alerting system (the system that alerts drivers of emergency vehicles in the area) totals for August are 6,965. Year to date is 42,600, and the total since we began the program is 169,263. Castle Rock Fire and Rescue was the first agency in Colorado to implement the system.

Division Project Report

- Facilities Projects
- New Bureau 152 Up-fitting
- MDC Replacement
- Station 154 / 155 Door Raise Project
- New STO Up-fitting
- R&D Team projects
- Hazmat Team Projects

Units 144 and 281 being worked on in shops

New CFAI Accreditation Decal “Since 2012”

Accreditation and Emergency Management:

Assistant Chief Craig Rollins

First and foremost, I want congratulate everyone on receiving our third international accreditation. This is an entire department effort and would not be possible without the level of professionalism shown to our customer, quality of patient care, accurate incident reporting and data entry, maintaining high levels of knowledge in all aspects of your jobs, taking on additional responsibility, and researching, writing, and reviewing accreditation documents. The department only needed to answer three questions from the commission before receiving another unanimous approval. Thank you again for the work each of you put in on a daily basis.

The fall accreditation cycle is in full-swing, and we have four members (Chief Martin, Chief Gile, Lt Moore, and myself) assigned to peer teams. The role of peer assessor is an import role for the department. We not only actively participate in the accreditation process, but our members are able to expand their knowledge of fire department operations, administration and deployment models. They can then bring back how different departments are addressing similar concerns, innovative solutions, and best practices.

I continue to update the department's Emergency Operations Plan. However, with the transition from Tri-County Health Department (TCHD) to Douglas County Health Department (DCHD), the update will take longer than initially anticipated. I have had meetings with DCHD to begin updates to the Public Health Annex and ESF#8. While not at the same level as COVID-19, I attend regular meetings with local and state public health agencies to monitor activities and trends focused on Monkeypox.

July 2022 Summary:
Calls for Service:

	All Incidents				Emergent Incidents			
	Incidents		Apparatus Response		Incidents		Apparatus Response	
	682		1491		433		1066	
Urban	475	70%	977	66%	289	67%	662	62%
Rural	143	21%	345	23%	102	24%	257	24%
Interstate	18	3%	72	5%	18	4%	70	7%
Blank	0	0%	0	0%	0	0%	0	0%
Mutual Aid Calls	46	7%	97	7%	24	6%	77	7%
Aid Received	54	8%	180	12%		0%	156	15%
Aid Given	26	4%	104	7%	22	5%	87	8%

Castle Rock

PARKS & RECREATION

August 2022

LEARN MORE

CRgov.com/ParksandRec

parks@CRgov.com

Upcoming Events

View up-to-date information at CRgov.com/Events.

SEPT 15
TUNES FOR TRAILS FREE CONCERT FEAT. GROOVEALICIOUS
6:30 - 9 p.m.
The Amphitheater at Philip S. Miller Park

SEPT 16
GLOW DANCE PARTY
6:30 - 9 p.m.
The Amphitheater at Philip S. Miller Park

SEPT 24
NATIONAL PUBLIC LANDS DAY
8 - 11:30 a.m.
Metzler Family Open Space

OCT 1
CASTLE ROCK TRAIL FESTIVAL AND liveBIG RUN
7 a.m. - 3:30 p.m.
Philip S. Miller Park

OCT 7
DATE NIGHT - COMEDY AT THE AMPHITHEATER
6 - 9:30 p.m.
The Amphitheater at Philip S. Miller Park

OCT 8
LEGACY TRAIL CONTRUCTION OUTING WITH VOC
7:30 a.m. - 4 p.m.
Gateway Mesa Open Space

OCT 15
FALL FESTIVAL FEAT. CREEPY CRAWLIES AROUND THE ROCK
10 a.m. - 3 p.m.
Festival Park

OCT 22
SPOOKTACULAR
1 - 4 p.m.
Philip S. Miller Park

OCT 28
FANGTASTIC FESTIVAL
noon - 3 p.m.
Festival Park

Parks, Open Space & Trails

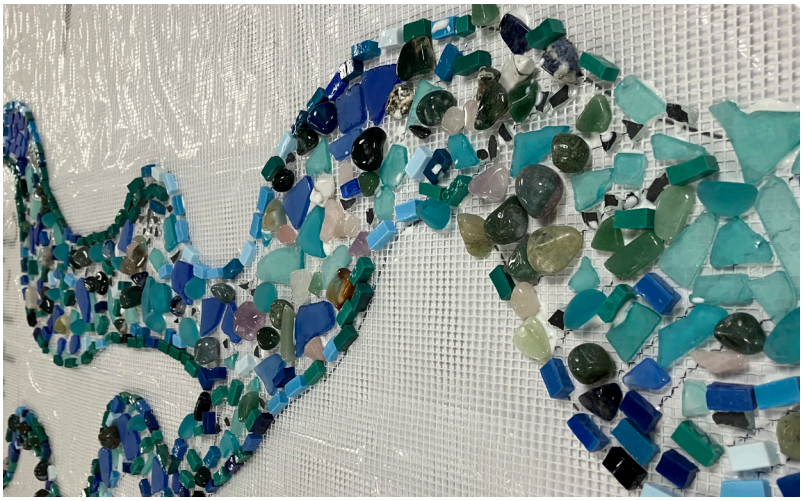
TOWN COUNCIL APPROVES SYNTHETIC-TURF CONVERSION PROJECT AT PAINTBRUSH PARK

In August, Town Council approved a contract by resolution to convert the athletic fields at Paintbrush Park in The Meadows to synthetic turf. The project represents a joint effort between the Parks and Recreation Department and Castle Rock Water. A similar joint project was recently completed at Metzler Ranch Community Park, which converted four baseball fields. These efforts not only reduce maintenance hours for park operations staff, but save water and extend the ability of sports teams and leagues to use the facilities earlier in the spring and later in the fall when unfavorable weather can often limit play.

In October, contractor Academy Sports Turf will commence the project, converting the two existing softball fields and soccer field from grass to synthetic turf. The upgrade is projected to save 4 million gallons of water each year. Site work will include the removal of sod and approximately 4 to 6 inches of underlying soil; laser grading of the drainage media subgrade; installation of a subsurface drainage system; installation of 4 inches of fractured stone base and drainage media; 2 inches of crusher fine gravel; and a nailer edge surrounding the perimeter of the field. The new turf will have an 8-year manufacturer's warranty, 8-year installation warranty and 1-year warranty on base construction.

Academy is a leading supplier of synthetic turf systems and is a TenCate Grass Company, having long-standing experience in the development, manufacturing, construction, installation and maintenance of synthetic turf systems with over 400 field installations. Their ability to provide high-quality product innovation and turnkey, sustainable sports solutions is unrivaled in the industry.

The project is slated for completion prior to March 2023 to accommodate spring baseball, softball and soccer and ensure that the fields are useable before the spring irrigation season.



BUTTERFIELD PARK RENOVATION AND POSSIBILITIES PLAYGROUND

Throughout August, project contractor American Civil Constructors continued renovation work at Butterfield Crossing Park in The Meadows. Updates to the irrigation system, the parking lot and restroom facility are all nearing completion. The project is set to be completed in spring 2023 and will feature new basketball and pickleball courts, upgraded irrigation and lighting, new pavilions, expanded trail connections, a fitness court and a fully-inclusive playground.

The Castle Rock Parks and Trails Foundation has raised nearly $1 million to date to help offset the project costs of this Possibilities Playground to help ensure everyone has access to outdoor play. The playground will feature many inclusive amenities such as accessible swing bays, musical instruments, a merry-go-round, pulse table tennis, a roller table and a sensory wall.

While playground companies create and sell sensory walls, Castle Rock's Therapeutic Recreation Program decided to take the design into their own hands. In August, program participants joined forces with the Art of Concrete to create a portion of the wall by gluing stone and tile pieces into a beautifully designed mosaic. Their artwork will now forever be a piece of the sensory wall that will encourage park visitors to explore rough and smooth textures and shapes, promoting exploration and developing visual skills and dexterity.

Learn more about the renovation project and Possibilities Playground and donate today to leave your very own imprint in the park!

VIP'S TOUR METZLER FAMILY OPEN SPACE

To raise funds for the Possibilities Playground at Butterfield Park and awareness of the Town's newest open space property, the Castle Rock Parks and Trails Foundation hosted a sneak-preview VIP on Aug. 25. The event sold out at thirty attendees, who enjoyed a guided hike around new soft-surface trails, a tour of the homestead and outbuildings, a wine tasting and charcuterie, and raised over $4,000 for the park.

In 2021, the Estate of Robert F. Metzler donated approximately 60 acres and a homestead and silo near Founders Parkway and Crowfoot Valley Road to the Town. To honor this donation and the Metzler heritage, the property has been named the Metzler Family Open Space. The site is part of the original Metzler Ranch Planned Unit Development of 770 acres, which was annexed into Castle Rock in 1984. This tract is the last remaining, undeveloped parcel from the original annexation area and was one of the largest land donations the Town of Castle Rock has ever received.

The Town has allocated $1.6 million for various improvements prior to opening the property to the public by the end of 2022. This spring and summer, contractor Timberline Trailcraft constructed 6 miles of soft-surface trails. In July, the historic and leaning silo was successfully straightened and Summit Sealants repointed the joints of the silo's brick. Designs for the parking lot and entrance on the southeast side of the open space were recently bid for construction, which will begin the fall.

The property will formally open to the public late 2022, but another opportunity for residents to get a sneak-preview will be offered through at Public Lands Day on Sept. 24. To learn more or register, visit CRgov.com/PublicLandsDay.

Community Events

SUMMER BALL

During the COVID-19 pandemic, the Daddy Daughter Ball that is typically held in February was extended into the summer so more could join the fun. The winter and summer edition continued in 2022, and on Saturday, Aug. 20, over 300 daddies, daughters, mothers sons and family members got their passports ready to enjoy the around-the-world theme. In addition to dancing under the stars, families enjoyed refreshments, yard games, food trucks, and professional photographs to commemorate the evening.

CONCERT SEASON WRAPPING UP

The Town's Summer Concert Series and First Fridays events successfully concluded in August. Throughout the season, tens of thousands came out to partake in the live music and enjoy craft drinks and local food at both The Amphitheater at Philip S. Miller Park and in the heart of Downtown at Festival Park. The Tunes for Trails free concert series wraps up in September, also at The Amphitheater.

- **06.07** Spazmatics with opener Ninety Percent 90s and the 80s 5k fun run
- **07.01** Thumpin' with opener Brothers of Brass and the Patriot Run 5k fun run
- **08.05** Blink-180TRUE with opener Ninety Percent 90s and the Color Run 5k fun run

- **06.16** Something Underground
- **08.18** Spinphony
- **09.15** Groovealicious

- **06.11** Spin Doctors with special guest The Burroughs
- **06.30** Fuel with special guest The Record Thieves
- **07.22** Nancy Wilson's Heart with vocalist Kimberly Nichole and special guest Cari Dell
- **08.06** Three Dog Night with special guest Danny McGaw
- **08.12** Scotty McCreery with special guest Greylan James
- **08.27** Kasmir, the live Led Zeppelin Show, with the Denver Pops Orchestra

Community Outreach

FALL/WINTER RECREATION GUIDE

The newest edition of the Parks and Recreation Department's recreation guide was recently mailed to residents to provide information on upcoming fall and winter offerings. The guide is sent to residents three times each year, and also available for pickup at the Recreation Center and Miller Activity Complex. From cultural arts and therapeutic recreation offerings to winter-break camps and clinics and group fitness programs, the guide features activities for all ages and ability levels. The Recreation Guide is also available online at CRgov.com/RecGuide.

TRAILS THURSDAY POST PROMOTES BEAR AWARENESS

Castle Rock is home to black bears, and this time of the year, bears go on a feeding frenzy to fatten up for winter hibernation. For up to 20 hours per day, bears follow their noses for easy, calorie-packed meals, often feeding on currant berries, chokecherries and acorns along trails. Open space users are encouraged to use caution when on any trail and follow these tips:

- Use only one earbud
- Make yourself know by making noise as you hike, such as with a bell or by talking
- Run, hike or bike in pairs
- Carry a phone for emergencies
- Keep dogs on a leash at all times

To get the huge daily quantity of 20,000 calories needed for denning, bears will head straight to unsecured trash cans, bird feeders and other outdoor attractants such as dog food, coolers, uncleaned grills and fallen fruit as well, increasing the risk of human-bear conflict.

If you see a bear, don't run. Avoid direct eye contact and slowly back away. Call 911 if the bear shows aggression toward you. If a bear comes near your home, do your best to chase it away. Yell, blow a whistle, clap your hands and make other loud noises, but never approach or corner a bear.

Visit CRgov.com/Wildlife for more facts and tips about bears, and other wildlife that call Castle Rock home.

Athletics & Adventure

SUMMER 2022 CAMPS RECAP

The American Legion

Certificate of Appreciation

This certificate of appreciation is gratefully presented to

Bob Maloney

In recognition and sincere appreciation of outstanding service and assistance which contributed to the advancement of The American Legion programs and activities dedicated to God and Country.

American Legion Post 1187

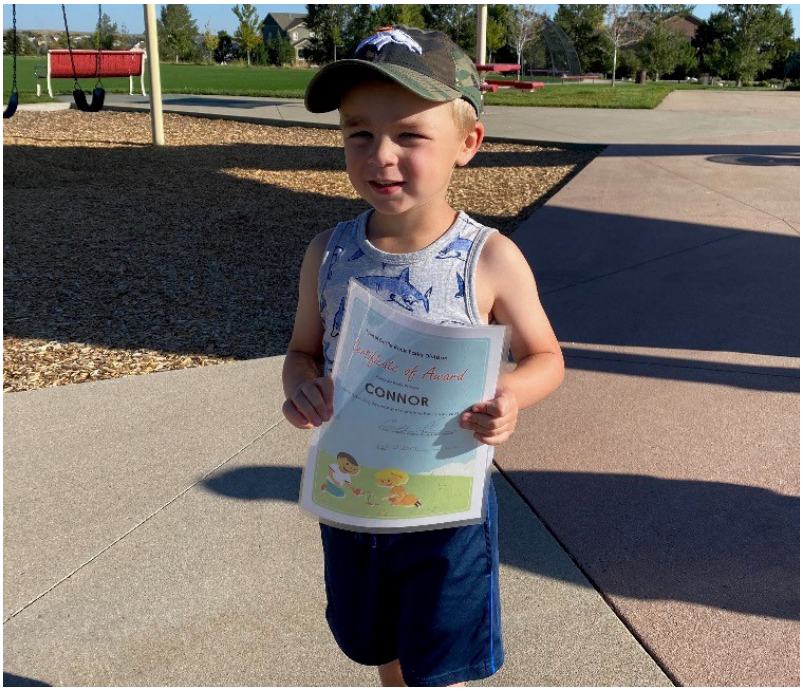
Department of Colorado

This 5th Day of September, 2022

ATTEST:

ADJUTANT

COMMANDER



Parks Operations & Maintenance

STAFF HONORED BY THE AMERICAN LEGION

Bob Maloney, Manager of Park Operations and Maintenance, and John Jorgensen, Open Space Supervisor, were recently recognized by the American Legion in front of Town Council. Throughout 2022, the division worked with members of Castle Rock's American Legion to design and install new brackets for the flags along the streets of Downtown Castle Rock. While the division worked to reinforce existing and expand installation locations, the American Legion agrees to assisting with future maintenance. The mission of the American Legion is to enhance the well-being of veterans, their families, the U.S. military and communities through devotion to mutual helpfulness, and to remind citizens of the importance of patriotism.

RESIDENT RECEIVES HONORABLE AWARD

The Park Operations and Maintenance Division works hard to keep Town parks, open space and trails in tip-top shape. Throughout the summer, a four-year-old named Connor decided to help the parks and rec team. Each Tuesday, when staff member Candy Keller went to Gemstone Park to complete her usual mowing routine, Connor worked hard right alongside her to pick up trash and help ensure the park was clean for visitors. To recognize Connor's efforts, the division gave him a Certificate of Award noting him as an Honorary Parks Worker for Summer 2022.

Photo Credit: Officer Grandy

AUGUST 2022

CASTLE ROCK POLICE

VISION

To serve people one-by-one so together, we can create environments that are safe and secure, and where people can thrive.

MISSION

The Castle Rock Police Department is dedicated to excellence through community safety, innovation, and public trust. Our goal is to provide for the safety and welfare of both the citizens and visitors of the Town of Castle Rock utilizing effective community-policing philosophies, including crime prevention, traffic enforcement, criminal investigation, crime analysis and community involvement.

Follow us on Facebook, Instagram or Twitter: CRpoliceCO

Castle Rock Police Department
100 Perry St., Castle Rock, CO 80104
303.663.6100 | Fax 303.663.6105
Police@CRgov.com | TipLine 720.733.3517

One-By-One Policing

To serve people one-by-one so together, we can create environments that are safe and secure, and where people can thrive.

One-by-one policing is Castle Rock Police Department's vision and is a unique way of leading and serving people, which is central to our pursuit of providing a safe and secure community. This is our purpose, our cause, our belief, and it all starts within our organization. This page is dedicated to the ways in which we as a department reach out to our community one by one and where the community reaches back.

"I care for adults with disabilities...lots of times I have bad interactions with the responding officers, but the two females who responded [Officers Bredehoeft & Milord] were phenomenal with the client. They were compassionate with me instead of blaming the provider or being accusatory; these officers were amazing. Please thank them for us."

A.H. (8/21/22)

"Thank you [Officer Houser] for everything you did yesterday to ensure the girls took their actions seriously. I really appreciate you!"

Stephanie K. (8/15/22)

"Thank you for all you do in our community! You all have meant a great deal to me and have helped me in my very dark times as well as the good times. A special thank you to Officer O'Donnell! ... I forgot to mention how excited and beneficial this new program, CPU [Community Partnership Unit], is needed and appreciated for this community! I wouldn't wanna live anywhere besides Castle Rock!

Steven P. (8/4/22)

"Dear Sergeant Collins, I wanted to reach [out] to express my most sincere gratitude and accolades for Officer Stembel. I have worked with him for almost three years now and he is epitome of a caring, empathetic and stoic SRO. Our students love him dearly and he goes above and beyond to build relationships with them so that they know that he is a safe adult within our building. I know I can call him at a moment's notice to help in any situation... [His] leadership and presence within our school is vital. I hope that you will celebrate him for his unwavering commitment to our schools and be reassured that he is beloved in the REMS community."

Trena H. (8/18/22)

"Thank you to the officer [Officer Stark] directing traffic during the Cattle Drive last Friday. The one on Fifth Street and Perry [who] jumped out in front of two cars to protect me and my little dog. All I could say at the time was "that was nice of you." Later on it hit me how selfless that was of him. I should have been paying better attention, but I realize I actually put him in danger protecting me. I am so glad the situation seemed to work out fine for everybody. Thank you for all you do to protect and serve."

Anonymous (8/2/22)

Message from the Chief

The format of the department's monthly report is purposely designed to mirror our department's five-year strategic plan. This will allow members of the community as well as members of our organization to gauge how we are progressing in key areas of our strategic plan.

The Police Department's strategic priorities will anchor and update the main sections of this report. By doing so, this will facilitate our continued focus on implementing our strategic plan and providing outstanding service to the Castle Rock community. There are six strategic priorities included in the Police Department's Five-Year Strategic Plan:

Priority 1: Crime

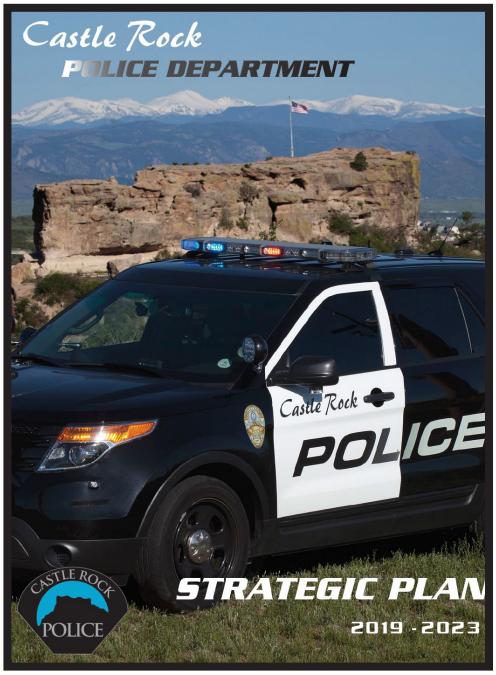
Priority 2: Traffic Safety

Priority 3: Employees

Priority 4: Prepare for Future Growth

Priority 5: Community Policing and Partnerships

Priority 6: Technology, Equipment and Training



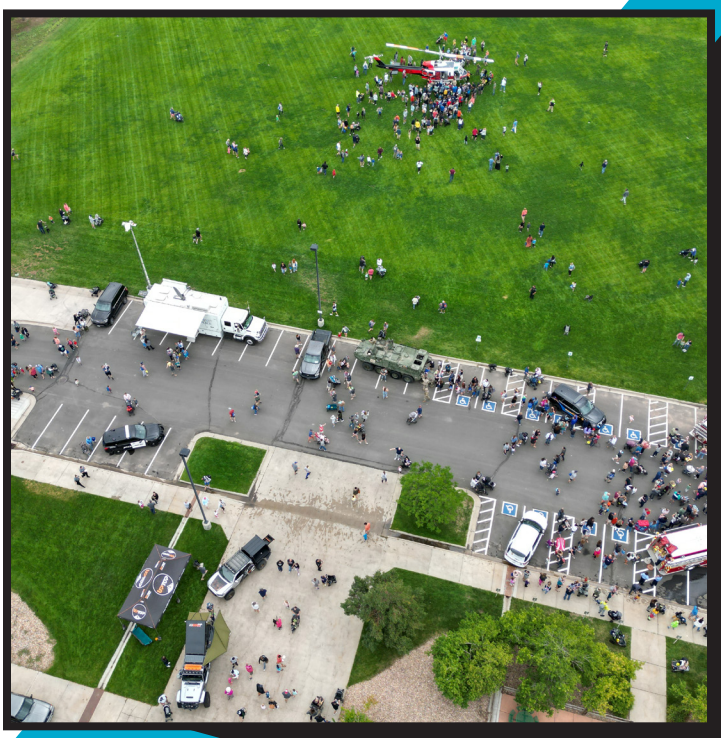
Read entire CRgov.com/PDplan

Leading with Success

Touch-A-Truck event

Our 2022 Touch-A-Truck event was another great success. Now in its sixth year, Touch-A-Truck brought vehicles from more than 20 organizations from around the region. The thousands in attendance had an opportunity to explore trucks from police and fire departments, the U.S. Army, government agencies, private companies and more!

"This event really showcases what makes Douglas County and Castle Rock so special," Police Commander Mark Galvan said. "Year after year, companies and organizations from around the region donate their time to educate our community on the various vehicles they see. We're so grateful for their on-going partnerships."



Priority 1: Crime

Goal 1: Maintain or reduce the crime rate and provide a sense of safety and security

Goal 2: Maintain an investigative capability to identify, apprehend, and assist with the prosecution of criminal offenders

Person Crime Offense	2022 JUL Crime	2021 JUL Crime	3-YR MO. AVG	2022 YTD Crime	2021 YTD Crime	YTD % change 2021-2022	2022 YTD Clearance
Homicide	1	0	0.0	2	0	200%*	2 (100%)
Sex Offenses - Forcible	1	3	2.8	10	25	-60%	1 (10%)
Domestic Violence	27	14	16.1	116	96	21%	110 (95%)
Aggravated Assault	2	2	1.5	8	10	-20%	7 (88%)
Total Persons Crimes	**31**	**19**	**20.4**	**136**	**131**	**4%**	**120 (88%)**

Property Crime Offense	2022 JUL Crime	2021 JUL Crime	3-YR MO. AVG	2022 YTD Crime	2021 YTD Crime	YTD % change 2021-2022	2022 YTD Clearance
Burglary	4	15	7.6	33	58	-43%	7 (21%)
Fraud/Forgery	17	17	40.9	119	569	-79%	21 (18%)
Motor Vehicle Theft	10	7	7.0	37	48	-23%	1 (3%)
Robbery	0	0	0.4	1	6	-83%	0 (0%)
Theft from Motor Vehicle	3	24	18.5	68	157	-57%	0 (0%)
Theft	39	74	61.6	375	494	-24%	79 (21%)
Vandalism	22	40	32.0	189	258	-27%	37 (20%)
Total Property Crimes	**95**	**177**	**168.0**	**822**	**1,590**	**-48%**	**145 (18%)**

Total Crime Offense	2022 JUL Crime	2021 JUL Crime	3-YR MO. AVG	2022 YTD Crime	2021 YTD Crime	YTD % change 2021-2022	2022 YTD Clearance
Total Persons Crimes	31	19	20.4	136	131	4%	120 (88%)
Total Property Crimes	95	177	168.0	822	1,590	-48%	145 (18%)
Total Crimes	**126**	**196**	**188.4**	**958**	**1721**	**-44%**	**265 (28%)**

*Increase from "0" is an estimate as it can not be calculated.

Notes:

1. Persons and Property crimes are reported for the **previous** month due to the transition to NIBRS reporting.
2. Offenses shown with N/A data reflect zero incidents for that specific offense. Any offenses displaying 0% reflect incidents had occurred during the year; however, they had not yet been cleared.

Goal 3: Maintain the capability of effective emergency management as well as the response to, and recovery from, a critical incident

Response Times					
PRIORITY 1 CALLS FOR SERVICE	# of Calls	Average Dispatch Time	Average Wait to Enroute	Average Drive Time	Average Time Ofcs on Scene
AUG	94	1.33	0.37	**6.06**	65.36
JUL	97	1.73	0.35	**6.54**	66.12
JUN	80	1.74	0.26	**6.32**	68.88
2022 YTD	**678**	**1.46**	**0.33**	**5.93**	**64.79**
2021 MON. AVG	**79.3**	**1.50**	**0.30**	**5.48**	**66.17**

Note: The above time references are fractions of minutes.

Victims Assistance Unit (VAU)						
Activity	2022 AUG	2021 AUG	3-YR MO. AVG	2022 YTD	2021 YTD	% Change 2021-2022
Cases assigned - Staff Advocates	29	17	21.5	198	157	26%
Cases assigned - Volunteer Advocates	12	10	10.7	106	99	7%
Total cases assigned	41	27	32.2	304	256	19%
Total victims served	80	46	59.4	538	484	11%
Volunteer office hours	0	0	2.4	45	2	2150%
Total call out hours	9	5	15.4	163	106	54%

Volunteer Spotlight

Michelle Weldon moved to Colorado in 2004 after vacationing and completely falling in love with Colorado. She is currently working towards a degree in Social Work at UCCS Colorado Springs and resides in Elizabeth with her husband, three amazing kids, and her two pups! She is really excited to serve as a volunteer and hopes to make a difference in someone's life.

Priority 2: Traffic Safety

Goal 1: Increase traffic safety on the roadways in the Town of Castle Rock

Traffic Crashes						
Crash Type	**2022 AUG**	**2021 AUG**	**3-YR MO. AVG**	**2022 YTD**	**2021 YTD**	**% Change 2021-2022**
Fatality	0	0	0.0	0	0	0%
Injury	9	5	2.6	37	21	76%
Non-Injury	67	63	64.1	525	525	0%
Traffic Crash Total	**76**	**68**	**66.7**	**486**	**478**	**2%**
Traffic Enforcement						
Traffic Type	**2022 AUG**	**2021 AUG**	**3-YR MO. AVG**	**2022 YTD**	**2021 YTD**	**% Change 2021-2022**
Driving Under the Influence (DUI)	4	8	8.3	64	70	-9%
Traffic Citations (Municipal and State)						
Call Type	**2022 AUG**	**2021 AUG**	**3-YR MO. AVG**	**2022 YTD**	**2021 YTD**	**% Change 2021-2022**
Traffic Tickets Issued	170	130	122.7	1,038	1,084	-4%
Written Warnings	144	72	181.6	618	1,555	-60%

Priority 3: Employees

Goal 1: Attract and retain the highest quality employees
Goal 2: Train and develop employees
Goal 3: Recognize employee accomplishments

Staffing Levels				
Year	Sworn Officer Turnover	Total Sworn FTE	Total Turnover Rate	% Change from prior year
2022	8	87	9.2%	83.9%
2021	4	80	5.0%	-50.0%
2020	8	80	10.0%	-12.2%
2019	9	79	11.4%	113.6%
2018	4	75	5.3%	29.8%

Current Staff	Sworn Officers	Officers in Training	Civilian Staff	Total Staff	Volunteers	Explorers	Total Staff (inc. Vol.)
AUG	**82**	**2**	**29**	**113**	**23**	**11**	**147**
Authorized FTE positions	**87**		**32**	**119**			

Training Hours						
Total Hours	2022 AUG	2021 AUG	3-YR MO. AVG	2022 YTD	2021 YTD	% Change 2021-2022
Internal/External	**1,106.0**	**503.0**	**715.8**	**6,262.3**	**6,522.3**	**-4.0%**

Types of Trainings	Hours per Type
Internal/In-service (Firearms: rifle/pistol, Investigations: child/adult sex assaults)	400
External Training (Narcan, Red Dot instructor, designated marksman, tactical leadership, Glock armorer, SWAT, FAA remote pilot, radar/lidar, narcotics investigation, Virtra instructor, Taser instructor, ballistic shield, arrest/control instructor, peer support, CARFAX for police, Our Community Listens, interview and interrogation, crime scene)	706

Accomplishments / Recognition						
Type	2022 AUG	2021 AUG	3-YR MO. AVG	2022 YTD	2021 YTD	% Change 2021-2022
Compliments	12	13	10.5	68	77	-12%
Recognition / Awards	5	2	5.8	74	52	42%

Priority 4: Prepare for Future Growth

Goal 1: Monitor Townwide population growth estimates
Goal 2: Monitor Police Department workload
Goal 3: Evaluate an efficient method of delivering service to newly developed areas

Calls for Service (CFS)						
Calls for Service (CFS) Per Officer / Per 1st Responder	**2022 AUG** 87 OFC /58	**2021 AUG** 80 OFC /55	**3-YR MO. AVG**	**2022 YTD** 87 OFC /58	**2021 YTD** 80 OFC/ 55	**% Change 2021-2022**
CFS TOTAL, includes self-initiated (SI)	4,961	4,939	5,307.0	36,254	45,065	-19.6%
CFS, excludes self-initiated (SI)	2,420	2,468	2,082.6	17,963	17,020	5.5%
Year-to-Date (Per 1,000 citizens)	**29.8**	**31.1**		**221.1**	**214.5**	**3.1%**
CFS per Officer, excludes self-initiated	27.8	30.9		206.5	212.8	-3.0%
CFS per 1st Responder, excl. self-initiated	41.7	44.9		309.7	309.5	0.1%

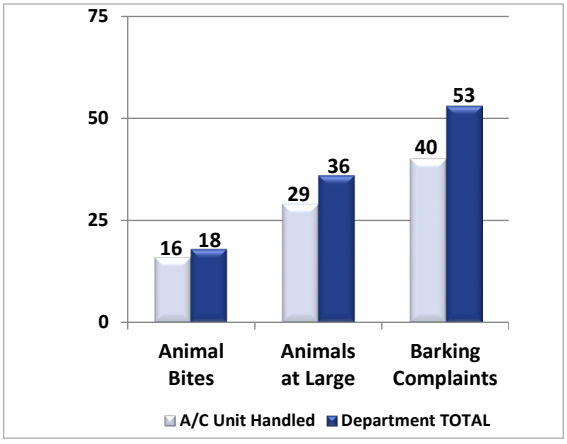
Note: Year-to-date and 3-Year monthly averages reflect periodic adjustments due to population and CFS fluctuation.

Communication Incoming Phone Calls						
911 Calls	**# of Calls**	**Avg per Day**	**AVG Answer Time (sec)**	**Answer Time ≤10 secs.**	**Answer Time ≤15 secs.**	**AVG Call Length (sec)**
AUG	592	19	3.27	99.5%	100.0%	175.2
JUL	**637**	**21**	**3.22**	**99.2%**	**100.0%**	**172.3**
JUN	**590**	**20**	**3.33**	**99.0%**	**99.8%**	**176.5**
2022 YTD	**4,549**	**19**	**3.34**	**99.1%**	**99.9%**	**171.2**
2022 Monthly AVG	546.0	16.3		98.7%	99.9%	179.8
			APCO and NENA Standard:*	**90.0%**	**95.0%**	N/A
Mon. Administration Calls	4,478	144				
Mon. Outbound Calls	1,102	36				
YTD-Administration Calls	**35,289**	**145**				
YTD-Outbound Calls	**8,936**	**37**				

*Association of Public-Safety Communications Officials (APCO) and National Emergency Number Association (NENA).

Downtown Liaison Officer (DLO)						
Type	**2022 AUG**	**2021 AUG**	**3-YR MO. AVG**	**2022 YTD**	**2021 YTD**	**% Change 2021-2022**
Parking Enforcement/CFS	140	52	167.3	854	1,702	-49.8%
Parking Warnings	5	9	61.7	76	653	-88.4%
Parking Tickets	91	15	39.9	441	216	104.2%

Animal Control Monthly Response Comparison

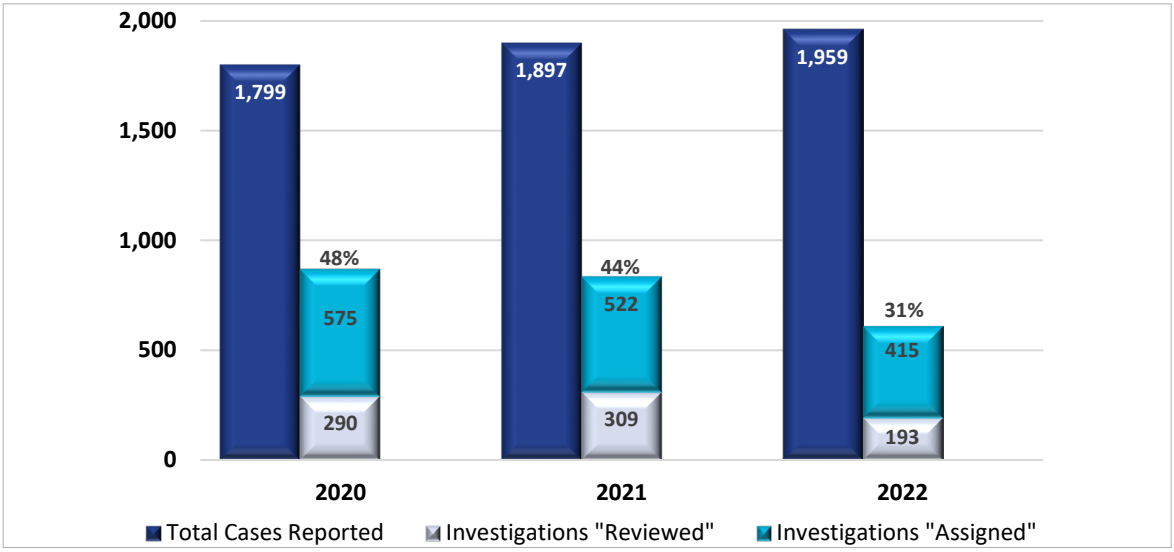


The ACU handled:

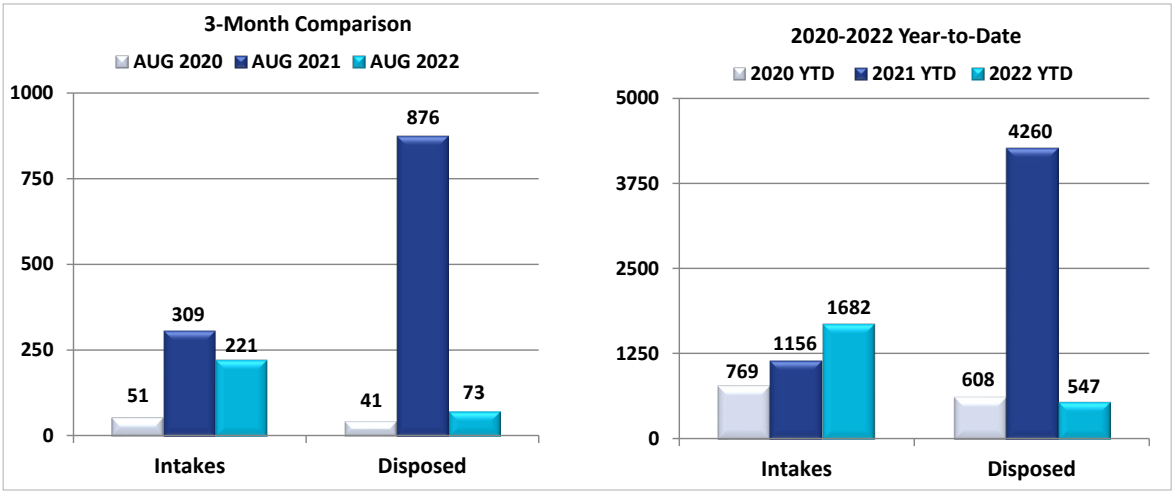
- 89 Percent of animal bites
- 81 Percent of animals at large
- 75 Percent of barking complaints

Note: The remainder of animal calls for service are handled by on-duty officers.

Investigations Case Reports
(2020-2022 Year-to-Date)



Property & Evidence



Priority 4: Future Growth (continued)

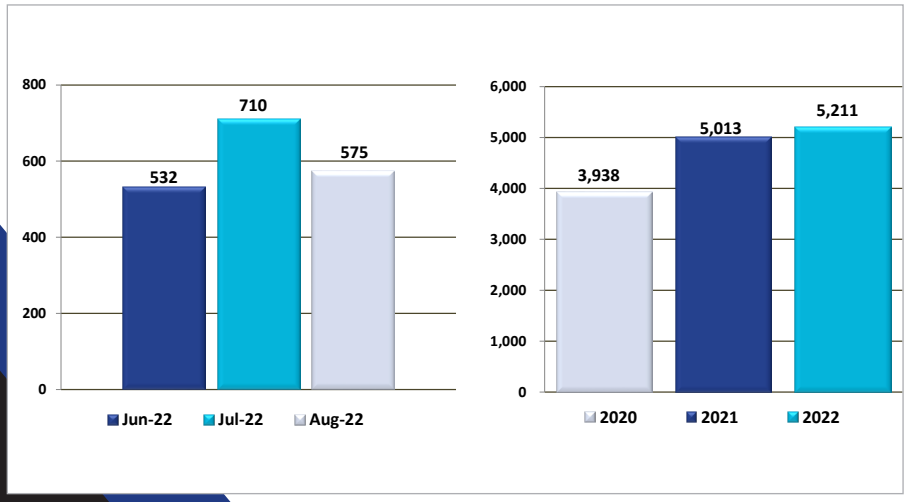
Records Unit

Workload	Backgrounds	Reports requested	Reports reviewed	eDiscovery	Synology*	Recordings	Reports to D.A.	Reports released
AUG 2022	82	575	587	42	0	767	5	536
AUG 2021	75	677	664	79	5	1,329	3	662
% Change 2021-2022	9.3%	-15.1%	-11.6%	-46.8%	-100.0%	-42.3%	66.7%	-19.0%
3-YR MO. AVG.	**103**	**502**	**505**	**60**	**4**	**713**	**6**	**480**

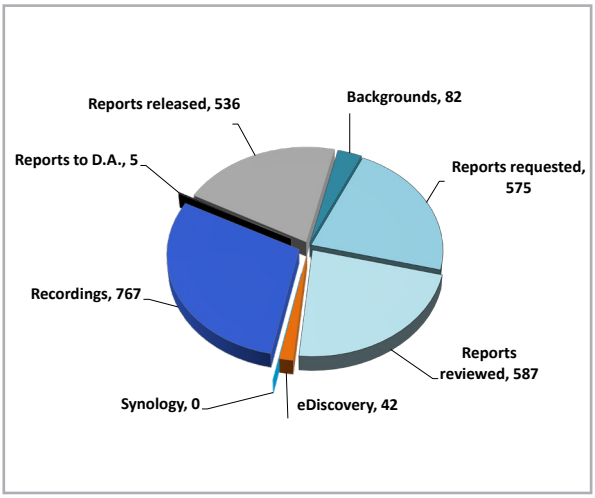
* Felony drug cases

Total Reports Requested

Three-Month Comparison | Year-to-Date (2020-2022)



Records Unit Monthly Workload

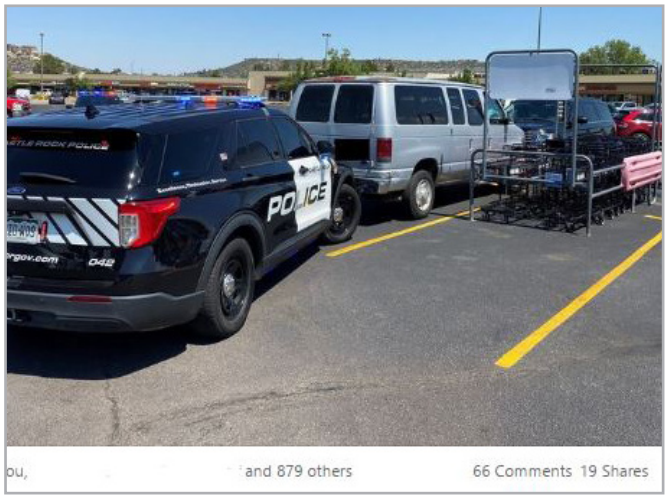


PIO Temby's Corner - Top Social Media Post

August 18 at 4:32 PM

It's been a busy week for your Castle Rock Police Department! In the past seven days, officers have recovered six stolen vehicles -- including this van earlier today. In addition to recovering the van, both the driver the passenger had warrants, and a loaded firearm was seized. Great job by all!

#WeWorkForYou
#OneByOne



Priority 5: Community Policing & Partnerships

Goal 1: Community engagement through outreach and education

Crime Prevention and Community Partnership Programs						
Running Program Types	**2022 AUG**	**2021 AUG**	**3-YR MO. AVG**	**2022 YTD**	**2021 Year-End**	**% Change 2021-2022**
Crime Free Multi-Housing	0	0	1.9	25	25	0.0%
Crime Free Self-Storage	0	0	0.7	8	9	-11.1%
Rock Watch	0	1	56.8	874	830	5.3%
CPTED (Crime Prevention)	1	0	1.3	30	22	36.4%
R-U-OK	0	0	1.0	33	17	94.1%
Total Activity	**1**	**1**	**61.3**	**970**	**903**	**7.4%**

Notes: Rock Watch 2021-2022 YTD statistics were revised for accuracy. R-U-OK totals periodically fluctuate as members enter or leave the program.

Volunteer Hours						
Unit Hours	**2022 AUG**	**2021 AUG**	**3-YR MO. AVG**	**2022 YTD**	**2021 YTD**	**% Change 2021-2022**
Explorer Unit	99.0	120.0	167.0	1,524.0	1,630.0	-6.5%
Victim Advocates	502	465	456.4	3,557.0	3,702.0	-3.9%
VIPS-Community Safety Vol.	68.5	138.0	160.3	593.0	901.0	-34.2%
Total	**669.5**	**723.0**	**825.0**	**5,674.0**	**6,233.0**	**-9.0%**

Goal 2: Optimize communication and marketing programs

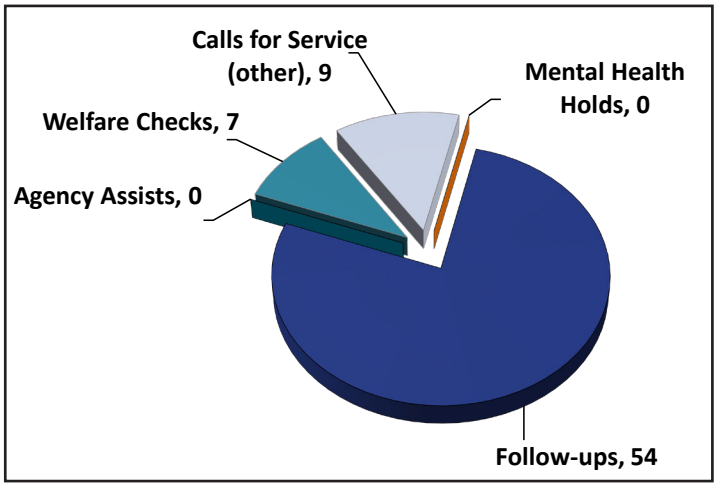
Public Information Officer (PIO)				
AUG 2022	**Facebook**	**Twitter**	**Nextdoor**	**Instagram**
Followers	17,738	4,095	36,643	3,486
Number of Posts	17	12	4	11
Total Viewer Engagement	**56,937**	**148**	**15,192**	**1,425**
	Police		**Town**	
Total Call Outs or Incident Response	7		0	
	TOTAL			
Media Inquiries	15			

Priority 6: Technology, Equipment & Practices

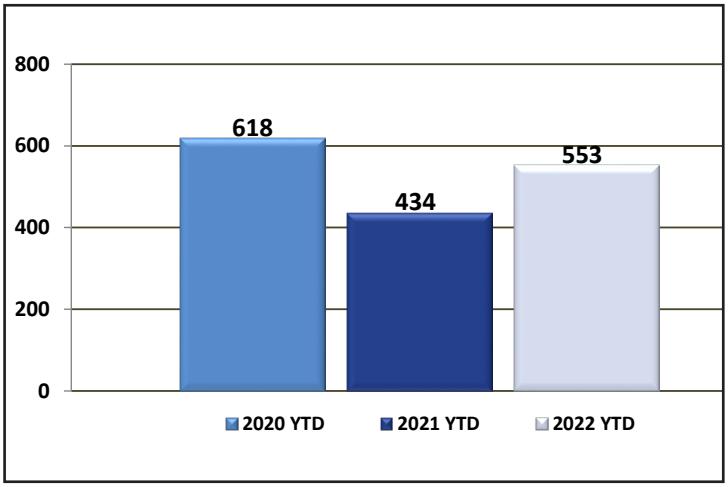
Goal 1: Maintain and utilize the most effective technology, equipment and best practices

Community Response Team (CRT) Dashboard

August 2022 Call Types



CRT Total Calls for Service (YTD)



Domestic Violence Lethality Assessment Program (LAP)						
Call Type	**2022 AUG**	**2021 AUG**	**3-YR MO. AVG**	**2022 YTD**	**2021 YTD**	**% Change 2021-2022**
Total LAP reports completed	9	6	10.1	92	80	15%
High-risk reports	4	1	5.0	39	36	8%

The Lethality Assessment Program (LAP) tool is designed to reduce risks, save lives, and involves an assessment by law enforcement personnel to determine risks in collaboration with community-based victim service providers. More information is found at LethalityAssessmentProgram.org

ePoliceReporting						
Online Reports	**2022 AUG**	**2021 AUG**	**3-YR MO. AVG**	**2022 YTD**	**2021 YTD**	**% Change 2021-2022**
Reports received	29	24	41	242	678	-64.3

CueHit (Customer Service Measurement Tool)

CRPD utilizes a survey tool, which measures customer service on select non-violent or property crime calls for service. Citizens receive a short text survey with an option to rate the service provided between one and five with five being our goal. Citizens may also leave comments. The CueHit results are listed in the table below.

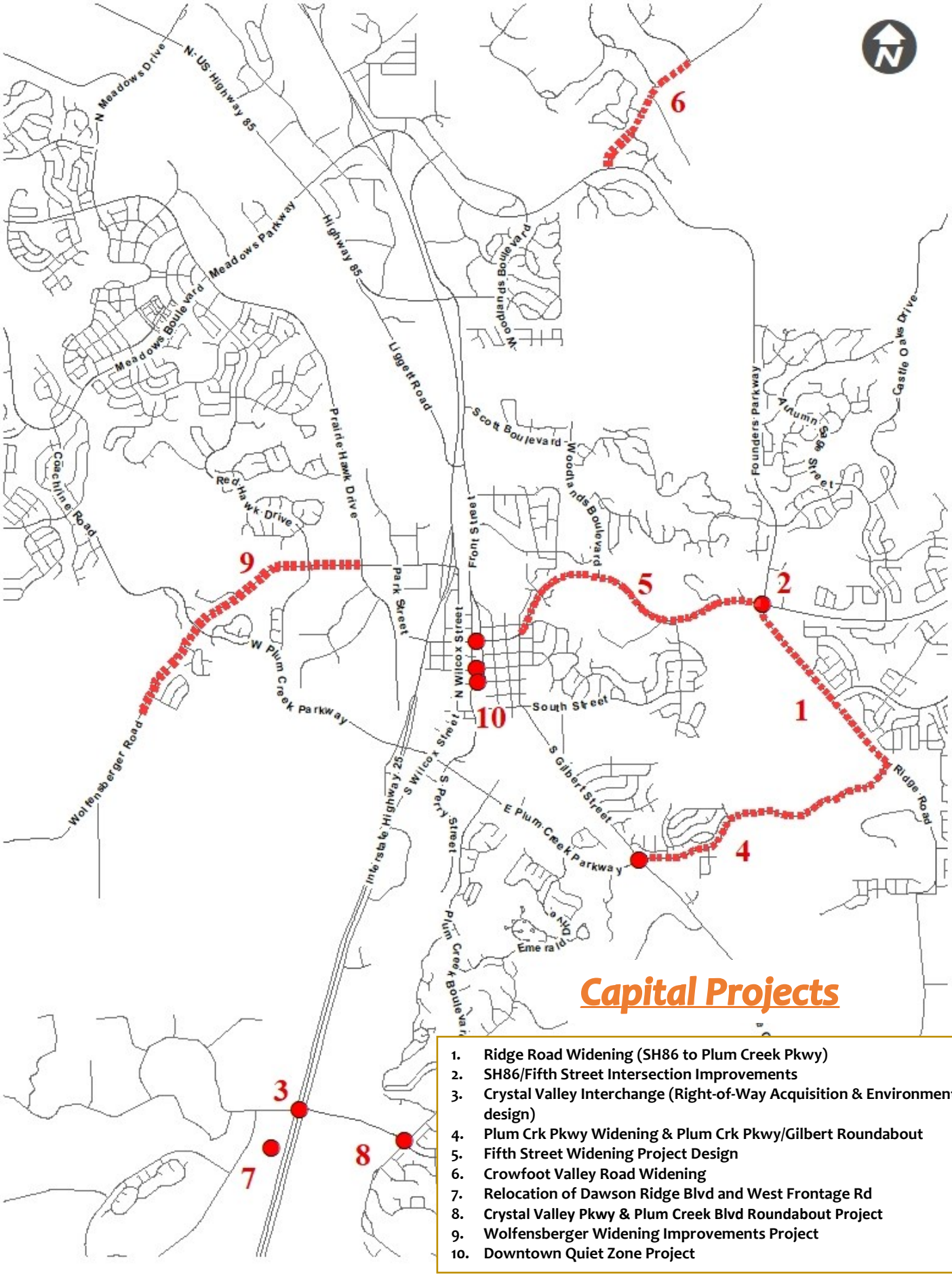
Months &	Surveys		Rating Results (1 - 5 with 5 as our goal)				
YTD	Sent	Received	5	4	3	2	1
AUG	116	54	48	2	3	0	1
JUL	127	67	59	4	1	2	1
YTD	**772**	**414**	**363**	**25**	**11**	**5**	**10**

Monthly Report

August 2022

The Public Works Department operates under the **CAN DO** philosophy – We are committed to doing the job right with a positive attitude while staying dedicated to meeting the needs of our Town values and continually searching for opportunities to improve.

PW Mission: To provide outstanding service, safety and support for transportation infrastructure and maintenance.



Capital Projects

1. Ridge Road Widening (SH86 to Plum Creek Pkwy)
2. SH86/Fifth Street Intersection Improvements
3. Crystal Valley Interchange (Right-of-Way Acquisition & Environmental/ design)
4. Plum Crk Pkwy Widening & Plum Crk Pkwy/Gilbert Roundabout
5. Fifth Street Widening Project Design
6. Crowfoot Valley Road Widening
7. Relocation of Dawson Ridge Blvd and West Frontage Rd
8. Crystal Valley Pkwy & Plum Creek Blvd Roundabout Project
9. Wolfensberger Widening Improvements Project
10. Downtown Quiet Zone Project

1. **Ridge Road Widening** – Ridge Road will be widened from two to four lanes between the Founders Parkway (SH86)/ Fifth Street/Ridge Road intersection and Plum Creek Parkway. The goal is to reduce traffic congestion on the Ridge Road corridor.

   Phase: Construction
   - Continue to maintain TESC BMPs
   - Continued clearing and grubbing
   - Continued surveying
   - Continued relocating of existing utilities
   - Continued earthwork on major cuts and fills.
   - Continued forming and placing concrete for drop inlets

   Budget: $5,225,000

   ROW Acquisition:
   - Condemnation commission panel being selected for final actuation
   - Anticipated completion by late Summer 2022

   Targeted Construction Completion: Fall 2022

2. **Founders Parkway (SH86)/Fifth Street Intersection "Four Corners" Improvements** – With new traffic studies submitted, the consultant will investigate multiple alternatives to address safety concerns and capacity issues at the intersection. Improvements under evaluation include:
   - Intersection will remain a full movement four-way intersection. Additional turn lanes and acceleration lanes will be added.
   - Traffic signal improvements will be made to incorporate the larger intersection.
   - Pedestrian and bicycle improvements will be constructed on all four sides of the project.
   - Stormwater detention and water quality improvements will be constructed to capture the additional surface volume from the new intersection.

   Phase: Design— David Evans & Associates (DEA) is the design consultant for this project. The following is a summary of the activities performed this month:
   - FOR plan set continues to be developed per TOCR and CDOT comments from previous submittal
   - FOR review with CDOT will take place in September
   - Coordination for utility relocates is underway and progressing
   - ROW acquisition is ongoing, two properties preparing for closing and two properties in final stages of signing offer letters
   - Consultant for Construction Management Services was approved by Town Council, RockSol consulting will provide services

   Budget: $1,275,676, with DRCOG Grant Reimbursement
   Design Completion: Fall 2022
   ROW Acquisition: Fall 2022
   Targeted Construction Completion: Winter 2023-2024

3. **Crystal Valley Interchange – Pre-construction Activities** – The purpose of this project is to achieve acquisition of remaining right-of-way, complete design, and set aside future project funding allowing potential funding partnerships to assist with advancing construction.

   Phase: Right-of Way Acquisition
   - Hyperion Property - Revised ROW plans were approved by CDOT; Town appraiser was given notice to start new full take appraisal
   - Boone Property – Discovery and expert disclosers have been completed; Court date is pending
   - Dawson Ridge Metro District – On going negotiations with owner; Revised offer is needed if bill board lease is terminated
   - West Side of I-25 – Submitted to Westside Investments for the former MSP parcel; Continue negotiations with Douglas County Development Company on remaining parcels

   Phase: Design— Interchange Access Request and Environmental Assessment Reevaluation, and Design
   - Environmental/NEPA – Team continues to work on developing impacts and mitigations section of the technical memorandum, continues to work on developing the noise verification and air quality, land use memorandum and separate action memos
   - Design firm continues working on preliminary design and early packet; 30% comments from the Town have been submitted to the design firm
   - Design team received comments from CDOT on Initial TDM strategies memo; Design team is evaluating, and met with CDOT for further clarification and direction
   - The Construction Management Services – Two proposals were received; Selection panel is reviewing and scoring; If needed interviews will be set for mid-September

   Budget: $6,500,000, and Development Escrow
   Design Completion: Summer 2023
   Targeted Construction Completion: Summer 2025

4. **Plum Creek Parkway Widening and Plum Creek Parkway/ Gilbert Street Roundabout Project** – This project will implement the Transportation Master Plan's identified improvements for this corridor. The addition of the remaining two lanes of the master planned four-lane roadway on Plum Creek Parkway between Eaton Street and Ridge Road. Not only will it include the addition of two lanes, but also bicycle and pedestrian multi use lanes. It will also include roundabout modifications at Ridge Road. The improvement has been broken out into three phases in order to meet the department's objectives. Phase 1A included portions of storm sewer improvements between Gilbert and Eaton. Phase 1B includes all roadway/utility/pedestrian access improvements between Gilbert and Eaton, including the implementation of roundabouts at the intersections of Gilbert and Eaton. Phase 2 includes all roadway/utility/pedestrian access improvements between Eaton and Ridge Road.

   Phase 1B: Plum Creek Pkwy Widening and Roundabouts Gilbert to Eaton): Construction (100% Complete) - The following is a summary of activities performed this month:
   - Project team obtaining quotes for mow and weed treatment throughout project limits

   Budget: $7,507,723
   Completion: Complete

Plum Creek Parkway Widening Phase 2 – This project will implement the Transportation Master Plan's identified improvements for this corridor. The addition of the remaining two lanes of the master planned four-lane roadway on Plum Creek Parkway between Eaton Street and Ridge Road. Not only will it include the addition of 2 lanes, but also bicycle and pedestrian multi use lanes. It will also include roundabout modifications at Ridge Road.

Phase 2: Plum Creek Pkwy Widening (Eaton to Ridge): Construction – The following is a summary of design activities performed this month:

- Continue the maintenance of erosion control
- Continue clearing and grubbing
- Continue earthwork, major cuts and fills
- Started the installation of storm drain pipe
- Retaining wall materials in production
- Large manholes in production

Budget: $7,530,000
Targeted Construction Completion: Summer 2023

5. **Fifth Street Widening Project Design –** Fifth Street is a major arterial connecting local and regional travel between the easterly portions of Town and I-25. Roadway and pedestrian improvements for Fifth Street have been identified within the 2017 Transportation Master Plan (TMP) that will maintain adequate capacity and ensure efficient road network connections for future development.

The Fifth Street Widening project will complete all design elements for implementation of the full build-out transportation network from South Gilbert Street to Ridge Road as identified in the TMP. The improvements include:

- Widening to accommodate future traffic demand
- Intersection improvements at Valley Drive and Woodlands Boulevard
- Implementation of on-street bike lane/shoulder from South Gilbert Street to Ridge Road
- Addition of sidewalk from Woodlands Blvd. to Ridge Road along south side of Fifth Street

Phase: Design

- Design development from 30% to 90%
- Refining roadside drainage design
- Refining retaining wall design details
- Preparations for 10/3 open house #2

Budget: $1,500,000
Design Completion: December 2022
Right-of-way acquisition: Winter 2022-2023
Targeted Construction Completion: Winter 2023-2024

6. **Crowfoot Valley Road Widening –** Crowfoot Valley Road will be widened between the Knobcone Drive and Macanta Blvd. Currently, this section of Crowfoot Valley Road is a two lane transition section of asphalt roadway with portions in the Town of Castle Rock and in Douglas County. Recent improvements have been completed at both ends of this project along Crowfoot Valley Road, and the intent of this project is to complete improvements to the "gap" between these improvements. The proposed roadway will be a four-lane section, including painted median/turn lanes, with bike lanes in both directions.

Phase: Design— Town staff is developing a communication plan to get feedback from adjacent neighborhoods on the two conceptual plans for improvement along the corridor by September.
Budget: $2,000,000 (Town contribution to construction funding; IGA to be executed with County)
ROW Acquisition: Winter 2022 –2023
Design Completion: Winter 2022-2023
Targeted Construction Completion: Fall 2023

7 **Relocation of Dawson Ridge Blvd and West Frontage Rd** – The purpose of this project is to relocate the I-25 West Frontage Rd to the west of the BNSF Railroad tracks to provide access to the surrounding neighborhoods and residents after the Crystal Valley Interchange is complete.
Phase: Design – CORE Consultants is the design consultant for this project. The following is a summary of the activities performed this month:

- 90% comments have been submitted to the design team

Budget: $299,000
Design Completion: Fall 2022
Targeted Construction Completion: Summer of 2025 in conjunction with Crystal Valley Interchange

8. **Crystal Valley Pkwy & Plum Creek Blvd Roundabout Project** This intersection is a major arterial currently controlled by stop signs in two directions. As the traffic volumes increase and with ongoing residential development and future construction of the new Crystal Valley Interchange, this existing traffic control will not be the most efficient and could contribute toward increased accidents. This project will accomplish the design of a roundabout intersection in order to improve the traffic capacity of the intersection, help to manage speeds along Crystal Valley Parkway, and to accommodate the growth in traffic that is expected to increase once the Crystal Valley Interchange has been constructed. This project is scheduled to be designed by September 2022, bid in October 2022, and constructed by Summer 2023.
Phase: Design

- Continuing to work on the 90% design set sheets; Expecting the 90% design set (plans, specifications and cost estimate) to be submitted to the Town for review on Tuesday August 29th
- Continuing to work with CORE on their relocation of existing power lines
- Continue working on the Temporary Construction Easements (TCE) with adjacent property owners and landscape with-in the TCE
- Continue working on the construction phasing plan

Budget: $400,000
Design Completion: Fall 2022
Targeted Construction Completion: Summer 2023

9. **Wolfensberger Widening Improvements Project-** Wolfensberger Road is a major arterial connection for local and regional travel between the westerly portions of Town and I-25. Roadway and pedestrian improvements for Wolfensberger have been identified within the 2017 Transportation Master Plan (TMP) that will maintain adequate capacity and ensure efficient road network connections for future development.

   The Wolfensberger Widening Improvements Project will complete all design elements for the implementation of the full build out transportation network from the western Town limits to Prairie Hawk Drive.

   - Widening roadway to a full 4-lane arterial section
   - Addition of sidewalk along both sides of Wolfensberger
   - Roundabout construction at Red Hawk/Auburn and Wolfensberger Intersection
   - Removal of existing traffic signal at Red Hawk/Auburn
   - Stormwater drainage improvements
   - Implementation of on street bike lanes west/east bound

   Phase: Planning/Design

   - Design survey is under way
   - Weekly meetings with business and property owners along the corridor
   - Ongoing design work with adjacent developers to accommodate and incorporate their ingress/egress into project design
   - Design efforts/coordination is under way to possibly utilize developer stormwater infrastructure
   - Utility coordination meetings ongoing
   - 30% Design submittal scheduled for February 2023

   Budget: $2,500,000
   Design Completion: Fall 2023
   Right of Way Acquisition: 2023
   Targeted Construction Completion: Fall 2024

10. **Downtown Quiet Zone Project -** This project is to implement a quiet zone through the downtown Castle Rock area. In order to implement the quiet zone, improvements must be constructed at three railway crossings: Second Street, Third Street and Fifth Street. The scope of the improvements to be constructed with this project include: additional crossing gates, pedestrian crossing improvements, ADA improvements, sign and marking improvements, curb and gutter additions and general railroad (Union Pacific or UP) coordination. The benefits of this project will be improved safety for vehicles and pedestrians and improved quality of life for downtown businesses, residents and patrons.

    Phase: Design - The following is a summary of activities performed this month:

    - Prepare construction contract for Town Council approval
    - Set pre-construction meeting
    - Continue coordination with Union Pacific representatives

    Budget: $1,800,000
    Targeted Construction Completion: Winter 2022-2023

Traffic Signal System Upgrades – This project is a multi-year signal system upgrade project that began in 2015 and is ongoing as funds are available. The project has included proven technology advances at signalized intersections, for our daily operations, and for communications between the center and each intersection.

- Staff is a part of the CDOT managed, adaptive signal system project that will implement adaptive signal timing on Founders Parkway, and Meadows Parkway, and Factory Shops Boulevard. Eight abutting Town signals will be included in the system. Detection at Front and Milestone was completed the week of June 13th. The consultant is waiting on CDOT ITS to purchase a software package for final install and operational turn on. Initial operation is set for later this summer.
- Phase II of the Town's ATSPM project includes software development and signal timing. Traffic data is being collected in September for signal retiming in October. In August, staff and Kimley-Horn continued determining desired metrics for the dashboard. The new version of ATSPM software was released at the end of August. Kimley-Horn is currently checking for software issues before updating the Town's software. Kimley-Horn will update the Town's ATSPM system and use this system to perform signal retiming.

Budget: $868,700
Targeted Construction Completion: End of year 2023

2022 Safety Projects – This project includes installing RRFBs at five locations, roadway improvements, and safety improvements on Gilbert Street.

- RRFB equipment arrived in the last week of August. The Signs and Markings team are preparing for installation at five locations including Meadows Boulevard and Shane Valley Trail, Blackfeather Lane and Trail Boss Lane, South Street and Burgess Drive, South Street and Wilcox Street, and Gilbert Street and First Street.
- Pedestrian refuges have been installed at Blackfeather Trail and Trail Boss Lane and South Street and Burgess Drive to support RRFBs, sidewalk extensions have been completed along Mickelson between Mitchell and Turnstone, and a median has been installed at Front Street and Milestone Lane. This project will be complete when striping changes are made in the next few weeks.
- As part of the Gilbert Street PMP full depth replacement project, speed management improvements including speed cushions, a raised crosswalk, and curb extension were installed. The community feedback thus far has supported the new devices, one resident is concerned about additional noise from the cushions. A formal evaluation of speed impacts will be complete in early September.
- As part of the Wolfensberger Road reconstruction project beginning in September, we will be installing a new median that will prohibit lefts out at Kinner Street. This will remove vehicle conflicts and reduce the high crash rate at this location.

2022 Budget: $613,000
Targeted Construction Completion: Fall 2022

Illuminated Street Name Signs – Town staff are still working with CDOT to get Meadows Pkwy and Hwy 85 a power feed for two of the signs.

2022 illuminated street name signs are currently in the planning phase and are proposed at four locations throughout the Town.

2022 Budget: $58,000
Targeted Construction Completion: Fall 2022

Engineering Division

2022 Pavement Maintenance Program (PMP)

The 2022 PMP will focus its efforts in the South PMP area with additional work taking place on primary streets (E. Loop Rd, Fifth St, Gilbert St, Mikelson Blvd, and Woodlands Blvd).

Sidewalk, Curb and Gutter

The Sidewalk, Curb and Gutter project was completed in the month of May. The contractor completed all punchlist items and the project came in under contract time and budget.

Concrete Pavement Remove and Replacement Reconstruction

The Concrete Pavement Remove & Replacement Reconstruction project for Mt. Royal Drive/Masters Club & Champions Court began April 25. The contractor completed the road reconstruction in Masters Club Circle and Masters Point. The contractor moved operations to Champions Court.

Slurry Seal Project

The Slurry Seal project was completed in the month of August. The contractor completed all punchlist items and the project came in under contract time and budget.

Asphalt Overlay Project

The Asphalt Overlay Project began construction April 11. The contractor completed asphalt milling and asphalt overlay on Stafford Circle and Gilbert Street this month. The asphalt crews moved their operations to Eveningglow Way and Antelope Ridge as well as E. Loop Road in the Crystal Valley area.

Full Depth Reclamation Project

The Full Depth Reclamation project began April 11. The contractor completed the Baldwin Park and Baldwin Ranch areas in August, and moved operations into The Peninsula subdivision. The project is on track to be completed within allotted contract days and approved budget.

2022 Facilities Parking Lot Improvements Program

This year's maintenance program will see needed improvement made to nine (9) parking lots from various Town Departments. These parking lots will see various improvements such as; curb, gutter & sidewalk replacement, asphalt mill and overlay, asphalt patching, slurry seal and seal coat. The project is scheduled to begin in September.

Parking lots that are scheduled include the following:

Perry St. Fire Station #151
Police Department
Centennial Park (Burgess Pool)
Butterfield Park Parking Lot
PCWPF Treatment Plant
Meadows Treatment Plant
Diamond Ridge Pump Station
Matney Park
Coachline Parking Lot

2022 Bridge Maintenance Program

ABCO was awarded the maintenance project for this year. The bridges identified for necessary repairs are the S. Wilcox over E. Plum Creek bridge and the Plum Creek Parkway over UPRR bridge. Work is scheduled to begin in late August with repairs to substructure. Asphalt mill and overlay of the bridge deck on the S. Wilcox bridge, is scheduled for September 7-8, 2022.

Development Division

Review and Permitting

Development Review - All 40 reviews were completed. No late reviews this month.
Permitting & Inspection – 16 right-of-way permits were issued.

Transportation Planning & Traffic Engineering Division

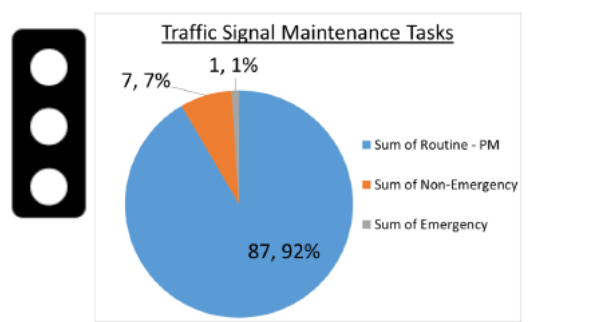
Taxi Voucher Program

For the month of August, the Taxi Voucher Program funded 107 rides; which is a 15% decrease to last year's August total of 129 and a 30% increase from last month's total rides. Transportation services are provided for Castle Rock citizens who cannot drive, have a disability that prevents them from driving, or do not have access to a vehicle. In August, 25 individuals used the Taxi service. Of those individuals, 66% of the rides were for work, 12% for shopping trips, and 22% for medical appointments. Thirty-five rides were provided for people without access to a vehicle, 26 rides to seniors, and 46 rides to disabled riders.

The Castle Rock Senior Center provided 925 rides in August.

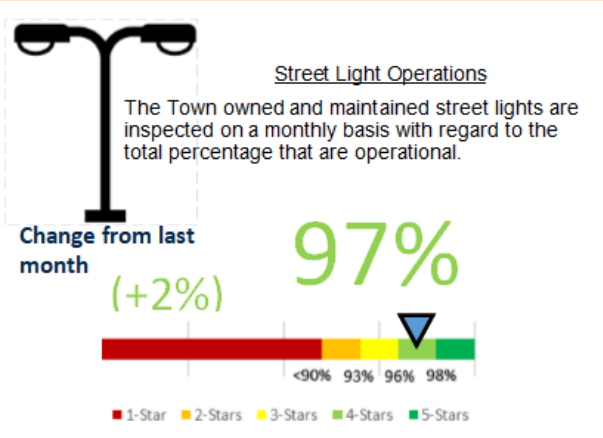
Traffic Engineering and Operations

Traffic Signal Operations and Maintenance

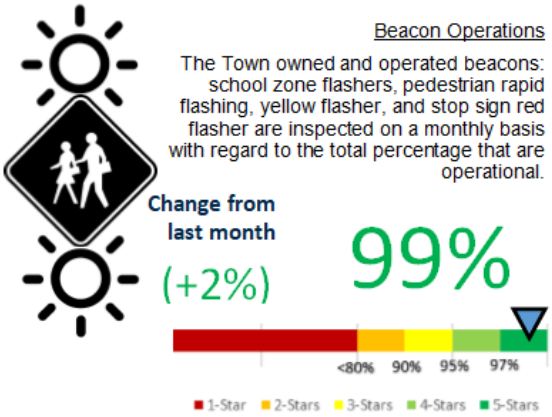


- *Most frequently visited signals: Wolfensberger Rd and Prairie Hawk Dr, Plum Creek Pkwy and Emerald Dr, Meadows Blvd and Fell Mist Way, N Meadows and Butterfield Crossing Dr, Allen Way and Allen St, Plum Creek Pkwy and Wilcox St, 5th Street and Woodlands Blvd*

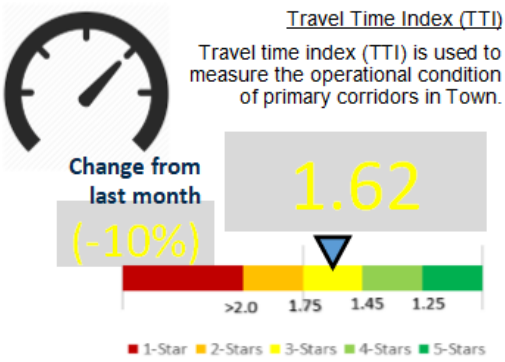
Street Light Operations



Beacon



Operations



Street Signs and Pavement Marking Maintenance

For the month of August, the team completed 2,324 tasks. Of these tasks, 95 of them were sign work activities related to fabrication, install, repairs, replacements, inspections and investigations. We had 230 beacon related tasks, including windshield inspections, and repairs. We did 1,931 tasks related to marking symbol installs and replacements. Other tasks included 50 small projects, 10 special events, several liquor license postings, one delineator task, one core drill task, and one traffic count task. Local street crosswalk painting is 69% complete.

Transportation Planning

Castle Rock Downtown Alley Master Plan:
The final invoice and reimbursement form was sent to CDOT for processing. Upon payment this will close the project out.

Neighborhood Traffic Calming Program (NTCP):
The NTCP exists to verify and address quality of life items associated with vehicular traffic on local neighborhood streets and certain residential collector roadways. Two new inquiries were received in August. A resident on Bandit Drive in Cobblestone Ranch and on Coltin Trail in Crystal Valley Ranch were sent support petitions and the policy document. Staff is still awaiting

petitions to be returned before a speed study can be conducted. Public Works staff has informed the Police Department of the complaints for any potential enforcement effort.

Downtown Castle Rock Grants:
The final reimbursement forms for the Revitalizing Main Street grant were sent to CDOT for processing. Upon payment this will close out the project.

DRCOG Transportation Improvement Program (TIP):
The Douglas County Steering Committee selected sub-regional grant applications for Call #2. The Industrial Tributary Trail was recommended for $4.9 million funding. The project will connect Plum Creek Trail to the MAC, and go under the BNSF railroad and Prairie Hawk Drive. Portions of the trail will be constructed by Miller's Landing and ACME developments. These recommendations will be presented to the DRCOG Board for adoption in September.

Fleet Services

Keeping Castle Rock on the Move

As you drive around Castle Rock and see many different departments providing first-class service, you will notice how they rely on their Town-issued vehicles. The Fleet Division takes great pride in knowing that those vehicles are reliable and safe to operate.

The Fleet Services Division continues to make sure that Town vehicles and equipment are ready for operation. This includes public safety vehicles like Police & Fire but also other department vehicles that need to be in use to provide great service for our residents.

The Fleet Division continues to keep Castle Rock on the move with a very busy month of August with plenty of preventative maintenance work and preparing new vehicles for service. We completed 156 work orders and processed 159 vehicles for the month. Total output for the month was $109,314 parts and labor billed out. Technician productivity was also very good for the month of August at 81.7%. And Fleet availability increased to 97.7% which is above our performance measure.

Fleet also put into service an vac trailer for CRW and the first all electric vehicle for Public Works a Mustang-MachE for use as a pool vehicle.

Electric vehicle for Public Works

Objective/Benchmark: Complete at least 75% of our work orders within 48-hours of coming to shop.
Outcome: The Fleet team completed 85.5% of the work orders within 48-hours of opening repair requests or service requests. This benchmark number shows how quickly vehicles and equipment get serviced and repaired and back on the job. This benchmark number is just under our monthly objective.

Objective/Benchmark: Town vehicles and equipment available for use 95% of time.
Outcome: Town vehicles and equipment were available 97.7% of the time. This high fleet availability rate means that Town vehicles and equipment are ready when they are called upon to perform.

Objective/Benchmark: Technician productivity percentage of 70% (APWA standard)
Outcome: Technician productivity was 81.7%. This productivity number was a very good increase considering the difficulty in getting some parts and some larger jobs that were completed.

Street Operations & Maintenance Division

During the month of August, the Street Operations & Maintenance Division (SO&MD) performed work in the following maintenance operations:

*Asphalt patching & Pothole repair
*Street Sweeping
*Equipment Maintenance
*Special operations

Asphalt Patching and Pothole Repair
In the month of August, Streets Division crews primarily focused on roadway repair. The crews dedicated 1356 hours to asphalt patching and pothole repair. In all, 113.3 tons of hot mix asphalt and nearly ¼ ton of cold mix asphalt were used to execute various roadway repairs throughout Town

Street Sweeping
The Streets Division Crews worked 167.5 hours towards cleaning the Town roadways. The crews continued with the Downtown morning sweeping program as well as responded to numerous sweeping requests from spilled material or runoff in the roadways.

Equipment Maintenance
The Streets Division, in anticipation of the snow season, is ramping up efforts to ensure the readiness of snow equipment is maintained. The crews spent 155 hours maintaining equipment, and 75 hours fabricating parts for plows in order to keep these assets serviceable.

Special Operations

The Streets Division has completed numerous special operations in August, the largest was the creation of a newer, larger snow storage area. This area replaces an older, smaller facility and will allow the Town to store snow from Downtown snow removal operations and permit it to melt. In addition to this, 2500 tons of ice slicer was received and stored in preparation for the upcoming snow season.

Looking Ahead

In September, the Streets crew will continue to prepare for the upcoming snow season, continue vegetation control, training operations, and asphalt repair will be taking a priority while conditions and the availability of asphalt are supportive.

MONTHLY REPORT FOR THE

OFFICE OF TOWN CLERK

Providing exceptional public service to our community and internal partners, with a commitment to integrity, honesty, and accountability, while conforming to the highest standards of conduct and ethics.

AUGUST 2022

CONGRATULATIONS!

We are proud to announce that
Robbie Schonher
Assistant Town Clerk
has obtained the
Certified Municipal Clerk designation

This requires attending the annual academy for three years along with experience, education, and other related training.

Robbie has become the Town's "Go To" for our Town records, administers and trains departments on the importance of Records Retention and use of the Town's electronic records repository. Most recently she developed and implemented the Town's first public records (CORA) request web-based platform, and is a valuable part of the Town Clerk's Office serving in the absence of the Town Clerk.

Congratulations Robbie!

Elections

www.CRgov.com/elections

Guardians of Democracy

Designated Election Official

FCPA Filing Officer

November 8, 2022 Regular Council Election

Candidates as they will appear on the ballot :

Jason Gray	*Mayor*
Dean Legatski	*District 3*
Kevin Bracken	*District 3*
Caryn Johnson	*District 5*
Max Brooks	*District 5*
Caryn Ann Harlos	*District 5*

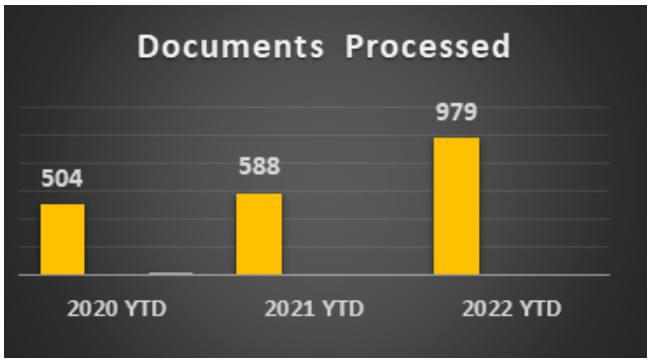
Ballots will be mailed beginning Oct 17.
Information can be found at DouglasVotes.com

Records

www.CRgov.com/municipal code

Historian, Archivist, Keeper of the Laws, Legal Notices

Route and execute Town documents
Codify Town laws
Archive Town records into Alchemy
Publish and post legal notices
Process recordings and agreements for Legal

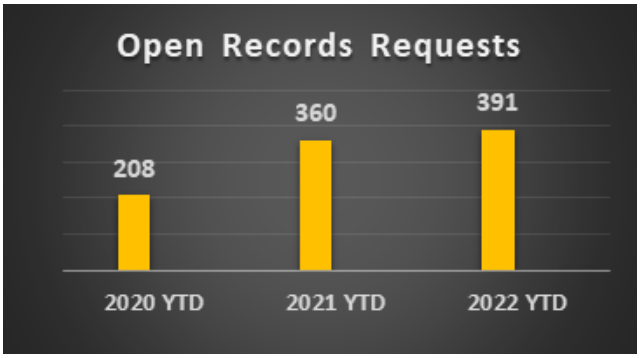


CORA Requests

www.CRgov.com/openrecords

Provide Transparency to the Public

Coordinate with departments to fill public records requests under Colorado Open Records Act

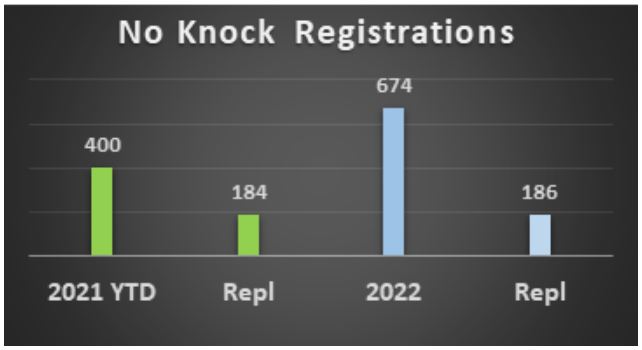


No Knock Program

www.CRgov.com/noknock

Program Created in 2008

8,194 Total



Liquor Licensing Authority

(NOTE: Hearings will now be posted on the website calendar for all New Licenses and Special Event Liquor Permits as well as the required posting at the location of the premise and the newspaper for New Licenses.)

Modifications

Permanent Modifications - Outdoor Patios

B&B - issued
Angies - issued
Union - issued
Guadalajara - issued
Cork & Keg - issued
Castle Café - issued
Z'Abbracci's - issued
Provision - issued
Scileppi's - issued
Crowfoot

New Licenses

Issued:
Luxe Liquor Wines and Spirits
Pending:
105 West - Change to Brew Pub
Perry Street Social District - pending CO
Scissors & Scotch - pending CO
Bear'l Cellars - Vintner - Hearing Sept 6
Hearings
The Backyard - Change to Tavern - TBD
Bar Nails - Change to H&R - TBD

Transfers

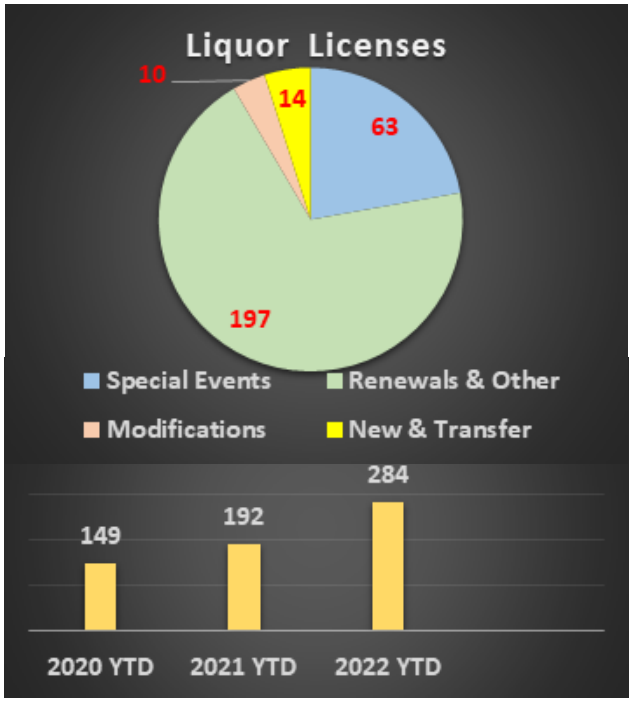
New Owners
Colorado Cork & Keg
Vista Vino

Pending
Los Santos (to The Park)
Tasty House

5/8-9/25 - Farmers Market, Festival Park
5/18-9/25 - Downslope Distillery-Farmers Market

Events

8/4	Douglas County Fair	Fairgrounds	4-10P
8/5	First Fridays	Festival Park	4-10p
8/5	Douglas County Fair	Fairgrounds	NOON-11P
8/6	Douglas County Fair	Fairgrounds	11A-11:30P
8/6	Concert - THREE DOG NIGHT	Amphitheater	6-10p
8/7	Douglas County Fair	Fairgrounds	11A-4P
8/12	Concert - SCOTTY MCREERY	Amphitheater	6-10p
8/13	Barks and Brews	Outlets	Noon-6pm
8/18	Tunes for Trails	Amphitheater and Mill House	5-9P
8/18	Taste of Douglas County	Event Center	5-8pm
8/19	Banquet	Kirk Hall	4-11p
8/19	Brewery Tour	PSM Library	6-9pm
8/20	Concert Under the Lights	Festival Park	5-11p
8/27	Festival	Event Center	11a-11p
8/27	Concert - KASHIR, ZEPPELIN, DENVER POPS	Amphitheater	6-10p
9/4	Beer Fest Under the Stars	PSM Amphitheater	4-9p
9/10	Art Fest	Downtown	8a-7p
9/10	Shopping Extravaganza	Outlets	Noon-4p
9/13	Brewery Tour	PSM Library	6-8pm
9/15	Pie Bake Off	Amphitheater and Mill House	5-9P
9/16	Castle Rock Collective 1 year	207 Perry Street	3-7pm
9/17	Oktoberfest	WilcoxSquare	Noon-10p
10/7	Food Truck Frenzie	The Grange	5:30-8:30p



	2017	2018	2019	2020	2021
New:	3	7	8	12	14
Transfers:	11	9	6	6	4
Special Events:	77	77	77	32	61
Modifications:	7	11	10	22	7
Other:	155	145	143	187	202

FM

DoIT

MC

COM

HR

Town Manager's Office

Under the direction and guidance of the Town Manager, Assistant Town Manager and Special Projects Manager, each division within the Town Manager's Office has established performance objectives, generally linked to the Town's long-term Vision. This report highlights the divisions' performance relative to their objectives, as well as other key accomplishments.

FM — Facilities Maintenance

Provides a safe, clean, positive environment at all municipal facilities, for both employees and the public

DoIT — Division of Innovation And Technology

Partners with departments Townwide to strategically implement technology that is secure and well-supported

MC — Municipal Court

Committed to the administration of justice with equality, fairness and integrity, in an expeditious and timely manner, for the people of Castle Rock

COM — Communications

Facilitates community outreach and involvement for departments Townwide

HR — Human Resources

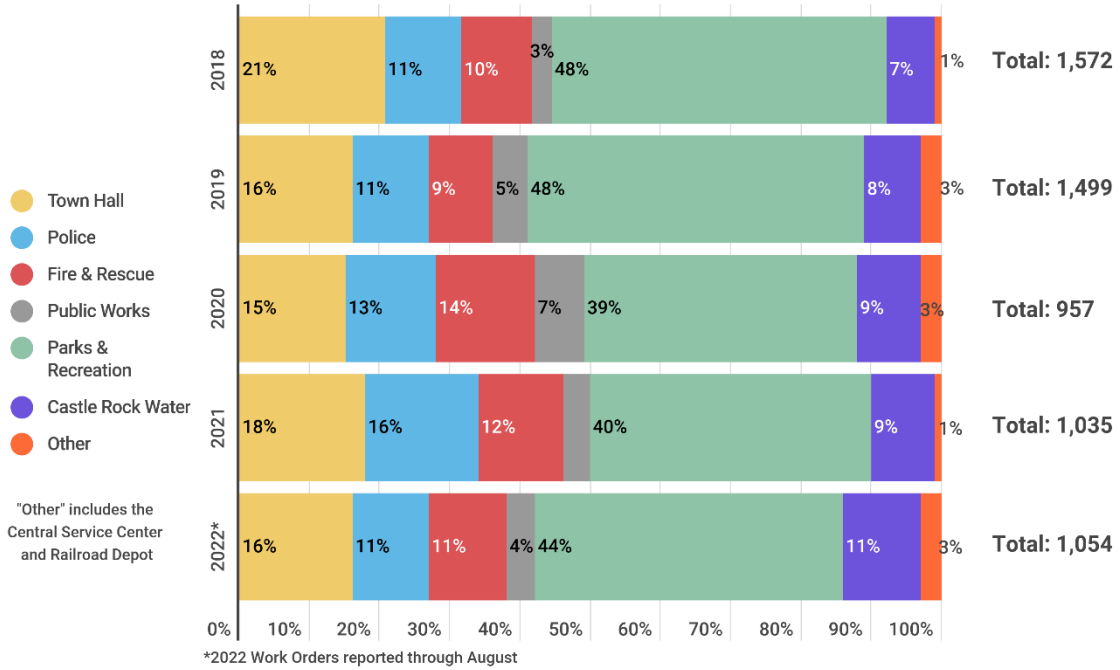
Serves as an internal consulting resource, provides innovative programs in support of the Town's values and fosters positive work relationships

FM Key Accomplishments

- Completed **137** preventative maintenance activities and **22** custodial inspections in addition to regular work order requests. In total, the Facilities team handled **309** work orders in August
- Total YTD work orders are up **24%** over the same period in 2021
- Completed generator services
- Completed Police, Fire Headquarters and Town Hall elevator door upgrades
- Completed Town Hall plant wall reconstruction
- Supported Rec Center shutdown including window cleaning, tile/grout cleaning and other projects
- Solicited bids and selected vendor for Police Department basement and ADA improvements project
- Provided support for numerous other projects including fleet EV charging stations at the Police Department, Town Hall office design/construction and others

Facilities Division

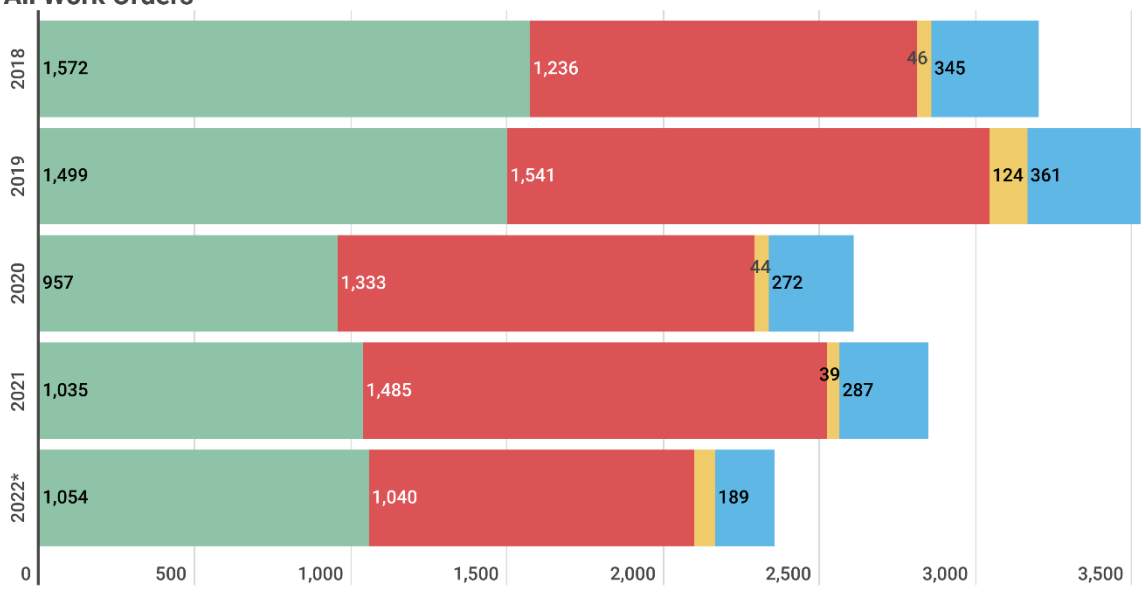
General Maintenance Work Order % by Department



*2022 Work Orders reported through August

Facilities Division

All Work Orders



*2022 Work Orders reported through August

Total General Work Orders | Total Preventative Maintenance | Total Other Work Orders (Maint) | Total Other Work Orders (Cust)

"Other" work orders include event setups, snow removal and custodial work orders/inspections

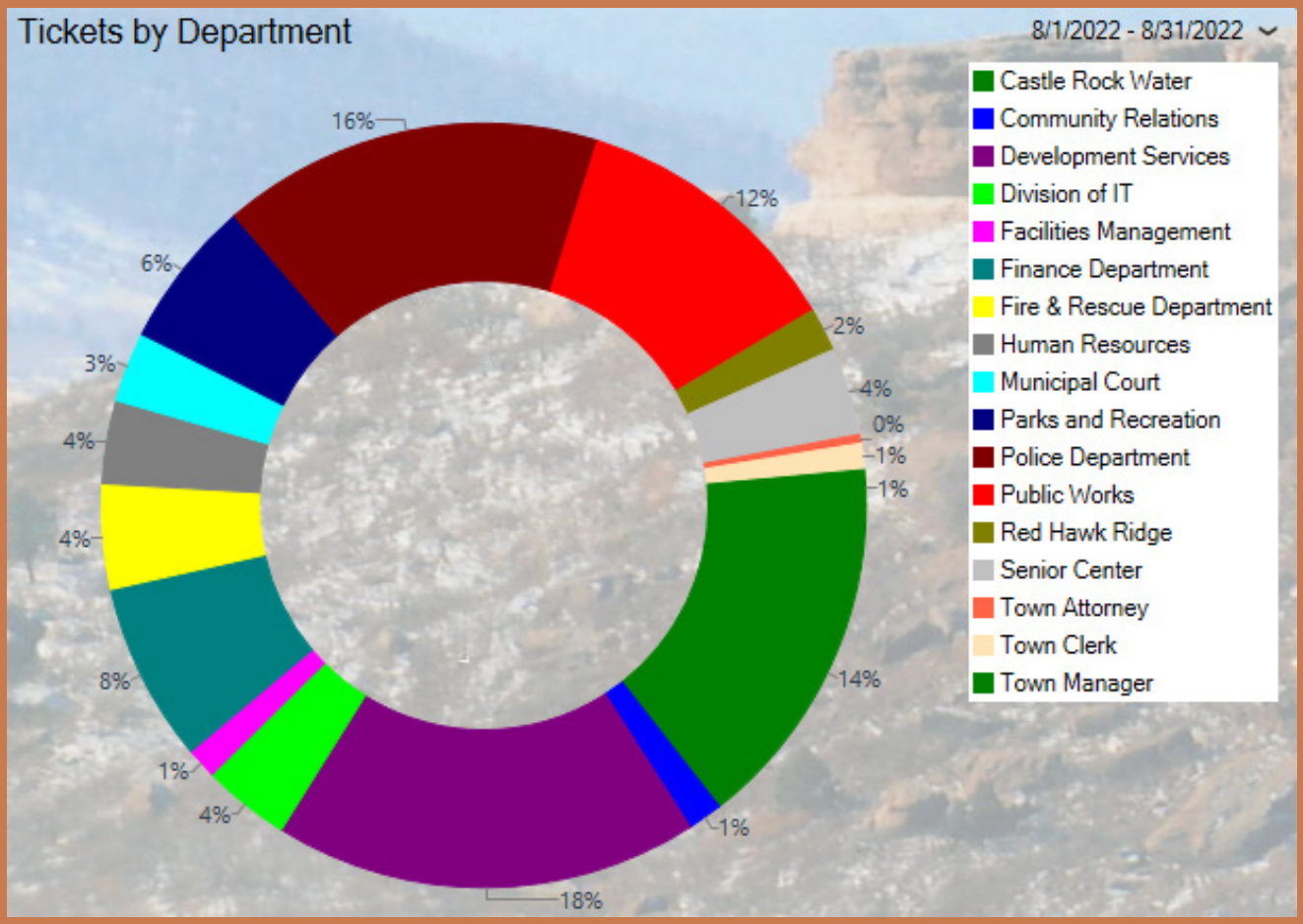
DoIT Key Accomplishments

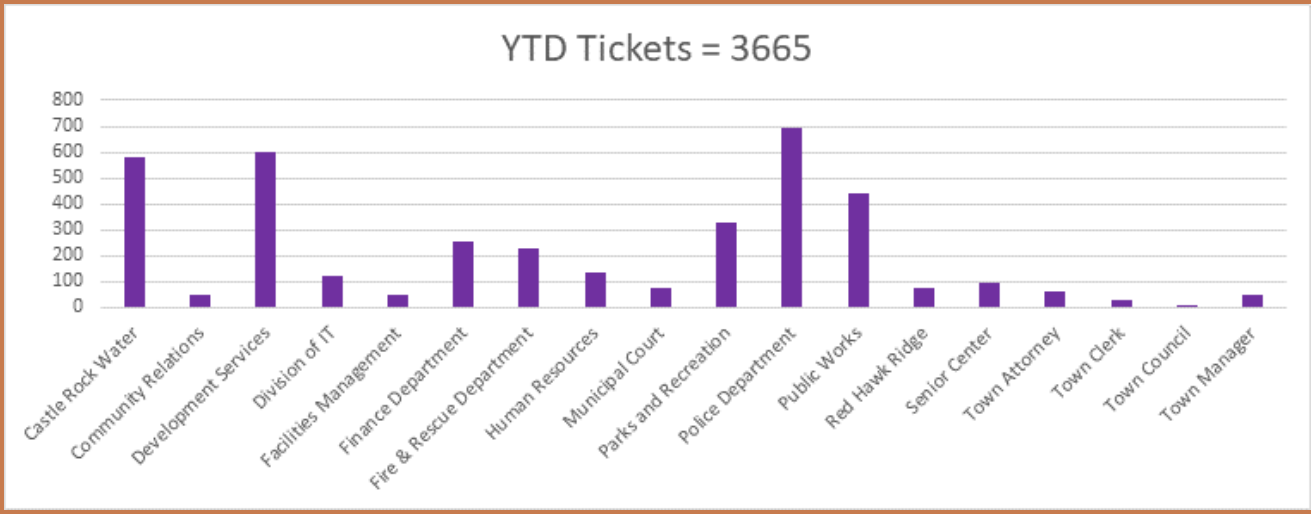
- Conducted **three** Town-wide training classes
- Pushed an emergency iPhone upgrade for a major security risk
- DoIT staff participated in Your Town Academy, *Your Town Inside*
- Successful upgrades to Milestone Video Management, and Full Court

DoIT

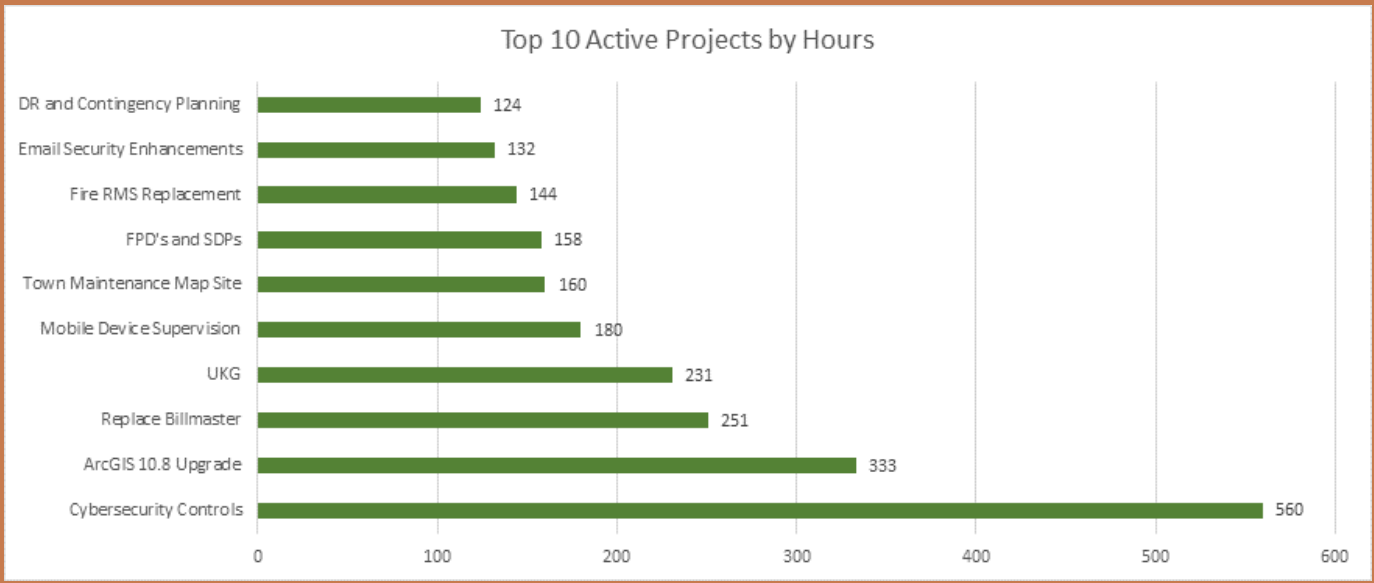
Help Desk	Addressed **526** total tickets, with an average time to resolve of **44** hours There were **two** emergency tickets this month, **100%** of which were resolved within one calendar day (80% is goal) There were **21** urgent priority tickets this month, **100%** of which were resolved within two calendar days (85% is goal) There were **457** medium priority tickets this month, **98%** of which were resolved within 10 calendar days (90% is goal)
Geographic Information Systems (GIS)	Addressed **23** total tickets, with an average open-to-resolve time of **35** hours There were no annexations or zoning updates in August There was **one** parcel update in August (100%), which was reflected within the GIS database map within four weeks of receipt; the goal is to have 90% of zoning changes reflected within that timeframe

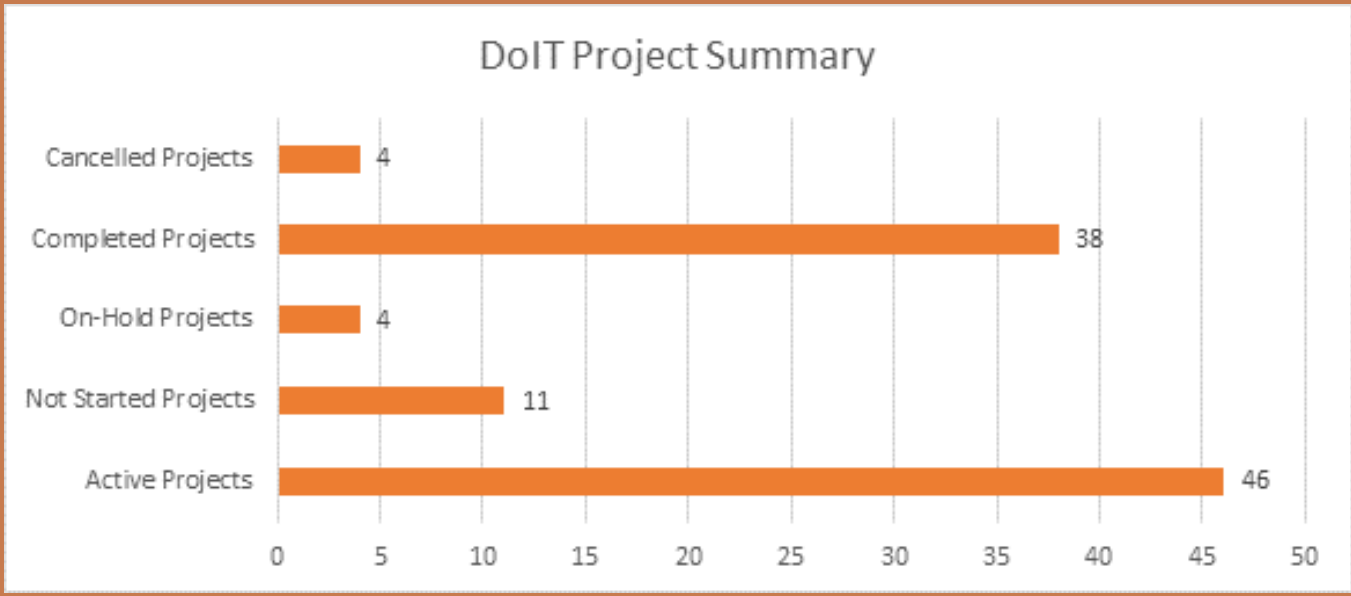
DoIT


Tickets by Department
8/1/2022 - 8/31/2022
Castle Rock Water
Community Relations
Development Services
Division of IT
Facilities Management
Finance Department
Fire & Rescue Department
Human Resources
Municipal Court
Parks and Recreation
Police Department
Public Works
Red Hawk Ridge
Senior Center
Town Attorney
Town Clerk
Town Manager
16%
12%
2%
4%
0%
1%
1%
14%
1%
18%
4%
1%
8%
4%
4%
3%
6%


YTD Tickets = 3665
800
700
600
500
400
300
200
100
0
Castle Rock Water
Community Relations
Development Services
Division of IT
Facilities Management
Finance Department
Fire & Rescue Department
Human Resources
Municipal Court
Parks and Recreation
Police Department
Public Works
Red Hawk Ridge
Senior Center
Town Attorney
Town Clerk
Town Council
Town Manager

DoIT


Top 10 Active Projects by Hours
DR and Contingency Planning
124
Email Security Enhancements
132
Fire RMS Replacement
144
FPD's and SDPs
158
Town Maintenance Map Site
160
Mobile Device Supervision
180
UKG
231
Replace Billmaster
251
ArcGIS 10.8 Upgrade
333
Cybersecurity Controls
560
0
100
200
300
400
500
600


DoIT Project Summary
Cancelled Projects
4
Completed Projects
38
On-Hold Projects
4
Not Started Projects
11
Active Projects
46
0
5
10
15
20
25
30
35
40
45
50

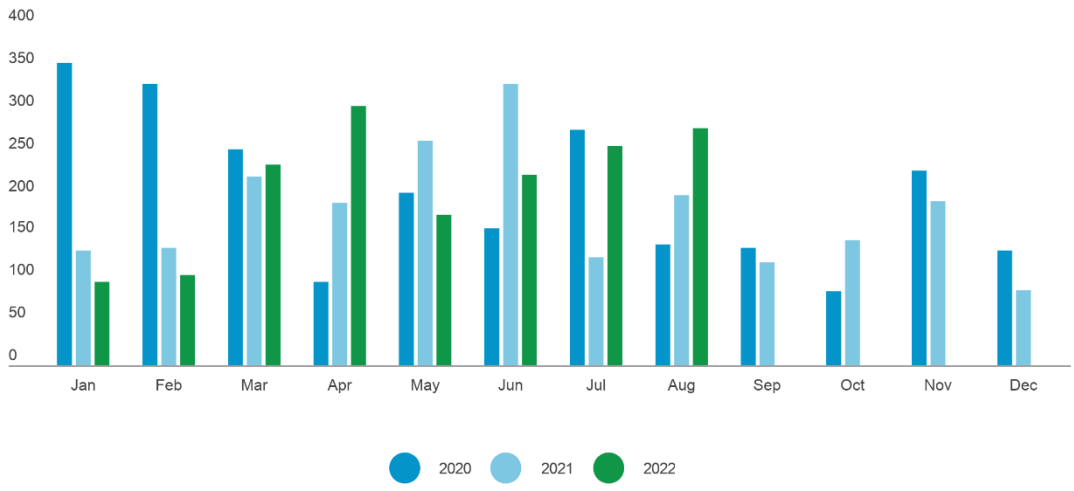
MC Key Accomplishments

- Teen Court Teen Court volunteers successfully held their first hearing regarding a theft violation
- The Municipal Court successfully held its first jury trial in the past 19 years. The jury found the defendant guilty of careless driving and they found him not-guilty on the charge of assault

Municipal Court

Castle Rock Municipal Court Monthly Report -August 2022

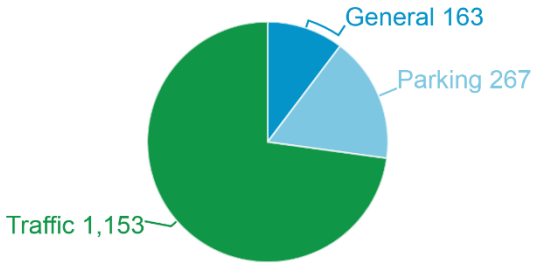
Total cases filed in Castle Rock Municipal Court: 2020-2022



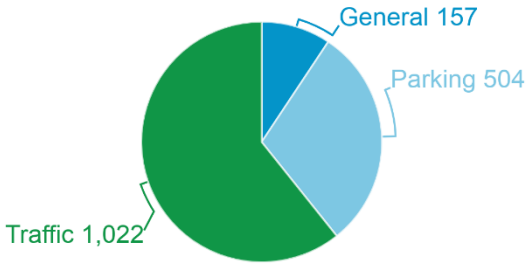
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2020	356	331	254	98	203	161	277	142	138	87	229	135	3,639
2021	135	138	222	191	264	331	127	200	121	147	193	88	2,411
2022	98	106	236	305	177	224	258	279					

Total cases filed in CR Municipal Court by type YTD: August 2021 vs. August 2022

2021 YTD



2022 YTD



COM Key Accomplishments

- In August, Communications supported the District 6 open house.

- The team also completed **five** publications: fall/winter events mailer, District 6 open house postcard, District 2 open house postcard, Castle Rock Water open house postcard and Your Town Talk newsletter

- A new record was set for CRgov.com visitors in August, with **156,121** website visits. Additionally, **193** people signed up to receive News and Announcement emails. The Town's Facebook audience grew by **244** and reached **414,183** people in August. The Town's Instagram audience grew by **103** and reached **47,257** individuals

- Staff during August issued news about:
  - Water purification facility grand re-opening event offers tours, workshops and games
  - Help Castle Rock Fire and Rescue 'fill the boot' Labor Day weekend
  - Glow bright for a good cause; Therapeutic Recreation fundraiser set for Sept. 16
  - Castle Rock Fire and Rescue earns international reaccreditation status
  - All you have to do is 'try' at annual youth triathlon
  - There's a 'Whole Lotta Love' in Castle Rock with Kashmir and the Denver Pops Aug. 27
  - Up for consideration: Dawson Trails zoning, Crystal Valley interchange funding, Costco incentive
  - Mark your calendar; annual maintenance closures at the Recreation Center Aug. 15-26
  - Aug. 16 Council update

Hyperlinked items were available as of Sept. 6

Communications

Communications ▪ August 2022 Report

MEDIA

6 Media Requests

GRAPHICS

56 Visuals Created

TRADITIONAL OUTREACH

35 Communications Plans, year to date

9 News Releases Distributed

2 Videos Completed

5 Publications Completed

ONLINE OUTREACH

83 Webpages Approved

CRgov.com

25 Calendar Items Approved

1 Fact or Fiction Question Published

SOCIAL MEDIA OUTREACH

146 Social Media Updates

61 Questions Answered on Social Media

SOCIAL MEDIA REVIEW

Facebook **23,497** Followers

A Top Post ★ A post about the proposed Dawson Trails development was the most popular, reaching 12,507 people with 359 reactions, 475 comments and 41 shares.

Instagram **8,291** Followers

★ Top Post A post about the goats crossing Woodlands Boulevard was the most popular, reaching 3,776 people with 379 likes.

Nextdoor Top Post ★ **36,734** Total members

A post about the Dawson Trails development was the most popular, reaching 3,208 people with 10 reactions and 10 comments.

Twitter **9,663** Followers Top Tweet ★

the August events video was the most popular Tweet with 1,960 impressions, 44 engagements and two retweets.

HR Key Accomplishments

HR sat on nine interview panels in August:

- Aquatics Specialist
- Streets Maintenance Technician
- Lead Senior Maintenance Technician Interview
- Combination Building Inspector w/ Electrical
- Parks Maintenance Worker II
- Development Services Business Analyst
- Development Review Manager
- Building Inspector/Combination Building Inspector
- Development Services Community Outreach Specialist

Human Resources

Welcome!

Employee Orientation

Ten new full-time employees came on board during August

Congratulations!

Performance Evaluations

HR on **Aug. 3** provided a report to departments regarding performance evaluation due dates, to help supervisors ensure timely completion of employees' performance evaluations

HR in August reviewed **35** performance evaluations prior to their filing to ensure comments are consistent with ratings and that the Town's performance management standards are being met

Thank you!

Employee Recognition

There were **five** recognitions in August

Well done!

Training

In August HR hosted **three** trainings: Communication Skills for Groups, Power Planning and Inspired Planning "Strategic Success" Part I

Our Vision: We will be a national leader among water utilities, focused on customer satisfaction and delivering outstanding quality and value.

Craig and Gould North Infrastructure Improvement Project

By: J. David Van Dellen, P.E., Project Manager

Alleyway before and with the first phase of stormwater and road infrastructure.

The Craig and Gould North Infrastructure Improvement Project is the second phase of improvements in the oldest residential neighborhood in Historic Downtown Castle Rock. Located just south of the Rock, this project is bound by Perry Street to the west, Sunset Drive to the east and Fifth Street to the south and comprises approximately 80 residential properties and one church. The subdivision of Craig and Gould was originally platted in 1874 and the first house within the north area was built in 1897. This neighborhood was first paved in the 1980's with inverted crown streets for drainage and gravel shoulders for parking. Since that time, the Town has responded to several complaints from residents whose houses sit lower than the street and experience flooding during heavy rain events. The Town has addressed this over the years by adding curbing and inlets where necessary to reduce the occurrence of flooding. These solutions were temporary and the neighborhood ultimately needed an overhaul to bring it up to current standards for drainage and safety.

The objectives of the Craig and Gould North Infrastructure Improvement Project are to add storm sewer within the public right-of-way to capture stormwater runoff, replace aging water and sewer infrastructure and upgrade the streets to current residential standards for safety. This includes two travel lanes on all residential streets, parking lanes, curb,

gutter and sidewalks throughout the majority of the project. Existing alleyways that remained dirt up to this point will be paved with concrete. In order to convey stormwater runoff, an outfall system is needed crossing the railroad. This outfall includes an underground water quality chamber to remove pollutants prior to discharging to East Plum Creek.

Construction began in November 2021 and will be completed no later than August 2023. JBS Pipeline, LLC was contracted by the Town to construct the project. Funding is provided by Castle Rock Water and Public Works with a construction budget of $7.6 million. All properties within the project limits will receive new service line connections for water and sewer up to the property line. All water services were checked and determined not to have lead piping. Should this have been identified, lead piping services would have been replaced up to the house.

This project requires a team across several Town departments to succeed. Special thanks to the following individuals for their contributions:

Wade Reeves, Sr. Construction Inspector
Jason Hauser, Sr. Construction Inspector
Jessup Schield, Stormwater Inspector
Erik Dam, Project Manager (Stormwater)
Laura Kindt, Project Manager (Stormwater)
Shantanu Tiwari, Project Manager (Water/Wastewater)
Matt Hayes, Project Manager (Water/Wastewater)
Aaron Monks, Project Manager (Public Works)
Roy Gallea, Engineering Manager (Water/Wastewater)
Brian Kelley, Engineering Manager (Public Works)
Sandi Aguilar, Customer Relations Program Manager
Chris Sobie, Traffic Ops Engineer
Carl Filler, Traffic Engineering Tech
Sydney Kozel, Community Relations Specialist
Melinda Pastore, Water Engineering Admin. Assistant
Alex Tarnawski, Distribution Supervisor and crew
Ryan Livingston, Distribution Supervisor and crew
Phillip Jolly, Collections Supervisor and crew
Nathan Hannick, Utility Locator

Anderson Street before, during and after improvements.

Storm sewer outfall, water main and sewer main in Sixth Street.

Castle Rock Water is testing some new grass

By: Rick Schultz, Water Efficiency Supervisor

Just in case you haven't heard, Castle Rock Water has been promoting ColoradoScape. Don't know what that is? ColoradoScape is a natural landscape which uses low to very low water (less than ten inches of water per year) plant material which blends in with the native Castle Rock landscapes. Plant material must be maintained in its natural form, utilizing a combination of hardscape and landscape materials which provide a variety of colors, textures, sizes, shapes and seasonal interest. Basically we're looking for something that uses less water, is easier to maintain, and still looks good. All the plants around the customer service and administrative building fall into this category.

Plus, we've got a new area of turf--but this isn't just regular turf. We're testing a new variety of Bermudagrass. It's called Tahoma 31, and it is designed to use significantly less water, require little or no mowing, and be very resilient.

As with any "test" there are things we don't know, and things we will be evaluating before we can conclusively say this is the direction we should go. For example, we don't know how long the grass will stay green going into the fall. We don't know how well it will withstand the cold winter temperatures, or when it will green up in the spring. We don't know how tall it will get when not mowed, or if we need to mow it, how often. And finally, we don't know how much water it will need to keep it looking good.

Those are a lot of things we don't know, but we will find out. Here's what we do know. It was installed on August 2, 2022. It was relatively easy to establish, even in the August heat, with minimal watering only at night. After more than five weeks now it hasn't grown much, we haven't had to mow it, and the color is great. It has a horizontal growth pattern rather than a vertical one, so we think it will knit together and form a "carpet" more than growing up into traditional blades. We've already cut the water back to three cycles every 5 days. We're going to continue stretching this watering interval in order to determine just how little water it really needs.

As part of our recent update to the Landscape and Irrigation Criteria Manual, we are proposing to eliminate turf in new home front yards (ColoradoScape only), and limit turf in the back yard to a maximum of 500 square feet. By no small coincidence, our test area of turf is exactly 500 square feet. We know it can be difficult to imagine what 500 square feet looks like, so come and check out our new test area on the west side of the building and see for yourself.

Stay tuned as we continue to evaluate this product and begin to gather answers to all the things we don't know.

Good job!

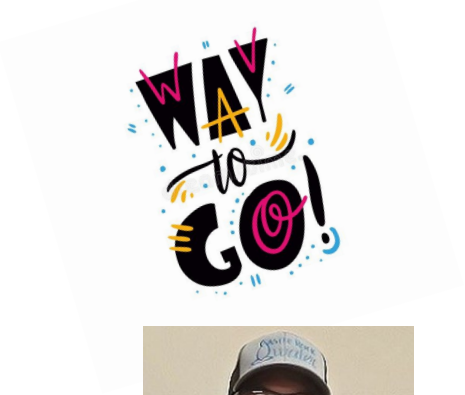
Welcome NEW HIRES

Laura Kindt
Project Manager,
Stormwater

Susan Salvatori
Customer Service
Representative

Good job!

NEW CERTIFICATIONS



Sean Kenny
CO Water Professionals
Distribution 1 Certification

Jeremy Clark
CO Water Professionals
Water Treatment A Certification

Chris Cochran
CO Water Professionals
Distribution 2 Certification

Joe Compton
CO Water Professionals
Distribution 2 Certification

Aaron Dugan
CO Water Professionals
Collections 2 Certification

Water Star Award

The Water Star Award recognizes a coworker within Castle Rock Water for doing an excellent job in fulfilling the Department's Vision and Mission.

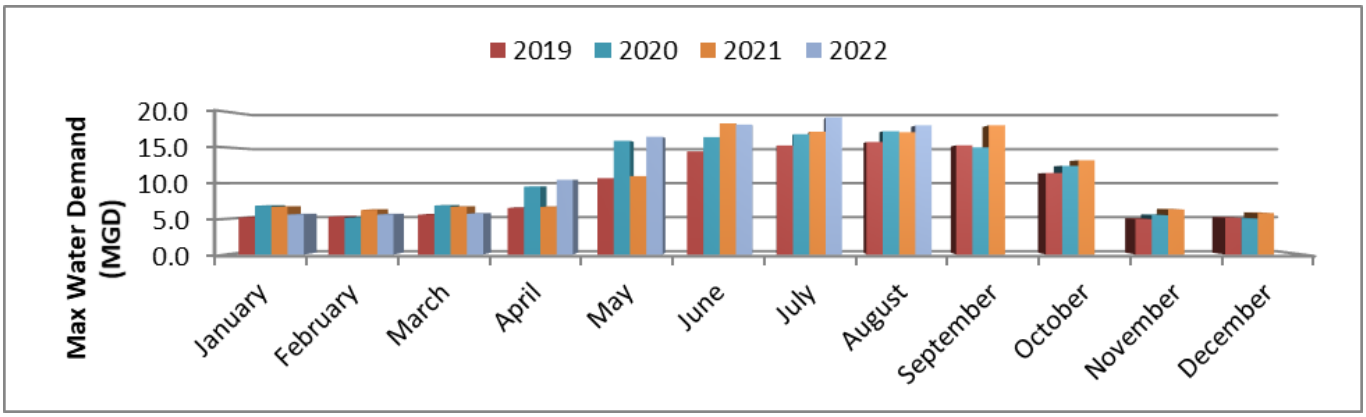
John Chrestensen, Field Services Superintendent, was presented the Water Star award because, according to John Grahn, "There is one individual that stands out to me. I have worked with this person for many years and in that time I have seen many great changes that he has done. He demonstrated exceptional service to internal and external customers. He has great value in our department and for our customers with the extensive knowledge that he has for all aspects of the distribution and collections systems.

He has exceptional Town values including his ability to be adaptable and open to change. He works as a team toward common goals and with the spirit of cooperation. The list could go on and on. Here you go, JC^2!"

Water Resources

Water demand

Maximum demands inform us of the size of the infrastructure necessary to provide water service over short periods of time and help us to plan future water resources needs.



May Max Daily Demand:

- 18.1 million gallons/day
- 5-year average, 16.5 million gallons/day
- 10% higher than the 5-year average

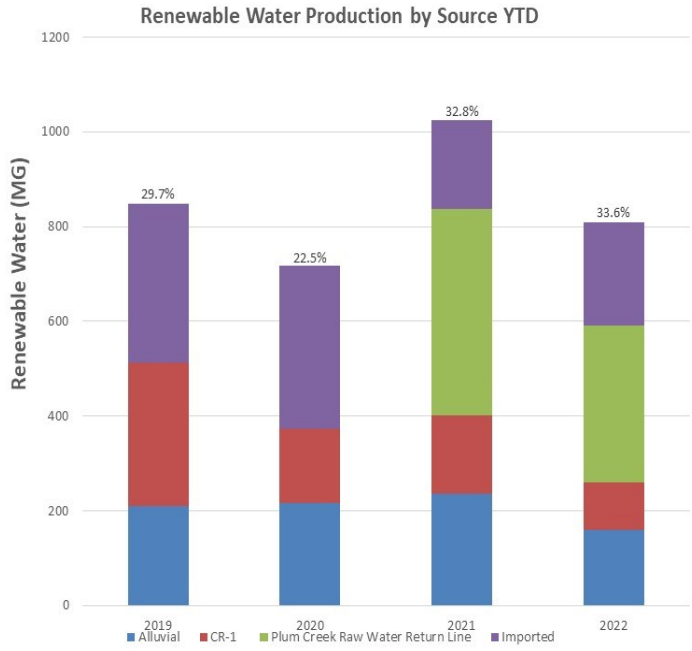
Water Demand Total:

- The water demand total for August was 459.9 million gallons (MG) [1,441.4 acre-feet (AF)]
- 7% lower from the July 2022 total of 495.2 MG
- 2.2% increase from the previous year's August 2021 demand of 450.1 MG.

Renewable supplies

Renewable supplies are those water sources that are replenished by precipitation.

- In total, renewable supplies accounted for 27.3% of the total water supply for the month and 33.6% of the annual water supply (2,412.7 MG or 7,404.3 AF) to date.
- The CR-1 diversion produced an average of 0.12 MGD.
- The PC diversion produced an average of 2.5 MGD.
- The 14 alluvial wells produced an average of 0.67 MGD.
- The renewable water production average was 3.96 MGD.
- The renewable water total production was 122.63 MG (376.3 AF).



Our goal is to reach 75% renewable water by 2050.

Water Demand

Reusable supplies

Reusable supplies are waters that are either from the non-tributary Denver Basin (deep wells) or imported supplies (such as WISE) that can be used over and over, to extinction.

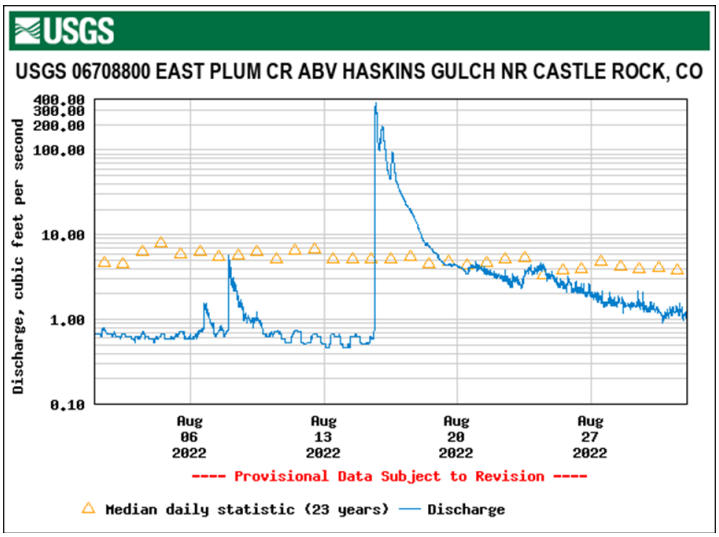
- The average reusable supplies used by Castle Rock for 2022 through August is 61.2%.

Storage

Current reservoir storage

- Chatfield: 783.42 AF
- Rueter-Hess: 110 AF
- CRR1: 125.3 AF

Local Plum Creek supplies

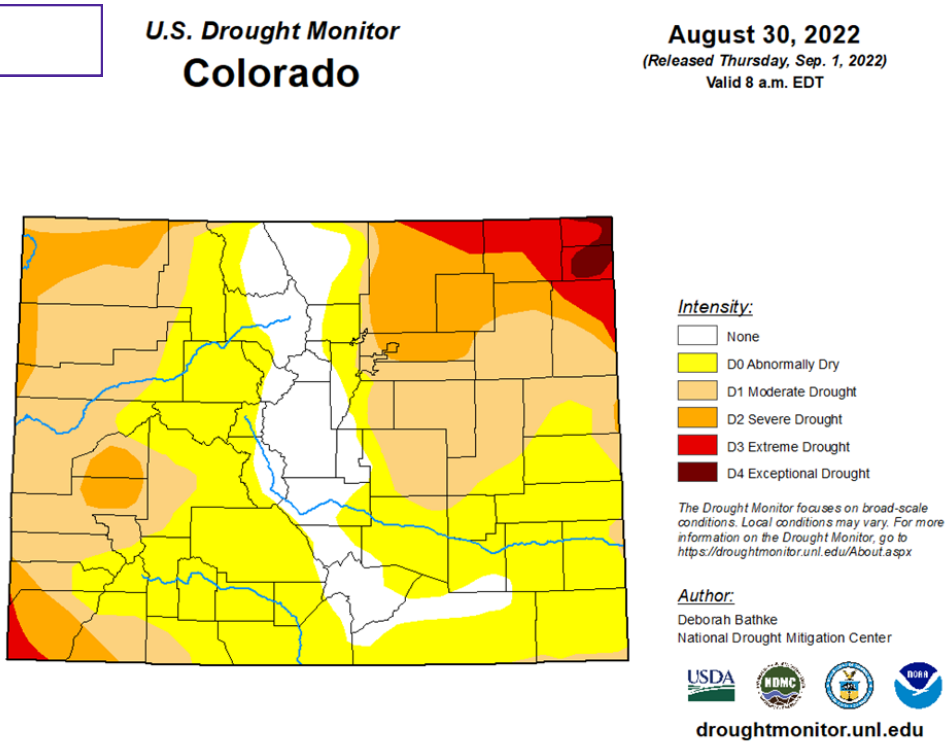


The hydrograph shows the estimated flows in the East Plum Creek basin.

- Flows ranged from 0.47 – 360 cubic feet per second (cfs).
- The monthly average streamflow was 6.69 cfs.
- The 22-year mean is 8.1 cfs.

Drought

According to the U.S. Drought Monitor maintained by the United States Department of Agriculture (USDA), **Castle Rock is experiencing No Drought to Moderate Drought (D1) conditions.**

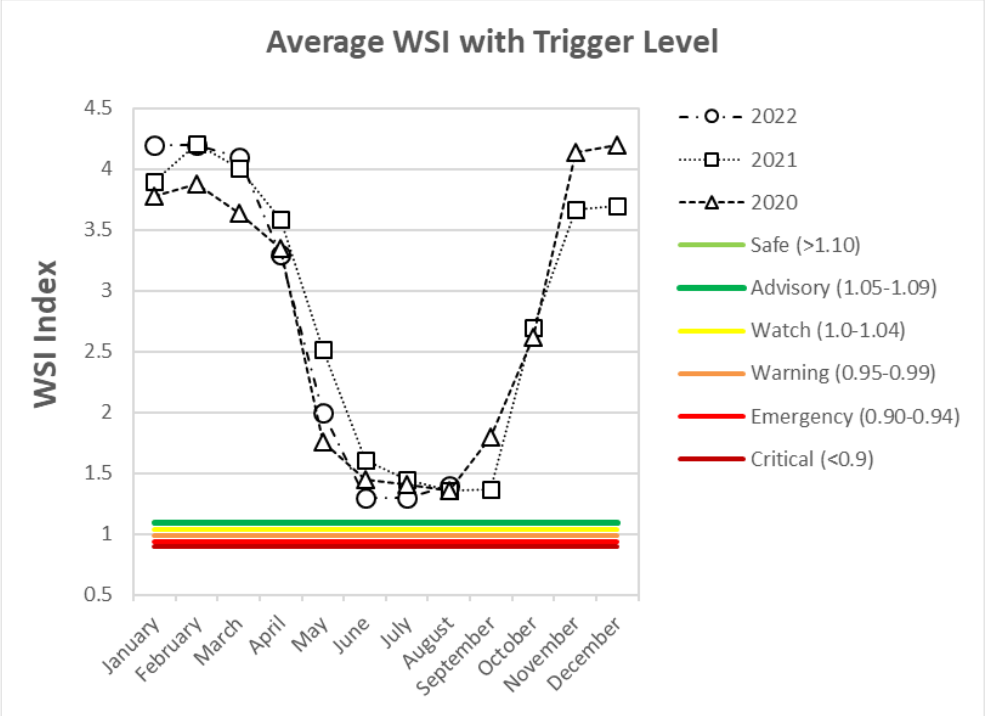


Water Demand

Water supply index

The Town of Castle Rock Drought Management Plan uses a Water Supply Index (WSI) for the Town that accounts for local conditions relative to the Town's capability to address our water resources and daily water demands. Anything below a 1.1 will trigger a drought stage relative to its severity.

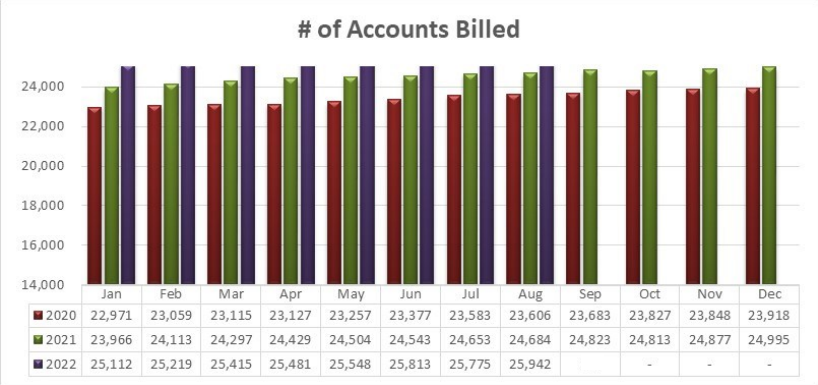
- The average WSI for August was 1.4.



Not an August happening, but just a great spot to plug the Sept. 21 Open House where water professionals will be on hand for tours, to talk about long-term water plans, and to solicit input from customers on conservation. Plus, provide education and fun for the community!

Business Solutions

Customer Service & Billing



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	22,971	23,059	23,115	23,127	23,257	23,377	23,583	23,606	23,683	23,827	23,848	23,918
2021	23,966	24,113	24,297	24,429	24,504	24,543	24,653	24,684	24,823	24,813	24,877	24,995
2022	25,112	25,219	25,415	25,481	25,548	25,813	25,775	25,942		-	-	-

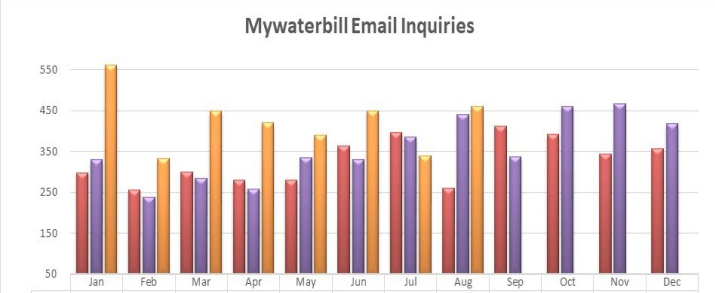
2022/Q2 statistics

- 18,380 (71%) have an online account
- 11,832 (64%) are paperless

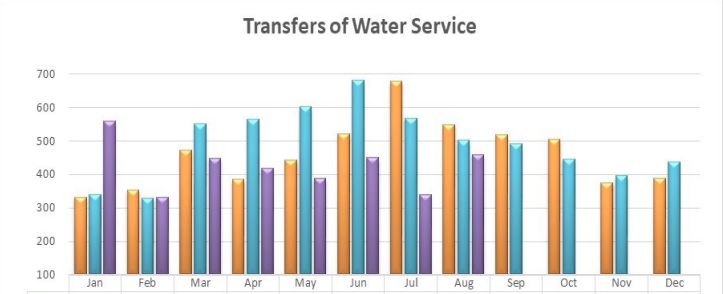
Customers benefit from having an online H20access account with 24/7 access to statement information, 12 months of statement history, helpful email account reminders and safe and secure online payment options. Customers are encouraged to use paperless billing to reduce clutter, be environmentally friendly and save mailing costs.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	396	314	218	18	13	160	180	87	194	217	146	149
2021	175	167	205	190	203	225	214	123	58	154	147	98
2022	91	124	175	123	259	184	171	196		-	-	-

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	1,645	1,456	1,216	1,267	1,445	1,777	1,954	1,704	1,917	1,873	1,207	1,254
2021	1,344	1,216	1,298	1,429	1,530	1,824	1,847	1,997	1,883	1,881	1,536	1,333
2022	1,485	1,248	1,536	1,697	1,695	1,941	1,974	1,992	-	-	-	-



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	298	256	300	280	280	363	397	261	413	392	344	357
2021	330	238	285	259	335	330	386	441	337	461	466	418
2022	561	332	449	420	389	450	339	460	-	-	-	-



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	332	353	472	386	442	523	678	549	519	506	374	389
2021	339	330	551	564	604	681	569	502	492	447	396	437
2022	561	332	449	420	389	450	339	460	-	-	-	-

Customer Outreach

Keeping customers informed about the value of water.

Water Outreach Social Media Stats	REACH
Drought update — Aug. 3	2,184 people
Drought and plants— Aug. 10	1,787 people
Hydrate with reusable bottle — Aug. 17	3,122 people
How much water are you using — Aug. 24	3,504 people
Poop Fairy: Juniper/Site sponsorship — Aug. 25	6,993 people

Source Water / EPC — Aug. 31	1,172 people
PCWPF Open House and tour announcement—Aug. 31	4,764 people
Email: The impact of water waste — Aug. 16	10,504 opened (62% open rate)
HOA Email: Are your policies in line with the law? — Aug. 25	102 opened (51% open rate)

The post for dog station sponsorship brought in 2 sponsors on the first day of posting!

Meters

Meters Read

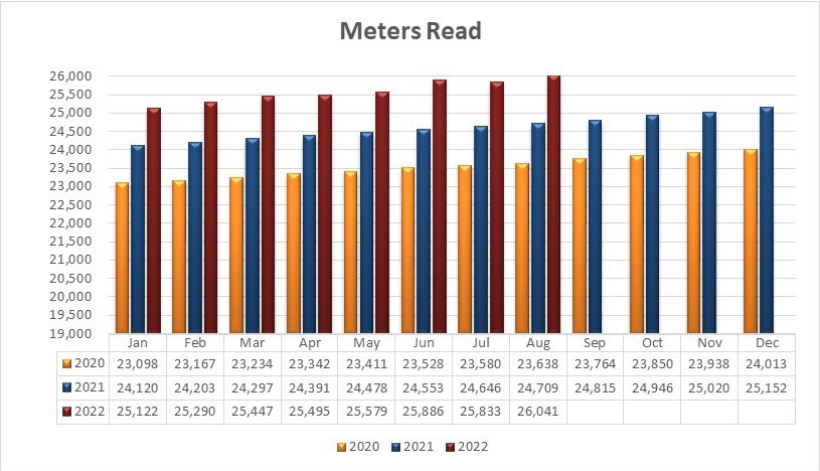
Meters are read the first two days of every month. The number of meters read continues to increase month to month and is a significant increase over last year.

Skipped Reads

August 2022: 0.36 %

Measuring skipped reads is a strong indication of the level of preventative maintenance being done by our team. A skipped read is indicative of a problem with the metering infrastructure (i.e. battery, wiring, etc.). Fewer skipped reads means more properly working meters, which is good for all our customers.

The AWWA standard is 2%, so we still continue to stay well below the industry average.



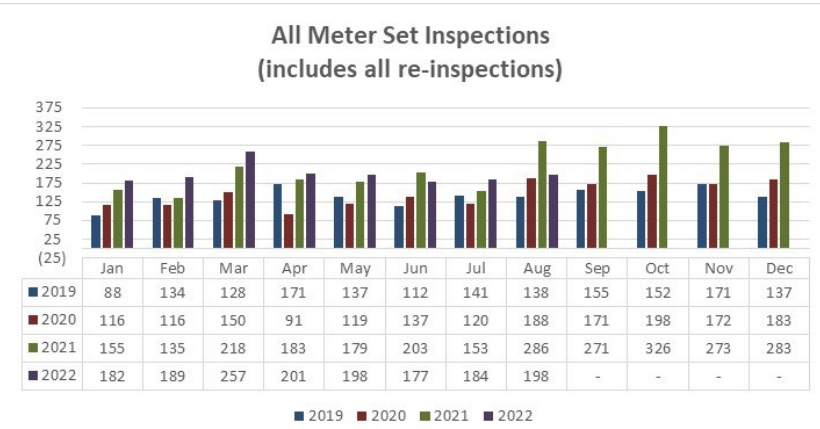
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	23,098	23,167	23,234	23,342	23,411	23,528	23,580	23,638	23,764	23,850	23,938	24,013
2021	24,120	24,203	24,297	24,391	24,478	24,553	24,646	24,709	24,815	24,946	25,020	25,152
2022	25,122	25,290	25,447	25,495	25,579	25,886	25,833	26,041				

2020 2021 2022

Meter Set Inspections

Re-inspections: 52%

Meter set inspections are required on all new meters installed. This ensures that the meters are installed per specifications and according to Town code. At the time of the inspection, the curb stop is tested for operability and the MXU is installed which provides reading capability for our drive by technology. Re-inspections are needed to ensure installation meets code when original inspections are failed.

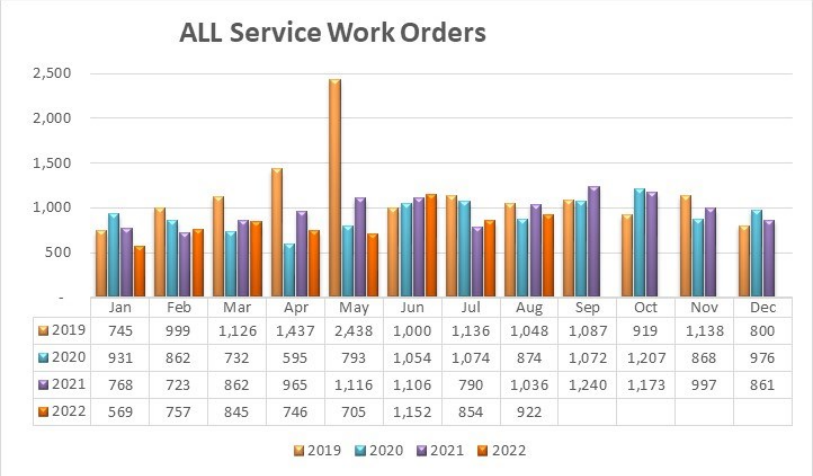


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	88	134	128	171	137	112	141	138	155	152	171	137
2020	116	116	150	91	119	137	120	188	171	198	172	183
2021	155	135	218	183	179	203	153	286	271	326	273	283
2022	182	189	257	201	198	177	184	198	-	-	-	-

2019 2020 2021 2022

Work Orders

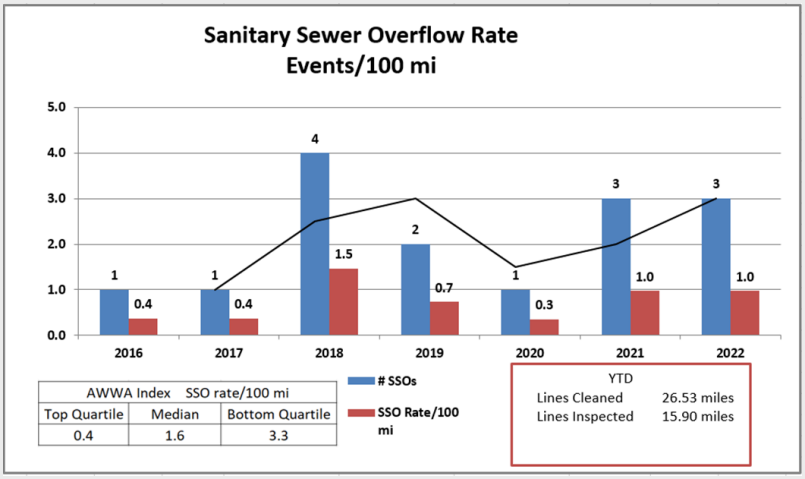
Meter services performs a variety of service work orders every month beyond meter reading. These include curb stop maintenance, meter replacement and repair, final reads for transfers of service, disconnection and reconnections, meter set inspections, and more.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	745	999	1,126	1,437	2,438	1,000	1,136	1,048	1,087	919	1,138	800
2020	931	862	732	595	793	1,054	1,074	874	1,072	1,207	868	976
2021	768	723	862	965	1,116	1,106	790	1,036	1,240	1,173	997	861
2022	569	757	845	746	705	1,152	854	922				

2019 2020 2021 2022

Operations & Maintenance

LEVELS OF SERVICE		August 2022
Drinking Water Compliance	Castle Rock Water will deliver water that meets or surpasses the requirements of both Primary Drinking Water Regulations and Secondary Maximum Contaminant Levels 100% of the time.	***One hundred routine samples were completed and no issues discovered.***
Pressure Adequacy	< 1% of our customers will experience less than 43 pounds per square inch (psi) of pressure at the meter during normal operations.	***There were no water pressure issues in August.***
Sewer System Effectiveness	<1% of our customers will experience a sewer backup caused by the utility's sewer system per year. Castle Rock Water remains in the Top Quartile for least number of sewer backups based on the AWWA benchmarking.	***There were no sanitary sewer issues in August.*** 
Water Quality Complaints	Castle Rock Water remains in the Top Quartile for water quality complaints based on the AWWA benchmarking.	***There were no water quality complaints or issues in August.*** ***There were 2 educational visits.***

Before you start a project, call 811. Whether you are planning to do it yourself, or hiring a professional, we will help you do it safely. The local 811 Call Center will contact Castle Rock Water and will schedule a time for us to come out to locate public water, wastewater and stormwater lines in the road and in your project area.

Utility locates

Water locates conducted

- 2,520 tickets

Operations & Maintenance

LEVELS OF SERVICE

Drinking Water Supply Outages

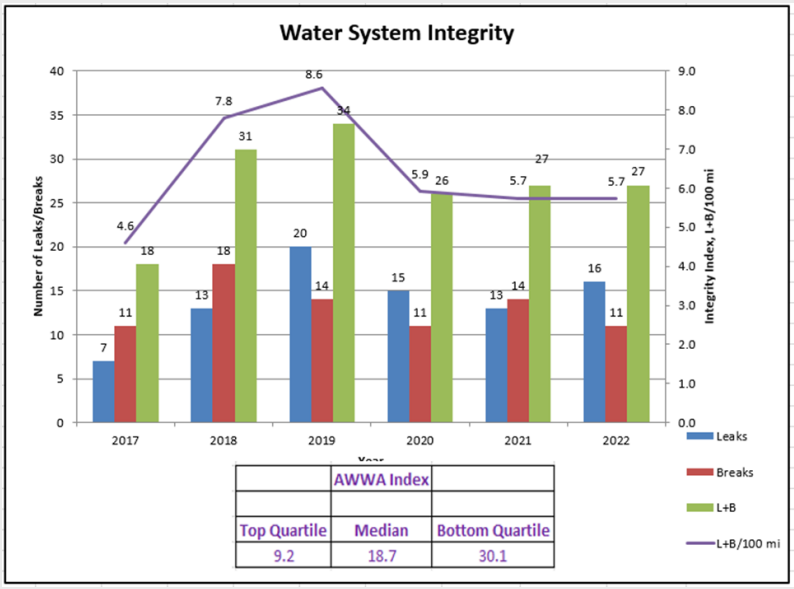
<5% of our customers will experience water outages for one or more events totaling more than 30 hours/year.

Castle Rock Water remains in the Top Quartile for water system integrity based on the American Water Works Association benchmarking.

August 2022

There were six water system integrity issues in August:

- *There was a six-inch-long parallel crack break on a 6" cast iron pipe (CIP) in the Glovers neighborhood. A two-foot repair clamp was used and no residents were affected during the repair, as the main did not need to be throttled down.*
- *A contractor hit two service lines in the Glover's neighborhood, pulling the curb stop from the saddle on the main. During one contractor's repair, 32 homes were out of water for approximately 20 minutes. During the other repair 11 homeowners had low pressures for less than two hours during the repair.*
- *The Distribution Team repaired a 1-inch-wide corrosion hole on 8" ductile iron pipe. Because it was next to the service tap, the saddle had to be removed, affecting the service lines for two homes. The water to 32 homes had reduced pressure for six hours and the two home's service lines were affected and out of water for one hour during the repair.*
- *The On-Call team completed a golf ball sized corrosion hole repair on 8-inch ductile iron pipe in the Meadows. The main was throttled down approximately four hours during the repair.*
- *A curb stop was also replaced in the Canyons neighborhood. This curb stop was under warranty, but had been installed incorrectly; the contractor had not followed Castle Rock Water's Standards and Specifications.*



Operations & Maintenance

In the field

The Stormwater team renovated an outfall in the Founders area, which had filled with willows and sediment. The channel was regraded and rock laid at the outfall to assist with stormwater flows.

The Stormwater team assisted with a fuel spill at the Outlet Mall, when a truck's fuel tank encountered a decorative boulder. Drying materials were applied to help to stop the spread of diesel. Fuel did not enter the stormdrain system and only a small amount may have entered through the sewer manhole. Plum Creek Water Reclamation Authority was notified of the possible fuel contamination.

Various Town distribution line air vents were updated and expertly installed by the Distribution team.

Extremely heavy afternoon rain caused stormwater systems to become overwhelmed. This resulted in several areas of significant flooding, with debris washing onto roads, creating traffic hazards. The Field Services Team assisted in relieving the flooding and in cleanup efforts. Infiltration and inflow from the heavy rain also caused multiple high level alarms at sanitary sewer lift stations, which the team also addressed.

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 4. **File #:** ID 2022-100

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Tara Vargish, Director of Development Services

Development Services Project Updates

The high-growth nature of Castle Rock results in numerous and diverse questions from individuals seeking information about existing conditions and future plans. Information on community development activity and formal land use applications are located on the Town website under the Development Activity Map link.

Development activity continues to be strong, with continued interest for a variety of project types in Castle Rock. Permit activity remains steady, and homebuilders and commercial builders remain active.

Please see the attached Staff Memorandum for project details.

Meeting Date: September 20, 2022

AGENDA MEMORANDUM

To: David L. Corliss, Town Manager

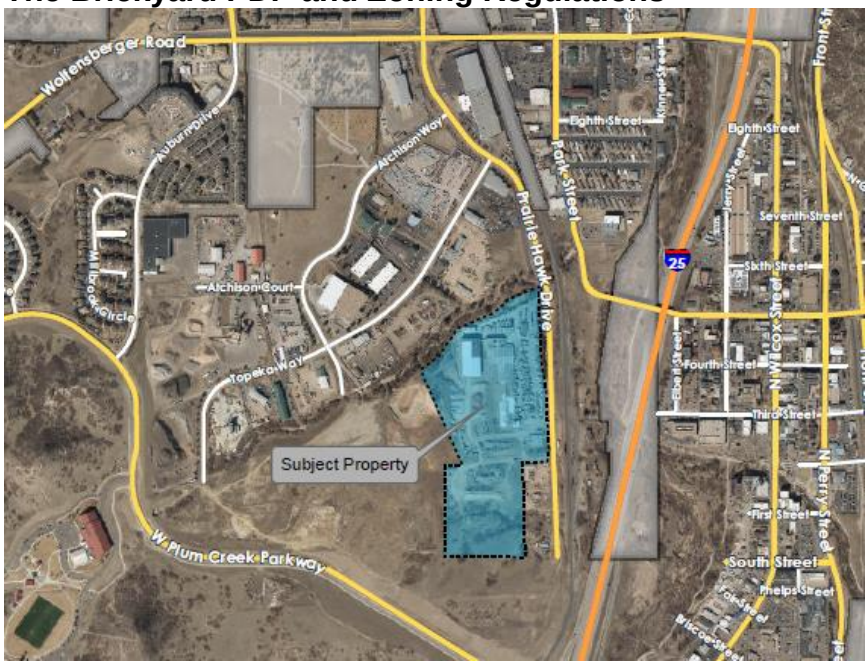
From: Tara Vargish, PE, Director of Development Services

Title: **Town Manager Report – Development Project Updates**

This report contains development updates and new submittals or requests that have been submitted to staff since the last update to Town Council. The high growth nature of Castle Rock results in numerous and diverse questions from individuals seeking information about existing conditions and future plans, as well as formal applications for development. More information on community development activity and formal land use applications are located on the Town website under the Development Activity Map link, which can be accessed at CRGov.com/DevelopmentActivityMap

New Quasi-Judicial Applications Requiring Public Hearings

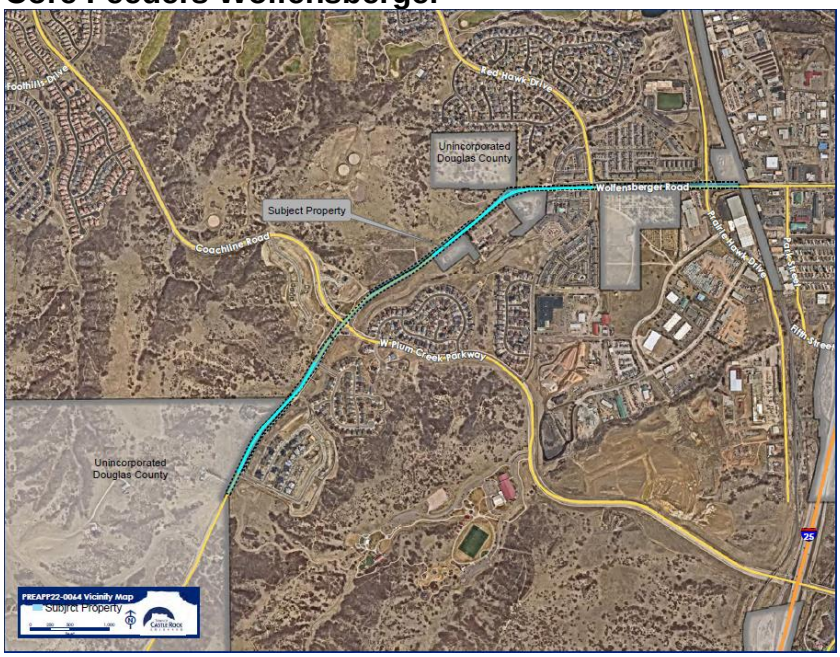
The Brickyard PDP and Zoning Regulations



A new Quasi-Judicial application was submitted from Confluence Companies for The Brickyard Planned Development Plan and Zoning Regulations, a mixed-use development with a maximum of 600 multi-family dwelling units, and office, retail, hotel, performance venue, and recreational space. The site is approximately 31 acres and is located on Prairie Hawk Drive, north of Plum Creek Parkway and south of Topeka Way. The proposed rezoning requires public hearings before Planning Commission and Town Council. The project is in Mayor Pro Tem Bracken's District.

New Pre-Application Meeting Requests

Core Feeders Wolfensberger



A pre-application meeting request was submitted from Ulteig Engineering, on behalf of CORE, seeking information on application and submittal requirements for installing new underground feeder lines along the south side of Wolfensberger Road. The project location is from Prairie Hawk Drive west to Midnight Street. Two new switch cabinets are needed as well. The infrastructure is needed to increase capacity for new Castle Rock subdivisions. The proposal is located in Councilmember Hollingshead and Mayor Pro Tem Bracken's Districts.

Crystal Valley Shops

A pre-application meeting request was submitted seeking information on application and submittal requirements for a new, retail center located at the southwest corner of Crystal Valley Parkway and Plum Creek Boulevard. Crystal Valley Shops is proposing to build 4 buildings (a total of 25,823 square feet) on the 5.169-acre lot. Proposed uses will be consistent with approved zoning. Please reference the attached vicinity map, application form, narrative, and site plan. The proposal is located in Councilmember Dietz's District.

Founders Marketplace Centura Health

A pre-application meeting request was submitted seeking information on application and submittal requirements for a new, primary care facility in Founder's Marketplace. Centura Health is proposing to build a 10,500 square foot medical facility on a 1.17-acre lot. The proposal is located in Councilmember Cavey's District.

<u>Ongoing Development Activity</u>:

Commercial Development Activity

- **Promenade:**
  - Alana at Promenade Apartments, building and site construction for 300 unit multi-family residential development, located on Alpine Vista Circle, west of Promenade Parkway.
  - Buffalo Wild Wings, building and site construction, located on the southwest corner of Factory Shops Boulevard and New Memphis Court.
  - Cuba Cuba, site plan approved for enclosed patio, located at 6375 Promenade Parkway.
  - Los Dos Portrillos, pad site plan, construction documents, and restaurant site plan review for new 7,400 square foot restaurant, located west of TJ Maxx off Promenade Parkway.
  - Chipotle building and pad site, site plan, plat and construction documents review, to realign infrastructure and building elevations for a future Chipotle, located off Promenade Parkway north of Sam's Club.
  - Promenade Commons Park, site plan, plat and construction document review for new half-acre park connecting the Alana multi-family and the proposed commercial area, located on the west side of Promenade Parkway and Alpine Vista Circle.
  - Lazy Dog Restaurant site plan review for a new stand-alone restaurant, located on the northeast corner of Castlegate Drive West and Promenade Parkway.
  - Whole Foods, site plan amendment to add EV charging stations in the existingparking lot, located at 6384 Promenade Parkway.

- **Meadows:**
  - Access road, construction documents approved for public street construction that will support future commercial/office developments, located northwesterly of the North Meadows Drive roundabout.
  - Aspen View Academy, building and site construction for an addition, located at 2131 Low Meadow Boulevard.
  - Bridge and access road, site construction, connection of the roundabout on North Meadows Parkway south, and then east crossing Plum Creek.
  - Castle Rock Adventist Hospital Medical Office Building and site constriction for a new 70,000 square foot medical office building, located at 2350 Meadows Boulevard.
  - Castle Rock Industrial at the Meadows Lot 1, site and building construction for new 80,000+/- square foot warehouse space, located on the future Timber Mill Parkway north of North Meadows Drive.
  - Castle Rock Industrial at the Meadows Lot 2, site and building construction for new 80,000+/- square foot warehouse space, located on the future Timber Mill Parkway north of North Meadows Drive.
  - Kum and Go, site plan review for elevation changes and site construction for a 5,620 square foot Convenience Store and Fuel Canopy, located at the northwest corner of Meadows Parkway and Lombard Street.
  - Lot grading, retaining wall, and waterline construction plan review and plat, located on vacant commercial lots north of the AMC theatre.
  - The Learning Experience, revised site development plan and construction planreview for a 10,000 square foot, single-story daycare center to be located on Meadows Boulevard between Springbriar Drive and Shane Valley Trail.
  - Meadows Parkway Intersection improvements, construction document review for improvements to the intersections of Meadows Parkway at Regent Street and Lombard Street.
  - Meadows Senior Multi-Family, site plan review for a new 4-story senior housing apartment development with 200 units, located near North Meadows Drive and Timber Mill Parkway.
  - Meadows Town Center Townhomes/Mixed-use, site plan review for 85 residential units with approximately 6,248 square feet of retail, located on three lots off Future Street.
  - Moore Lumber at the Meadows, site construction for a new 16,880 square foot retail, warehouse, and office building, located at the north end of Regent Street.
  - Prairie Hawk Dental, site plan review for new 5,100 square foot dental office building, located at the northeast corner of Prairie Hawk Drive and Limelight Avenue.
  - Sol Danza Auto Repair, site plan review for new 4,600 square foot automotive service center, located near the intersection of Prairie Hawk Drive and Sol Danza Drive.

- **Downtown:**
  - 221 Wilcox Street, construction document approved for demolition of an existing parking lot and excavation for future mixed-use building with 38 residential units and 8,100 square foot retail space, located on the southwest corner of Wilcox and Third Streets.
  - 221 Wilcox Street construction document review for infrastructure for future mixed-use building with 38 residential units and 8,100 square foot retail space, located on the southwest corner of Wilcox and Third Streets.
  - Circle K, site plan review for new 3,700 square foot convenience store to replace the existing building on the site. Located at 310 South Wilcox Street.

- Douglas County Libraries, building and site construction for 62,000 square foot library building and demolition of the existing building, located at 100 South Wilcox Street.
- Eternal Rock Church, site plan review for new landscaping, signage and storage, located at 2 Phelps Street.
- Keystone Hotel site plan review for the addition of a new patio on the west side of the building, located at 217 Fourth Street.
- Perry Street Social, site development plan review to create a mini entertainmentdistrict, located at 404 North Perry Street.
- Pizza Hut Retail Center, building and site construction for a new commercial center located at 340 South Wilcox Street.
- Railroad Quiet Zone, Town project, construction plan review forimprovements at 2nd Street, 3rd Street, and 5th Street.
- Scileppi properties, site plan review for a 6,000 square foot addition and the addition of seven parking spaces, located at 210 3rd Street.
- The View, site and building construction for a 6-story building with mixed-uses including 218 residential units, located at 6th Street and Jerry Street.

- **Dawson Trails Residential/Commercial:**
  - Dawson Trails, Planned Development Plan amendment under review for 2,064 acres with 5,850 residential dwelling units and a maximum of 3,200,000 square feet of commercial/non-residential uses, located to the west of I-25 and generally south and north of Territorial Road.

- **Other Commercial Projects throughout Town:**
  - 282 Malibu Commercial buildings, site development plan amendment review for a new patio and site construction for two 4,000 square foot commercial buildings, uses are unknown at this time, located at 282 Malibu Street.
  - Castle Inn, site development plan approved for façade changes, located at 200 Wolfensberger Road.
  - Castle Rock Auto Dealerships, site development plan approved for service center expansion, located at 1100 South Wilcox Street.
  - Castle Rock Auto Dealerships, site plan amendment approved for façade changes to the Ford Dealership, located at 1404 South Wilcox Street.
  - Castle View Baptist Church, Construction plan review for water main extension per IGA, located north of Macanta on Crowfoot Valley Road in unincorporated Douglas County
  - Founders Marketplace, Liberty Express Carwash, building TCO and site construction, located northeast of 5th Street and Founders Parkway.
  - Founders Marketplace, Retail building, site development plan approved for mixed-use retail building, located on Ridge Road between King Soopers Fueling Station and IREA substation.
  - Garage Condos, site and building construction, located on Liggett Road.
  - Heckendorf Ranch Retail, site construction for a new 8,100 square foot retail building located on Crystal Valley Parkway west of Plum Creek Boulevard.
  - Outlets at Castle Rock, site development plan review, two new pad sites on westside of the mall on Factory Shops Boulevard.
  - Phillip S. Miller Regional Park, construction plan approved for Play Loop Trail.
  - Plum Creek Golf Course, site plan amendment review and building and site construction for a new clubhouse, located at Plum Creek Boulevard and Players Club

Drive.

- Sanders Business Park, site development plan, plat and construction documents approved for 2.4-acre site, located south of The Plum Creek CommunityChurch. The future use is a facility for distribution of heating and plumbing equipment.
- Sanders Business Park, site plan and construction documents approved for approximately 51,000 square feet of industrial flex space, located south of The Plum Creek Community Church.
- StorQuest, building and site construction for new 98,000 square foot self-storage and RV parking, located off Liggett Road west of Kellogg Court.
- T-Mobile small cell sites, construction documents for 4 locations in the public right-of-way: 1) Park Street and 8th Street, 2) Factory Shops Blvd & New Memphis, 3) Factory Shops and Outlet Entrance, 4) Limelight near Hospital ER Entrance.
- The Brickyard, erosion control and demolition plan review for demolition of existing building on 4.5 acres, located on the south end of Prairie Hawk Drive.
- The Famous Steak House, site development plan and interior building renovation, located in former Jarre Creek Brewery building south of Chili's.
- U-Haul self-storage, site construction and buildings permitted for site, located on I-25 East Frontage Road north of South Perry Street and Manatt Court.
- Verizon small cell sites, construction documents for multiple locations in public right-of-way: 1) Factory Shops Boulevard and New Beale Street, 2) Promenade Parkwayand Castle Rock Parkway (approved plans), 3) Promenade Parkway (approved plans), 4) Castlegate Drive West (approved plans), 5) Castlegate Drive West and Castle Rock Parkway (approved plans), 6) Factory Shops Boulevard and Meadows Boulevard, 7) Mitchell Street near Mesa Middle School, 8) South Valley Drive north of Plum Creek Parkway, 9) Low Meadow Boulevard and Night Song Way, 10) South Gilbert Street between Gilbert and Sellers Drive at Birch Avenue, 11) Foothills Drive and Soaring Eagle Lane, 12) Foothills Drive and Morning View Drive.
- Walmart, site development plan approved for new drive-through ATM at the west end of the existing parking lot.
- Woodlands Medical Office Building site plan review for new 14,336 square foot medical office building located near Woodlands Blvd and Barranca Drive.
- Your Storage Center, building TCO for 23,800 square foot indoor car storagebuilding, located on the east I-25 Frontage Road north of Perry Street.
- Zaika Indian Restaurant, site plan review to enclose the existing patio on the south side of the building, located at 78 Allen Street.

Residential Development Activity:

- 302 North Lewis Street Historic Preservation application, 830 square foot detached garage.
- 306 North Lewis Street Historic Preservation application, 400 square foot addition.
- Alexander Way, annexation petition for 73.76 acres of land, located north of Alexander Place and Brewer Court.
- Auburn Heights Apartments, rezoning application to amend the zoning and the currently approved site development plan for Lot 2 of Auburn Ridge.
- Bella Mesa, site plan, plat and construction documents approved for relocation of existing detention pond, located north of Mesa Middle School off Mitchell Street.
- Canvas at Castle Rock, site construction for 102 townhome units, located at Plum Creek Boulevard and Crystal Valley Parkway.
- Canyons South Longstory Avenue, under construction for water and sanitary mains for

future development, located in Douglas County on the east side of Crowfoot Road.

- Canyons South Filing No. 3, construction plan review for water and sanitary mainsfor future development, located in Douglas County on the east side of Crowfoot Road.
- Crystal Valley Ranch, site construction, single-family subdivisions, located southeast and southwest of Crystal Valley Parkway and West Loop Road. Also, in the southern interior portion of Loop Road, south of Loop Road, and between West Loop Road and the Lanterns property.
- Crystal Valley Ranch, construction plan review for a recreation facility that will servethe new single-family home project, located at the southeast corner of West Loop Road and Crystal Valley Parkway.
- Diamond Ridge area, plat for single-family home and outbuilding, located west ofNova Place cul-de-sac.
- Echelon (formerly Caliber at Terrain), site and building construction for a 238-unit multi-family development, located in the northeast quadrant of Founders Parkway and State Highway 86.
- Founders Village, site construction, detached single-family home neighborhood,located northeast of Mikelson Boulevard and Mitchell Street.
- Founders Village the Enclave, site construction, 88 additional townhomes tocomplete the existing development located at Enderud Boulevard and Wagonwheel Trail.
- Greystone Townhomes, construction plan and plat approved for one three-story building with 5 units, located northwest of Plum Creek Parkway and Gilbert Street.
- Hillside, site plan and construction document re-approval, single-family attached and detached age 55 and older, located at the northeast corner of Coachline Road and Wolfensberger Road.
- Lanterns/Montaine, home construction, 107 single-family lot subdivision, located in the northerly portion of the project.
- Lanterns/Montaine, home construction, 85 single-family lot subdivision, located in the south-central portion of the project.
- Lanterns/Montaine, grading and construction documents approved, 133 single-family lot subdivisions, located in the southeasterly portion of the project.
- Lanterns/Montaine, site construction for 165 single-family residential lots, located in the east interior of Montaine Circle and southeast portion of the property.
- Lanterns/Montaine, site construction for 82 single-family residential lots, located in the northerly interior of Montaine Circle.
- Lanterns/Montaine, site construction for 68 single-family residential lots, located in the northerly interior of Montaine Circle.
- Lanterns/Montaine, subdivision plat, construction documents and erosion control plans approved for 183 single-family residential lots, located southwest of Montaine Circle.
- Lanterns/Montaine, construction documents approved for 117 single-family residential lots, located at the northeast corner of the Lanterns development.
- Lanterns/Montaine, site construction for family amenity center, located on the northeast corner of East Montaine Circle.
- Lanterns/Montaine, subdivision plat and construction documents for 182 single-family residential lots, located southwest of Montaine Circle.
- Liberty Village, site development plan review, for amended lot layout due to floodplain for 42 single-family lots, located on the south side of Castle Oaks Drive and Pleasant View Drive.
- Liberty Village, site construction for 19 lot single-family project at Missoula Trail and Castle Oaks Drive and completion of Castle Oaks Drive/bridge replacement within the

Cobblestone Ranch property.

- Meadows, site construction, 209 single-family lot subdivision, located north of Red Hawk subdivision and west of Prairie Hawk Drive.
- Meadows, site construction for 57 single-family detached homes on the east andwest sides of Coachline Road north of Wolfensberger Road.
- Meadows, site plan, plat and construction documents for 77 single-family detached homes on the west sides of Coachline Road north of Wolfensberger Road.
- Meadows, Paint Brush Park, Town Project, tributary improvements plans in review.
- Memmen Young Infill, rezoning, site development plan review, and associated 5-acre annexation under review, located west of Ridge Road and north of PlumCreek Parkway.
- Plum Creek Residential Planned Development plan amendment for single-family lots, located near the intersection of Mount Royal Drive and Prestwick Way.
- The Oaks Filing 2A, site development plan review for 114 single-family lots on165+/- acres, located south of Plum Creek Parkway and east of Eaton Circle.
- Oakwood Apartments, site construction and building permits, for senior housingproject redevelopment, located on the northeast corner of Front Street and Oakwood Drive.
- Red Hawk, home construction, 29 single-family home project, located south of Melting Snow Way and east of Bent Wedge Point.
- Ridge at Crystal Valley, site construction for 142 single-family home project, located southwest of the Loop Road in Crystal Valley Ranch.
- Terrain North Basin, Phase 1, site construction for approximately 96 single-familyhome project, located along Castle Oaks Drive.
- Terrain North Basin, Phase 2, site development plan review for approximately 105 single-family home project, located along Castle Oaks Drive.
- Terrain Sunstone Village, home construction, 120 single-family home project, located south of intersection of State Highway 86 and Autumn Sage Street.
- Terrain Upper Sunstone, home construction, 261 single-family home project, located south of State Highway 86 and east of King Soopers/Ridge Road.
- The Oaks Filing 3, home construction, 117 single-family home project, located on South Ridge Road west of Appleton Way.

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 5. **File #:** ID 2022-101

To: David L. Corliss, Town Manager

Through: Tara Vargish, Director Development Services

From: Kevin Wrede, Planning Manager

Update: Quasi-Judicial Projects

Executive Summary

The purpose and intent of this report is to provide Town Council with a summary of quasi-judicial projects. In order to provide all parties with due process under law, decision makers must be fair and impartial when considering quasi-judicial applications such as those included in this memorandum. Many of these projects do not have public hearing dates yet, but Town Council could be asked to consider them in the future.

New Applications

Brickyard Planned Development Plan

On-going Quasi-Judicial Applications (currently under review)

The full list of on-going quasi-judicial projects along with vicinity maps can be found on the attached Staff Memorandum.

Meeting Date: September 20, 2022

AGENDA MEMORANDUM

To: David L. Corliss, Town Manager

Through: Tara Vargish, Director Development Services

From: Kevin Wrede, Planning Manager

Title: **Update: Quasi-Judicial Projects**

Executive Summary

The purpose and intent of this report is to provide Town Council with a summary of quasi-judicial projects. In order to provide all parties with due process under law, decision makers must be fair and impartial when considering quasi-judicial applications such as those included in this memorandum. Many of these projects do not have public hearing dates yet, but Town Council could be asked to consider them in the future.

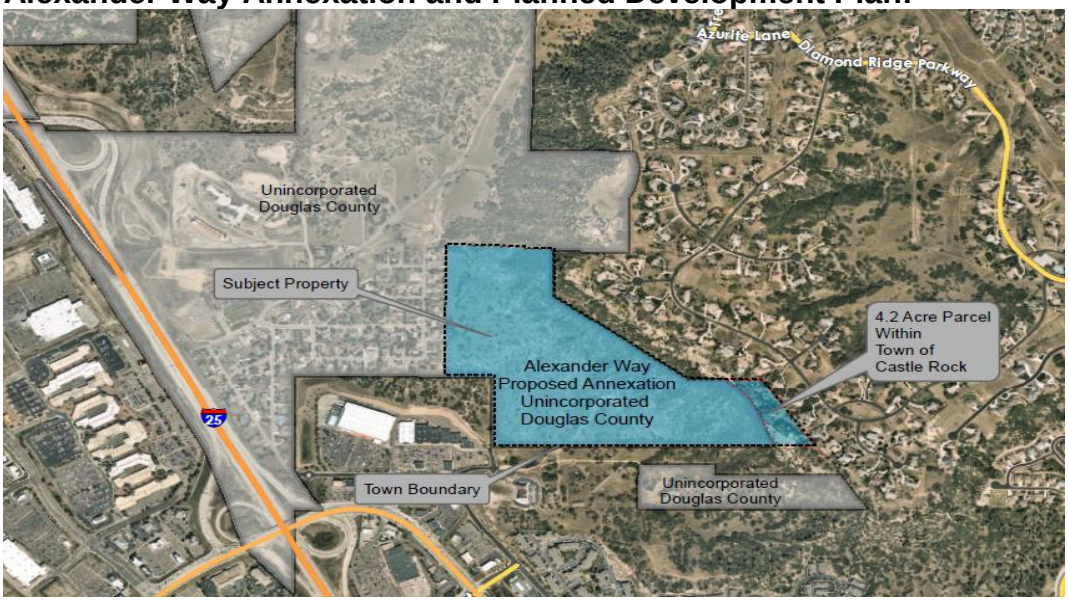
New Quasi-Judicial Applications

Brickyard Planned Development Plan:

Staff has received a new Quasi-Judicial application from Confluence Companies for The Brickyard Planned Development Plan and Zoning Regulations, a mixed use development with a maximum of 600 multi-family dwelling units, and office, retail, hotel, performance venue and recreational space. The site is approximately 31 acres and is located on Prairie Hawk Drive, north of Plum Creek Parkway and south of Topeka Way. The proposed rezoning requires public hearings before Planning Commission and Town Council. The project is located in Mayor Pro Tem Bracken's district.

<u>On-going Quasi-Judicial Applications (currently under review)</u>

Alexander Way Annexation and Planned Development Plan:



The property owner has submitted an annexation petition to annex 73.76 acres north of the Alexander Place and Brewer Court intersection. The project is being referred to as Alexander Way. The property owner has submitted an application for a Planned Development Plan and Zoning Regulations for the annexation area and a 4.2-acre parcel that is already in the Town, for 77.96 acres total. The applicant is seeking zoning which would allow for 53 single family homes, 24 live/work units, and includes 30 acres of open space. This project will require public hearing before the Planning Commission for review and recommendation and Town Council for review and final decision. The proposal is located adjacent to both Councilmember Cavey and Councilmember LaFleur's districts.

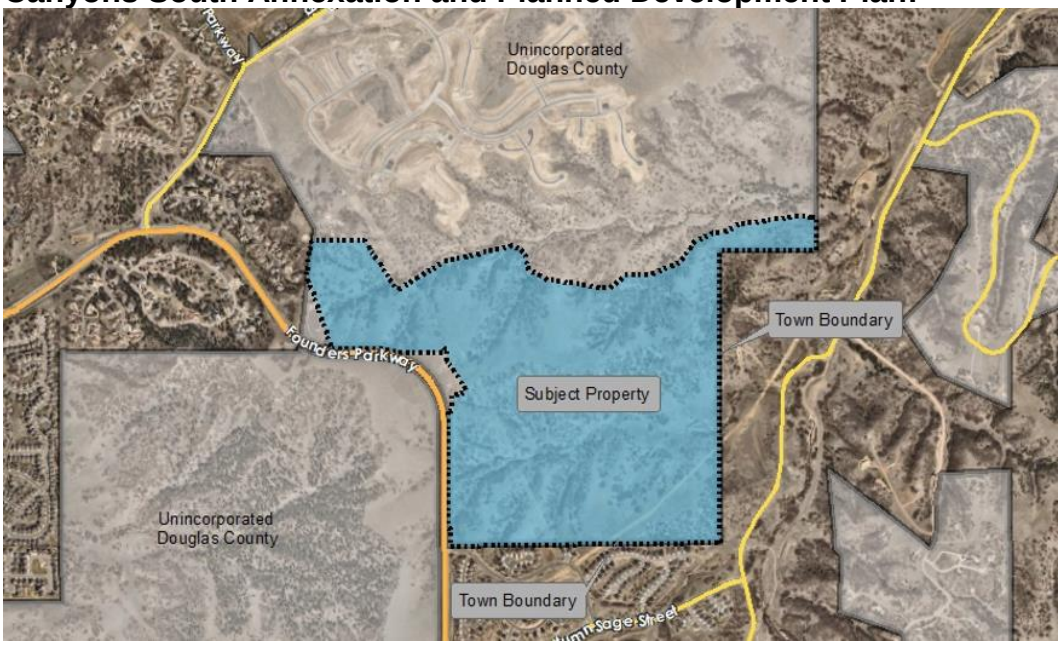
Auburn Heights Apartments Planned Development Plan Major Amendment and Site Development Plan Major Amendment:

The property owner has submitted an application to amend the zoning and the currently approved site development plan for lot 2 of Auburn Ridge, which is approximately 6 acres in size and generally located in the southwest quadrant of E. Wolfensberger Road and Auburn Drive, southwest of the Auburn Ridge Senior Apartments. Currently, the zoning permits 100 multi-family units for seniors. The zoning amendment seeks to permit 104 multi-family units for people of all ages and the SDP amendment seeks to rearrange the buildings on the site to reduce impacts to surrounding neighbors. The project is known as Auburn Heights Apartments and proposes a total of five apartment buildings containing a total of 104 units, a clubhouse, pool, dog run, playground, and 222 parking spaces. The proposed parking is a combination of attached garages, detached garages, and surface parking. Both the PDP Amendment and the SDP Amendment will require public hearing before the Planning Commission for review and recommendation and Town Council for review and final decision. The project is located within Mayor Pro Tem Bracken's district.

Avilla at Founders Site Development Plan:

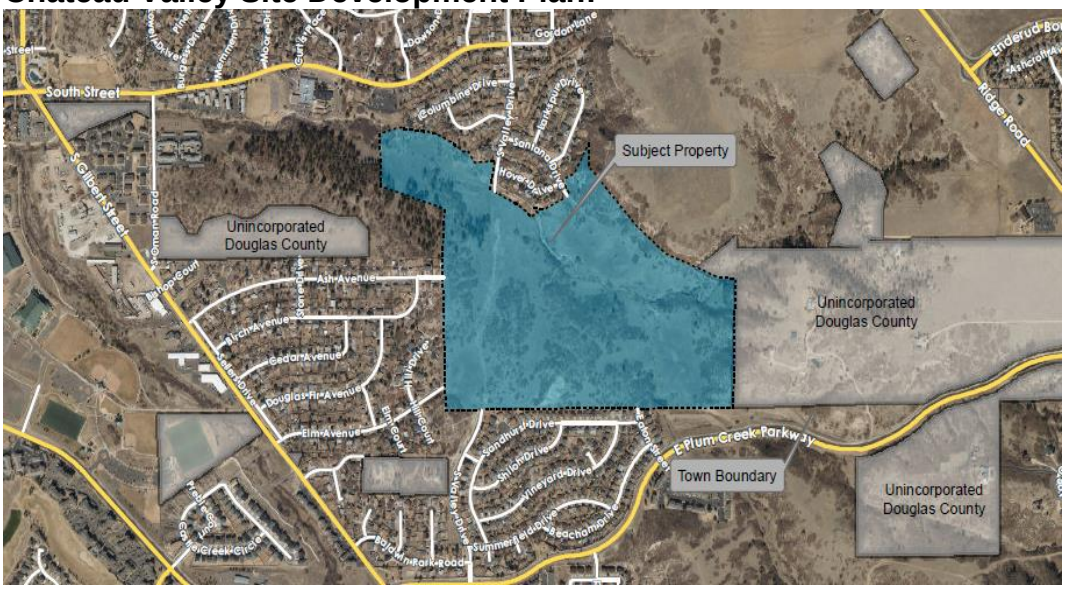
The property owner, NexMetro Communities, has submitted an application for a Site Development Plan (SDP) proposing a 105 unit for rent community on approximately 9 acres. The 105 units are composed of 71 single family detached homes and 17 paired homes (34 units). The property, which is within the Bella Mesa Planned Development (PD), is located at the northwest corner of Mikelson Blvd. and Mitchell St., south of Mesa Middle School. The SDP will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The property is located in Councilmember Johnson's district.

Canyons South Annexation and Planned Development Plan:



The property owner has submitted an annexation petition to annex a 409-acre site located south of Crowfoot Valley Road, east of Founders Parkway, north of Crimson Sky Drive and west of Castle Oaks Drive into the Town of Castle Rock. The owner has also submitted a Planned Development Plan for zoning of the property for a new neighborhood consisting of 474 single-family homes and 50,000 sq. ft. of neighborhood commercial. The annexation and zoning will require public hearing before the Planning Commission for review and recommendation and Town Council for review and final decision. The project is adjacent to Councilmember Cavey's district.

Chateau Valley Site Development Plan:



Highline Engineering & Surveying has submitted an application for a Site Development Plan(SDP) proposing a 423-unit residential subdivision on 113 acres. The 423 units is composed of 297 single family detached homes and 63 paired homes (126 units). The property, which is within the Young American Planned Development (PD), is generally located east of Memmen Park, north of the Baldwin Park subdivision, and south of the Southridge Townhome subdivision. The Site Development Plan includes a total of 42.2 acres of open space. The SDP will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The property is located in Councilmember Johnson's district.

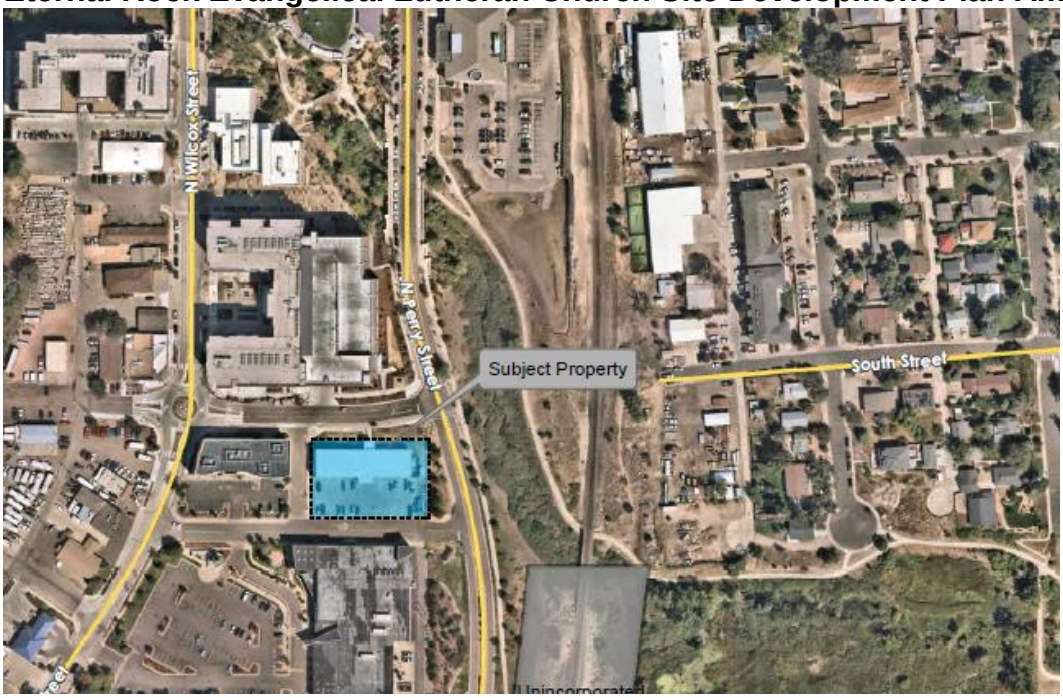
Downtown Circle K Site Development Plan:

A new quasi-judicial application from Land Development Consultant, on behalf of Circle K, was submitted for a Site Development Plan for a new 3,700 sq. ft. convenience store building to replace the existing 1,838 sq. ft. building. No changes are proposed for the existing fueling station, which is to remain open during construction of the new convenience store building. The property is approximately 1.8 acres in size and located at 310 S. Wilcox St. in Downtown Castle Rock, south of the Castle Rock library. The SDP will require a public hearing before the Design Review Board (DRB) for review and final decision. The project is located within Councilmember LaFleur's district.

Dunkin Donuts Site Development Plan:

Ethos Architecture Group, on behalf of property owner Linden Partners, has submitted a Site Development Plan for a 2,340 square foot Dunkin Donuts with drive through. The proposed location is a 1.13-acre lot at the north east corner of Founders Pkwy. and Aloha Ct. within the Founders Marketplace development. The proposal is subject to the Town's Residential/Non-Residential Interface to the north and is subject to a 25-year completion clause requiring public hearings before Planning Commission and Town Council. The project is located within Councilmember Cavey's district.

Eternal Rock Evangelical Lutheran Church Site Development Plan Amendment:

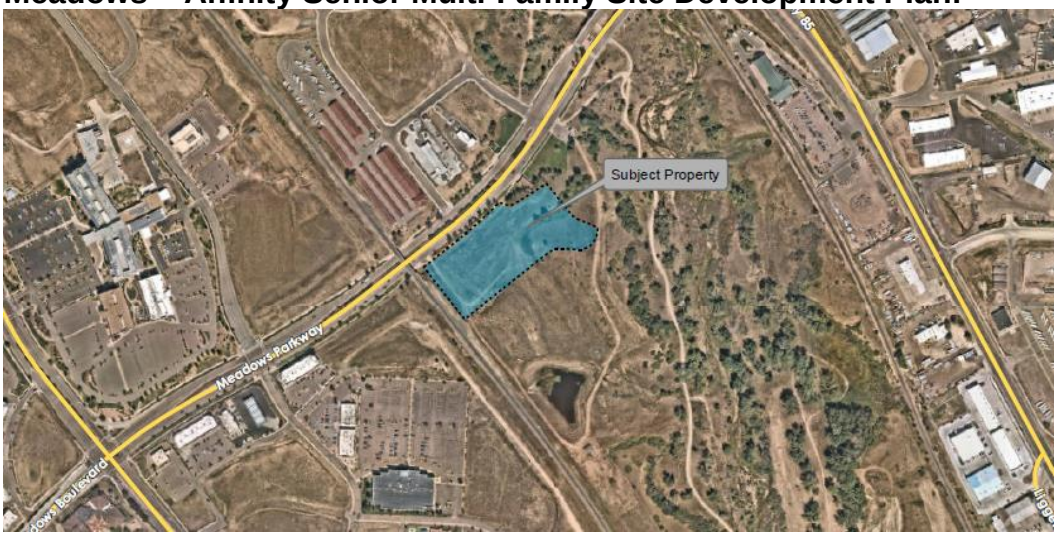


The property owner has submitted an application for a Site Development Plan known as Eternal Rock Evangelical Lutheran Church for approval of new landscaping, new signage, new storage facility, and to reconfigure the parking lot with the addition of a second entrance together with new curb/gutter/sidewalk along Phelps Street on the 0.63-acre property. The Downtown Site Development Plan will require a public hearing before the Design Review Board for review and approval. An initial neighborhood meeting was held on May 2, 2022. The property is located in Councilmember LaFleur's district.

Keystone Hotel Downtown Site Development Plan:

The property owner, Castle Keystone, LLC, submitted a new quasi-judicial application for a Site Development Plan for approval of a 702 square foot patio on the west side of the historic Keystone Hotel (Castle Café) building. The 0.179-acre property is located at the northwest corner of 4th and Wilcox. The Downtown Site Development Plan will require a public hearing before the Design Review Board for review and approval. An initial neighborhood meeting was held on May 24, 2022. The project went before the Historic Preservation Board and received approval for a Landmark Alteration Certificate for the proposal on July 6, 2022. The property is located in Councilmember LaFleur's district.

Meadows – Affinity Senior Multi-Family Site Development Plan:



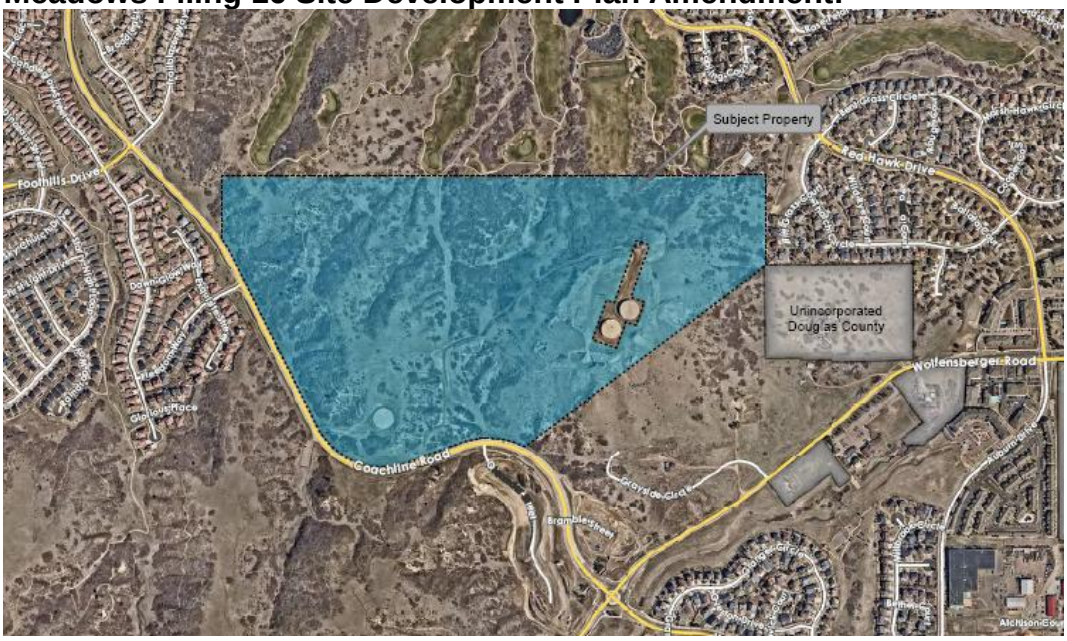
The property owner has submitted a Site Development Plan on a 7-acre site that is located south of Meadows Parkway, east of the movie theater and west of the Plum Creek Trailhead parking lot in the Meadows (Map attached). An SDP has been submitted and routed for an active adult, age-restricted development to include 174 units for lease at market rate. The 4-story building includes 1st floor parking. Amenities planned include a

theater room, fitness center, game room, pub, golf simulator, indoor pool, workshop and community garden. The proposal requires public hearing before the Planning Commission and Town Council. The property is located in Mayor Pro Tem Bracken's district.

Meadows Town Center Site Development Plan:

The property owner has submitted a new quasi-judicial application for a Site Development Plan for a proposed mixed use development of 3 parcels in the Meadows Town Center, located on Future and Mercantile Streets. The Garrett Companies is proposing 85 residential units as a combination of townhomes and mixed use apartment buildings. Approx. 6,248 sf of retail space will be available on the ground floor of one building. Amenities on the site include surface and garage parking, and outdoor pool and gathering area. Public hearings before Planning Commission and Town Council are required. The property is located in Mayor Pro Tem Bracken's district.

Meadows Filing 16 Site Development Plan Amendment:

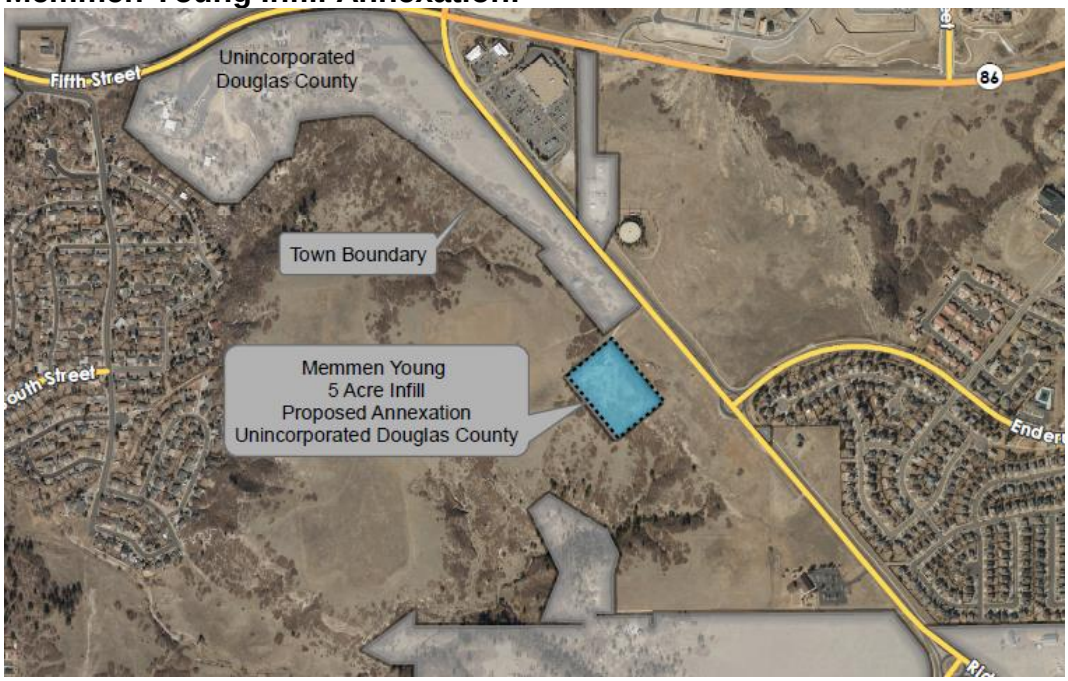


A new quasi-judicial application was submitted from Castle Rock Development Co. for Meadows Filing 16, Parcel 6, for a residential Site Development Plan Amendment. The property is approximately 136 acres and is located east of Coachline Road, south of Red Hawk Golf Course, west and north of Town open space. The property has an approved site plan for 59 single family lots and proposed to dedicate 83 acres as public/private open space. The proposed Site Development Plan amendment proposes 77 lots for single family homes, 83 acres of Town owned open space, and an additional 30 acres of open space dedicated to the Meadows HOA. This SDP amendment also increases the buffer between the residential development and the adjacent golf course from the previously approved plan. This property is located within Mayor Pro Tem Bracken's district.

Meadows Filing 19 Senior Multi-Family Site Development Plan:

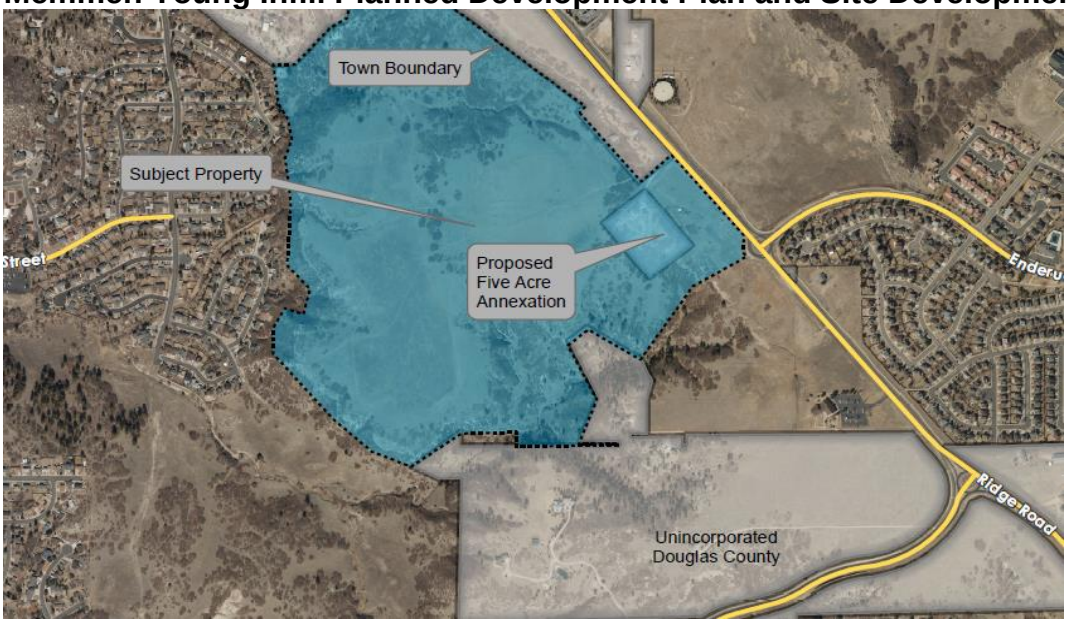
Ulysses Development has submitted a Site Development Plan for a 4-story 183,999 square foot senior housing apartment development that contains 200 units. The project is proposing an associated 271 parking spaces with the project and will contain a mixture of 1 and 2 bedroom units. The proposed location is a 5.5-acre site located west of Timber Mill Parkway and North Meadows Drive (See vicinity map). The proposal is subject to the Town's Residential Site Development requirements that will requiring public hearings before Planning Commission and Town Council. The project is located in Councilmember Hollingshead's district.

Memmen Young Infill Annexation:



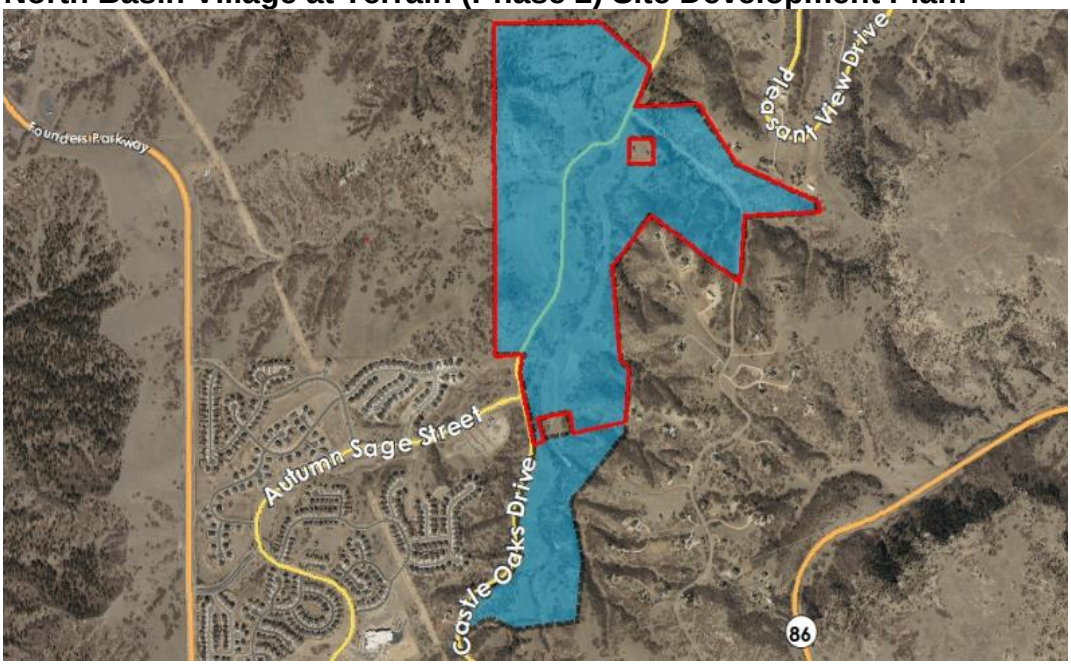
The property owner has submitted a Petition for Annexation for a five-acre parcel. The parcel is located south of Fifth Street, north of East Plum Creek Parkway, and west of Ridge Road. The 5-acre parcel is completely surrounded by the existing Memmen Young Infill Planned Development. A single family residence is currently on the property. The applicant will propose to incorporate the parcel into the Memmen Young Infill PD through the Major Amendment under review. The annexation of the parcel and the Memmen Young Infill PD Major Amendment would be considered concurrently during required public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The project is surrounded by Councilmember Johnson's district.

Memmen Young Infill Planned Development Plan and Site Development Plan:



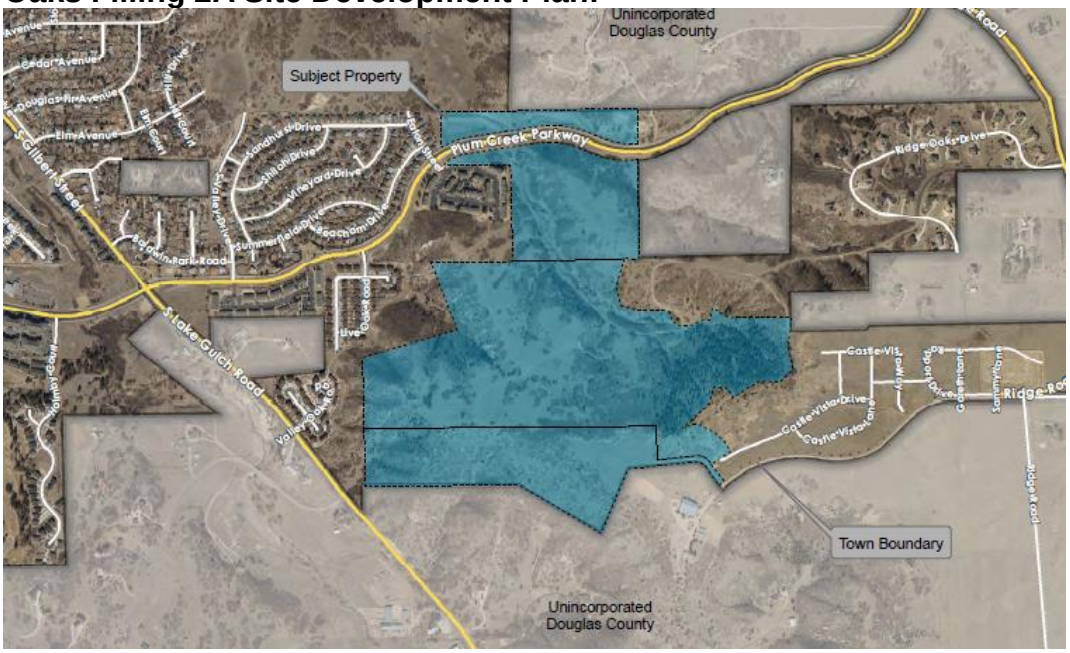
The property owner has submitted a Planned Development Plan and a Site Development Plan (SDP) for a 561-unit residential development within the Memmen Young Planned Development. The Site Development Plan proposes 333 single-family homes and 228 paired homes. The proposed development is 180.5 acres in size of which 86.7 acres is proposed to be open space. The proposed Site Development Plan is contingent on the approval of the Memmen Young Infill Planned Development Major Amendment and the annexation of a 5-acre parcel. The Planned Development Plan Amendment will require public hearings before the Planning Commission for review and recommendation and the Town Council for review and final decision. If the Planned Development Plan Amendment is approved, then the Site Development Plan would move forward to public hearings before the Planning Commission for review and recommendation and the Town Council for review and final decision. The project is located within Councilmember Johnson's district.

North Basin Village at Terrain (Phase 2) Site Development Plan:



The property owner has submitted a Site Development Plan (SDP) for 105 single family homes on approximately 1,180 acres within the Terrain North Basin Phase 2 development. The proposed development also includes approximately 150 acres of Open Space dedication. The project is located along Castle Oaks Drive. The SDP will require public hearings before the Planning Commission for review and recommendation, and Town Council for review and final decision. The project is located within Councilmember Cavey's district.

Oaks Filling 2A Site Development Plan:



Henry Design Group, Inc., on behalf of the property owner, Castleview LLC, has submitted an application for a site development plan (SDP) for a residential neighborhood known as the Oaks of Castle Rock Filing 2A. The Oaks of Castle Rock Filing 2A is approximately 165 acres in size and generally located south of Plum Creek Parkway, east of Lake Gulch Rd., and west of N. Ridge Road. The SDP proposes 114 single-family homes, open space and a public trail system. The SDP will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The property is located in Councilmember Johnson's district.

Perry Street Social District Site Development Plan:

The property owner has submitted an application to convert part of a downtown block on the northeast corner of N. Perry and Fourth Streets into a mini "entertainment district," which would include a craft beer taproom, three additional food and beverage concepts, and a common covered area pavilion. The common covered area ("The Pavilion") would be used as a beer garden for the majority of the year and an ice rink during the winter months. Located at the northeast corner of N. Perry and Fourth Streets, the property measures approximately 0.399 acres or approximately 17,380 square feet. The Site Development Plan will require a public hearing before the Design Review Board for review and final decision. The project is located in Councilmember LaFleur's district.

Pinon Manor Apartment Planned Development Plan:

The property owner has submitted a rezoning application for 472, 481 and 498 S. Gilbert Street. The application proposes to consolidate three properties totally 3.25 acres into one zoning classification known as Pinon Manor Planned Development (PD). The rezoning would allow for the existing developed apartments to remain and to provide for the development of an adjacent parcel to contain 3 new apartment buildings with a total of 20 new dwellings. The PDP will require public hearings with the Planning Commission for review and recommendation, and Town Council for final decision. The project is located within Councilmember Dietz's district.

Pioneer Ranch Annexation and Planned Development Plan:

The property owner has submitted an annexation petition to annex a 388-acre site located west of Founders Parkway and east of Front Street into the Town of Castle Rock. The applicant is proposing the Pioneer Ranch Planned Development Plan zoning to allow 1,123 dwelling units (a mix of single-family and multi-family), 78 acres of open space, and 39 acres dedicated for public uses, such as schools and parks. The annexation requires public hearings before Planning Commission for review and recommendation and Town Council for final decision. The project is adjacent to Councilmember Cavey's district and Councilmember LaFleur's district.

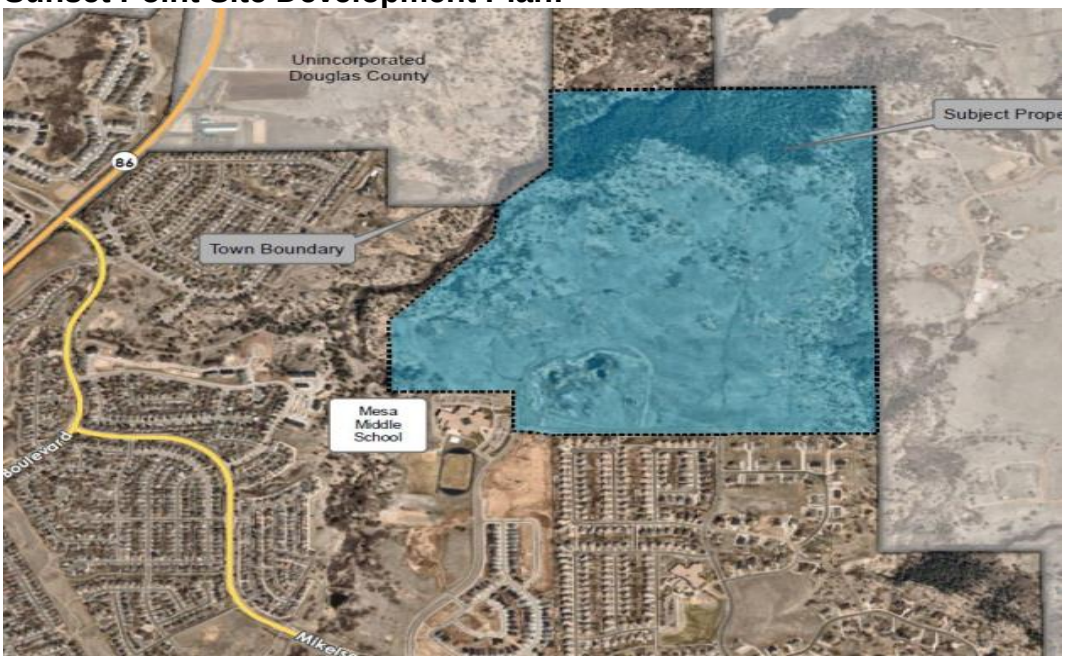
Plum Creek Planned Development Amendment:

The Douglas Group, Inc. has submitted an application to amend a planned development plan to create 3 single family lots from a tract in Plum Creek Planned Development. The general location of the tract is directly west of the intersection of West Prestwick Way and Mount Royal Drive, in the southwest portion of Plum Creek Planned Development. The parcel size of Tract B is 1.5 acres. The applicant is proposing to create three lots ranging in size from 20,271 to 22,581 square feet. The proposal is subject to the Town's Residential Site Development Plan requirements that will requiring public hearings before Planning Commission and Town Council. The project is located in Councilman Dietz's district.

Scileppi's/Slice Works Restaurant Downtown Site Development Plan:

The property owner, Scileppi Properties, LLC, has submitted an application for a Downtown Site Development Plan for an expansion to the Scileppi's/Slice Works restaurant. The expansion located on the east side of the existing building, where the existing parking lot is located, is approximately 6,000 square feet in size with 4,000 square feet of the expansion at ground level and 2,000 square feet within the basement. Seven on-site parking spaces will be located off the rear alley of the 0.278-acre property. The Downtown Site Development Plan will require a public hearing before the Design Review Board for review and approval. An initial neighborhood meeting was held on March 31, 2022. The property is located in Councilmember LaFleur's district.

Sunset Point Site Development Plan:



The property owner, Fourth Investment USA, LLC, has submitted an application for a site development plan (SDP) for a residential neighborhood known as Sunset Point, formally known as Bella Mesa North. Sunset Point is approximately 293 acres in size and generally located northeast of Mesa Middle School. The SDP proposes 525 single-family homes, dedicated open space and a trail system. The SDP will require public hearings before the Planning Commission for review and recommendation and Town Council for review and final decision. The property is located within Councilmember Johnson's district.

The Town's Development Activity map provides additional information on these quasi-judicial applications, as well as projects that are under administrative (non quasi-judicial) review. This map is available at: CRgov.com/developmentactivity.

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 6. **File #:** ORD 2022-020

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Jeff Brauer, Director of Parks and Recreation

Ordinance Authorizing the Conveyance of Lot 1, The Meadows Filing 16 - Parcels 1,2,3 and 4, 4th Amendment to Douglas County School District RE-1 (Second Reading - Approved on First Reading on September 6, 2022, by a vote 7-0) *[Clear Sky Elementary School]*

Executive Summary

This agenda item is an Ordinance requesting the conveyance of Lot 1, The Meadows Filing 16 - Parcels 1,2,3 and 4, 4th Amendment to Douglas County School District (DCSD or the District) for the Clear Sky Elementary School site.

Meadows Filing 16 includes a 10.2472-acre school site that was dedicated to the Town of Castle Rock in 2004 by Castle Rock Development Company as required in The Meadows 4th Amendment to the Development Plan for the construction of an elementary school. The dedication was a result of the density of students in the surrounding area.

As is normal practice, the Town of Castle Rock holds possession of the property until the DCSD has funds to construct the facility. At that time, the Town typically transfers the property to the District.

DCSD completed construction of Clear Sky Elementary in 2007 but did not complete the plat required to convey the property. Town staff discovered the error in recent years and worked with the District to complete the plat in order to convey the property. The plat is now complete and recorded and the District has requested the transfer of the property.

Staff recommends the transfer to the District at this time.

Notification and Outreach Efforts

The project went through the Town review process in 2007.

History of Past Town Council, Boards & Commissions, or Other Discussions

The need for the school was established by the Douglas County School District through The Meadows PD 4th Amendment to the Development Plan.

Budget Impact

No budget impact.

Staff Recommendation

Staff recommends the approval of the Ordinance Authorizing the Conveyance of Lot 1, The Meadows Filing 16 - Parcels 1,2,3 and 4, 4th Amendment to Douglas County School District RE-1.

Proposed Motion

"I move to *adopt the Ordinance as introduced by title, on first reading*."

Alternate Motions

"I move to adopt the Ordinance as introduced by title, with the following changes _____ on second reading."

"I move to continue this item to the Town Council meeting on ____ date to allow additional time to (list information needed.)"

Attachments

Ordinance
Exhibit 1 - Map

ORDINANCE NO. 2022-

AN ORDINANCE AUTHORIZING THE CONVEYANCE OF LOT 1, THE MEADOWS FILING 16 – PARCELS 1, 2 ,3 AND 4, 4TH AMENDMENT TO DOUGLAS COUNTY SCHOOL DISTRICT RE-1

WHEREAS, in 2004, the Castle Rock Development Company dedicated to the Town of Castle Rock, Colorado (the "Town") a 10.2472-acre site (the "Property") as required by Meadows Filing 16 4th Amendment for the construction of an elementary school; and

WHEREAS, in the normal course of practice, the Town retains possession of the Property until the Douglas County School District (the "District") obtains funds to construct the elementary school; and

WHEREAS, the District completed construction of Clear Sky Elementary School in 2007; and

WHEREAS, the Town has since worked with the District to complete the plat such that the conveyance could be made to the District; and

WHEREAS, pursuant to Section 14.02.040.A of the Town Municipal Code (the "Code"), Town Council may approve the disposition of real property so long as such disposition is in compliance with Section 31-15-713, C.R.S; and

WHEREAS, pursuant to Section 31-15-713(1)(b), C.R.S., the governing body of a municipality has the power to sell and dispose of the Property through an ordinance; and

WHEREAS, as the plat has been completed and recorded, Town staff recommends Town Council convey the Property to the District.

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

Section 1. **Authorization.** In accordance with the Code and State statute, the Town hereby authorizes the conveyance of a fee interest in the Property described in the attached ***Exhibit 1*** to the District. The Mayor and other proper Town officials are hereby authorized to execute the appropriate conveyance documents by and on behalf of the Town.

Section 2. **Severability.** If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgement shall not affect the remaining provisions of this ordinance.

Section 3. **Safety Clause.** The Town Council finds and declares that this Ordinance is promulgated and adopted for the public health, safety and welfare and this ordinance bears a rational relation to the legislative object sought to be obtained.

APPROVED ON FIRST READING this 6th day of September, 2022, by a vote of __ for and __ against, after publication in compliance with Section 2.02.100.C of the Castle Rock Municipal Code; and

PASSED, APPROVED AND ADOPTED ON SECOND AND FINAL READING this 6th day of September, 2022, by the Town Council of Castle Rock by a vote of __ for and __ against.

ATTEST:

_____
Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

_____
Jason Gray, Mayor

Approved as to form:

_____
Michael J. Hyman, Town Attorney

Approved as to content:

_____
Jeff Brauer, Director of Parks and Recreation

THE MEADOWS FILING NO. 16 - PARCELS 1, 2 , 3 & 4, 4TH AMENDMENT

A REPLAT OF TRACT 1-N THE MEADOWS FILING NO. 16 - PARCELS 1, 2, 3 & 4
SITUATED IN THE SW 1/4 OF SECTION 4, T.8S., R.67W., OF THE 6TH P.M.
TOWN OF CASTLE ROCK, COUNTY OF DOUGLAS, STATE OF COLORADO
SHEET 1 OF 3
COVER SHEET

VICINITY MAP
SCALE: 1"=1000'

LOT SUMMARY TABLE

LOT/TRACT	SQUARE FEET	ACRES	FUTURE OWNERSHIP/SURFACE MAINTENANCE EXCLUDING TOWN OF CASTLE ROCK UTILITIES	USAGE	USAGE TYPE
LOT 1	446,369	10.2472	DOUGLAS COUNTY SCHOOL DISTRICT RE-1	SCHOOL	
TRACT C	446,497	10.2502	TOWN OF CASTLE ROCK	PUBLIC LAND DEDICATION	O.S./ACCESS/DRAINAGE/UTIL
TOTAL	892,866	20.4974			

OWNER:
DOUGLAS COUNTY SCHOOL DISTRICT RE-1
2812 NORTH HIGHWAY 85, BLDG E
CASTLE ROCK, COLORADO 80109

OWNER:
TOWN OF CASTLE ROCK 100
NORTH WILCOX STREET
CASTLE ROCK, COLORADO 80104

SURVEYOR:
ENGINEERING SERVICE COMPANY 1300
SOUTH POTOMAC STREET, SUITE 126
AURORA, COLORADO 80012

PURPOSE:

THE SOLE PURPOSE OF THIS FINAL PLAT IS TO SUBDIVIDE TRACT 1-N INTO ONE LOT AND ONE TRACT, VACATE AN EXISTING 20' UTILITY EASEMENT RECORDED AT RECEPTION NO. 2004105760 AND DEDICATE UTILITY AND SIDEWALK EASEMENTS.

LEGAL DESCRIPTION:

TRACT 1-N, THE MEADOWS FILING NO. 16 - PARCELS 1, 2, 3 & 4 ACCORDING TO THE RECORDED PLAT AT RECEPTION NUMBER 2004105760 THEREOF, TOWN OF CASTLE ROCK, COUNTY OF DOUGLAS, STATE OF COLORADO.

PARCEL CONTAINS (892,866 SQUARE FEET) 20.4974 ACRES.

CERTIFICATE OF DEDICATION AND OWNERSHIP/DEVELOPER:

THE UNDERSIGNED, BEING THE OWNERS OF CERTAIN LANDS IN THE TOWN OF CASTLE ROCK, DOUGLAS COUNTY, COLORADO DESCRIBED HEREIN, HAVE LAID OUT, PLATTED AND SUBDIVIDED THE SAME INTO ONE LOT, ONE TRACT AND EASEMENTS AS SHOWN ON THIS PLAT, UNDER THE NAME AND STYLE OF "**THE MEADOWS FILING NO. 16-PARCELS 1, 2, 3 & 4, 4TH AMENDMENT**.

THE UNDERSIGNED HEREBY FURTHER DEDICATE TO THE PUBLIC UTILITIES AND CABLE TELEVISION THE RIGHT TO INSTALL, MAINTAIN AND OPERATE MAINS, TRANSMISSION LINES, SERVICE LINES, CABLE TELEVISION LINES AND APPURTENANCES TO PROVIDE SUCH UTILITY, COMMUNICATION AND CABLE TELEVISION SERVICES WITHIN THIS SUBDIVISION, OR PROPERTY CONTIGUOUS THERETO, UNDER, ALONG AND ACROSS PUBLIC ROADS AS SHOWN ON THIS PLAT AND ALSO UNDER, ALONG AND ACROSS THESE UTILITY EASEMENTS AS DESCRIBED AND IDENTIFIED FOR SPECIFIC USES HEREON, AND FURTHER BY THESE PRESENTS DO HEREBY DEDICATE TO THE TOWN OF CASTLE ROCK, COLORADO, FOR THE PERPETUAL USE OF THE PUBLIC, THE SIDEWALK AND SIGHT DISTANCE EASEMENTS SHOWN HEREON.

OWNER:

_____
TOWN OF CASTLE ROCK, A COLORADO MUNICIPAL CORPORATION.

SIGNED THIS_____DAY OF _____, 20__

STATE OF COLORADO)
) SS.
COUNTY OF DOUGLAS)

SUBSCRIBED AND SWORN TO BEFORE ME THIS_____DAY OF_____, 20__,

_____ _____
MAYOR ATTEST: TOWN CLERK

WITNESS MY HAND AND OFFICIAL SEAL.

_____
NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

GENERAL NOTES:

1. THIS SURVEY WAS BASED ON TITLE COMMITMENT NUMBER 2021-064 PREPARED BY CASTLE ROCK TITLE CO. AS AGENT FOR ATTORNEYS TITLE GUARANTY FUND, INC., WITH A COMMITMENT DATE OF JANUARY 13, 2022., AT 7:45 A.M., AND DOES NOT CONSTITUTE A TITLE SEARCH BY THIS SURVEYOR FOR OTHER EASEMENTS AND/OR EXCEPTIONS OF RECORD.

2. BEARINGS ARE BASED ON THE SOUTH LINE OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 4, TOWNSHIP 8 SOUTH, RANGE 67 WEST, OF THE 6TH PRINCIPAL MERIDIAN WITH AN ASSUMED BEARING OF N89°51'17"W BETWEEN A CUT CROSS IN STONE AT THE SOUTH 1/4 CORNER OF SAID SECTION 4 AND A #5 REBAR & 3-1/4" ALUMINUM CAP AT THE EAST 1/16 CORNER SEC 4|9 OF SAID SECTION 4.

3. BY GRAPHIC PLOTTING ONLY THE SUBJECT PROPERTY IS SITUATED IN FLOOD ZONE "X" AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN ACCORDING TO FLOOD INSURANCE RATE MAP (FIRM) COMMUNITY PANEL NO. 08035C0169G WITH AN EFFECTIVE DATE OF MARCH 16, 2016. NO OFFICE CALCULATIONS OR FIELD SURVEYING WAS PERFORMED TO DETERMINE THIS INFORMATION.

4. DISTANCES ON THIS SURVEY ARE EXPRESSED IN U.S. SURVEY FEET AND DECIMALS THEREOF. A U.S. SURVEY FOOT IS DEFINED AS EXACTLY 1200/3937 METERS.

5. PURSUANT TO SECTION 14.02.040 OF THE TOWN OF CASTLE ROCK MUNICIPAL CODE, THE TOWN OF CASTLE ROCK HEREBY ABANDONS THE 20' UTILITY EASEMENT CREATED BY THE FINAL PLAT FOR THE MEADOWS FILING NO. 16 - PARCELS 1,2,3,4 DEPICTED HEREON. IT IS THE UNEQUIVOCAL INTENT OF THE TOWN COUNCIL TO SO ABANDON THIS EASEMENT.

6. TRACT C IS TO BE DEDICATED AS PUBLIC OPEN SPACE TO THE TOWN OF CASTLE ROCK AND WILL BE USED FOR UTILITIES, DRAINAGE, OPEN SPACE, TRAILS/SIDEWALKS FOR PUBLIC ACCESS, SIGNAGE, ENTRY FEATURES AND PARK FACILITIES, OWNED AND MAINTAINED BY THE TOWN OF CASTLE ROCK.

7. MAINTENANCE RESPONSIBILITY LIES WITH THE OWNER OF THE LAND, EXCEPT AS MODIFIED BY SPECIFIC AGREEMENT. THE PROPERTY OWNER OR DESIGNEE SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL DRAINAGE FACILITIES INCLUDING INLETS, PIPES, CULVERTS, CHANNELS, DITCHES, HYDRAULIC STRUCTURES, AND DETENTION BASINS LOCATED ON THEIR LAND UNLESS MODIFIED BY SPECIFIC AGREEMENT. SHOULD THE OWNER FAIL TO ADEQUATELY MAINTAIN SAID FACILITIES, THE TOWN SHALL HAVE THE RIGHT TO ENTER SAID PROPERTY FOR THE PURPOSES OF OPERATIONS AND MAINTENANCE. ALL SUCH MAINTENANCE COSTS SHALL BE ASSESSED TO THE PROPERTY OWNER. THE MAINTENANCE COSTS SHALL INCLUDE ALL COSTS FOR LABOR, EQUIPMENT AND MATERIALS, AND SHALL BE CHARGED AT 1.25 TIMES THE ACTUAL COST

8. THE EASEMENT AREAS WITHIN LOT 1 SHALL BE CONTINUOUSLY MAINTAINED BY THE OWNER.

9. UNLESS OTHERWISE NOTED, ALL LOTS SHALL HAVE A 10-FOOT UTILITY EASEMENT ALONG THE FRONT AND REAR LOT LINES AND ALONG ALL PUBLIC RIGHTS-OF-WAY AND SHALL HAVE FIVE-FOOT UTILITY EASEMENTS ALONG EACH SIDE LOT LINE. THESE UTILITY EASEMENTS ARE FOR THE INSTALLATION, MAINTENANCE AND OPERATION OF UTILITIES AND DRAINAGE FACILITIES INCLUDING, BUT NOT LIMITED TO, WATER METERS, FIRE HYDRANTS, CURB BOXES, ELECTRIC LINES, GAS LINES, CABLE TELEVISION LINES, FIBER OPTIC LINES AND TELEPHONE LINES, AS WELL AS PERPETUAL RIGHT FOR INGRESS AND EGRESS FOR INSTALLATION, MAINTENANCE AND REPLACEMENT OF SUCH LINES. DRY UTILITY CROSSINGS MAY BE PERMITTED IN OTHER UTILITY OR DRAINAGE EASEMENTS PROVIDED THAT ANY NECESSARY CROSSING OF THE TOWN'S UTILITY IS AT A 90-DEGREE ANGLE. IN ALL CASES, PRIOR APPROVAL OF THE TOWN OF CASTLE ROCK WATER SHALL BE OBTAINED FOR DRY UTILITY CROSSINGS OF EXCLUSIVE WET UTILITY EASEMENTS AND EXCLUSIVE DRAINAGE EASEMENTS.

10. NO SOLID OBJECT EXCEEDING 30" IN HEIGHT ABOVE THE FLOWLINE ELEVATION OF THE ADJACENT STREET, INCLUDING BUT NOT LIMITED TO BUILDINGS, UTILITY CABINETS, WALLS, FENCES, TREES, LANDSCAPE PLANTINGS, CUT SLOPES AND BERMS, SHALL BE PLACED IN SIGHT DISTANCE EASEMENTS AS SHOWN ON THIS PLAN.

11. ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT, MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.

12. ANY PERSON WHO KNOWINGLY REMOVES, ALTERS, OR DEFACES ANY PUBLIC LAND SURVEY MONUMENT, LAND BOUNDARY MONUMENT, OR ACCESSORY COMMITS A CLASS TWO (2) MISDEMEANOR, PURSUANT TO STATE STATUTE 18-4-508 OF THE COLORADO REVISED STATUTES.

ESC ENGINEERING SERVICE COMPANY
Creative Solutions Since 1954
CIVIL ENGINEERS | LAND SURVEYORS
engineeringserviceco.com
14190 East Evans Avenue
Aurora, Colorado 80014
P 303.337.1393
F 303.337.7481
T/F 1.877.273.0659

Survey No.: 21-147-P
Project No.: 1563.1
Date: 11/12/2021
Field Book No.: -
Revised: 05/05/2022

TITLE CERTIFICATE:

I, _____, BEING AN AUTHORIZED REPRESENTATIVE OF CASTLE ROCK TITLE CO. LLC, AS AGENT FOR ATTORNEYS TITLE GUARANTY FUND, INC., A TITLE INSURANCE COMPANY LICENSED TO DO BUSINESS IN THE STATE OF COLORADO, HAVE MADE AN EXAMINATION OF THE PUBLIC RECORDS AND STATE THAT ALL OWNERS, MORTGAGES AND LIENHOLDERS OF THE PROPERTY ARE LISTED IN THE CERTIFICATE OF OWNERSHIP AND DEDICATION..

SIGNED THIS_____DAY OF_____, 20__.

_____
AUTHORIZED REPRESENTATIVE

_____
INSURANCE COMPANY

STATE OF COLORADO)
) SS.
COUNTY OF DOUGLAS)

SUBSCRIBED AND SWORN TO BEFORE ME THIS_____DAY OF_____, 20__, BY.

WITNESS MY HAND AND OFFICIAL SEAL.

_____
NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

SURVEYOR'S CERTIFICATE:

I, CHARLES N. BECKSTROM, A REGISTERED LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE SURVEY OF **THE MEADOWS FILING NO. 16 - PARCELS 1, 2, 3, & 4, 4TH AMENDMENT** UNDER MY SUPERVISION AND THE ACCOMPANYING PLAT ACCURATELY AND PROPERTY SHOWS SAID SUBDIVISION.

I FURTHER CERTIFY THAT I, CHARLES N. BECKSTROM, A LICENSED LAND SURVEYOR IN THE STATE OF COLORADO, CERTIFY FOR AND ON BEHALF OF ENGINEERING SERVICE COMPANY THAT THE PLAT SHOWN HEREON WAS PERFORMED BY ME OR UNDER MY RESPONSIBLE CHARGE, THAT IT IS BASED UPON MY KNOWLEDGE, INFORMATION AND BELIEF, THAT IT HAS BEEN PREPARED IN ACCORDANCE WITH THE APPLICABLE STANDARDS OF PRACTICE, THAT IT IS NOT A GUARANTY OR WARRANTY, EITHER EXPRESSED OR IMPLIED AND IS, TO THE BEST OF MY KNOWLEDGE, ACCURATE AND COMPLETE.

DATE OF SURVEY: NOVEMBER 12, 2021.

CHARLES N. BECKSTROM
PROFESSIONAL L.S. NO. 33202
FOR AND ON BEHALF OF
ENGINEERING SERVICE COMPANY

STATEMENT OF DIRECTOR OF DEVELOPMENT SERVICES' APPROVAL:

THIS PLAT WAS APPROVED BY THE DIRECTOR OF DEVELOPMENT SERVICES OF THE TOWN OF CASTLE ROCK,

COLORADO ON THE _____DAY OF_____, 20__.

_____
DIRECTOR OF DEVELOPMENT SERVICES

STATEMENT OF TOWN APPROVAL AND ACCEPTANCE;

ON BEHALF OF THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO, I HEREBY CERTIFY THAT THIS PLAT WAS APPROVED IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS AND THAT THE DEDICATIONS ON THIS PLAT ARE HEREBY ACCEPTED BY THE TOWN.

ATTEST: TOWN OF CASTLE ROCK

_____ _____
TOWN CLERK TOWN MANAGER

_____ _____
DATE DATE

DOUGLAS COUNTY CLERK AND RECORDER'S CERTIFICATE:

THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE COUNTY CLERK AND RECORDER OF DOUGLAS COUNTY

AT_____ON THE_____DAY OF_____, 20__, RECEPTION NO._____

DOUGLAS COUNTY CLERK AND RECORDER

BY: _____
DEPUTY

File Name: N:\Projects\Town of Castle Rock\Castle Rock-The Meadows Filing No. 16, 4th Amendment\CAD\Plat\The Meadows Filing No. 16-Parcels 1, 2, 3 & 4, 4th Amendment.dwg Plot Date: 5/3/2022 Company: ESC

THE MEADOWS FILING NO. 16 - PARCELS 1, 2 , 3 & 4, 4TH AMENDMENT

A REPLAT OF TRACT 1-N THE MEADOWS FILING NO. 16 - PARCELS 1, 2, 3 & 4
SITUATED IN THE SW 1/4 OF SECTION 4, T.8S., R.67W., OF THE 6TH P.M.
TOWN OF CASTLE ROCK, COUNTY OF DOUGLAS, STATE OF COLORADO
SHEET 2 OF 3
PLAT SHEET

5 30 75
0 15 50 100
Scale: 1" = 50'

LEGEND

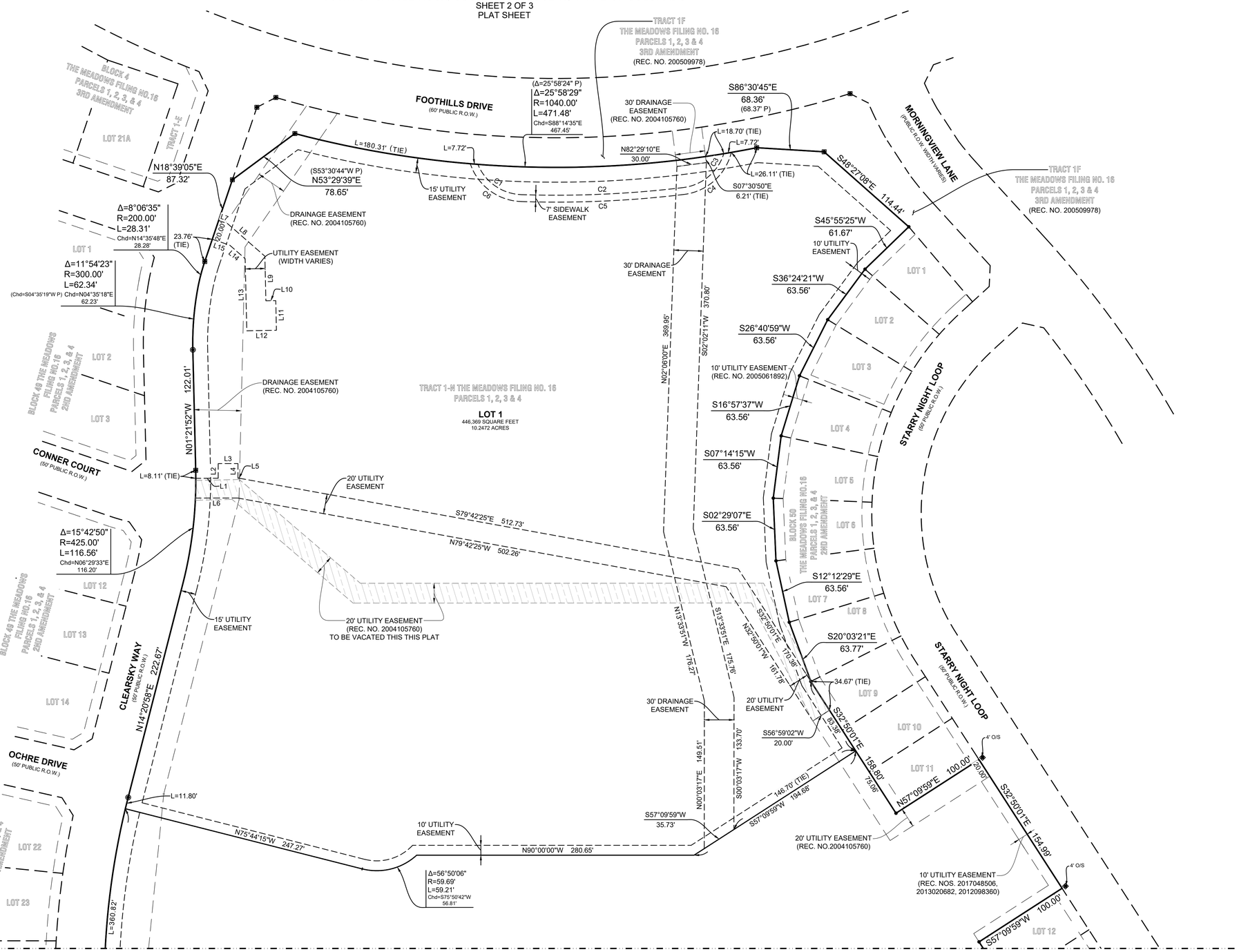
- PLAT BOUNDARY LINE
- ADJACENT LOT/PARCEL LINES
- SECTION LINE
- NEW LOT LINE
- EXISTING EASEMENT LINE
- NEW EASEMENT LINE
- R.O.W. — RIGHT-OF-WAY
- L.S. NO. — LAND SURVEYOR NUMBER
- BK. PG. — BOOK AND PAGE
- REC. NO. — RECEPTION NUMBER
- (XX.XX' P) — PER THE RECORDED PLAT OF THE MEADOWS FILING NO. 16 - PARCELS 1, 2, 3 & 4 (REC. NO. 2004105760) IF DIFFERENT FROM AS-MEASURED
- ALL DIMENSIONS SHOWN WITH NO PARENTHESIS ARE AS-MEASURED DIMENSION
- ALIQUOT CORNER
- SET NAIL & 1" BRASS TAG STAMPED "ESC LS 33202"
- FOUND REBAR & 1 1/4" YELLOW PLASTIC CAP STAMPED "AZTEC LS 36567"
- FOUND NAIL & 1" BRASS TAG STAMPED "AZTEC LS 36567"

LINE DATA TABLE

COURSE	BEARING	LENGTH
L1	N89°57'36"E	22.66'
L2	N00°00'00"E	14.87'
L3	N90°00'00"E	20.00'
L4	S00°00'00"E	14.86'
L5	N89°57'36"E	1.55'
L6	S89°57'36"W	42.79'
L7	S71°20'55"E	9.42'
L8	S48°50'55"E	50.29'
L9	S01°18'25"E	45.16'
L10	N89°03'21"E	10.00'
L11	S01°18'25"E	30.00'
L12	S89°03'21"W	30.00'
L13	N01°18'25"W	73.01'
L14	N48°50'55"W	20.85'
L15	N71°20'55"W	18.51'

CURVE DATA TABLE

COURSE	DELTA	RADIUS	LENGTH	Chd BEARING	Chd LENGTH
C1	65°51'54"	49.33'	56.71'	S55°10'10"E	53.64'
C2	8°47'20"	1068.33'	163.88'	N87°30'13"E	163.72'
C3	65°49'57"	49.33'	56.68'	N50°11'34"E	53.61'
C4	69°23'04"	56.33'	68.21'	S48°25'01"W	64.12'
C5	8°47'20"	1075.33'	164.95'	S87°30'13"W	164.79'
C6	69°24'50"	56.33'	68.24'	N53°23'42"W	64.15'



MATCH LINE SEE SHEET 3

ESC ENGINEERING SERVICE COMPANY
Creative Solutions Since 1954
CIVIL ENGINEERS | LAND SURVEYORS
engineeringservices.com
14190 East Evans Avenue
Aurora, Colorado 80014
P 303.337.1393
F 303.337.7481
T/F 1.877.273.0659

Survey No.: 21-147-P
Project No.: 1563.1
Date: 11/12/2021
Field Book No.: -
Revised: 05/05/2022

File Name: N:\Projects\Town of Castle Rock\Castle Rock-The Meadows Filing No. 16, 4th Amendment\CAD\Plat\The Meadows Filing No. 16-Parcels 1, 2, 3 & 4, 4th Amendment.dwg Plot Date: 5/5/2022 Company: ESC

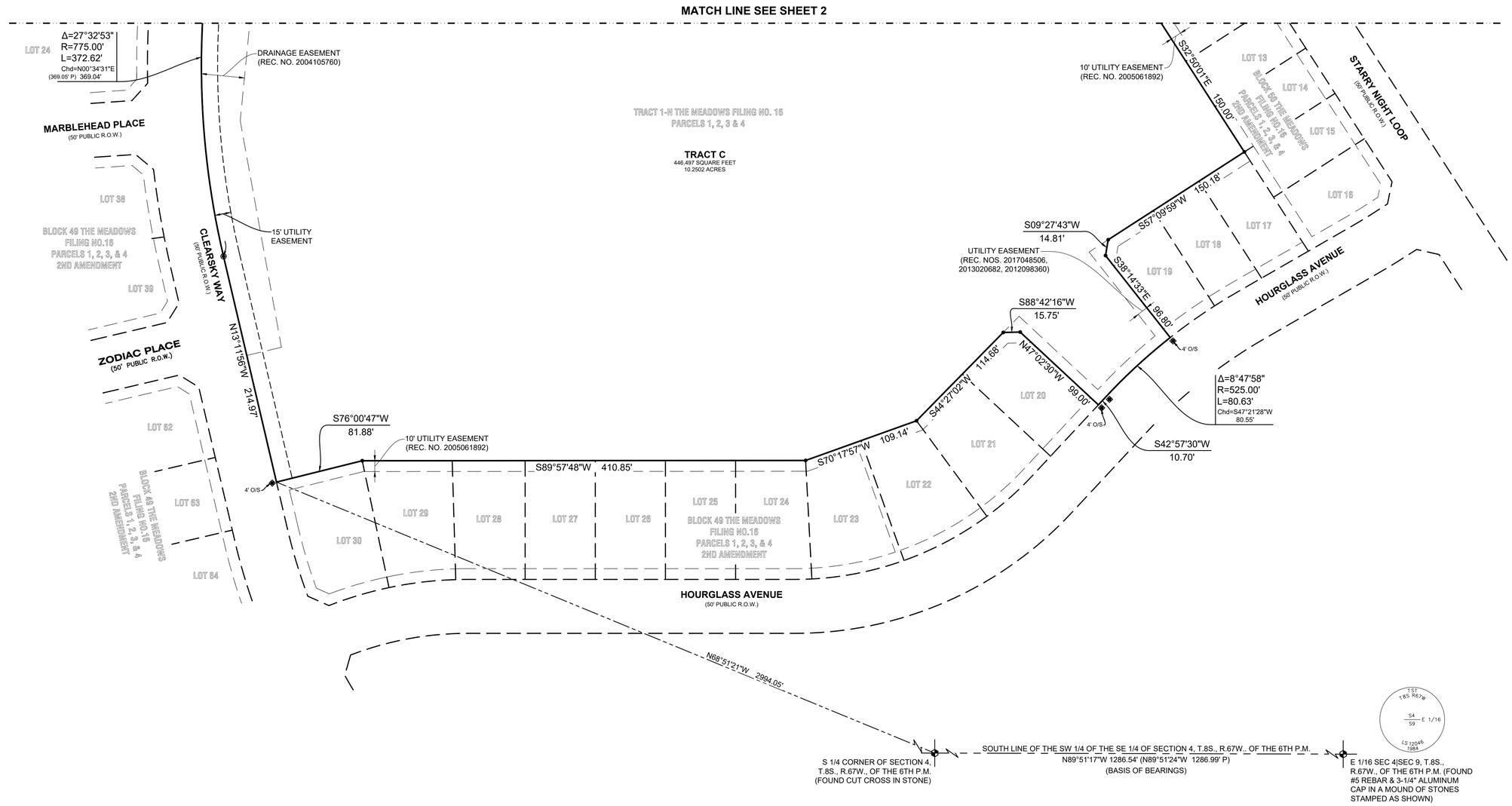
THE MEADOWS FILING NO. 16 - PARCELS 1, 2 , 3 & 4, 4TH AMENDMENT

A REPLAT OF TRACT 1-N THE MEADOWS FILING NO. 16 - PARCELS 1, 2, 3 & 4
SITUATED IN THE SW 1/4 OF SECTION 4, T.8S., R.67W., OF THE 6TH P.M.
TOWN OF CASTLE ROCK, COUNTY OF DOUGLAS, STATE OF COLORADO
SHEET 3 OF 3
PLAT SHEET

5 30 75
0 15 50 100
Scale: 1" = 50'

LEGEND

———	PLAT BOUNDARY LINE
— — —	ADJACENT LOT/PARCEL LINES
— - — -	SECTION LINE
———	NEW LOT LINE
— — —	EXISTING EASEMENT LINE
- - - -	NEW EASEMENT LINE
R.O.W.	RIGHT-OF-WAY
L.S. NO.	LAND SURVEYOR NUMBER
BK. PG.	BOOK AND PAGE
REC. NO.	RECEPTION NUMBER
(XX.XX' P)	PER THE RECORDED PLAT OF THE MEADOWS FILING NO. 16 - PARCELS 1, 2, 3 & 4 (REC. NO. 2004105760) IF DIFFERENT FROM AS-MEASURED
	ALL DIMENSIONS SHOWN WITH NO PARENTHESIS ARE AS-MEASURED DIMENSION
	ALIQUOT CORNER
	SET NAIL & 1" BRASS TAG STAMPED "ESC LS 33202"
	FOUND REBAR & 1 1/4" YELLOW PLASTIC CAP STAMPED "AZTEC LS 36567"
	FOUND NAIL & 1" BRASS TAG STAMPED "AZTEC LS 36567"



ESC ENGINEERING SERVICE COMPANY
Creative Solutions Since 1954
CIVIL ENGINEERS | LAND SURVEYORS
engineeringserviceco.com
14190 East Evans Avenue
Aurora, Colorado 80014
P 303.337.1393
F 303.337.7481
T/F 1.877.273.0659

Survey No.:	21-147-P
Project No.:	1563.1
Date:	11/12/2021
Field Book No.:	-
Revised:	05/05/2022

File Name: N:\Projects\Town of Castle Rock\Castle Rock-The Meadows Filing No. 16, 4th Amendment\CAD\Plat\The Meadows Filing No. 16-Parcels 1, 2, 3 & 4 4th Amendment.dwg Plot Date: 5/3/2022 Company: ESC

ORDINANCE AUTHORIZING THE CONVEYANCE OF LOT 1, THE MEADOWS FILING 16 – PARCELS 1, 2, 3, AND 4, 4TH AMENDMENT TO DOUGLAS COUNTY SCHOOL DISTRICT RE-1 (FIRST READING)

TOWN OF CASTLE ROCK
COLORADO

SEPTEMBER 6, 2022

MEADOWS FILING 16

- Includes a 10.2472-acre school site
- Dedicated to the Town in 2004 by Castle Rock Development Company for the construction of an elementary school
- DCSD completed construction of Clear Sky Elementary in 2007
- Staff has worked with District to complete surevy plat
- Staff now recommend conveying the property to the District, as is normal practice
- No budget impact

PROPOSED MOTION

""I move to approve the Ordinance as introduced by title."

ALTERNATE MOTIONS

"I move to approve the Ordinance as introduced by title, with the following changes on second reading."

"I move to continue this item to the Town Council meeting on (date) to allow additional time to (list information needed)."

THANK YOU

QUESTIONS?

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 7. **File #:** RES 2022-102

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E., Director of Castle Rock Water
Nichol Bussey, Business Solutions Manager

Resolution Approving the First Amendment to the Software License, Services and Support and Maintenance Agreement with N. Harris Computer Corporation *[Castle Rock, CO]*

Executive Summary

The purpose of this memorandum is to seek approval from Town Council for a Resolution (see ***Attachment A)*** to approve an Amendment to the Software License, Subscriptions and System Maintenance Agreement between Harris Computer NorthStar and the Town of Castle Rock for $23,980. This Amendment is to allow for additional time to validate data, test processes and complete additional development items in the NorthStar billing system by rescheduling the go-live date from November 14, 2022 to January 16, 2023. This will increase the total cost of the new billing system conversion to $433,980.

Notification and Outreach Efforts

Upon approval of the new go-live date, an official outreach plan will be established. This will include email blasts, newsletters, Town Talk, social media, statement messaging, and individualized customer phone conversations, if needed, to ensure a smooth transition and experience for our customers.

History of Past Town Council, Boards & Commissions, or Other Discussions

On January 27, 2021, staff made a presentation to CRW Commission on the new billing system software options. Commission recommended 6 to 0 that Council approve a Resolution to purchase new customer billing and customer portal software from Harris Computer NorthStar for $410,000. On March 2, 2021, staff made a presentation to Castle Rock Town Council on the new billing system software options. Town Council approved Resolution No. 2021-028 by a vote of 7 to 0 approving a Software License, Subscriptions, and System Maintenance Agreement between Harris Computer NorthStar and the Town of Castle Rock in the amount of $410,000.

Discussion

Castle Rock Water staff has spent the last 8 months working with Harris Computer NorthStar to configure and test their billing system in preparation for the replacement of our existing Billmaster billing system. A go-live date of November 14, 2022 was originally scheduled. As the team has worked to complete the testing, it has become clear that additional time is needed to ensure a seamless transition with minimal impact to Castle Rock Water Customers and CR Water staff. As a result, we are recommending to delay the go-live date to January 16, 2023. In addition to allowing more time for testing, including testing of the water budget rate structure which required a modification to be developed, delaying the go-live date would also give staff time to implement and test billing for the upcoming Bell Mountain Ranch service area prior to moving to Harris Computer NorthStar. The delay in the go-live date would also allow for all of fiscal year 2022 to be billed and reported in the existing Billmaster billing system. Fiscal year 2023 will be billed in the Harris Computer NorthStar billing system making the yearly financial reporting more segregated and easier to complete.

The delay in go-live creates an additional 107 hours of NorthStar staff time needed for a total cost of $23,980. Delaying the go-live from November 2022 to January 2023 would require the following changes to the project timeline:

- Data Validation rescheduling
- Solution Validation Testing and Support to be rescheduled and extended by 2 weeks
- End User Training rescheduling
- Reports Anywhere training rescheduling
- Day in the Life (Parallel) testing rescheduling
- Go-live week and weekend rescheduling
- Post Go-Live Support rescheduling

Based on the additional time this would allow for testing and development to ensure a seamless transition from Billmaster to Harris Computer NorthStar, staff is recommending approval of this Amendment to the Software License, Subscriptions, and System Maintenance Agreement between Harris Computer NorthStar and the Town of Castle Rock.

Budget Impact

This is a one-time cost of $23,980 which includes rescheduling of Data Validation, Solution Validation Testing and Support, End User Training, Reports Anywhere Training, Day in the Life (Parallel) Testing, Go-live Week and Weekend and Post Go-Live Support. The funds for this item will be split equally between 210-4221-442.70-43, 211-4321-443.70-43, 212-4421-444.70-43, and 213-4521-445.70-43.

Staff Recommendation

Staff recommends moving forward with the Amendment to the Software License, Subscriptions, and System Maintenance Agreement Between Harris Computer NorthStar and the Town of Castle Rock.

Proposed Motion

"I move to approve the Resolution as introduced by title."

Alternative Motions

"I move to approve the resolution as introduced by title, with the following conditions: (list conditions).

"I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed)."

Attachments

Attachment A:	Resolution
Exhibit 1:	Change Order Request Form
Attachment B:	Original NorthStar Agreement

RESOLUTION NO. 2022-

A RESOLUTION APPROVING THE FIRST AMENDMENT TO THE SOFTWARE LICENSE, SERVICES AND SUPPORT AND MAINTENANCE AGREEMENT WITH N. HARRIS COMPUTER CORPORATION

WHEREAS, the Town of Castle Rock, Colorado (the "Town") and N. Harris Computer Corporation ("Harris") are parties to the Software License, Services and Support and Maintenance Agreement, dated March 2, 2021 (the "Agreement"); and

WHEREAS, the Town and Harris seek to extend the duration of the Agreement to allow for additional time to validate data, test processes and complete additional development items in the billing system, thereby extending the go-live date from November 14, 2022 to January 16, 2023, and increasing the price of the Agreement by $23,980.00, for a total cumulative amount not to exceed $433,980.00; and

WHEREAS, the Town and Harris have agreed to the terms and conditions by which Harris will continue providing services in accordance with the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. **Approval**. The First Amendment to the Agreement between the Town and Harris is hereby approved in substantially the same form attached as ***Exhibit 1***, with such technical changes, additions, modifications, or deletions as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Agreement by and on behalf of the Town.

Section 2. **Encumbrance and Authorization for Payment**. In order to meet the Town's financial obligations under the Agreement, the Town Council authorizes the expenditure and payment in equal shares from account nos. 210-4221-442.70-43, 211-4321-443.70-43, 212-4421-444.70-43, and 213-4521-445.70-43, in a total amount not to exceed $23,980.00, unless otherwise authorized in writing by the Town.

PASSED, APPROVED AND ADOPTED this 20th day of September, 2022 by the Town Council of the Town of Castle Rock, Colorado, on first and final reading, by a vote of ___ for and ___ against.

ATTEST:

_____
Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

_____
Jason Gray, Mayor

Approved as to form:

_____
Michael J. Hyman, Town Attorney

Approved as to content:

_____
Mark Marlowe, Director of Castle Rock Water

NORTH|STAR™
UTILITIES SOLUTIONS

NORTHSTAR IMPLEMENTATION PROJECT - CHANGE ORDER REQUEST FORM
ORGANIZATION NAME: TOWN OF CASTLE ROCK

Vendor: NorthStar Utilities Solutions; a Division of Harris Computer Systems
Date: 29 August 2022
Change Order Number: 01
Project Description: Town of Castle Rock – CIS, mCare, SilverBlaze, BI and REST API Implementation

Scope of Change Requested:

Castle Rock has requested the following changes to the CIS, mCare, SilverBlaze, BI and REST API Implementation project:

- Data Validation to be rescheduled
- Solution Validation Testing and Support to be extended by 2 weeks and rescheduled
- The End User Training to be rescheduled
- The Reports Any Where training to be rescheduled
- Two weeks of the Day in the Life (Parallel) Testing to be rescheduled
    - Onsite Support for the second week
- ***Go-Live to be rescheduled for the week/Weekend of the 16-Jan-23
- The 4 week Post Go-Live Support to be rescheduled

This change order outlines the additional scope for NorthStar to provide training, Support and rescheduling efforts.

Assumptions & Requirements: Any additional changes may result in a subsequent change order and cost.

Cost Impact: Price Increase of **$23,980**
Start Date: Upon Signing

Payment Terms:
- Due upon change order signing

A signature below will serve as authorization to proceed with this change order. Please sign and return this by email (in pdf format) to SYadav@harriscomputer.com.

~~**Approval (signature and date):**~~

~~Castle Rock Approval~~ _____

NorthStar Utilities Solutions Project Manager _____

Change is ☐ ***Approved*** ☐ ***Denied*** ***Date*** *29-08-2022*

ATTEST:

_____
Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

_____
Jason Gray, Mayor

Approved as to form:

_____
Michael J. Hyman, Town Attorney

Approved as to content:

_____
Mark Marlowe, Director of Castle Rock Water

NORTH|STAR™

UTILITIES SOLUTIONS

Master Agreement

Software, Services, Support and Maintenance Agreement

NorthStar Utilities Solutions
1-844-888-9904 or 613-696-0127
info@northstarutilities.com
1 Antares Drive, Ottawa,
Ontario, Canada, K2E 8C4

Contents

Master Agreement Terms and Conditions 3
Schedule "A" - Description of Software 23
Schedule "B" - Statement of Work ("SOW") 24
Schedule "C" – Sample Change Order Form 25
Schedule "D" – Standard Support and Maintenance Guidelines 26
Schedule "E" – Third Party Software Licenses and Third Party Software Terms .....

Master Agreement Terms and Conditions

THIS SOFTWARE LICENSE, SERVICES and SUPPORT AND MAINTENANCE AGREEMENT (the "Agreement") made as of the 2nd day of Mar 2021 (the "Effective Date").

BETWEEN: **N. HARRIS COMPUTER CORPORATION** ("Harris")

- and -

Town of Castle Rock ("Organization")

WHEREAS, Harris wishes to grant the Organization a license to utilize certain Software; to provide certain Services related to said Software; and to enter into an agreement for the Support and Maintenance of said Software;

WHEREAS, the Organization wishes to acquire a license to utilize the Software; to obtain Services related to said Software; and to acquire ongoing Support and Maintenance for said Software;

NOW THEREFORE, in consideration of the mutual covenants set out in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the parties agree as follows:

ARTICLE I: INTERPRETATION

Section 1.1 **Definitions**

1.1.1 "**Completion of Services**" means that the Software is operational and performing in conformity with the specifications set out herein. Completion of Services will be deemed to have occurred on the date which the Organization commences using the Software as its predominant business system.

1.1.2 "**Concurrent Users**" means the total number of Users who can access the Software at any one time as detailed in Schedule "A," and further described in Article II.

1.1.3 "**Concurrent User License**" means a license that restricts the total number of Users who can access the Software at any one time to the number detailed in Schedule "A".

1.1.4 **"Confidential Information"** means the Software and all information or material that either party treats as confidential which: is (A) marked "Confidential," "Restricted," or "Proprietary Information" or other similar marking, (B) known by the parties to be considered confidential or proprietary, or (C) which should be known or understood to be confidential or proprietary by an individual exercising reasonable commercial judgment in the circumstances. Confidential Information does not include information to the extent that such information: (i) is or becomes generally known to the public by any means other than a breach of the obligations of a receiving party hereunder; (ii) was previously known to the receiving party as evidenced by its written records; (iii) is rightly received by the receiving party from a third party who is not under an obligation of confidentiality; or (iv) is independently developed by the receiving party without reference to or use of the other party's Confidential Information which such independent development can be establish by evidence that would be acceptable to a court of competent jurisdiction.

1.1.5 **"Documentation"** means user guides, operating manuals, educational materials, product descriptions and specifications, technical manuals, supporting materials, and other information regarding the Software regardless of the media on which it is provided.

1.1.6 **"License"** means the license rights granted to the Organization pursuant to Article II hereof and includes both a Concurrent User License and a Site License.

1.1.7 **"Release"** means an Update and an Upgrade.

1.1.8 **"Site"** means solely at the production environment described in Schedule "A".

1.1.9 **"Site License"** means a license that restricts the Software such that it can reside in one production environment and a reasonable number of non-production environments.

1.1.10 **"Software"** means the software products that are listed in Schedule "A" and includes any Update(s) or Upgrade(s) that have been provided to Organization. Third Party Software is not included in the definition of Software.

1.1.11 **"Third Party Software"** means the third-party software product licensed to Organization by the applicable licensors as listed in Schedule "A" The terms and conditions for the Third Party Software are listed in Schedule "E". Future Releases of the Software may require alternate third-party software to be licensed by Organization, which will be subject to a third party license agreement between Organization and the relevant third party software licensor. In such case Schedule "A" shall be amended to add any such third-party software and it shall be deemed "Third Party Software" for the purposes of this Agreement.

1.1.12 **"Update"** means any published changes, additions or corrections to the Software that primarily include a minor modification or enhancement to the Software related to a bug fix, minor additional functionality or legislative changes. An Update is designated by a change in the right-most digit in the version number (for example, a change from X.1 to X.2).

1.1.13 **"Upgrade"** is a major overhaul of the Software which is a complete new published version of the Software that modifies, revises or alters the Software and adds features, functionality or enhancements to such Software. An Upgrade is typically designated by a change in the number to the left of the decimal point in the version number (for example, a change from 1.X to 2.X).

1.1.14 **"User"** means any employee of Organization or any of Organization's agents who are authorized by Harris pursuant to this Agreement to have access to the Software.

Section 1.2 **Currency**

All references to currency in this Agreement and the related Schedules refer to U.S. Dollars.

Section 1.3 **Schedules**

The Schedules described below and appended to this Agreement shall be deemed to be integral parts of this Agreement and are incorporated herein by reference:

Schedule "A" - Description of Software
Schedule "B" - Statement of Work ("SOW") with attached
- License Fees & Payment Schedule
- Fee Structure and Payment Schedule for Consulting Services
- Support and Maintenance Fees

Schedule "C" - Sample Change Order Form
Schedule "D" - Standard Support and Maintenance Guidelines
Schedule "E" – Third Party Software Licenses and Third Party Software Terms

ARTICLE II: SOFTWARE LICENSES

Section 2.1 **Grant of Licenses**

2.1.1 **Harris Software is licensed, not sold.** Software under this Agreement may be licensed perpetually or on a subscription basis, as indicated and designated on Schedule "A."

2.1.1.1 **Perpetual Licenses.** For Software licensed to Organization on a perpetual basis, as indicated on Schedule "A," and subject to the terms and conditions of this Agreement, including without limitation the payment of the License Fees, Harris hereby grants to the Organization a personal, non-exclusive, non-transferable and limited right and license to use the Software in object code format for the number of Concurrent Users specified in Schedule "A" (the "License"). This License does not apply to Third Party Software, which are licensed pursuant to their terms.

2.1.1.2 **Subscription Licenses.** For Software licensed to Organization on a subscription basis, as indicated in Schedule "A," and subject to the terms and conditions of this Agreement including without limitation the payment of the Subscription Fees on an ongoing basis, Harris hereby grants to the Organization a personal, non-exclusive, non-transferable and limited right and license to use the Software in object code format on the Hosting Site and for the number of Concurrent Users specified in Schedule "A" (the "License"). All Releases installed by Organization are subject to this License. This License and the other terms and conditions related to this License do not apply to Third Party Software except as this Subscription Agreement may state otherwise.

2.1.2 Any Software furnished by Harris in machine-readable form may be copied in whole or in part by Organization for use on the Organization's platform and operating system environment which is operating the Software ("Designated Computer System"). This environment can be accessed by Users can be from any internal or external computer terminal. To the extent that any temporary files associated with the Software are created during such use on such terminals, those temporary files are permitted under this License but only for such time that the temporary files are actually required. Organization agrees that the original copy of all Software furnished by Harris and all copies thereof made by Organization are and at all times remain the sole property of Harris.

2.1.3 Any License granted under this Agreement permits the Organization to: (i) use the Software for its reasonable business purposes including performance testing, disaster recovery, disaster testing, training, archival and backup, and (ii) use, copy and modify the Documentation for the purpose of creating and using training materials relating to the Software which may include flow diagrams, system operation schematics, and/or screen shots. Access to and use of the Software by independent contractors of the Organization shall be considered authorized use under this Section so long as any such independent contractors are bound by obligations of confidentiality and have been approved by Harris in its sole discretion in advance. To the extent permitted by law, the Organization shall defend, indemnify and hold harmless Harris from claims arising from

(i) all of the actions of and

(ii) any misuse or appropriation of the Software by any independent contractor.

2.1.4 The Organization may duplicate Documentation for permitted uses so long as all required proprietary markings are retained on all duplicated copies.

2.1.5 Software is licensed to the Organization on multiple levels. The Software is licensed on a "Concurrent User License" and "Site License" basis as set forth in Schedule "A".

(i) Concurrent User License permits the Organization to use the Software on the Designated Computer System (including all environments such as training, disaster recovery, etc.) provided that the number of Users who may be simultaneously using the Software is limited to the number of Concurrent Users specified for such Software on Schedule "A". A User is further

defined as anyone authorized by the Organization who is logged onto the Software, regardless of the type of interface (i.e. graphical user interface or browser user interface).

(ii) A Site License permits the Organization to use the Software on the Designated Computer System in one (1) production environment and a reasonable number of non-production environments for the purposes of disaster recovery, disaster testing, training, archival and backup. Organization requires a separate Site License for each production environment into which the Software or any portion thereof is read in machine-readable form.

Organization may purchase additional licenses to use the Software as necessary at Harris' then current prices and terms.

2.1.6 As between Harris and Organization, Harris reserves all rights, title and interest in and to the Software not expressly granted herein and the License specifically excludes all such reserved rights, title and interest.

Section 2.2 **Term of License**

2.2.1 **Term of License of Software.** This Agreement commences on the Effective Date.

2.2.1.1 For any Software License(s) identified on Schedule "A" as perpetually licensed and licensed pursuant to Article 2.1.1.1 is perpetual and of indefinite duration and shall continue to be in force unless terminated pursuant to the terms hereof.

2.2.1.2 For any Software identified on Schedule "A" as licensed on a subscription basis and licensed pursuant to Article 2.1.1.2, unless terminated earlier in accordance with the terms hereof, this Agreement shall commence on the Effective Date and shall continue for a period of one (1) year (the "Initial Term"). After the Initial Term, the Agreement shall be automatically renewed for successive one (1) year periods (each a "Renewal Term") subject to Harris's then-current price structure and any modifications to the terms and conditions of this Agreement made by Harris upon written notice to Organization to reflect Harris's then current version of this Agreement unless either party provides written notice to the other party of its intention not to renew within thirty (30) days of the end of the then current term. The Initial Term and Renewal Term(s) shall collectively be referred to as the "Term". The License is subject to further restrictions as required under the Hosting Services provisions of this Agreement and the payment of any applicable fees as set forth in Schedule "B."

2.2.2 **Term of Services.** The term for delivery of Services hereunder shall be as set forth in any SOW appended hereto or entered into between the parties hereafter.

2.2.3 **Term of Support and Maintenance.** The initial term for services provided, pursuant to Article IV hereinafter, shall be for one year beginning on the Start Date. Thereafter, the Support and Maintenance provisions of this Article IV shall automatically renew annually, unless terminated by either party upon giving to the other not less than thirty (30) days' notice in writing prior to the end of the initial term or any subsequent anniversary of such date. Organization shall pay the then prevailing Support and Maintenance Fee in advance for each such one-year term and where the notice of non-renewal has not been provided in accordance with these terms, the Organization is obliged to pay the Support and Maintenance Fee for the then applicable one-year term. Harris shall neither refund any Support and Maintenance Fees nor any Billable Fees if the Support and Maintenance provisions of this Agreement are terminated.

Section 2.3 **Restrictions on Use**

2.3.1 Organization shall not, and will not allow, direct or authorize (directly or indirectly) any third party to: (i) use the Software for any purpose other than in connection with Organization's primary business or operations; (ii) disassemble, decompile, reverse engineer, defeat license encryption mechanisms, or translate any part of the Software, or otherwise attempt to reconstruct or discover the source code of the Software except and only to the extent that applicable law expressly permits, despite this limitation; (iii) modify or create derivative works of the Software; (iv) rent, lease, lend, or use the Software for time-sharing or bureau use or to publish or host the Software for others to use; or (v) take any actions that would cause the Software to become subject to any open source or quasi-open source license agreement. Organization shall be wholly liable to Harris for any misuse of the Software.

2.3.2 The Software and related materials supplied by Harris are protected by copyright, trade secret, trademark, and other intellectual property laws. The Software may not be resold or licensed by Organization. Any rights not expressly granted herein are reserved. Organization may not obscure, remove or otherwise alter any copyright, trademark or other proprietary notices from the Software and related materials supplied by Harris.

Section 2.4 **Ownership of Software and Confidential Information**

2.4.1 The Organization acknowledges that the Software contains proprietary information and Confidential Information that is the sole property of Harris.

2.4.2 The Organization will take reasonable care to safeguard the Software, and at least the same care as it takes to safeguard its own similar Confidential Information.

2.4.3 To confirm compliance with this Article II, Organization shall permit Harris to visit during normal business hours any premises at which the Software is used or installed and shall provide Harris with access to its Software. Harris shall provide Organization with reasonable notice of any such audit.

2.4.4 The Organization is a local government entity subject to the provisions of the Colorado Open Records Act. The Organization will give Harris notice in the event that it receives notice of a request under the Colorado Open Records Act to disclose information related to this contract or other information Harris has identified as confidential. If Harris declines to release identified confidential information, Harris must defend the Organization should it go before a district court of law.

Section 2.5 **Ownership and Disposition of Documents**

2.5.1 The parties agree that no materials or documents are being created for Organization by Harris under this Agreement. All materials and documents which were developed or prepared by Harris for general use and which are not the copyright of any other party or publicly available, including educational materials, remain the sole property of Harris.

2.5.2 Where the Organization requests custom materials or documents, the parties shall enter into a separate written agreement which shall include a duly executed statement of work and provisions for the license or ownership of said custom materials.

Section 2.6 **Third Party Software**

2.6.1 Harris may distribute to Organization the Third Party Software which is described as Third Party Software in Schedule "A". Organization shall pay for the Third Party Software through Harris in the amount of the purchase price(s) listed along with the License Fees attached to Schedule "B", the SOW. Harris and/or the Third Party Software manufacturer(s) will provide Organization with one copy of the then current user Documentation for use with the Third Party Software.

2.6.2 It is acknowledged by the parties hereto that the Third Party Software provided to Organization pursuant to this Agreement was developed and delivered to Harris by one or more Third Party software companies. As such, the Third Party Software is licensed to Organization by the applicable licensor listed in Schedule "A" and subject to the terms and conditions of the applicable license agreement for such Third Party Software. Harris makes no warranties, express or implied, with respect to the Third Party Software, including, without limitation, their merchantability or fitness for a particular purpose and Harris accepts no liability of any kind whatsoever with respect to the Third Party Software. Any warranty Organization has with respect to the Third Party Software shall be solely provided by the Third Party Software licensor.

2.6.3 Organization agrees that it shall not permit any third party to have access to the Third Party Software during the term of this Agreement and that the restrictions as set out in Section 2.3 and the confidentiality obligations set out herein shall equally apply to the Third Party Software, subject to any specific permissions that are provided in the license provided by the third party licensor to the Organization.

2.6.4 Organization acknowledges that IBM's relevant standard licensing and use terms, as amended by IBM from time to time, apply to its use of Cognos and that Organization is bound by such licensing and use terms and such terms are included in Schedule "E". The standard licensing and use terms shall include anything described as a "Licensing Information Document" by IBM and all licensing files and NOTICE files that are included with the Cognos software or as may be supplied by IBM to Organization from time to time. To the extent that the terms in the Licensing Information Document or similar type documents provided by IBM differ from those in Schedule "E", the terms in the Licensing Information Document shall take precedence;

(d) All such licenses are a restricted license, which means that the Cognos software may only be used with the Software.

ARTICLE III: CONSULTING SERVICES

Section 3.1 **Harris' Services**

In order to achieve the Completion of Services, Harris agrees, subject to the terms and conditions of this Agreement, to perform the following services (the "Services") for the Organization in accordance with the relevant Statement of Work:

3.1.1 Oversee and implement the conversion from the Organization's existing software applications to Harris' Software.

3.1.2 Install the Software and perform necessary setup and configuration operations.

3.1.3 Provide training.

(i) In any training class exceeding ten (10) people, Organization may be assessed an additional charge for additional instructor(s).

(ii) Organization shall provide copies of the training manuals required for the training classes to each participant either by photocopy or electronic duplication. Each copy is subject to the restrictions and obligations contained in this Agreement.

(iii) On-line reference Documentation is delivered with each release. Organization may print or copy this Documentation solely for its internal use.

(iv) Cancellation of any on-site Services by Organization is allowed for any reason if done in writing more than fourteen (14) days in advance of such Services. Organization will be billed for any non-recoverable direct costs incurred by Harris that result from a cancellation by Organization with fourteen (14) days or less of scheduled on-site Services. Additionally, Organization hereby acknowledges that cancellation of on-site Services means that such on-site Services will be rescheduled as Harris's then current schedule permits. Harris is not responsible for any delay in Organization's project resulting from Organization's cancellation of Services. If upon Harris arrival, the Organization has not completed required tasks for such visit, then the Organization will be billed 100% of the on-site fee and scheduled on-site Services may be cancelled at Harris' discretion. If additional Services are required because the Organization was not adequately prepared, Harris will provide a Change Order to the Organization for said Services.

3.1.4 The Statement of Work describes in greater detail the Services, the method by which the Services shall be performed and other obligations on the part of the two parties. To the extent that the Statement of Work more explicitly details the Services or the obligations of a party, then those details shall prevail over any other document that is less explicit. Any warranties or representations on the part of Harris in the Statement of Work are not binding on Harris and are merely provided for informational purposes; the only warranties and representations provided by Harris in respect of the Services and this Agreement are found in Article V.

Section 3.2 <u>Performance by Harris</u>

3.2.1 <u>Manner of Performance</u> -- Harris shall perform the Services in an efficient, competent and timely manner and exercise reasonable care, skill and diligence in their performance.

3.2.2 <u>Harris' Discretion</u> -- Harris shall determine in its sole discretion the manner and means by which the Services shall be performed. Harris will consult with the Organization on its methodology, manner and means.

3.2.3 <u>Conduct on Organization's Premises</u> -- The Services shall be performed with the Organization's full cooperation, on the premises of the Organization or, if agreed to by both parties, at an alternative location. When working on the Organization's premises, Harris personnel shall observe the Organization's administrative and ethics codes relating to the security, access or use of all or part of the Organization's premises and any of the Organization's property, including proprietary or confidential information.

3.2.4 <u>Inquiries by Organization</u> -- Harris shall respond expeditiously to any inquiries pertaining to this Agreement from the Organization.

3.2.5 <u>Independence</u> -- As an independent consultant, Organization retains Harris and its employees and agents on an independent contractor basis and not as an employee.

3.2.6 <u>Coordination of Services</u> -- Harris agrees to coordinate with Organization staff in the performance of Services and to be available for consultation at all reasonable times.

Section 3.3 **Performance by Organization**

3.3.1 Cooperation by Organization: The Organization acknowledges that the success and timeliness of the implementation process shall require the active participation and collaboration of the Organization and its staff and agrees to cooperate fully with Harris to achieve the Completion of Services expeditiously.

3.3.2 Project Manager: The Organization shall designate a project manager to facilitate the successful implementation.

3.3.3 Additional Organization Obligations:

(i) Organization shall install all Updates within a reasonable time after notification of their availability. However, any fix or correction designated as "critical" by Harris shall be implemented by Organization within thirty (30) days of such notification.

(ii) Organization shall notify Harris of suspected defects in any of the Software supplied by Harris. Organization shall provide, upon Harris request, additional data to reproduce the environment in which such defect occurred.

(iii) Organization shall allow the use of online diagnostics on the Software supplied to Organization as requested by Harris. Organization shall provide to Harris, at Organization's expense, access to the Designated Computer System via the Organization's firewall to communications software (e.g. PC Anywhere, WebEx, Web Demo).

(iv) Organization personnel shall be educated and trained in the proper use of the Software in accordance with applicable Harris manuals and instructions. If Organization's personnel are not properly trained as mutually determined by Harris and Organization, such personnel will be trained by Harris or Organization within fifteen (15) days. If Harris performs such training, it shall be compensated in accordance with this Agreement.

(v) Organization shall establish proper backup procedures necessary to replace critical Organizational data in the event of loss or damage to such data from any cause and despite anything in this Agreement or the Statement of Work to the contrary, Harris is absolved from any requirements regarding the backup of any data. Organization shall provide Harris with access to qualified functional or technical personnel to aid in diagnosis and to assist in repair of the Software in the event of error, defect or malfunction.

(vi) Organization shall not permit any third party to have direct access to or provide services in relation to the Software or any Third Party Software without Harris' prior written consent.

(vii) Organization shall have the sole responsibility for:

(a) the performance of any tests it deems necessary prior to the use of the Software;

(b) assuring proper Designated Computer System installation, configuration, verification, audit controls and operating methods;

(c) implementing proper procedures to assure security and accuracy of input and output and restart and recovery in the event of malfunction; and

(d) timely upgrade and keeping current all third party license releases and/or Software products to meet the requirements of the Software.

ARTICLE IV: SUPPORT AND MAINTENANCE

Section 4.1 **Delivery of Support Services**

4.1.1 Method of Delivery. Harris shall provide software support via telephone and electronic transmission, with site visits only when necessary. The support services will be provided during the hours of operation as described in Schedule "D" hereto, effective on the date the Software is installed (the "Start Date").

Such services may be modified at Harris' sole discretion. Organization will establish auto remote access procedures compatible with Harris' current practices.

4.2.2 The initial term for services provided, pursuant to this Article IV, shall be for one year beginning on the Start Date.

4.2.3 Title to and ownership of all proprietary rights in the Releases and all related proprietary information supplied by Harris in providing the services pursuant to this Support and Maintenance Agreement shall at all times remain with Harris, and Organization shall acquire no proprietary rights by virtue of this Support and Maintenance Agreement.

4.2.4 Source Code Escrow. Harris maintains an escrow agreement with a third party under which is placed the source code for each major release of its Software. Organization may be added as a beneficiary to the escrow agreement by completing a standard beneficiary enrollment form and paying the annual beneficiary fee. Organization will be responsible for maintaining your ongoing status as a beneficiary, including payment of the then-current annual beneficiary fees. Release of source code for the Harris Software is strictly governed by the terms of the escrow agreement. No escrow in Third Party Software is provided.

4.2.5 Harris shall have the right to terminate ongoing Support and Maintenance pursuant to this Agreement immediately if:

i) Organization attempts to assign this Support and Maintenance Agreement or any of its rights hereunder, or undergoes a Reorganization, without complying with this Agreement; or

ii) Organization has not paid an invoice within ninety (90) days of the start of a renewal term.

ARTICLE V: REPRESENTATIONS AND WARRANTIES

Section 5.01 Warranty of Performance

5.1.1 The Software will substantially perform as described in the Documentation for a period of ninety (90) days from the Completion of Services if the Software is used in accordance with the Documentation, the terms of this Agreement and where the Organization has the Required Programs and the hardware meets the requirements. The Organization's sole recourse in the event the Software does not conform to the Documentation is the repair and replacement of the Software.

5.1.2 In the event an error is discovered in the Software outside the warranty period and the error can be reproduced by Harris, provided Organization has ongoing Support and Maintenance with Harris pursuant to Article IV of this Agreement, Harris will make reasonable commercial efforts to provide Organization with a correction or suitable workaround in accordance with the terms of Article IV. Harris reserves the right to correct any defects about which it is made aware and to produce in its sole discretion Releases at a time of Harris' own choosing.

5.1.3 Harris warrants that services performed pursuant to this Agreement will be performed in a professional and diligent manner by personnel who are competent in performing their individual tasks.

Section 5.02 Exclusions to Warranty

Harris shall not be liable for any breach of the foregoing warranties which results from causes beyond the reasonable control of Harris, including:

5.2.1 where the installation, integration, modification or enhancement of the Software was not done by Harris or its authorized agent, or where Organization has taken any action which is prohibited by the Documentation or this Agreement;

5.2.2 any use or combination of the Software with any software, equipment or services not supplied by or on behalf of Harris;

5.2.3 user error, or other use of the Software in a manner or in an operating environment for which it was not intended or other than as permitted herein;

5.2.4 Organization's failure to install a new Update necessary to cure an error or bug, for security or legislative compliance purposes or for such other reasons as Harris may determine in its sole discretion; or

5.2.5 Any other event of force majeure.

Section 5.03 **<u>No Other Warranties</u>**

TO THE GREATEST EXTENT PERMITTED BY LAW, THE SOFTWARE IS LICENSED AND ALL OTHER MATERIALS AND SERVICES ARE PROVIDED TO THE ORGANIZATION "AS IS" AND THERE ARE NO WARRANTIES, REPRESENTATIONS OR CONDITIONS, EXPRESSED OR IMPLIED, WRITTEN OR ORAL, ARISING BY STATUTE, OPERATION OF LAW, COURSE OF DEALING, USAGE OF TRADE OR OTHERWISE, REGARDING THEM OR ANY OTHER PRODUCT, SERVICE OR MATERIAL PROVIDED HEREUNDER OR IN CONNECTION HEREWITH.

HARRIS, ITS LICENSORS AND SUPPLIERS DISCLAIM ANY IMPLIED WARRANTIES OR CONDITIONS REGARDING THE SOFTWARE AND ANY OTHER PRODUCTS, SERVICES AND MATERIALS PROVIDED HEREUNDER OR IN CONNECTION HEREWITH, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABLE QUALITY, MERCHANTABILITY, DURABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE OR NON-INFRINGEMENT.

HARRIS DOES NOT REPRESENT OR WARRANT THAT THE SOFTWARE SHALL OPERATE ERROR FREE OR IN THE COMBINATIONS SELECTED, THAT IT SHALL MEET ANY OR ALL OF THE ORGANIZATION'S PARTICULAR REQUIREMENTS, OR THAT ALL ERRORS OR DEFECTS IN THE SOFTWARE CAN BE FOUND OR CORRECTED.

WITHOUT LIMITING THE FOREGOING, HARRIS DOES NOT MAKE ANY REPRESENTATIONS OR WARRANTIES WHATSOEVER WITH REGARD TO PRODUCTS OR SERVICES FROM THIRD PARTIES (INCLUDING WITHOUT LIMITATION THE THIRD PARTY COMPONENTS, THE HARDWARE, THE OPERATION OF THE INTERNET, NETWORK OR OTHER COMMUNICATION SERVICES) AND ASSUMES NO RESPONSIBILITY OR LIABILITY WITH RESPECT TO THE FOREGOING OR THE APPROPRIATENESS OF YOUR DATA MANAGEMENT SYSTEM OR THE ACCURACY OF DATA CONTAINED IN SUCH SYSTEM. HARRIS AND ITS SERVICE PROVIDER DO NOT GUARANTEE THE PRIVACY, SECURITY, AUTHENTICITY, AND NON-CORRUPTION OF ANY INFORMATION TRANSMITTED OR STORED IN ANY SYSTEM CONNECTED TO THE INTERNET.

NO AGREEMENTS VARYING OR EXTENDING ANY EXPRESS WARRANTIES SET FORTH IN THIS AGREEMENT SHALL BE BINDING ON EITHER PARTY UNLESS IN WRITING AND SIGNED BY AN AUTHORIZED SIGNING OFFICER OF HARRIS.

Section 5.04 **<u>Required Programs and Hardware</u>**

5.4.1 The Organization acknowledges that the use of the Software may require that the Organization obtain and install additional required software programs (the "**Required Programs**"), as detailed in the attached Schedule "A". The Organization agrees that the acquisition of the Required Programs (including the cost for future updates) shall be at its sole cost and that the cost thereof is not included in the fees herein.

5.4.2 Organization's hardware shall be maintained in sufficient quality, condition and repair at Organization's sole cost and expense to support the Software licensed and supported herein. If Harris determines that

Organization's hardware is not of sufficient quality, condition and repair, Harris shall so notify Organization, and Organization will use reasonable efforts to remedy any hardware deficiencies within thirty (30) days.

5.4.3 Organization shall provide no less than one hundred eighty (180) days' notice where the Organization anticipates changing any of the third party software or hardware products in use on the Designated Computer System so that Harris may assess whether the Software will function with the different software or hardware. Where Harris determines that the Software may not function with the alternative software or hardware then any upgrade by Organization to the software or hardware will be at Organization's sole risk. Harris and Organization may be required to enter into a Statement of Work document subject to additional fees in order to make this determination.

ARTICLE VI: FEES AND PAYMENT

Section 6.1 **Fees and Payments for Licenses**

6.1.1 The Organization agrees to pay Harris total license fees detailed in Schedule "B" (the "License Fees"), which is not inclusive of any applicable taxes. The Organization shall be responsible for the payment of any applicable duties and sales/consumption taxes. The fee structure and payment schedule is outlined in the attached Schedule "B". The License is subject to the full payment of the license fees. All payments for License fees are non-refundable.

6.1.2 Except for any aspect of the License Fee which is payable on the Effective Date, during the term of this Agreement, Organization shall have thirty (30) days after the date outlined in the payment schedule in Schedule "B" to pay Harris the applicable License Fee.

Section 6.2 **Fees and Payments for Services**

6.2.1 The Organization agrees to pay Harris total fees as delineated in attachments to the SOW (Schedule "B"). The fee structure and payment schedule for Services is outlined therein. All payments for Services are non-refundable.

6.2.2 Annual Subscription for Subscription Licenses

6.2.1.1 The Organization agrees to pay Harris the Annual Subscription Fees, which is not inclusive of any applicable taxes. The Organization shall be responsible for the payment of any applicable duties and sales/consumption taxes. The fee structure and payment schedule is outlined in the attached Schedule "B". The License is subject to the full payment of the Annual Subscription Fees in accordance with the payment terms set out in Schedule "B".

6.2.1.2 The Annual Subscription Fee will be billed annually in advance beginning as set forth in Schedule "B" and thereafter on the anniversary of the Start Date or on an alternative date mutually agreed to by both parties. If the Organization would like to match the annual invoicing of the Annual Subscription Fee to its fiscal year or any other period it may request, then Harris will issue a prorated invoice for the portion of the year remaining during the initial term. Harris may change the Annual Maintenance Fee from time to time in relation to each renewal term, but Organization shall only be billed once per year. The Annual Subscription will end on December 31st and renew January 1st of each year under this Agreement.

6.2.3 The Organization agrees to reimburse Harris for its travel, lodging, per diem and other out of pocket expenses as set out in the attachment to the SOW (Schedule "B").

6.2.4 During the term of this Agreement, Harris shall, from time to time, deliver invoices to Organization. Each invoice is due and payable upon receipt.

6.2.5 In the event Organization fails to pay all or any portion of an invoice on or before ninety (90) days after the date it becomes due, in addition to all other remedies Harris has under this Agreement or otherwise, Harris shall have the option to suspend or terminate all Services under this Agreement. Suspension or termination of any such Services shall not relieve the Organization of its obligation to pay its outstanding invoices, including any late charges.

6.2.6 Harris shall be responsible for paying all taxes, fees, assessments and premiums of any kind payable on its employees and operations. Any tax Harris may be required to collect or pay upon the delivery of the Services described in this Agreement shall be paid by Organization and are excluded from the prices listed in Schedule "B" and such sums (including the payment of the taxes) shall be payable upon receipt of invoice. Organization shall be responsible for the payment of any applicable duties and sales/consumption taxes. Organization warrants that there are no additional county/city/municipal style taxes that apply to any of the Services, Support Services or Licenses or that are in relation to income taxes payable by Harris employees.

6.2.6 Change Orders. For proposed changes to the Services defined by this Agreement that do not materially impact the scope of either party's work effort required under this Agreement, the parties will cooperate in good faith to execute Change Orders in respect thereof, and will not unreasonably withhold approval of such proposed changes. If either party causes or requests a change that, in the reasonable opinion of the other party, materially impacts the scope of the parties' work effort required under this Agreement, such as, but not limited to, changes in the allocation of the resources of the Organization and of Harris applied to a task, changes in completion schedules for individual tasks or for overall implementation, and changes in staffing that require a party to provide additional work hours, the other party may propose a change to cover the additional work effort required of it. Approval of any such proposed changes will not be unreasonably withheld (it being acknowledged that any such material changes may require modifications to the consideration paid, timelines governing, and the Services), and any disputes regarding changes shall be handled initially by discussions between the parties which will be convened in good faith by the parties to resolve any such matters in dispute. A sample Change Order is presented in Schedule "C".

Section 6.3 **<u>Fees and Payments for Support and Maintenance</u>**

6.3.1 In consideration for the support services provided hereunder, Organization shall pay the "Support and Maintenance Fee" as detailed in the SOW (Schedule "B"). The Support and Maintenance Fee will be billed annually in advance beginning on the Start Date and thereafter on the anniversary of the Start Date or on an alternative date mutually agreed to by both parties. If the Organization would like to match the annual invoicing of the Support and Maintenance Fee to its fiscal year or any other period it may request, then Harris will issue a prorated invoice for the portion of the year remaining during the initial term. Harris may change the Support and Maintenance Fee from time to time in relation to each renewal term, but Organization shall only be billed once per year.

6.3.2 In addition to the Support and Maintenance Fee, Organization shall reimburse Harris for its direct expenses in providing support services ("Billable Fees") pursuant to this Agreement which include:

(i) its direct travel expenses which are excluded from the total fees amount described in the Statement of Work, including, but not limited to hotel, airfare, car rental, tolls, parking and airline and travel agent fees;

(ii) courier services, photocopying, faxing and reproduction, all reasonable travel costs (hotel and airfare) including a travel time rate of $75.00 per hour;

(iii) a per diem rate of $70.00 for week days and a $140.00 for weekends and statutory holidays that includes all meal, food and telecommunications expenses (no receipts will be provided);

(iv) a mileage charge based on the current U.S. Internal Revenue Service recommended rate per mile, long distance telephone calls; and

(v) all other reasonable expenses incurred in the performance of Harris's duties including courier services and documentation copying or production.

Harris may update its reimbursement policies and rates related to the Billable Fees from time to time, in which case such updated policies shall apply for purposes of this Agreement, provided that such updated reimbursement policies must generally apply to all clients of Harris.

6.3.3 Harris shall supply all Upgrades to Organization at no additional charge other than the payment of ongoing Support and Maintenance Fee. Upgrades may require additional services to be performed by Harris outside of the scope of those services provided by Harris, including additional training not covered by this Agreement and professional services for the installation and implementation of the Upgrade that will be subject to the Harris then-prevailing policies, terms and Billable Fees related to pricing and hourly rates. All such services shall be performed subject to a newly negotiated Statement of Work that will be subject to the terms of this Agreement.

6.3.4 All Updates of the Software and all those services listed in the Statement of Work which are included as part of Organization's Software support will be made available to Organization at no additional charge other than the payment of the Support and Maintenance Fee.

6.3.5 All payments for Support and Maintenance shall be net of any taxes, tariffs or other governmental charges. Harris shall be responsible for paying all taxes, fees, assessments and premiums of any kind payable on its employees and operations. Any tax Harris may be required to collect or pay upon the sale, use or delivery of support and maintenance services shall be paid by Organization and such sums shall be due and payable to Harris upon receipt of an invoice therefore. Any taxes levied in relation to the services required for a Release shall be paid by Organization.

ARTICLE VII: REMEDIES, LIABILITY AND INDEMNITY

Section 7.1 Remedies and Liability

7.1.1 Termination of this Agreement shall not affect any right of action of either party arising from anything which was done or not done prior to said termination.

7.1.2 The Organization and Harris recognize that circumstances may arise entitling the Organization to damages for breach or other fault on the part of Harris arising from this Agreement. The parties agree that in all such circumstances the Organization's remedies and Harris' liabilities will be limited as set forth below and that these provisions will survive notwithstanding the termination or other discharge of the obligations of the parties under this Agreement.

(i) EXCEPT FOR DAMAGES ARISING OUT OF HARRIS' INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 7.3, BOTH PARTIES AGREE THAT HARRIS' ENTIRE LIABILITY (UNDER CONTRACT OR IN TORT INCLUDING FUNDAMENTAL BREACH, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE), IF ANY, FOR ANY DAMAGES RELATING TO OR ARISING UNDER THIS AGREEMENT SHALL NOT EXCEED IN THE AGGREGATE FEES PAID TO HARRIS BY THE ORGANIZATION UNDER THIS AGREEMENT IN THE TWELVE (12) MONTH PERIOD PRIOR TO THE TIME THAT THE CLAIM AROSE.

(ii) IN ADDITION TO THE FOREGOING, HARRIS SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, PUNITIVE, OR SPECIAL DAMAGES WHATSOEVER, INCLUDING BUT NOT LIMITED TO LOST REVENUE OR LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF DATA, FAILURE TO REALIZE EXPECTED SAVINGS, OR COST OF SUBSTITUTE GOODS OR

SERVICES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, EVEN IF ORGANIZATION HAS BEEN ADVISED OF THE LIKELIHOOD OF THE OCCURRENCE OF SUCH LOSS OR DAMAGES AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.

(iii) CLAUSES (i) AND (ii) SHALL APPLY IN RESPECT OF ANY CLAIM, DEMAND OR ACTION BY A PARTY IRRESPECTIVE OF THE NATURE OF THE CAUSE OF ACTION UNDERLYING SUCH CLAIM, DEMAND OR ACTION, INCLUDING, BUT NOT LIMITED TO, BREACH OF CONTRACT, RESCISSION OF CONTRACT, OR TORT.

Section 7.2 **Intent**

The parties hereby confirm that the waivers and disclaimers of liability, releases from liability, limitations and apportionments of liability, and exclusive remedy provisions expressed throughout this Agreement shall apply even in the event of default, negligence (in whole or in part), strict liability or breach of contract of the person released or whose liability is waived, disclaimed, limited, apportioned or fixed by such remedy provision, and shall extend to such person's affiliates and to its shareholders, directors, officers, employees and affiliates.

Section 7.3 **Intellectual Property Indemnity**

7.3.1 In the event there is a third party claim against Organization alleging that Organization's use of the Software in accordance with this Agreement constitutes an infringement of a Canadian or United States' patent, copyright, trademark or trade secret or other intellectual property that is valid and enforceable in Organization's jurisdiction, Harris shall, at its expense, defend and indemnify Organization and pay any final judgment (including all damages awarded against Organization) against Organization or settlement agreed to by Harris on Organization's behalf. This indemnity is only effective where (i) Organization has not made any admissions or begun settlement negotiations either prior to or after providing notice to Harris of the applicable claim except with Harris' prior written consent, (ii) Harris has sole control of the defense of any claim or proceeding and all negotiations for its compromise or settlement; (iii) Organization assists and provides information to Harris throughout the action or proceeding, and (iv) Organization has not modified the Software in any manner whatsoever except with the prior written consent of Harris.

7.3.2 Harris' liability for any claims under this Section 7.3 shall be reduced to the extent such claim arises from;

(i) alterations or modifications to the Software by Organization or a third party in any manner whatsoever except with the prior written consent of Harris;

(ii) combination, integration or use of the Software with software, hardware or other materials not approved by Harris where such claim would not have arisen but for such combination, integration or use;

(iii) use of the Software other than in compliance with this Agreement;

(iv) compliance with the Organization's written instructions or specifications; or

(v) use of the Software after notice from Harris that it should cease due to possible infringement.

7.3.3 Any breach by Organization of its covenants under this Section 7.3 shall nullify this indemnity but not the sole right of Harris to have full and complete authority of the defense to defend such claim or proceeding and of all negotiations related therewith and the settlement thereof. In the event that the Organization's use of the Software is finally held to be infringing or Harris deems that it may be held to be infringing, Organization agrees that the only remedy available to it is that Harris shall be, at Harris' election, for Harris to: (1) procure for the Organization the right to continue use of the Software; or (2) modify or replace the Software so that it becomes non-infringing.

7.3.4 The foregoing states Harris' entire liability, and the Organization's exclusive remedy, with respect to any claims of infringement of any copyright, patent, trademark, trade secret or other intellectual property and property interest rights relating to the Software, or any part thereof or use thereof.

7.3.5 Organization may, at Organization's sole cost and expense, retain counsel of its own choosing who shall be permitted to attend all settlement conferences and hearings or other court appearances related to the proceeding.

7.3.6 The indemnity provisions of this Section 5.03 shall not apply to Third Party Software and Harris shall have the right to substitute the licensor of the Third Party Software to perform Harris' obligations hereunder and the Organization agrees to release Harris from any obligations related to such Third Party Software.

Section 7.4 Remedies

Where remedies are expressly afforded by this Agreement, such remedies are intended by the parties to be the sole and exclusive remedies of the Organization for liabilities of Harris arising out of or in connection with this Agreement, notwithstanding any remedy otherwise available at law or in equity.

ARTICLE VIII: GENERAL

Section 8.1 Confidentiality

8.1.1 Duty Owed to the Organization: Harris acknowledges that it may receive information from the Organization or otherwise in connection with this Agreement. Except for information in the public domain, unless such information falls into the public domain by disclosure or other acts of the Organization or through the fault of the Organization, Harris agrees:

(i) to maintain this information in confidence;
(ii) not to use this information other than in the course of this Agreement;
(iii) not to disclose or release such information;
(iv) not to disclose or release such information to any third person without the prior written consent of the Organization, except for authorized employees or agents of Harris; and
(v) to take all reasonable actions, whether by instruction, agreement or otherwise, to ensure that third persons with access to the information under the direction or control or in any contractual privity with Harris, do not disclose or use, directly or indirectly, for any purpose other than for performing the Services during or after the term of this Agreement, any material or information, including the information, without first obtaining the written consent of the Organization.

8.1.2 Duty Owed to Harris: The parties agree that if the Organization breaches any term of Section 2.3 or Section 2.4 then Harris shall have the right to terminate this Agreement and the grant of Licenses herein forthwith without giving notice as set forth in Section 8.2.1.

Section 8.2 Termination

8.2.1 If either party should fail to comply with its obligations under this Agreement, the other party must notify the breaching party in writing of such default (a "Default Notice"). Upon receipt of a Default Notice, the breaching party must correct the default at no additional cost to the other party, or issue a written notice of its own disputing the alleged default, in either case within thirty (30) days immediately following receipt of a Default Notice. If the breaching party fails to

(i) issue a written notice disputing the alleged default within such thirty (30) day period; or

(ii) to correct the default, or issue a notice disputing the alleged default, in either case within ninety (90) days following receipt of the Default Notice, this will constitute and "Event of Default" and the other party may terminate this Agreement effective upon written notice to the other party to that effect.

8.2.2 If Organization has failed to pay the license fees in accordance with Article VI, then Harris shall have the right to terminate the license rights granted herein and this Agreement effective immediately upon written notice to Organization.

8.2.3 Either party may terminate this Agreement effective immediately upon written notice to the other party if the other party:

(i) becomes insolvent;

(ii) becomes the subject of any proceeding under any bankruptcy, insolvency or liquidation law, whether domestic or foreign, and whether voluntary or involuntary, which is not resolved favorably to the subject party within ninety (90) days of commencement thereof; or

(iii) becomes subject to property seizure under court order, court injunction or other court order which has a material adverse effect on its ability to perform hereunder.

Section 8.3 **Procedure on Termination**

8.3.1 If this Agreement is terminated prior to the Completion of Services, then within thirty (30) days following such termination, the Organization shall either return to Harris or delete the Software from all of its locations (except as required under any statute related to retention requirements) and shall certify in writing that all of the Organization's copies of the Software have either been returned to Harris or deleted.

8.3.2 If this Agreement is terminated following the Completion of Services, then the Organization may retain the copy of the Software in its possession as of the Completion of Services. Notwithstanding the foregoing, the Organization will remain subject to the obligations imposed upon it pursuant to this Agreement with respect to the Software, including, but not limited to, such obligations relating to ownership of the Software and confidentiality and all of the restrictions on the Organization as set out in Article II.

8.3.3 All warranties related to the Software terminate upon the termination of this Agreement.

Section 8.4 **Mediation**

The parties agree to submit any claim, controversy or dispute arising out of or relating to this Agreement or the relationship created by this Agreement to non-binding mediation before bringing a claim, controversy or dispute in a court or before any other tribunal. The mediation is to be conducted by either an individual mediator or a mediator appointed by mediation services mutually agreeable to the parties. The mediation shall take place at a time and location which is also mutually agreeable; provided; however, in no event shall the mediation occur later than ninety (90) days after either party notifies the other of its desire to have a dispute be placed before a mediator. Such mediator shall be knowledgeable in software system agreements. The costs and expenses of mediation, including compensation and expenses of the mediator (and except for the attorney's fees incurred by either party), is to be shared by the parties equally. If the parties are unable to resolve the claim, controversy or dispute within ninety (90) days after the date either party provides the other notice of mediation, then either party may bring and initiate a legal proceeding to resolve the claim, controversy or dispute unless the time period is extended by a written agreement of the parties. Notwithstanding the foregoing, nothing in this Section shall inhibit a party's right to seek injunctive relief at any time.

Section 8.5 **Addresses for Notice**

Any notice required or permitted to be given to any party to this Agreement shall be given in writing and shall be delivered personally or mailed by prepaid registered post. Any such notice shall be conclusively deemed to have been given and received on the day on which it is delivered or, if mailed, on the third business day following the date of mailing, and addressed, in the case of Harris, to:

N. HARRIS COMPUTER CORPORATION at 1 Antares Drive, Suite 400, Ottawa, Ontario, Canada K2E 8C4

and in the case of the Organization, to: Town of Castle Rock at 100 N. Wilcox Street, Castle Rock, Colorado, U.S.A 80104

Each party may change its particulars respecting notice, by issuing notice to the other party in the manner described in this Section 8.5.

Section 8.6 **Assignment**

Neither party may assign any of its rights or duties under this Agreement without the prior written consent of the other party, such consent not to be unreasonably withheld, except that either party may assign to a successor entity in the event of its dissolution, acquisition, and sale of substantially all of its assets, merger or other change in legal status. The Agreement shall inure to the benefit of and be binding upon the parties and their respective successors and permitted assigns.

Section 8.7 **Reorganizations**

The Organization acknowledges that the License, Services, and Support Fees set out in this Agreement has been established on the basis of the structure of the Organization as of the Effective Date. To the extent that the Organization amalgamates, consolidates or undergoes any corporate reorganization or transition (a "Reorganization"), and the resulting entity (whether or not the Organization is the resulting or continuing entity) requires additional Licenses to add additional Concurrent Users or sites, Harris shall be entitled to receive, and the Organization shall pay, an additional License, Support or other fee based on the then prevailing License, Support and other Harris fee schedule in effect. The provisions of this Section 8.7 shall apply to any subsequent Reorganizations occurring following the first Reorganization. The provisions of this Section 8.7 shall not apply where the Organization undergoes a Reorganization involving only other organizations that already have a valid License to use the same Software.

Section 8.8 **Entire Agreement**

This Agreement shall constitute the entire agreement between the parties hereto with respect to the subject matter. There are no other understandings, agreements, representations, warranties or other matters, oral or written, purportedly agreed to or represented by or on behalf of Harris by any of its employees or agents, or contained in any sales materials or brochures. This Agreement may not be modified except by an amendment signed by an authorized representative of each party. No provisions in any purchase orders, or in any other documentation employed by or on behalf of the Organization in connection with this Agreement, regardless of the date of such documentation, will affect the terms of this Agreement, even if such document is accepted by Harris, with such provisions being deemed deleted. The parties have both had the opportunity to review this

Agreement with counsel, and this Agreement shall not be construed in favor of or against either Party on account of drafting.

Section 8.9 **Section Headings**

Section and other headings in this Agreement are for reference purposes only and do not describe, interpret, define or limit the scope or extent of any provision hereof.

Section 8.10 **Governing Law**

This Agreement shall be governed by the laws of Colorado, without reference to the conflicts of law principles thereof; provided, however, that the Uniform Computer Information Transaction Act will not apply even if adopted as part of the laws of said State or Province. The United Nations Convention on Contracts for the International Sale of Goods (UNCCISG) does not apply to this Agreement.

Section 8.11 **Trial by Jury**

Organization and Harris hereby waive, to the fullest extent permitted by applicable law, the right to trial by jury in any action, proceeding or counterclaim filed by any party, whether in contract, tort or otherwise, relating directly or indirectly to this Agreement or to any acts or omissions of Harris in connection to this Agreement.

Section 8.12 **Invalidity**

The invalidity or unenforceability of any provision or covenant contained in this Agreement shall not affect the validity or enforceability of any other provision or covenant. Any such invalid provision or covenant shall be deemed modified to the extent necessary in order to render it valid and enforceable; if such provision may not be so saved, it shall be severed and the remainder of this Agreement shall remain in full force and effect.

Section 8.13 **Waiver**

A term or condition of this Agreement may be waived or modified only by written consent of both parties. Forbearance or indulgence by either party in any regard shall not constitute a waiver of the term or condition to be performed, and either party may evoke any remedy available under this Agreement or by law despite such forbearance or notice.

Section 8.14 **Counterparts**

This Agreement may be executed in counterparts (whether by facsimile, via emailed PDF or otherwise), each of which shall constitute an original and all of which shall constitute one Agreement.

Section 8.15 **Further Assurances**

The parties shall do all such things and provide all such reasonable assurances as may be required to consummate this Agreement, and each party shall provide such further documents or instruments required by any other party as may be reasonably necessary.

Section 8.16 **Allocation of Risk**

Organization acknowledges that the limited warranties, disclaimers and limitations of liability contained in this Agreement are fundamental elements of the basis of bargain between Organization and Harris and set forth an allocation of risk reflected in the fees and payments due hereunder.

Section 8.17 **Relationship**

The parties are and shall remain independent contractors in the performance of this Agreement and nothing herein shall be deemed to create a joint venture, partnership or agency relationship between them. Neither party will have the power to bind the other party or to contract in the name of or create any liability against the other party in any way for any purpose. Neither party will be responsible for the acts or defaults of the other party or of those for whom the other party is in law responsible.

Section 8.18 **U.S. Government End-Users**

The Software (i) was developed exclusively at private expense; (ii) is a trade secret of Harris for the purposes of the Freedom of Information Act; (iii) is "commercial computer software" subject to limited utilization (Restricted Rights); and (iv) including all copies of the Software, in all respects is and shall remain proprietary to Harris or its licensors. Use, duplication or disclosure by the U.S. Government or any person or entity acting on its behalf is subject to restrictions for software developed exclusively at private expense as set forth in: (i) for the DoD, the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 and/or 252.227.7014 or any successor clause, and (ii) for all government agencies, the Commercial Computer Software – Restricted Rights clause at FAR 52.227-19 or any successor clause. The U.S. Government must refrain from changing or removing any insignia or lettering from the Software or from producing copies of the Software and manuals (except one copy of the Software for backup purposes). Use of the Software shall be limited to the facility for which it was acquired. All other U.S. Government personnel using the Software are hereby on notice that use of the Software is subject to restrictions that are the same as, or similar to, those specified above. The manufacturer/owner is N. Harris Computer Corporation, 1 Antares Drive, Suite 400, Ottawa, Ontario, Canada K2E 8C4.

Section 8.19 **Equitable Relief**

Organization acknowledges and agrees that it would be difficult to compute the monetary loss to Harris arising from a breach or threatened breach of this Agreement and that, accordingly, Harris will be entitled to specific performance, injunctive or other equitable relief in addition to monetary damages in the event of a breach or threatened breach of this Agreement by Organization.

Section 8.20 **Language**

The parties confirm that it is their wish that this Agreement, as well as all other documents relating to this Agreement, including notices, be drawn up in English only.

Section 8.21 **Force Majeure**

No default, delay or failure to perform on the part of Harris shall be considered a breach of this Agreement where such default, delay or failure is due to a force majeure or to circumstances beyond its control. Such circumstances will include, without limitation, strikes, riots, civil disturbances, actions or inactions concerning

government authorities, epidemics, war, terrorist acts, embargoes, severe weather, fire, earthquakes, acts of God or the public enemy or default of a common carrier or other disasters or events.

Section 8.22 **Survival**

The following sections and articles shall survive the termination or expiration of this Agreement: Article II, Article V, Article VII, and Article VIII and any other provisions which are required to ensure that the parties fully exercise their rights and obligations hereunder.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement to be effective as of the Effective Date.

N. HARRIS COMPUTER CORPORATION

Per:

Name:
Title:

Attest:

Lisa Anderson, Town Clerk

Town of Castle Rock, CO

Per:

Name: Jason Gray
Title: Mayor

Approved as to Form:

Michael J. Hyman, Town Attorney

TOWN OF CASTLE ROCK SEAL APRIL 14, 1881 COLORADO

government authorities, epidemics, war, terrorist acts, embargoes, severe weather, fire, earthquakes, acts of God or the public enemy or default of a common carrier or other disasters or events.

Section 8.22 **Survival**

The following sections and articles shall survive the termination or expiration of this Agreement: Article II, Article V, Article VII, and Article VIII and any other provisions which are required to ensure that the parties fully exercise their rights and obligations hereunder.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement to be effective as of the Effective Date.

N. HARRIS COMPUTER CORPORATION

Per: Sean Sykes

Name: Sean Sykes
Title: Vice President, Sales & Marketing

Attest:

_____
Lisa Anderson, Town Clerk

Town of Castle Rock, CO

Per:

Name:
Title:

Approved as to Form:

_____
Michael J. Hyman, Town Attorney

Schedule "A" - Description of Software

Please refer to "Section 2.2.2 – Modules" of the Statement of Work (SOW) provided under separate cover.

Schedule "B" - Statement of Work ("SOW")

Please refer to Statement of Work (SOW) provided under separate cover.

Schedule "C" – Sample Change Order Form

NORTHSTAR IMPLEMENTATION PROJECT - CHANGE ORDER REQUEST FORM

ORGANIZATION NAME: HERE

Vendor: NorthStar Utilities Solutions; a Division of Harris Computer Systems

Date:

Change Order Number:

Project Description: Org Name, NorthStar CIS Implementation

Requested By:

Scope of Change Requested:

Assumptions and Other Requirements:

Payment Terms:

Start Date:

Cost Impact:

This is a fixed price quote based on the scope described above. An additional, standard amount equal to 5% of the total fees billed have been included in the fee charged to cover technology, communication and administrative costs.

A signature below will serve as authorization to proceed with this change order. Please sign and return to NSProjectManager@northstarutilities.com

Approval (signature and date):

Organization Approval _____

Organization Project Manager _____

NorthStar Utilities Solutions Project Manager _____

Change is ***Approved*** ***Denied*** ***Date*** _____

Schedule "D" – Standard Support and Maintenance Guidelines

Help Desk Hours

Standard hours are from 8:00 am to 8:00 pm EST Monday through Friday, excluding designated statutory holidays. Support is available outside of regular business hours and is billable on an hourly basis (minimum number of hours will apply). Weekend assistance is available and must be scheduled in advance (and is billable on an hourly basis with a minimum number of hours that apply).

Holiday Schedule

NorthStar Support Services will be closed on the Canadian and US statutory holidays below. Support will be available on all Canadian statutory holidays when there is no US corresponding statutory holiday.

New Year's Eve	Early Closure
New Year's Day	Closed
Labor Day	Closed
Christmas Eve	Early Closure
Christmas Day	Closed
Boxing Day	Early Closure

Customer Care Program

- Technical Support Bulletins
- Communication on new products and services
- Dedicated Customer Support Account Lead as first point of contact as required
- Participation in Regional User Group Meetings
- Participation in NorthStar Webinars
- Opportunity to take part in validation and focus groups
- Opportunity to take part in Harris Annual Customer Conference

"Software for Life" Guarantee

- Support on existing applications for life
- Software transferability and cost effective upgrades among Harris business units

TeamSupport Access 24/7

- Open new tickets
- View open/closed tickets for your organization
- Post Screen Recordings and Video Recordings to tickets
- View Knowledge Base Articles
- View Product Information
- Report on Ticket Metrics
- Find out the latest NorthStar News; Events; Product Releases

Ticket Priorities

In an effort to assign our resources to incoming tickets as effectively as possible, NorthStar has identified four types of ticket priorities P0, P1, P2 and P3.

PRIORITY 0 - PRODUCTION DOWN
Deemed by NorthStar Team to be Extremely High Priority (Production Only)
Production Down
Complete loss of service
PRIORITY 1 - BUSINESS CRITICAL
Deemed by NorthStar Team to be of high priority as NO workaround exists
Performance issue impacting critical processes
No workaround exists
Examples: Inability to create bills
PRIORITY 2 - MEDIUM TO HIGH BUSINESS IMPACT
Deemed by NorthStar Team to be important; however, workarounds are available
State of Degraded Performance
Workaround exists.
Examples: usability issues; non-critical performance issue; calculation issues
PRIORITY 3 - MINIMAL BUSINESS IMPACT/REQUESTS
Deemed by NorthStar Team to be more general/cosmetic in nature OR Scheduled
Minimal Business Impact
General Product Issues/Questions/Aesthetic Issues/Formatting Issues/Questions on Documentation
Enhancement Requests/Requests for Statement of Work/To be Scheduled items

NOTE: *NorthStar reserves the right to reclassify the priority level at any time if we reasonably believe the classification is incorrect.*

Response Times

Response times will vary and are dependent on the priority of the call. We do our best to ensure that we deal with incoming cases in the order that they are received; however, cases will be escalated based on the urgency of the issue reported.

NorthStar's standard response times are as follows:

Priority 0	Response within 2 business hours
Priority 1	Response within 4 business hours
Priority 2	Response within 8 business hours
Priority 3	Response within 24 hours

Standard Software Releases and Updates

- Defect corrections
- Planned enhancements
- Payroll regulated changes (additional charges may apply)
- Participation in BETA program
- Release notes
- State, Province and/or Federal mandated changes (additional charges apply)

Scheduled Assistance for Updates During Regular Business Hours

- Additional charges apply outside of regular business hours.
- Charges may apply depending on scope of work.

Third Party Support

Standard Third Party Support and Maintenance Services are provided, for those clients with maintenance on 3rd party products, based on the descriptions below. NorthStar provides 1st line support for all 3rd party products listed below and will escalate to the vendor if required. Please note that 3rd party installations & preventative maintenance services are not included as part of your maintenance unless otherwise indicated below.

Microsoft SQL Server

- Initial SQL Server installation & configuration
- Establish database connections to NorthStar database
- Limited troubleshooting and/or repair of database related issues

4Js (3rd Party graphical user interface software)

- Entitlement to new GUI software releases
- Installation and configuration for test and live NorthStar environments
- Limited troubleshooting and/or repair of database related issues

BitStew (As part of the CustomerConnect web portal)

- Installation & configuration for test and live CustomerConnect environments

IBM Cognos (as part of the Reports Anywhere reporting solutions)

- Initial installation & configuration of IBM Cognos for use with Reports Anywhere
- Set up of IBM Cognos license/establishment of connections with the NorthStar software
- Limited assistance in utilizing embedded report writer functionality.
- Updates to IBM Cognos data model which reflect changes in NorthStar database schema due to upgrades
- Limited assistance in locating information within the IBM Cognos data model
- Assistance with existing reports

NOTE: *NorthStar recommends Microsoft SQL Server and supports Microsoft supported versions of the SQL database. Those versions of SQL Server that are no longer supported by Microsoft should no longer be considered supported by NorthStar.*

Billable Support Services

The list below are deemed to be out of scope from our standard Annual Maintenance and Support Agreement. These items may be optionally available as billable services and includes, but may not be limited to;

- Training
- Project management
- Form creation and redesign
- Handheld interface of new interface, setups and changes
- Setup of new services or changes to services (PAP, ACH, etc)
- File imports and exports and interfaces to other applications
- Refresh backups, restores, setting up test areas
- Setup of new printers, printer setup changes
- Custom modifications (reports bills, forms, reversal of customizations)
- Setting up additional companies/agencies/tokens/general ledgers
- Data conversions and global modification to setup table data
- Database maintenance, repairs and optimization (unless specifically listed as a Support deliverable)
- Extended hardware and operating system support
- Upgrades and support of third party software
- Installations and re-installations (workstations, servers)
- Creation of Test databases and environments

NOTE: Modifications to data in the NorthStar database via non-sanctioned NorthStar solutions or partner solutions are strictly prohibited and not supported.

Test Databases & Environments

NorthStar recommends that customers maintain an independent Test environment for testing purposes. This allows customers the opportunity to test fixes, modifications, new business processes and/or scenarios without risking any potentially unwanted changes to the Production (Live) environment. The creation of a Test databases & environments is a billable service, if performed by NorthStar Support post Go-Live.

Rates

Rates are subject to change on an annual basis. Quotations will be provided for all billable services.

Connection Information

1. Direct Tunnel
2. VPN - Example:
    a. Cisco Any Connect
    b. Microsoft VPN
    c. FortiClient
    d. SonicWall Net Extender
    e. Bomgar
    f. Global Protect
    g. Zywall
3. Web:
    a. Citrix
    b. Bomgar Web
    c. Beyond Trust
    d. CyberArk
4. Customer controlled connections:
    a. WebEx
    b. GoToMyPC

How to Contact Us

Existing customers can login to our Customer Hub at:
https://northstarutilitiessolutions.na2.teamsupport.com/login/user

Contacts for Escalations

1. Dawn Ivanochko
   Manager, Support Services
   1-888-847-7747 X2032
   DIvanochko@harriscomputer.com
2. Diane Vieson
   Manager, Support Services
   1-888-847-7747 X2012
   DVieson@harriscomputer.com
3. Jackie Hunter
   Manager, Support Services
   1-888-847-7747 X2038
   JHunter2@harriscomputer.com
4. Karen McKernan
   Vice President, Support Services
   1-888-847-7747 X2744
   KMcKernan@harriscomputer.com

Schedule "E" – Third Party Software Licenses and Third Party Software Terms

THIRD PARTY SOFTWARE LICENSES FOR COGNOS

For the purposes of this Agreement, "Third Party Software" is considered to be the IBM/Cognos ("Cognos"_ sold by NorthStar as OEM partner of IBM/Cognos and which is further defined below.

COGNOS END-USER LICENSE TERMS

IMPORTANT READ CAREFULLY: You have installed, accessed or downloaded a Cognos software product ("Software"). Your use of this product is governed by the following terms. You can agree to those terms by clicking on the boxes indicated below. If you do not agree with them, click on the appropriate box.

All references to COGNOS are to COGNOS INCORPORATED and its authorized subsidiaries and distributors worldwide. For more information concerning COGNOS contact the organization providing you with this software or visit the COGNOS website at www.cognos.com.

1. GENERAL - These terms govern the license by you of this COGNOS Software program, including all related user manuals and documentation, whether provided to you in physical or electronic form.

2. LICENSE- COGNOS grants you a non-exclusive, non-transferable license to use the Software for the purpose(s) for which it was provided to you. Any upgrade or new release of the Software is also subject to the provisions of this Agreement. You will not distribute or make the Software available to any other party.

3. SUPPORT - Support is available through the organization that provided you with the Software.

4. PROPRIETARY RIGHTS - All title in and rights to the Software (including any copyrights) remains exclusively with COGNOS. The rights of COGNOS are protected by local laws and International treaties. You will not decompile, disassemble or otherwise reverse engineer the Software.

5. WARRANTY - COGNOS warrants that: (a) for a period of thirty (30) days following the initial delivery/download/access of the Software, or of any new release of the Software, to or by you, the Software will perform in conformity with its related documentation, and (b) the media on which the Software is provided, if applicable, is free from defects in materials and workmanship under normal use. Subject to applicable law, all other warranties or conditions express, implied, or otherwise, are excluded. Your only remedy against COGNOS if this warranty is breached will be, at the option of COGNOS: (a) to repair or replace the Software or (b) to refund the amounts paid in respect of the defective Software. This remedy is void if you misuse the Software contrary to its related documentation.

6. LIMITATION OF LIABILITY - COGNOS will not be liable to you for any special, indirect, incidental, consequential or exemplary damages, including costs or legal expenses, in connection with the supply, use of performance of the Software, even if it is aware of the possibility of the occurrence of such damages. In certain jurisdictions the foregoing limitation may not be effective, in which case the applicable law will prevail.

7. INTELLECTUAL PROPERTY INDEMNIFICATION - COGNOS will indemnify, defend and hold you harmless against any claims, legal actions, losses and other expenses arising out of or in connection with any claims that the Software infringes or violates any intellectual property right of any third party ("Claim"), on the condition that COGNOS has sole control of the defense and negotiations for its settlement or compromise. The sole obligation of COGNOS to you in this regard will be to (a) obtain for you the right to use the Software, or (b) replace or modify such Software so that it is no longer subject to a Claim, but performs the same functions in an equivalent manner.

8. TERMINATION - If you breach any of these terms, COGNOS may terminate your license to use the Software and on receipt of notice to that effect from COGNOS, you will destroy all copies of the software in your possession and purge it from your system.

9. EXPORT CONTROLS – The Software may not be downloaded, transmitted or otherwise exported or re-exported except in compliance with applicable statutes or regulations relating to the country of destination, or to the users or the use of the Software. By downloading or using this Software you are representing and warranting that you are not located in, under the control of, or a national or resident of any such embargoed country or on any such denial list. In addition, you are responsible for complying with any local laws in your jurisdiction which may impact your right to import, export or use the Software, and you represent that you have complied with any regulations or registration procedures required by applicable law.

10. U.S. GOVERNMENT RESTRICTED RIGHTS - The Software provided to the government of the United States of America, its agencies or instrumentalities ("U.S. Government") is provided with RESTRICTED RIGHTS. Use, duplication or disclosure by the U.S. Government is subject to the restrictions in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013, or subparagraphs (c) (1) and (2) of the Commercial Computer Software - Restricted Rights at 48CFR52.227-19, as amended or applicable, or such other applicable rules and regulations that provide COGNOS with the same or greater protection. The manufacturer of the Software is Cognos Incorporated, 3755 Riverside Dr., Ontario, Canada.

11. APPLICABLE LAW - This Agreement, and any matters relating to it, will be governed, construed and interpreted in accordance with the local laws applicable where you are located.

If you have any questions regarding this License or the Software, please contact the Cognos office nearest you.

Cognos Corporation
15 Wayside Road, Burlington, MA 01803-5165, USA
Cognos Incorporated
3755 Riverside Drive, P.O. Box 9707, Station T, Ottawa, Ontario K1G 4K9, Canada
Cognos Limited
Westerly Point, Market Street, Bracknell, Berkshire RG12 1QB, U.K.
Cognos Pty. Limited
110 Pacific Highway, 3rd Floor, St. Leonards, NSW 2065, Australia

NORTH|STAR™
UTILITIES SOLUTIONS

Town of Castle Rock
Statement of Work

NorthStar Utilities Solutions
1-844-888-9904 or 613-696-0127
info@northstarutilities.com
1 Antares Drive, Ottawa,
Ontario, Canada, K2E 8C4

TABLE OF CONTENTS

1 Introduction 3
2 Service Description 4
3 Project Delivery & Implementation Approach 7
4 Project Management Methodology 18
5 Data Extract & Conversion Considerations 19
6 NorthStar Training Approach 21
7 Service Deliverables Acceptance Process 22
8 Change Order Process 23
9 Roles & Responsibilities 24
10 Project Assumptions 28
11 Fees and Payments 31
12 Document Acceptance and Signoff 33
13 Appendices 34
13.1 NorthStar Hardware Requirements 34
13.2 Sample Risk Register Report 35
13.3 Town of Castle Rock Rates 36

1 INTRODUCTION

Town of Castle Rock hereafter referred to as "Castle Rock" is seeking to implement the NorthStar Customer Information and Billing System (NorthStar CIS) solution to replace its current legacy solution from DataWest.

Castle Rock and NorthStar, an unincorporated division of N. Harris Computer Corporation, have proposed a joint team to collaboratively design, develop, and implement the NorthStar CIS and select optional add-on modules. The system will be implemented using a combination of resources from both organizations. This Statement of Work ("SOW") shall be subject to the terms and conditions of the Master Agreement between Castle Rock and NorthStar. These agreements are effective March 3, 2021 by and between NorthStar and Castle Rock and are hereby incorporated by reference. In the event of a conflict between this SOW and the Harris Master Agreements, the Harris Master Agreements shall control. To the extent a capitalized word is used in this SOW, should it not be properly defined herein, then it shall have the meaning attributed to it in the Harris Master Agreements.

1.1 Objective

This SOW defines the work to be performed by NorthStar and Castle Rock for the project. This SOW includes a scope definition, high-level timeline, fees, and other terms and conditions specific to the services requested by Castle Rock. "The Engagement" shall mean the performance by NorthStar of the services described in this SOW.

NorthStar CIS is an off-the-shelf software product that can be configured to follow many common business processes within a utility. Software configurations have been specifically identified in section 2.2.3 of this SOW as the implementation services. Any configurations not included in 2.2.3 are not considered in scope. Castle Rock expects that the software will perform substantially in accordance with standard product functionality.

Changes to this document shall be made through a Change Management Process as described later in this SOW.

2 Service Description

2.1 Project Purpose

The purpose of this project is to provide Castle Rock with NorthStar's suite of software solutions to help modernize Castle Rock's business processes.

Castle Rock's primary drivers for this project include;

- Improve customer relations
- Reduce manual processes and increase productivity
- Improve internal processes by automating menial tasks
- Reduce paper-based workflows
- Improve integration with other systems
- Select and implement a supportable solution
- Improve customer engagement
- Take advantage of newer technology

2.2 NorthStar Implementation Areas within Scope

The details below outline the specific core functionality, additional modules, and services to be delivered.

2.2.1 Services in Scope

The following service type will be configured within the NorthStar software:

- Water including four (4) water budget tiers and service charges
- Sewer
- Stormwater
- Renewable Water

2.2.2 Modules

The following NorthStar software modules will be installed and configured as part of the project scope:

- NorthStar CIS (25 Concurrent named users)
    - Includes cashiering and backflow functionality
- NorthStar mCare (10 Concurrent named users)
- Harris SilverBlaze (web portal)
- NorthStar eDocs
- NorthStar BI
    - Reports Anywhere (RAW)
    - Executive Information Systems (EIS)
- NorthStar REST API (Qty 1)

2.2.3 Integrations

The following integration requirements with 3rd parties have been identified as part of the project. During the Planning Phase, NorthStar will conduct an integration workshop which will produce a detailed *"Integration Design"* document.

VENDOR	SYSTEM	FORMAT	DIRECTION		METHOD
Navaline	Financials – GL	Flat-file	One-way	Outbound	FTP/SFTP
InfoSend	Bill Print & Mail	Flat-file	One-way	Outbound	FTP/SFTP
UMB	Bank lockbox	Flat-file	One-way	Inbound	FTP/SFTP
Wells Fargo	Bank payments, pre-auth & ACH	Flat-file	Two-way	Inbound & Outbound	FTP/SFTP
Invoice Cloud	Payment Processing & IVR	Web services	Two-way	Inbound & Outbound	Whitelisted Public IP
Sensus	AMR	Flat-file	Two-way	Inbound & Outbound	FTP/SFTP
E-trakit	Permitting	Flat-file	One-way	Outbound	FTP/SFTP
WaterPlus	Bulk Station Metering	Flat-file	One-way	Inbound	FTP/SFTP

2.3 NorthStar Implementation Areas Out of Scope

Anything in this section or not listed in the above "Areas within Scope" is considered out of scope for this SOW. Specific items that are currently out of scope of this engagement include:

1. Requirement Items within any prior NorthStar proposal where the response was "Not Available", optional, or references it as a responsibility of Castle Rock (unless stated otherwise within this SOW).
2. Activities associated with organizational change management. This is the people side of change management that includes managing the effect of new business processes, changes in organizational structure or cultural changes within an enterprise.
3. Any modifications to NorthStar software or integrations to other Castle Rock software other than previously identified in 2.2.3.
4. Additional user training if deemed required above contracted training hours.
5. Creation of user-specific documentation. Castle Rock will receive Microsoft Word format versions of NorthStar's standard user guides.
6. Single Sign-on authentication with another web portal other than Paymentus or Invoice Cloud.
7. Custom modifications to any of the NorthStar / Harris systems.
8. Data migration of passwords from legacy web portals.
9. Supporting third party integration of the SilverBlaze login screen.
10. Display of 15 minute interval data in SilverBlaze.
11. Training of Castle Rock's customers on SilverBlaze.
12. SilverBlaze Go-Live cutover taking place during regular business hours. If the customer requires a Go-Live on a weekend or weekday evening outside of business hours, a change order for the overtime work may be required.
13. Auto pay (PAP) data migration.

3 Project Delivery & Implementation Approach

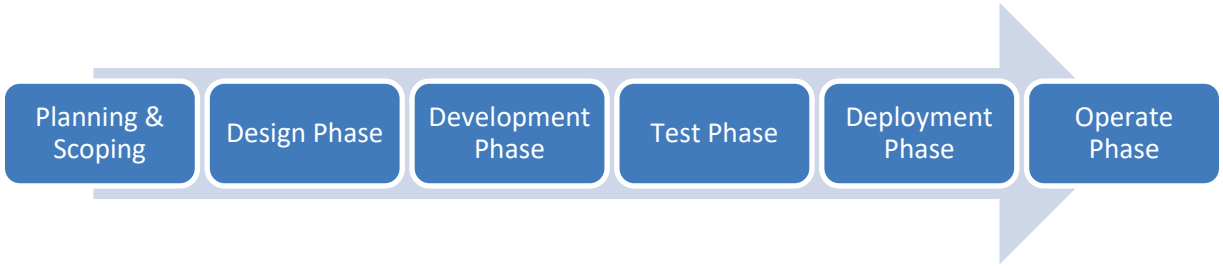
To ensure the successful implementation of the NorthStar solutions, NorthStar will leverage industry best practices and over 40 years of experience in successfully implementing similar projects for similar utilities, based on the following guiding principles:

- Promote and foster Castle Rock ownership of solution,
- Establish and maintain consistent and regular communication with Castle Rock,
- Ensure that project teams adopt a collaborative approach that follows project management principles and is measurable, tracked and proactively managed to ensure no surprises, and
- Seek opportunities to proactively manage Castle Rock investment and time commitments while still achieving engagement objectives.

3.1 Project Delivery Model & Timeline Overview

The estimated duration of this engagement is approximately – 10 months.

The project will be implemented through the following phases and key activities:



3.2 Phase 1: Planning & Scoping

Key Activities : • **Project Plan** • **Project Kickoff & Planning** • **Deployment and Configuration Checklists**	**Project Plan and Project Kickoff:** • The project kick off meeting includes the NorthStar Project Team and Castle Rock Core Team. It is an opportunity for both parties to review the statement of work, discuss the project timeline, assign roles and responsibilities and identify any project risks to finalize the project plan and governance. **Deployment and Configuration Checklist:** • Castle Rock will be provided with a Deployment and Configuration Checklist for Harris SilverBlaze as part of the project kick off, which is required to be completed by Castle Rock in full, prior to the installation of software. • An overview session of Harris SilverBlaze is held with the core project team at the beginning of the project's kick-off phase.

	As part of the session, NorthStar will provide a walk-through of basic product functionality and guide the completion of the Deployment and Configuration Checklist. **Deliverables:** • **Project Plan –** Including work breakdown structure, issues and risk log, communication and project governance plan**.** • **Deployment and Configuration Checklist –** Castle Rock will return the completed Harris SilverBlaze checklists which will guide the SilverBlaze deployment and configuration.

3.3 Phase 2: Design

Key Activities: • **Discovery Design Workshops** • **System Installation** • **System Configuration**	**Discovery Design Workshops:** NorthStar will conduct remote workshops with Castle Rock's Core Team: • **Business Process** – Remote sessions over a five (5) day period to review current business requirements and processes in order to determine future processes, required modifications, and core configurations. Upon completion of this workshop a discovery document will be presented to Castle Rock for sign off. This document will be the basis for Castle Rock's future use of NorthStar. • **Data Mapping** – Remote sessions will be conducted with Castle Rock over a three (3) week period. Led by the Technical & Conversion Lead, these sessions will map the data between the DataWest and NorthStar systems. Upon completion of this workshop a Data Mapping document will be presented to Castle Rock for sign off. This document will be the basis for the development of the conversion program. • **Integration** – Remote sessions will be conducted with Castle Rock over a three (3) week period. Led by NorthStar working with the Castle Rock Team and third party vendors, these sessions will allow NorthStar to develop functional requirement documents for integrations. As with the previous workshops, these requirements documents will be submitted to Castle Rock for review and sign off. **System Installation:** • **Prerequisites:** ○ Castle Rock has procured and installed all required hardware and software

	○ Complete Harris SilverBlaze Deployment and Configuration Checklists • Install NorthStar CIS within Castle Rock's on premise environment. • Install add ons, including; SilverBlaze, mCare eDocs, RAW and EIS to new servers within Castle Rock's on premise environments and direct to the NorthStar CIS instance. • **System Configuration:** • **Prerequisite: Completed Business Process workshop** • **System Configuration Workshop** – Remote sessions over a ten (10) day period in order to configure NorthStar software to support Castle Rock's business objectives**.** • Peripheral devices such as c**heck scanners, receipt printers and credit card terminals** will be configured as part of the standard NorthStar configuration. **Deliverables:** • **Solution Design Workbook:** ○ System parameters requirements. ○ Data mapping. ○ Functional specifications for interfaces. • **Solution Design Workbook Sign Off** • **Installed and Configured Staging Environment - will be used throughout the project** for development, training and testing and will become the Live environment

3.4 Phase 3: Development

Key Activities: • **Data Conversion** • **Development of Integrations**	**Data Conversion:** • **Prerequisites:** ○ Complete data mapping document. ○ Castle Rock to provide DataWest system data extract. • NorthStar will load the converted data into the Castle Rock on premise environments as per Section 5. **Development of Integrations:** • **Prerequisite:** Complete functional specifications for interfaces • NorthStar will work with 3rd parties and Castle Rock as required to develop integrations listed in Section 2.2.3. **Deliverables:** • Data validation tracking document.

	• Data validation guide. • Data validation testing readiness acceptance. • Interface testing readiness acceptance.

3.5 Phase 4: Testing & Validation

Key Activities:
• **NorthStar Data Validation**
• **Functional Acceptance Testing**
• **Core Team Training**
• **Solution Validation**
• **Reports Anywhere Training**
• **SilverBlaze & mCare Coaching and Training**
• **SilverBlaze & mCare User Acceptance Testing**
• **User Acceptance Testing**
• **End User Training**
• **Go/No Go Criteria Planning**
	NorthStar Data Validation:
	• **Prerequisite:** Delivery of initial data cut.
	• Castle Rock will validate the data conversion through comparison of NorthStar system data to DataWest system data. There will be a number of activities to support this:
	  ○ **Navigation Training** – Remote sessions over a three (3) day period to provide Castle Rock's Core Team with the skills required in order to complete the validation.
	  ○ **Data Validation Training** – Remote sessions over a three(3) day period to familiarize Castle Rock with the tools to identify and track the elements which must be validated as well as begin data validation activities.
	  ○ **Data Validation Testing** – Client led validation activities over a four (4) week period, supported by NorthStar who will be dedicated to reviewing day-to-day progress, identifying any new issues, and ensuring the Core Team is prepared for next steps.
	
	Functional Acceptance Testing (FAT):
	• **Prerequisites:**
	  ○ Data validation complete.
	  ○ Interfaces in place.
	• NorthStar will test core functionality using a subset of Castle Rock's customer accounts using converted data.
	• Confirm NorthStar core functionality using a subset of Castle Rock's customer accounts using converted data.
	• Validated testing criteria will be used to determine if the testing phase is complete and the system is ready for the next cycle of testing.
	• Data conversion is an iterative process and will require fixes throughout all testing phases based on the outcomes of each testing phase.
	
	Core Team Training:
	• **Prerequisite:** Functional acceptance testing complete.

- Remote sessions over a ten (10) day period.
- This training will prepare the Core Team for the testing documented. Beginning with basic functions such as account management, service order management and Inventory management, training will progress through the more complex functions such as billing, credit and collections, and payment processing.

Solution Validation:

- **Prerequisite:** Core Team training complete.
- NorthStar will provide Castle Rock with site-specific, generic test plans.
- Conducted over a four (4) week period.
- Testing will include all defined processes, interfaces and add-ons.
- Castle Rock will use the NorthStar ticket tracking system to log any issues encountered.
- Castle Rock will have four (4) weeks to complete the necessary testing with remote support from NorthStar.

Reports Anywhere (RAW) Training:

- Report consumer training – IBM Cognos connection orientation for users who will be running RAW reports.
- Report creator training - Introduction to IBM Cognos report writing.

SilverBlaze & mCare Coaching and Training:

- mCare training will be conducted remotely over a four (4) day period. Day one will entail a configuration review and administrator training. The additional days will be broken down based on subject matter requirements for dispatch operations, field operations, and office clerks.
- For Harris SilverBlaze, User Acceptance Testing (UAT) coaching sessions will be held after NorthStar has completed the configuration and testing of the SilverBlaze. The objective of the sessions is to reveal the configurations of SilverBlaze produced based on the Deployment and Configuration Checklists. Additionally, sessions will introduce Castle Rock to the documentation and tools used for UAT, allow for questions to be asked, and be a precursor to UAT's completion and acceptance sign-off by Castle Rock.
- SilverBlaze Administrator training sessions will introduce Castle Rock to administrative features and functions available with

both applications. Sessions are held with those users who will be responsible for:

- Administration of users.
- Maintaining / updating SilverBlaze content.

SilverBlaze and mCare User Acceptance Testing:

- NorthStar will provide standardized test plans related to both systems that will be adjusted to reflect Castle Rock's current service offerings, but this will not reflect Castle Rock's specific processes and business rules. Upon completion of testing, Castle Rock will submit signed copies of the UAT scripts confirming all areas of the SilverBlaze and mCare applications have been successfully reviewed as a prerequisite for NorthStar to schedule Go-Live activities.
- Castle Rock will continue to use the NorthStar ticket tracking system to log any issues encountered.
- During the Solution Validation testing phase, Castle Rock will have two (2) weeks to complete the initial round of User Acceptance Testing. During that period, NorthStar will work with Castle Rock to remediate all priority 1 issues. Castle Rock will then have one (1) week of final testing prior to scheduling Go-Live.

NorthStar will assist Castle Rock to augment its training program; however, the assessment of whether an adequate level of knowledge has been achieved, creation of any testing tools or documentation, and employee testing support is the responsibility of Castle Rock. Should Castle Rock deem that any additional training or training support is required, a change order will be issued for additional services.

User Acceptance Testing (UAT):

- **Prerequisites:**
  - New data extract and conversion
  - Completion of Solution Validation
- Complete end to end testing for confirmation of system readiness. *Completion of UAT will result in a code freeze. No further updates will be made to the NorthStar software or conversion program.*
- Castle Rock will continue to use the NorthStar ticket tracking system to log any issues encountered.
- Castle Rock will have two (2) weeks to complete the necessary testing with remote support from NorthStar.

If a project delay is encountered due to external factors outside of NorthStar's control and testing needs to extend beyond the six (6)

	week window for Solution Validation and UAT testing outlined above, NorthStar and Castle Rock will analyze the results of this external factor on the project timeline to determine if there is a need for a change request to reflect a substantial change to the project plan, budget, or timeline. **End User Training:** • **Prerequisite:** UAT sign off. • Conducted remotely over a ten (10) day period. • End user training will be provided to all Castle Rock users upon completion of UAT. • A training plan will be developed collaboratively with Castle Rock to ensure that each user is provided with the skills they need when they need them. • Training is presented through multiple sessions grouped by functional area to allow Castle Rock to target required skills to complete daily tasks. **Go/No Go-Live Planning:** • Castle Rock will assist NorthStar in the construction of Go/No Go criteria. These criteria shall be used to determine whether or not to proceed to Operate Phase. Criteria shall be measured on a minimum of a weekly basis starting no later than the commencement of User Acceptance Testing. When all criteria are met, Castle Rock shall issue formal signoff to proceed with the Cut-Over Plan to production. **Deliverables:** • Two (2) Data extracts and conversions. • Data validation signoff. • Solution validation signoff. • User acceptance testing signoff. • End User training schedule signoff. • End User training delivery signoff. • Go/No Go-Live criteria documentation & signoff.

3.6 Phase 5: Deployment

Key Activities:
• **"Day in the Life" Processing**
• **Go-Live Planning Activities**
	During the Solution Deployment phase, work is done which re-creates the key business functions of the DataWest system to ensure Castle Rock readiness on the Live system. By this phase, users are able to walk through the business processes independently.
	
	"Day in the Life" Processing:
	Unique business processes are recreated in NorthStar applications.
	• **Prerequisites:**
	  ○ UAT Signoff.
	  ○ End User Training complete.
	  ○ New data extract and conversion.
	• Conducted remotely over a two (2) week period.
	• With the support of the Core Team members, Castle Rock will re-create daily business tasks, as well as other key business functions from the DataWest system in the NorthStar systems.
	• NorthStar will develop tools to load readings, payments, and billing data from the DataWest system into the NorthStar CIS to facilitate the comparison of DataWest data to NorthStar CIS.
	• Castle Rock will continue to use the NorthStar ticket tracking system to log any issues encountered.
	• At the end of "Day in the Life" testing, Castle Rock will prepare for Go-Live activities.
	
	Go-Live Readiness:
	• **Prerequisite:** Go/No Go criteria has been finalized.
	• The NorthStar Project Manager will develop a Cutover plan throughout the life cycle of the project in preparation for a final transition to Live. This plan details the steps and responsibilities for NorthStar and Castle Rock to production environment.
	
	Deliverables:
	• One (1) data extract and conversion.
	• Testing DataWest system validation tools.
	• Go-Live plan & sign off.

3.7 Phase 6: Operation/Project Close Out & Evaluation

Key Activities
• **Go-Live Cutover**
• **Post Go-Live Support**
• **Transition to Support**
	Go-Live Cutover:
	• **Prerequisites:**
	  ○ Testing complete.
	  ○ Go-Live Plan complete.
	  ○ Sign-off on all previous phases.
	• Castle Rock will provide the final data extract from the DataWest system and NorthStar will perform the final data conversion.
	• NorthStar will perform the tasks required to switch the staging environment used throughout the project to the Live system.
	
	Post Go-Live Support:
	• Castle Rock Core Team and NorthStar will provide dedicated support on the Sunday of the Go-Live weekend and during the first week of Go-Live.
	• NorthStar will provide remote support for an additional three (3) weeks post go-live, for a total of four (4) weeks.
	• The NorthStar Team will assist Castle Rock throughout the post Live implementation phase to identify and respond to any needs and concerns.
	• During the post Go-Live period, NorthStar will provide remote and online support to ensure a smooth transition to NorthStar Support.
	• During the post Go-Live period, NorthStar will install the CIS Test system within Castle Rock's on premise environment.
	• NorthStar will install add ons including; SilverBlaze, mCare eDocs, RAW and EIS within Castle Rock's on premise test environments and direct to the NorthStar CIS instance.
	• Project Managers will review project deliverables and confirm project close out and services acceptance. This will include a project evaluation and post Go-Live survey.
	
	Transition to Support:
	• The NorthStar team will have first engaged NorthStar Support during UAT.
	• Upon completion of the four (4) weeks of post Go-Live support, Castle Rock will be transitioned from the NorthStar Project Team to the NorthStar Support Team.
	• Castle Rock will continue to use the NorthStar ticket tracking system to log any issues encountered.
	
	Deliverables:
	• Final Data Extract and Conversion
	• Live NorthStar environment
	• Creation of Test environment

	• Support transition documentation • Project evaluation survey • Project acceptance signoff

3.8 Project Planning: Additional Timeline Considerations

There are a number of factors to be considered that may have an associated unplanned increase in effort and will, therefore, impact the project schedule. These factors are typically not determined until project kick-off and will be a key input into determining the final Go-Live date.

These may factors include:

- Data:
  - Data clean-up (if required) by Castle Rock
  - Volume of data – Consideration needs to be given to the amount of historical data required and how long it will take to obtain the data.
- Peripherals:
  - If Castle Rock has special print handling – paper source, special commands, etc. -- this will create additional effort.
  - An increase or replacement of equipment coinciding with the implementation
  - Availability of and access to third party-vendors regarding interfaces
- Installation and set-up of Castle Rock on premise technical environments.

4 Project Management Methodology

The NorthStar **Project Management** section defines how engagements will be successfully managed.

Following are the areas covered within NorthStar's Project Management Methodology as well as its key artifacts:

- **Communication/Status Management** aimed at establishing internal and external communications as well as monitoring and communicating engagement status and effort spent.
  - Project Status Report, Project Touch-Point, NorthStar Internal Engagement Reviews
- **Relationship Management** aimed at measuring the pulse of Castle Rock and partners.
  - Executive Touch-Point, Post-Project Survey, NPS Survey
- **Work Management** to capture and monitor effort, cost and work to be performed
  - Work Breakdown Structure (WBS), TeamSupport – NorthStar On-Line Issue Management Solution
- **Scope Management** for defining and controlling project scope
  - Change Control Process, Change Control Log
- **Risk Management** to support understanding, mitigating, tracking and monitoring risks
  - Joint Castle Rock/NorthStar Risk Register
- **Deliverable/Acceptance Management** to ensure that expected deliverables are delivered and accepted as planned
  - Acceptance Process, Acceptance Criteria
- **Financial/Contract Management** aimed at monitoring project financial health

A NorthStar Project Manager acts as the lead for the project and has the overall accountability for project success and on-time and on-budget delivery. The project teams will report directly to the NorthStar Project Manager.

The NorthStar Project Manager is accountable to:

1. Conduct regular internal project meetings to ensure that all aspects of the project are understood by the NorthStar team and that progress and risks are properly reported and managed,
2. Conduct regular project meetings with Castle Rock and ensure that the appropriate resources from the NorthStar team are included,
3. Review project status, schedule, risks, resources as well as any other issues that may affect the success of the project, and
4. Ensure that all areas of the NorthStar Project Management Methodology are executed.

5 Data Extract & Conversion Considerations

Data conversion is one of the most important aspects of a successful implementation. Understanding and verifying data through the iterations is required to ensure on-time and on-budget delivery and overall project success.

NorthStar will assign a Technical Conversion Lead who will act as the primary resource involved with converting data from the existing systems to NorthStar and who will work with the project team to ensure success.

The extraction of the data from DataWest will be performed by Castle Rock and/or DataWest. Castle Rock is responsible for validating the converted data. Best practices requires four (4) full data extracts and conversions to be scheduled and executed.

Throughout the implementation, if new data conversion requirements are found, a project change order will be created, and the timeline may be adjusted.

If additional data conversions are required, they will be negotiated through the change order process.

Conversion specifications - NorthStar and Castle Rock will work cooperatively to identify the correct logic to apply in converting Castle Rock's data to the NorthStar CIS. NorthStar will convert up to five (5) years of history plus the current year of information.

This information includes:

- Account and Customer Information, including identification, contact information, and addresses.
- Account, customer, and premises notes or comments - Note that these can be associated with either the account or the premise, but not with both
- Credit event history and account credit scores, if provided.
- Service information, such as metered rates, classes, start and stop dates, and non-consumption related rates.
- Payment arrangements and preauthorized payment information and equal billing/payment plan data.
- Meter information including the type of meter, the associated units of measure, key dates, and status.
- Transaction history, including financial data broken down by service (i.e. water, sewer, etc) where possible.
- NorthStar's alerting functionality will be used to convert account flags to indicate special circumstances and indicators on accounts. For example, consumption, infrastructure, HOA.
- Backflow data XC2 will be migrated into NorthStar core tables and made available through the NorthStar screens.

Conversion Items Out of Scope:

1. Any data conversion work that deals with record sets of 50 or fewer needs to be manually entered or adjusted by Castle Rock. Examples might include life support flags or tax exempt flags on accounts.

2. Any data conversion programming work where there is no possible clear applicable programming logic. These records may need to be manually edited after the conversion is complete. This would include any data not currently stored in the tables of the DataWest system and any data not required in NorthStar and that have no logical place in NorthStar tables to put the data in.
3. A data mapping plan will be provided, but creating user-specific data mapping documents for Castle Rock use is out of scope.
4. Converting transaction history for more than five (5) years of data.
5. Miscellaneous receipts.
6. Existing service orders and contact history in the DataWest system.
7. Letter history or PDF and Word documents related to customers will not be converted.
8. Deferred Accounts Receivable history, deferred Accounts Receivable by service type
9. Statistics maintenance & history.
10. Cashiering batches, meter reading batches, billing journal batches and any other in progress journals. All transactions should be posted by Castle Rock prior to any conversion activity taking place. Work in progress, such as a billing batch that has been calculated but not updated, will not be converted to NorthStar's journals. The billing journal would have to be recreated in NorthStar.

6 NORTHSTAR TRAINING APPROACH

Starting with exposure to the software during Discovery Workshops in the Design Phase and ending with working in parallel with the DataWest system during the Deployment Phase, each training activity is designed to assist the users in becoming increasingly knowledgeable and proficient in NorthStar software. NorthStar believes it is extremely important for Castle Rock to be trained with its own data and in its own environment so all training will utilize Castle Rock's new environment through a combination of teaching and hands-on activities. The goal is for users to become self-sufficient in working through their business processes by the Deployment Phase.

As noted above in Section 3, multiple training sessions will take place throughout the course of the project:

- Navigation & Data Validation Training – Provided at the initiation of the Testing & Validation phase, this enables the Core Team to validate the data conversion.
- Core Team Training – Completed prior to Solution Validation Testing, this provides the Core Team with comprehensive training on NorthStar navigation and standard processes.
- Reports Anywhere Training – Provided at the end of Solution Validation, this training is directed at both report Consumers and report Creators, including a hands-on workshop with report Creators to assist them with the development of their own reports.
- NorthStar mCare Training – Provided at the end of the Testing & Validation phase, this training is directed at Customer Service and Field Service Representatives, Dispatchers and System Administrators.
- SilverBlaze Coaching – Around kick-off, NorthStar will provide an overview session of the application. During Solution Validation, coaching will be provided on the configured SilverBlaze environment to prepare for User Acceptance Testing, and separate SilverBlaze and mCare training will be provided on how to administer the system.
- End User Training – Provided at the end of the Testing & Validation Phase, and based on a training scheduled developed in conjunction with Castle Rock -- this prepares all resources to begin using NorthStar applications to accomplish day-to-day tasks.

7 Service Deliverables Acceptance Process

If applicable, at specified milestones throughout the engagement, NorthStar will deliver completed service deliverables ("deliverables") for review and approval. To ensure the project is not unduly delayed, and where applicable, service deliverables shall be reviewed within ten (10) business days from the time of submittal for acceptance or mutually agreed upon time frame. After the ten (10) day notice period or mutually agreed upon time frame, use or partial use of any service deliverable will constitute acceptance of that service deliverable. Feedback supplied after the review period will be evaluated as a potential change of scope and shall follow the Change Order Process.

The service deliverable acceptance process is described below:

- **Submission of Deliverables** - The NorthStar Project Manager, or his/her designee, will prepare a deliverable acceptance form for the various phases of the project and submit it to the designated Castle Rock representative for consideration. Castle Rock sign off will be required for the following phases of the implementation:
  - Data Validation
  - System Configuration
  - Custom Modifications & Integrations Delivery
  - Acceptance Testing
  - Production Readiness
  - Final Project Acceptance

- **Acceptance / Rejection** - After reviewing, Castle Rock will either accept the service deliverable (by signing and dating the Service Deliverable Acceptance Form) or will provide a written reason for rejecting it and will return the Service Deliverable Acceptance Form to the NorthStar Project Manager.

- **Correction of Service Deliverables** - NorthStar will correct in-scope items identified with the service deliverable. NorthStar will submit a schedule for making changes to the service deliverable within two (2) business days of receiving a rejected Service Deliverable Acceptance Form. Once NorthStar corrects all previously identified in-scope issues, the service deliverable will be substantially reviewed by Castle Rock within ten (10) business days for approval.

- **Monitoring and Reporting** - The NorthStar Project Manager will track service deliverable acceptance. Updates on service deliverable acceptance will be included in the status report and discussed in the status meeting. Service deliverable acceptance issues that cannot be resolved will be escalated.

8 Change Order Process

NorthStar will maintain the formal documentation denoting agreed upon changes. Castle Rock and NorthStar may propose changes for services falling outside the scope of services described herein. The change control form must be used for all change requests. A sample Change Order form can be found in Appendix 13.3. NorthStar shall have no obligation to commence work in connection with any change until the fee and schedule impact of the change is agreed upon in a written change control form signed by the designated representatives from both parties which fees shall be at $220/hour USD, NorthStar's current rate.

Upon a request for a change, NorthStar shall submit the change on our standard change control form, describing the change, including the impact of the change on the schedule, fees, and expenses. The change management process that will be employed is defined below:

- Identify and document proposed change
- Assess impact of proposed change
- Estimate required effort / cost of proposed change
- Submit change control for approval / disapproval
- Communicate change control decision
- If change control is approved:
    - Assign responsibility
    - Monitor and report progress

Within ten (10) consecutive business days of receipt of the change control form (or any other period of time mutually agreed to by the parties), Castle Rock shall either indicate acceptance or rejection of the proposed change by signing the change control form. If the change order is rejected, then NorthStar shall proceed only with the original services and a discussion for a revised change order can commence. In the absence of Castle Rock acceptance or rejection of the change control form, NorthStar will not perform the proposed change.

9 Roles & Responsibilities

NorthStar will structure a team that will facilitate strong project communication and clear accountabilities as well as provide the necessary link with the Research and Development team. Both Sales and Support will be engaged as required – all NorthStar will collaborate and provide any specific skills or resources required to ensure the successful implementation of the proposed solution at Castle Rock.

Below is a chart outlining the roles and responsibilities of Project Team members:

NorthStar Project Team	
Title	**Role**
Executive Sponsor	• Provide overall project support
Project Manager	• Provide project oversight and guidance
Functional & Testing Lead	• Provide solution design • Provide testing support • Perform static system configuration & support configuration activities • Provide application training
Technical & Conversion Lead	• Develop & refine data conversion program • Develop parallel processing tools • Develop custom modifications & integrations • Provide testing support
Environment Architect	• Provide support on technical questions
Castle Rock Project Team	
Title	**Role**
Executive Sponsor	• Senior Level Executive who has accepted ownership of investing in the NorthStar solution and will promote funding and staffing of the project
Business Decision Makers	• Represents the Executive Sponsor and/or leadership team at Castle Rock that have the power to make strategic decisions in relation to the implementation.
Project Manager	• Primary day-to-day contact for the project. • Work with NorthStar Team to plan and coordinate project activities, signs-off project phases, and technical services deliverables and acceptance (i.e. milestone payments)
Database Administrator	• Provide installation & setup services

	• Provide technical support associated with NorthStar installation activities
Core Team	• Acknowledged Subject Matter Experts in their own areas • Responsible for communicating the detailed business requirements and existing business processes to NorthStar • Design business processes and make decisions about the configuration parameters for the CIS installation • Present project requirements and coordinate tasks within each functional area during implementation • Verify initial system setup • Perform acceptance testing and provide sign off on deliverables
End Users	• Responsible for using the finalized business system as designed. • Participate in training sessions upon completion of acceptance testing

9.1 Castle Rock Involvement and Responsibilities

A successful NorthStar implementation project requires that both Castle Rock and NorthStar resources work openly and collaboratively towards a successful implementation. As such, Castle Rock's involvement will be required throughout the implementation of the project. Involvement of key Castle Rock resources ensures the NorthStar solution is developed to meet your specific business requirements and is designed to ensure adoption and acceptance of the new solution.

The factors that will determine the size of Castle Rock's team include the following:

- The level and expertise of each of Castle Rock's project Core Team members,
- The ability of Castle Rock's Project Manager to make decisions regarding the project,
- Whether current job responsibilities will interfere with Core Team responsibilities,
- The amount of business reengineering Castle Rock determines is necessary, and
- The number of personnel Castle Rock will use to run its operations system, which in turn affects the amount of training needed.

Based on NorthStar's experience, it is recommended that Castle Rock be prepared to provide Core Team resources to the project with expertise in the following areas:

- Customer Service,
- Meter Reading,
- Asset Management,
- Billing,
- Payment Processing,
- Credit and Collections,
- Financials, and
- Reporting.

Throughout the life of the project, Core Team members will participate in every phase, honing their skills and developing into the NorthStar experts for their department. These individuals will require dedicated project time. The table below provides an estimated level of effort for each phase.

PHASE	TASK	RESOURCES	CUSTOMER COMMITMENT
Planning and Scoping	Discovery	Business Decision Makers Core Team Interface Owners Conversion Owners	All teams for 5 days, Data and Interface experts for 1 – 2 hrs per day for 3 weeks.
	Data Cleansing	All DataWest System Users	1 - 2 hrs per day for 4 - 6 weeks; dependent on accuracy of DataWest data.
Design	Configuration	Core Team	5 - 10 days - hours per day to be determined
	Interface Development	Interface Owners	2 - 3 hrs per week for 4 - 6 weeks; primarily as liaison with third parties.
Test	Data Validation	Conversion Owners	4 - 6 hrs for new data extract.

		Core Team	3 - 5 weeks to work through first data cut;
	Core Team Training and Initial Testing	Core Team	10 days remote
	Solution Validation	Core Team, Interface Owners	20 days - hours per day to be determined
	UAT	Conversion Owners	4 - 6 hrs for new data extract
		Core Team, Interface Owners	10 days – hours per day to be determined
Deployment	End User Training	All Users	2 - 3 days per user depending on responsibilities
	Parallel	Core Team, Interface Owners	10 days – approximately full-time for all users
		Conversion Owners	4 - 6 hrs for new data extract
	Go-Live	Core Team	Cutover tasks; typically completed on the Sunday afternoon prior to Go-Live
		Conversion Owners	Hours required for data extract and preparation for final cutover

(Note: The involvement required by Castle Rock will be reviewed and validated during the Planning and Scoping Phase of the project to ensure there is a balance between project needs, continued organization needs, and risks. In many cases a single resource may hold multiple project roles.)

10 PROJECT ASSUMPTIONS

The services, fees, and delivery schedule for this engagement are based upon the following assumptions:

10.1 General Assumptions

1. Any items not explicitly identified within this document are considered out of scope. Any changes to those responsibilities and/or deliverables will be considered a change in scope for the engagement. Any proposed change to the engagement scope must be put into written format and be submitted to NorthStar during this engagement for review and consideration.
2. Adoption of new business processes will be required to optimize NorthStar utilization.
3. All documentation provided by Castle Rock and NorthStar shall be up-to-date and accurate, or if that is not the case, advise Castle Rock and NorthStar as such.
4. The NorthStar project is deemed completed once all NorthStar modules within the scope of this engagement have been deployed to the production environment for ninety (90) calendar days and that any Punch List items raised during that period have been resolved and Castle Rock issues the notice of acceptance.
5. In the event Castle Rock requires additional client licensing beyond the twenty five (25) named concurrent users, NorthStar will provide estimates for the additional licenses.
6. All estimates for training and consulting are based on the NorthStar Implementation plan and best practices and our knowledge of utilities of Castle Rock's size.

10.2 Engagement Assumptions

1. This engagement currently has, and will continue to have, the support of senior Castle Rock and NorthStar management, and each party will be assigned sufficient priority with respect to their other projects to ensure its success.
2. Castle Rock and NorthStar will each assign a Project Manager to lead and guide their respective teams throughout this engagement.
3. Castle Rock and NorthStar will each secure the appropriate staff from their teams in a timely fashion in order to discuss or review the various materials produced when required.
4. Castle Rock and NorthStar agree to facilitate any required corporate logistics for the fulfillment of this agreement.
5. Castle Rock and NorthStar will provide access and support from their respective IT Groups and any other stakeholders, as deemed necessary by Castle Rock and NorthStar throughout this engagement.
6. Castle Rock will provide the appropriate remote access to its network, facilities and systems, as may be required to perform activities from one of NorthStar's locations. NorthStar shall abide by all rules and directions of Castle Rock when accessing networks, facilities, or systems.

7. The Castle Rock project does not include any site visits; however, should travel become an option, NorthStar and Castle Rock may revisit the requirement for remote versus onsite for any of the following:
    a. Business Process Review ("Discovery Workshop") – Functional & Testing Lead
    b. System Configuration Workshop – Functional & Testing Lead
    c. Navigation & Validation Training – Functional & Testing Lead
    d. Core Team Training & Solution Testing – Functional & Testing Lead
    e. mCare Training – Functional & Testing Lead
    f. End User Training – Functional & Testing Lead
    g. "Day in the life" Testing – Functional & Testing Lead
    h. Go-Live Support – Functional & Testing Lead

10.3 Conversion Assumptions

1. The data provided by Castle Rock for final conversion will be complete and clean. It is the responsibility of Castle Rock to clean data if deemed required due to the identification of inaccurate entries. The final conversion, at Go-Live, will be included on the Go-Live checklist.
2. NorthStar will work with Castle Rock to ensure the conversion data will be able to be extracted in a format acceptable to NorthStar specifications.
3. Final copying of the database at Go-Live will be performed outside Castle Rock's normal business hours.
4. Deposits on pending accounts (i.e. those not yet active) will not be converted and will need to be manually entered at Go-Live.
5. It is recommended that all notices and service orders scheduled prior to Go-Live are completed in the DataWest system prior to the final data cut.
6. NorthStar Testing tools -- In order to use these tools, Castle Rock will be responsible for creating and providing a DataWest daily cash file and a DataWest billing batch data extract.
7. NorthStar will provide documentation of database relationships between DataWest and NorthStar software in the form of the Data Mapping Plan.

10.4 Custom Modification & Integration Assumptions

1. NorthStar will work with Castle Rock and all third party vendors referenced in Section 2.2.3 to ensure a successful implementation. However, Castle Rock will secure, as required and in a timely fashion, the assistance and cooperation of third party vendors to ensure a successful implementation. A change order may be created if the third party vendor is unavailable or non-cooperative and, as such, results in an impact to the schedule or effort.
2. Third party vendors' solutions are able to provide information required by NorthStar as well as accept information provided by NorthStar.

3. All third party software and hardware products are assumed to perform correctly in Castle Rock's current production environment, in accordance with the appropriate third party vendor's specifications.

4. In addition to the flatfile, SilverBlaze requires individually named PDFs to be uploaded onto Castle Rock's server from BillTrust.

10.5 Technical Assumptions

1. NorthStar will ensure systems interfacing to NorthStar provide data in a format acceptable to NorthStar specifications as documented and agreed upon in the Solution Design workbook.
2. After initial setup, the system/environment will not be modified (no hardware resource allocation changes, no network changes, no server changes) until at least 30 days after Go-Live.
3. All hardware, software, and network components supplied by Castle Rock are working properly and are free of defects and will meet minimum hardware standards provided during the engagement.
4. NorthStar is responsible for providing Testing and Production environment(s). Within one (1) month after the Go-Live cutover, TEST environments will be created within the same servers.
5. Castle Rock will provide appropriate multi-user, remote access, such as a VPN, to its network, facilities, and systems as may be required to perform activities from one of NorthStar's locations. During the implementation, NorthStar requires direct access as required. NorthStar shall abide by all rules and directions of Castle Rock when accessing Castle Rock's network, facilities or systems. NorthStar activities will be done with proper notification.

11 Fees and Payments

11.1 One-time Costs

QTY	DESCRIPTION	COST
	SOFTWARE LICENSING	
25	NorthStar CIS	Harris Guarantee
10	NorthStar mCare	Harris Guarantee
Site	NorthStar BI (RAW & EIS)	10,000
Site	NorthStar eDocs	5,000
1	NorthStar REST API	15,000
	TOTAL SOFTWARE LICENSING	**$30,000**
	PROFESSIONAL SERVICES	
1	NorthStar Professional Services Includes: • Project Management • Business Analysis & Workshops • Implementation • Configurations • Conversion • Integrations • Testing • Training • Go-Live Support	$380,000
	TOTAL PROFESSIONAL SERVICES	$380,000
	TOTAL ONE-TIME COSTS	**$410,000**

11.2 Annual Recurring Costs

QTY	DESCRIPTION	COST
1	NorthStar Annual Maintenance & Support fees	$28,125
1	Harris SilverBlaze Annual Subscription fees	$17,250
	TOTAL ANNUAL RECURRING COSTS	**$45,375**

11.3 Assumptions

1. Estimates are based on typical effort to implement NorthStar software for clients similar to Castle Rock. Actual costs will vary dependent upon factors such as: scope of integrations, data quality and data migration scope, testing requirements, training needs, and resource availability from Castle Rock.
2. Price excludes any applicable taxes, duties and fees.
3. Price does not include travel time, billed at $75/hour, or travel and living expenses, which are billed as incurred. Travel expenses include, but may not be limited to: airfare, transportation, meals, and accommodations.
4. Any additional professional services may be offered at a rate of $220/hour.
5. Proposal is valid for 90 days from date of delivery and will then be considered expired. Project may need to be reassessed and re-quoted to ensure accuracy.
6. All invoices are payable within 30 days.

11.4 Payment Milestones

- Software Licensing:
  - 100% on signing
- Professional Services:
  - 50% on signing
  - 20% on installation of software
  - 20% on move to production environment
  - 10% 30 days post Go-Live
- Maintenance & Support:
  - 100% on installation of software
- Subscription:
  - 100% on signing, then recurring annually on anniversary date

12 Document Acceptance and Signoff

Accepted on this day by:

Town of Castle Rock	NorthStar Utilities Solutions
By: _____	By: Sean Sykes
Name: _____	Name: Sean Sykes
Title: _____	Title: Vice President, Sales & Marketing
Date: _____	Date: March 4, 2021

13 APPENDICES

13.1 NorthStar Hardware Requirements

NorthStar CIS Application & Database Server	
Quad Xeon Processor (required)	Windows 2019 64 Bit
2 x Quad Xeon Processor (recommended)	Wildfly
64GB Memory	Java 8
1000GB 15K (minimum)	SQL Server 2019
1000GB 15K SSD or SSHD (recommended)	VMWare supported
NorthStar CIS Client Computer	
Quad Core CPU (Intel Core2, AMD Phenom…)	Windows 10 (64)
40GB hard drive (or higher)	JRE 8.0
4GB Memory (minimum)	Microsoft Office 2010
8GB Memory (recommended)	
Minimal resolution: 1360 x 786	
NorthStar RAW & eDocs Extension Server	
Dual Xeon Processor	Windows 2019 Standard 64 bit
16GB Memory	VMWare supported
2 X 72GB 15K SAS Drives	
Harris SilverBlaze Extension Server	
Dual Xeon Processor	Windows 2016 Standard 64 bit
32GB Memory	VMWare supported
500GB 15K SAS Drives	
NorthStar mCare Extension Server	
Dual Xeon Processor	Windows 2019 Standard 64 bit
32GB Memory	VMWare supported
500GB 15K SAS Drives	
NorthStar mCare Client Computer	
Recommended Devices: • Apple iPad Mini 4 8" • Apple iPad 5th Gen 9.7" • Galaxy Tab S2 8" • Galaxy Tab S2 9.7” • Surface Pro 4 12.3"	Recommended Device Specs: • Screen Size 8 (~320 ppi density) or 9.7" (~264) (4:3 ratio) • 1536 x 2048 pixels, 4:3 ratio • GPU (required for smooth user experience) • CPU dual-core 1.5 GHz (min 1.33GHz) • 2GB of RAM (min 1.5GB) • Back Facing Camera • LTE or LTE adapter NOTE: GPU and RAM are critical.

13.2 Sample Risk Register Report

Project Name:
Primary Point of Contact
Begin Date:

Project Manager:

Go-Live Date:

Risk #	Risk Description	Project Phase	Anticipated Impact	Probability	Mitigation Plan	Occurrence	Action	Target Completion Date	Revised Target Date	Closed Date	Comments
1	Resource Risk - core team availability for dedicated testing	UAT	Critical	Critical		1/17/2004		5/1/2017	5/4/2017	5/4/2017	

13.3 Town of Castle Rock Rates

13.3.1 Water Consumption Volumetric Rates

Tier 1: This tier is the indoor water use budget. It is calculated by averaging the customer water use during the months of November – February (AWMC). It is reset every March and goes into effect on the April statement. The calculation used for the AWMC throws out the highest read of the 4 months and averages the remaining 3 reads (rounding to the nearest 1,000 gallons based on the standard mathematical rounding methods).

> *For example: A customer used 3,000 gallons in November; 5,000 in December; 2,000 in January; and 6,000 in February. The 6,000 would be thrown out and the remaining 3 reads would be used for the average. This customers AWMC would be 3,000/month.*

The process to calculate and update the AWMC for all customers every year is an automated process performed within BillMaster. New customers with a start date during the AWMC capture period are set to the customer class average for their Tier 1 AWMC.

This tier applies to the following customer classes: Residential, Commercial, and Commercial with Irrigation, Multi Family and Multi Family with Irrigation.

Tier 2: This tier is the outdoor or irrigation water budget. It is calculated by multiplying the customers irrigated area in square feet by the evapotranspiration (ET) factor for each month throughout the irrigation season. The ET factors are recalculated every year using a 7-year average of the local Castle Rock weather patterns. The ET factors are different every month throughout the irrigation season. The ET factors are reset every March and go into effect on the April statement.

> *For Example: A customer has 6,258 square feet of irrigated area and the ET factor for July 2019 was 0.0034715891. (ET is expressed in kgals/square foot). The July 2019 Tier 2 budget for this customer would be 6,258 x 0.0034715891 = 23,000 gallons.*

The 7-year average ET factor is calculated manually in Excel. The new monthly ET factors are then loaded into BillMaster and then an automated process is performed within BillMaster to update the Tier 2 budgets for all customers.

This tier is seasonal and only used during irrigation months (April – October). It applies to the following customer classes: Residential, Commercial with Irrigation, Multi Family with Irrigation and Irrigation only.

Non-residential accounts with irrigation use a different set of ET factors than residential customers. This would require two sets of ET factors.

Tier 3: This is any water consumption exceeding the combined total of the Tier 1 and Tier 2 budgets.

> *For example: A customer's Tier 1 budget was 4,000 gallons and his Tier 2 budget was 8,000 gallons but he used 15,000 gallons. 4,000 would be charged the Tier 1 rate; 8,000 would be charged the Tier 2 rate; and 3,000 gallons would be charged at the Tier 3 rate.*

This tier applies to the following customer classes: Residential, Commercial, and Commercial with Irrigation, Multi Family, Multi Family with Irrigation and Irrigation only.

Tier 4: This tier is a surcharge charged only to residential customers who use over 40,000 gallons in a single month. It is charged in addition to the Tier 3 rate on all water consumption over 40,000 gallons in a single month.

> *For example: A customer's Tier 1 budget was 4,000 gallons and his Tier 2 budget was 8,000 gallons but he used 50,000 gallons. 4,000 would be charged at the Tier 1 rate; 8,000 would be charged at the Tier 2 rate; 38,000 would be charged at the Tier 3 rate; and 10,000 would be charged at the Tier 4 rate.*

This tier applies only to the Residential customer class.

The below chart outlines how the tiers are applied to each customer class.

Irrigation Season (April - October)				
Customer Class	**Tier 1**	**Tier 2**	**Tier 3**	**Tier 4**
Residential	Yes	Yes	Yes	Yes
Commercial	Yes	No	Yes	No
Commercial w/ Irrigation	Yes	Yes	Yes	No
Multi Family	Yes	No	Yes	No
Multi Family with Irrigation	Yes	Yes	Yes	No
Irrigation Only	No	Yes	Yes	No
Non-Irrigation Season (November - March)				
Residential	Yes	No	Yes	Yes
Commercial	Yes	No	Yes	No
Commercial w/ Irrigation	Yes	No	Yes	No
Multi Family	Yes	No	Yes	No
Multi Family with Irrigation	Yes	No	Yes	No
Irrigation Only	No	No	Yes	No

13.3.2 Service Charges

Water Service – This is a fixed monthly charge based on the meter size.
Renewable Water – This is a fixed monthly charge based on the meter size.
Stormwater – This is calculated differently based on whether the customer is a residential customer or a non-residential customer.

Residential: Stormwater is a fixed monthly charge based on the SFE.

Non-Residential: Stormwater is calculated using the total parcel size (in square feet), impervious area and charged per SFE.

> *For Example: A customer's parcel size is 67,455, the impervious area is 80%, the charge is $7.12/SFE and there are 3,255 impervious Sq.Ft./SFE.*

The calculation for this customer's Stormwater charge is: 67,455 x .8 x (7.12/3,255) = $118.02/month
The stormwater charge is calculated automatically for each customer within the BillMaster billing system.

Wastewater: There are two components to the monthly wastewater service charge. A fixed service charge plus a volumetric charge. The fixed service charge is based on the meter size. The volumetric charge is based on the same AWMC that is used for the Tier 1 water budget and is reset every year at the same time the Tier 1 water budget is reset.

> *For Example: A customer has a ¾" meter and an AWMC of four, the fixed monthly service charge is $9.30 and the volumetric charge is $6.59 per one Kgal of the AWMC. Rates are subject to change.*
>
> *The calculation for this customer's monthly wastewater charge is $9.30 + (4 x $6.59) = $35.66*

The process to update all customers' wastewater charge with their updated AWMC is an automated process performed within BillMaster each year. New customers with a start date during the AWMC capture period are set to the customer class average for their wastewater volumetric charge.

13.3.3 Bulk Water

Bulk Water has 2 customer classes (bulk station and bulk hydrant) and each have separate volumetric consumption rates and monthly service charges. Bulk water accounts do not have a tiered rate structure, all water consumption is charged at the same volumetric rate.

The below chart outlines fixed charges applicable for each customer class:

Fixed Charges				
Customer Class	**Water Service**	**Renewable Water**	**Stormwater**	**Wastewater**
Residential	Yes	Yes	Yes	Yes
Commercial	Yes	Yes	Yes	Yes
Commercial w/ Irrigation	Yes	Yes	Yes	Yes
Multi Family	Yes	Yes	Yes	Yes
Multi Family with Irrigation	Yes	Yes	Yes	Yes
Irrigation Only	Yes	Yes	No	No
Bulk Hydrant	Yes	Yes	No	No
Bulk Station	Yes	Yes	No	No

13.3.4 Extra Territorial Agreements

Extra-territorial agreements require rates to be charged in excess of 100% and would only be applicable to a small subset of accounts. The calculations as shown above would be the same only for a different rate.

For Example: Castle Rock Water typically provides water and wastewater services to properties within the Town city limits/boundaries. However, there are times that it provides water and wastewater services by contract to certain customers outside of the Town limits/boundaries (extra-territorial customers). Per

Municipal Code, when service is provided by contract to extra-territorial customers, customers can be charged up to 125% of our normal rates. All other rate calculations are the same, rates are just increased anywhere from 0 – 25%, depending on the approved contract. We currently provide service to a large development outside of the Town limits for 110% of our normal water rates and 125% of our normal wastewater rates. We also have additional extra-territorial development that may be accepted in the near future.

NORTH|STAR™
UTILITIES SOLUTIONS

March 4, 2021

Anne Glassman
Business Solutions Manager
Castle Rock Water
175 Kellogg Court
Castle Rock, CO 80109

RE: Annual Increases

Anne,

Pursuant to your request for a letter of clarification, NorthStar has committed to providing Support and Maintenance fees as outlined in the Statement of Work dated March 3, 2021 at $28, 125 for the first year (2021). Fees will remain the same ($28,125) for each renewal year 2022 and 2023.

In subsequent years, annual increases to Support and Maintenance will be limited to three (3%) percent or the U.S. CPI index percentage for the year, whichever is higher.

Regards,

Sean Sykes
Vice President of Sales & Marketing
613-226-5511 ext. 2162
Ssykes2@harriscomputer.com

NorthStar Utilities Solutions
1 Antares Drive, Suite 400
Ottawa, ON K2E 8C4

RESOLUTION NO. 2021-028

RESOLUTION APPROVING A SOFTWARE LICENSE, SUBSCRIPTIONS, AND SYSTEM MAINTENANCE AGREEMENT BETWEEN THE TOWN OF CASTLE ROCK AND HARRIS COMPUTER NORTHSTAR

WHEREAS, the Town of Castle Rock (the "Town"), acting by and through its enterprise, Castle Rock Water, and Harris Computer NorthStar (the "Vendor") are under contract for the online customer portal Billmaster; and

WHEREAS, Billmaster provides the Town's water customers to set up online accounts, go paperless, view and print statements, and make payments 24/7 via mobile applications and an Interactive Voice Response phone system, as well as providing print and mail services for monthly statements; and

WHEREAS, Billmaster is an SQL based application and the Town would like to upgrade the customer portal software to a web-based application with enhanced security, billing, and customer service features; and

WHEREAS, the Town wishes to proceed with a software license, subscriptions, and system maintenance agreement for the Northstar business intelligence system and online customer portal with the Vendor.

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK AS FOLLOWS:

Section 1. **Approval.** The software license, subscriptions, and system maintenance agreement between the Town of Castle Rock and Harris Computer NorthStar in the form attached as ***Exhibit 1*** is hereby approved. The Mayor and other proper Town officials are hereby authorized to execute the Agreement on behalf of the Town.

Section 2. **Encumbrance and Authorization for Payment**. In order to meet the Town's financial obligation under the Agreement, the Town Council authorizes the expenditure and payment of equal amounts from account nos. 210-4221-442-70-43; 211-4321-443-70-43; 212-4421-444-70-43; and 213-4521-445-70-43 for a total authorization not to exceed $410,000, unless authorized in writing by the Town.

PASSED, APPROVED AND ADOPTED this 2nd day of March, 2021, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading by a vote of 7 for and 0 against.

ATTEST:

for Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

Jason Gray, Mayor

Approved as to form:

Michael J. Hyman, Town Attorney

Approved as to content:

Mark Marlowe, Director Castle Rock Water

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 8. **File #:** RES 2022-103

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E., Director of Castle Rock Water
Matt Benak, P.E., Water Resources Manager
Scott Tait, E.I., Project Manager

Resolution Approving a Service Agreement with Burns & McDonnell Engineering Company, Inc., for the Chatfield Reservoir Pump Back Project *[Northwestern Douglas County and Southeastern Jefferson County]*

Executive Summary

Castle Rock Water (CRW) is seeking Town Council approval of a resolution (***Attachment A***) approving a services agreement (***Exhibit 1***) in the amount of $349,149.00 with Burns & McDonnell Engineering Company, Inc. (B&McD) along with a $34,914.90 (10%) staff-managed contingency, for a total authorization of $384,063.90 to begin preliminary engineering and design services for the proposed Chatfield Reservoir Pump Back Infrastructure.

CRW's Water Resources Strategic Master Plan identifies the Chatfield Reservoir Pump Back infrastructure as a key project to convey our renewable water that is captured and stored in Chatfield Reservoir. Presently, CRW has approximately 775 AF of water stored in Chatfield.

CRW staff used a competitive Request for Proposal (RFP) process and reached out to six professional engineering firms. Two of those firms responded with qualified proposals. After review of the proposals, staff recommends awarding the project to B&McD.

Notification and Outreach Efforts

CRW staff will meet with the largest property owners along the proposed 12-mile pipeline corridor to discuss the reservoir intake, pumping station and pipeline easement details. As the preliminary engineering and design is developed, a land acquisition firm will be engaged to assist with property access for surveying and easement acquisitions along the corridor when the selected alternative is known.

History of Past Town Council, Boards & Commissions, or Other Discussions

Castle Rock Water staff presented this item to the Castle Rock Water Commission at their meeting held on August 31, 2022, and the Castle Rock Water Commission voted unanimously (7 to 0) to recommend Town Council approve the Resolution as presented.

Discussion

The need for a sustainable long-term water supply was identified in CRW's Water Resources Strategic Master Plan and one of the major goals of that plan is establishment of a renewable, sustainable water supply that accounts for 75% of the annual demand for water in Castle Rock. Renewable water sources for Castle Rock include a combination of existing surface water rights along East and West Plum Creek, reusable lawn irrigation return flows, reclaimed water flows, imported surface water from outside of the Plum Creek Basin, and surface water rights on the South Platte River.

Being able to fully capture CRW's renewable water rights is a key element in the plan for a long term sustainable water supply. Water that cannot be captured at the Plum Creek Diversion flows down to Chatfield Reservoir for storage. Year around operation of the Chatfield Pump Back Infrastructure is necessary to optimize the use of our renewable and reusable water rights.

The major source of inflows to Chatfield Reservoir are Plum Creek and the South Platte River. The lower concentration of Total Dissolved Solids (TDS) in the South Platte River blends with the more highly concentrated TDS in Plum Creek within Chatfield Reservoir. The resultant blended water exhibits a TDS concentration that is lower than the EPA's Secondary Drinking Water Standard (500 mg/l). The Chatfield Pump Back Project water will be used to take advantage of this blending particularly during the winter months as roadway salting events tend to increase TDS loading within Plum Creek.

The Chatfield Reservoir Reallocation Project is a water storage project that began in 2004 to reallocate flood storage space in the existing Chatfield Reservoir located in northwest Douglas County to space that can be used for storing renewable water supplies. The Town of Castle Rock is currently, and has been since 2004, a participant in this Project. On June 7, 2014, Town Council approved a resolution to reduce the Town's participation in the Chatfield Storage Reallocation Project from 1,500.3 AF to 200 AF based on staff's recommendations of the then current need for storage in Chatfield by the Town and for the need to allocate funding to other renewable water projects.

However, as the Town continued to develop and firm its renewable water rights on Plum Creek and the South Platte River, in addition to its fully reusable return flows, additional storage in Chatfield became extremely beneficial. In July 2015, the Town entered into a multi-year agreement with the Colorado Water Conservation Board (CWCB) to purchase shares in the Chatfield Reservoir Reallocation Project. This agreement has allowed the Town to spread out the project costs over time while the Project had been undergoing design and construction activities.

Construction activities for the Chatfield Reservoir Reallocation Project were substantially completed in December 2019. The final Project construction costs were approximately $167,016,960, which was $3.97 million less than the last official Project estimate. The Chatfield Reservoir Management Company (CRMC) had been directed to utilize the remaining funds to pay for the first five years of

post-construction Project obligations, such as vegetation and habitat monitoring, erosion monitoring, weed management and new vegetation irrigation.

In early 2020, CRMC staff worked diligently to finalize the remaining USACE submittals that were a requirement prior to first storage. These final submittals were officially approved by USACE on May 13, 2020 who indicated that all recreation modifications, compensatory mitigation features, real estate interests, and other modifications to the Project had been satisfactorily completed. Payment for first storage was made by CRMC on May 14, 2020 to USACE. First storage of water into the reallocated storage space occurred on May 15, 2020, with Castle Rock Water being the first entity to store water.

On May 17, 2022 Town Council approved the purchase of an additional 129 AF of storage (the Town now owns 719 AF of storage) with the option to store water up to 2,000 AF in our optioned pool owned by CWCB.

In 2019, the South Metro Water Authority contracted with Jacobs Engineering to conduct a detailed evaluation of pipeline alternatives for the stakeholders in the Chatfield Reservoir Reallocation Project. As a major stakeholder, Castle Rock Water participated in the study in which the generated economics and engineering results pointed to a Chatfield Western Shore intake as being the most beneficial for Castle Rock Water for direct pumping back to Castle Rock, for water exchanges partnerships and utilizing a permitted temporary intake currently leased to Denver Water. A second alternative of a Chatfield Southern Shore intake is also beneficial from a cost perspective, however, it limits partnerships and its potential cost sharing benefits along with a considerably longer permitting timeline for a new US Army Corps of Engineers permitted intake structure on the southern shore of the reservoir. Jacobs Engineering completed their work in June of 2020.

The anticipated Western Shore intake, pipeline, pump station and pipeline corridor is roughly 12 miles in total length and runs south from the west of Chatfield Reservoir along S. Wadsworth Rd., east along W. Waterton Rd., south along N. Rampart Rd. and then connecting to CRW's existing, roughly 7-mile-long, southeast Ravenna easement for discharge to Castle Rock Reservoir #1 and future Castle Rock Reservoir #2 (see ***Attachment B***).

In July 2022, Staff issued a RFP (***Exhibit 1***) to 6 engineering firms for preliminary engineering and design services of the reservoir intake, pipeline, pump station and pipeline infrastructure based on Jacobs Engineering's detailed evaluation. Two proposals were received, from Burns & McDonnell and HDR.

Staff has reviewed the proposals and is of the opinion that the proposed effort and scope is appropriate for the project and that the rates and fees are fair and competitive when reviewed with engineering costs for projects similar in nature. CRW is recommending entering a professional services agreement with B&McD.

B&McD estimates 8 months of duration for preliminary engineering and design services. Subsequent final design bidding is anticipated in the summer of 2023.

Budget Impact

Funding for this project will come from the 2022 budget as shown below.

Project	Account Number	Budget	Available Balance	This Authorization
Chatfield West Alt Proj	211-4375-443.78-03	$400,000.00	$400,000.00	$384,063.90

Staff Recommendation

Staff and Castle Rock Water Commission recommend Town Council approval of a services contract in the amount of $349,149.00 with B&McD, along with contingency of $34,914.90 resulting in a total project authorization of $384,063.90 for Chatfield Reservoir Pump Back Infrastructure preliminary engineering and design.

Proposed Motion

"I move to approve the Resolution as introduced by title."

Alternative Motions

"I move to approve the Resolution as introduced by title, with the following conditions: (list conditions)."

"I move to continue this item to the Town Council meeting on ___date to allow additional time to (list information needed)."

Attachments

Attachment A: Resolution
Exhibit 1: Agreement
Attachment B: Alignment Corridor Map

RESOLUTION NO. 2022-

A RESOLUTION APPROVING A SERVICE AGREEMENT WITH BURNS & MCDONNELL ENGINEERING COMPANY, INC., FOR THE CHATFIELD RESERVOIR PUMP BACK PROJECT

WHEREAS, the Town of Castle Rock, Colorado (the "Town") has solicited proposals for design and engineering services for the Chatfield Reservoir Pump Back Project (the "Project"); and

WHEREAS, the Project selection team has determined Burns & McDonnell Engineering Company, Inc., (the "Consultant") is best qualified to perform work for the Project; and

WHEREAS, the Town and the Consultant have agreed to the terms and conditions by which the Consultant will provide work for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. **Approval**. The Service Agreement between the Town and Consultant is hereby approved in substantially the same form attached as ***Exhibit 1***, with such technical changes, additions, modifications, or deletions as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Agreement by and on behalf of the Town.

Section 2. **Encumbrance and Authorization for Payment**. In order to meet the Town's financial obligations under the Agreement, the Town Council authorizes the expenditure and payment from account no. 211-4375-443.78-03 in an amount not to exceed $349,149.00, plus a Town-managed contingency in the amount of $34,914.90, unless otherwise authorized in writing by the Town.

PASSED, APPROVED AND ADOPTED this 20th day of September, 2022 by the Town Council of the Town of Castle Rock, Colorado, on first and final reading, by a vote of ___ for and ___ against.

ATTEST:	**TOWN OF CASTLE ROCK**
_____	_____
Lisa Anderson, Town Clerk	Jason Gray, Mayor
Approved as to form:	**Approved as to content:**
_____	_____
Michael J. Hyman, Town Attorney	Mark Marlowe, Director of Castle Rock Water

TOWN OF CASTLE ROCK
SERVICES AGREEMENT
(Chatfield Pump Back Project – Preliminary Engineering and Design)

DATE: _____.

PARTIES: **TOWN OF CASTLE ROCK**, a Colorado municipal corporation, 100 N. Wilcox Street, Castle Rock, Colorado 80104 (the "Town").

BURNS & MCDONNELL ENGINEERING COMPANY, INC., a Missouri corporation, 9785 Maroon Circle, Suite 400, Centennial, Colorado 80134 ("Consultant").

RECITALS:

A. The Town issued a Request for Quotes/Proposals/Bids from qualified consultants with expertise in engineering and design services.

B. Consultant timely submitted its Quotes/Proposals/Bids.

C. Town wishes to engage Consultant to provide the services more fully described in the following Agreement and Exhibits.

TERMS:

Section 1. **Scope of Services.** Consultant shall provide design and engineering services in accordance with the scope of services attached as ***Exhibit 1*** ("Services").

Section 2. **Payment**. Consultant shall invoice Town upon completion of the Services rendered in accordance with the rate and fee scheduled identified in ***Exhibit 1***. The Town shall pay such invoices within 30 days receipt of such invoice. In no event shall the cumulative payment to Consultant exceed $349,149.00, unless authorized in writing by Town.

Section 3. **Term.** Consultant shall commence the Services upon execution of this Agreement and complete the Services by September 22, 2023. Consultant shall perform the Services under this Agreement using a standard of care, skill and diligence ordinarily used by reputable professionals performing under circumstances similar to those required by this Agreement. The Town shall have the right to terminate this Agreement at any time with 30 days written notice to Consultant. The Town's only obligation in the event of termination shall be payment of fees and expenses incurred up to and including the effective date of termination. Consultant shall turn over all work product produced up to the date of termination.

Section 4. **Annual Appropriation.** The continuance of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of the Agreement by the Town. If the Town fails to appropriate sufficient monies to provide for the continuance of the Agreement, the Agreement shall terminate on the final day preceding the date of the beginning of the first fiscal

year for which funds are not appropriated. The Town's only obligation in the event of termination shall be payment of fees and expenses incurred up to and including the effective date of termination.

Section 5. **Subcontractors.** Consultant may utilize subcontractors to assist with specialized works as necessary to complete the Services. Consultant will submit any proposed subcontractor and the description of their services to the Town for approval.

Section 6. **Assignment.** This Agreement shall not be assigned by either party without the written consent of the other party.

Section 7. **Notice.** Any notice required or permitted by this Agreement shall be in writing and shall be deemed to have been sufficiently given for all purposes if sent by certified mail or registered mail, postage and fees prepaid, addressed to the party to whom such notice is to be given at the address set forth on the first page of this Agreement, or at such other address as has been previously furnished in writing to the other party or parties. Such notice shall be deemed given when deposited in the United States mail.

Section 8. **Insurance.** Consultant agrees to procure and maintain, at his own cost, the following policy or policies of insurance. Consultant shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to this Agreement by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

A. Consultant shall procure and maintain, and shall cause each subcontractor of the Consultant to procure and maintain a policy with the insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers reasonably acceptable to the Town. All coverage shall be continuously maintained from the date of commencement of services hereunder. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Workers Compensation insurance to cover obligations imposed by the Workers Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work under this contract, and Employer's Liability insurance with limits of FIVE HUNDRED THOUSAND DOLLARS ($500,000) each accident, FIVE HUNDRED THOUSAND DOLLARS ($500,000) disease-policy limit, and FIVE HUNDRED THOUSAND DOLLARS ($500,000) disease-each employee.

2. Commercial General Liability insurance with combined single limits of ONE MILLION DOLLARS ($1,000,000) each occurrence and TWO MILLION DOLLARS ($2,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage, blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision.

3. Business Automobile Liability Insurance with combined single limits for bodily injury and property damage of ONE MILLION DOLLARS ($1,000,000) each accident and TWO MILLION DOLLARS ($2,000,000) aggregate with respect to each of Consultant 's owned, hired and/or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision.

4. Professional Liability insurance with limits of ONE MILLION DOLLARS ($1,000,000) per claim and TWO MILLION DOLLARS ($2,000,000) aggregate.

B. The policies required above, except Workers' Compensation insurance, Employers' Liability insurance and Professional Liability insurance shall include the Town, its officers and employees, as an additional insured. Every policy required above, except Workers' Compensation, Employers Liability and Professional Liability insurance, if applicable, shall be primary insurance, and any insurance carried by the Town, its officers, or its employees, shall be excess and not contributory insurance to that provided by Consultant. The additional insured endorsement for the Commercial General Liability insurance required above shall not contain any exclusion for bodily injury or property damage caused by completed operations. The Consultant shall be responsible for any deductible losses under each of the policies required above.

C. Certificates of insurance shall be completed by Consultant's insurance agent and submitted at the time of execution of this Agreement as ***Exhibit 2*** as evidence that policies providing the required coverage, conditions and limits are in full force and effect, and shall be subject to review and approval by the Town. Each certificate shall identify the Project and shall provide that coverage afforded under the policies shall not be cancelled or terminated until at least 30 days prior written notice has been given to the Town. If the words "endeavor to" appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate.

D. Failure on the part of Consultant to procure or maintain policies providing the required coverage, conditions, and limits shall constitute a material breach of contract upon which at the Town's discretion may procure or renew any such policy or any extended connection therewith, and all monies so paid by the Town shall be repaid by Consultant to the Town upon demand, or the Town may offset the cost of the premiums against any monies due to Consultant from the Town.

Section 9. **Colorado Governmental Immunity Act.** The parties understand and agree that the Town is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations (presently $424,000 per person, $1,195,000 for two or more persons, per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, §24-10-101, *et seq*., C.R.S., as from time to time amended, or otherwise available to Town, its officers, or its employees.

Section 10. **Indemnification.** Consultant expressly agrees to indemnify the Town or any of its officers or employees from all claims for bodily injury and property damage, or claims resulting from Consultant's professional services which are the subject of this Agreement, including, but not limited to, any person, firm, partnership, or corporation, to the extent caused by

the negligent acts, errors or omissions of Consultant or any of their employees or agents in performing work pursuant to this Agreement. In the event that any such suit or action is brought against Town, Town will give notice within ten (10) days thereof to Consultant.

Section 11. **Delays.** Any delays in or failure of performance by any party of his or its obligations under this Agreement shall be excused if such delays or failure are a result of acts of God, fires, floods, strikes, labor disputes, accidents, regulations or orders of civil or military authorities, shortages of labor or materials, or other causes, similar or dissimilar, which are beyond the control of such party.

Section 12. **Additional Documents.** The parties agree to execute any additional documents or take any additional action that is necessary to carry out this Agreement.

Section 13. **Entire Agreement.** This Agreement represents the entire agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties. If any other provision of this Agreement is held invalid or unenforceable, no other provision shall be affected by such holding, and all of the remaining provisions of this Agreement shall continue in full force and effect.

Section 14. **Time.** Time is important. If any payment or any other condition, obligation, or duty is not timely made, tendered or performed by either party, then this Agreement, at the option of the party who is not in default, may be terminated by the non-defaulting party, in which case, the non-defaulting party may recover such damages as may be proper.

Section 15. **Default and Remedies**. In the event either party should default in performance of its obligations under this agreement, and such default shall remain uncured for more than 10 days after notice of default is given to the defaulting party, the non-defaulting party shall be entitled to pursue any and all legal remedies and recover its reasonable attorney's fees and costs in such legal action. In addition, no Party will be entitled to lost profits, economic damages, or actual, direct, incidental, consequential, punitive or exemplary damages in the event of a default.

Section 16. **Waiver.** A waiver by any party to this Agreement of the breach of any term or provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either party.

Section 17. **Governing Law.** This Agreement shall be governed by the laws of the State of Colorado in the Douglas County District Court.

Section 18. **Independent Contractor.** Consultant has completed the Affidavit of Independent Contractor Status, attached as ***Exhibit 3***, and submitted same at the time of execution of this Agreement. In addition to the Affidavit, Contractor and the Town hereby represent that Consultant is an independent contractor for all purposes hereunder. Consultant represents and warrants that they are free from the Town's direction and control in the performance of their work or services and that they have an independent business doing the specific type of work or services which are the subject of this Agreement. More specifically, Consultant represents and warrants

that the Town does not control what work or services they will perform or the manner in which such work or services will be performed. As such, Consultant is not covered by any worker's compensation insurance or any other insurance maintained by Town except as would apply to members of the general public. Consultant shall not create any indebtedness on behalf of the Town.

Section 19. **No Third Party Beneficiaries.** It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to Town and Consultant, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party on such Agreement. It is the express intention of the parties that any person other than Town or Consultant receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

Section 20. **Work with Third-Party Contractors.** In the event Consultant works with a third-party contractor to complete the Services for the Town, this Section applies to the Agreement. Consultant shall not be responsible for the construction means, methods, techniques, sequences, or procedures, or safety precautions or programs for which the third-party contractor is responsible for. Nor will Consultant be responsible for a third-party contractor's failure to perform construction work in accordance with contract entered into between the Town and the third-party contractor, nor will Consultant be responsible for damage to the Project site attributable to a third-party contractor, and nothing in this Agreement is intended to create any such responsibility of Consultant. Consultant shall not have control over or charge of, and shall not be responsible for, acts or omissions of a third-party contractor or of any other persons or entities performing construction work pursuant to a construction contract between the Town and the third-party contractor.

ATTEST:

_____
Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

_____
Jason Gray, Mayor

Approved as to form:

_____
Michael J. Hyman, Town Attorney

Approved as to content:

_____
Mark Marlowe, Director Castle Rock Water

CONSULTANT:

BURNS & MCDONNELL ENGINEERING COMPANY, INC.

By: _____

Its: _____

EXHIBIT 1

SERVICES AND FEE SCHEDULE

2. Response to Scope of Work

Project Understanding

The Town of Castle Rock's Chatfield Pump Back Project (project) will convey Castle Rock Water's (CRW) stored surface water from the Chatfield Reservoir to the Castle Rock Reservoir # 1 (CR-1/CRR1) and Castle Rock Reservoir #2 (CR-2/CRR2), which is currently in design, via a pipeline and pump station. As of the end of 2021, the Town-owned 590 Acre-Feet (AF) of storage space in Chatfield with the option to purchase an additional 1,410 AF (totaling 2,000 AF) from the State of Colorado.

The project was identified as near-term importance in the Town's Water Resources Strategic Master Plan, so CRW desires flexibility to blend Chatfield water with other reuse and native Plum Creek water to lower finished water total dissolved solids (TDS) to a maximum of 450 mg/L. The project will also allow CRW the ability to store in Rueter Hess Reservoir (RHR), when not needed for treatment/blending, which will free up storage space within Chatfield Reservoir.

The proposed services for the project include planning, preliminary engineering, and 30% design services to provide initial design documents and identification of required permitting and easement acquisitions. The project will evaluate and identify the intake and pump station siting, as well as the alignment of the pipeline, which may parallel to the existing Western Shore Pipeline and the Existing Ravenna Pipeline, potentially within the existing easements. An alignment study and pump station siting study will be performed along with an investigation for use of the existing partnership pump station and intake at Chatfield Reservoir.

Project Approach

Our team has a proven history of completing projects on time and within budget for the Town. Communication, flexibility, responsiveness, and working proactively as an extension of your staff have all been integral to the success of these past projects. Our approach will meet the primary objectives outlined below.

Project Objectives
Communicate regularly, hold bi-weekly teleconferences, provide weekly project management, address project challenges head-on.

Cost Effective Design
We are flexible when it comes to design preferences, and we value the Town's continual involvement and feedback. We will deliver a cost-effective design by working closely with your staff and becoming an extension of your team.

Client Understanding
We have worked with the Town on many different water infrastructure projects. Our familiarity with the Town's expectations, design/construction preferences, standards, and internal processes will streamline our design, bid, and construction phase support.

Permitting and Public Involvement
We will design to minimize environmental and public impacts. Our team includes specialists in wetlands, species, and historical sites to minimize impacts to each. Our design will minimize impacts to the public, the environment, and to 3rd parties.

Coordination & Collaboration with Project Stakeholders

Making the project successful starts with understanding your specific operational preferences. Our team's approach is client centric. We will use an interactive route selection process that involves your stakeholders every step of the way, making sure that project objectives and expectations are understood and addressed. This ongoing dialogue will be especially important during the early stages of the process when critical decisions are being made. We will work with the Town and stakeholders, starting at the kick-off meeting, to consolidate the project concepts and produce the preferred alternative for the design. This is a crucial step that should not be rushed because it sets the foundation for the subsequent permitting, detailed design, and potential easement acquisitions. Our approach to route selections, pump station siting and pipeline design is simple – **have the right people available when you need them.**

Key personnel such as the project manager, pipeline, pump station and process engineers, and environmental and permitting specialists will stay involved with project continuously during through the pipeline alignment and pump station location study. Our key personnel will participate in progress meetings and/or teleconferences with the Town. We will use these meetings to discuss design elements, project schedule, future milestones, and current progress. We will hold in-person or online workshops at critical design points (route selection, easement selection, etc.) to discuss alternatives and obtain project feedback.

Pump Station & Alignment Selection Alternative Analysis

Our team will provide a non-biased and completely defendable document to justify the alignment selection of the Chatfield Pump Back pipeline and pump station location. We propose to provide this through a ***Paired Comparison Alternatives Analysis***. Our proven Paired Comparison Analysis will facilitate the decision-making and will provide a quantifiable and defendable document to support the recommendation made to Town. Our team has successfully used this paired comparison approach on many of our past pipeline and pump station projects.

This approach considers both non-monetary (technical) and monetary factors separately, then combines these to develop a true cost-to-benefit ratio. Monetary factors are only considered after the non-monetary/technical factors are understood. This provides the opportunity for a true cost: benefit comparison. The following figures outline the tasks for the paired comparison process

Project Hydraulics

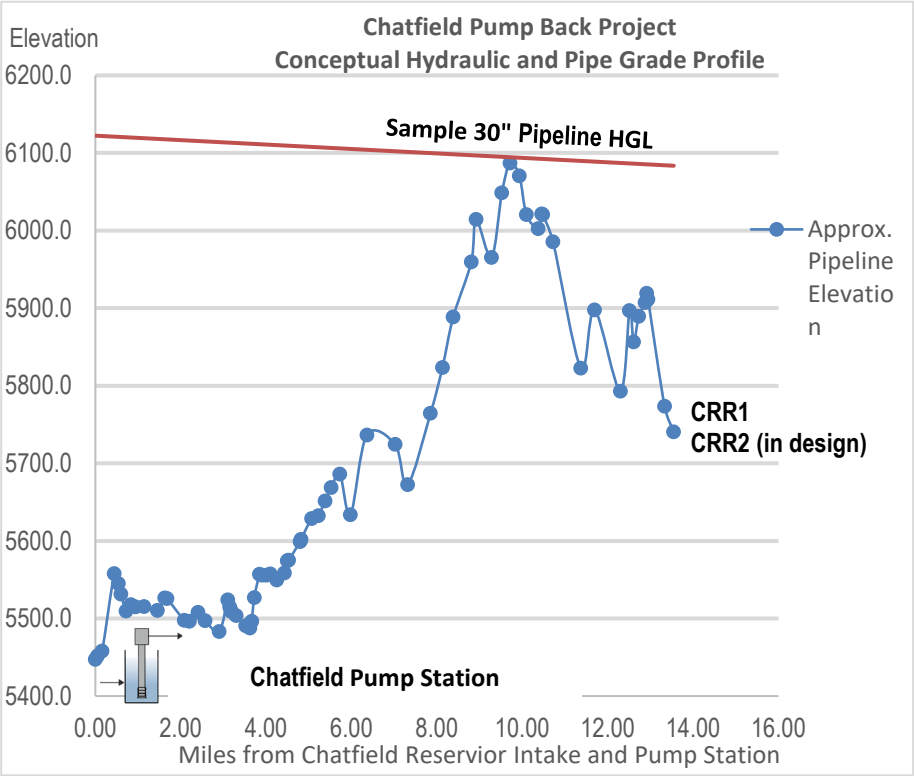
Delivery of water from the Chatfield Reservoir to CR-1 and/or CR-2 requires pumping as there is 650-feet of elevation to overcome. While there are many combinations of route, material, and wetted diameter scenarios that will be evaluated we have conducted a preliminary, conceptual, evaluation of the Chatfield Pump Back pipeline alignment assuming initially the alignment will follow the alignment shown in Attachment 2 of the RFP.

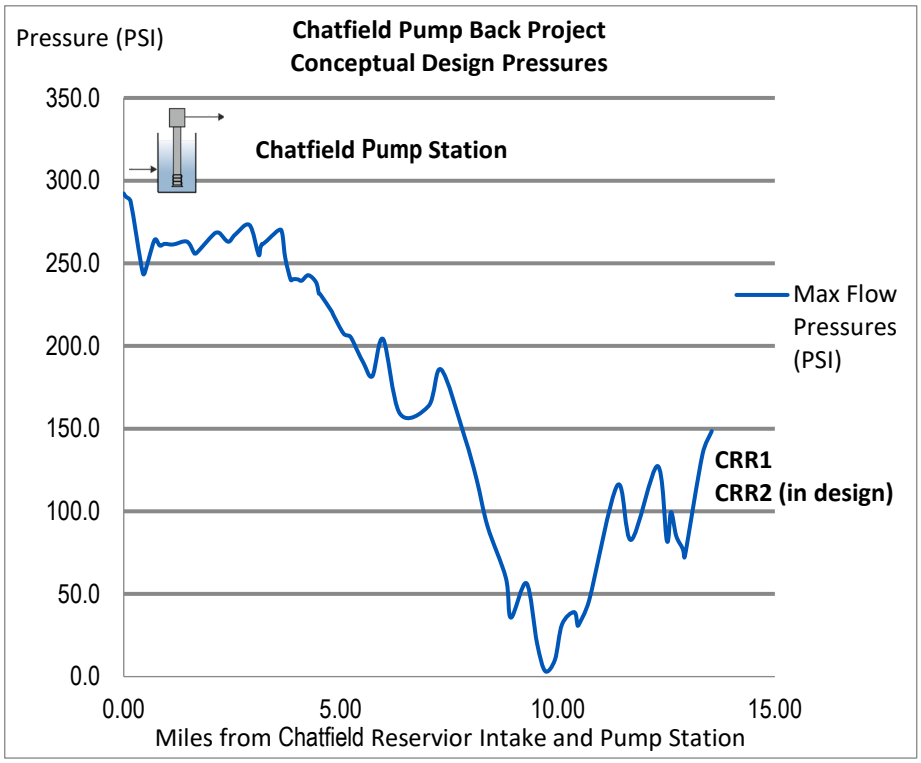
The graphs show the existing ground elevation profile, a sample hydraulic grade line (HGL), and potential pipeline pressures for an alignment adjacent to the Western Shore Pipeline and the Ravenna Pipeline, with a 30-inch PVC pipeline. In this case, 675-feet of supplemental head would still be required, and pipeline pressures could reach approximately 290 psi.

Our hydraulic modeling team will evaluate all anticipated conditions and scenarios to provide appropriate equipment recommendations and ultimately support the final recommendation of the pipeline alignment. Less pumping would likely be required in a 36-inch pipeline, but the lifecycle cost of pumping may not offset the higher capital cost of installation of a 36-inch vs. 30-inch pipeline.

For each potential water transmission line alternative and sub alternative, a hydraulic scenario will be developed, evaluated, and presented. Route evaluations will also take into consideration the most cost and operationally conscious route considering the pipeline diameter and material.

While the operating pressures in the water transmission line are on the higher end, our team has successfully designed raw water transmission lines at much higher pressures. Steel, PVC, and DIP are all good material candidates, even at these pressures.



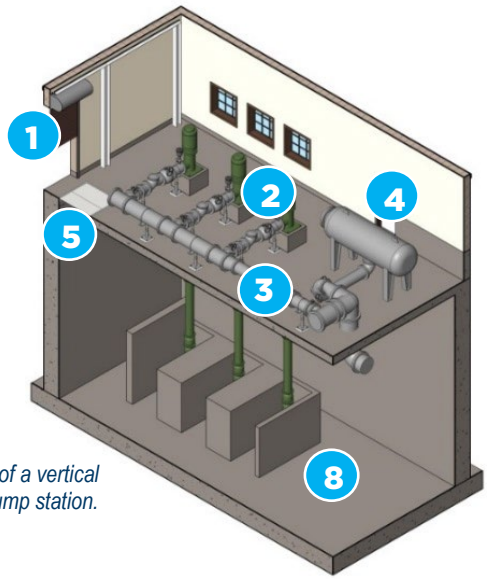


Pump Station Considerations

The pipeline will require around 290 psi of pressure to convey water to the CRR1 Reservoir. The Chatfield Reservoir has an existing intake that feeds a below-grade pump station. If the Town can purchase the intake and pump station, the infrastructure could be modified to meet the new design criteria. If the Town cannot reuse the existing pump station, but can use the intake, then they would need to construct a new pump station. The existing intake piping could be routed to either a new wet well or to an at-grade canned vertical turbine pump station.

Wet Well Option

If the Town constructs a wet well, you will be able to select from a vertical turbine or submersible pumps. Vertical turbine pumps typically have higher efficiency and are more suitable for high-head applications. Vertical turbine pumps, however, do require a building around the pumps. Submersible pumps do not require a pump building but do require an electrical room. Due to the high-pressure requirements, vertical turbines are recommended over submersible pumps. An example of a vertical turbine pump station with a new wet well is included below.



Features of a vertical turbine pump station.

Vertical Turbine PS Design Elements	
1	**Large Overhead Door**: Provides access for equipment to be moved into and out of pump station & facilitates easy maintenance access.
2	**Pump Type:** Consider vertical turbine. Capacity will meet criteria identified from the hydraulic model.
3	**Flow Meter**: Located in an accessible location while providing 5 and 2 pipe diameters upstream and downstream of the meter, respectively.
4	**Surge Protection (if needed)**: Designed to mitigate surge events within the system and protect pump station equipment.
5	**Hatch**: Provides access to the wet well.
6	**Skylights (not pictured)**: Located centered over pumps for entire pump column removal.
7	**Electrical Room (not pictured)**: Electrical equipment located in separate room to reduce air conditioning energy requirements. The main pump station can be ventilated but may not be air conditioned.
8	**Concrete Baffles:** Concrete baffles will be provided to meet hydraulic institute (HI) requirements and reduce vortexing.

Canned Vertical Turbine Pump Station Option

The other pump station option for the Town is a canned vertical turbine pump station. Canned vertical turbine pumps have a metal can around the vertical turbine pump shaft to achieve the required submergence. Water could be routed directly from the existing intake to the pump cans.

The main advantage to canned vertical turbine pumps is their footprint. Since the pumps do not require a wet well, the pump station facility can be much smaller than with other pump arrangements. The main disadvantage to a canned vertical turbine pump station is maintenance. The cans are buried so they are not easily accessible. If there is corrosion over time, it would be difficult for the Town to inspect the cans. Vertical turbine pumps also require skylights above the pumps in the building to allow for pump removal. The pump removal can be expensive since it requires the use of a crane.

Canned vertical pumps at the Donkey Creek Pump Station in Gillette, WY.

Proposed Site Plan

The figure below shows a proposed site plan with the various options for pump stations and intakes included. With all proposed options, the pump station improvements would be phased for demands as the Town's water demand grows. The sizing of the pumps will utilize parallel pumping that is expandable. Variable speed drives could be used to allow the installed pumps to be ramped to meet current demands but also meet peak day demands at full speed.

Pipeline Considerations

Sizing & Materials

Our experienced pipeline team understands the importance of pipeline wetted diameter, length, and material on a project as it pertains to the up-front capital cost and long-term operation (pumping) and maintenance cost. The selection and subsequent purchase of the pipeline itself is a major component of a pipeline project. Our team has successful project experience with materials including steel, ductile iron, PVC, concrete pipe, and HDPE. In addition, our team has a strong understanding of the cost implications of material availability, construction installation, cathodic protection requirements, and long-term maintenance considerations.

Discharge to CR-1 & CR-2 Irrigation Canal

The graphs (on page 4) in the Hydraulics and Pipeline section show that residual head (pressure) is expected at the discharge location to the Castle Rock Reservoir No. 1 and Castle Rock Reservoir No. 2. This is the result of needing to add enough energy to the raw water transmission line to pump over a high point elevation of approximately 6,100 feet. The discharge to the reservoirs is at approximately 5750 feet. The elevation difference from the high point to the reservoir discharge means that at least 250 feet or 110 psi of head will need to be managed as water is discharged to the atmosphere.

We understand the importance of discharging waterlines to atmospheric conditions and just recently completed a design for pressures in excess of 275 psi. We will work with the Town to present a series of conceptual alternatives, such as the use of pressure relief valves, pressure sustaining valves, hydro turbines (for energy recovery) and/or a combination of both. Our team would also likely recommend an energy dissipation end treatment to safely manage discharge flows.

Environmental Due Diligence

To support the pump station siting and pipeline alignment selection paired comparison analysis, we will perform a natural resource desktop review of the project alternatives identified. This desktop review will primarily focus on identifying suitable habitats for raptors, potential wetlands, floodplain areas, and other notable habitats that could host state and/or federal listed species. The U.S. Fish & Wildlife Service (USFWS) Information for Planning and Consultation (IPaC) will be used to identify federally listed species. The potential occurrence of state-listed species will also be analyzed during the review. The review will begin with an examination of maps and Geographic Information System (GIS) data to evaluate the physical attributes (e.g., vegetation, topography, water resources, etc.) of the project and adjacent areas that may have suitable habitats for listed species. GIS data layers may include, but are not limited to, National Hydrography Database (NHD), National Wetland Inventory (NWI) data, Colorado Natural Heritage Program (CNHP) data, and USFWS Information for Planning and Consultation (IPaC).

Based on the proposed project location, there is potential to encounter cultural resources. Our team will conduct a Class I file and literature review, and based on the results of this review, an intensive Class III cultural inventory may be required. If it is determined that a Class III is needed, we can work with the Town on amending the scope and adding the required costs. The Class I files search, and literature review would entail submitting a files search request with the Office of Archaeology and Historic Preservation (OAHP) and reviewing historic plats, maps, and other records.

Permitting and Authorizations

Based on the project description and proposed alignment, we anticipate that the project can be permitted through permits that have an 8–12-month review period (i.e., USACE, USFWS, OAHP, 1041, etc.)

	Regulatory Agency	Permit/Clearance
Federal	US Army Corps of Engineers (USACE), Omaha District	Section 404 of Clean Water Act - Dredge and Fill Permit (assume the Project will fall under the Nationwide Permit and an Individual Permit will not be required)
		Section 408- Triggered when an USACE Civil Works project is altered
	US Fish & Wildlife Service (USFWS), Ecological Services	Section 7 Threatened and Endangered Species Consultation and Clearance
State	Colorado Department of Public Health and Environment (CDPHE)	Section 401 of Clean Water Act-Water Quality Certification (WQC)- Required if the Project triggers a Section 404 Individual Permit
		NPDES Permit for Storm Water Discharges from Construction Sites (Over 1 acre of soil disturbance is anticipated so an NOI and SWP2 Plan will be required)
	Colorado Department of Transportation (CDOT)	Right-of-Way and Utility Permit
	Colorado Office of Archaeology and Historic Preservation (OAHP)	Section 106 of National Historic Preservation Act – Section 106 Clearance
	Colorado Parks and Wildlife (CPW)	State Protected Species Review
		Coordination if impacts to Chatfield State Park and Waterton Canyon occur
Local	Jefferson County	County Level Permits (Location & Extent, Stormwater, Floodplain, etc.)
	Douglas County	County Level Permits (Location & Extent, Stormwater, Floodplain, etc.)

Environmental factors that may trigger supplemental permitting are all things to consider during initial alignment selections.

Key Project Considerations

Our proposal is focused on the key considerations necessary to make this project a success. Below is a summary of the key project components, their impact on the project, and/or how we will address each one.

PLATTE CANYON DITCH

Platte Canyon Ditch runs east of S. Wadsworth Blvd. It is likely the pipeline alignment would follow the west side of S. Wadsworth Blvd to remain out of the 100 year floodplain, the Chatfield Gravel Ponds, and Platte Canyon Ditch.

WATERON CANYON TRAIL HEAD

Our team will evaluate alignments to reduce impact on the public and local recreational amenities.

SOUTH PLATTE RIVER

Our team will work with the USACE early on to identify crossing requirements of the South Platte River. It is likely this will require a trenchless installation. However, we recently worked with the USACE and completed an open cut crossing of the S. Platte River.

HIGH LINE CANAL

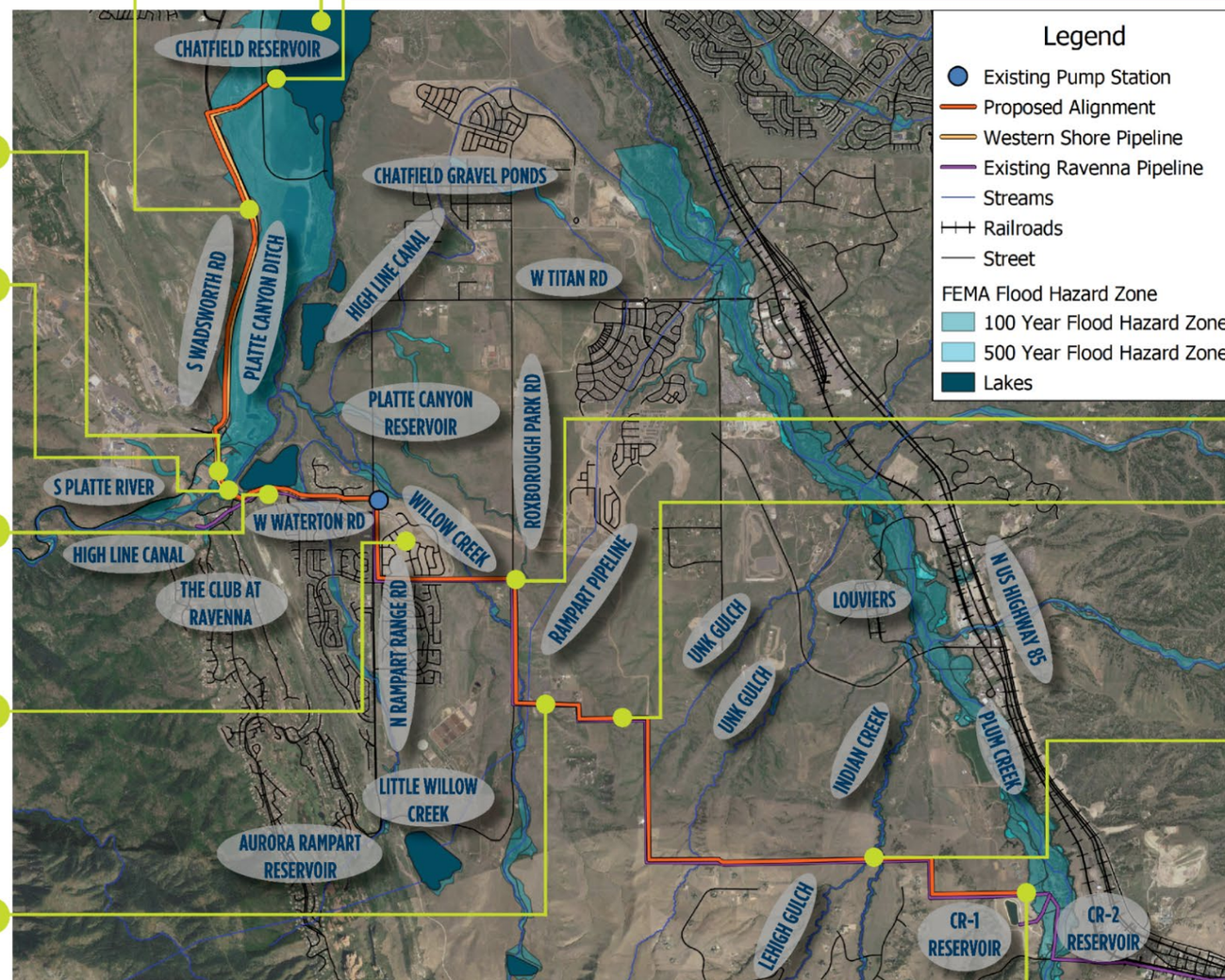
The alignment will cross and may parallel the High Line Canal. Our team will work with Denver Water early on to identify crossing and parallel installation/permitting requirements.

STERLING RANCH DEVELOPMENT

Our team will coordinate early on with the development to understand platting and future roadway crossings. We will work to keep the alignment in the existing Ravenna easement where possible.

AURORA RAMPART PIPELINE CROSSING

The alignment will cross the City of Aurora's Rampart Pipeline. Our team will work with the City early on to identify crossing/ permitting requirements.



IMPACTS ON SURROUNDINGS

Our team will coordinate with Castle Rock Water regarding impacts to Chatfield state park and/or Waterton Canyon.

TEMPORARY PUMP STATION & INTAKE

An existing temporary pump station may be improved, converted, or replaced. Our team will work with the owning entity of the existing pump station and intake to acquire the assets or evaluate siting of a new pump station and intake. Permitting of a new intake location likely would be a lengthier process with the USACE.

ROADWAY CROSSINGS

Our team will coordinate with the County and other local jurisdictional agencies to identify roadway crossing requirements and necessary permits.

RAVENNA EASEMENTS

The existing 16-inch Fiberglass Ravenna Pipeline is located primarily within the center of existing 30-foot wide easements. Our team will evaluate utilizing the existing Ravenna easements to minimize any easement acquisition requirements for the Chatfield Pump Back Pipeline.

CREEK/ GULCH

Our team will identify and work with the Army Corps of Engineers to understand what waters are considered jurisdictional and may require trenchless installation or further permitting.

CR-1/ CR-2 RESERVOIR

The pipeline needs to convey raw water rights to CR-1 and CR-2 which is in design. Our team will coordinate with the reservoir design team to understand the alignment and discharge requirements in this area.

Managing Effectively and Quality Control

Our team has a proven history of completing projects on time and within budget. Flexibility, close coordination, responsiveness, and working as an extension of our client's staff have all been integral to the success of these past projects, just as they will also be for yours. We will apply our proven ability to seek out, interpret, and manage existing data, public records, and geospatial data to make this project a success.

Budget Control

We use a well-developed accounting system, EcoSys, to track labor costs, expenses, and billing. Your project manager, Kyle, will be responsible for setting and controlling the budgets for your project. As part of the billing process, he will review billed hours, expenses, and costs monthly. He will also use additional tools to track progress and forecast expenditures through the end of the project.

As labor hours and costs are recorded through our weekly timesheet process and expense management system, the data becomes available to Kyle through a cloud-based system to analyze current and projected costs for the project.

As labor hours and costs are recorded through our weekly timesheet process and expense management system, the data becomes available to Kyle through a cloud-based system to analyze current and projected costs for the project.

While the financial systems track costs, the most important part of cost control is managing the team. We take a focused approach to design, in which our key discipline engineers complete the conceptual design to clearly understand our path forward before we involve the expanded team to complete the final design.

This helps us keep each design discipline focused and moving the project forward by managing the sequence of deliverables. Invoices include a one-page status report that identifies work accomplished during the invoicing period and work planned for the upcoming invoice period and a recap of funds expended/ funds remaining for the project.

Communicate

Keep the entire project team, including Town staff, aware of the project budget/schedule status. Enable the team to take ownership in the project as it evolves. Encourage each team member to be mindful of his/her purpose and commitment to the project from start to finish.

Continually Forecast

Identify project components that require the project to adjust in order to maintain the initial/approved schedules and budgets. This applies to both financial and staff resources. Consistently review and manage project needs as the project evolves.

Manage Scope

Minimize project variations that can affect the overall budget and schedule. Keep all stakeholders aware of changes through regular updates. Address concerns or questions prior to decisions being made that could affect the project's outcome or stakeholders' standards and expectations.

By focusing on scope management, continual forecasting, and communication, we help you receive the most value without sacrificing quality or budget.

Quality Control

Burns & McDonnell has an established, formalized quality control program that is mandatory on all projects. It is utilized to develop project documents in conformance with the project requirements. The program uses Standard Quality Control procedures to check and review documents in their final form, as well as the supporting data for those documents. Its purpose is to minimize inconsistencies, gaps, and interferences in the documents.

Specific quality control tasks are budgeted into the project. Our system of timekeeping and manpower planning uses a dedicated accounting system to monitor specific task activities. For this contract, we will implement our 6-step Quality Management Plan from the beginning of the project to its completion.

- **Q1** Peer Review of Preliminary Project Activities
- **Q2** Peer Review of Intermediate Project Activities
- **Q3** Checking of Design and Construction Documents by Multidisciplinary Project Team
- **Q4** Peer Review of Final Submittals
- **Q5** Project Manager Review of Commercial Front-Ends for Procurement and Contract Packages
- **Q6** Final Review of Procurement, Contract, and Project Packages

3. Action Plan & Schedule

Scope of Services – Our team anticipates completing the following scope of services. Should the Town wish to modify this scope, we are happy to adjust it as needed.

Task Series 100 – Team Collaboration & Project Management

Task 101 – Weekly Project Management and Contract Administration – Our team will perform weekly Project Management and Contract Administration tasks. These tasks include project staffing, project administration, project management, weekly project oversight of overall project organization and refinements in program administrative planning, QC process, progress reporting, correspondence, and monthly invoicing. The duration of this preliminary design work is expected to take approximately eight (8) months.

Task 102 – Regular Project Meetings (x8) – Our team will prepare for, attend, and conduct a project kick-off meeting and up to eight (8) regular progress meetings at the Town's office. Our team will review the current project status. Agendas and minutes prepared for each meeting will be action items and key project decision tables.

Task 103 – Quality Assurance and Quality Control Reviews – Our team will perform quality control for the reports, memorandums, and 30% of design documents. Burns & McDonnell has an established, formalized quality control program that is described herein and is mandatory on all projects. A copy of our corporate quality control manual is available upon request.

Task Series 200 – Data Collection & Paired Comparison Analysis

Task 201 – Review of Background Documents & Establish Design Criteria – Our team will review record documents, easement documents, and previous studies (e.g., draft reports for the South Metro Water Supply Authority) provided by the Town. We will also review available geographical information, property ownership, and engineering locate requests. Our findings will be discussed in regular progress meetings to identify design criteria.

Task 202 – Environmental Studies/Due Diligence – Our in-house environmental scientists will complete a desktop study for threatened/ endangered species, historical, cultural, and wetlands areas to identify if areas at the pump station or along the pipeline alignment would be disturbed during the project construction. The findings of this evaluation will be documented in a brief letter report that would be suitable for submitting to the regulatory agencies.

Task 203 – Paired Comparison Analysis - Our team will consider the pipeline preliminaries developed for SMWSA and identify optimal pump station locations and waterline alignments to be evaluated with our paired comparison analysis (PCA) tool. A brief technical memorandum to communicate findings and recommendations will be submitted to CRW. The PCA will focus on evaluating the technical, environmental, and social impacts of the alternatives identified. The technical memorandum will include analysis and dialogue in regard to the paired comparison and evaluation of the associated project costs.

Task Series 300 – Preliminary 30% Design & Basis of Design Report

Task 301 – Topographical Survey (Added Alternative)- A topographical survey can be provided by our subconsultant, Encompass Surveying. The survey will be completed using a Wingtra UTV that will capture a 100' wide corridor of LiDAR data and aerial imagery along the selected pump station and pipeline alignment. The survey will capture existing utilities via OneCall locates but does not include a private utility locator (SUE Level B) at the 30% design stage. The survey will be used to complete Task Series 302. If a survey is not used, Task Series 302 can be developed with readily available geospatial data and aerial imagery and mapped utilities from locate requests.

Task 302 – Develop Preliminary Design (30%) – We will develop 30% design drawings which will include:

1. Coversheet, index sheet, and preliminary general notes
2. Preliminary pump station layout drawings and plan view drawings of the pipeline
3. Typical details and preliminary details for appurtenances

Drawings shall be 22 inches x 34 inches, with a plan scale of 1 inch = 50 feet; or as otherwise appropriate and acceptable to the Town. All drawing graphics shall fit on 11-inch x 17-inch paper when reduced to half size.

Task 303 - 30% Engineer's Opinion of Probable Construction Cost (EOPCC) & Project Schedule – Our team will prepare the EOPCC and anticipated schedule for the project based on the 30% design documents. The EOPCC will be submitted along with the 30% design documents. The EOPCC and schedule will be based on recent bid tabulation information, historical cost data, and discussions with local suppliers and contractors.

Task 304 – Basis of Design Report – Our team will prepare a Basis of Design Report (BDR) to be submitted along with the 30% design documents for review and comment by the Town. The BDR will include:

1. The pump station siting location(s) includes consideration for the existing temporary pumping station location at Chatfield Reservoir.
2. Consideration for a partnership
3. The pipeline alignment
4. Pipeline material and sizing recommendation
5. Consideration for abandonment of the existing 16-inch fiberglass Ravenna pipeline
6. Other pertinent information evaluated, discussed, and recommended during the Preliminary Design Phase of the project.

Task Series 400 – Permitting & Easements

Task 401 – Identify Permitting Requirements & Technical Memorandum – Our team will research the regulatory requirements for the project and meet with each of the regulatory agencies identified in the proposal (1x) to develop a Permitting Plan. We will review the Town's identified permits and identify additions/subtractions. Our team will develop a permitting matrix with the permit title, permit issuer, permit holder, range of permit fees, requirements, and the timeline for acquiring. The findings and recommendations of the regulatory and permitting requirements will be summarized and submitted to CRW in a Technical Memorandum.

Task 402 – Identify Easement (Land Acquisition) Requirements & Technical Memorandum – Our team will research the property ownership, ROW, and available existing easement information along the selected pipeline alignment and at the recommended pump station site. We will develop a property ownership map. The property ownership map will help evaluate the route selection for permanent and temporary easement requirements (Easement Plan). The findings and recommendations of the Easement Plan will be summarized and submitted to the Town in a Technical Memorandum.

Task Series 500 – Partnership Coordination

If the Town elects not to partner with another entity, Task 500 may be deducted less the cost of work incurred to date.

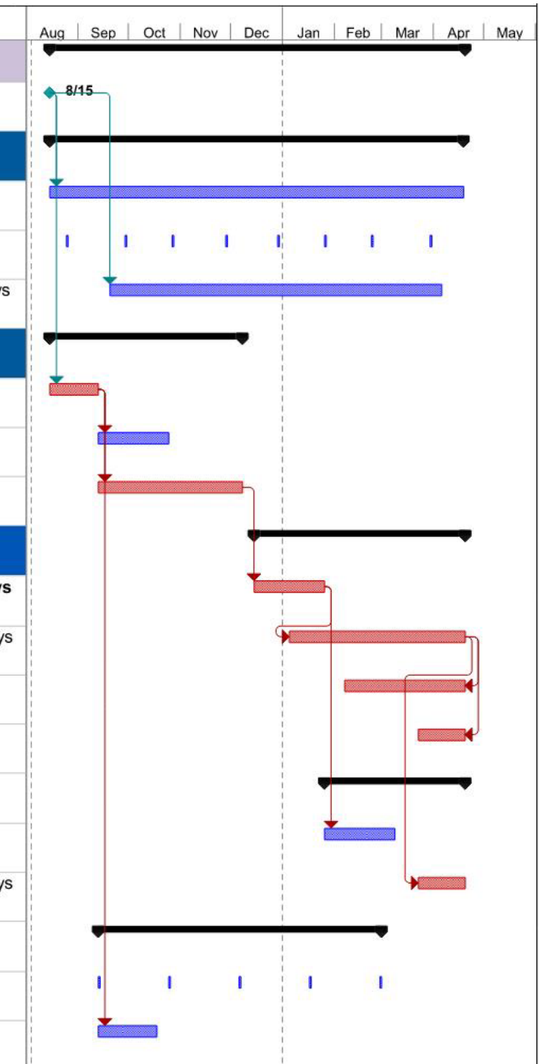
Task 501 – Partnership Coordination Meetings (x5) – Our team will host, develop agendas, and prepare minutes for up to five (5) virtual partnership coordination meetings. We will review the project objectives, goals, partnership assets, and Chatfield water exchanges with the potential partners to develop appropriate design criteria for the project. Our minutes prepared after each meeting will include a table of decisions made and actions required.

Task 502 – Partnership Review and Partnership Basis of Design Recommendations – Our team will review potential partnership opportunities with another entity to feed Chatfield Reservoir water and Chatfield water exchanges to the new pump station/pipeline. We will review potential partner(s) existing assets, compatibility with the project (Chatfield water/water exchanges) and document the findings and recommendations in the BDR.

Work Breakdown Structure & Schedule

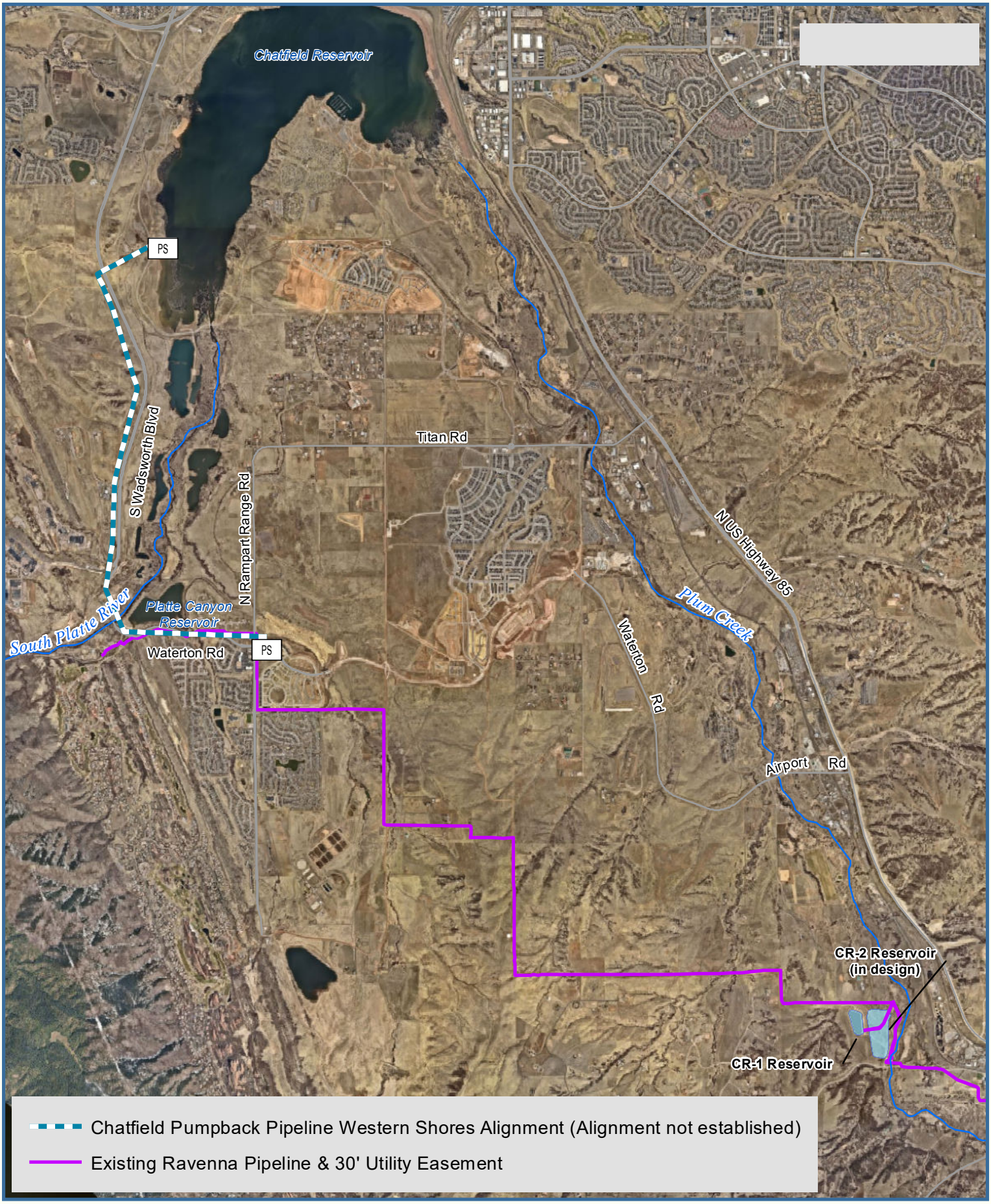
We have generated a fee and project schedule that are numerically coordinated based on our understanding of the scope of work in the RFP and the anticipated schedule. The tasks shown within the fee and schedule represent our proposed work breakdown structure (WBS). The schedule has been developed in Microsoft Project as a critical path method (CPM) schedule.

ID	Task Name	Duration	Start	Finish	Predecessors
1	**RFP: Chatfield Pump Back Project - Preliminary Engineering & Design Services**	**175 days**	**Mon 8/15/22**	**Wed 4/19/23**	
2	Notice of Award by the Town of Castle Rock, Colorado	0 days	Mon 8/15/22	Mon 8/15/22	
3	**Task Series 100 – Team Collaboration & Project Management**	**174 days**	**Mon 8/15/22**	**Tue 4/18/23**	
4	Task 101 – Weekly Project Management and Contract Administration	174 days	Mon 8/15/22	Tue 4/18/23	2
5	Task 102 – Regular Project Meetings (x8)	153 days	Thu 8/25/22	Thu 3/30/23	
14	Task 103 - Quality Assurance and Quality Control Reviews	140 days	Tue 9/20/22	Wed 4/5/23	2FS+25 days
15	**Task Series 200 – Data Collection & Paired Comparison Analysis**	**80 days**	**Mon 8/15/22**	**Wed 12/7/22**	
16	Task 201 – Review of Background Documents & Establish Design Criteria	20 days	Mon 8/15/22	Mon 9/12/22	2
17	Task 202 – Environmental Studies/Due Diligence	30 days	Tue 9/13/22	Mon 10/24/22	16
18	Task 203 – Paired Comparison Analysis	60 days	Tue 9/13/22	Wed 12/7/22	16
19	**Task Series 300 - Preliminary 30% Design & Basis of Design Report**	**90 days**	**Thu 12/15/22**	**Wed 4/19/23**	
20	Task 301 – Topographical Survey	**30 days**	**Thu 12/15/22**	**Wed 1/25/23**	**18FS+5 days**
21	Task 302 – Develop Preliminary Design (30%)	75 days	Thu 1/5/23	Wed 4/19/23	20FS-15 days
22	Task 303 - 30% Engineer's Opinion of Probable Construction Cost (EOPCC) & Project Schedule	52 days	Tue 2/7/23	Wed 4/19/23	21FF
23	Task 304 – Basis of Design Report	20 days	Thu 3/23/23	Wed 4/19/23	21FF
24	**Task Series 400 – Permitting & Easements**	**60 days**	**Thu 1/26/23**	**Wed 4/19/23**	
25	Task 401 – Identify Permitting Requirements & Technical Memorandum	30 days	Thu 1/26/23	Wed 3/8/23	20
26	Task 402 – Identify Easement (Land Acquisition) Requirements & Technical Memorandum	20 days	Thu 3/23/23	Wed 4/19/23	21FS-20 days
27	**Task Series 500 – Partnership Coordination**	**119 days**	**Tue 9/13/22**	**Tue 2/28/23**	
28	Task 501 - Partnership Coordination Meetings	119 days	Tue 9/13/22	Tue 2/28/23	
34	Task 502 – Partnership Review and Partnership Basis of Design Recommendations	25 days	Tue 9/13/22	Mon 10/17/22	16



BURNS McDONNELL

Task | External Tasks | Inactive Summary | Start-only | Deadline
Split | External Milestone | Manual Task | Finish-only
Milestone | Inactive Task | Duration-only | Critical
Summary | Inactive Task | Manual Summary Rollup | Critical Split
Project Summary | Inactive Milestone | Manual Summary | Progress



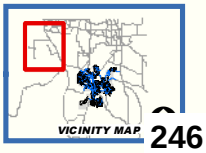
Castle Rock Water
Securing our future drop by drop

0 2,500 5,000 10,000 Feet

Date: 8/15/2022

1 inch = 5,000 feet

Disclaimer: The data presented has been compiled from various sources, each of which introduces varying degrees of inaccuracies or inconsistencies. Such discrepancies in data are inherent and in supplying this product the Town of Castle Rock assumes no liability for it's use or accuracy. Questions or comments regarding the cartographic composition of this map including, but not limited to, errors, omissions, corrections, and/or updates, should be directed to the Utilities Department, Town of Castle Rock, (720) 733-6087. Copyright 2022, Town of Castle Rock Utilities Mapping.



Document Path: J:\GIS\Map Requests\2022\Internal_Requests\Chatfield_Pumpback\Chatfield_Pumpback.mxd

August 24, 2022

Mr. Scott Tait, MSSE, MBA, EI, LEED® GA
Project Manager-CIP, Water Resources
The Town of Castle Rock
Castle Rock Water
175 Kellogg Court
Castle Rock, CO 80109
stait@crgov.com

Re: Proposal for Chatfield Pump Back Project

Dear Scott:

As requested, Burns & McDonnell has updated our fee proposal, RFP 2022-09 Proposal – Fee Schedule, to remove costs associated with Task 301 – Topographical Survey (Add Alternative) related to the Chatfield Pump Back Project (project).

It has been identified that Task 301 – Topographical Survey (Add Alternative) is not required at this time. Inclusion of Topographical Survey to complete the 30% design documents (drawings) will be revisited after selection of an optimal pipeline alignment and can be negotiated at a later date.

We propose to complete the professional services noted in the fee schedule for a not to exceed fee of $349,149 and at the rates included herein. I hope that our proposal to provide professional services related to the project is acceptable to the Town of Castle Rock. As always, after your review, we are pleased to further discuss to meet your expectations and project goals.

It is our great privilege to continue to serve Castle Rock Water. If you should have any questions or comments, please do not hesitate to call me at (720) 592-3417.

Sincerely,

Kyle LeBrasse, P.E. - Department Manager

KGL/kgl
cc: Jason Schaefer, P.E. – Regional Global Practice Manager

Town of Castle Rock, Colorado

RFP No. 2022-09 Chatfield Pump Back Project

Work Breakdown Structure and Fee Schedule

Activity	Project Manager	Pipeline Lead	Pipeline Engineers	Environmental Lead	Environmental/ Cultural	Right of Way Specialist	Pump Station Lead	Process Lead	Civil	Structural	Architectural	Electrical I&C	Mechanical	Designers	Quality Control	BMcD Total Labor		Expenses	Sub-Consultants	Total Cost
	Kyle LeBrasse, PE	Kate Henske, PE	Ryan Brong, PE Brett Holzapfel, EIT	Ryann Loomis	Angie Woehler Clive Briggs	Jennifer Harris	Nikole Rachelson, PE	Haley Morton, PE	Nick Tessitore, PE Jordan Brothers, EIT	John Kienholz, PE	Shawn Daglish, PE	Vamsi Patwari, PE	David Olsen, PE	Kristie Weiss Naweed Aryan Swapnil Anhare	Jason Schaefer, PE				Encompass Services Utility Locating, Survey	
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Cost	Direct	Cost	
Task Series 100 – Team Collaboration & Project Management																				
Task 101 – Weekly Project Management and Contract Administration	40	4					4									48	$11,400	$230		$ 11,630
Task 102 – Regular Project Meetings (x8) (1)	8	8	16				8	8								48	$10,142	$200		$ 10,342
Task 103 – Quality Assurance and Quality Control Reviews	4														50	54	$14,178	$280		$ 14,458
Sub-Total Series 100	**52**	**12**	**16**	**0**	**0**	**0**	**12**	**8**	**0**	**0**	**0**	**0**	**0**	**0**	**50**	**150**	**$35,720**	**$710**	**$0**	**$36,430**
Task Series 200 – Data Collection & Paired Comparison Analysis																				
Task 201 – Review of Background Documents & Establish Design Criteria	4	4	20	2	2	2	8	20	2	6	2	6	2			80	$16,472	$330		$ 16,802
Task 202 – Environmental Studies/Due Diligence	1	1	2	4	40											48	$8,601	$170		$ 8,771
Task 203 – Paired Comparison Analysis	4	16	40	2	4	2	4	16								88	$17,286	$350		$ 17,636
Sub-Total Series 200	**9**	**21**	**62**	**8**	**46**	**4**	**12**	**36**	**2**	**6**	**2**	**6**	**2**	**0**	**0**	**216**	**$42,358**	**$850**	**$0**	**$43,208**
Task Series 300 – Preliminary 30% Design & Basis of Design Report																				
Task 301 – Topographical Survey (Add Alternative) (2)(3)																0	$0	$0		$ -
Task 302 – Develop Preliminary Design (30%)	40	30	180				40	150	20	40	16	32	12	460		1,020	$181,102	$3,785		$ 184,887
Task 303 - 30% Engineer's Opinion of Probable Construction Cost (EOPCC) & Project Schedule	2	2	10				4	8	1	1	1	1	1			31	$6,254	$130		$ 6,384
Task 304 – Basis of Design Report	10	8	20				10	20	4	4	4	4	4	20		108	$21,486	$430		$ 21,916
Sub-Total Series 300	**52**	**40**	**210**	**0**	**0**	**0**	**54**	**178**	**25**	**45**	**21**	**37**	**17**	**480**	**0**	**1,159**	**$208,842**	**$4,345**	**$0**	**$213,187**
Task Series 400 – Permitting & Easements																				
Task 401 – Identify Permitting Requirements & Technical Memorandum (1)	4	4	16	4	40		4	4								76	$14,122	$280		$ 14,402
Task 402 – Identify Easement (Land Acquisition) Requirements & Technical Memorandum	2	2	8	2		16	2	4								36	$7,783	$160		$ 7,943
Sub-Total Series 400	**6**	**6**	**24**	**6**	**40**	**16**	**6**	**8**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**112**	**$21,906**	**$440**	**$0**	**$22,346**
Task Series 500 – Partnership Coordination																				
Task 501 – Partnership Coordination Meetings (x5) (1)	10	5	10	2			5	5								37	$8,023	$160		$ 8,183
Task 502 – Partnership Review and Partnership Basis of Design Recommendations	20	16	32	4			16	32								120	$25,285	$510		$ 25,795
Sub-Total Series 500	**30**	**21**	**42**	**6**	**0**	**0**	**21**	**37**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**157**	**$33,308**	**$670**	**$0**	**$33,978**
Project Subtotals	**149**	**100**	**354**	**20**	**86**	**20**	**105**	**267**	**27**	**51**	**23**	**43**	**19**	**480**	**50**	**1,794**	**$342,134**	**$7,015**	**$0**	**$349,149**

Deduct (Partnership Task Series 500) (4)	**$33,978**

Notes:

1. Meetings include the preparation of meeting agendas and meeting minutes. Meeting documents will include a decision log and an action item logs.
2. Add Alternative Surveying to be provided by Encompass Services. Fee includes 100' wide survey of selected pump station and pipeline corridor using a Wingtra UTV which will capture LiDAR data and imagery. Private Utility locates (SUE Level B) can be provided at request for an additional fee.
3. Right of entry for field investigations is assumed to be the responsibility of the Town to execute with landowners. Burns and McDonnell ROW services team can provide these services for the Town and can be negotiated if deemed necessary.
4. Deduct of Task Series 500 should CRW elect not to partner with another entity assumes no work is performed in Task Series 500 at the time of notice. Should notice be received after work has been completed, the cost of work to date of notice shall not be deducted.
5. For outside expenses incurred by Burns & McDonnell, such as authorized travel and subsistence, and for services rendered by others such as subconsultants, the client shall pay the cost to Burns & McDonnell plus 10%.
6. The services of contract/agency and/or any personnel of a Burns & McDonnell subsidiary or affiliate shall be billed to Owner according to the rate sheet as if such personnel is a direct employee of Burns & McDonnell.
7. The rates shown above are effective for services through December 31, 2023, and are subject to revision thereafter.

Schedule of Hourly Professional Service Billing Rates

Position Classification	Classification Level	Hourly Billing Rate
General Office *	5	$67.00
Technician *	6	$85.00
Assistant *	7	$102.00
	8	$138.00
	9	$166.00
Staff *	10	$189.00
	11	$209.00
Senior	12	$232.00
	13	$254.00
Associate	14	$262.00
	15	$265.00
	16	$268.00
	17	$270.00

EXHIBIT 2

CERTIFICATE OF INSURANCE

EXHIBIT 3

TOWN OF CASTLE ROCK
AFFIDAVIT OF INDEPENDENT CONTRACTOR STATUS

I, _____ (print name), an authorized representative of **BURNS & MCDONNELL ENGINEERING COMPANY, INC.**, holding legal authority to sign this Affidavit declare under oath that I am 18 years or older and have the capacity to sign this Affidavit.

In accordance with Section 8-70-115, C.R.S., I certify the following:

- With respect to the Agreement, I represent and warrant that it is my express intention to be employed as an independent contractor of the Town of Castle Rock (the "Town") for purposes of performing the work or services which are the subject of the Agreement. I understand and confirm that the Town reasonably relied on this intention in entering into the Agreement.

- The Town does not require I work exclusively for the Town, except that I may choose to work exclusively for the Town for a finite period of time specified in the document.

- The Town does not establish a quality standard for the work or services performed pursuant to the Agreement, except that the Town may provide plans and specifications regarding the work but cannot oversee the actual work or provide instruction as to how the work is performed.

- The Town does not pay a salary or hourly rate but rather a fixed or contract rate, as noted in the terms and conditions of the Agreement, and any Exhibits made part of the Agreement.

- The Town cannot terminate the work or services performed during the contract period unless otherwise agreed to in the terms and conditions of the Agreement.

- I am not provided with anything, if at all, more than minimal training from the Town.

- The Town does not provide me with tools or benefits for the performance of the work or services which are the subject of the Agreement, except materials and equipment may be supplied.

- The Town does not dictate the time of performance, except that a completion schedule and a range of mutually agreeable work hours may be established in the Agreement.

- The Town does not pay me personally but rather makes checks payable to the trade or business name of the entirety for which I am employed and who is a party to the Agreement; and the Town does not combine their business operations in any way with the entity's business, but instead maintains such operations as separate and distinct.

- I understand that if a professional license to practice a particular occupation under the laws of the State of Colorado requires the exercise of a supervisory function with regard to the work of services performed under this Agreement, such supervisory role shall not affect the independent contractor relationship with the Town.

- **I UNDERSTAND THAT I AM NOT ENTITLED TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS UNEMPLOYMENT COMPENSATION COVERAGE IS PROVIDED BY ME OR THE ENTITY FOR WHICH I AM EMPLOYED.**

- **I UNDERSTAND THAT I AM OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON MONEYS PAID PURSUANT TO THE AGREEMENT.**

CONTRACTOR/CONSULTANT/VENDOR

BURNS & MCDONNELL ENGINEERING COMPANY, INC.

By: _____

Name

STATE OF COLORADO)

) *ss.*

COUNTY OF _____)

The foregoing instrument as acknowledged before me this __ day of _____, 20__ by _____ as _____ of the above mentioned Contractor/Consultant/Vendor.

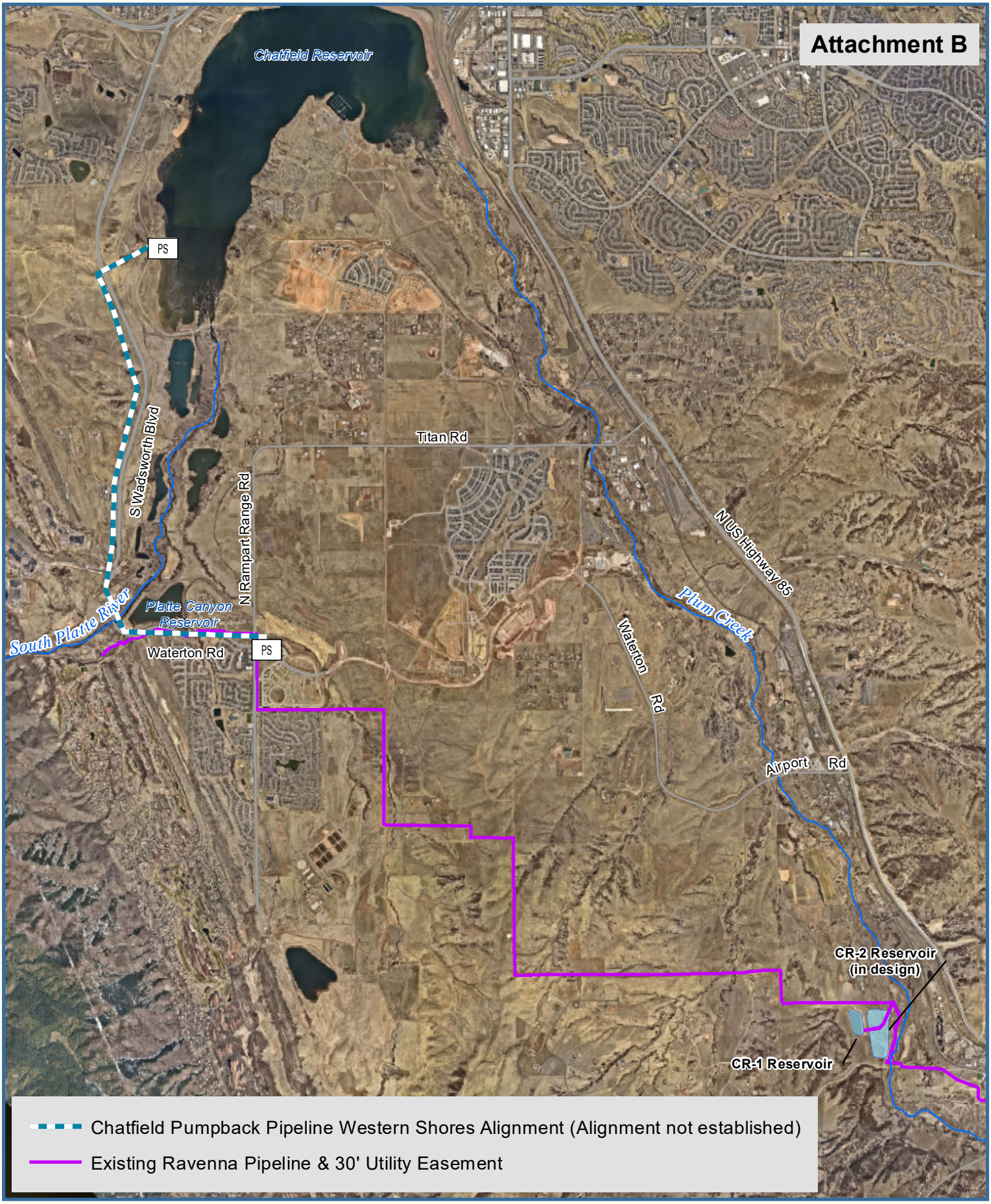
Witness my official hand and seal.

My commission expires:

_____

Notary Public

Attachment B



Castle Rock Water
Securing our future drop by drop

0 2,500 5,000 10,000 Feet

Date: 8/15/2022

1 inch = 5,000 feet

Disclaimer: The data presented has been compiled from various sources, each of which introduces varying degrees of inaccuracies or inconsistencies. Such discrepancies in data are inherent and in supplying this product the Town of Castle Rock assumes no liability for it's use or accuracy. Questions or comments regarding the cartographic composition of this map including, but not limited to, errors, omissions, corrections, and/or updates, should be directed to the Utilities Department, Town of Castle Rock, (720) 733-6087. Copyright 2022, Town of Castle Rock Utilities Mapping.

VICINITY MAP

Document Path: J:\GIS\Map Requests\2022\Internal_Requests\Chatfield_Pumpback\Chatfield_Pumpback.mxd

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 9. **File #:** PROC 2022-009

To: Honorable Mayor and Members of Town Council

From: Norris Croom

Proclamation: Fire Prevention Week October 9-15, 2022 (For Council Action - Presentation on October 4, 2022)

Executive Summary

Council will be presenting a Proclamation recognizing October 9-15, 2022 as Fire Prevention Week.

Proclamation

Fire Prevention Week
October 9-15, 2022

WHEREAS, the Town of Castle Rock is committed to ensuring the safety and security of all those living in and visiting our town; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires caused 2,580 civilian deaths in the United States in 2020, according to the National Fire Protection Association® (NFPA®), and fire departments in the United States responded to 356,500 home fires; and

WHEREAS, smoke alarms sense smoke well before you can, alerting you to danger in the event of fire in which you may have as little as 2 minutes to escape safely; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, Castle Rock's residents should make sure their smoke and carbon monoxide (CO) alarms meet the needs of all their family members, including those with sensory or physical disabilities;
and

WHEREAS, Castle Rock's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and serves to remind us it is important to have a home fire escape plan.

THEREFORE, we the Town Council of the Town of Castle Rock, do hereby proclaim

October 9-15, 2022 as Fire Prevention Week

throughout town, and urge all residents of Castle Rock to plan and practice a home fire escape for Fire Prevention Week 2022 and to support the many public safety activities and efforts of the Castle Rock Fire and Rescue Department.

ATTEST:

_____

Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK:

_____

Jason Gray, Town Mayor

TOWN OF CASTLE ROCK COLORADO
EXCELLENCE • DEDICATION • SERVICE

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 10. **File #:** ORD 2022-021

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA, Finance Director

Ordinance Adopting the 2023 Fiscal Year Budget for the Town of Castle Rock, Colorado (First Reading)

Executive Summary

Town staff provided an overview of the Proposed 2023 Budget to Town Council and the community at the September 6, 2022 Council meeting. At this meeting, an overview of strategic budget priorities was addressed along with a review of departmental requests and emerging issues that affect long term planning for Castle Rock. Additionally, individual meetings occurred between the Town Manager and Council members to review budget requests included in the Proposed 2023 Budget.

On June 13, 2022 Town staff held a Telephone Town Hall: Budget meeting/Public Safety funding meeting to discuss Proposed 2023 Budget considerations with Castle Rock citizens. Multiple questions were asked during the open house. Feedback received was consistent with the Town's budget priorities with public safety, transportation, parks, and long-term water being identified by respondents as their funding priorities.

The Proposed 2023 Budget is being presented tonight on first reading, with second and final reading planned at the October 4, 2022 Town Council meeting. Public hearings/public input on the proposed budget will be conducted at both meetings. Readings of a resolution approving the 2023-2027 Balanced Financial Plan, a resolution approving the 2023-2027 Five-year Capital Improvement Plan, and first reading of an ordinance levying general property taxes for the year 2022, for 2023 collection, are also planned for the October 4, 2022 meeting.

Attached to this memo are the ordinance to adopt the budget **(Attachment A)**, the 2023 Budget Message **(Attachment B)**, which provides an explanation and summary of the proposed budget and major issues, and the presentation slides used in tonight's presentation. The complete Proposed 2023 Budget, along with revenue and expenditure detail and a budget-in-brief document, is available on the Town's website at CRgov.com/2023Budget <https://crgov.com/3186/2021-Budget>.

Proposed Motion

"I move to approve an ordinance adopting the 2023 Budget for the Town of Castle Rock, Colorado."

Alternative Motions

"I move to approve the ordinance as introduced by title, with the following conditions: (list conditions).

"I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed)."

Attachments

Attachment A: Ordinance
Attachment B: Proposed 2023 Budget Message

ORDINANCE NO. 2022-__

AN ORDINANCE ADOPTING THE 2023 FISCAL YEAR BUDGET FOR THE TOWN OF CASTLE ROCK, COLORADO

WHEREAS, the Town Manager of the Town of Castle Rock, Colorado (the "Town") has submitted the proposed budget for the 2023 fiscal year (the "2023 Budget") to the Town Council, in compliance with Section 9-4 of the Town Charter (the "Charter"); and

WHEREAS, proper notice was published in accordance with Section 9-6 of the Charter for a public hearing on the 2023 Budget at the September 20, 2022, Town Council meeting; and

WHEREAS, according to Section 9-6(c) of the Charter, the Town Council shall adopt the 2023 Budget by ordinance on or before the final day established by law for the certification of the ensuing year's tax levy to the county, which day is December 15, 2022; and

WHEREAS, upon review, Town Council is prepared to adopt the 2023 Budget without amendment.

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

Section 1. **Approval**. The 2023 Budget is hereby approved and adopted in the form presented at tonight's meeting. The following amounts are hereby appropriated by fund for the 2023 fiscal year:

2022 Proposed Budget Summary

General Fund	$ 69,433,947
Economic Development Fund	2,407,699
Parking Fund	569,400
TABOR Revenue Fund	100,000
Transportation Fund	34,188,430
Conservation Trust Fund	591,914
Philip S. Miller Trust Fund	676,801
Public Art Fund	25,000
Police Forfeiture Fund	-
Downtown Development Authority TIF Fund	4,209,970
Parks and Recreation Capital Fund	10,261,343
Municipal Facilities Capital Fund	-
Fire Capital Fund	316,037
Police Capital Fund	331,982
Transportation Capital Fund	22,003,287

General Long-Term Planning Fund	2,684,967
Parks & Recreation Lodging Tax	761,678
Water Fund	32,400,428
Water Resources Fund	69,920,189
Stormwater Fund	10,433,225
Wastewater Fund	15,253,524
Golf Fund	3,876,715
Development Services Fund	8,499,642
Community Center Fund	8,784,961
Employee Benefits Fund	12,366,745
Fleet Services Fund	5,239,998
TOTAL	315,337,882

Section 2. **Compliance**. The 2023 Budget, as approved and adopted, complies with Article IX of the Charter, and the total authorized expenditures and provisions for contingencies do not exceed the total estimated revenues.

Section 3. **Severability**. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect the remaining provisions of this Ordinance.

Section 4. **Safety Clause**. The Town Council finds and declares that this Ordinance is promulgated and adopted for the public health, safety and welfare and this Ordinance bears a rational relation to the legislative object sought to be obtained.

APPROVED ON FIRST READING this 20th day of September, 2022, by a vote of ___ for and ___ against, after publication in compliance with Section 2.02.100.C of the Castle Rock Municipal Code; and

PASSED, APPROVED AND ADOPTED ON SECOND AND FINAL READING this _____ day of _____, 2022, by the Town Council of the Town of Castle Rock by a vote of ___ for and ___ against.

ATTEST:

_____
Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

_____
Jason Gray, Mayor

Approved as to form:

_____
Michael J. Hyman, Town Attorney

Approved as to Content:

_____
Trish Muller, CPA, Finance Director

2023 BUDGET MESSAGE

September 6, 2022

Honorable Mayor and Town Council Members,

On behalf of Town staff, I am pleased to submit the 2023 Budget to Town Council and the community. Based upon community feedback and your direction, the proposed budget continues to prioritize core functions including public safety, roads and water.

As a core Town function, providing the necessary resources for the Police and Fire departments continues to require new and substantial funding. This recommended 2023 Budget provides for a permanent shift in the Town's sales tax allocations – moving more funding to the Town General Fund (that supports our Police and Fire departments) and reducing the sales tax allocation going toward our Transportation Fund.

The General Fund will now receive approximately 75% of Town sales tax receipts (up from 70%), and the Transportation Fund will receive approximately 20% (down from 25%). The Community Center Fund will continue to receive approximately 5%. This shift in funding is necessary to allow for hiring four police positions and four fire positions in 2023.

Our five-year financial plan has additional police and fire positions in 2024. If the proposed infrastructure incentive to allow for a Costco at the Dawson Trails development receives Town Council support, and the Crystal Valley interchange and the planned development proceeds, our five-year plan will allow for the addition of 18 fire and police personnel to Town staff in 2025-2027. Without the sales tax expected to be generated by Costco – which would be the single-largest sales tax generator in Town – Town staff does not anticipate having the financial resources to add any additional fire or police personnel during the latter years of our five-year financial planning period.

Fire and police full-time equivalent positions

	2016	2017	2018	2019	2020	2021	2022*	2023**	2024***	2025***	2026***	2027***
Fire	80.50	81	93	94	94	94	98	102	105	108	111	114
Police	95.38	97.50	104.75	109.75	111.75	111.75	118.75	122.75	125.75	128.75	131.75	134.75

**includes four Police positions added at midyear; **recommended; ***recommended five-year plan*

We are not ignoring our transportation needs. As Council knows, we devoted the entire amount of the Town's allocation of federal American Rescue Plan Act funding (approximately $5.4 million) to our transportation capital needs, and we placed over $5 million of the Town's 2021 TABOR "surplus" funding in our transportation funds. (There is more on TABOR later in this Budget Message.) Additionally, the planned five-year transportation Capital Improvement Plan forecasts nearly $90 million in funding for street improvements over the next five years – in addition to the Crystal Valley/I-25 interchange – based on current building permit estimates.

This Budget Message outlines the Town's overall financial condition; provides an overview of the 2023 Budget, including priorities and emerging issues; and includes information about the 2023-2027 Balanced Financial and Capital Improvement plans. Referenced budget documents are available on the Town's website at CRgov.com**/2023Budget**.

OVERALL TOWN FINANCIAL CONDITION

The Town continues to maintain a solid overall financial condition and to provide high-quality core services, thanks to effective Town Council direction and strong financial management and planning by the organization. Our most recent community survey results, from 2021, reinforce that residents appreciate the high quality of services provided in Castle Rock. In addition to considering that feedback, the Town held a telephone town hall in June 2022 to gather additional input when proposing the following 2023 Budget priorities, which are unchanged from 2022:

- Ensure outstanding public safety
- Secure our water future
- Support economic development
- Preserve our community character
- Enhance our roads
- Maintain strong Parks and Recreation
- Manage Town finances conservatively

Town departments continue to maintain international and national accreditations, and the Town continues to earn recognitions from various publications and programs for being one of the nation's premier communities. Recent examples include Castle Rock Fire and Rescue's reaccreditation by the Commission on Fire Accreditation International and the Town's recognition on Livability.com's "Top 100 Best Places to Live" in the U.S. for 2022. View information on other Town honors at CRgov.com**/Recognition**.

The 2023 Budget estimates annual growth in sales tax revenue at 6%. The property tax mill levy rate mill levy rate is expected to be equal to the 2022 rate of 1.139 mills when finalized in December; associated revenue may increase slightly but is budgeted consistent with 2022 due to it being a nonappraisal year. The biannual property reassessment will likely impact future mill levies and associated revenue.

A 3.88% increase to water rates and fees for existing customers is proposed for 2023, along with an increase to the maximum allowed amount for growth-related water resources system development fees. Inflationary increases are planned for all other development impact fees, as previously approved by Council. Staff is monitoring the administrative cost-recovery fee within the Development Services Fund, which may need to be adjusted as permit volumes change. Golf green fees, meanwhile, are proposed to increase by $5 for most rounds.

The proposed budget anticipates continued strong residential growth, with 900 single-family units, 415 multifamily units and roughly 50,000 square feet of commercial development projected in 2023.

PROPOSED 2023 BUDGET OVERVIEW

The proposed Townwide budget for 2023 is $315.3 million. This includes $111.1 million for capital improvements; $24.9 million for debt, interfund loans and transfers between funds; and $179.3 million for operations, including $18.5 million for annual pavement maintenance. Expected revenues for 2023 are $272.5 million. The difference between expected revenues and expenditures is attributable to the planned use of $42.9 million in capital reserves, which is a common and sound practice. The 2023 operating budget is 5.26% greater than the 2022 amended operating budget of $170.3 million; this increase reflects planned investments in Town operations to meet our growing community's needs and service expectations.

Annual operating revenues are budgeted to exceed annual operating expenditures, meaning the budget is balanced. Further, the budget maintains operating and debt reserves in all funds consistent with Town Council policies, as well as the required emergency TABOR reserve.

The 2023 General Fund budget provides for revenues estimated at $75.8 million and expenditures, including one-time items, at $69.4 million, meaning there is an anticipated General Fund operating surplus for 2023 of about $6.4 million. As the budget is presented, the General Fund is projected to end 2023 with an unobligated balance of $27.2 million after meeting reserve requirements.

2023 BUDGET PRIORITIES AND ISSUES

The intent of this budget is to focus resources on the earlier-listed seven priorities. Following is a list of the priorities and major items planned to support them:

1) **Ensure outstanding public safety**
   - Add four Fire and Rescue positions: three firefighter/EMTs and one safety and training officer – these positions eventually would serve the future Fire Station 156
   - Add four Police positions – one sergeant, two officers and a felony filing technician – along with two part-time civilian community service officers
   - Address additional needs of CRFD including $134,200 annually for stipends for those with specialty certifications that have not been recognized to date and $90,000 in 2023 for the HAAS alerting system that lets nearby drivers know an emergency vehicle is approaching
   - Address additional needs of CRPD including $349,987 annually for continued use of body-worn cameras, upgraded in-car cameras, Tasers and related services; and $230,000 annually for implementation of a Master Patrol Officer program and for differential pay for those working the graveyard shift, both intended to increase employee retention rates

2) **Enhance our roads**
   - Begin construction on the Town's top infrastructure priority, a new interchange on Interstate 25 at Crystal Valley Parkway, including accommodating any additional funds needed to award a contract up to $118 million
     - Because funding is still coming together on this project, the Proposed 2023 Budget does not reflect related revenues nor expenditures; staff's intention is to present a budget amendment for Council consideration once the funding is fully set
   - Complete an aggressive annual Pavement Maintenance Program, focused in 2023 on eastern Castle Rock, at an estimated 2023 cost of $18.5 million
   - Invest $18.5 million to widen Fifth Street between Gilbert Street and the "Four Corners" intersection with Ridge Road/Colorado Highway 86
   - Complete construction of the following projects, for which contracts were awarded in 2022:
     - Widen Plum Creek Parkway from Eaton Street to Ridge Road
     - Widen Ridge Road from Plum Creek Parkway to the "Four Corners" intersection
     - Improve the "Four Corners" intersection
     - Improve the intersection of Crystal Valley Parkway and Plum Creek Boulevard
   - Update the Town's Transportation Master Plan
   - Add one new position within the Signs and Markings Division to oversee fieldwork

3) **Secure our water future**
   - Continue projects, programs and policies to advance the goal of securing 75% renewable water by 2050; reducing per-capita water consumption to 100 gallons per day; and maintaining affordable rates and fees, including:
     - Continue advancing long-term water renewable efforts including the WISE imported water project
     - Continue implementing advanced metering infrastructure
     - Continue water and sewer line rehabilitation projects and upgrades to security, controls and network
     - Add five new positions: a stormwater inspector, a water conservation technician, a SCADA instrumentation technician, a collections operator and an office assistant

4) **Maintain strong Parks and Recreation**
   - Continue renovations at Butterfield and Mitchell Gulch parks; and construct Plum Creek North Park
   - Complete the Colorado Front Range Trail within Castle Rock
   - Add a bike zone at Ridgeline Open Space with technical features, ramps and jumps
   - Replace cardio equipment at the Recreation Center
   - Replace the synthetic turf at Matney Park and improve the dugouts and field fencing at Paintbrush Park
   - Using revenue from the new lodging tax, add a position in Parks Planning
   - Add a putting green at Red Hawk Ridge Golf Course

5) **Support economic development**
   - Fulfill existing economic incentive agreements and allow capacity for new incentive agreements

6) **Manage Town finances conservatively**
   - To ensure they are used only in the manner approved by voters, receive any “excess” TABOR revenues into a dedicated fund
   - To ensure maximum efficiency and accuracy of financial information, implement new financial management software

7) **Preserve our community character**
   - Continue historically and naturally sensitive enhancements at Metzler Family Open Space, including trail openings, an accessible parking lot and other improvements
   - Continue to explore possibilities for open space acquisitions and historic enhancement opportunities

8) **Other items**
   - Fund employee compensation at an average 4% performance-based increase for general employees, with an average of 7.5% budgeted for public safety personnel
   - The Town has successfully managed its health care plan to the point that the 2023 Budget does not include any premium increases – neither for the Town, nor for employees
   - Add two general government positions: an infrastructure technician in the Division of Innovation and Technology and an administrative assistant in the Town Attorney’s Office

OTHER ISSUES AND WORK PLANS GOING FORWARD

Castle Rock voters in November 2021 approved a temporary, 10-year "TABOR timeout." Through 2030, this authorizes the Town to retain and spend any "excess" TABOR revenues solely for:

- Police;
- Fire protection;
- Emergency medical services;
- Roads and other transportation purposes, including, but not limited to, the Crystal Valley/I-25 interchange

Due to favorable economic conditions and increased Town revenue, the Town exceeded its TABOR revenue cap for 2021 by $14.6 million. Various factors contributed to the surplus, including strong sales tax and housing growth and open space shareback funds from Douglas County for park improvements. In fairness to the budget process, it’s important to disclose that all eligible revenue received during 2021 ultimately contributed to the TABOR surplus.

Given the factors that contributed to the Town’s 2021 TABOR surplus and voters’ approved uses of the funds, Town Council approved on July 5, 2022, transferring funds from three tax- and impact fee-receiving funds into the TABOR Fund to retain and spend as voters approved.

Funding sources and amounts	
General Fund	$8.5 million
Transportation Fund	$5.6 million
Fire Capital Fund	$500,000
TOTAL	**$14.6 million**

Uses for funds	
Funding for construction of Fire Station 156	$6 million
Funding for space buildout at Police Headquarters	$2 million
Funding for wildfire mitigation initiatives	$1 million
Funding for road/transportation purposes	$5.6 million
TOTAL	**$14.6 million**

It is possible that the Town could see another TABOR revenue "overage" for 2022; the amount will not be determined until the year's financials are audited. Similar to in 2021, staff will bring any information in this regard to Council for discussion beginning in second quarter 2023.

Separately, Town Council and the community have been exploring a potential public-private partnership that would bring a sports development center of roughly 100,000 square feet with aquatics, fitness and gym facilities as part of the Brickyard development that's being proposed at the site of the former Acme Brick facility on Prairie Hawk Drive. The facility could open as soon as in 2025 and could be paid for over time using existing Town funding sources, primarily Parks and Recreation impact fees. No decisions have been made to date regarding this project, but $15 million for a partial construction payment is included in 2025 within the five-year financial plan. Additional financial accommodations related to this facility would need to be incorporated into the Town's financial planning as decisions are made relative to this effort.

FIVE-YEAR FINANCIAL AND CAPITAL IMPROVEMENT PLANS

Included with the 2023 Budget are the 2023-2027 Balanced Financial and Capital Improvement plans. Some items of note within these plans:

- **Ensure outstanding public safety:** Three additional positions in both fire and police are included in 2024. If a Costco comes to Castle Rock as proposed, each department will be able to hire three positions per year in 2025-2027, for a total of 18 additional public safety personnel in those years. Without the sales tax expected to be generated by Costco, Town staff does not anticipate having the financial resources to add any additional fire or police personnel during these years. Simply stated, the Town's ability to hire additional police and fire personnel is related to the ability of sales tax growth to be significantly above the costs of compensation and pension cost growth. Over the next five years, we anticipate the Police Department budget to grow 35% and the Fire Department budget to grow 39%, as detailed in the following table:

  Proposed Fire and Police department annual budgets over the five-year financial planning period

	2023	2024	2025	2026	2027
Fire Department budget	$21.9 million	$23.8 million	$26.0 million	$28.2 million	$30.5 million
Police Department budget	$22.9 million	$24.7 million	$26.7 million	$28.7 million	$31.0 million

- **Enhance our transportation:** In 2024, widen Prairie Hawk Drive between Melting Snow Way and Wolfensberger Road; construct the portion of Prairie Hawk Drive from Plum Creek Parkway north to the former Acme Brick site; and widen Plum Creek Parkway from Wolfensberger Road to the Miller Activity Complex entrance. The Town's prioritization of these projects is dependent on Town Council approving development plans for the Miller's Landing and Brickyard projects. In 2025, widen Wolfensberger Road between Prairie Hawk Drive and the Miller Activity Complex entrance, and construct an additional lane on the off-ramp for southbound I-25 at Plum Creek Parkway. In 2026, widen Prairie Hawk between Wolfensberger Road and Topeka Way and widen Colorado Highway 86 between Ridge Road and Enderud Boulevard. In 2027, connect Perry Street to the East Frontage Road.

  Pavement Maintenance Program budgets for 2024-2027 are shown lower than the $18.5 million proposed for 2023, because the Town conservatively estimates future sales tax. Once updated projections become available ahead of each budget year, recommended resources and priorities may be shifted toward this program to ensure properly maintained roads.

- **Secure our water future:** Water, long-term water, stormwater and wastewater projects totaling nearly $300 million are included over the five-year period, including water system projects of $54.5 million; water resources/long-term water projects of $194.4 million; stormwater projects of $22.9 million; and wastewater projects of $22.7 million. In addition to

capital items, current plans call for eight additional Water staff between 2024 and 2027 to help ensure adequate resources for 24/7 operations as Water's customer base grows.

- **Maintain strong Parks and Recreation:** Improvements across the Town's parks and trails and recreation facilities are anticipated during the planning period. New and improved East Plum Creek Trail trailheads; continued construction of trail connections; replacements of synthetic turf fields at various parks; and the addition of security cameras in parks are among the items planned. Updates to HVAC units and other equipment, locker rooms and flooring at the Rec Center and Miller Activity Complex are anticipated, along with the purchase of a new cart fleet and maintenance equipment for Red Hawk Ridge Golf Course. Finally, plans call to hire another maintenance worker and another Parks Planning position.

- **Manage Town finances conservatively:** In line with its conservative financial management, the Town is planning only one new general government staff member over the balance of the five-year period, to support the maintenance of the Town's facilities.

CONCLUSION

The 2023 Budget focuses on maintaining levels of service while accomplishing core priorities. Council and community consideration of the 2023 Budget are expected to include an initial presentation on Sept. 6, 2022; first reading of the budget on Sept. 20, along with Council consideration of the 2023-2027 Balanced Financial Plan and 2023-2027 Capital Improvement Program, and first reading of the Town's mill levy ordinance; second reading of the budget on Oct. 4; and second and final reading of the mill levy ordinance on Dec. 6.

I'd like to thank Town Council for its leadership; Finance Director Trish Muller, Assistant Finance Director Pete Mangers, Financial Analysts Fred Deschenes, Karlee Hinckley and Melissa Everett, and the entire Finance Department staff; Assistant Town Manager Kristin Read, Special Projects Manager Matt Gohl and all other department heads; and staff in all departments for their efforts contributed in the preparation of this budget.

Respectfully submitted,

David L. Corliss
Town Manager

Shannon Eklund

From: Giselle Martin - CDOT <giselle.martin@state.co.us>
Sent: Saturday, September 10, 2022 6:14 PM
To: TownCouncil Mailbox
Subject: Plumcreek North Park

I'm in support of building the Plumcreek north park in my neighborhood this way we could walk to it if needed. It would be nice if we could also have lighted tennis courts and picnic areas until 10pm nightly and a neighborhood pool since we lost the only one we used to have which used to be where this is being built. Sort of like burgess park and pool outdoor pool operated by the town

Thank you
Plumcreek Resident since 1999

Sent from my iPhone

Shannon Eklund

From: Alicia Davis <alicia21clev@gmail.com>
Sent: Saturday, September 10, 2022 6:20 PM
To: TownCouncil Mailbox
Subject: Plum Creek North Park

Dear Council,

I am a resident of Plum Creek off Tavern Way for the last 2 years. I have two small kids and have interest in seeing my home value increase. A park at north Plum Creek will be great for families currently living in this area and families looking to move to the area. It will increase home values, and make the area a more family oriented neighborhood, making it appealing to future buyers.

Please approve this initiative on the 2023 budget!

Sincerely,
Alicia Kliewer

Sent from my iPhone

Shannon Eklund

From: Matt Kliewer <matt.kliewer44@gmail.com>
Sent: Saturday, September 10, 2022 6:23 PM
To: TownCouncil Mailbox
Subject: Plum Creek Park Initiative

Good evening,

As a resident of Plum Creek in Castle Rock, I want to give my support for the park plans for Plum Creek North. This initiative will be key in maintaining home values and driving interest in the area.

Please approve the 2023 Plum Creek Park initiative in the 2023 budget.

Kind regards,
Matt Kliewer

Sent from my iPhone

Shannon Eklund

From: Christine Melton <christinemelton10@gmail.com>
Sent: Saturday, September 10, 2022 8:12 PM
To: TownCouncil Mailbox
Subject: Plum Creek Park North

I am a resident of Plum Creek. We have been waiting for the town council to approve the budget and start building the Plum Creek North Park. We would like to have a park to walk to, play catch, meet up at the pavilion, picnic, meet neighbors, shoot baskets, bring the kids and play pickelball. There really isn't any near parks in our neighborhood. The existing land is an eye sore, huge weeds growing all over and is home to a large coyote. It would be great for our community to have a park we can walk to. We urge the town council to build this park in 2023. We've been waiting for a long time.
Thank you for your time and consideration.
Christine Melton
2099 Kahala Cir, Castle Rock, CO 80104

Shannon Eklund

From: Barb Hanneman <barbtbird@gmail.com>
Sent: Sunday, September 11, 2022 12:15 PM
To: TownCouncil Mailbox
Subject: Park..of course we need this park. It is a shame to have waited this long to begin with.

Right now just wasted space. Please approve ASAP

Shannon Eklund

From: BRUCE HARTMAN <bhartman323@msn.com>
Sent: Sunday, September 11, 2022 11:36 AM
To: TownCouncil Mailbox
Subject: Plum Creek North Park

My wife and I live at 777 Stafford Circle in Castle Rock and wish to express our full support for the proposed new park.

Our motivation to support this project is for the same reason as the goals of the Parks Department, "…to have a neighborhood park within walking distance of every resident", and to use the available funding and acquired property to improve the community in 2023.

Sincerely,
Bruce and Lynn Hartman

Sent from Mail for Windows

Shannon Eklund

From: Tony Hagger <thehaggers@msn.com>
Sent: Monday, September 12, 2022 11:43 AM
To: TownCouncil Mailbox
Subject: Plum Creek North Park funding.

This is to support funding for this park in the next budget.

I live close-by and would really welcome this facility as soon as possible.

Thank you for your help and service to the community.

Tony Hagger
735 Stafford Circle, Castle Rock, CO, 80104

Shannon Eklund

From: Shawn LEsperance <lesperance.shawn@gmail.com>
Sent: Monday, September 12, 2022 11:52 AM
To: TownCouncil Mailbox
Subject: Plum Creek North Park

Town of Castle Rock Town Council Members:

I am so happy and excited to see that the construction of Plum Creek North Park is included in the 2023 Proposed Budget for the Town of Castle Rock!

Neighborhood parks serve as the center of the community. A place for children to play, seniors to walk, parents to meet each other and exercise to take place. Although Plum Creek is one of the oldest neighborhoods it is one of the only neighborhoods in Castle Rock without any park. The Plum Creek Golf Course originally had a pool, tennis court and playground that residents could pay a "social membership" fee to use. For many years this was considered Plum Creek's "park". The former owners of the golf course let this area slide into disrepair and rendered it all unusable 11 years ago so for the past 11 years there has been no common neighborhood gathering place whatsoever.

We are very grateful to the Town for purchasing this land from the golf course several years ago and are excited to see a park built that will finally give the residents of Plum Creek a beautiful spot to gather and play!! It will be another shining jewel for our award winning Park Department!

Thank you for ensuring that the construction of the Plum Creek North Park is included in the final version of the 2023 Town Budget!

Sincerely,

Shawn L'Esperance
2358 Tavern Way
Castle Rock, CO 80104

Sent from Mail for Windows

Shannon Eklund

From: Christine Rivoir <crivo57@yahoo.com>
Sent: Monday, September 12, 2022 12:05 PM
To: TownCouncil Mailbox
Subject: Plum Creek North Park (Emerald Dr across from McCracken Dr)

I am writing as a resident of this neighborhood, in an effort to urge you to include this park proposal in your final plans for construction in 2023.

When we moved here in 2017, we were led to believe (by realtors) that the existing abandoned pool/playground would be updated and reopened. Obviously, that was untrue. Over the years, we observed graffiti on its walls, trash, furniture and filthy water collecting in the decaying swimming pool. We were very happy to hear that the entire property was to become a town park, and even happier to see the decaying structures removed.

I feel that finishing this park sooner (2023) rather than in the next phase (2027?) will be beneficial to all residents by adding more recreational space and parkland for anyone to come and enjoy the lovely view of our town and the mountains beyond.

Thank you,

Christine Rivoir
973-670-2209

Sent from Yahoo Mail on Android

Shannon Eklund

From: Ed Clarke <edclarke603@comcast.net>
Sent: Monday, September 12, 2022 1:41 PM
To: TownCouncil Mailbox
Subject: Plum creek north park

My wife and I would like the town council to approve plum creek north park in the 2023 budget.
It is a real eye sore!
Thanks Kathy and Ed Clarke
Sent from my iPad

Shannon Eklund

From: Ouida Avery <aavery19@gmail.com>
Sent: Monday, September 12, 2022 2:03 PM
To: TownCouncil Mailbox
Subject: Plum Creek North Park

I am writing in support of the planned park on the property purchased from Plum Creek Golf Club where the pool existed off of Emerald. This is a much needed residential park in our neighborhood! Across from the proposed park are many single family homes with young families that would greatly benefit from a local park.

We live in Fairway Vistas which is a community of older residents with young grandchildren which would provide an amazing benefit for our visiting families.

I look forward to the development of this park! What a wonderful addition to the Plum Creek community!

Thank You,
Ouida and Elliott Avery
Fairway Vistas
2129 Brierly Ct
Castle Rock

Sent from my iPhone

Shannon Eklund

From: Ted Anderson <thanderson402@gmail.com>
Sent: Monday, September 12, 2022 2:19 PM
To: TownCouncil Mailbox
Cc: Shawn LEsperance
Subject: Plum Creek North Park comment.

Dear Town Council,

It's great to see the Plum Creek North Park is currently in the CR budget for 2023. This park will be a valuable addition to the city's park system. We strongly support funding in 2023. The area has high numbers of walkers and runners and an increasing number of kids. The park also is in the center of a higher density area, gone without for decades and historically a longer trip to a park in other areas.
Moving forward soon should allow for limited parking lot expense vs. waiting and spending more.
Thank you for listening,
Ted and Kirsten Anderson
2349 Tavern Way, CR.

Sent from my iPhone

Shannon Eklund

From: karen mosel <moselkj2@gmail.com>
Sent: Monday, September 12, 2022 4:34 PM
To: TownCouncil Mailbox
Subject: Our home borders the park closest to the east boundary on the east. I see all kinds of abuse of people walking their dogs without leashes and not picking up the animal waste. My wish is for a black iron fence on the boundary like the one on Emerald

Street. Yes , I wish for the park to be completed in 2023. We are anxiously waiting for
the area not to be such an eyesore and looking neglected. This part of the Plum Creek area has been overlooked and ignored. Miss a swimming pool. Karen Mosel 525 Stafford Circle

Sent from Mail for Windows

Shannon Eklund

From: Don Mosel <donrun46@gmail.com>
Sent: Monday, September 12, 2022 4:43 PM
To: TownCouncil Mailbox

This is Donald Mosel I and my wife Karen live at 525 Safford Cr. We would like to see the Plum Creek North Park project completed in 2023. The park would get a lot of use, especially by the people who live in Fairway Vista 120 plus homes. The park looks beautiful, and would be such an improvement over what the area currently looks like. Also there is no such street as High Plains street. That street should be Emerald. Thank You.

Shannon Eklund

From: Andy McMillen <andymcmillen@comcast.net>
Sent: Tuesday, September 13, 2022 1:18 PM
To: TownCouncil Mailbox
Subject: Plum Creek North Park

Dear Town Council:

I am a resident of Castle Rock, and I live in the Highlands at Plum Creek neighborhood. I understand that the Plum Creek North Park is up for consideration for the town's 2023 budget. I strongly encourage the Council to make this park a priority for 2023. The area we live in has many families and children who have no parks nearby. The Plum Creek North Park is in a perfect location to serve our community with facilities for young and old alike. Please approve the budget for this park in 2023.

Thank you.

Andy McMillen
2669 Celtic Drive
Castle Rock, CO 80104

Sent from my iPad

Shannon Eklund

From: Charlotte McMillen <charlottemcmillen@gmail.com>
Sent: Tuesday, September 13, 2022 1:39 PM
To: TownCouncil Mailbox
Subject: Plum Creek Park

I'm writing in regard to the North Plum Creek Park which is under consideration to be built in 2023. I am a resident of Castle Rock, and I live in the Highlands at Plum Creek neighborhood. This would be SUCH a welcome addition to the community and would be enjoyed by all ages. I strongly encourage the Council to make this park a priority for 2023. The area we live in has many families and children who have no nice family parks in the immediate area. I respectfully ask that you please approve the budget for this park in 2023.

Shannon Eklund

From: Michael Burstein <m.burstein@tampadenver.com>
Sent: Tuesday, September 13, 2022 3:14 PM
To: TownCouncil Mailbox
Subject: Plum Creek North Park

I live in the Fairways Vistas II subdivision.
The Plum Creek North Park would be a VERY welcome addition to our area.
The area has never had a small local park to enjoy, at least in the 17years I have lived in the area.
I strongly support the development of the Plum Creek North Park!!

Shannon Eklund

From: Jim Johnson <jimbopromo1@gmail.com>
Sent: Tuesday, September 13, 2022 6:42 PM
To: TownCouncil Mailbox
Subject: Plum Creek North Park

Dear Castle Rock Town Council:

We write to you in support of the new park at Plum Creek North. This park would fill a genuine need in the lives of people in this community. The Plum Creek area of town seems to be one of the most neglected for quality parks in the entire city. We realize Rhyolite Park is not far away, but a park on Emerald, of the quality being proposed would be a wonderful addition and a definite blessing to all of us. Yes, the demographics are “retired, old folks” we get it, but we have multitudes of grand kids that would love to visit grandma & grandpa, and spend time at a quality park. It would even get the grandparents out of our easy chairs, just to go watch those grandkids have fun.

Respectfully,

Jim & Connie Johnson
940 E. Plum Creek Parkway

Shannon Eklund

From: market marstersj <marmars00@comcast.net>
Sent: Tuesday, September 13, 2022 7:33 PM
To: TownCouncil Mailbox
Subject: Plum Creek North Park

Hi there,
I own property in Castle Rock and think that neighborhood parks are very important to the health of the people in the affected area. I am very much in favor of this park and thank all involved for their hard work putting this park together. Please approve it in your final 2023 budget.
Thank You,
Mark Marsters

Shannon Eklund

From: jkuijper@comcast.net
Sent: Tuesday, September 13, 2022 7:40 PM
To: TownCouncil Mailbox
Subject: Plum Creek North Park

Dear Council Members:

As a resident of the town of Castle Rock I am delighted to hear that Plum Creek North Park is proposed as the next new neighborhood park for construction beginning in 2023. The opportunity to have a neighborhood park to walk, play catch, meet up at the pavilion, picnic, meet neighbors, shoot baskets, bring the grandkids to the playground will be fabulous as there are currently no parks within walking distance for Plum Creek residents.

Thanks for building this new park into the proposed 2023 Budget.

Jake and Jan Kuijper
Castle Rock.

Shannon Eklund

From: Connie <jkcjjohnson1@gmail.com>
Sent: Tuesday, September 13, 2022 8:42 PM
To: TownCouncil Mailbox
Subject: Plum Creek Park

To whom it may concern! I am so excited to know that Plum Creek will have a park! I am part of plumcreek and can't wait for you to get it started. Thank you so much for considering us and making it happen!
Connie Johnson

Sent from my iPhone

Shannon Eklund

From: woody woodyowood.com <woody@woodyowood.com>
Sent: Wednesday, September 14, 2022 6:09 AM
To: TownCouncil Mailbox
Subject: Plum Creek park

I live in Plum Creek, and would very much like to see this park put in sooner rather than later. Please put it in the budget. The old pool and area has been an eye sore for years.

Thanks

Woody Wood

Shannon Eklund

From: Mei Lie Benink <meiliebenink@gmail.com>
Sent: Wednesday, September 14, 2022 7:32 AM
To: TownCouncil Mailbox
Subject: North plum creek park

Dear town council;

I just heard about the new proposal for a park near my house and I can't be more pleased that Our community will have a place to meet, play, picnic with our kids and grandkids under shade. As a grandmother I will now be able to take the grandkids there to play, which is their favorite Kind of amusement!!

Mei Lie Benink
1365 Castle Creek Cir

Sent from my iPhone

Shannon Eklund

From: scott hartmann <scotthartmann21@gmail.com>
Sent: Wednesday, September 14, 2022 7:51 AM
To: TownCouncil Mailbox
Subject: Approval of Plum Creek Park

My wife and I are residents of CR and totally supportive of past and recent efforts to improve our Parks & Rec offering. What great investments!

Sent from my iPhone

Shannon Eklund

From: Steve Lesperance <stevelesperance48@gmail.com>
Sent: Wednesday, September 14, 2022 10:04 AM
To: TownCouncil Mailbox
Subject: Plum Creek North Park 2023

To: Castle Rock Town Council

Re.: Plum Creek North community park

Hello-

I wanted to convey my appreciation for all the work that the city has done to "rescue" this space from many years of neglect- purchasing the property, clearing out the pool, assessing the need, involving the area residents in the design, and now approving that space for a park next year. THANK YOU.

This will be a fantastic park asset for the south area of town in an area under represented from a park perspective. The area residents are ready, willing and able to support this park moving forward!

Steve L'Esperance
2358 Tavern Way
720-318-5702

Shannon Eklund

From: Bobbi Litra <bobbilitra@gmail.com>
Sent: Wednesday, September 14, 2022 3:59 PM
To: TownCouncil Mailbox
Subject: Plum Creek North Park

My husband and I have lived in Plum Creek for almost 5 years and are looking forward to the construction of the Plum Creek North park in 2023. We have to drive over to Rhyolite Park to take the children to a park. It will be so wonderful to have a park within walking distance.

We wholly support the construction of this park ASAP.

Thank YOU!!!

Bobbi & Ron Litra
1533 Peninsula Circle
Castle Rock, CO 80104

Shannon Eklund

From: dnhcollier@comcast.net
Sent: Wednesday, September 14, 2022 4:37 PM
To: TownCouncil Mailbox
Subject: Plum Creek North Park

My husband and I live in the Highlands of Plum Creek Subdivision and we are very excited about the prospective Plum Creek North Park. Currently there are no parks within walking distance and the proposed plans for this area are very exciting. It will be a great place to walk and relax as well as take the grandchildren when they visit. It is our hope that this park will be included in your 2023 budget so that we will have one of the Town's award winning parks within walking distance!!

Thank you for your consideration.

Harry and DeVona Collier

Shannon Eklund

From: Michael Broussard <broussard_michael@yahoo.com>
Sent: Thursday, September 15, 2022 8:59 AM
To: TownCouncil Mailbox
Subject: Proposed Plum Creek Park (Golf Course)

Hello Town Council!

I like to tell you how much your Plum Creek residences have been anticipating the construction of the new Plum Creek Park! Every day I sit in my
Backyard patio all summer to work on my business laptop and see near 100 people daily walking dogs, playing frisbee, having picnics, riding bikes in the current open space/parking lot that is not yet a park. It would be really great to get this park into the 2023 budget so that we can make it a reality! We don't have any parks nearby that resemble the proposed plan with botche ball courts, Rock viewing area and kids playgrounds so it would REALLY be a great UPGRADE to our older area (most new construction was back in the 90's).

Thank you for listening to me and we are very excited about this!
Mike Broussard
Highlands at Plum Creek Residence

Sent from Mail for Windows

Shannon Eklund

From: Marcia Allen <mallen4252@gmail.com>
Sent: Thursday, September 15, 2022 11:47 AM
To: TownCouncil Mailbox
Subject: Plum Creek North Park

My name is Marcia Allen. My husband Kent and I live in the Highlands at Plum Creek neighborhood.

We appreciate that the town purchased this land with the intent that it would be a park - since there isn't a park in this part of town.

Having 2 pickleball courts in this park would be enjoyed by many. We now drive to Founders or Parrish -

Let's budget for the development of this park in the 2023 budget.

Marcia Allen

Shannon Eklund

From: MaryAnn <msundby@q.com>
Sent: Thursday, September 15, 2022 1:30 PM
To: TownCouncil Mailbox
Subject: Proposed Plum Creek North Park

Members of the Castle Rock Town Council:
I am highly supportive of Castle Rock funding the **Plum Creek North Park** plan. The subdivisions surrounding the Plum Creek golf course need a quality park! The area has been a deserted swimming pool area for too long! Castle Rock does not want a blighted, weed filled run down area nestled next to quality subdivisions. I live in the Fairway Vistas II and I have always hoped to be able to walk to a nearby park to play with my grandchildren and see vistas and not just more houses. The Plum Creek North Park would be a good investment of Castle Rock's monies. There are so many crowded and tightly organized subdivisions being built; so let's create a space that gives residents a view of the mountains, the rock, sunrises and sunsets.
Please support the building of the Plum Creek North Park. Also provide a goodly amount of monies for flowers and beauty beyond scrub oaks. And please make sure the maintenance of the park is supervised and observed over the years. Don't let slop get any worse around town!

MaryAnn Sundby
2061 June Court

Shannon Eklund

From: Debbie Luhnau <deb.luhnau@gmail.com>
Sent: Thursday, September 15, 2022 3:01 PM
To: TownCouncil Mailbox
Subject: Plum Creek Park

Hi there! I live at 3285 Cherry Plum Way and understand that there is a development plan for the land purchased from the golf course where the pool used to be. How about some Pickle Ball courts? This is a really nice parcel, with great views of the town and a large parking lot already exists. Perhaps some picnic benches/ pavilion or shade structures, walking trails and benches where you could just sit and see the view? It would be a great sunset watching spot and a dynamic spot for 4th of July fireworks. And we would need some dog stations for clean up bags and depositing pet waste please.
Thank you for listening.

Debbie Luhnau

Shannon Eklund

From: Jim <jpdelay@comcast.net>
Sent: Thursday, September 15, 2022 3:24 PM
To: TownCouncil Mailbox
Subject: North Plum Creek Park

I have been a resident of Castle Rock for over 25 years and fully support efforts for constructing the North Plum Creek Park. We do not have a park in Plum Creek except for the small one at the south end of Plum Creek. We utilize many of the parks in town such as Phillip S Miller, Festival Park, Rhyolite Park & Matney Park among others and know our town has done an incredible job with Parks in our growing town. But we would like to have one to be able to walk to and enjoy rather than driving that we need to do for all but the small south Plum Creek park (Even though over a mile each way). I appreciate the town buying this parcel and appreciate getting the feedback for what the residents want.

Thanks for including in proposed budget and we would love to see it come to life!!

Jim DeLay
303-905-5284

Sent from Mail for Windows

Shannon Eklund

From: Gail Cooper <coopgm267@gmail.com>
Sent: Thursday, September 15, 2022 3:46 PM
To: TownCouncil Mailbox
Subject: Plum Creek North Park

Dear Town Council:

We were very happy to hear that the Plum Creek North Park made the proposed 2023 budget. Now, if only the budget passes with that included in the final version! We moved to Plum Creek two years ago. The park site has been an eye sore and currently such a waste of good space. There is no park in our area at all so we must get in the car and drive to get to one.

We ask that the council approve the funds for the Plum Creek North Park to be constructed as planned. This would provide a place for neighborhood children to play together, for adults to walk and exercise (hopefully pickle ball courts are part of the plan!), and for families to relax and visit with others. What a wonderful and needed amenity the park would be to the Plum Creek community.

Thank you for your kind consideration,

Gail Cooper
267 Emerald Court
Castle Rock

Shannon Eklund

From: Aol Mail <djnaulty@aol.com>
Sent: Friday, September 16, 2022 7:45 AM
To: TownCouncil Mailbox
Subject: Plum Creek North Park

Please include the Plum Creek North Park in the 2023 budget. Plum Creek area is in desperate need of a park and play ground.

Thank you

David Naulty - Highlands at Plum Creek

Shannon Eklund

From: Adam Level <levellad@gmail.com>
Sent: Saturday, September 17, 2022 3:41 PM
To: TownCouncil Mailbox
Subject: Plum creek north park

Please include budget money for the park in plum creek north, at the old plum creek golf club pool/ tennis location that the town purchased from plum creek. If it's not built; then it doesn't seem it was a good use of the towns money to buy that parcel. Also- it's a vacant unusable parcel that is sitting there and has no use currently unless the town does something with it. There are children in the area that have no local parks to go to.

Sincerely
Adam Levell
1202 whitekirk place

Shannon Eklund

From: Lindsey Foos <lvfoos@me.com>
Sent: Saturday, September 17, 2022 5:57 PM
To: TownCouncil Mailbox
Subject: Support for Plum Creek North Park

Hello! We are residents of Plum Creek and have heard word that the North Plum Creek park is proposed for the 2023 budget. We wanted to share our support for this as there currently isn't a great public space in walking distance from us and this would be so well enjoyed by all in our community. We would love to be able to take our kiddo there as soon as it's ready!

Thank you for your consideration!

Lindsey Foos
Sent from my iPhone

Shannon Eklund

From: dongraham@comcast.net
Sent: Sunday, September 18, 2022 8:12 PM
To: TownCouncil Mailbox
Subject: Plum Creek North Park

We would like to voice our strong approval for the funding of the Plum Creek North Park for 2023. We feel it is badly needed in the community. It has become quite an eyesore in the last several years and continues to get worse each year. It would be a great improvement for the area in both aesthetics and recreation. Thank you.

Don and Deanne Graham
578 Stafford Circle

Shannon Eklund

From: Roy Kenny <roykenny@den100.com>
Sent: Monday, September 19, 2022 1:03 PM
To: TownCouncil Mailbox
Cc: Rebecca Kenny
Subject: Plum Creek North Park in 2023

Categories: AGENDA

First, I want to thank the town for purchasing the park from Plum Creek Golf Course. The property was an eyesore in the community, and we are excited for the park to developed.

An updated/developed park will enhance the community and will bring excitement and life to the neighborhood. Additionally, as a Realtor I think it will be a factor in home and community values.

We fully support the possibility of getting this park approved for development in the 2023 budget.

Plum Creek North Park in 2023

Thanks,
Roy

Roy Kenny
1550 Peninsula Circle
Castle Rock, Co 80104
303-249-0934

Shannon Eklund

From: Rebecca Kenny <rkenny@den100.com>
Sent: Monday, September 19, 2022 1:04 PM
To: TownCouncil Mailbox
Cc: Roy Kenny
Subject: Plum Creek Park

Good Afternoon,
We understand that preliminary funding to begin development of the Plum Creek park in 2023 is in place and that the council will review to determine if final budget approval will be given.
We have been residents in Plum Creek for 22 years and thoroughly love this community. We want to thank the council for purchasing the land from the owners of the golf course. For many years as this was abandoned it was truly an eye sore in the community. We are excited about the improvement to this part of the community. Both as home owners and Realtors we truly believe this will enhance the community and improve home values and perceptions of future home owners. We support council giving final approval and moving forward with the development in 2023. Thank you for your time.

Becky Kenny
Broker Associate/Owner
The Denver 100
303-570-9190
The Encore Home Team

TOWN MANAGER'S OFFICE

PROPOSED 2023 BUDGET

DAVID L. CORLISS, TOWN MANAGER
SEPTEMBER 20, 2022

TOWN OF CASTLE ROCK COLORADO

BUDGETS REFLECT PRIORITIES

Per Council direction, staff has used the same priorities from 2022 in crafting the Proposed 2023 Budget.

The Town held a telephone town hall in June 2022, along with Council district open houses, in arriving at these recommended priorities. Input from the 2021 community survey, which reinforced that residents appreciate the high quality of services provided in Castle Rock, was also considered.

ENSURE OUTSTANDING PUBLIC SAFETY

The Town's ability to hire additional police and fire personnel is related to the ability of sales tax growth to be significantly above the costs of compensation and pension cost growth. Over the next five years, we anticipate the Police Department budget to grow 35% and the Fire Department budget to grow 39%, as detailed in the following table:

Proposed Fire and Police department annual budgets over the five-year financial planning period

	2023	2024	2025	2026	2027
Fire Department budget	$21.9 million	$23.8 million	$26.0 million	$28.2 million	$30.5 million
Police Department budget	$22.9 million	$24.7 million	$26.7 million	$28.7 million	$31.0 million

Fire and police full-time equivalent positions

	2016	2017	2018	2019	2020	2021	2022*	2023**	2024***	2025***	2026***	2027***
Fire	80.50	81	93	94	94	94	98	102	105	108	111	114
Police	95.38	97.50	104.75	109.75	111.75	111.75	118.75	122.75	125.75	128.75	131.75	134.75

**includes four Police positions added at midyear; **recommended; ***recommended five-year plan*

SHIFT IN SALES TAX ALLOCATION PROPOSED

- Many options were considered to balance the five-year financial plan
  - The most effective solution was to adjust the current sales tax allocation from:

    70.29% General Fund
    24.46% Transportation Fund
    5.25% Community Center Fund

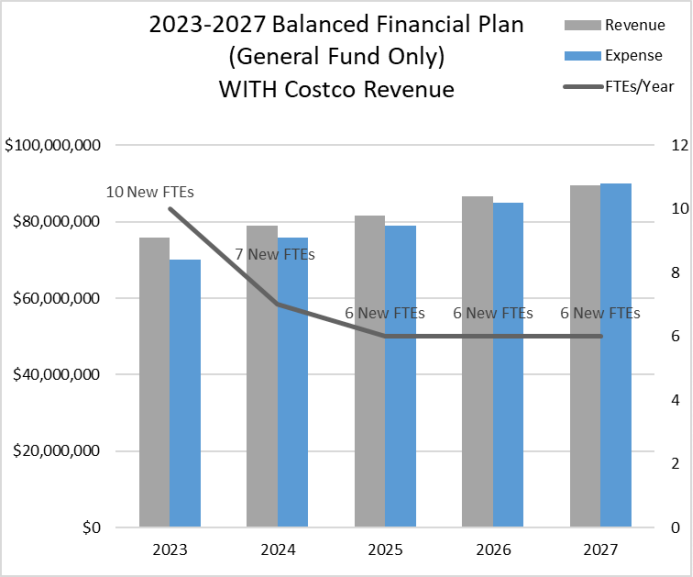
    to

    74.75% General Fund
    20.00% Transportation Fund
    5.25% Community Center Fund

- This move will provide approximately $3 million in additional resources annually to help fund the Town's public safety needs

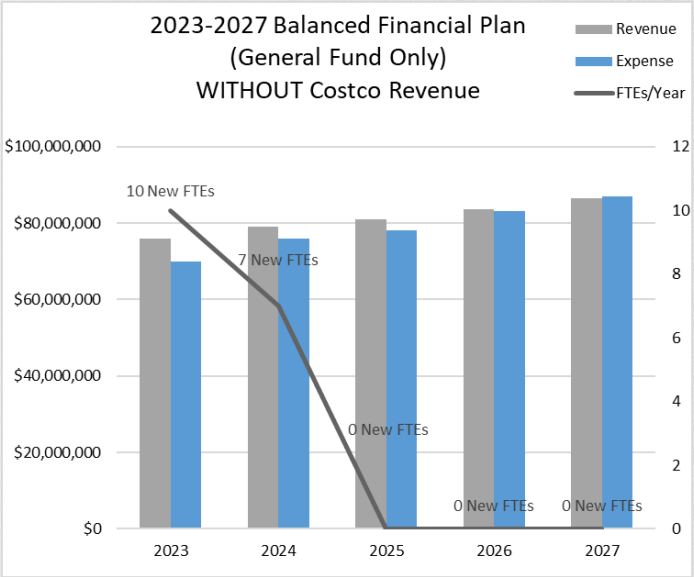
ENSURE OUTSTANDING PUBLIC SAFETY

Without Costco revenue, General Fund sales tax collections are projected to grow $13.8 million between 2022 and 2027. Police and Fire expenditures increase $19.3 million during the same period, with no new public safety personnel added after 2024.



With Costco, the Town can hire 32 Public Safety and 3 General Gov't FTEs in 2023-2027

FTEs With Costco	FTEs W/O Costco
2023 DoIT (1) Town Atty (1) PD (4) Fire (4)	**2023** DoIT (1) Town Atty (1) PD (4) Fire (4)
2024 Facilities (1) PD (3) Fire (3)	**2024** Facilities (1) PD (3) Fire (3)
2025 PD (3) Fire (3)	**2025** -
2026 PD (3) Fire (3)	**2026** -
2027 PD (3) Fire (3)	**2027** -



Without Costco, the Town will reduce hiring plan by 18 Public Safety FTEs to balance the financial plan

ENSURE OUTSTANDING PUBLIC SAFETY

- Add four Fire and Rescue positions: three firefighter/EMTs and a training officer – these positions eventually would serve the future Fire Station 156

- Add four Police positions – one sergeant, two officers and a felony filing technician – along with two part-time civilian community service officers

- Address additional needs of CRFD including $134,200 annually for stipends for those with specialty certifications that have not been recognized to date and $90,000 in 2023 for the HAAS alerting system that lets drivers know an emergency vehicle is approaching

- Address additional needs of CRPD including $349,987 for continued use of body-worn cameras, upgraded in-car cameras, Tasers and related services; and $230,000 annually for implementation of a Master Patrol Officer program and for differential pay for those working the graveyard shift, both intended to increase employee retention rates

PROPOSED 2023 BUDGET OVERVIEW

- Proposed Townwide budget is $315.3 million
    - Includes $112.0 million for capital improvements; $24.9 million for debt, interfund loans and transfers between funds; and $178.4 million for operations, including $18.5 million for annual pavement maintenance
- Expected revenues are $272.5 million
    - The difference between expected revenues and expenditures is attributable to the planned use of $42.9 million in capital reserves, which is a common and sound practice
- Proposed 2023 operating budget is 7.75% greater than the 2022 amended operating budget of $165.6 million

MANAGE TOWN FINANCES CONSERVATIVELY

- For 2023, a projected 6% sales tax increase equates to $3.4 million Townwide
- Property tax mill levy would remain at 1.139 mills based on preliminary valuation
- Inflationary increases are planned for development impact fees; water rates and fees will be discussed later this evening
- Staff is monitoring the administrative cost-recovery fee within the Development Services Fund, which may need to be adjusted as permit volumes change
- $5/round increase for most golf green fees
- Continued strong growth, with 900 single-family units, 415 multifamily and roughly 50,000 square feet of commercial projected in 2023
- Budget team reviews each line item with departments to identify savings opportunities; then, multiple scenarios are created/analyzed to determine budget capacity

ENHANCE OUR TRANSPORTATION

- Begin construction on the Town's top infrastructure priority, a new interchange on Interstate 25 at Crystal Valley Parkway, including accommodating any additional funds needed to contract up to $118 million
    - Because funding is still coming together on this project, the Proposed 2023 Budget does not reflect related revenues nor expenditures; staff's intention is to present a budget amendment for Council consideration once the funding is fully set

- Complete an aggressive Pavement Maintenance Program, focused in 2023 on eastern Castle Rock, at an estimated 2023 cost of $18.5 million

- Invest $18.5 million to widen Fifth Street from Gilbert Street to the "Four Corners" intersection

- Complete construction of the following projects, for which contracts were awarded in 2022:

CONTINUED…

ENHANCE OUR TRANSPORTATION
(CONTINUED)

- Widen Plum Creek Parkway from Eaton Street to Ridge Road
- Widen Ridge Road from Plum Creek Parkway to the “Four Corners” intersection
- Improve “Four Corners” intersection
- Improve the intersection of Crystal Valley Parkway and Plum Creek Boulevard
- With Douglas County, Improve Crowfoot Valley Road

- Update the Town’s Transportation Master Plan
- Add one new position within the Signs and Markings Division to oversee fieldwork

2024-2027 planning

The following slide shows projects planned for the remainder of the five-year planning period, based upon the following single-family residential growth projections:

2024:	900 units	2025:	650 units	2026/7:	830 units each

2023-2027 Transportation Capital Improvement Program (5-Year CIP)

The following table lists projects recommended as the highest priority over the next five year period that fit within revenue forecasts. This priority list was based on several considerations: 1) Capacity needs as outlined within our approved Transportation Master Plan, 2) Geographical distribution across the town, 3) Coordination with maintenance needs, and 4) Staff perspective on needs from observations and stakeholder feedback. Forecasted revenue has been utilized to place respective project phases into the various years in order to provide a balanced combined Transportation, and Transportation Capital funds balance for each year. Part of the revenue forecast is based on the projected number of residential permits per year. Those projections are 900 for 2023, 900 for 2024, 650 for 2025, 830 for 2026, and 830 for 2027. Program estimate updates occur each year based on inflation review and/or new design information.

Project	Description	Design		ROW		Construction	
		$ Est.	Year	$ Est.	Year	$ Est.	Year
Crystal Valley Interchange	Provide a total of $20 Million in combined preconstruction services, and cash to allow for construction to begin by 2023 if partner funds are available. Property acquisition and design is currently underway using funds received to date.	In-progress	N/A	In-progress	N/A*	TBD	2023**
Wolfensberger Rd Widening (Design & ROW) - Prairie Hawk Dr to Miller Park Entrance	Construct two new through lanes to bring the total to four (two in each direction) between Prairie Hawk Drive and the Town limits to the west. Construct a roundabout at Red Hawk Drive. Add bike lanes and sidewalks along stretches that don't currently have any.	In-progress	N/A	$1.14M	2023	18.7M	2025
Fifth Street Multimodal Improvements	Provide additional vehicle lanes between Woodlands Blvd and the Founders Pkwy intersection. Add additional sidewalk on the south side of the street between Gilbert St and Founders Pkwy. Add a traffic signal at Valley Drive, add on-street bike lanes, and roundabout at Woodlands	In-progress	N/A	N/A	N/A	$18.5M	2023
Prairie Hawk Drive Widening - Wolfensberger Rd to existing 4-Lane segment @ Melting Snow	Construct two new through lanes to bring the total to four (two in each direction).	$577,000	2023	N/A	N/A	$5.20M	2024
Plum Creek Parkway Widening - Wolfensberger Rd to existing MAC entrance	Widen to two lanes in each direction. Design & construction years advanced to match revenue forecast adjustments. This project may need to adjust to be in coordination with adjacent developer's responsibility to widen Plum Creek Parkway from I-25.	$813,000	2023	N/A	N/A	$5.85M	2024
Prairie Hawk Drive Widening - Plum Creek Pkwy to new roundabout	Design four through-lane section and roundabout. Construct first two lanes and full roundabout to support Town's planned Recreation Center. Reimbursement from the Millers Landing development will be sought per their Development Agreement obligation.	$606,900	2023	N/A	N/A	$4.05M	2024
Prairie Hawk Drive Widening - Topeka to Wolfensberger	Make multimodal improvements to the existing street segment to aid in the operations and safety of adding the extension of this road to Plum Creek Parkway.	$444,500	2024	$50,000	2025	$2.96M	2026
Hwy 86 Widening - Ridge to Enderud (State Highway)	This widening to four lanes is included in the Master Plan as a project to be completed by 2030 in order to accommodate continued growth within the Town. The project would need to be completed with CDOT and Douglas County.	$1.06M	2024	$200,000	2025	$8.3M	2026
I-25/Plum Creek Pkwy - Southbound Offramp Right Turn Lane	Adjacent developer has responsibility to construct a new right turn lane with their development. The Town is obligated to participate at 40% of the cost. This year may adjust as development timing is better known.	N/A	N/A	N/A	N/A	$1.05M	2025
Perry Street Extension - Connection to East Frontage Road Roundabout	Extend Perry Street from where it ends to the south of Plum Creek Pkwy across Plum Creek and over to the east Frontage Road. This extension project is included in the Master Plan as a project to be completed by full build out of the Town in order to accommodate continued growth within the Town.	$1.4M	2025	N/A	N/A	$9.5M	2027
Roundabout - Location TBD	There is a growing community interest in constructing more roundabouts as the traveling public is realizing the efficiencies, and safety benefits of these intersection controls. The location is to be determined. Construction beyond 5 year plan.	$275,000	2026	$75,000	2027	N/A	N/A
Roundabout - Location TBD	There is a growing community interest in constructing more roundabouts as the traveling public is realizing the efficiencies, and safety benefits of these intersection controls. The location is to be determined. Construction beyond 5 year plan.	$325,000	2026	$75,000	2027	N/A	N/A
East Frontage Road Improvements - North of Crystal Valley Pkwy	The Town's Transportation Master Plan has identified the need to improve the East Frontage Road by completing pedestrian, bike, and intersection improvements. This widening is included in the Master Plan as a project to be completed by 2030 in order to accommodate continued growth within the Town, bring the road to Town standards, and improve multi-modal mobility. Construction beyond 5 year plan	$1.02M	2027	N/A	N/A	N/A	N/A

	2023	2024	2025	2026	2027
Combined forecasted Transportation and Transportation Capital funds balance $ (Millions)	$6.54	$4.18	$2.14	$1.12	$1.04

* Previous design efforts have allowed for ROW to be identified
**Requires balance of construction funding from partners, and approval from FHWA to begin construction in 2023

MAINTAIN STRONG PARKS AND RECREATION

- Continue renovations at Butterfield and Mitchell Gulch parks; and construct Plum Creek North Park
- Complete the Colorado Front Range Trail within Castle Rock
- Add a bike zone at Ridgeline Open Space with technical features, ramps and jumps
- Replace cardio equipment at the Recreation Center
- Replace the synthetic turf at Matney Park and improve the dugouts and field fencing at Paintbrush Park
- Using revenue from the new lodging tax, add a position in Parks Planning
- Add a putting green at Red Hawk Ridge Golf Course

SUPPORT ECONOMIC DEVELOPMENT

- Fulfill existing economic incentive agreements and allow capacity for new ones

PRESERVE OUR COMMUNITY CHARACTER

- Continue historically and naturally sensitive enhancements at Metzler Family Open Space, including trail openings, an accessible parking lot and other improvements
- Continue to explore possibilities for open space acquisitions and historic enhancement opportunities
- Increase Miller Trust Fund grants to $45,000
- DDA Special fund budget to full appropriation – Allows for DDA Enhancement Grant Program

OTHER ITEMS & ISSUES OF NOTE

- Fund employee compensation at an average 4% performance-based increase for general employees, with an average 7.5% budgeted for public safety personnel

- The Town has successfully managed its health care plan to the point that the 2023 Budget does not include any premium increases – neither for the Town, nor for employees

- Add two general government positions: an infrastructure technician in the Division of Innovation and Technology and an administrative assistant in the Town Attorney's Office

- The Town exceeded its TABOR revenue cap for 2021 by $14.6 million
    - Town Council approved transferring funds from three tax- and impact-fee receiving funds into the TABOR Fund to spend as voters approved:
        - Funds toward Fire Station 156: $6 million
        - Funds toward Police basement buildout: $2 million
        - Funds for wildfire mitigation: $1 million

CONTINUED…

OTHER ITEMS & ISSUES OF NOTE

(CONTINUED)

- Funds for roads/transportation: $5.6 million
- **TOTAL:** $14.6 million

- Council and the community have been exploring a potential private-public partnership that would bring a sports development center of roughly 100,000 square feet with aquatics, fitness and gym facility as part of the Brickyard development proposed at the former Acme Brick facility on Prairie Hawk Drive
    - The facility could open as soon as 2025 and would be paid for with existing Town revenue sources
    - No decisions have been made to date, but a $15 million partial construction payment is included within the five-year plan in 2025

SECURE OUR WATER FUTURE

Continue projects, program and policies to advance the goal of securing 75% renewable water by 2050; reducing per-capita consumption to 100 gallons per day; and maintaining affordable rates and fees, including:

- Continue advancing long-term water renewable efforts including the WISE imported water project
- Continue advancing advanced metering infrastructure
- Continue water and sewer line rehabilitation projects and upgrades to security, controls and network
- Add five new positions: a stormwater inspector, a water conservation technician, a SCADA instrumentation technician, a collections operator and an office assistant

BUDGET CALENDAR

Introduction
of 2023 Budget

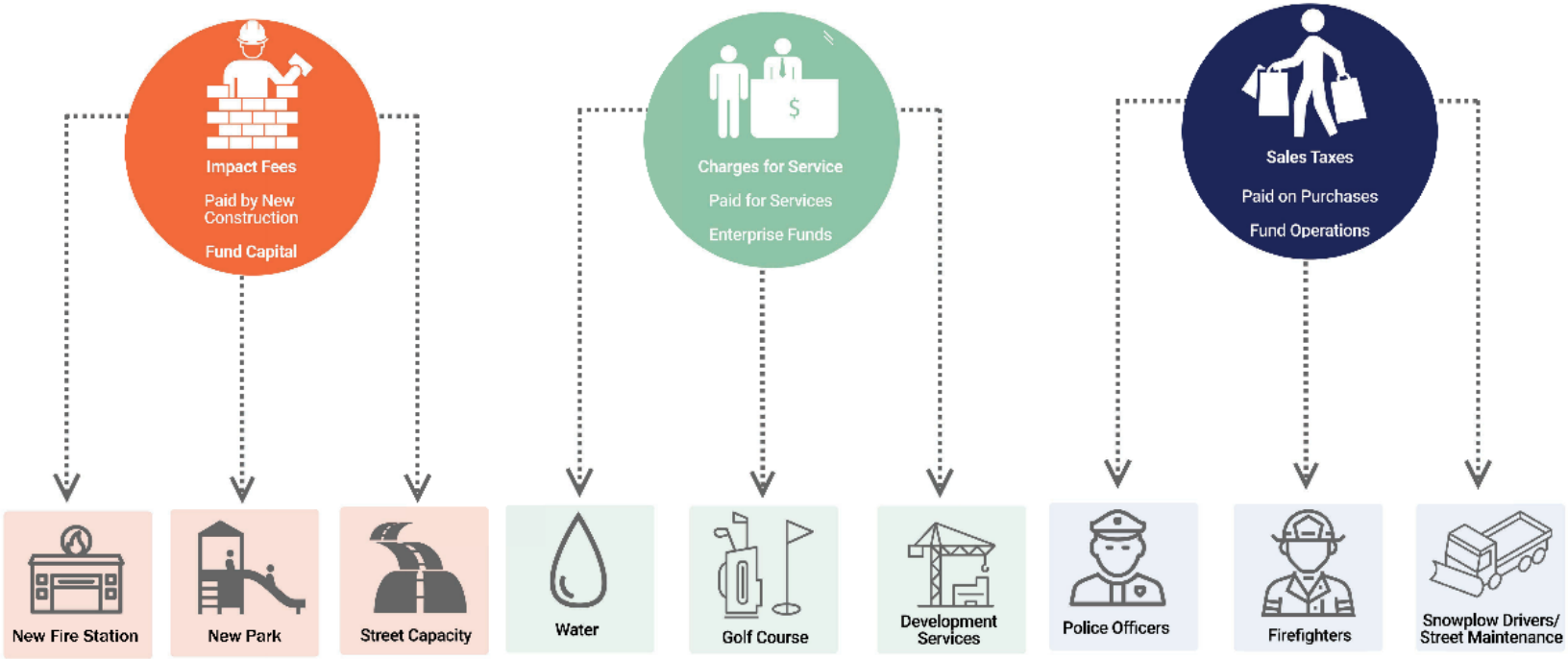
Second reading
budget ordinance, mill levy, and resolutions approving five-year financial plan and CIP

SEPT. 6 → **SEPT. 20** → **OCT. 4**

First reading
Ordinance adopting budget and ordinance setting mill levy

TOWN OF CASTLE ROCK

Review of the Town's finance structure:



Watch a video that explains this slide

* The Community Center Fund, which supports the Rec Center and MAC, receives both charges for service and sales tax revenue

POSSIBLE MOTIONS:

"I MOVE TO APPROVE THE ORDINANCE AS INTRODUCED BY TITLE

"I MOVE TO APPROVE THE ORDINANCE AS INTRODUCED BY TITLE, WITH THE FOLLOWING CONDITIONS: (LIST CONDITIONS)."

"I MOVE TO CONTINUE THIS ITEM TO MEETING ON (DATE) TO ALLOW TIME FOR: (LIST INFORMATION NEEDED)."

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 11. **File #:** ORD 2022-022

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, P.E. Director of Castle Rock Water
Nichol Bussey, Business Solutions Manager
Paul Rementer, Enterprise Fund Analyst

Ordinance Amending Chapters 3.16, 13.12 and 13.30 of the Castle Rock Municipal Code by Changing Stormwater Development Impact Fees, Water Resources, Stormwater and Wastewater Rates, and Meter Set Fees (First Reading) *[Entire Town of Castle Rock and extraterritorial service areas]*

Executive Summary

The purpose of this memorandum is to request Town council approval of an ordinance amending titles 3, 4 and 13 of the Castle Rock Municipal Code by changing Stormwater Development Impact Fees, Renewable Water Resources System Development Fees, Water System Development Fees, Wastewater System Development Fees; Water, Water Resources, and Stormwater and rates; meter set fees and rates for bulk water; and making certain editorial updates to such titles ***(Attachment A).***

The Ordinance was developed from the staff recommendations presented to Council at the September 20, 2022 Council meeting. Recommended changes to the rates and fees for 2023 include rate increases driven by significant increases in electricity rates, increases in construction and labor costs, and supply chain disruptions. The Specific changes include:

Water Fund

- 4.5% increase in the Fixed Monthly Charge
- 4.5% increase in the Volumetric Rates
- 10% increase in the System Development Fees

Water Resources Fund

- 7.5% increase in the Fixed Monthly Charge
- 15% increase in the System Development Fees

Stormwater Fund

- 4.5% increase in the Fixed Monthly Charge

- 10% increase in the Development Impact Fees in Plum Creek
- 10% increase in the Development Impact Fees in Cherry Creek

Wastewater Fund

- No change in the Fixed Monthly Charge
- No change in the Volumetric Rates
- 10% increase in Wastewater System Development

In order to develop the recommended changes to rates and fees for 2023, Staff completed the 2022 Annual Rates and Fees Study ***(Attachments B, C, D, E, & F).*** The annual study is critical to ensure Castle Rock Water fully re-evaluates the cost of service and updates the financial plans so that revenue requirements and resulting rates and fees are based on the best available current information going into the future.

The attached Staff Report ***(Attachment G)*** provides details on the rates and fees study and the development of the staff recommendations.

Notification and Outreach Efforts

The proposed SDFs have been sent to the Economic Development Council (EDC) for distribution to the home builders, developers and other interested parties among the development community.

History of Past Town Council, Boards & Commissions, or Other Discussions

On November 23, 2010 with its adoption of the 2011-2015 Rates and Fees, Town Council requested annual updates each year thereafter with Castle Rock Water (CRW) Commission participation and Town Council adoption of endorsed recommendations. CRW Commission reviewed at least one aspect or component of the annual rates and fees study process and the 2022 rates and fees study at each of their meetings from October 2021 to August 2022 to provide staff with input. For a complete list of topics, please see the CRW Commission agendas.

On May 25, 2022, CRW Commission reviewed the Customer Characteristics Analysis for the 2022 rates and fees study with staff.

On August 31, 2022, the results of the 2022 annual rates and fees study were presented to CRW Commission by staff for discussion and direction. CRW Commission was supportive of staff recommendations at this time.

Staff Recommendation

Staff and CRW Commission recommend approval of the ordinance as presented.

Proposed Motion

"I move to approve the ordinance as introduced by title."

Alternative Motions

"I move to approve the ordinance as introduced by title, with the following conditions: (list conditions).

"I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed)."

Attachments

Attachment A: Ordinance 1st Reading
Attachment B: Volume 1 (Rates) Draft
Attachment C: Volume 1 Appendix C: Customer Characteristics Memo
Attachment D: Volume 1 Appendix D: Volume 1 Stantec Review Letter
Attachment E: Volume 2 (System Development Fees) Draft
Attachment F: Volume 2 Appendix C: Volume 2 Stantec Review Letter
Attachment G: Staff Report

ORDINANCE NO. 2022-___

AN ORDINANCE AMENDING CHAPTERS 3.16, 13.12 AND 13.30 OF THE CASTLE ROCK MUNICIPAL CODE BY CHANGING STORMWATER DEVELOPMENT IMPACT FEES, WATER RESOURCES, STORMWATER AND WASTEWATER RATES, AND METER SET FEES

WHEREAS, in 2010, the Town Council of the Town of Castle Rock, Colorado (the "Town") directed Town staff to prepare and present annual updates to Castle Rock Water rates and fees; and

WHEREAS, the Town Council has considered and accepted Castle Rock Water's analyses and recommendations and the following reports prepared by Stantec Consulting Services, Inc.: (i) the 2022 Castle Rock Water Rates and Fees Study Update – Vol. 1 of 2: 2023–2027 Rates Final Report dated September 2022; and (ii) 2022 Castle Rock Water Rates and Fees Study Update – Vol. 2 of 2: System Development Fees Final Report dated September 2022; and

WHEREAS, increases in the actual rate of growth for the last five years over projected growth rates, changes to estimates on long-term buildout of the Town, disruptions to the renewable water rights market based on increased water scarcity, increases in inflation and construction costs for water infrastructure, requirements to issue debt to smooth future water rate increases, updates to long-term capital plans to support growth, and increases in the costs for water rights and meters all substantiate the proposed changes to Stormwater Development Impact Fees, Water Resources, Stormwater and Wastewater Rates, and Meter Set Fees; and

WHEREAS, the Town Council finds and determines that it is in the best interests of the Town and its residents to approve the proposed changes to Castle Rock Water rates and fees.

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

Section 1. **Legislative Findings**. The recitals to this Ordinance are adopted as findings of the Town Council in support of enactment of this Ordinance, and, in addition, the Town Council finds that:

A. The fee structure established by this Ordinance is supported by:

1. 2022 Castle Rock Water Rates and Fees Study Update – Vol. 1 of 2: 2023-2027 Rates Final Report dated September 2022;

2. 2022 Castle Rock Water Rates and Fees Study Update – Vol. 2 of 2: 2023-2027 System Development Fees Final Report dated September 2022

3. The Agenda Memorandum dated September 20, 2022 prepared by the Director of Castle Rock Water and the accompanying PowerPoint presentation offered at first

and second reading of this Ordinance; and

4. Public comment and testimony.

B. The fees and charges imposed by this Ordinance comply with the legislative restrictions on impact fees adopted by local governments in §29-20-104.5, C.R.S.

Section 2. <u>Amendment</u>. The Residential and Non-Residential Stormwater Development Impact Fee tables in Subsections A and B of Section 3.16.030 of the Castle Rock Municipal Code are amended to read as follows:

3.16.030 - Assessment and collection.

Commencing January 1, ~~2022~~ 2023, impact fees shall be assessed and collected according to the following provisions, including Section 3.16.035:

A. *Residential uses*. No building permit shall be issued for any dwelling unit prior to the payment of the following applicable fees:

Development Impact Fees for Residential Uses

Stormwater – Cherry Creek Basin (*per dwelling unit*)	
Unit Type	*~~2022~~ 2023 and thereafter*
Single-family Detached	~~$1,116~~ $1,228
Single-family Attached	~~$746~~ $821
Multi-family	~~$676~~ $744
Stormwater – Plum Creek Basin (*per dwelling unit)*	
Unit Type	*~~2022~~ 2023 and thereafter*
Single-family Detached	~~$2,128~~ $2,341
Single-family Attached	~~$1,422~~ $1,564
Multi-family	~~$1,290~~ $1,419

For purposes of this Subsection, any remodeling activity which results in the creation of an additional dwelling unit shall be subject to the payment of the fee as specified in this Subsection. For purposes of this Subsection, single-family detached shall include duplexes and mobile homes.

B. *Nonresidential uses*. No building permit shall be issued for the occupancy of any structure to be used primarily for nonresidential use prior to the payment of the following applicable fees (per 1,000 square feet of gross floor areas):

Development Impact Fees for Non-Residential Uses

Stormwater - Cherry Creek Basin *(per 1,000 sq. ft.)*	
Unit Type	*~~2022~~ 2023 and thereafter*
Commercial/Industrial	~~$504~~ $554
Stormwater - Plum Creek Basin *(per 1,000 sq. ft.)*	
Unit Type	*~~2022~~ 2023 and thereafter*
Commercial/Industrial	~~$960~~ $1,056

Section 3. **<u>Amendment</u>**. Section 13.12.100 of the Castle Rock Municipal Code is amended to read as follows:

13.12.100 - Meter set fees.

No new potable water, wastewater or irrigation water service shall be extended to any user until payment of proper tap fees in accordance with the schedule enumerated below is made. The fee shall be assessed and payable at the time of submission of a complete building application. The payment of the tap fee is for the privilege to tap to the main and an inspection by the Town and is supplementary to the system development fees imposed under Section 13.12.080. The construction of the service line is to be completed by the user, stubbed at a properly designated point as determined by the Director of Castle Rock Water.

Meter Set Fee Schedule

	Single Port	
Meter Size & Type	*Indoor Installation*	*Outdoor Installation*
⅝" × ¾" iPERL	~~$486.94~~ $546.45	~~$489.40~~ $584.99
¾” ally	~~$839.95~~ $871.84	~~$842.41~~ $910.38
1" iPERL	~~$579.14~~ $655.10	~~$581.60~~ $693.64
1.5" OMNI C2, 1,000 gallon pulse	~~$1,847.37~~ $2,054.08	~~$1,849.83~~ $2,092.62
2" OMNI C2, 1,000 gallon pulse	~~$2,101.44~~ $2,321.34	~~$2,103.90~~ $2,359.88
3" OMNI C2, 1,000 gallon pulse	~~$2,533.90~~ $2,852.51	~~$2.536.36~~ $2,891.05
4" OMNI C2, 1,000 gallon pulse (irrigation)	~~$4,166.14~~ $4,704.89	~~$4,168.60~~ $4,743.43

6" OMNI C2, 1,000 gallon pulse	~~$7,005.40~~ $7,889.43	~~$7,007.86~~ $7,927.97
1.5" OMNI T2, 1,000 gallon pulse (irrigation)	N/A	~~$1,378.63~~ $1,553.51
2" OMNI T2, 1,000 gallon pulse (irrigation)	N/A	~~$1,593.22~~ $1,775.62
3" OMNI T2, 1,000 gallon pulse (irrigation)	N/A	~~$1,864.66~~ $2,122.53
4" OMNI T2, 1,000 gallon pulse (irrigation)	N/A	~~$3,318.97~~ $3,771.35
6" OMNI T2, 1,000 gallon pulse (irrigation)	N/A	~~$5,755.11~~ $6,494.68

	Dual Port	
Meter Size & Type	*Indoor Installation*	*Outdoor Installation*
⅝" × ¾" iPERL	~~$487.83~~ $610.32	~~$553.41~~ $658.96
¾" Ally	~~$840.84~~ $935.71	~~$906.42~~ $984.35
1" iPERL	~~$580.03~~ $718.97	~~$645.61~~ $767.61
1.5" OMNI C2, 1,000 gallon pulse	~~$1,848.26~~ $2,117.95	~~$1,913.84~~ $2,166.59
2" OMNI C2, 1,000 gallon pulse	~~$2,102.33~~ $2,385.21	~~$2,167.91~~ $2,433.85
3" OMNI C2, 1,000 gallon pulse	~~$2,534.79~~ $2,916.38	~~$2,600.37~~ $2,965.02
4" OMNI C2, 1,000 gallon pulse	~~$4,167.03~~ $4,768.76	~~$4,232.61~~ $4,817.40
6" OMNI C2, 1,000 gallon pulse	~~$7,006.29~~ $7,953.30	~~$7,071.87~~ $8,001.94
1.5" OMNI T2, 1,000 gallon pulse (irrigation)	N/A	~~$1,442.64~~ $1,627.48
2" OMNI T2, 1,000 gallon pulse (irrigation)	N/A	~~$1,657.23~~ $1,849.59
3" OMNI T2, 1,000 gallon pulse (irrigation)	N/A	~~$1,928.67~~ $2,196.50
4" OMNI T2, 1,000 gallon pulse (irrigation)	N/A	~~$3,382.98~~ $3,845.32
6" OMNI T2, 1,000 gallon pulse (irrigation)	N/A	~~$5,819.12~~ $6,568.65

On an annual basis, the Town Manager shall be responsible for reporting to the Town Council information on construction cost indexes for the year. The Town Council, at its discretion, may amend the fee schedule upon consideration of the construction cost index information.

Section 4. **Amendment**. Section 13.12.112 of the Castle Rock Municipal Code is amended to read as follows:

13.12.112 - Service charges, all users, excluding bulk.

Beginning with water service provided on or after January 1, ~~2022~~ 2023, the Town is empowered to levy and collect the following monthly charges for water service within its corporate limits during the calendar years as noted:

All Users, Excluding Bulk Water Service Charge
($ by meter size)

Meter Size	*~~2019~~2023 and thereafter*
7/16” x 3/4"	$9.97
5/8”x 3/4”	~~$9.54~~ $9.97
3/4" x 3/4"	~~$9.54~~ $9.97
1"	~~$13.72~~ $14.34
1½"	~~$18.78~~ $19.63
2"	~~$26.00~~ $27.17
3"	~~$41.78~~ $43.66
4"	~~$94.12~~ $98.36
6"	~~$147.26~~ $153.89

Water Volume Rate All Users, Excluding Bulk
($ per 1,000 gallons)

Class	*Tier 1 - AWMC*	*Tier 2 – Irrigation*	*Tier 3 - Excess*
	~~2019~~ 2023 and thereafter	*~~2019~~ 2023 and thereafter*	*~~2019~~ 2023 and thereafter*
Irrigation Season – April 1 through October 31 Consumption			
Residential	~~$2.82~~ $2.95	~~$5.74~~ $6.00	~~$8.56~~ $8.95
Multi-Family (Indoor Use Only)	~~$2.82~~ $2.95	N/A	~~$3.70~~ $3.87
Multi-Family (with Irrigation)	~~$2.82~~ $2.95	~~$4.87~~ $5.09	~~$7.28~~ $7.61
Commercial (Indoor Use Only)	~~$2.82~~ $2.95	N/A	~~$3.94~~ $4.12
Commercial (with Irrigation)	~~$2.82~~ $2.95	~~$4.93~~ $5.15	~~$7.37~~ $7.70
Irrigation	N/A	~~$7.86~~ $8.21	~~$11.78~~ $12.31

Winter Season – November 1 through March 31 Consumption			
Residential	~~$2.82~~ $2.95	N/A	~~$5.74~~ $6.00
Multi-Family (Indoor Use Only)	~~$2.82~~ $2.95	N/A	~~$3.70~~ $3.87
Multi-Family (with Irrigation)	~~$2.82~~ $2.95	N/A	~~$4.87~~ $5.09
Commercial (Indoor Use Only)	~~$2.82~~ $2.95	N/A	~~$3.94~~ $4.12
Commercial (with Irrigation)	~~$2.82~~ $2.95	N/A	~~$4.93~~ $5.15
Irrigation	N/A	N/A	~~$11.78~~ $12.31

Plus:

Renewable Water Service Charge

Meter Size	*~~2022~~2023 and thereafter*
7/16” x 3/4"	$28.95
5/8”x 3/4”	~~$26.93~~ $28.95
3/4" x 3/4"	~~$26.93~~ $28.95
1"	~~$102.08~~ $109.74
1½"	~~$193.13~~ $207.61
2"	~~$322.95~~ $347.17
3"	~~$606.57~~ $652.06
4"	~~$1,547.39~~ $1,663.44
6"	~~$2,502.22~~ $2,689.89

Plus: Any applicable surcharges imposed under Subsection 13.15.040.C.

Section 5. **Amendment**. Section 13.12.116 of the Castle Rock Municipal Code is amended to read as follows:

13.12.116 - Service charges, bulk.

A. “Bulk hydrant customers” shall mean those Castle Rock Water customers who obtain a bulk water permit for water to be pulled directly and metered from an existing hydrant. Bulk hydrant customers shall be charged as follows:

Base Service Charge
($ per monthly bill)

~~2018~~ 2023 and thereafter
~~$18.78~~ $19.63

Plus:

Water Volumetric Rate
($ per monthly bill)

~~2018~~ 2023 and thereafter
~~$7.86~~ $8.21

Plus:

Renewable Water Fixed Rate
($ per monthly bill)

~~2022~~ 2023 and thereafter
~~$193.13~~ $207.61

B. "Bulk station customers" shall mean those Castle Rock Water customers who obtain a bulk water permit for water to be pulled from the bulk water station located at 825 Justice Way, Castle Rock, Colorado. Bulk station customers shall be charged as follows:

Base Service Charge
($ per monthly bill)

~~2018~~ 2023 and thereafter
~~$9.54~~ $9.97

Plus:

Water Volumetric Rate
($ per monthly bill)

~~2018~~ 2023 and thereafter
~~$9.82~~ $10.26

Plus:

Renewable Water Fixed Rate
($ per monthly bill)

~~2022~~ 2023 and thereafter
~~$26.93~~ $28.95

C. In addition to the rate schedules set forth herein, bulk hydrant customers and bulk station customers shall be responsible for payment of any other applicable fees imposed under 13.02.020 of the Code.

Section 6. **Amendment**. Section 13.12.118 of the Castle Rock Municipal Code is amended to read as follows:

Beginning with wastewater service provided on or after January 1, ~~2022~~ 2023, the Town is empowered to levy and collect the following monthly charges for wastewater services within its corporate limits during the calendar years noted:

Meter Size	*~~2022~~2023 and thereafter*
7/16” x 3/4"	$8.56
5/8”x 3/4”	$8.56
3/4" x 3/4"	$8.56
1"	$13.64
1½"	$19.78
2"	$28.53
3"	$47.66
4"	$111.11
6"	$175.53

Plus:

Wastewater Volume Rate
($ per 1,000 gallons of AWMC)

~~2022~~2023 and thereafter
$6.07

Section 7. **Amendment**. Section 13.30.060 of the Castle Rock Municipal Code is amended to read as follows:

13.30.060 - Stormwater utility fee schedule.

A. Effective with utility bills issued on or after January 1, ~~2022~~ 2023, the monthly fee for each stormwater single-family equivalent shall be as follows:

Stormwater Fee
($ per SWSFE*)

~~2022~~ 2023 and thereafter
~~$7.30~~ $7.63

*SFE Assignment

Customer Class	*SWSFE*
Single-family residence	1
Multi-family and nonresidential	Parcel size times 80% imperviousness divided by 3,255 impervious square feet per SWSFE = number of SWSFEs for non-single-family

Section 8. **Severability.** If any part or provision of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provisions or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 9. **Safety Clause.** The Town Council finds and declares that this Ordinance is promulgated and adopted for the public health, safety and welfare and this Ordinance bears a rational relation to the legislative object sought to be obtained.

Section 10. **Effective Date**. This Ordinance shall take effect on January 1, 2023.

APPROVED ON FIRST READING this 20th day of September, 2022, by a vote of __ for and __ against, after publication in compliance with Section 2.02.100.C of the Castle Rock Municipal Code; and

PASSED, APPROVED AND ADOPTED ON SECOND AND FINAL READING this ___ day of _____, 2022, by the Town Council of the Town of Castle Rock by a vote of __ for and __ against.

ATTEST:

_____
Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

_____
Jason Gray, Mayor

Approved as to form:

_____
Michael J. Hyman, Town Attorney

Approved as to content:

_____
Mark Marlowe, Director Castle Rock Water

STAFF REPORT

To: Honorable Mayor and Members of Town Council

From: Mark Marlowe, P.E., Director of Castle Rock Water

Date: September 20, 2022

Title: 2022 Rates and Fees Study Discussion / Direction

Executive Summary

A primary goal of the annual rates and fees study is to evaluate the long-term financial plan for Castle Rock Water (CRW) to ensure that future rates and fees will cover future costs of service.

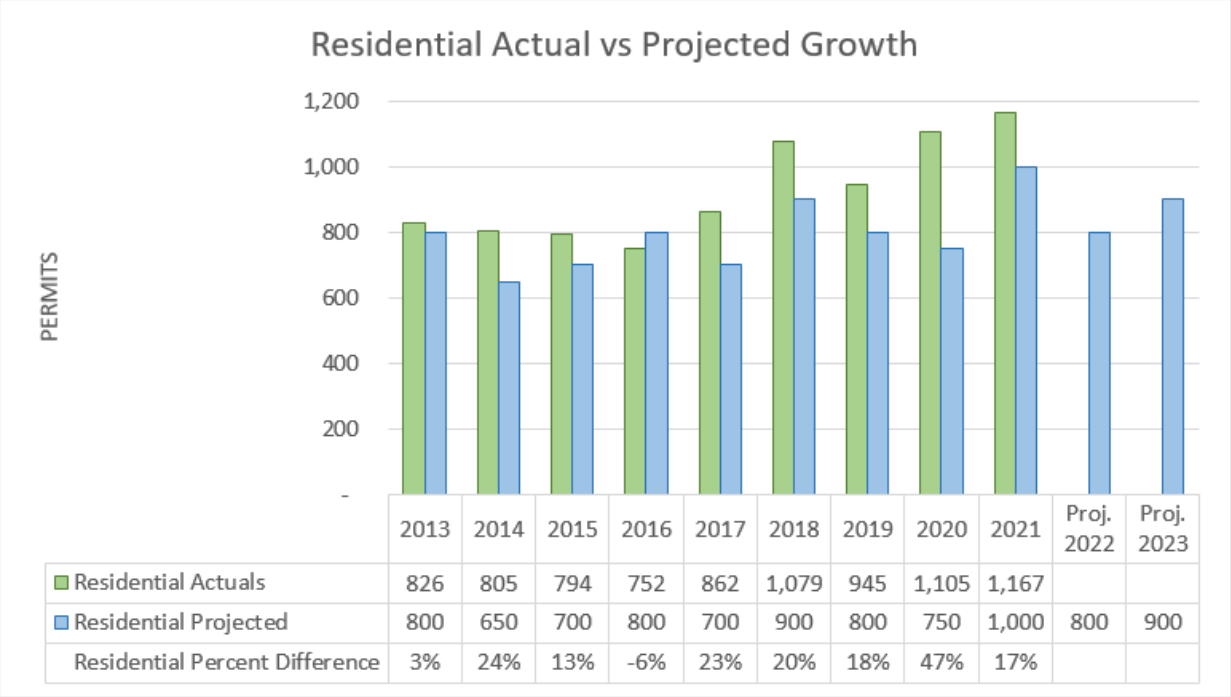
Table 1 summarizes the recommended 2023 residential rates from this year's study (2022 Study) compared to the 2022 adopted rates and projected 2023 rates from last year's study (2021 Study) for a typical single-family equivalent (SFE).

Table 1: Summary of Recommended Residential Rates

	2022 Adopted Rates	"2022 Study" Proposed 2023 Rates	$ Change	% Change	"2021 Study" Proposed 2023 Rates
Water, Fixed	$9.54	$9.97	$0.43	4.5%	$9.83
Water, Tier 1, Volumetric	$2.82	$2.95	$0.13	4.5%	$2.90
Water, Tier 2, Volumetric	$5.74	$6.00	$0.26	4.5%	$5.91
Water, Tier 3, Volumetric	$8.56	$8.95	$0.39	4.5%	$8.82
Water, Surcharge, Volumetric	$8.56	$8.95	$0.39	4.5%	$8.82
Water Resources, Fixed	$26.93	$28.95	$2.02	7.5%	$27.74
Wastewater, Fixed	$8.57	$8.57	$0.00	0.0%	$8.57
Wastewater, Volumetric	$6.07	$6.07	$0.00	0.0%	$6.07
Stormwater, Fixed	$7.30	$7.63	$0.33	4.5%	$7.33

Key assumptions for growth projections, customer characteristics, capital improvement plans, fund balances, and revenue and expenditures forecasts were reviewed and updated by staff to determine the impact they each have on the recommended rates. The water supply and demand model was also evaluated taking the growth projections in Chart 1 below in mind to make sure that the capital plan was keeping pace with growth and that the timing of capital projects continues to be appropriately scheduled.

Chart 1: Residential Actual Growth Compared to Projected Growth



	2013	2014	2015	2016	2017	2018	2019	2020	2021	Proj. 2022	Proj. 2023
Residential Actuals	826	805	794	752	862	1,079	945	1,105	1,167		
Residential Projected	800	650	700	800	700	900	800	750	1,000	800	900
Residential Percent Difference	3%	24%	13%	-6%	23%	20%	18%	47%	17%		

Note: Actual Annual Average 2013 to 2021: 926 Residential Permits

There were no major changes to customer characteristics affecting this year's recommendations. With respect to capital plans, there were some significant changes to the five-year capital plans, but there were also several major changes to the long term (>5 years out) capital plan which were made for this study year. Additional requirements for desalination related to Water Infrastructure Supply Efficiency (WISE) as well as increases in Plum Creek Water Purification Facility (PCWPF) expansion were incorporated into the capital plan and account for a large increase in near term spending. Long term planning was impacted by upcoming proposed changes to turf restrictions on new homes and non-residential development which will reduce the future capacity needs as consumption and peak demands in new development will be significantly less than current areas of Town. Significant changes to the five-year capital plan by enterprise are summarized in Table 2 and in more detail below.

Table 2: 5 Year CIP and Long Term CIP Differences

Fund	2022 Study CIP 2023-2027	2021 Study CIP 2022-2026	Variance	2022 Study CIP thru 2065*	2021 Study CIP thru 2060
Water	$54,464,630	$45,895,546	$8,569,084	$395,956,625	$302,853,812
Water Resources	$194,430,446	$96,907,949	$97,522,497	$428,033,838	$525,619,757
Stormwater	$22,857,056	$14,409,255	$8,447,801	$149,087,566	$135,107,884
Wastewater	$22,712,590	$24,932,187	($2,219,597)	$163,584,621	$186,916,719
Total All Funds	**$294,464,722**	**$182,144,937**	**$112,319,785**	**$1,136,662,650**	**$1,150,498,172**

Note: CIP timeframe was extended through 2065 during the 2022 study

Water Fund:

- Added $10.3M in Well Redrills
- Added $3.9M in New Wells and Waterlines

Water Resources Fund:

- Added $41.2M for WISE Infrastructure Desalination Facilities
- Added $6.3M for WISE Infrastructure Pipeline
- Added $12.1M for Castle Rock Reservoir No. 2 Construction
- Added $58.8M for PCWPF expansion
- Added $13.4M to Plum Creek Pipeline to PCWPF
- Added $8.0M to Plum Creek to Rueter Hess Reservoir Pipeline and Pump Station
- Added $1.3M for East Cherry Creek Valley North-South Pipeline capacity

Stormwater Fund:

- Added $8.5M in funding for Stream Stabilization

Wastewater Fund:

- Added $0.5M in funding for the Castle Oaks Lift Station Upgrade
- Moved $2.2M for Kinner Street Bottleneck beyond 2027

The primary factors affecting revenue and expenditure forecasts in the rate models are as follows:

1) Included in the staffing plan for 2023 are five new full time equivalents (FTEs) which include a Stormwater Inspector, Water Efficiency Technician, a Collections System Operator, an Office Assistant, and a Supervisory Control and Data Acquisition (SCADA) Instrumentation Technician. There are 13 total FTEs added through 2027.

2) Changed timing of many capital projects consistent with water supply and demand model as well as availability of capital reserves.

3) Updated capital plan costs consistent with current capital project cost estimates and changes to the Engineering News Record Construction Cost Index.

4) Added new long term capital projects to meet needs of growth, provide for improvements to the system where necessary to meet upcoming regulatory changes, and make sure rehabilitation and replacement of existing infrastructure was covered.

5) Removed and / or reduced the scope of projects consistent with the expected reduction in total water supply needs and peak demand infrastructure based on the proposed changes to the landscape and irrigation criteria (no/limited turf for new development).

6) Incorporated debt issuances of up to $40 million to cover shortages of capital reserves into the models for the Water Resources Enterprise in the 2026 to 2030 timeframe.

Table 3 provides context for the recommended rate action by providing the history of rate action over the last five years as well as a comparison to the Consumer Price Index (CPI) and the Engineering News Record (ENR) Construction Cost Index (CCI).

Table 3: 5 Year Rate Increase History, CPI and ENR CCI

Rate Increase History					
Fund	**2018**	**2019**	**2020**	**2021**	**2022**
Water	0%	3%	0%	0%	0%
Water Resources	0%	0%	0%	0%	3%
Stormwater	0%	0%	0%	0%	3%
Wastewater	0%	0%	(3%)	0%	(5%)
Consumer Price Index (CPI) History					
	2017	**2018**	**2019**	**2020**	**2021**
CCI	3.4%	2.7%	1.6%	1.6%	4.7%
Engineering News Record Construction Cost Index (ENR CCI) History					
	2017	**2018**	**2019**	**2020**	**2021**
ENR	3.3%	3.2%	2.8%	3.0%	5.8%

Table 4 summarizes the proposed system development fees (SDFs) for 2023 per SFE.

Table 4: Summary of Recommended System Development Fees (SDFs)

	2022 Adopted SDFs	**"2022 Study" Proposed 2023 SDFs**	**$ Change**	**% Change**	**"2021 Study" Proposed 2023 SDFs**
Water	$5,700	$6,270	$570	10.0%	$5,700
Water Resources	$26,458	$30,383	$3,925	15.0%	$26,458
Wastewater	$4,909	$5,400	$491	10.0%	$4,909
Stormwater, Plum Creek	$2,128	$2,339	$211	10.0%	$2,128
TOTAL Plum Creek	**$39,195**	**$44,392**	**$5,197**	**13.3%**	**$39,195**
Stormwater, Cherry Creek	$1,116	$1,228	$112	10.0%	$1,116
TOTAL Cherry Creek	**$38,183**	**$43,281**	**$5,098**	**13.4%**	**$38,183**

For SDFs related to new development, Castle Rock Water recommends an increase of $5,197 per SFE in the Plum Creek Basin and an increase of $5,098 per SFE in the Cherry Creek Basin, about a 13.3% increase for each basin. This recommendation is consistent with Town Council's policy on SDFs that growth pays for growth.

Several factors are driving the recommended increases in SDFs identified in the SDF model and financial model. First, Castle Rock continues to see strong growth in both residential and non-residential customers from existing entitlements in Town. While growth has slowed in the current year due to external economic factors, projections still indicate continued strong growth in the coming years. To keep pace with this

population increase, additional projects have been added to the long term plan over the last several years and the infrastructure and capital costs for these projects are now better defined. Additional infrastructure and the costs for that infrastructure have also been identified to meet the increased peak demands from a larger customer base. Next, the pace of growth has exceeded projections as show in Chart 1. This drives the need to build projects to meet annual water supply needs sooner creating the need to generate more revenue sooner. It also requires building peak demand capacity sooner than expected. For example, recent growth has driven the need for additional water SDFs for new wells to help fill the supply needs until longer term renewable water projects can be completed. If growth was occurring more slowly, these wells might not have been needed.

Project costs continue to rise year over year as shown in the ENR CCI. In fact, just through the first 8 months of this year, the ENR CCI is up an additional 6% over last year. Another huge driver of the increased SDFs is that the cost and challenge of new renewable water projects has gone up significantly over the course of the last year in response to water scarcity across the western United States. The crisis in the Colorado River has driven increases in competition for limited renewable water supplies in Colorado. Changing weather patterns impacting the future of the Colorado River will impact these costs for many years to come. Permitting and infrastructure associated with renewable water projects will also become more difficult and costly as a result. Further, the State is pushing to limit total volumetric withdrawals from nonrenewable wells for which Castle Rock has large investments in place. If successful, the State's action will mean that Castle Rock needs to get to 100% renewable water sooner than previously anticipated which again impacts the needs for financial resources.

Finally, the details and needs of some of our longer term projects are becoming more defined as implementation occurs and estimated costs are higher than previously estimated.

The proposed SDF changes keep Castle Rock competitive with other surrounding South Metro water providers who also need to fund investments in long-term renewable water supply as shown in Table 5 below:

Table 5: Comparison of System Development Fees (SDFs) – Plum Creek Basin

Community	2022 Adopted Fees w/CRW 2023 Proposed
Denver Water	$8,150
City of Loveland	$10,447
Colorado Springs Utilities	$12,098
Inverness Water and Sanitation District	$13,900
Centennial Water and Sanitation District (5 units/acre)	$14,901
City of Fort Lupton	$17,864
City of Greeley	$18,402
Meridian Service Metropolitan District	$19,000
City of Fountain (Fountain Creek Basin area)	$19,449
Centennial Water and Sanitation District (3 units/acre)	$19,709
City of Fort Collins	$19,815
City of Fountain (Jimmy Camp Creek Basin area)	$23,314
Evans	$24,943
Cottonwood Water and Sanitation District	$27,510
East Larimer County Water District	$27,909
Thornton Water	$32,439
Stonegate Village Metropolitan District	$36,053
East Cherry Creek Valley Water and Sanitation District (West Toll Gate Creek Storm Drainage Basin)	$38,650
Arapahoe County Water and Wastewater Authority	$38,747
East Cherry Creek Valley Water and Sanitation District (Piney Creek Storm Drainage Basin)	$39,120
East Cherry Creek Valley Water and Sanitation District (No Name Creek Storm Drainage Basin)	$40,775
Parker Water and Sanitation District	$41,000
Castle Rock Water (Plum Creek Basin Area)	$44,392
Pinery Water and Sanitation District	$44,842
Sterling Ranch CAB	$45,370
Castle Pines North Metropolitan District	$51,242
City of Brighton (South Beebe Draw Metro District area)	$51,338
Roxborough Water and Sanitation District	$52,393
City of Brighton (Metro Wastewater Reclamation District area)	$56,033

Staff recommends moving forward with these proposed rates and fees, finalizing the "2022 Study" report and all of the associated data, bringing the appropriate ordinances to Town Council for approval on September 20, 2022, and October 4, 2022 and incorporating the proposed rates and fees into the 2023 proposed budget. Concurrent with the preparation of the proposed rates and fees for 2023, staff has updated the Financial Management Plan (FMP), to ensure the study is consistent with the goals of the FMP, which are:

- To minimize debt carrying costs at or below industry standards. *CRW continues to stay in the top 25% in the industry with the lowest debt. This is positive, but the current financial models do indicate that we will need to take out significant additional debt towards the end of this decade to keep pace with our needs for renewable water supplies and infrastructure. This debt could move us into the median category.*

- To minimize risk by keeping fixed versus variable revenues and expenses equal to or matching where possible. *CRW focuses on keeping these matched to the extent possible while still sending a conservation oriented message with a*

variable rate. CRW's success with balancing the revenues and expenses for fixed and variable components is shown in Chart 7 below.

- To keep costs at or under budget for capital and operational budgets each year by fund and to continuously strive towards more efficient operations. *As shown in Table 6 below, CRW is keeping costs under budget.*

- To keep our rates and fees competitive with surrounding communities. *CRW rates and fees compare somewhere in the middle of the benchmarking as seen in the rates comparisons in Charts 2-3 and the system development fees in Chart 5.*

- To keep adequate reserves and maintain fund balances between minimums and maximums. *CRW continues to maintain adequate reserve balances in all funds for operating, catastrophic event, rate revenue stabilization and capital reserve.*

- *To* keep rates and fees affordable within various national affordability indices. *Last year CRW had Stantec's help in looking at two affordability methods created by Teodoro. The first of these shown below in Figure 1 is the Affordability at the 20th Income Percentile (AR20). This method measures the affordability of the average water and wastewater bill to the 20th percentile income. This indicates that of the monthly disposable income for this group, 4.29% is spent on essential water and wastewater usage for CRW assuming the recommended 2023 rates are approved. The average for large cities is 12.4%, which puts CRW well below average, a positive result.*

  The second method, shown in Figure 2 below is the Basic Household Water and Sewer Cost Expressed in Terms of Hours of Labor at Minimum Wage (HM). This metric shows the number of hours required for one to work at minimum wage to pay the monthly water bill. For CRW, the proposed 2023 rates result in an HM value of 8.29 hours. The average for large cities is at 10.1, which puts CRW slightly below average, again a positive result.

Figure 1: Affordability at the 20th Income Percentile (AR20)

Affordability At The 20th Income Percentile (AR_{20})

			Source
People Per Household		4	Journal AWWA January 2018 (values from Teodoro article)
Essential Water Volume*		50	Journal AWWA January 2018 (values from Teodoro article)
Typical Monthly Household Essential Volume		6,000	
Water Monthly Consumption			
Tier 1		4,300	
Tier 2		1,700	
Water 3/4" Residential Base Charge	$	9.97	
Wastewater Monthly Consumption			
Tier 1		4,300	
Wastewater 3/4" Residential Base Charge	$	8.57	
Monthly Household Cost Of Essential Water Services	$	32.84	FY 2023 CRW Proposed Water Rates
Monthly Household Cost Of Essential Wastewater Services**	$	34.67	FY 2023 CRW Proposed Wastewater Rates
Monthly Household Cost Of Essential Renewable Water Services	$	28.95	FY 2023 CRW Proposed Renewable Water Rates
Monthly Household Cost Of Essential Stormwater Services	$	7.63	FY 2023 CRW Proposed Stormwater Rates
Total Cost of Essential Water and Sewer Services	**$**	**104.09**	
Annual Household Income (20th Percentile)***	$	55,898	B19080: HOUSEHOLD INCOME QUINTILE... - Census Bureau Table
Annual Essential Household Expenses****	$	26,815	Consumer Expenditure Survey - Table 3134 West Region
Annual Disposable Income	$	29,083	
Monthly Disposable Income	**$**	**2,424**	
AR_{20}		**4.29%**	Teodoro Study average of 12.4% for 25 largest US cities.

* Essential water volume in gallons per capita per day based upon *Water and Sewer Affordability in the Unites States*, *M.P. Teodoro, 2019.*
** Wastewater services charged based on average winter monthly consumption of 4,300 gallons.
*** "This focus on the 20th percentile household aligns the analysis of water and sewer affordability with mainstream assessments of welfare economics, which typically identify the 20th percentile as the lower boundary of the middle class." - Teodoro
**** Does not include water and sewer services. Reflects expenses at an income level between $50,000 and $69,999 in the western region.

Figure 2: Basic Household Water and Sewer Cost Expressed in Terms of Hours of Labor at Minimum Wage (HM)

Basic Household Water And Sewer Cost Expressed In Terms Of Hours Of Labor At Minimum Wage (HM)

			Source
People Per Household		4	Journal AWWA January 2018 (values from Teodoro article)
Essential Water Volume*		50	Journal AWWA January 2018 (values from Teodoro article)
Typical Monthly Household Essential Volume		6,000	
Monthly Household Cost Of Essential Water Services	$	32.84	FY 2023 CRW Proposed Water Rates
Monthly Household Cost Of Essential Wastewater Services**	$	34.67	FY 2023 CRW Proposed Wastewater Rates
Monthly Household Cost Of Essential Renewable Water Services	$	28.95	FY 2023 CRW Proposed Renewable Water Rates
Monthly Household Cost Of Essential Stormwater Services	$	7.63	FY 2023 CRW Proposed Stormwater Rates
Total Cost of Essential Water and Sewer Services	**$**	**104.09**	
Minimum Wage	**$**	**12.56**	Minimum Wage | Department of Labor & Employment (colorado.gov)
HM		**8.29**	Teodoro Study average of 10.1 for 25 largest US cities.

* Essential water volume in gallons per capita per day based upon *Water and Sewer Affordability in the Unites States*, *M.P. Teodoro, 2019.*
** Wastewater services charged based on average winter monthly consumption of 4,300 gallons.

- To develop regional partnerships to provide economies of scale to reduce total costs of infrastructure to our customers. *CRW has formed many partnerships with individual water providers like Dominion and Parker and regional organizations such as South Metro Water Supply Authority, WISE Authority, Plum Creek Water Reclamation Authority (PCWRA), and Cherry Creek Project Water Authority, just to name a few.*

- To be an industry leader in the application of financial management benchmarking ourselves against others locally and nationally. *Castle Rock Water has thirty different key performance objectives and indicators (KPIs) with measurable outcomes. Many of which are benchmarked against other water providers nationally, regionally and locally. More information and results for these KPIs are available in our strategic plan.*

History of Past Town Council, Boards & Commissions, or Other Discussions

Castle Rock Water (CRW) Commission reviewed at least one aspect or component of the annual rates and fees study process and the 2022 rates and fees studies at each of their meetings from October 2021 to August 2022 to provide staff with input. For a complete list of topics, please see the CRW Commission agendas.

On May 25, 2022, CRW Commission reviewed the Customer Characteristics Analysis for the 2022 rates and fees study with staff.

On August 31, 2022, the results of the 2022 annual rates and fees study were presented to CRW Commission by staff for discussion and direction. CRW Commission was supportive of staff recommendations at this time.

Notification and Outreach Efforts

The proposed SDFs have been sent to the Economic Development Council (EDC) for distribution to the home builders, developers and other interested parties among the development community.

Discussion

For common understanding, “rates” refers to the collective monthly fixed charges and volumetric rates billed to existing customers. “System Development Fees” is a general term used for Water, Water Resources and Wastewater System Development Fees (SDFs) and Stormwater Development Impact Fees (DIFs). Water, Water Resources and Wastewater SDFs are calculated and assessed at the time of permitting for the right to access existing system capacity or for payment of a proportionate share of the capital cost required for new capacity to meet the potential demand the new customer is expected to place on the system. SDFs ensure that growth pays for the cost of growth. Also paid at the time of permitting, Stormwater DIFs are a proportionate share of the cost to add stormwater capital facilities to manage the runoff created by the impervious surfaces of new construction in the Plum Creek or Cherry Creek Basin.

For the sixth year in a row, Castle Rock Water has engaged Stantec Consulting Services, Inc. to assist with preparation of the Study. To reduce costs, Castle Rock Water staff continued to prepare the Customer Characteristics Analysis in-house for the 2022 Study. However, Stantec prepared the System Development Fees Models, Financial Rate Models, and the Cost of Service Models for the 2022 Study.

The "2022 Study"
The steps for completing this year's study, as in previous studies, are grounded in industry standards for cost-of-service ratemaking as summarized in the American Water Works Association's AWWA Manual M1. As in prior years, work products include the following:

1. Growth Forecast
2. Customer Characteristics Analysis
3. Capital Improvement Projects Forecast Updates
4. Revenue and Expenditures Forecast Updates (in conjunction with budgeting)
5. Rates & Fees Modeling
6. Cost of Service Modeling
7. Community Engagement

Growth Forecast
The growth forecast for customers in Town continues to be developed in conjunction with Development Services based on both historical performance, discussions with developers and home builders, and anticipated changes to economic conditions in the coming year. Customers that may be served through extraterritorial agreements are evaluated by Castle Rock Water and added to the totals within the Town boundaries as appropriate. Growth forecasts include all customer classes converted to single family equivalents. For the 2022 rates and fees study, the growth forecast for the next five years was estimated as follows:

2022 942 single family equivalents
2023 940 single family equivalents
2024 716 single family equivalents
2025 873 single family equivalents
2026 866 single family equivalents

For years beyond the five-year window, Castle Rock Water used an average value of 721 single family equivalents for future growth of the customer base in the financial models. Based on these growth projections build-out in the community and service to extraterritorial areas could occur by 2042, assuming current maximum estimated build-out of 125,000 people is reached.

New customers provide revenues through SDFs to fund growth-related capital projects and the monthly revenues to fund the remaining costs as an existing rate customer. Actual growth in 2021 was strong, however growth has slowed in 2022. So far this year, 544 single family home permits have been issued through July, down from the 752 issued through July in 2021. Budgets have been adjusted to reflect a lower growth figure, however, if growth falls short of this forecast, revenues are at risk with the severity and service delivery impacts dependent upon the depth of the shortfall. Growth in 2023 and beyond is difficult to predict. As a result, Castle Rock Water uses a conservative approach to estimating future growth. If growth falls short of current forecasts, revenues in 2023 and beyond could fall short of requirements for the current capital plans requiring a delay on some of these projects. Similarly, if growth significantly exceeds current forecasts, capital projects will need to be moved forward. Castle Rock Water uses our water supply and demand model to evaluate the pace of

growth as it relates to our capital improvement plans to ensure that we have the ability to react to changes in actual growth relative to the projected growth.

Customer Characteristics Analysis

The Customer Characteristics Analysis was reviewed with the CRW Commission in May of this year. The topics discussed included growth projections and how they are considered in long-range planning, residential consumption trends, and the various ways that CRW is continuing to promote conservation in the Town. In general, we have seen some favorable trends in regards to average residential consumption in recent years and will likely see additional improvements beginning in 2023 as the proposed changes to Castle Rock's landscape and irrigation criteria manual (i.e. new limits on turf grass for new development) are implemented. A complete copy of the report is available from Castle Rock Water. There were no major changes to customer characteristics affecting this year's rates and fees recommendations as noted in the Executive Summary.

Capital Improvement Projects Forecast Updates

A complete discussion of the capital improvement project forecast updates was provided in the Executive Summary. As noted in this summary, significant additions were made to the long term capital plan. Costs for renewal and rehabilitation of existing infrastructure, improvements to existing infrastructure to meet upcoming regulatory requirements, infrastructure additions driven by the renewable water program, capital investment adjustments and revenue forecast changes based on the proposed changes to Castle Rock's landscape and irrigation criteria manual (i.e. new limits on turf grass for new development), and an updated growth forecast are incorporated into the study. Capital costs are escalated by 3.00% per year in future years past 2023 consistent with the latest ENRCCI in the financial model.

Revenues and Expenditures Forecast Updates

As in previous years, complete revenue and expenditure forecast updates were prepared along with the budgeting process. Table 6 outlines the comparison of the 2022 Budget and 2022 YE Estimates to the 2023 Proposed Budget.

Table 6: 2022-2023 Budget Comparison

Account Type	Category	2022 Budget	2022 YE Estimates	2023 Budget	2022 YE Estimates to 2023 Budget % Change
Revenues	Charges for Service	$45,732,600	$44,651,273	$47,832,133	7.1%
	Contributions & Donations	$426,925	$919,848	$2,843,954	170.1%
	Fines & Forfeitures	$500,950	$530,965	$516,000	(2.8%)
	Intergovernmental Revenue	$150,000	$300,700	$300,700	0.0%
	Investment Earnings	$1,097,112	($213,412)	$706,820	*
	Licenses & Permits	$8,000	$5,460	$7,000	28.2%
	Other Revenue	$31,117,369	$31,085,474	$643,878	(97.9%)**
	System Development Fees	$32,109,340	$55,627,749	$29,293,506	(47.3%)
	Transfers In	$148,763	$17,664	$168,045	851.3%
Total Revenues		**$111,291,059**	**$132,925,357**	**$81,952,036**	**(38.3%)****
Expenses	Capital	$101,650,128	$51,862,659	$78,859,312	52.1%
	Debt & Financing	$9,004,901	$8,754,289	$8,840,070	1.0%
	Personnel	$11,638,629	$10,314,389	$12,488,340	21.1%
	Services & Other	$22,848,241	$20,097,737	$23,673,605	17.8%
	Supplies	$3,429,745	$2,796,703	$3,331,584	19.1%
	Transfers Out	$679,321	$679,506	$814,455	19.9%
Total Expenses		**$149,250,321**	**$94,505,283**	**$128,007,366**	**35.4%**

* Calculation for 2022 YE Estimate to 2023 Budget % change for Investment Earnings is -431.2% due to 2022 YE Estimates being negative. However, dollar variance is +$920K.
** Note: 2022 Budget and YE Estimates include $30 million in bond proceeds in Other Revenue

Assuming the recommended rates are approved, the combined 2023 revenue budget for the department is $82 million and represents a 26% decrease from the 2022 budget, and a 38% decrease from the 2022 year-end estimates. These decreases are largely driven by the $30 million bond in Water Resources. When comparing 2023 to 2022 without the $30 million in bond revenue, the 2023 budget is up 1% to the 2022 budget and down 20% to the 2022 year-end estimates. These revenue numbers are also being impacted by the reduced revenues projected for SDFs as a result of the proposed changes to the landscape and irrigation criteria (i.e. the 47% reduction in SDF revenue).

The combined 2023 expenditure budget associated with the major functions for the various Castle Rock Water enterprises is approximately $128 million, a decrease of 14% from the 2022 amended budget and an increase of 35% over the 2022 year-end estimate. These changes are due to large changes in proposed capital spending in 2023 relative to 2022 primarily driven by the fact that many of the projects originally planned for 2022 are carrying over to 2023. Capital budgeting is variable based on long-term project planning and opportunity.

With respect to the operational budgets, the total combined budget for 2023 is approximately $49.1 million. This is a 3% increase to the 2022 Amended Budget and a 15% increase over the 2022 year-end estimate. The increase over the 2022 year-end estimate is due to increases in debt costs as the new water resources loan begins to be paid back, increases in personnel costs, increases in the amount of WISE water that will be taken as WISE ramps up towards full deliveries, increases in energy costs (i.e. CORE is going up 6% across the board for energy), and increased costs for supplies partly as a response to supply chain deficiencies and also cost impacts to suppliers. The department is requesting five new positions, a Stormwater Inspector, a Water Efficiency Technician, a Collection System Operator, an Office Assistant, and a SCADA Instrumentation Technician.

The 2023 capital budget across the Castle Rock Water Enterprises is approximately $78.9 million, a 22% decrease over the 2022 Amended Budget and a 52% increase

over the 2022 year-end estimates. Revenue and expense forecasts were completed through 2027 and then escalated in the models for years past 2027.

Fund Balances

Based on the revenue and expense forecasts, fund balances are reviewed through 2027 closely and more generally through the entire modeling period out to 2065. Savings in actual costs and the timing of spending on capital costs verses budgets each year have helped to keep fund balances stable throughout the years and projections through 2027 continue this trend except that in 2026 to 2030 timeframe a significant debt issuance is predicted in the Water Resources Enterprise to keep fund balances above minimum levels. Fund balances need to be built up with capital reserves ahead of large capital projects to ensure the money is available to proceed on the projects when the projects are needed to meet growth and other service goals. Fund balances are then drawn down significantly as capital reserves are spent on these projects. Keeping close tabs on the fund balances ensures that there are no negative impacts on the long term financial plan when large projects must be funded.

Fund balance for the Water Fund is projected to dip below average values of $17M through 2026 and then recover in 2027 to above average levels. In the Water Resources Fund, values have increased, partially due to the $30M debt issuance in 2022. Fund balances will remain high and funding is maintained for critical near-term projects. Current modeling indicates that debt issuance may be needed near the end of the five-year planning window to meet full capital needs. Stormwater Fund balance hit a value at the end of 2021 of around $13M and then is projected to fall to $3.4M by year-end 2027. Wastewater Fund balance increased to around $22M at year-end 2021. The balance will continue to grow in the near-term ahead of large capital requirements in the 2030's.

Rate Revenue

While fixed revenues in the four enterprise fund models are set to generally trend up with the projected growth, variable revenues can be difficult to predict. These variable revenues are subject to two primary drivers, 1) weather and 2) national, state and local pressure to conserve water or at least use it more efficiently. For the 5-year planning period, CRW is forecasting annual increases of about 7% per year through 2027. For new houses and new development, rate revenue is projected to be less than previous estimates due to the proposed changes to landscape and irrigation criteria. As always, Castle Rock Water is aware of the need to be cautious when projecting rate revenues due to the unpredictability of weather, conservation efforts and sustainable growth.

Non-Rate Revenues

Non-rate revenues are generated through charges and fees for miscellaneous or ancillary services not accessed or used by the broader customer base. These special charges should recover the actual cost of service delivery consistent with cost-of-service principles and Town financial policies. Recovering costs directly from customers that access those services also enhances equity. These charges can also help manage demand for those services as well as address customer behavior patterns. In these cases, Caste Rock Water may set a special charge above the cost of service. Two examples of this include the Residential Landscape and Irrigation Inspection Fee and

Meter Set Inspection Fees. Castle Rock Water was having issues with home builders failing these inspections multiple times which created resource issues for the department. As such, these fees were set to escalate after each failed inspection starting in 2022. Other special charges include late charges, disconnection charges, service transfer charges and administrative related fees, just to name a few. Key charges proposed for changes in 2023 include Bulk Water Read Fees and Meter Set Re-inspections. The full list of proposed special charges for 2023 are shown in Table 7 below.

Table 7: Special Charges/Fees

Special Charge (Fee)	Cost of Service	Adopted 2022 Fee Amounts	Proposed 2023 Fee Amounts	Benchmark Range	Benchmark Average
Returned Payment Charge	$28.84	$30.00	$30.00	$15.00-$75.00	$29.37
Water Service Transfer Fee	$39.97	$40.00	$40.00	$12.00-$100.00	$38.00
Administrative Lien & Recording Fee	$71.48	$69.00	$72.00	$13.00-$90.00	$51.60
Bulk Water Read Fee – Via Phone	$13.31	$13.00	$14.00	$50.00	$50.00
Bulk Water Read Fee – Via On Site	$74.78	$71.00	$75.00	$25.00-$250.00	$90.00
Bulk Hydrant Meter & Backflow Inspection	$91.97	$90.00	$92.00	$25.00-$75.00	$49.60
Bulk Hydrant Inspection No Show Trip Charge	$52.89	$50.00	$53.00	Not Available	Not Available
Bulk Hydrant Meter Calibration	$197.85	$150.00	$150.00	$75.00-$350.00	$212.50
Customer Requested Meter Bench Test (Passing Meter)	$47.00	$47.00	$47.00	$0-$165.00	$82.33
Delinquency Disconnection/Reconnection	$46.63	$45.00	$47.00	$15.00-$300.00	$81.18
Customer Requested Service Disconnection/Reconnection	$90.00	$84.00	$90.00	$20.00-$100.00	$60.16
Canyons South Meter Lockout	$100.78	$98.00	$101.00	Not Available	Not Available
Meter Set Re-inspection (1st inspection included in meter set fees)(1)	$52.21	$50.00	$53.00	$20.00-$1,500.00	$209.18
Irrigation Permit	$670.00	$610.00	$670.00	Not Available	Not Available
Landscape Contractor Registration	$70.85	$65.00	$71.00	Not Available	Not Available
Residential Landscape & Irrigation Inspection(2)	$45.00	$45.00	$45.00	Not Available	Not Available
Irrigation Permit Re-inspection	$111.54	$110.00	$112.00	Not Available	Not Available
Irrigation Disconnection/Reconnection (due to non-compliance	$90.00	$84.00	$90.00	Not Available	Not Available
Temporary Sod Exemption	$9.36	$9.00	$10.00	Not Available	Not Available

(1) The proposed fee doubles after each failed inspection for the reinspection, e.g. after the second failed inspection, the reinspection fee will go to $106, after the third it will go to $212, and so on.
(2) The proposed fee doubles after each failed inspection for the reinspection, e.g. the second inspection will cost $90, the third inspection $180, and so on.

Personnel

The 2023 budget includes five new full time equivalents (FTEs). These include a Stormwater Inspector, a Water Efficiency Technician, a Collection System Operator, an Office Assistant, and a SCADA Instrumentation Technician. From 2024 to 2027, Castle Rock Water is projecting to add eight FTEs, including a Customer Service Representative, a Plant Mechanic, and a Field Services Operator in 2024; a Lab Supervisor and a Plant Mechanic in 2025; a Field Services Operator in 2026; a Water Quality Technician and Field Service Operator in 2027. The Study reflects updated personnel cost allocations across the four enterprises to capture cost-of-service impacts on personnel resources, as well as Town-wide changes to the pay and benefits plans.

After 2027, costs for personnel are escalated by 1.55% which is consistent with the long-term historical average CPI.

Electricity

The third largest operating cost, electricity, reflects full operation of the Plum Creek Water Purification Facility and other treatment plants, alluvial and groundwater well operations and pumping associated with water and wastewater service. Castle Rock Water has implemented an energy management and system optimization plan to maximize the efficiency of electrical usage. CORE, Castle Rock Water's electricity provider, increased rates in August 2022 by 6%. Electricity costs in 2023 have been adjusted to account for this mid-year increase and rates for the remainder of the five-year period assume an annual increase of 3%. After 2027, electricity costs are escalated by 1.55% consistent with the long-term historical average CPI.

Operations & Maintenance

Cost projections include operating and maintenance costs for CRW. Items impacting operating costs during the five-year planning period include:

- Meter costs under supplies are going up significantly as we transition to advanced metering infrastructure
- Operating costs for WISE will continue to increase as the full quota of Castle Rock's WISE water is delivered with that occurring in 2026
- Personnel costs have risen significantly in response to staffing shortages and competition for labor across the region with Castle Rock Water and the Town as a whole taking action on this issue in 2022
- CORE has increased rates for electricity by 6% across the board
- Stormwater is adding significant operational costs associated with a program for the inspection of aging corrugated metal stormwater pipes

This results in increases of 37% over the five-year period. To ensure only costs needed are included in the budget, line item details are reviewed. After 2027, operations and maintenance costs in the model are increased by 1.55% consistent with the long-term historical average CPI.

Rates and Fees and Cost of Service Modeling

Once the first four steps are completed, the capital plan is put into the system development fee models along with the projected new single family equivalents that this capital will support. Proposed system development fees from these models are then put into time based financial models otherwise known as the rates and fees models, one for each enterprise. These models look at financial data through 2065. For purposes of this year's models, additional debt of approximately $40M was included towards the end of the decade. Castle Rock Water then works to ensure that over the modeling period (out to 2065):

- there are no large rate increases forecasted (greater than 7.5%) to be needed
- fund balances are maintained within reasonable limits according to upcoming capital needs through 2065
- Minimum reserves are maintained for all enterprises throughout the study period

- Debt needed is reasonable with respect to Castle Rock Water's borrowing capacity

If these conditions are not met, adjustments are made to the capital plan and operating expenses where changes can be made without impacting levels of service to balance these items. Revenue requirements for each enterprise are then determined from the models based on the change in revenue needs for each enterprise according to the forecast capital and operational expenses. Once the total revenue requirements are identified in each enterprise, cost of service models are used to spread those revenue requirements over the different customer classes. The end results are the rates and fees recommendations.

Proposed Rates and Fees for 2023 through 2027

Based on impacts of the revised capital plan and projected system growth by fund as well as the other key changes, the "2022 Study" has resulted in projected required rate revenue increases as shown in Table 8 below.

Table 8: Rate Required Revenue Increases by Enterprise – "2022 Study"

	2023	2024	2025	2026	2027
Water Fund	4.5%	3% to 4.5%	3% to 4.5%	3% to 4.5%	3% to 4.5%
Water Resources	7.5%	3% to 7.5%	3% to 7.5%	3% to 7.5%	3% to 7.5%
Stormwater	4.5%	4.5%	4.5%	4.5%	4.5%
Wastewater	0.0%	0.0%	0.0%	0.0%	0.0%

After careful planning and review of operating costs and capital plans in this year's study, the overall impact will be a 4.5% increase in Water, a 7.5% increase in Water Resources, a 4.5% increase in Stormwater, and no increase in Wastewater.

For the "2022 Study", there is an increase in the average annual bill for the typical residential customer due to the rate changes being recommended in 2023. Other customer classes will also see varying increases to their annual bill depending on customer usage patterns. Table 9 summarizes these impacts to typical annual utility bills for various customer classes.

Table 9: 2023 Rate Adjustment Recommendations and Total Typical Annual Utility Bills

Customer Class	2022 Actual Typical Annual Bill	"2022 Study" Proposed 2023 Typical Annual Bill	$ Change	% Change	"2021 Study" Proposed 2023 Typical Annual Bill
Residential ¾" Meter	$1,275.93	$1,325.31	$49.37	3.9%	$1,302.87
Commercial Indoor ¾" Meter	$2,124.44	$2,208.72	$84.28	4.0%	$2,178.51
Commercial Indoor 1½ " Meter	$8,947.88	$9,278.26	$330.39	3.7%	$9,130.61
Commercial w/Irrigation ¾" Meter	$2,674.11	$2,783.13	$109.01	4.1%	$2,746.64
Commercial w/Irrigation 2" Meter	$16,187.73	$16,849.86	$662.14	4.1%	$16,560.54
Multi-family Indoor ¾" Meter	$1,016.67	$1,054.38	$37.71	3.7%	$1,035.79
Multi-family w/Irrigation 1½" Meter	$10,443.87	$10,808.80	$364.93	3.5%	$10,646.42
Irrigation ¾" Meter	$2,382.91	$2,499.84	$116.93	4.9%	$2,454.45
Irrigation 2" Meter	$17,191.17	$17,495.86	$304.69	1.8%	$17,316.79

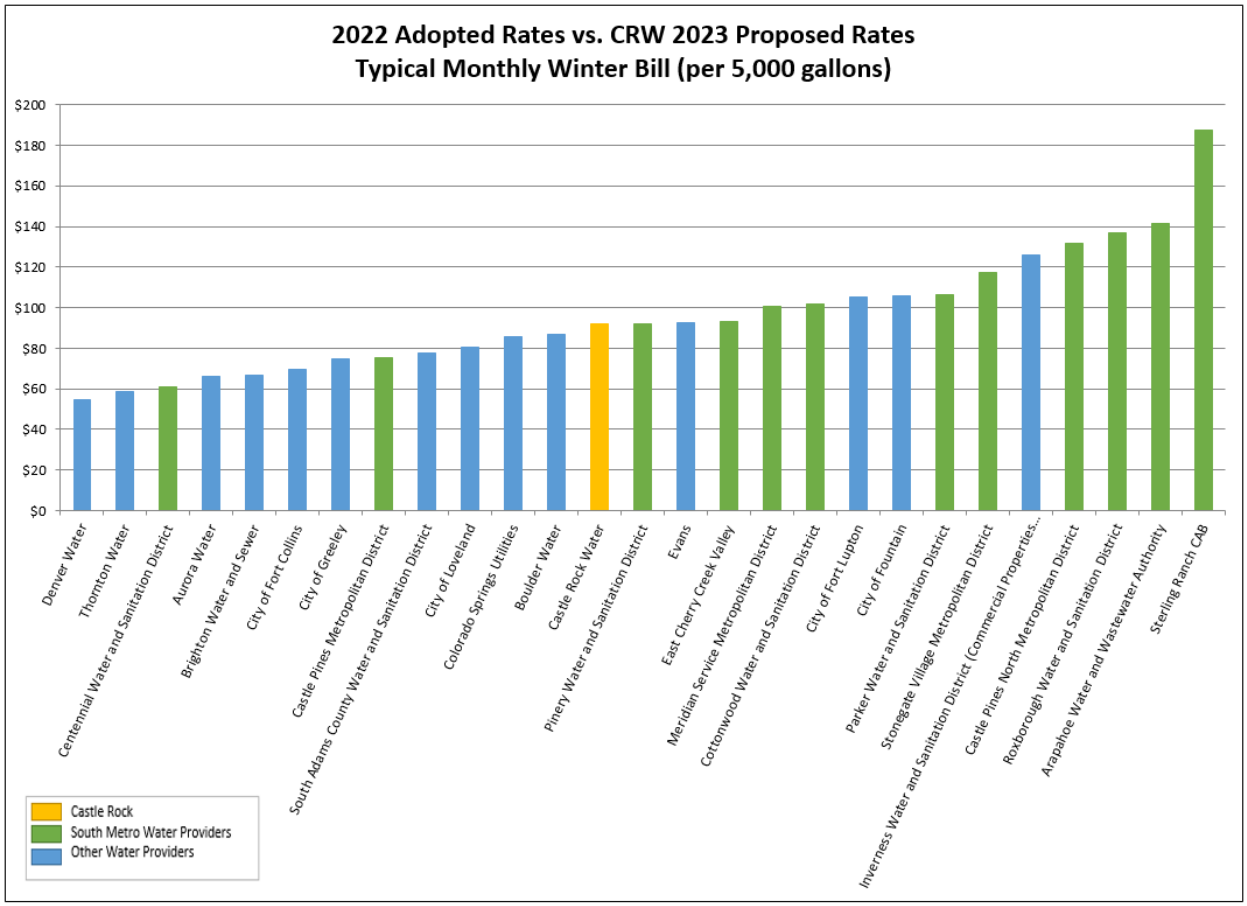
As a part of the presentation of the proposed rates and fees for 2023, Castle Rock Water compared the 2023 proposed rates and fees with other similar water providers in the South Metro area. Many of the water providers do not provide stormwater services, so we show these separately for accurate comparison purposes. The benchmarking comparisons include all fees related to water, water resources, and wastewater services. These fees have different names across the various water providers including for example water and sewer service fixed and volumetric fees, water resource fees, renewable water fees, capital improvement fees, sewer system replacement fund fees, and groundwater protection fees.

Staff compared rates to other South Metro water providers for a typical winter usage of 5,000 gallons and a typical summer usage of 15,000 gallons. While we did compare the proposed rates and fees to other providers in Colorado, these comparisons are less relevant due to the local challenges faced by South Metro water providers. In summary, the South Metro water providers are generally currently operating on deep groundwater and are in the midst of building renewable surface water systems. A number of the systems have implemented monthly fees similar to Castle Rock's water resources fee including Castle Pines Metro, Meridian, Pinery, Stonegate, East Cherry Creek and Roxborough. Others have incorporated these fees into their standard water rates or utilized tax mill levies.

The comparison results to other South Metro water providers are shown in Charts 2 and 3 below. As indicated above, it is important to note that a number of the South Metro water providers have their revenues supplemented by tax mill levies to help with renewable water investments. The charts below show the approximate impact this has on the cost of service for a typical residential customer based on the average median

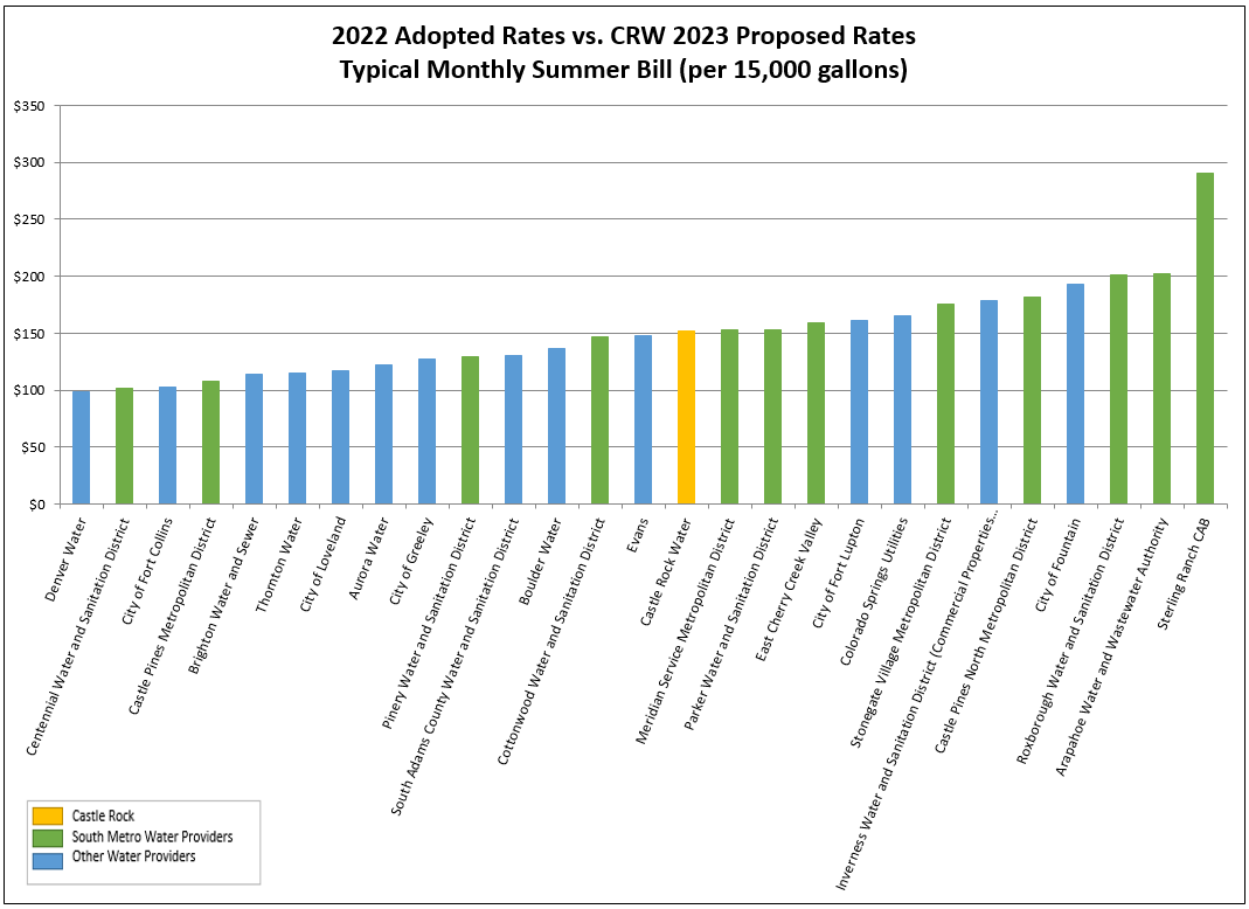
price of a home in Douglas County of $743,000 http://www.douglas.co.us/documents/douglas-county-demographics-summary.pdf). This mill levy was distributed across twelve equal payments for comparison sake even though this will typically be paid in fewer installments. The results of this comparison of proposed 2023 rates and fees for Castle Rock to 2022 current rates and fees for other providers indicate that Castle Rock's rates and fees are comparable to other area providers even before those providers make changes for 2023. Once 2023 rates and fees are available for the other area providers, CRW will update these charts and ensure they are available on our website.

Chart 2: Typical Monthly Winter Bill (per 5,000 gallons)



**Includes tax mill levy based on median home price distributed equally over 12 months.*

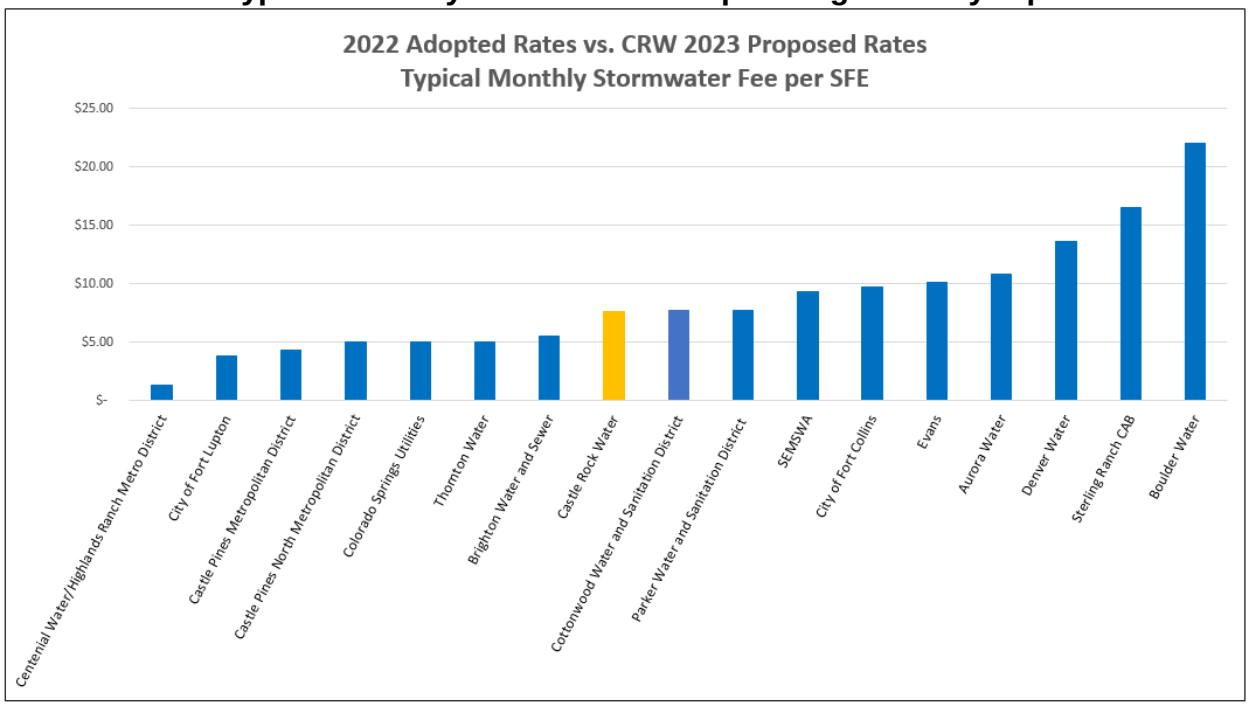
Chart 3: Typical Monthly Summer Bill (15,000 gallons)



**Includes tax mill levy based on median home price distributed equally over 12 months.*

Similar comparisons for stormwater fees are in Chart 4 below. While this is not a comprehensive list of all providers, it shows some of the key stormwater providers in our area. The data indicates that Castle Rock's proposed fees are consistent with many of the other local providers. It is important to note that some jurisdictions handle stormwater through general taxes instead of having a stormwater utility. The results of the comparisons are as follows:

Chart 4: Typical Monthly Stormwater Fee per Single Family Equivalent



Note: SEMSWA, stands for Southeast Metro Stormwater Authority and includes East Cherry Creek Valley Water and Sanitation District, Arapahoe County Water and Wastewater Authority, and Inverness. The rate shown for Parker Water and Sanitation District is through the Town of Parker and is the 2022 rate.

Table 10 summarizes proposed fixed charges for 2023 from this year's study.

Table 10: Single Family Residential Fixed Charges

	2022 Actual Typical Bill	"2022 Study" Proposed 2023 Typical Bill	$ Change	% Change	"2021 Study" Proposed 2023 Typical Bill
Water	$9.54	$9.97	$0.43	4.5%	$9.83
Water Resources	$26.93	$28.95	$2.02	7.5%	$26.93
Wastewater	$8.57	$8.57	$0.0	0.0%	$9.02
Stormwater	$7.30	$7.63	$0.33	4.5%	$7.33
TOTAL	**$52.34**	**$55.12**	**$2.78**	**5.3%**	**$53.11**

System Development Fees

System development fees (SDFs) are a function of year-end 2021 fixed assets, 2022 year-end estimates of capital improvement project costs, 2023 through 2065 capital improvement project plans, and system capacity for water, water resources, and wastewater and developable acres for stormwater.

Growth forecasts and increases to the capital plans in the "2022 Study" indicate that total SDFs for a typical SFE will need to increase from the 2022 adopted fees. The "2022 Study" indicates fees will need to increase in 2023. The recommended increase this year is approximately 13.3% as shown in Table 11.

Table 11: Single Family Equivalent System Development Fee Comparison

PLUM CREEK BASIN

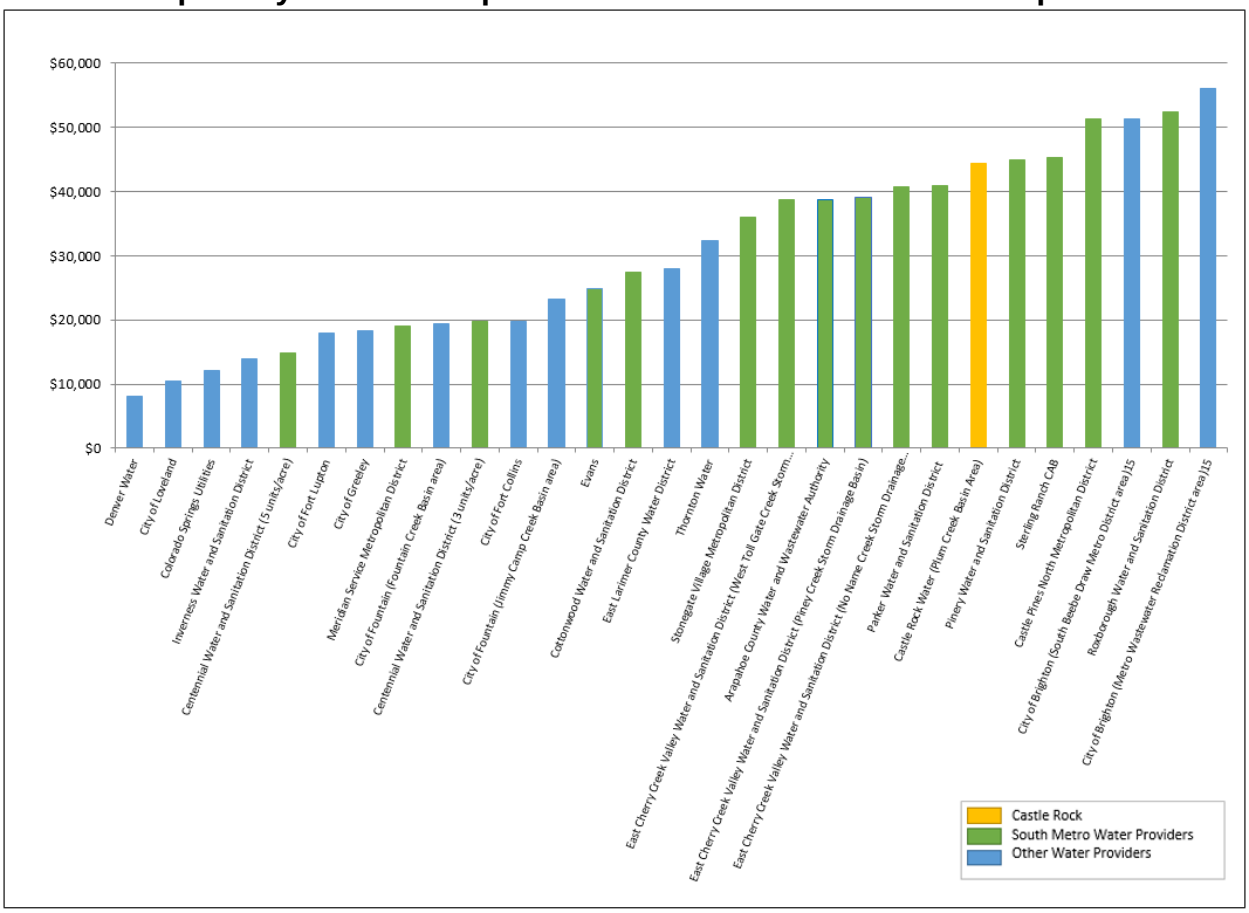
	2022 Actual Fees	"2022 Study" Proposed 2023 Fees	$ Increase (Decrease)	% Change	"2021 Study" Proposed 2023 Fees
Water	$5,700	$6,270	$570	10.0%	$5,700
Water Resources	$26,458	$30,383	$3,925	15.0%	$26,458
Wastewater	$4,909	$5,400	$491	10.0%	$4,909
Stormwater	$2,128	$2,339	$211	10.0%	$2,128
TOTAL	**$39,195**	**$44,392**	**$5,197**	**13.3%**	**$39,195**

CHERRY CREEK BASIN

	2022 Actual Fees	"2022 Study" Proposed 2023 Fees	$ Increase (Decrease)	% Change	"2021 Study" Proposed 2023 Fees
Water	$5,700	$6,270	$570	10.0%	$5,700
Water Resources	$26,458	$30,383	$3,925	15.0%	$26,458
Wastewater	$4,909	$5,400	$491	10.0%	$4,909
Stormwater	$1,116	$1,228	$112	10.0%	$1,116
TOTAL	**$38,183**	**$42,281**	**$5,098**	**13.4%**	**$38,183**

As part of the review of proposed fees, Castle Rock Water reviewed system development fees compared to other providers in our area and Colorado. Stormwater development impact fees were not included in the evaluation since many providers do not provide this service. System development fees include water and sewer tap fees, water development fees, outfall development fees (for reservoirs), metro sewer charges, construction water charges, renewable water fees, and water resource fees. See results of the benchmarking comparisons for SDFs in the following chart.

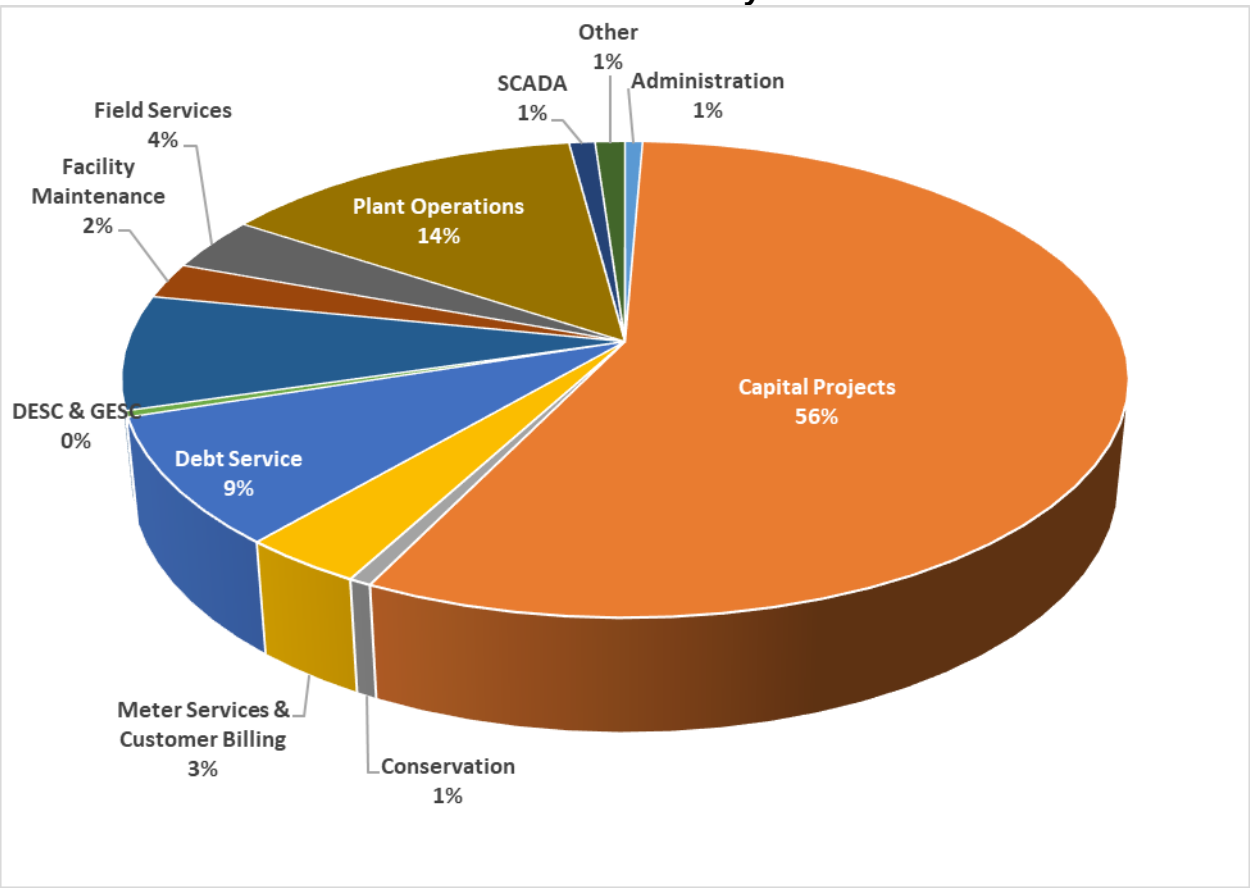
Chart 5: SDF Rate Comparison with Surrounding Communities
2022 Adopted System Development Fees w/ Castle Rock 2023 Proposed Fees



**The Parker Water SDF includes a $5,000 Water Resource's Toll, for a ¾" meter, in the above calculation, which may not apply to all customers*.

Utilization of Rates and Fees
Chart 6 summarizes how revenues are used by Castle Rock Water.

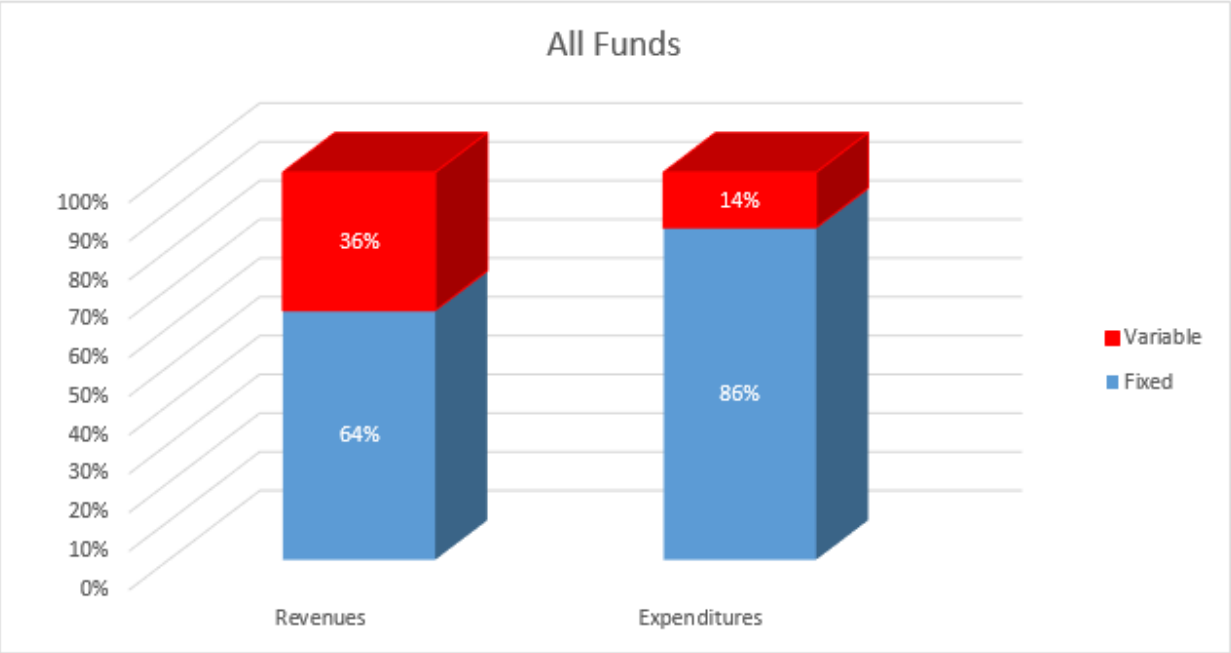
Chart 6: 2021 Costs by Function



From this chart, it is clear that the Capital Project Plan is a very significant portion of the rates and fees needed for operation of the funds. The infrastructure intensive nature of the business results in significant fixed costs. Castle Rock Water wants to continue to implement a strategy, to the extent possible within our cost-of-service model, which matches fixed revenues with fixed costs to ensure revenue stability thereby minimizing the potential for future rate shocks. This strategy also takes into account the need to incentivize water conservation and efficiency through variable rates for water use.

Chart 7 shows the breakdown between fixed and variable revenues and expenses for the fiscal year ending 2021. Variable revenues account for 36% of total revenue, with metered water sales being the largest components. The majority of expenditures for CRW are fixed in nature with the largest operational cost being personnel costs.

Chart 7: Fixed Versus Variable Revenues & Expenditures



Bulk Water Program

Castle Rock Water provides customers with two options for bulk water. These customers include not only typical customers that live within Castle Rock Water's service area, but also customers from Douglas County. For the larger users typically (5,000+ gallons a day) a bulk water hydrant meter and permit are an option. These are typically development projects needing bulk water for dust control, grading, etc. The second option is access to the bulk water station. This is for the smaller users, typically less than 5,000 gallons a day, however there is not a minimum requirement.

Monthly consumption averages for bulk hydrant customers put a similar demand and usage on the system as a 1.5-inch meter. Therefore, the monthly service charges for water and water resources are the same for this customer class as other 1.5-inch meter customers. Table 12 shows changes to the bulk hydrant rates for 2023 that are in line with increases applicable to all customers.

Table 12: Bulk Hydrant Meter Rate Comparison

	Adopted 2022 Rates	Proposed 2023 Rates	$ Change	Benchmark Range	Benchmark Average
Monthly Water Fixed Service Charge	$18.78	$19.63	$0.85	Not Available	Not Available
Water Volumetric Rate (per 1,000 gallons)	$7.86	$8.21	$0.35	Not Available	Not Available
Monthly Renewable Water Fixed Service Charge	$193.13	$207.61	$14.48	Not Available	Not Available
Monthly Permit Fee	$300.00	$300.00	$0.00	$0-$325.00	$170.88
Refundable Deposit-Hydrant Meters	$2,600.00	$5,000.00	$2,400.00	$0-$6,000	$1,801.41

Monthly consumption averages for bulk station customers put a similar demand and usage on the system as a ¾" meter. Therefore, the monthly service charges for water and water resources are the same for this customer class as other ¾" customers. Even though bulk station applicants are asked where the water will be used, there is no guarantee that they are not taking the water out of Castle Rock and the basin. To account for this, bulk station customers are charged 125% of the maximum outdoor Tier 2 irrigation rate. The 125% is in line with what CRW is allowed to charge for extraterritorial agreements according to municipal code.

Table 13: Bulk Station Rate Comparison

	Adopted 2022 Rates	Proposed 2023 Rates	$ Change	Benchmark Range	Benchmark Average
Monthly Water Fixed Service Charge	$9.54	$9.97	$0.43	Not Available	Not Available
Water Volumetric Rate (per 1,000 gallons)	$9.82	$9.97	$0.43	Not Available	Not Available
Monthly Renewable Water Fixed Service Charge	$26.93	$28.95	$2.02	Not Available	Not Available
Bulk Station Refundable Deposit	$255.00	$255.00	$0.00	Not Available	Not Available

Schedule

The current schedule for the 2022 Rates and Fees Study targets the following milestones.

- Town Council 1st Reading 9/20/2022
- Town Council 2nd Reading 10/4/2022
- Implementation 1/01/2023

Staff Recommendation

Based on the "2022 Study" staff recommends the following changes to the 2023 rates and system development fees for a single-family equivalent (SFE).

Water Fund

1. Fixed Monthly Charge – 4.5% Increase
2. Volumetric Rates – 4.5% Increase
3. System Development Fee – 10% Increase

Water Resources Fund

1. Fixed Monthly Charge – 7.5% Increase
2. System Development Fee – 15% Increase

Stormwater Fund

1. Fixed Monthly Charge – 4.5% Increase
2. Development Impact Fee – 10% Increase Plum Creek Basin and 10% Increase Cherry Creek Basin

Wastewater Fund

1. Fixed Monthly Charge – No Change
2. Volumetric Rate – No Change

3. System Development Fee – 10% Increase

Staff recommends moving forward with these recommended rates and fees, finalizing the “2022 Study” report and all of the associated data, and bringing the appropriate ordinances to Town Council for approval in accordance with the proposed schedule.

FIRST READING OF
AN ORDINANCE AMENDING CHAPTERS 3.16, 13.12 AND 13.30 OF THE CASTLE ROCK MUNICIPAL CODE BY CHANGING STORMWATER DEVELOPMENT IMPACT FEES, WATER RESOURCES, STORMWATER AND WASTEWATER RATES, AND METER SET FEES

SEPTEMBER 20, 2022

TOWN OF CASTLE ROCK COLORADO

CRW RATE HISTORY

RESIDENTIAL ¾" METER

Enterprise	2018	2019	2020	2021	2022
Water Rate Increases	0%	3%	0%	0%	0%
Water Resources Rate Increases	0%	0%	0%	0%	3%
Wastewater Rate Increases	0%	0%	-3%	0%	-5%
Stormwater Rate Increases	0%	0%	0%	0%	3%

The 3% increase in Water in 2019 is revenue captured in the Water Fund in blocks 2 & 3 and reclassed to Water Resources.

CRW SYSTEM DEVELOPMENT FEE HISTORY

RESIDENTIAL ¾” METER

Enterprise	2018	2019	2020	2021	2022
Water Fee Increases	6%	1%	3%	10%	41%
Water Resource Fee Increases	0%	12%	3%	5%	43%
Wastewater Fee Increases	15%	2%	0%	0%	22%
Stormwater Fee Increases	0%	0%	3%	5%	49% - 23%

SECURE OUR WATER FUTURE

Continue projects, programs and policies to advance the goal of securing 75% renewable water by 2050; reducing per-capita consumption to 100 gallons per day; and maintaining affordable rates and fees, including:

- Continue advancing long-term renewable water efforts including the WISE imported water project, Castle Rock Reservoirs, Chatfield Reservoir, Plum Creek Water Purification Facility, etc.
- New groundwater well facility
- Continue implementing advanced metering infrastructure
- Continue water and sewer line rehabilitation projects and upgrades to security, controls and network
- Add five new positions: a stormwater inspector, a water conservation technician, a SCADA instrumentation technician, a collections operator and an office assistant

FACTORS IMPACTING PROPOSED WATER RATES

- Construction costs
  - +5.8% FY 2021; +7.8% July 2022 YTD
- Labor costs
  - Job market challenges (competition – Parker Water)
  - Hired a Recruiter
  - Multiple Changes to Pay (double time/emergency response, job progression, equity adjustments, grade changes)
- Energy costs
  - Roughly 10% of operating expense; CORE rates +6% beginning August 2022
- Growth estimates
- Supply chain
  - Ally meters, pipe, vehicles, parts, chemicals

PROPOSED RATES/FEES 2023-2027

WATER FUND

Water	2022	2023	2024	2025	2026	2027
Rate Increase		4.5%	4.5%	4.5%	4.5%	4.5%
Monthly Charge	$9.54	$9.97	$10.42	$10.89	$11.38	$11.89
Block 1	2.82	2.95	3.08	3.22	3.36	3.51
Block 2	5.74	6.00	6.27	6.55	6.85	7.15
Block 3	8.56	8.95	9.35	9.77	10.21	10.67
Typical Res Bill*	$38.04	$39.77	$41.56	$43.43	$45.38	$47.43
Difference		$1.73	$1.79	$1.87	$1.95	$2.04

Water	2022	2023	2024	2025	2026	2027
SDF Increase		10%	10%	10%	10%	10%
SDF	$5,700	$6,270	$6,897	$7,587	$8,345	$9,180

* Residential ¾” meter, 4,000 gallons per month of average winter median consumption (AWMC), 7,000 gallons monthly average consumption.

PROPOSED RATES/FEES 2023-2027

WATER RESOURCES FUND

Water Resources	2022	2023	2024	2025	2026	2027
Rate Increase		7.5%	3.0% - 7.5%	3.0%-7.5%	3.0%-7.5%	3.0%-7.5%
Monthly Charge *	$26.93	$28.95	$29.82 - $31.12	$30.71 - $33.46	$31.63 - $35.96	$32.58 - $38.66
Difference		*$2.02*	*$0.87 - $2.17*	*$0.89 - $2.33*	*$0.92 - $2.51*	*$0.95 - $2.70*

Water Resources	2022	2023	2024	2025	2026	2027
SDF Increase		15%	3%	3%	3%	3%
SDF	$26,458	$30,427	$31,340	$32,280	$33,248	$34,246

* Residential ¾” meter, 4,000 gallons per month of average winter median consumption (AWMC), 7,000 gallons monthly average consumption.

PROPOSED RATES/FEES 2023-2027

WASTEWATER FUND

Wastewater	2022	2023	2024	2025	2026	2027
Rate Increase		0%	0%	0%	0%	0%
Monthly Charge	$8.57	$8.57	$8.57	$8.57	$8.57	$8.57
Volumetric Rate	6.07	6.07	6.07	6.07	6.07	6.07
Typical Res Bill*	$32.85	$32.85	$32.85	$32.85	$32.85	$32.85
Difference		*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$0.00*

Wastewater	2022	2023	2024	2025	2026	2027
SDF Increase		10%	3%	3%	3%	3%
SDF	$4,909	$5,400	$5,562	$5,729	$5,901	$6,078

* Residential ¾" meter, 4,000 gallons per month of average winter median consumption (AWMC), 7,000 gallons monthly average consumption.

PROPOSED RATES/FEES 2023-2027

STORMWATER FUND

Stormwater	2022	2023	2024	2025	2026	2027
Rate Increase		4.5%	4.5%	4.5%	4.5%	4.5%
Monthly Charge *	$7.30	$7.63	$7.97	$8.33	$8.71	$9.10
Difference		*$0.33*	*$0.34*	*$0.36*	*$0.38*	*$0.39*

Stormwater	2022	2023	2024	2025	2026	2027
CC SDF Increase		10%	3%	3%	3%	3%
Cherry Creek	$1,116	$1,228	$1,264	$1,302	$1,341	$1,382
PC SDF Increase		10%	10%	10%	3%	3%
Plum Creek	$2,128	$2,341	$2,575	$2,832	$2,917	$3,005

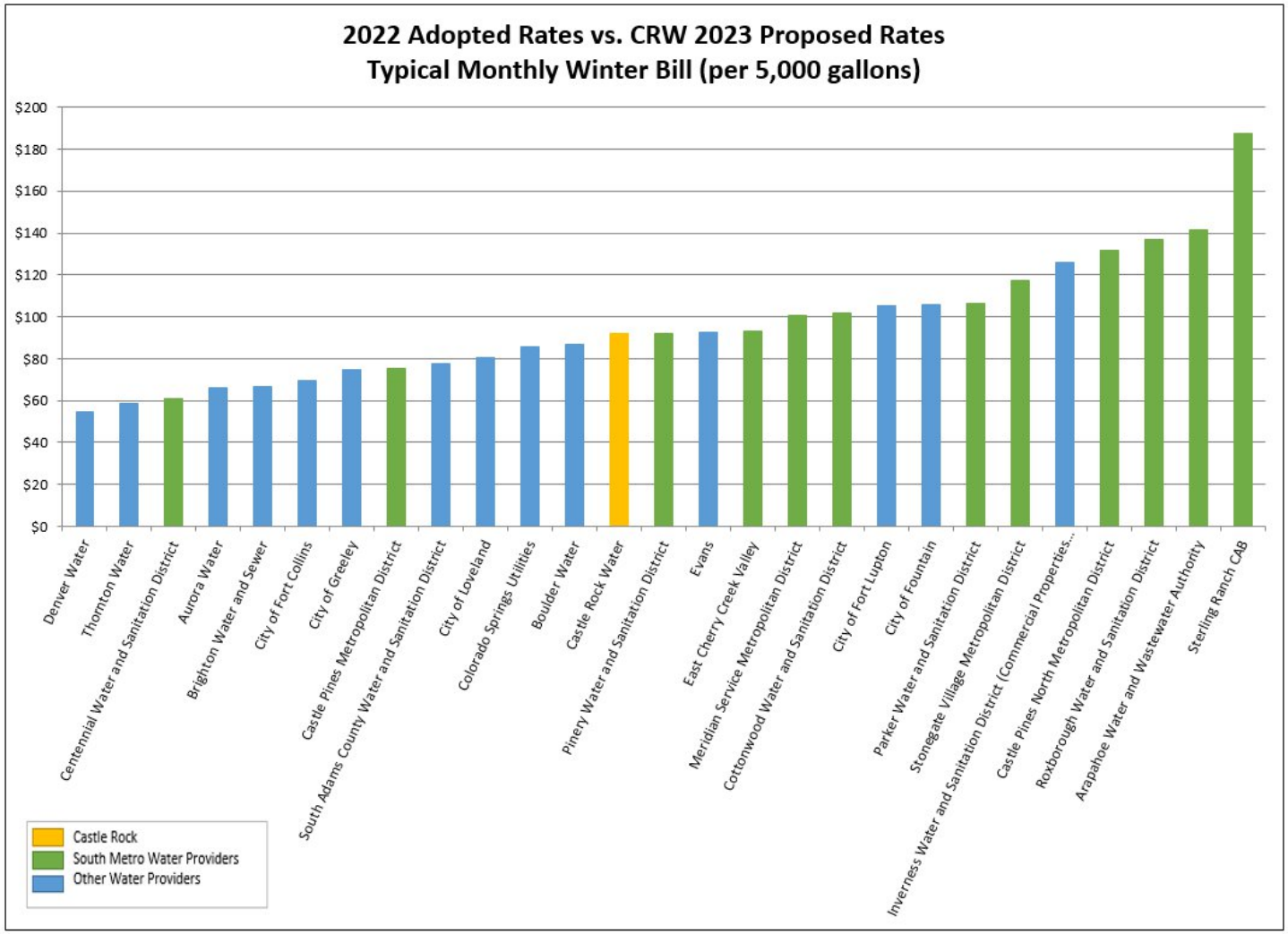
* Residential ¾" meter, 4,000 gallons per month of average winter median consumption (AWMC), 7,000 gallons monthly average consumption.

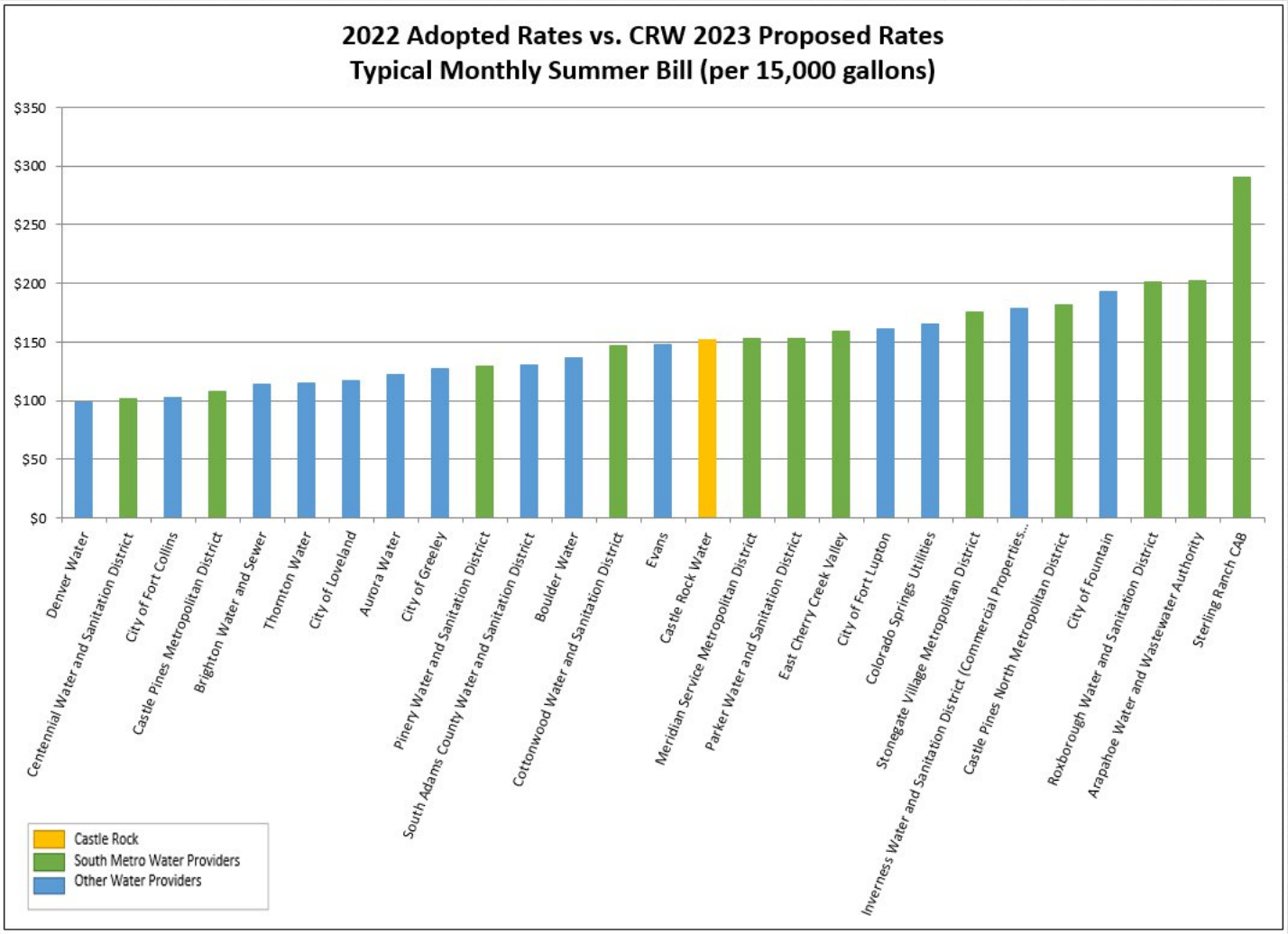
AVERAGE BILL COMPARISONS

WATER +4.5%, WATER RESOURCES +7.5%, STORMWATER +4.5%

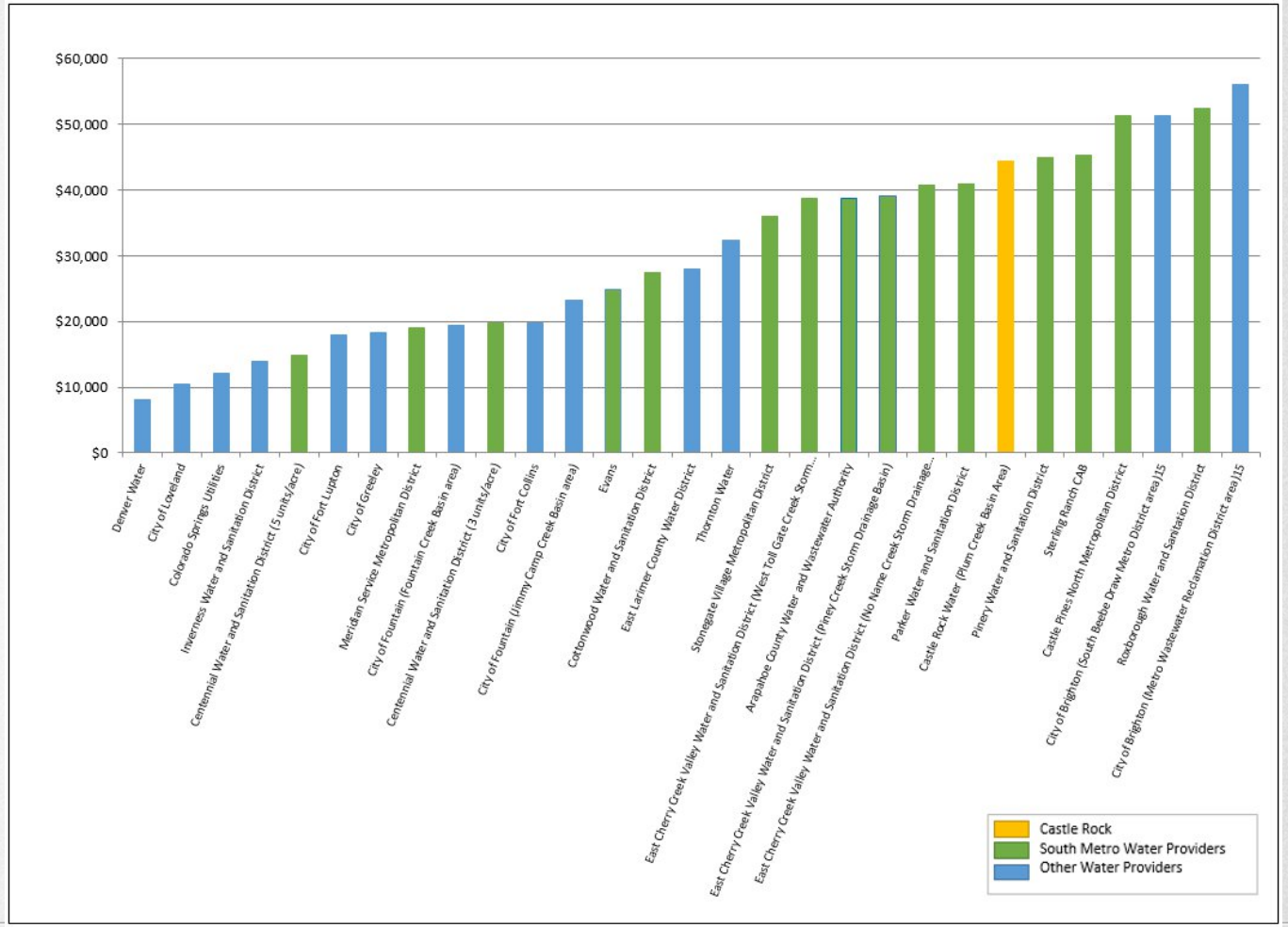
Customer	2022	2023	$ Increase	% Increase	SW Increase	% increase – No SW
3/4” Residential *	$105.12	$109.20	$4.08	3.88%	$0.29	3.57%
3/4” Commercial (With IRR)	$162.70	$168.55	$5.85	3.60%	$1.83	2.47%
3/4” Commercial (No IRR)	$199.48	$206.71	$7.24	3.63%	$3.04	2.10%
1.5” Multi-Family (No IRR)	$735.49	$760.78	$25.29	3.44%	$3.71	2.94%
1.5” Multi-Family (With IRR)	$805.52	$835.33	$29.81	3.70%	$3.32	3.29%
3/4” Irrigation Only	$264.41	$277.12	$12.71	4.81%	-	4.81%
2” Irrigation Only	$2,282.51	$2,394.91	$112.40	4.92%	-	4.92%

* Residential ¾” meter, 4,000 gallons per month of average winter median consumption (AWMC), 7,000 gallons monthly average consumption.


2022 Adopted Rates vs. CRW 2023 Proposed Rates
Typical Monthly Winter Bill (per 5,000 gallons)
$200
$180
$160
$140
$120
$100
$80
$60
$40
$20
$0
Denver Water
Thornton Water
Centennial Water and Sanitation District
Aurora Water
Brighton Water and Sewer
City of Fort Collins
City of Greeley
Castle Pines Metropolitan District
South Adams County Water and Sanitation District
City of Loveland
Colorado Springs Utilities
Boulder Water
Castle Rock Water
Pinery Water and Sanitation District
Evans
East Cherry Creek Valley
Meridian Service Metropolitan District
Cottonwood Water and Sanitation District
City of Fort Lupton
City of Fountain
Parker Water and Sanitation District
Stonegate Village Metropolitan District
Inverness Water and Sanitation District (Commercial Properties...
Castle Pines North Metropolitan District
Roxborough Water and Sanitation District
Arapahoe Water and Wastewater Authority
Sterling Ranch CAB
Castle Rock
South Metro Water Providers
Other Water Providers


2022 Adopted Rates vs. CRW 2023 Proposed Rates
Typical Monthly Summer Bill (per 15,000 gallons)
$350
$300
$250
$200
$150
$100
$50
$0
Denver Water
Centennial Water and Sanitation District
City of Fort Collins
Castle Pines Metropolitan District
Brighton Water and Sewer
Thornton Water
City of Loveland
Aurora Water
City of Greeley
Pinery Water and Sanitation District
South Adams County Water and Sanitation District
Boulder Water
Cottonwood Water and Sanitation District
Evans
Castle Rock Water
Meridian Service Metropolitan District
Parker Water and Sanitation District
East Cherry Creek Valley
City of Fort Lupton
Colorado Springs Utilities
Stonegate Village Metropolitan District
Inverness Water and Sanitation District (Commercial Properties...
Castle Pines North Metropolitan District
City of Fountain
Roxborough Water and Sanitation District
Arapahoe Water and Wastewater Authority
Sterling Ranch CAB
Castle Rock
South Metro Water Providers
Other Water Providers

2022 Adopted System Development Fees vs. CRW 2023 Proposed Fees



2023 RATES AND FEES

SCHEDULE AND OUTREACH

Schedule

- Castle Rock Water Commission Meeting 8/31/2022
- Castle Rock Water Commission Meeting 9/28/2022
- 1st Reading 9/20/2022
- 2nd Reading 10/4/2022
- Implementation 1/01/2023

Outreach

- Economic Development Council Water Subcommittee
- Developer's Roundtable

2023 RATES AND FEES

RECOMMENDATIONS

- Staff
- Castle Rock Water Commission

QUESTIONS?

RECOMMENDED MOTION:

"I move to approve Ordinance #2022-022 on First Reading as introduced by title."

ALTERNATIVE MOTIONS:

"I move to approve Ordinance #2022-022 on First Reading, with the following conditions or changes: (list conditions or changes)."

"I move to continue this item to the Town Council meeting on ___date to allow additional time to (list information needed)."

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 12. **File #:** ORD 2022-023

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA, Finance Director

Ordinance Levying General Property Taxes for the Town of Castle Rock, Colorado, for the Year 2022, to be Collected in 2023 (First Reading)

Executive Summary

The attached Ordinance establishes the Mill Levy rate of 1.139 for the Town of Castle Rock for the collection of property taxes in 2023 **(Attachment A)**.

Discussion

Property taxes are placed solely in the Town's General Fund which supports core Town services including Police and Fire. A preliminary abstract of taxable assessed values will be received from the County Assessor in August and used to calculate the mill levy rate presented in the 2023 proposed budget. The final taxable assessed valuation will be received in November. As shown below, 2022 preliminary taxable assessed values have increased approximately $10.7 million dollars, or less than 1 percent, from the previous year's total. This results in a mill levy rate of 1.139, no change from the prior year or the 2023 proposed budget, and property tax revenue of approximately $1.5 million for the Town to be collected in 2023.

2021 Assessed Valuation	$	1,302,055,422
2022 Preliminary Valuation		1,312,707,584
Difference	$	10,652,162
2022 Property Tax Revenue	**$**	**1,495,174**
Difference		**0.82%**

Per the Colorado revised state statutes 29-01-301 (1) (a), all statutory tax levies for collection in 1989 and thereafter when applied to the total valuation for assessment of the state, each of the counties, cities, and towns not chartered as home rule shall be so reduced as to prohibit the levying of a greater amount of revenue than was levied in the prior year plus five and one-half percent. Castle Rock Municipal Code also states that the Town shall levy no more than the amount of revenue that

was levied in the preceding year plus five and one-half percent. Annual growth in excess of the five and one-half percent limitation results in a corresponding mill levy reduction in that year in order to align with the revenue growth limitation. No mill levy adjustment is needed for 2022 because the increase from the prior year is less than five and one-half percent. The table below shows history of the mill levy rate since 2004.

2004	2005	2006	2007	2008	2009-2015	2016-2017	2018-2019	2020-2021	2022-2023	2004-2021 Change
2.058	1.895	1.896	1.898	1.705	1.703	1.474	1.330	1.196	1.139	-44.7%

Financial Impact

Using the final taxable assessed valuation approximately $1.5 million in property tax revenue will be collected in 2023 based on a 1.139 mill levy.

Staff Recommendation

Staff recommend that Town Council approve this Ordinance as written.

Proposed Motion

"I move to approve an Ordinance Levying General Property Taxes for the Year 2022, for 2023 Collection, for the Town of Castle Rock, Colorado."

Alternative Motions

"I move to approve the ordinance as introduced by title, with the following conditions: (list conditions).

"I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed)."

Attachments

Attachment A: Ordinance

ORDINANCE NO. 2022-__

AN ORDINANCE LEVYING GENERAL PROPERTY TAXES FOR THE TOWN OF CASTLE ROCK, COLORADO, FOR THE YEAR 2022, TO BE COLLECTED IN 2023

WHEREAS, the Town of Castle Rock, Colorado (the "Town") has adopted a budget for the 2023 fiscal year (the "2023 Budget") accordance with Article IX of the Town Charter (the "Charter"); and

WHEREAS, the 2023 Budget anticipates the receipt of revenues from imposition of a mill levy on taxable property within Town jurisdictional boundaries; and

WHEREAS, the 2022 preliminary assessed valuation for the Town, as determined by the Douglas County Assessor, is $1,312,707,584; and

WHEREAS, the mill levy for the Town, as anticipated in the 2023 Budget, does not exceed the 5.5% revenue limitation in Section 13-2 of the Charter and is otherwise in compliance with the Charter and Article X, Section 20 of the Colorado Constitution; and

WHEREAS, according to Section 39-5-128(1), C.R.S., the Town Clerk is required to certify the mill levy imposed by the Town to the Douglas County Board of Commissioners by no later than December 15, 2022.

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

Section 1. **Calculation of Mill Levy**. The mill levy certified by this Ordinance is in compliance with applicable constitutional and Charter provisions.

Section 2. **Levy of Property Tax**. For the purpose of meeting general operating expenses of the Town during the 2023 fiscal year, there is levied a tax not to exceed 1.139 mills for general operating expenses, upon each dollar of the total assessed valuation of all taxable property within the Town for the taxable year 2022, to be collected in 2023.

Section 3. **Certification**. Upon receipt of the final assessed valuation for the Town from the Douglas County Assessor, the Town Manager is hereby authorized and directed to prepare a final calculation of the mill levy rate within the parameters established by this Ordinance for certification. The Town Clerk is hereby authorized and directed to certify to the Douglas County Board of Commissioners the mill levy for the Town as set forth herein.

Section 4. **Severability**. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect the remaining provisions of this ordinance.

Section 5. **Safety Clause**. The Town Council finds and declares that this Ordinance is promulgated and adopted for the public health, safety and welfare, and bears a rational relation to the legislative object sought to be obtained.

APPROVED ON FIRST READING this 20th day of September, 2022, by a vote of __ for and __ against, after publication in compliance with section 2.02.100C of the Castle Rock Municipal Code; and

PASSED, APPROVED AND ADOPTED ON SECOND AND FINAL READING this ___ day of _____, 2022, by the Town Council of the Town of Castle Rock by a vote of __ for and __ against.

ATTEST:	**TOWN OF CASTLE ROCK**
_____	_____
Lisa Anderson, Town Clerk	Jason Gray, Mayor
Approved as to form:	**Approved as to Content:**
_____	_____
Michael J. Hyman, Town Attorney	Trish Muller, CPA, Finance Director

ORDINANCE LEVYING PROPERTY TAXES

TOWN OF CASTLE ROCK

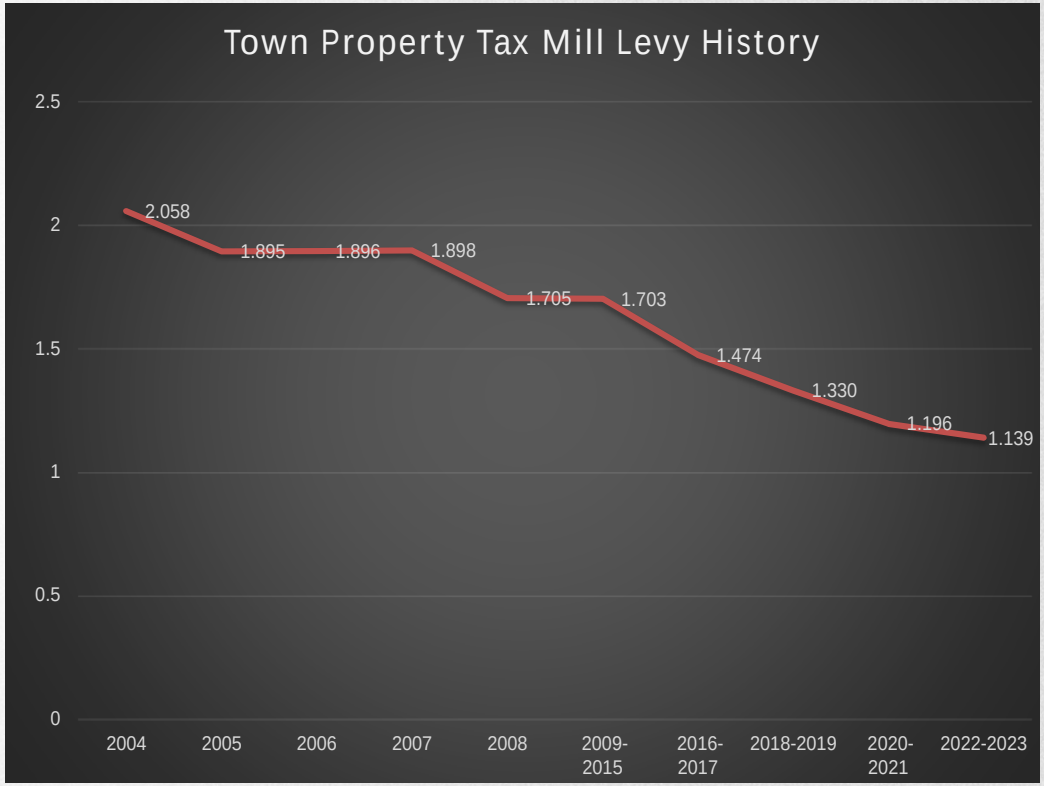
SEPTEMBER 20, 2022

TOWN OF CASTLE ROCK COLORADO

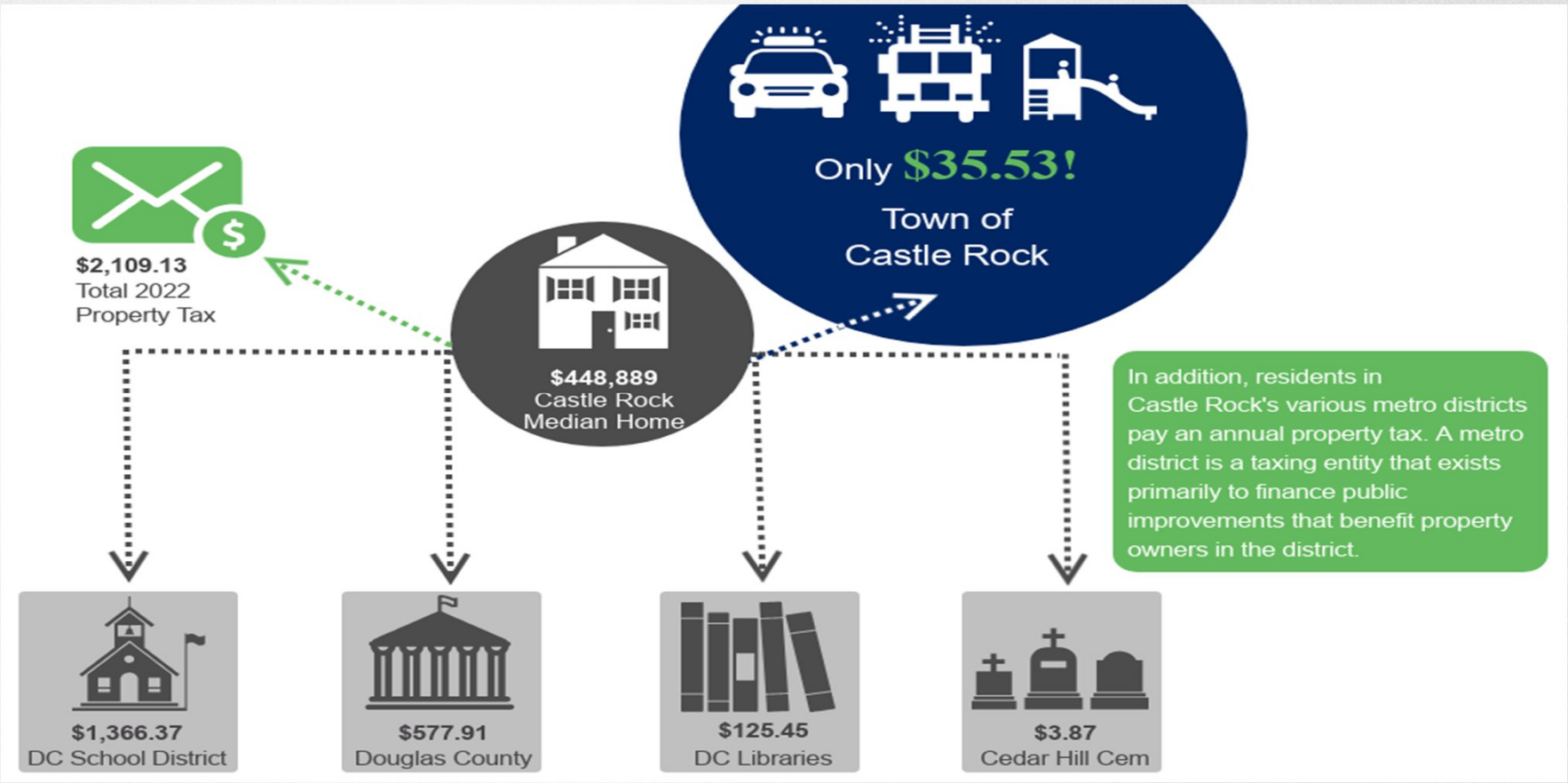
TOWN PROPERTY TAX

The Town's taxable valuation for 2023 increased 0.82% based on the preliminary certification of values.

This results in a Mill Levy rate of 1.139 mills, no change from last year



TOWN PROPERTY TAX



"I MOVE TO APPROVE THE ORDINANCE AS INTRODUCED BY TITLE

"I MOVE TO APPROVE THE ORDINANCE AS INTRODUCED BY TITLE, WITH THE FOLLOWING CONDITIONS: (LIST CONDITIONS)."

"I MOVE TO CONTINUE THIS ITEM TO (FUTURE DATE)

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 13. **File #:** ID 2022-102

To: Honorable Mayor and Members of Town Council

Thru: David L. Corliss, Town Manager

From: Shannon Eklund, Executive Assistant

Presentation: 2023 Service Contract Funding Requests

Executive Summary

Each year, Town Council reviews requests from service organizations for funding their operations, which include community events and services. Attached are applications from the organizations. The Castle Rock Chamber of Commerce, Historical Society/Museum, Economic Development Council, Downtown Merchants Association, and the Senior Center are each requesting funding increases for 2023. The Downtown Development Authority amount increases according to the annual mill levy revenue calculation. The Douglas County Community Foundation is a new applicant in 2023. The remainder of the organizations are requesting the same funding level as last year. Funding to accommodate these service contract requests is included in the 2023 Proposed Budget:

Organization	2022 Funds	2023 Request	2023 Funding Source
Castle Rock Chamber of Commerce	$110,815	$121,910	General Fund
Castle Rock Downtown Development Authority	$201,116	Up to $205,000	ED Fund
Castle Rock Downtown Merchants Association	$75,000	$95,000	ED Fund
Castle Rock Economic Development Council	$226,892	$233,698	ED Fund
Castle Rock Historical Society/Museum	$84,500	$87,000	Split between General Fund and PS Miller Trust Fund
Castle Rock Senior Center	$130,000	$150,000	PS Miller Trust Fund ($70k) and Transportation Fund ($60k)
Douglas County Community Foundation		$17,143	General Fund
Douglas County Housing Partnership	$35,000	$35,000	General Fund

Douglas County Youth Initiative	$19,800	$19,800	General Fund

More detailed summaries of the applications follow this overview. In addition, representatives from each organization will make brief presentations at this Town Council meeting.

The Town also provides in-kind support for Chamber of Commerce and Downtown Merchants Association events throughout the year. This support is provided in addition to the direct funding shown above. More information about this in-kind support can be found in **Attachment A**.

Discussion

Each year, the Town contracts with various community organizations for services that the Town might otherwise directly provide the community. By contracting through these organizations, the Town leverages its funds with other dollars. The organizations also bring volunteer support, expertise and other resources to the table, which result in the Town receiving a better return on investment and level of service than if the Town provided the services directly.

This section summarizes each organization's 2023 funding application in these areas:

- The amount of Town funds requested
- The services to be provided
- The anticipated outcomes of the services
- The leveraging of Town funds with other dollars and volunteer resources
- If applicable, the amount of additional funds requested this year, and an explanation of the request

Castle Rock Chamber of Commerce

Amount of Town funds requested: $121,910 (from the General Fund)

Services to be provided include, but are not limited to, the following:
Events: Artfest, the Douglas County fair parade and Starlighting
Programs: eXcelerate business development, Leadership Douglas County and community marketing
Administration: Event/program staffing and operations
Visitor Center: Staffed 9 am to 5 pm Monday-Friday, excluding holidays

Anticipated outcomes of services:
Positive community image, maintenance of community character and small business success.

How Town funds will be leveraged with other dollars and volunteer resources:
The Chamber's main source of income is events/sponsorships, followed by membership investment and the service contract with the Town. The amount requested for 2023 would represent about 12% of the Chamber's total anticipated annual revenues. Volunteers provide services valued at over $45,000 in conjunction with several Chamber initiatives, including business consulting, monthly class trainings and Leadership Douglas County.

Additional funds requested this year:
The Chamber is increasing their request to $121,910, from the $110,815 in 2022, and over the $99,720 they had been requesting each year since 2011. The Chamber estimates their programmed expenses have increased by $33,284 (annual-inflation compounded), to account for these increases they are proposing a gradual increase in additional Town fund over three years. They anticipate another requested increase to $133,000 to 2024.

Castle Rock Downtown Development Authority (DDA)

Amount of Town funds requested: up to $205,000 (from the Economic Development Fund)

Services to be provided include, but are not limited to, the following:
Façade improvement, flower box and patio, and downtown trolley and carriage ride programs
Professional services, marketing and public website

Anticipated outcomes of services:
Increased economic activity; charm and pedestrian activity; and sales and traffic within Downtown.

How Town funds will be leveraged with other dollars:
The requested contribution is a match of the revenue generated through the DDA's 3 mill property tax levy. Other revenues include specific ownership tax and program revenue.

This year's requested amount is a range between $195,000-205,000. The preliminary mill levy information was not available at the time of application, however the DDA requests a continuation of the Town's annual match of the DDA's mill levy revenue within this rand. Valuation information will be finalized toward the end of 2023, which will determine the actual amount of the matching funds. The mill levy match amount is determined by actual valuation information provided by the Douglas County Assessor.

In 2022, the actual amount of matching funds was $201,116, based on the actual Douglas County Assessor valuation. This DDA mill levy match is used to support DDA operations, while other funding sources are available for additional DDA activities. More information about the DDA's finance structure is available in **Attachment D**.

Downtown Merchants Association (DMA)

Amount of Town funds requested: $95,000 (from the Economic Development Fund)

Services to be provided include, but are not limited to, the following:
Free annual events for the public including a Spring Kickoff Concert, Movie in the Park, Car Show Kickoff Concert and Car Show, Activities in the Park (4-8 events), Boots & Brews, Concert Under the Lights, Oktoberfest, and Fangtastic Festival
Staff to support these events

Anticipated outcomes of services:

Provision of outstanding cultural and entertainment opportunities; maintaining a high quality of life as a safe, family friendly community; preserving and enhancing history and heritage through a vibrant Downtown; and reinforcing a strong sense of community and small-town character.

How Town funds will be leveraged with other dollars:
The requested contribution would represent about 29% of the DMA's total budgeted income for 2021. These funds generate economic activity, which supports Downtown businesses and generates sales tax. Additional sources of DMA funding are sponsorships and vendors ($90,000) and beverage sales ($140,000).

Additional funds requested this year:
The DMA is increasing their request to $95,000, from the $75,000 each year since 2017. The DMA events have become increasingly popular, while costs have also risen significantly. Increased attendance at the events has also sparked the need for added attractions, and the support of paid staff in addition to volunteers, in order to maintain the quality and safety of the events.

Castle Rock Economic Development Council (EDC)

Amount of Town funds requested: $233,698 (from the Economic Development Fund)

Services to be provided include, but are not limited to the following:
Attracting developers and primary employers to Castle Rock
Growing Castle Rock's existing primary employers
Developing and recruiting retail businesses
Creating a positive business environment
Counseling the Town on economic development agreements

Anticipated outcomes of services:
Primary employers create jobs and bring new dollars to the community's economy. Strong retail presence strengthens the Town's tax base, enhancing its ability to provide core services.

How Town funds will be leveraged with other dollars:
Town investment at the requested level would represent about 27% of the EDC's projected revenue for 2023, which also includes as major revenue sources private sector investment ($295,000) and Downtown Development Authority/Downtown Merchants Association reimbursements for services ($226,500).

Additional funds requested this year:
Castle Rock EDC's 2023 request of $233,698 represents an 3% increase over the 2022 contract to account for additional operating expenses over the past year; the request identifies increases in rent, utilities, insurance and compensation.

Castle Rock Historical Society/Museum

Amount of Town funds requested: $87,000 (split between General Fund and PS Miller Trust Fund)

Services to be provided include, but are not limited to, the following:
Preserve the history of the Castle Rock area
Hold open the Castle Rock Museum four days per week, five hours per day, excluding holidays, and provide exhibits at the museum
Provide historical tours and presentations
Assist economic development by presenting the development of Castle Rock from founding to present and encouraging the growth of local businesses while preserving the small-town atmosphere

Anticipated outcomes of services:
Education on the tremendous and varied history of the Town. Provision of a sense of place, and a destination, for the community and visitors.

How Town funds will be leveraged with other dollars and volunteer resources:
The requested contribution represents about 88% of the Historical Society's projected revenue for 2023. Fundraising is expected to bring in $7,000. Volunteers run tours and guide visitors, donate artifacts and perform restoration duties at the museum.

Additional funds requested this year:
This year's request represents a $2,500 increase over last year's funding. In 2023, the Castle Rock Historical Society and Museum plans to expand the vision of highlighting our history by adding featured exhibits, expand outdoor access with the marker program and outdoor interpretive signage, using social media to attract a larger audience, and expanding its outreach through online exhibits and videos.

Castle Rock Senior Center

Amount of Town funds requested: $80,000 for operations (from the PS Miller Trust Fund) and $70,000 for transportation services (from the Transportation Fund)

Services to be provided include, but are not limited to, the following:
Transportation services
Educational, social, health and recreational programs and services and volunteer opportunities for seniors

Anticipated outcomes of services:
Provision of educational, social, health and recreational programs for seniors.

How Town funds will be leveraged with other dollars and volunteer resources:
A $150,000 contribution from the Town (including the $70,000 for transportation) would represent about 18% of the Senior Center's projected revenues for 2023. Grants ($350,000), fundraising ($120,000), activity income ($80,000) and membership fees ($42,000) represent other significant revenue sources. In 2021, more than 250 volunteers served the center, totaling 16,581 volunteer hours.

Additional funds requested this year:
In 2023, the Senior Center is requesting to increase their funding by $20,000 over last year, split evenly between operational and transportation funds. The Senior Center identifies increasing transportation costs of fuel and insurance, additional cleaning of vehicles to prevent illness, with increasing participation resulting in more frequent and smaller trips. Operating and supplies costs have also increased for providing both in-person and in-home programs and activities to meet the needs of the community.

Douglas County Community Foundation

Amount of Town funds requested: $17,857 (from the General Fund)

Services to be provided include, but are not limited to, the following:
Grant Making
Nonprofit Participation
Colorado Gives Day
Private Donations

Anticipated outcomes of services:
Enriching lives within our community by providing leadership and responsible stewardship of philanthropic contributions through grants, donations and supporting local nonprofit organizations.

How Town funds will be leveraged with other dollars:
About 56% of the DCCF's projected 2023 revenue would come from corporate and individual gifts and foundations. Event income is expected to generate $100,000. Contributions from Douglas County government jurisdictions - the Town, Douglas County, Lone Tree and Parker - represent about 25% of DCCF's overall funding, as the primary funding for their administrative expenses.

Douglas County Housing Partnership

Amount of Town funds requested: $35,000 (from the General Fund)

Services to be provided include, but are not limited to, the following:
Home ownership and homebuyer education classes
Foreclosure mitigation and counseling
Reverse mortgage counseling
Rental housing

Anticipated outcomes of services:
An economically thriving community through preserving, providing and developing housing.

How Town funds will be leveraged with other dollars:
About 60% of the Housing Partnership's projected 2021 revenue would come from various program fees and real estate revenue. Participating jurisdictions - the Town of Castle Rock, Douglas County,

Lone Tree and Parker - are expected to contribute about 40%, or $200,000 in all. The 2023 request is the same amount as the approved 2022 service contract.

Douglas County Youth Initiative

Amount of Town funds requested: $19,800 (from the General Fund)

Services to be provided include, but are not limited to, the following:
WrapAround services
Events, including Youth Congress and the Outstanding Youth Awards
Associated expenses - cell phones, mileage, training, supplies, misc.

Anticipated outcomes of services:
A community in which youth are involved, valued, productive, protected and healthy.

How Town funds will be leveraged with other dollars:
All of the Youth Initiative's revenue comes from participating jurisdictions: Town of Castle Rock, the City of Lone Tree, Douglas County, the Douglas County Libraries, the Douglas County School District, the Department of Human Services, the Highlands Ranch Metro District and the Town of Parker. The 2022 request is the same amount as the approved 2021 service contract.

Financial Impact

Overall, the organizations' requests reflect an increase of $119,940. The combined total requests for all service contracts for 2023 is $947,408, which is 13.5% more than overall 2022 funding. Funding history and 2023 requests are shown in the chart provided in the executive summary. Funding to accommodate these service contract requests is included in the 2023 Budget.

Staff Recommendation

After listening to the service organizations representatives' presentations for each proposal, staff recommends Council consider approving the service contract requests as presented. Based on Council's direction, staff will prepare the 2023 Service Contracts for the Town Manager to administer and execute.

Proposed Motion

"I move to direct the Town Manager to execute the 2023 Service Contracts with the service organizations for the funding amounts as requested."

"I move to direct the Town Manager to execute the 2023 Service Contracts with the service organizations, with the following changes: (list changes)."

"I move to direct staff to continue this item to the Council Meeting on (date) to allow additional time to

(list information needed)."

Attachments

Attachment A: Castle Rock Chamber of Commerce Funding Request
Attachment B: Castle Rock Downtown Development Authority Funding Request
Attachment C: Downtown Alliance Finance Structure
Attachment D: Castle Rock Downtown Merchants Association Funding Request
Attachment E: Castle Rock Economic Development Council Funding Request
Attachment F: Castle Rock Historical Society/Museum Funding Request
Attachment G: Castle Rock Senior Center Funding Request
Attachment H: Douglas County Housing Partnership Funding Request
Attachment I: Douglas County Youth Initiative Funding Request
Attachment K: Summary of Service Organization Contract Amounts from 2010-2023

DATE: June 13, 2022

TO: MAYOR JASON GRAY, CASTLE ROCK TOWN COUNCIL & DAVE CORLISS, TOWN MANAGER

FROM: KRIS BRADER, CHAIRMAN OF THE BOARD
PAM RIDLER, PRESIDENT/CEO

RE: 2023 TOWN SERVICE CONTRACT SUBMISSION

CASTLE ROCK
CHAMBER OF COMMERCE
ACCREDITED

The Castle Rock Chamber of Commerce Board of Directors respectfully submits the enclosed request to the Town of Castle Rock for the continuation of its Service Contract with the Castle Rock Chamber for 2023. The Chamber appreciates the mutually beneficial relationship that has existed with the Town of Castle Rock since the implementation of the first service contract in 1993.

As stated last year to Town Council, the Chamber had been absorbing the increased expenses since 2011 without additional Town funding (estimated at $33,284 annually-inflation compounded) and following discussions with Town staff, it was suggested the requested increases be spread over a three-year period. An increase to the Chamber's contract was granted by Town Council for 2022 at $110,805 (+10%). **The proposal for the 2023 Service Contract is to increase our request to $121,910** (+9%) and then another increase to $133,000 in 2024 to account for the increase expenditures previously incurred.

ECONOMIC DEVELOPMENT PROJECTS

The Chamber is responsible in coordinating the efforts of the following functions which are outlined in this document.

Business Assistance Services—The Castle Rock Chamber's *eXcelerate Business Development* and *Talent Pipeline DC* programs remain committed to small business, employers and economic development. These programs provide a myriad of educational resources to encourage the development and growth of entrepreneurial activity in Castle Rock at little or no cost to both start-ups and established businesses. Below are the stats for our programs January-May 2023.

eXcelerate Business Development Program

- **One-on-one business consulting** with expert volunteer assistance. A total 16 hours of counseling sessions have been held with 13 (+46%) businesses.
- **Business class trainings & major speaker events** for business owners/management and their employees: 14 events (+79%) have been conducted to date with 307 attendees (+85%).

Talent Pipeline DC – Workforce Readiness Program

- The Chamber is leveraging its connections with local businesses and industries creating hands-on opportunities for students to synergize and standardize the talent pipeline in key industries which will sustain and enhance our communities' workforce. Our partnership with ACC/CSU/DCSD brings educators and employers together to help both understand what their future needs are, and what opportunities exist. We are encouraging employers to offer scholarships, internships, and apprenticeships.
- We have begun the process of creating ***Industry Collaboratives*** in healthcare, construction, and technology.
- We will kick off a pilot program called ***Tours for Teachers*** on October 13, 2022, which is designed for educators to gain a better understanding of the current and future workforce needs and trends withing the

local economy. The program includes an orientation, three learning days hosted at area employer locations, independent assignments, and exploration.

- The Chamber continues to partner with ADWorks to coordinate and host multiple virtual & in person **Job Fair** events located at ACC Sturm Campus.

Leadership Douglas County program:
The Leadership Douglas County (LDC) is a 10-month interactive program designed to identify, educate, and motivate current and emerging leaders who will strengthen and enhance a sustainable community. LDC completed its 23rd class in June 2022, graduating fourteen class participants. Eleven of the fourteen class members either live and/or work in Castle Rock and are comprised of local businesses, non-profits or in the public sector. The program has graduated 410 individuals since 2000.

- LDC/Chamber Foundation will again host a Leadercast event in October 2022 at the Sturm Campus. This year's theme is ***The 1 Thing*** with ten of the world's most influential and acclaimed leaders who will answer the question: *What is the ONE THING that makes a leader worth following?* This year's program will be 2 half-day events.

Community Marketing—In an effort for our residents and visitors to receive a positive emotional and intellectual impression of our community, it's our intent to create wonderful experiences which will encourage a live, work, shop, play and stay environment. We continue to have success with the visually engaging and interactive VisitCastleRock.org community website. This site allows local organizations, vendors and event planners to submit their events to the community calendar for posting. The VisitCastleRock.org page views are 131,555 (+52%) and total new users are 71,114 (+41%) with 5.9k backlinks. The Business Directory on the website hits are 766,227 (+50%). The Events Page is leading with 13,614 (+180%) pageviews while Dining 11,849 (+50%); Shopping 5,413 (+8.6%); Attractions 4,528, and the Golf page had 3,557 Pageviews.

Our objective is to continue to promote activities which keep our residents connected and support local events that add to Castle Rock's lifestyle and sense of community including enhanced social and cultural experiences. The VisitCastleRock.org site integrates our areas' cultural scene, which promotes community events, area nightlife, historic tours and museum, in addition to recreational activities. For those individuals looking to relocate to Castle Rock, the VisitCastleRock.org site is a great resource in one location. Looking for information on senior living, churches, schools, daycare, neighborhoods, government services, higher education or emergency services are directly linked to the appropriate providers in our community.

We are in our seventh consecutive year of the *Livability* magazine which is published both in print and digitally and includes an interactive mobile version. This magazine showcases Castle Rock's strengths through stunning photography and professionally written stories to showcase Castle Rock's community character and is produced as an annual high-quality publication distributed to newcomers, businesses and visitors.

Livability Stats: June 1, 2021-May 31, 2022 had 22,9k pageviews. Top Cities viewed from Denver, Nashville, Colorado Springs, Washington DC Chicago, Las Vegas, Los Angeles. #1 Google for "Moving to Castle Rock" Top Content: 65 Reasons to Live in Castle Rock. *References 65-year celebration of Castle Rock Chamber of Commerce. 65 Reasons to Live in Castle Rock Social Media reached: 77,659; 5,460 Engagements, 80 Comments and 195 Shares.

Cross marketing efforts continue with our community partners in promoting local businesses, recreation, parks/trails, community events and other amenities in addition to exploring local and regional mass media and social media opportunities to expand our communities' exposure. We continue to educate our new residents regarding our local amenities through the distribution of *Welcome to Castle Rock* packets (Shop the Rock) and to date 1,853 (+20%) households have received these packets which also includes residential apartment dwellers.

Our social media presence on Facebook through May 2022 is 16,603 (+61%) Total followers, Twitter followers are 1,461 (+32%) and Instagram followers are 2,030 (+13%). Our efforts are to maintain our following and to emerge throughout the community as 'the source" for community events will continue as a top priority.

We continue to distribute "See & Do" brochures to our local hotels to encourage their customers to shop locally. In addition, *Castle Rock Elevate Your Adventure* activity brochures are being distributed at Visitor Centers in Alamosa, Boulder, Buena Vista, Burlington, Canyon City, Colorado Springs, Grand Lake, Grand Junction, Greeley, Monument, Pueblo and Woodland Park.

Hospitality and Tourism

- **Community events** are a major component of community character and tourism which has been identified by our residents and continues to rank high in Town surveys. We are so excited to be back on track to coordinate and lead in the efforts with Castle Rock WineFest (July 16), Douglas County Fair Parade (July 30), Colorado Artfest (September 10/11) and Starlighting (November 19) which are several of our community signature events and we appreciate the assistance of Town, Downtown Alliance and volunteer business staffing. The Colorado Artfest 2-day event is held in downtown, and we offer this event free to attendees. We will be celebrating our 33rd anniversary for this two-day event showcasing 110 artisans from throughout the country with mainstage entertainment and interactive activities for children and adults. The Starlighting event has been managed by the Chamber since 1964 and in 2021 hosted more than 26,000 residents and visitors to downtown.

  We will continue to work towards improvement and increased quality of all the community events produced by the Castle Rock Chamber providing family-oriented entertainment and to capture and record data to evaluate the return on objectives of these events.

- **The Visitor Center,** which is located inside the Chamber building, welcomes visitors and residents to our community and staffed five days per week 9 am to 5 pm (Monday-Friday) to greet and give assistance to local residents/businesses, those looking to relocate and other visitors. In 2022, we have welcomed 4,717 (+33%) visitors as of June 1st.

2023 SERVICE ORGANIZATION
FUNDING APPLICATION

ORGANIZATION REQUESTING FUNDING: Castle Rock Chamber of Commerce

I. 2023 FUNDING REQUEST *(Please use this form for this information and not another format.)*

Breakdown of funds

EVENTS	
Artfest	$ 9,000
DC Fair Parade	3,000
Starlighting	10,000
PROGRAMS	
Talent Pipeline DC / eXcelerate Business Development*	17,000
Leadership Douglas County*	2,910
Community Marketing*	25,500
ADMINISTRATIVE	
Admin-Event/Program staffing	31,500
Admin/Operations	23,000
TOTAL FUNDING REQUEST	**$121,910**

** Various chamber programs and services are now conducted through the Chamber Foundation instead of the Chamber as in the past. The related programs receive support from the Town pursuant to the contract for service with the Town of 12% of the combined organizations' budgets. This percentage is expected to decline drastically as the chamber foundation proceeds in its charitable purpose in receiving grants from other charitable organizations.*

II. 2023 PROJECTED ORGANIZATION BUDGET
(Please use this form for this information and not another format.)

2023 projected organizational budget
(Including funding from the Town) $989,000

Projected sources of revenue		% of Budget
Events/Sponsorships	$ 499,650	50%
Membership Investment	235,000	24%
Town Contract of Service	121,910	12%
Programs/Sponsorships	101,500	10%
Other/Advertising	16,000	2%
Grants/other	14,940	2%
TOTAL PROJECTED REVENUE	**$989,000**	100%

Projected expenditures
(By major budget category)

Events Direct & Indirect (incl. salaries)	$ 379,560
Programs Direct & Indirect (incl. salaries)	400,255
Salaries/Benefits/Payroll Taxes (other salaries not incl above)	182,050
Other G&A	27,135
TOTAL PROJECTED EXPENDITURES	**$ 989,000**

III. 2023 PROPOSED PERFORMANCE OBJECTIVES

Please propose up to eight measurable performance objectives that your organization will strive to accomplish in direct relationship to any funding and contract awarded by the Town. *In accordance with the contracts, organizations will be required to track and report on attainment of the objectives at the middle and end of the contract term.*

Small Business Support Services— Talent Pipeline Program & eXcelerate Business Development

- *Talent Pipeline DC* in partnership with the Sturm Collaboration Campus (ACC/CSU/DCSD) and Chamber work to close the skills gap by applying lessons learned from supply chain management to education and workforce partnerships. By bringing industry owners/managers together with educators to implement a plan to fill the labor gap with apprenticeships, shadowing, and internship opportunities. Implementing the TPM model, we will establish Industry Collaboratives with local employers in creating demand driven--focused on skilled jobs where there are, or will be, significant job openings with high earning potential in the future.
- *eXcelerate offers* one-on-one business consultations with a goal to increase current levels of service to businesses and capture services rendered data from the business counseling service efforts.
- *eXcelerate* program also offers diverse types of business trainings which will broaden the exposure and business involvement in technology, management, marketing/sales, finance, HR laws, Active Threat training, and customer service.

Community Marketing & Event Management

- Manage, promote, and support the community through regional events such as WineFest, DC Fair Parade, Artfest, and Starlighting.
- Use systematic models of measuring the return on objective of our local events.

Hospitality and tourism

- Inform visitors and new residents in assisting them in discovering Castle Rock's amenities through personal engagement at the Visitor Center and new resident packets mailed to their residence.
- Create communication materials that promote Castle Rock as a thriving community (Livability Magazine, Castle Rock/Douglas County map, VisitCastleRock.org website, videos, social media, and other promotions.)

Contact:
Pam Ridler, President/CEO
Castle Rock Chamber/Castle Rock Chamber Foundation
420 Jerry Street
*Castle Rock CO 80104 * 303-478-1887 (cell) 303-688-4597 (office) ** pam@castlerock.org

Board of Directors 2022/23

Kris Brader - Chairman Farmers Insurance -- Brader Agency 5646 Allen Way Ste# 126, Castle Rock, CO 80108 (720) 789-7980 kbrader@farmersagent.com	**DIRECTORS** **Jordan Couch** **2022/24 (2-yr term)** Castle Rock Adventist Hospital 2350 Meadows Blvd, Castle Rock CO 80109 720-455-0661 (work) (503) 317-9986 (cell) jordancouch@centura.org
Mary Anderson – Chair-elect Minuteman Press Castle Rock 1263 Park Street, Unit B, Castle Rock CO 80104 (719) 338-3483 Mary.anderson@minutemanpress.com	**John DeLay** **2022/24 (2-yr term)** Pegasus Restaurant 313 Jerry St—Castle Rock CO 80104 303-688-6746 720-217-5706 (cell) Johndelay1954@gmail.com
Thuy Aragon – Treasurer FirstBank 2 Plum creek Pkwy, Castle Rock CO 80104 303-660-7946 Thuy.aragon@efirstbank.com	**Dawn Gabriel** **2021/2023 (2-yr term)** Authentic Connections 419 Jerry Street--Castle Rock, CO 80104 303-842-0041 Dawngabriel.lpc@gmail.com
Abby Tardiff-Treasurer-elect ANB Bank 3851 Sol Banza Dr. 303-394-5671 Abigil.Tardiff@anbbank.com	**Lesley Frohnhoefer** **2022/2024 (2-yr term)** Premier Members Credit Union 6355 Promenade Pkwy, Castle Rock CO 80108 (303) 657-7641 lfrohnhoefer@pmcu.org
Kevin McHugh – Immed. Past Chair/Foundation Chair KAL Residential Flooring 6028 Point Rider Circle—Castle Rock CO 80104 303-520-4663 kevin@kalcf.com/	**Angel Kelchen** **2021/2023 (2-yr term)** Edward Jones 201 S Wilcox StSte2A, Castle Rock, CO 80104 (303) 660-0778 akoelker@yahoo.com
EX-OFFICIO (non-voting) ***Pam Ridler—President/CEO*** Castle Rock Chamber of Commerce 420 Jerry St. - Castle Rock, CO 80104 303-688-4597 (work) 303-478-1887 (cell) pam@castlerock.org	***Linda Watson Kolstad*** ***2021/2023 (2-yr term)*** Sky Ridge Medical Center 10101 Ridgegate Pkwy--Lone Tree, CO 80124 720-225-1016 linda.watson@healthonecares.com
Karah Reygers Castle Rock Economic Development Council 18 South St--Castle Rock, CO 80104 303-688-7488 karah@castlerockedc.com	**Courtney Loehfelm** **2021/2023 (2-yr term)** ACC at Sturm Collaboration Campus 4500 Limelight Ave—Castle Rock CO 80108 (303)660-3160 Courtney.loehfelm@arapahoe.edu
Dave Corliss—Town Manager Town of Castle Rock 100 Wilcox St--Castle Rock, CO 80104 303-660-1374 dcorliss@crgov.com	**Jose Medina** **2022/2023 (1-yr term)** Castle Rock Autoplex 1520 S Wilcox St. – Castle Rock CO 80104 720-733-7146 (work) 970-978-2660 (cell) jmedina@castlerockautoplex.com
Councilman Kevin Bracken Town of Castle Rock 100 N. Wilcox St., Castle Rock, CO 80104 720-467-2688 (cell) kbracken@crgov.com	**Lisa Miles** **2022/2023 (1-yr term)** BURLY Brewing 680 Atchison Way, Ste 800 – Castle Rock CO 80109 303-994-0344 (cell) lisa@burlybrewing.com
Councilwoman Desiree LaFleur (alternate) Town of Castle Rock 100 N. Wilcox St., Castle Rock, CO 80104 720-394-6433 (cell) dlafleur@crgov.com or desiree@finnlafleur.com	**Rob Osborn** **2022/2023 (1-yr term)** CORE Electric Cooperative 5496 N US Hwy 85 – Sedalia CO 80135 720-733-5306 (work) 303-437-0668 (cell) rosborn@core.coop
Aaron Barrick **2022/2024 (2-yr term)** Folkestad, Fazekas, Barrick & Patoile 18 South Wilcox Street, Suite 200, Castle Rock, CO 80104 (303) 688-3045 barrick@ffcolorado.com	**Steve Peterson** **2021/2022 (1-yr term)** Christian Brothers Automotive 5721 New Abbey Ln.—Castle Rock CO 80108 (303) 814-7792 Steve.peterson@christianbrothersauto.com
Katie Coleman **2021/2023 (2-yr term)** Comfort Keepers 425 Wilcox St #170, Castle Rock, CO 80104 (303) 993-1111 (W) (720) 774-7000 (Cell) *katiecoleman@comfortkeepers.com*	**Steve Thayer** **2021/2023 (2-yr term)** Thayer Group-Keller Williams 140 S Wilcox St—Castle Rock CO 80104 (303) 521-5568 stevethay@gmail.com

Downtown Development Authority
18 S. Wilcox Street #202
Castle Rock, CO 80104

June 13, 2022

Honorable Mayor Gray and Castle Rock Town Council
Town of Castle Rock
100 N. Wilcox St.
Castle Rock, CO 80104

Dear Mayor Gray and Town Council,

The Castle Rock Downtown Alliance, a partnership between the Downtown Merchants Association (DMA) and the Downtown Development Authority (DDA), appreciates this opportunity to present our request for a 2023 service contract. The Alliance is made up of two entities with different organizational structures and missions, and as such, the two entities submit their proposals independently. The efforts of these two entities are complimentary, working together to create an active and vibrant Downtown. Staffing for the Downtown Alliance is provided via partnership with the Castle Rock Economic Development Council as established in 2012. This partnership ensures an integrated and focused effort towards Downtown Castle Rock, reduces personnel and overhead costs, and brings a diverse skill set to the mission.

This service contract funding application requests a continued partnership between the Town of Castle Rock and the **Downtown Development Authority**, by requesting the continued support from the Town in the form of an annual match of the DDA's mill levy revenue. The preliminary mill levy information was not available at the time of this letter however the DDA mill levy revenue matching request is estimated at a range of **$195,000-205,000**. These funds are used to support the DDA's operational and program budget.

Per the direction from the Town, the remainder of this letter will follow the items as outlined in the funding application:

Leverage
The funds that the Town provides to the DDA to match the mill levy revenue are a key piece of the success of Downtown and are leveraged in many ways. The financial support provided by the Town is matched by the DDA specifically using the tax revenue generated by the Downtown businesses from the 3 mill levy tax. This partnership was formed at the inception of the DDA with an agreement that if the Downtown businesses voted to tax themselves an additional 3 mills for Downtown, the Town would agree to match this revenue each year. In addition, when these dollars are put into the community through façade grant programs, patios, redevelopment projects and other Downtown investments, these dollars are once again matched by the private sector through the structuring of these deals. The Alliance aims to act much like the private sector by making investments in projects that have a return on

investment to the Town, DDA and to Downtown as a whole, and our projects are structured in a way that our partners (private sector and Town) have a stake in the investment and the success.

Contact
Kevin Tilson is the Director of the Alliance including both the DDA and DMA. Following is his contact information:
Kevin Tilson
Castle Rock Downtown Alliance Director
303-688-7488
kevin@downtowncastlerock.com

Additional Funds
The DDA is requesting the same funding as previously requested. This request continues the historic agreement for a match of the DDA's 3 mills from the County Mill Levy. For 2023, this amount is estimated to be in the range of $195,000-205,000 however preliminary numbers from the County were not available at the time this letter was written (June 2022). The DDA proposes to once again work with Town Staff to insert the actual number that is certified for the 3 mill levy into the DDA service contract, for a dollar for dollar match. The preliminary certification from the County is received in August with the final certification in December. This structure has been in place since the inception of the DDA, and was a promise made by the Town to the taxpayers when voting on whether to create a DDA and tax themselves, which offered that if the taxpayers voted to tax themselves an additional 3 mills on their property taxes, that the Town would match these funds each year to create the operating budget for the DDA.

Additional Information
The DDA is a governmental entity created with and by the Town and taxpayers in the Downtown district to encourage private sector investment/reinvestment, increase Downtown's character and pedestrian activity as well as build Downtown sales and activity. The goal of these efforts is to create a healthy Downtown economy. At the inception of the DDA, a Plan of Development was created by the community and Town Council which provides direction, guidance, and vision to the DDA and the following is outlined in the Guiding Principles of the Plan of Development:

- Create a welcoming, pedestrian friendly Downtown core.
- Protect and enhance the historic character of Downtown.
- Identify catalytic investment opportunities and develop a regulatory environment to support them.
- Strategically and specifically plan for public investment in infrastructure needs in order to leverage private development.
- Create a "Downtown First" policy for local and county governmental expansion, multi-modal transportation hub location, commuter rail location and Community Cultural Facilities.
- Provide direct and easy access to trails and open space.
- Ensure that public spaces in the Downtown area are family friendly, inviting, safe and well programmed.

The following projects have helped the DDA and Town pay for public infrastructure improvements including the $7 million investment in Festival Park, the Lights over Wilcox, the roundabout at South Street and Wilcox Street, the maintenance on the 300+ public parking space garage maintenance at the Encore building, the purchase of 100 public parking spaces at The View building, $50,000 to polic, fire

and town services for Downtown events, and most recently a train horn quiet zone at 3 railroad crossings in Downtown. The list below includes projects that the DDA and Town negotiated redevelopment agreements with, and ancillary projects that chose Castle Rock in order to be a part of the excitement and improving economy:

- The Move Tech Oriented Office Building at 6th and Jerry Street.
- Wild Blue Yonder Brewery at 6th and Wilcox Street.
- The ACME Water Tower Buildings at 6th and Perry Street.
- The Mercantile Commons Mixed Use Building at 3rd and Jerry Street.
- The Mirage Dental Building at Plum Creek Pkwy and Wilcox Street.
- The Ecclesia Food Market at 3rd and Perry Street.
- The Riverwalk Mixed Use Building at 2nd and Wilcox Street.
- Festival Park at 2nd Street and Wilcox Street.
- Encore Mixed Use Building at 1st and Wilcox Street.
- The View Mixed Use Building at 8th and Jerry Street.
- 221 Wilcox Street Mixed Use building at 3rd and Wilcox Street.

In addition, we continue to work closely with the private sector to encourage and guide proposed investment in Downtown Castle Rock. As Downtown continues to change, it will be important to maintain balance with new investment and preservation of our character and history.

The DDA is appreciative of the Town's funding and organizational support and hopes to continue to build positive momentum in Downtown, working closely with the Town Council. Thank you for your consideration.

Sincerely,

Kevin Tilson
Director
Castle Rock Downtown Alliance

2023 SERVICE ORGANIZATION
FUNDING APPLICATION

ORGANIZATION REQUESTING FUNDING:

Castle Rock Downtown Development Authority

I. ***2023 FUNDING REQUEST*** *(Please use this form for this information and not another format.)*

Breakdown of funds ***(For what specifically would monies from the Town be used?)***

Programs – Façade/Downtown Improvement Program	$20,000
Programs - Flowerbox and Patio Program	$20,000
Professional Services – Accounting, Audit, Legal	$15,000
Personnel	$130,000
Marketing and Public Website	$10,000
Downtown Carriage Ride Program	$10,000
TOTAL FUNDING REQUEST	$205,000

II. ***2023 PROJECTED ORGANIZATION BUDGET***
(Please use this form for this information and not another format.)

2023 projected organizational budget
(Including funding from the Town) $432,000

Projected sources of revenue

County Mill Levy	$205,000
County Specific Ownership Tax	$10,000
Town Mill Levy Match	$205,000
Flowerbox and Patio Rental Sales	$12,000
TOTAL PROJECTED REVENUE	$432,000

Projected expenditures
(By major budget category)

Programs – Façade/Downtown Improvement Program	$39,000
Programs – Downtown Carriage Ride Program	$20,000
Programs – Flowerbox/Patio Program	$30,000
Professional Services – Accounting, Audit, Legal	$29,000
Office Administration – Rent, DC Treasurer, Facilities, Technology,	$50,000
Personnel	$245,000
Marketing, Banners, and Public Website	$14,000
TOTAL PROJECTED EXPENDITURES	$432,000

III. 2023 PROPOSED PERFORMANCE OBJECTIVES

Please propose up to eight measurable performance objectives that your organization will strive to accomplish ***in direct relationship to any funding and contract awarded by the Town****.*

In accordance with the contracts, organizations will be required to track and report on attainment of the objectives at the middle and end of the contract term.

The Downtown Development Authority works to increase vibrancy in Downtown Castle Rock. For 2023, the goals for the Downtown Development Authority include:

- Increase economic activity in Downtown:
    - Façade/Downtown Improvement Program: Support and encourage additional façade and beautification investment projects especially focusing on smaller scale expansion and enhancement projects, per recent direction from Town Council in 2021-22. In addition, focus on the landscape and environment in Downtown, seeking opportunities for landscaping, streetscaping and art.
    - Development projects: Actively participate in place making in Downtown which encourages a balance of redevelopment and preservation of historical buildings. Engage the private sector to encourage positive investment in Downtown Castle Rock. Prioritize investment in the core which builds momentum for upkeep and new investment and begin to expand outside the core. Projects that bring creative redevelopment and repurposing, as well as restaurant and retail space, office space and residential space are a top priority, which are agreed upon goals by the DDA and Town Council. Build on the momentum that has been generated in Downtown from projects like, Festival Park, the Move, Mercantile Commons, Riverwalk, Encore, The View and façade improvements made by property owners.

- Increase charm and pedestrian activity:
    - Trolley: In 2022, the DDA and Town Council approved the First Amendment to the DDA Budget to increase the focus on charm and pedestrian activity and support for smaller scale projects. This includes launching a pilot program to run the Trolley consistently on select evenings in July and December with the goal to invest in the charm of a historic downtown.
    - Signage: Landmark and parking signage continues to be a needed addition to Downtown and the DDA will continue to investigate strategic investment in signage at the entry points to Downtown. To date, DDA conversations have prioritized physical development projects as mentioned above, over beautification and signage, however the increment generated from projects now being built, will provide a source of revenue that could fund beautification and signage. Signage design should be done in conjunction with the design of other major projects including investment from Public Works, for projects such as roundabouts, and investment from the private sector. A design plan in coordination with the Town is underway in 2022 to guide decisions on streetscape and signage.
    - Patio Program and Flower Boxes: Studies have shown that by increasing pedestrian activity and creating an attractive environment, there is an increase in economic activity. The patio program provides a public gathering place that also facilitates commerce and enhances the environment, and improvements like flower boxes help to beautify downtown and makes it a desirable place to be.

- Increase sales and traffic:
    - The goals outlined above are expected to enhance the environment and increase traffic Downtown and in turn sales to Downtown businesses, the key stakeholders in Downtown.
    - Additionally, the Downtown Development Authority hopes to identify and pursue projects that increase Sales Tax and Property Tax in Downtown directly from the tenants that reside in and adjacent to new projects. Projects that have a catalytic impact to Downtown will be actively explored and pursued and the Downtown Development Authority will continue to report to and seek feedback from the DDA Board and Town Council on this activity.

IV. SUPPLEMENTAL INFORMATION

a) Provide a cover letter no longer than three pages that includes:

a. A summary of how the requested funding would be leveraged with other dollars and volunteer resources to maximize the return on the Town's requested investment (What does your organization expect to generate using monies the Town might give?)

b. The name of and contact information for the person within the organization responsible for administration of the requested contract

c. If applicable, the amount of additional funds requested this year, and an explanation for the request

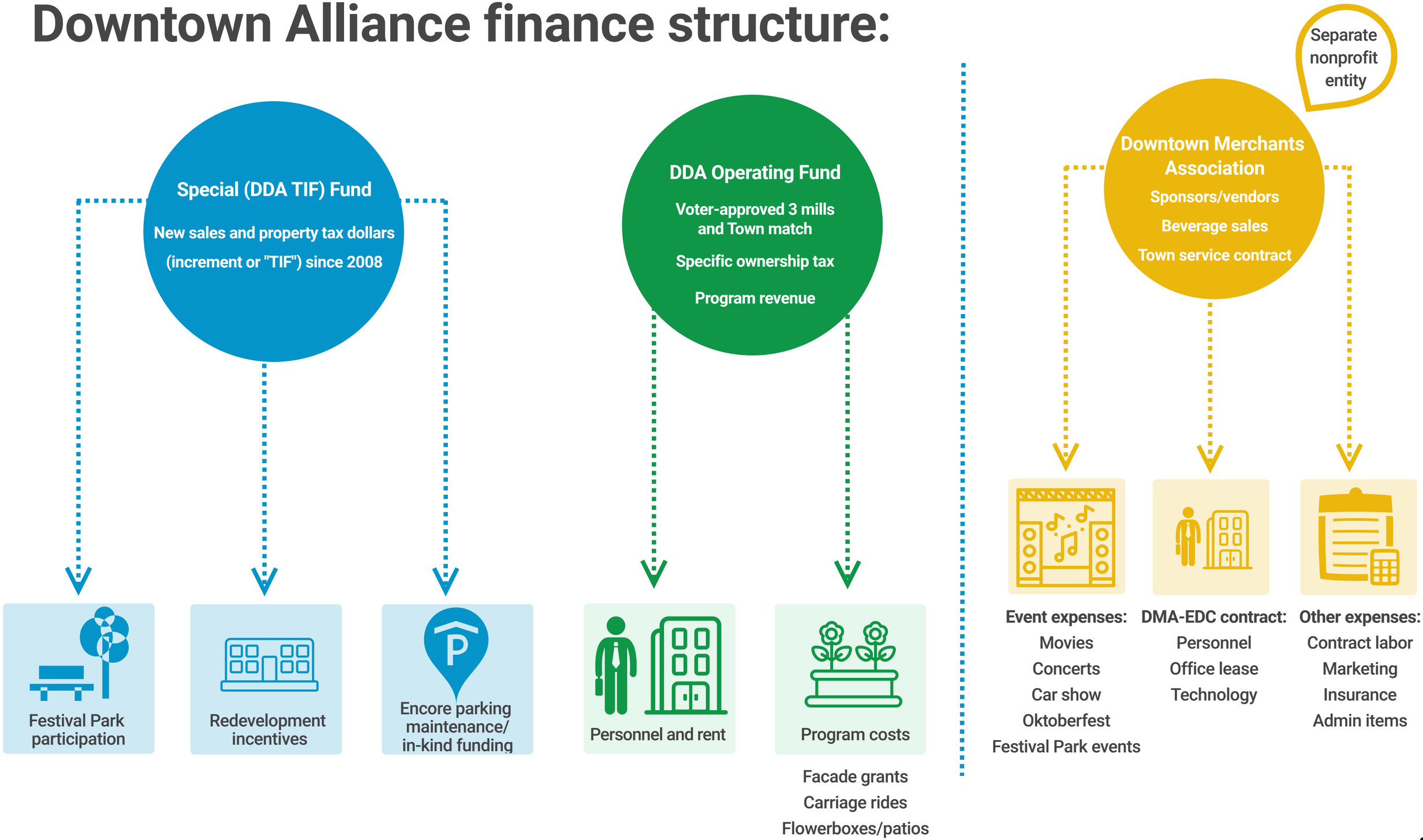
d. Any further discussion about the application as deemed necessary by the requesting organization

b) Provide a list of the board of directors of the organization

Downtown Development Authority Board Members
Stu Butler, Chair
Andrew Wasson, Vice Chair and Treasurer
John Manka
Kim Heideman
Josie Adler
David Miles
Kevin Bracken, Town Council Liaison

Staff and Additional Support
Kevin Tilson, Director, Castle Rock Downtown Alliance
Karah Reygers, Assistant Director, DDA & VP of Marketing & Operations, Castle Rock EDC
Birgit Braehler, Office Manager, Castle Rock Downtown Alliance and Castle Rock EDC
Frank Gray, President and CEO, Castle Rock EDC
Marcus Notheisen, Vice President, Castle Rock EDC

Downtown Alliance finance structure:



Downtown Merchants Association
18 S. Wilcox Street #202
Castle Rock, CO 80104

June 13, 2022

Honorable Mayor Gray and Castle Rock Town Council
Town of Castle Rock
100 N. Wilcox St.
Castle Rock, CO 80104

Dear Mayor Gray and Town Council,

The Castle Rock Downtown Alliance, a partnership between the Downtown Merchants Association (DMA) and the Downtown Development Authority (DDA), appreciates this opportunity to present our request for a 2023 service contract. The Alliance is made up of two entities with different organizational structures and missions, and as such, the two entities submit their proposals independently. The efforts of these two entities are complimentary, working together to create an active and vibrant Downtown. Staffing for the Downtown Alliance is provided via partnership with the Castle Rock Economic Development Council as established in 2012. This partnership ensures an integrated and focused effort towards Downtown Castle Rock, reduces personnel and overhead costs, and brings a diverse skill set to the mission.

This service contract funding application proposes that the **Downtown Merchants Association** continues to provide its Event Series in Downtown consistent with past event offerings, utilizing requested funding from the Town of **$95,000**. The DMA proposes a line-up of events for 2023 that will improve the quality of life for Castle Rock residents and visitors and supports the local economy, increases economic activity and vibrancy, and showcases the community's small-town charm.

Downtown Castle Rock and the events produced by the DMA are key pieces of the goals set forth in the Town of Castle Rock's Vision 2030 Plan, specifically:

- Continuing the tradition of local community events, including arts, cultural and entertainment opportunities
- Reinforcing the community's small-town character and promoting economic vitality
- Maintaining a high-quality of life as a safe, family-friendly community with a variety of recreational opportunities and community events
- Preserving and enhancing history and heritage through a vibrant Downtown

Per the direction from the Town, the remainder of this letter will follow items as outlined in the 2023 Funding Application:

Leverage
The support provided by the Town of Castle Rock for Downtown events is leveraged in several ways. In a typical year, funds are leveraged 3 to 1, for every dollar received from the Town, the DMA is able to

generate an additional 3 dollars that go directly to events and the staff needed to produce them. This allows the DMA to produce events for the Town at a fraction of the cost of events if funded only by taxpayer dollars from the Town. In addition to the direct leverage of Town funding, the events this funding helps make possible, create a better quality of life for the community and generate commerce within the community and from visitors that come seeking safe, quality community events. Events have grown to not only be a draw for the local community but have become a regional draw for the surrounding communities, and this activity increases commerce and sales tax not just in Downtown, which supports core Town services like police, fire, etc.

Contact
Kevin Tilson is the Director of the Alliance including both the DDA and DMA. Following is his contact information:
Kevin Tilson
Castle Rock Downtown Alliance Director
303-688-7488
kevin@downtowncastlerock.com

Additional Funds
The DMA is requesting an increase in their service contract for 2023 for a total of $95,000. The DMA has not requested an increase in service contract funding for 6 years. Rising costs across multiple categories, and 2 years operating at a loss during COVID restricted events, the DMA is requesting an increase in its service contract. Many events only breakeven not including the cost of staffing to plan events. These events are produced for the benefit of the community and are only possible using the revenues of other more successful events.

Additional Information
The Downtown is an important community asset. The businesses located Downtown generate sales and property tax revenue for the Town. Additionally, they distinguish Castle Rock as a distinct free-standing community with a historic tradition. Downtown provides a venue for events that contribute to the attraction of living in Castle Rock for all residents. The Downtown events help connect Castle Rock and increase residents' sense of community and quality of life.

The DMA, in collaboration with the Town of Castle Rock, strives to produce free, family friendly events that attract a diverse range of residents and visitors. The events have become increasingly popular while the cost to produce these events has risen significantly in the last year. The DMA has historically relied on volunteer support for assistance during events but, as events increase in attendance, the need for administrative or paid support at the events has increased. In addition, the increased attendance at events has sparked a need for added attractions at every event. This is because more people means more attractions (bounces houses, face painters, balloon artists, bigger stage to be visible) in order to keep the lines and quality of the event reasonable. The added attractions and attendance translate to requiring additional staff (paid and volunteers) on hand to manage each event safely and appropriately.

The success of these events relies strongly on the Town's financial participation to produce quality, family-friendly events for the community. The Town's funding provides the initial funding to have staff, that can then go negotiate and deliver sponsors, vendors at the events and food and beverage contracts that leverage the Town's dollar (as mentioned earlier - typically 3 to 1). Additionally, the Downtown Special Fund continues to pay $50,000 a year to the Town to support police, fire and Town services at Downtown events.

The DMA is appreciative of the Town's funding and organizational support. Thank you for your consideration.

Sincerely,

Kevin Tilson
Director
Castle Rock Downtown Alliance

2023 SERVICE ORGANIZATION
FUNDING APPLICATION

ORGANIZATION REQUESTING FUNDING:

Castle Rock Downtown Merchants Association

I. ***2023 FUNDING REQUEST*** *(Please use this form for this information and not another format.)*

Breakdown of funds ***(For what specifically would monies from the Town be used?)***

Spring Kick Off Concert	$5,000
Car Show Kickoff Concert	$5,000
Car Show	$5,000
Boots and Brews (after Douglas County Fair Parade)	$5,000
Concert Under the Lights	$5,000
Oktoberfest	$20,000
Staff	$50,000
TOTAL FUNDING REQUEST	$95,000

II. ***2023 PROJECTED ORGANIZATION BUDGET***
(Please use this form for this information and not another format.)

2023 projected organizational budget
(Including funding from the Town) $325,000

Projected sources of revenue

Sponsorships and Vendor Booths	$90,000
Beverage Sales	$140,000
Town of Castle Rock	$95,000
TOTAL PROJECTED REVENUE	$325,000

Projected expenditures
(By major budget category)

Spring Kickoff Concert	$17,000
Movie in the Park*	$12,000
Car Show Kickoff Concert	$20,000
Car Show	$24,000
Activities in the Park (4-8 events)*	$9,000
Boots and Brews (after Douglas County Fair Parade)	$20,000
Concert Under the Lights	$20,000
Oktoberfest	$95,000
Fangtastic Festival*	$5,000
DMA – EDC Contract – Personnel, Office Lease, Technology	$40,000
Contract Labor	$52,000
Insurance – Event and D&O	$6,000
Administrative – Accounting, Legal, Supplies, Permits, Banking	$5,000

TOTAL PROJECTED EXPENDITURES $325,000

III. 2023 PROPOSED PERFORMANCE OBJECTIVES

1. In 2023, the DMA is planning to produce a Summer Event Series that is family friendly and free to the public which includes:
   - Spring Kickoff Concert
   - Movie in the Park*
   - Car Show Kickoff Concert
   - Car Show
   - Activities in the Park (4-8 events)*
   - Boots and Brews
   - Concert Under the Lights
   - Oktoberfest
   - Fangtastic Festival*

   This line up is based on a strategic approach to planning and executing events, evaluating the results of prior events and weighing them against events that are in popular demand with the Castle Rock community. Adjustments to this lineup may be made based on popularity of 2022 events, and the rising expenses of certain events, since at the time of submitting this request only 2 event in 2022 had been completed. Events with an asterisk typically lose money but are produced for the benefit of the community and often generate the most positive comments. These events are planned but rising costs could mean scaling back the events that lose money. It is only from the revenue of other more financially successful events that events that lose money are possible.

2. Improved Quality of Life and Generate Commerce
   In the Town's community survey "downtown" and "community character" are always ranked very high by the residents. The events produced by the DMA help foster a sense of place and community for the Town and improves the quality of life for Castle Rock residents and visitors. Safe, family friendly opportunities for entertainment and fellowship with neighbors strengthens the Town and increases happiness among residents and brand as a community.

   Downtown events bring many people from Castle Rock, as well as regionally, into the Town and into Downtown. Event encourage people to get out of their homes and into the community. This creates a healthier, happier community and generates commerce and in turn sales tax which supports important Town services.

3. Direct Mailer of Town-wide Events Calendar
   The DMA serves as a partner with the Town of Castle Rock, Chamber of Commerce and Douglas County to produce and mail a direct mail piece that goes out two times per year to Castle Rock households. The direct mail piece advertises all of the partner events in addition to outside events and has become an effective and beloved form of advertising within the Castle Rock community.

4. Downtown Activation and Marketing
   Staff will continue to work with the Chamber of Commerce and the Town of Castle Rock on unified marketing to promote Downtown. This includes light pole banner programs, social media campaigns, and other efforts to drive energy and activity to Downtown.

5. Gift Card Giveaway Marketing Campaign
   To further its mission, the DMA continues to support the Downtown business community by purchasing gift cards to Downtown retail businesses to give away at DMA events and with DMA social media campaigns. The gift cards, ranging in value from $15 - $25 help get event

attendees and the public into the front door of the local businesses. For 2023, the DMA will continue this effort to drive traffic to Downtown businesses by offering gift cards through a variety of promotions.

IV. SUPPLEMENTAL INFORMATION

a) *Provide a cover letter no longer than three pages that includes:*
   - ***a. A summary of how the requested funding would be leveraged with other dollars and volunteer resources to maximize the return on the Town's requested investment (What does your organization expect to generate using monies the Town might give?)***
   - *b. The name of and contact information for the person within the organization responsible for administration of the requested contract*
   - *c. If applicable, the amount of additional funds requested this year, and an explanation for the request*
   - *d. Any further discussion about the application as deemed necessary by the requesting organization*

b) *Provide a list of the board of directors of the organization*

Downtown Merchants Association Board Members
KC Neel, President
Aidan Gray, Vice President
Jennifer Luce, Treasurer
John Johnson
Nick Lucey
Lou Scileppi
Bernie Greenberg
Desiree LaFleur, Town Council Liaison

Staff and Additional Support
Kevin Tilson, Director, Castle Rock Downtown Alliance
Karah Reygers, Assistant Director, DDA & VP of Marketing & Operations, Castle Rock EDC
Birgit Braehler, Office Manager, Castle Rock Downtown Alliance and Castle Rock EDC
Frank Gray, President and CEO, Castle Rock EDC
Marcus Notheisen, Vice President, Castle Rock EDC
Angela Noonan, Co-Events (Event Coordinator)

Date: June 13th, 2022

TO: Honorable Mayor Jason Gray and Castle Rock Town Council
CC: Town Manager David Corliss

FROM: Castle Rock EDC, Frank Gray President and CEO

RE: Castle Rock Economic Development Town Service Contract for 2023

Castle Rock EDC respectfully submits this request to the Town of Castle Rock for the continuation of economic development services. Castle Rock EDC's 2023 request is for $233,698. This represents an 3% increase over the 2022 contract to account for additional operating expenses over the past year. The organization's combination of efficiency, cost sharing and private sector investment continues to maximize and leverage the investment of the Town. The increase has remained modest despite significant increases in expenses (rent, utilities, insurance, and compensation), much of which have been absorbed through increased private sector investment. This funding request will highlight key accomplishments of the past year and outline the core services provided to the Town of Castle Rock essential to maintain and build the long-term economic infrastructure of the community. Castle Rock EDC provides the following services (listed below) and acts as a conduit for effective public private partnership.

The collaboration of Town Council and the Castle Rock Economic Partnership continues to be held up as a best practice model across the Front Range. Thanks to Town Council for taking a leadership role in Economic Development across the State of Colorado.

GENERAL OUTLINE OF CASTLE ROCK EDC SERVICES

- **Attracting Primary Employers to Castle Rock**
  - Marketing Castle Rock opportunities to Brokers, Developers and Primary Employers
  - Serving and Tracking Prospects
  - Business Attraction Team (BAT)
- **Growing Castle Rock's Existing Businesses**
  - Business Retention and Expansion (BRE)
- **Retail Development and Recruitment**
  - Highly Targeted, Strategic Marketing to Developers and Users
- **Creating a Positive Business Environment**
  - Castle Rock Economic Partnership
  - Development Roundtable
  - CEO Roundtable
  - Town Development Liaison Program
  - Start Up and Entrepreneurial Infrastructure Support
- **Informed Economic Council**
  - Public/Private collaboration solving strategic micro and macro-economic development issues
  - Economic and Demographic Data, Analysis and Reporting
  - Customized Economic Impact Analysis

ATTRACTING PRIMARY EMPLOYERS TO CASTLE ROCK

Targeted Marketing - Castle Rock EDC will focus on striking an appropriate balance between primary and retail employment. One of the main objectives of the EDC is to attract primary employment that is a good fit with the education and skills of the community's residents and has the potential for having a positive impact on the Town of Castle Rock's economy. In 2023 the following targeted primary industry clusters and public-use facilities will receive special attention in Castle Rock EDC's attraction and expansion efforts:

- Digital Information/Technology
- Start-up and Second Stage Companies
- High Tech Manufacturing
- National/Regional Credit/Finance Insurance
- Infill in the Greater Downtown Area
- Management Companies & Enterprises
- Professional, Medical, Scientific & Technical Services

Business Attraction Team (BAT) - The Castle Rock Business Attraction Team oversees one of the core services of the Castle Rock EDC, attracting new primary employers to Castle Rock. BAT meets regularly and consists of private sector volunteers with expertise in business development, real estate, construction, land planning, title work and marketing. BAT focuses on both direct and indirect marketing strategies for attracting primary employment. Additionally, BAT fosters relationships with developers to encourage office development in the Castle Rock market. BAT hosts a series of events that seek to promote, educate, and encourage the creation of primary employment opportunities in the Castle Rock market.

Benefit to the Community - Primary employers fuel the local economy by bringing new dollars into the community through their indirect and induced spend. The high paying jobs they create allow for more residents to live and work locally. This in turn increases the community's daytime population and allows the community to capture an expanded tax base and enhances the Town's ability to provide public safety, infrastructure, parks, and recreation to its residents.

GROWING CASTLE ROCK'S EXISTING BUSINESSES

Business Expansion and Retention Program (BRE) - In 2023, Castle Rock EDC will continue its aggressive BRE campaign in partnership with CREP (Castle Rock Economic Partnership) to establish ongoing relationships with our existing businesses. This generally constitutes 30 plus face-to-face visits annually to:

- Thank business owners for investing in Castle Rock
- Assess company needs and challenges
- Analyze their perceived barriers to a thriving business environment
- Create impactful follow up, addressing their needs and connecting them with resources
- Partner with Town staff and community partners when appropriate to proactively address issues both real and perceived

Retail Retention - As part of our ongoing retail commitment to the Town, Castle Rock EDC and Town staff routinely visit with a variety of existing retail store owners and shopping center owners to ensure open lines of communication and deliver quick response times to issues that arise. Town staff are exceptional partners and have made an impressive commitment in responding to key issues.

Business Start-up and Entrepreneurship - Most new jobs in local economies are produced by small community-based primary employers. In Colorado, 75% percent of businesses have fewer than 10 employees. In the Town of Castle Rock, a significant number of businesses are classified as very small or home based. In cooperation with the Castle Rock Chamber of Commerce, the EDC will continue to play a role in encouraging the ongoing growth and development of entrepreneurial activity and small primary employers in Castle Rock. The launch of the 104 Initiative, an Angel Investment Platform, lead to the attraction of Innosphere, a science and technology incubator, currently operating out of the Sturm Collaboration Campus.

RETAIL DEVELOPMENT AND RECRUITMENT

Retail Recruitment - Castle Rock EDC provides highly targeted and niche retail development recruitment for the Town of Castle Rock. This includes actively working with existing retail center businesses for redevelopment and recruitment of targeted regional draw retailers compatible with the vision of the community which also provide most of the funding through sales tax for key community services, such as fire, police, parks, and open space.

CREATING A POSITIVE BUSINESS ENVIRONMENT

Creating a positive business environment for both existing and new primary employers and retailers is essential to the economic success of any community.

Castle Rock Economic Partnership (CREP- Chamber, EDC, Town, and Downtown Alliance) - CREP works to ensure communication and accountability to achieve its established goals, priorities, and strategies. CREP will make coordinated recommendations to its respective governing boards on economic development goals, priorities, strategies, action plans, resource allocations and contracts for service. Within its scope of expertise, CREP will guide economic development policy and foster honest and open communication between the public and private sector among the partner organizations.

Leadership - Influencing the Town of Castle Rock's economic health in a positive manner is a significant role of our economic development partnership. Building trust and cooperation between the Town, business and development community is one of Castle Rock EDC's primary functions. Castle Rock EDC will continue to work with Town Council and staff to promote positive dialog between primary employers, landowners, developers and brokers on essential development issues and work in partnership with Town Development Services to pursue favorable economic outcomes for the community. Castle Rock EDC will stay engaged in Town regulatory issues and keep members apprised of pertinent changes.

INFORMED ECONOMIC COUNCIL

Community Data and Research – Research will be available to prospects, brokers, residents, and relevant businesses through the Castle Rock EDC website and Site-Connect (proprietary commercial real estate activity site). The data available includes, demographics, retail sales data, Mosaic market data, labor force information, residential development data, market land/lease rates, business profiles, available commercial land, and buildings currently on the market.

Economic Policy Advocate - Castle Rock EDC will continue work through CREP in partnership with the Town Council to assist in the management and effective use of the established economic performance fund.

Negotiating Incentives - Castle Rock EDC, in partnership with CREP, will take the lead in filtering, guiding, and acting as an advocate to potential prospects through the local, county and state incentive process.

Economic Development Public Policy - Castle Rock EDC, in partnership with CREP, will take the lead on keeping its investors and the Town informed on key economic development public policy issues via its involvement with Economic Development Council of Colorado (EDCC), Douglas County Business Alliance (DCBA) and our involvement in the Metro Denver Economic Development Corporation.

Castle Rock EDC's 2022 significant deliverables and ongoing project support -

Deliverables:

- Recruitment of 3-5 Major Primary Employers including:
  DCI/Lakewood Electric (new)
  Keystone Engineering (new)
  OAK Construction (new)
  Limelight MOB II (new)

- Support the Expansion of Primary Employers including:
  Castle Rock Microwave (exp)
  Moore Lumber (exp)
  Colby Striping Expansion (exp)

- Significant work in Primary Employer Retention

- Dawson Trails Commercial Project

- Collaboration on attraction of Multiple major retailers at ICSC

- Library Redevelopment Project

- ACME Brickyard Redevelopment Project

Ongoing Project Support:

- Collaboration Campus Building II

- Miller's Landing

- Downtown Castle Rock – Encore & The View at Castle Rock & 221 Wilcox

- Promenade at Castle Rock

- Outlets at Castle Rock (In-Out)

- Southwest Quadrant (CVR-infrastructure)

- Castle Rock Adventist Health Campus (Cancer Research) MOB III.

2023 FOCUS AND OBJECTIVES

- Strategic Planning/Community Vision
  - The EDC plans to spend significant time with Town Council in late 2022 and 2023 evaluating the economic health of the Castle Rock market, establishing strategic economic development goals and policy objectives for the maintenance and improvement of the Castle Rock economy.
- Primary Employment and Commercial Developer Recruitment
  - Supporting the creation of new office/industrial pad sites and buildings in Castle Rock with strong focus on office building development and primary employment

    - Partner with brokers and developers to bring impactful primary employers to Castle Rock
- Infrastructure Network
    - Educational/Workforce
        - Sturm Collaboration Campus (continue to support new expansion)
    - Financial
        - Innosphere (continue to support)
    - Physical
        - Transportation and Infrastructure Funding Solutions
        - CVR Interchange Coalition
- Existing Business Expansion and Entrepreneurship
    - Support Local Primary Employers
- Marketing
    - Broker/Developer Outreach & Events
    - Maintain property database (Catalyst)
    - Site Connect: Cloud based Real Estate Presentation Deck

- Participate and Represent Castle Rock in Regional Economic Activities
    - Metro Denver EDC
        - Regional Site Selector Program
    - Economic Development Council of Colorado (EDCC)
    - Innosphere partnership with South Metro Economic Development Partnership
- Board Participation
    - Douglas County Business Association
    - Douglas County Partnership of Governments - Economic Development
    - Arapahoe Community College
    - Colorado Companies to Watch
    - Innosphere Board of Directors

2023 Funding Request

Castle Rock EDC continually strives to reduce costs and leverage the investment of the Town using increased private sector dollars and cost sharing with the Downtown Alliance. Castle Rock EDC respectfully submits its request to Town Council for 2023 investment of $233,698. We hope this request shows our thoughtful consideration and commitment to a strong public/private partnership. We look forward to continuing the task of creating jobs in Castle Rock for Castle Rock citizens, driving private sector investment in our community, increasing the tax base, improving retail services, and supporting our existing businesses. Thank you for your steadfast support and investment in the economic development of Castle Rock.

Respectfully,

Frank Gray
Castle Rock EDC
President/CEO

2023 SERVICE ORGANIZATION
FUNDING APPLICATION

ORGANIZATION REQUESTING FUNDING:

Castle Rock Economic Development Council

I. 2023 FUNDING REQUEST

Breakdown of funds (For what specifically would monies from the Town be used?)

National/Regional/Marketing (Events/Conferences)	$22,896
Personnel	$183,678
Technology (Website/SEO/Computers)	$4,707
Rent/Office	$22,417
TOTAL FUNDING REQUEST	$233,698

II. 2023 PROJECTED ORGANIZATION BUDGET

2023 projected organizational budget
(Including funding from the Town) $860,248

Projected sources of revenue

Private Sector Partners	$295,000
Town of Castle Rock	$233,698
Douglas County	$75,000
DDA Reimbursement	$190,000
DMA Reimbursement	$36,500
In-Kind	$5,400
Private Sponsorships/Other	$24,650
TOTAL PROJECTED REVENUE	$860,248

Projected expenditures
(By major budget category)

Rent/Utilities	$51,417
Salary/Benefits	$666,661
Recruitment Activities	$61,000
Operational/Office/Insurance	$60,221
Technology	$20,949
TOTAL PROJECTED EXPENDITURES	$860,248

III. 2023 PROPOSED PERFORMANCE OBJECTIVES

Castle Rock EDC Business Attraction and Retention Measurables:

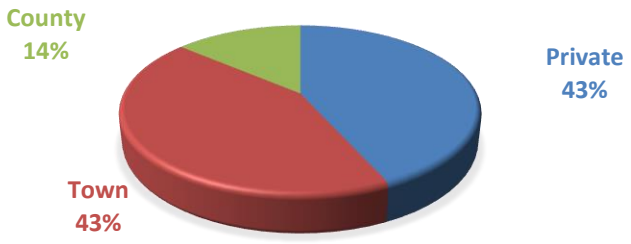
- Perform Business Retention Expansion visits to Castle Rock retail and primary businesses.
- Promote Castle Rock locally, regionally, and nationally.
- Host 3 major Broker/Developer marketing events.
- Host Quarterly Development Roundtable meetings and working group meetings
- Maintain Caste Rock Economic Development website and SiteConnect App.
- Report on, review and implement the Town's Business and Development Incentive Program.
- Assist businesses through both the State and local application processes.
- Identify, analyze, and address macro and micro economic development challenges specific to the Castle Rock market.
- Partner with the Town Development Services department to act as a liaison between the Town and the development community.
- Update the Castle Rock EDC target markets in alignment with Town Council priorities.
- Actively support the Castle Rock Economic Partnership (CREP).

Castle Rock EDC will provide Semi-Annual Economic Indicator Updates that will include:

- Castle Rock Unemployment Rate
- Commercial/Industrial/Retail Vacancy Rate
- Primary and Retail prospect activity report by category
- Significant Capital Investment Projects
- Employment Data
- Report on the Town's Economic Development Fund
- Other Relevant Economic Data

IV. SUPPLEMENTAL INFORMATION

Castle Rock EDC Funding Breakdown:



Breakout of 2023 projected EDC budget*(Excluding Downtown Alliance Reimbursements)

Rent/Utilities	$30,850
Operational/Office/Insurance	$52,643
Salary/Benefits	$459,196
Recruitment Activities	$61,000
Technology	$10,460
Total	$614,149

Castle Rock EDC Board of Directors:

First Name	Last Name	Company or Developer Name
Aaron	Barrick	Folkestad Fazekas Barrick & Patoile, P.C
Aaron	Fort	The Fort CPA Group
Adam	Wilkes	Haynie & Co
Bart	Connolly	Limelight MOB, LLC
Blake	Calvert	CORE Consultants, Inc.
Bob	Pasicznyuk	Douglas County Libraries
Charlie	Kercheval	Alpine Bank
Charlie	Smith	Brownstein Hyatt Farber Schreck
Chris	Haugen	White Construction Group
Clark	Hammelman	
Clint	Schmitz	i2 Construction, LLP
Corey	Wise	Douglas County School District
Courtney	Monroe-Gregg	VCM Holding LLC
Dan	Price	Keystone Engineers
Dave	Maxwell	Maxwell Builders, INC
DJ	Tedesco	Independent Financial
Gary	Amella	Comcast
Gary	Cahill	DUNAKILLY
George	Teal	Douglas County Commissioner District 2
Glenn	Tuscan	Oasis Solutions LLC
Glenn	McWilliams	The GarageCondos, LLC
Jay	Simpson	Castle Rock Auto Storage (JTMS Investments LLC)
Jed	Kenzy	Innovative Business Solutions
Jeremy	Pittman	Fransen Pittman
Jill	Garber	CSU - Office of Engagement
Jim	Folkestad	
Jim	Mill	WSB and Associates, Inc.
Jose	Medina	Castle Rock Auto Plex
Kurtis	Williams	JR Engineering
Laura	Rinker	GE Johnson Construction Company
Lawrence	Jacobson	Westside Property Investment Group
Lenn	Haffeman	455 Alexander LLC
Luke	Davidson	Land Title Guarantee Co.
Margie	Munoz	Outlets at Castle Rock
Mark	Voss	Exit360 Business Brokers
Matt	Hanson	First Fidelity Bank
Mitch	Black	Norris Design
Nick	Hier	Hier and Company
Sam	Tenney	Fidelis Wealth Management
Sebastian	Schwender	Black Hills Energy
Shahen	Gharibian	ANB Bank
Stephanie	Fujii	Arapahoe Community College
Stephen	Giefer	Kolbe Striping
Stephen	Lehigh	The Di Salvo Engineering Group

Steven	Kitchen	Canvas
Tom	Kooiman	Brinkmann Constructors
Tom	Wiens	FirsTier Bank
Tony	Sbarra	Sbarra Construction West
Wendy	Ciancio	WhippleWood CPAs
Doug	Woody	Bryan Construction
Banks	Floodman	Castle Rock Development LLC (Sunflower)
Chris	Weems	ESI
Dan	Hudick	HEI Civil
Dari	Eisele	Pugs Holdings LLC
Darrin	Eisele	SRP Companies
Donald	Provost	Alberta Development Partners LLC
Graham	Coddington	Saunders
Gregg	Brown	Crystal Valley Ranch
Jarrod	Lassen	FirstBank of Douglas County
Jeff	Samuelson	Realty One Group Premier
John	Palizzi	Quantum
Kurt	Klanderud	GH Phipps
Mandie	Lesher	CORE Electric Coop
Matt	Call	NavPoint Real Estate Group
Nancy	Shea	PB&T Bank
Scott	Bustos	Turner Construction Corp.
Stephanie	McCandless	Castle Rock Development Co.
Steve	Burns	Iron Woman
Tim	Maloney	Kraemer North America
Tony	DeSimone	Confluence Companies
Travis	White	JHL Constructors, Inc.
Walker	Stapleton	Castle Meadows Company
CJ	Gates	Douglas County Economic Development
David	Corliss	Town of Castle Rock
Desiree	LaFleur	Castle Rock Town Council
Jason	Gray	Castle Rock Mayor
Pam	Ridler	Castle Rock Chamber of Commerce
Allison	McPike	Ent Credit Union
Jeremy	Pittman	Castle Rock Adventist Health Campus
Shawn	Temple	Miller's Landing

CASTLE ROCK
HISTORICAL SOCIETY AND MUSEUM

Castle Rock Town Council
100 N. Wilcox St.
Castle Rock, CO. 80104

June 10, 2022

Ladies and Gentlemen,

The Castle Rock Museum is a valuable cultural resource for the community. One of its primary goals is to provide an interesting way to educate the community on the tremendous and varied history of this town. Our Castle Rock Museum gives its residents a sense of place. New residents frequently visit the museum to get a perspective on the community they have chosen to make their home. The museum is also on the top of the list of places for visitors to Castle Rock. Every year the museum hosts visitors from about 40 states and nine or ten foreign countries. CRHS provides this service via the Museum at the lowest cost because of its management by a non-profit organization. Because the Society and Museum adhere closely to the goals of the Miller Fund, the resources for the operation of the museum can be provided with non-tax dollars. The museum is proud to be celebrating its 25th year of operation with your consistent support.

The goal of the Historical Society in 2023 is two-fold: A) continue to form new relationships with a broader base of members from our growing community and B) provide a quality learning experience for the enjoyment and education of the visitors. In recent years the museum has expanded the vision of highlighting our history by adding featured exhibits which focus on a special event or an era in Castle Rock History. The museum has provided exhibits at other local sites, such as Adventist Hospital medical office buildings. We expanded our reach with outdoor access through the marker program and outdoor interpretive signage. We are now using a variety of social media platforms including Instagram, Youtube, and Facebook. Videos of online presentations are helping us to attract a larger audience.

Over the last few years through grants, donations and the support of local businesses the museum has been able to insure the integrity of the 147 year old building. The CRHSM will continue social media use to spread our message of education and community connectedness. The society and museum were able to resume most of their traditional activities and fundraising this year. The Trolley tour, walking tours and Victoria's Tea have all returned.

In addition to the grant from the town the CRHSM seeks funds as follows:

- Grants for museum building and restoration
- Individual and foundation donations
- Leveraging membership in Colorado Gives and other charitable endeavors
- The museum donation box and Gift shop
- Increased membership
- Business and community support
- Donations from local businesses
- Fundraising events

During 2023 the Castle Rock Historical Society and Museum plans to:

- Provide interesting and educational information about the history of Castle Rock. This year's special exhibit is planned to be the Civilian Conservation Corps Camp in conjunction with the opening of a new town trail. The staff at the museum maintains the two exhibits at Castle Rock Adventist Hospital medical office buildings. In conjunction with the town Historic Preservation Board and Downtown Merchants we now have an annual Scavenger Hunt to provide a fun way to learn about town history. Even out of town visitors participated.
- Use volunteers to run tours, support new museum exhibits, guide visitors, help promote the Society and perform restoration duties.
- Provide community education by hosting school group tours of all ages, and historic based programs for local community groups, both onsite and off site.
- Participate in local community events such as the Car Show, Festival of Trees, County Fair, Trick or Treat and Senior Center Craft Fairand participate in other area events like archeology day.
- Provide no cost historic walking tours, trolley tours, cemetery tours and fun ghost tours, while welcoming donations from participants.
- Expand its outreach through online exhibits and videos and direct connection with DCSD teachers around the CO State History Standards.
- Welcome new residents and provide them with an historic view of the community
- Offer entertaining and educational programs monthly either in person or online.

Several of these ventures have involved working with town staff and we are grateful to partner with the town in promoting this special place.

The Castle Rock Historical Society is committed to our mission of historical education, maintaining the sense of community, and the small-town feel of Castle Rock. Your steadfast support has helped enable us to receive over $100,000 in grants and donations over the last few years. These grants help ensure the continued preservation and stability of our beloved 147-year old D & RG Depot museum. Thank you for your time and attention. We look forward to the approval of our 2022 grant request . We look forward to meeting with you at the Town Council meeting as scheduled.

Respectfully,
Ron Claussen, President
Castle Rock Historical Society Board of Directors
Contact: Angie Deleo
Museum Director
420 Elbert St. Castle Rock, CO.
80204. 303-814-3164

Board of Directors

President, Ron Claussen
Vice President, Randy Reed
Treasurer, Sue Goff
Recording Secretary, Barb Allamian
Public Relations,
Member at Large, John Berry
Member at Large, Debbie Rietsch
Member at Large (non voting) Angie Deleo, Museum Director

III. 2023 Proposed Performance Objectives

Specific services to the Town the organization proposes to provide as a result of Town funding:

1. To continue to discover, collect and promote the preservation of any archive material, sites, buildings and oral history which may help to establish or illustrate the history of the Castle Rock area. The Castle Rock Museum has illustrated the geology, exploration, settlement, development, town government, conditions, events, public figures and progress of the town.

2. Hold open the Castle Rock Museum four days per week, five hours per day, excluding holidays, with no admission charge.

3. Provide permanent exhibits of artifacts and curated exhibits at the Castle Rock Museum.

4. Continue to curate traveling and rotating exhibits at the Castle Rock Museum while improving our online presence.

5. Continue hosting historical tours of the Castle Rock area. Past examples include an annual Trolley Tour, Summer *Walking Tours and other periodic tours such as quarry tours.*

6. Continue providing informative historical presentations to groups including the general public, seniors, and to school children. If school budgets are such that schools cannot send children to the Museum we will go to the schools.

7. Assist economic development of Castle Rock by presenting the development of Castle Rock from the founding to the present day, and encourage growth of local businesses as our partners, all the while preserving the small town atmosphere. The walking tours are designed to encourage people to spend time in the downtown area. The museum frequently entertains questions from newcomers and visitors about information on the town beyond history.

8. Participate in local community activities, such as Starlighting, County Fair, Senior Center Craft Fair and others when the society and museum can make a beneficial contribution.

2023 SERVICE ORGANIZATION
FUNDING APPLICATION

ORGANIZATION REQUESTING FUNDING:

Castle Rock Historical Society & Museum

I. 2023 FUNDING REQUEST *(Please use this form for this information and not another format.)*

Breakdown of funds (For what specifically would monies from the Town be used?)

Salaries, including taxes & insurance	$68300
Utilities	$6900
Office Equipment & Building Maintenance	$7100
Building Insurance	$3200
Exhibit & Artifact preservation	$1000
Events	$500
TOTAL FUNDING REQUEST	$87000

II. 2023 PROJECTED ORGANIZATION BUDGET
(Please use this form for this information and not another format.)

2023 projected organizational budget (Including funding from the Town)	$98500

Projected sources of revenue

Museum donation box & CO Gives	$3000
Gift shop & Community Rewards	$1500
Town of Castle Rock	$87000
Fund raising & Donations	$7000
PROJECTED REVENUE	$98500

Projected expenditures
(By major budget category)

Payroll	$69100
Utilities	$6900
Office Equipment, Building Maintenance & Security	$10475
Professional Assoc. Membership, Staff Training & Travel	$1250
Artifact preservation, restoration & equipment upgrades	$6500
Outreach, fundraising & events	$1750
Facility improvements	$1650
TOTAL PROJECTED EXPENDITURES	$97625

June 16, 2022

David Corliss, Town Manager
Trish Muller, Director of Finance
Town Council
Town of Castle Rock
100 N. Wilcox Street
Castle Rock, CO 80104

Re: 2023 Application for Service Organization Funding
Castle Rock Senior Activity Center

Dear Mr. Corliss, Ms. Muller and Town Council,

In 2021 the Castle Rock Senior Activity Center (CRSAC) celebrated its 50th year of operation and service to the community. The Center's roots are from 1971 when we began as a Seniors' Club. The Center incorporated in 1992 and has evolved into a community focal point, resource, and activity center to meet the increasing and changing needs of those age 50 and older in the Town of Castle Rock and surrounding Douglas County region. As a 51-year-old 501(c)3 not for profit organization, the Center provides services and programming to help older adults "age in place" living independent, connected, and fulfilled lives. The Center serves approximately 1,500 area residents and older adults who are visiting family in the area.

A Board of Directors and small staff preside over the operations and are supported by the many volunteers who provide needed support for the day-to-day and long-term functioning. Volunteers contribute numerous hours each year to operate the programs and services. The Center has been recognized as a model program and has provided technical assistance to other centers throughout the country.

The CRSAC uses volunteers in many ways to help offset expenses and help our funding stretch. The numbers of volunteers, and volunteer hours of support were greatly reduced during the pandemic. In 2021, approximately 250 volunteers assisted Center operations by providing approximately 16,581 hours of support - the equivalent savings of almost 8 FTE's (normal assistance is closer to 14-15 FTE's in a non-pandemic year). Volunteers are drivers for clients and deliveries of resources, and provide Center support such as receptionists, activity planners, board members, preparation-serving meals, and teach classes to participants. To continue to grow programs to meet the increasing numbers of older adults in the community and to provide resources to those who are just now re-engaging, the Center will need to expand the numbers of volunteers through expanded recruitment tools and enhanced retention strategies.

2323 Woodlands Blvd. Castle Rock, CO 80104
303-688-9498 Main Office 303-814-1035 Fax
www.castlerockseniorcenter.org

Center members and service participants range in age from 50 all the way to the low 100's who live on their own or with family. The Center provides services and programming to help older adults "age in place" and live independent and fulfilled lives. There are 400+ registered riders in our transportation program alone. With a fleet of vehicles and a team of dedicated volunteers, more than 750 rides pre-COVID and currently over 925+ rides are provided each month to doctor's appointments, grocery stores and other quality of life locations. The Center's fleet of vehicles provide trips to and from activities, meals, medical appointments and needed errands including grocery shopping as well as food and other necessary deliveries. Opportunities for travel; social engagement; sports/fitness activities; entertainment; and educational presentations are provided daily most of the year. During 2020 and the first several months of 2021, in-person numbers were drastically reduced as the world went into pandemic shutdowns. The Center itself however, NEVER stopped operations! Services and activities were quickly re-imagined to meet the new needs older adults were facing. Instead of having activities in the Center, virtual presentations, concerts and tours were provided. Staff and volunteers provided over 3,000 reassurance calls to those who were shut in and without other supports. These calls often led to identification of further needs and Center staff worked with service agencies and first responders to ensure residents were not only safe but could thrive at home. After March 2020, trips became deliveries of groceries and home-care supplies, prescriptions, and activity kits. The VOA dining center lunch became a curbside lunch pick up and say hello to friends time. The Center's parking lot morphed into a drive-up movie, concert, bingo venue. The Center opened its doors and hosted COVID vaccination clinics for the community.

With the return to our "new" normal, the demand for Center in-person services, program and activities has come back not only to the pre COVID numbers but with even greater expectations from the community. The population of older adults continues to grow and those who have become aware of our services during the last two years are now becoming full time participants. The request for 2023 is to increase our transportation funding from the Town by $10,000 and our Senior Services funding by an additional $10,000 making our ask $20,000 more than in previous years.

There have been many changes in the way programs and services are offered due to the pandemic that began in March 2020 and continues to some extent even today with new variants and need for increased vigilance by older adults to stay well. These changes have been financially costly to the Center. Vehicles must be cleaned several times each day. The rapidly increasing cost of gasoline and vehicle insurance is making transportation even more costly than it has been. Due to participant interest, large trips to events and venues must now be scheduled in smaller trips offered 2-3 times each to accommodate restrictions at these events or venues. Many existing program "leaders" have left, and new ones need to be identified and engaged. Costs for program supplies have gone up exponentially. Staff are having to provide both in-person and in-home programs and activities to meet the needs and expectations of the community. All this has greatly increased the cost to provide programs.

Funds from the Town will be used to offer both new and existing programs at an affordable rate by augmenting a percentage of the cost to develop and host programs. As participants return, it has become apparent that going forward, a mix of in-person and virtual offerings will become more the norm. Program planning and execution will become more diverse and need greater skills to manage. Funds will support ongoing training and enhanced skill building for staff and volunteers alike as participants become more sophisticated consumers of what the center offers and how it is presented. Funds will be used to support program costs and the infrastructure needed to operate the existing

variety and level of programs and services as well as expanding and diversifying the offerings as needs of the community grow. This will help keep costs manageable to participants so they are able to partake in Center offerings without having to make choices in their fixed budgets.

The Castle Rock Senior Center continues to strive to be a leader in helping seniors, and their families; and values the communities it serves. While we were able to hold Annual Senior Life Expo in 2021, it was a small event. This year's event be our largest Senior Life Expo so far. It will be held on June 30th from 1-5 at the DC Event Center. This event has proven to be a leading event to the community that addresses resources and provides information about ways to love life in the second half. We know this event is very important to both attendees and businesses, as they are able to help many older adults on that day and connect for future needs. We know that it is critical for seniors to be aware of the services available to them, and we plan to continue to be a leader for providing communication and information to the senior population. The Center loves to partner with other community organizations by donating our volunteers and staff to help with community events including the Town of Castle Rock, Castle Rock Parks and Recreation, the Merchant's Association, local service organizations (Kiwanis, Rotary, and Civitan), the Chamber of Commerce and the Seniors' Council of Douglas County.

The administrator of the town contract will be Debbi Haynie, Executive Director for the Senior Center. Contact information is 720-733-4488, a direct line; email is dhaynie@crgov.com .

The CRSAC greatly values our partnership with the Town and the support we receive through our service contract for operational, senior services and transportation funding. The support that we receive from the Town, with in-kind services and funding, is vital for us to continue to provide the above-mentioned activities, programs and services. We look forward to another year of providing the level of service that the Center is known for, the community expects, and to being a valued key partner in the community.

Sincerely,

Debbi Haynie
Executive Director

Phyllis Tumey
Board President

2023 SERVICE ORGANIZATION
FUNDING APPLICATION

ORGANIZATION REQUESTING FUNDING:
CASTLE ROCK SENIOR ACTIVITY CENTER

I. ***2023 FUNDING REQUEST*** *(Please use this form for this information and not another format.)*

Transportation – provide transportation for senior citizens and adults with disabilities.	$70,000
Operational – provide senior citizens with educational, social, health, recreational and volunteer opportunities, programs and services	$80,000
TOTAL FUNDING REQUEST	$150,000

II. ***2023 PROJECTED ORGANIZATION BUDGET***
(Please use this form for this information and not another format.)

2023 projected organizational budget (Including funding from the Town)	$885,887

Projected sources of revenue

Town of Castle Rock	$150,000
Activity Income/Misc.	$80,000
Shuttle Donations	$14,000
Grants	$350,000
Membership Fees	$42,000
Fundraising	$120,000
Misc.	$48,000
In kind Income	$81,887
TOTAL PROJECTED REVENUE	$885,887

Projected expenditures
(By major budget category)

Activity Expenses	$40,000
Payroll/Taxes/Misc.	$457,000
Vehicles – Fuel/Maintenance	$33,000
Depreciation	$45,000
Office – Operations and Administration	$69,200
Fundraising Expenses	$40,000
Insurance	$34,000
Other	$85,800
In Kind Expense	$81,887
TOTAL PROJECTED EXPENDITURES	$885,887

III. ***2023 PROPOSED PERFORMANCE OBJECTIVES***

Programs and Activities

1.) Provide over an average 140+ activities and/or events per month that are recognized as essential components to healthy and successful aging.
2.) Continue to serve over 3200 (duplicated) senior participants each month with social, cultural and educational opportunities.

Transportation

1.) Continue to provide over 650+ monthly shuttle rides to seniors and those adults with disabilities to medical appointments, social events and basic living needs.
2.) Add at least 75 new riders to the transportation program in 2023.

Health & Wellness

1.) Continue to provide VOA low cost meals 2 times a week, and continue to coordinate Meals on Wheels weekly home deliveries to qualified clients.
2.) Provide a Hot Lunch Delivery Program 2 times a week to Low income Senior Housing communities. This program is in partnership with RUOK.
3.) Continue to expand the wellness programming to serve the needs of the seniors.

Center Objectives

1.) Be a leader in the community outreach for Senior Resources – June 29thth, 2022 9th Annual Senior Life Expo – Douglas County Events Center.

IV. ***SUPPLEMENTAL INFORMATION***

2022 Board of Directors and Staff

Executive Officers

President	Phyllis Tumey
Executive Vice President	Jon Hendricks
Membership/Outreach VP	Lynn Kroloff
Secretary	Sherry Fogleman
Treasurer	Steve Lockwood
Immediate Past President	Doris Rollins

Standing Committee Chairs

Activities	Patty Hasty
Community Liaison	Open
Sports	Cynthia Timmons
Transportation	Ed Mattix

Professional Staff

Executive Director	Debbi Haynie
Assistant Director/Activities Coordinator	Shannon Rutt
Office/Transportation Manager	Tina Whitby
Project/Event Coordinator	Stacey Fahrenbruch
Volunteer Coordinator	Maria Seibert
Front Desk Coordinator	Judie Patton
Kitchen Coordinator (PT)	Susan Santa-Maria Fenton

We dedicate ourselves to creating and sustaining communities through innovative partnerships and entrepreneurial housing programs.

DOUGLAS COUNTY
Housing
Partnership

June 13, 2022

Shannon Eklund
Executive Assistant
Town Manager's Office
Town of Castle Rock
100 N. Wilcox Street
Castle Rock, CO 80104

Re: Douglas County Housing Partnership, a Multijurisdictional Housing Authority

Dear Shannon:

Douglas County Housing Partnership (DCHP) relies on the continued support and membership from the Town of Castle Rock to assist residents with a variety of housing needs. With your funds, in conjunction with funding from the City of Lone Tree, the Town of Parker, the City of Castle Pines, and Douglas County, DCHP has been able to accomplish its mission and goal of providing housing opportunity and stability through the following programs:

- Budget and credit improvement counseling
- Homebuyer counseling services and educational classes
- Down payment assistance to first-time homebuyers
- Foreclosure mitigation counseling services
- Home Equity Conversion Mortgage (HECM), reverse mortgage counseling for seniors
- Low-Income Housing Tax Credit and other rental housing
- Emergency rental assistance in 2021 (ended Q1 2022)
- General housing partnerships to provide and develop other attainable housing options

DCHP requests 2023 funding of $35,000, which is the same level we have requested in the past. The funds will be used to cover a portion of salaries and operating expenses. Please note, DCHP does not utilize volunteers to provide its services because the counseling we do involves confidential client financial information. We do, however, leverage the town's investment in several ways including raising additional funds from private sources, rental revenue as well as state and federal funding, which helps to support our operations.

Enclosed you will find:

- DCHP's 2021 Accomplishment Summary
- 2023 Service Organization Funding Application
- 2023 Proposed Performance Objectives
- DCHP Board of Directors

The 2023 Service Contract will be administered by:
Maria Ciano,
Executive Director
phone: 303-784-7824
email: mciano@douglas.co.us

Please reach out with any questions. Thank you for considering DCHP's request for continued funding.

Sincerely,

Maria Ciano

Maria Ciano
Executive Director

9350 Heritage Hills Circle, Lone Tree, CO 80124
Administration (303) 784-7824 Fax (303) 814-2966
Home Ownership Program and Foreclosure Mediation Program (303) 784-7857
www.douglascountyhousingpartnership.org

Douglas County Housing Partnership
a Multijurisdictional Housing Authority

Summary of 2021 Accomplishments for the 2023 Town of Castle Rock Funding Application

Douglas County Housing Partnership (DCHP) was established in 2003 by the City of Lone Tree, Town of Castle Rock, Town of Parker, and Douglas County due to concerns expressed by the business community, public officials, and others of insufficient housing for moderate- and low-income workers in Douglas County. In 2020, the City of Castle Pines entered the partnership.

DCHP Mission

To achieve economically thriving communities by preserving, providing, and developing housing choices in Douglas County, Colorado.

Our Programs

- Budget and credit improvement counseling (part of all program offerings)
- Homebuyer counseling services and educational classes
- Down payment assistance to first-time homebuyers
- Foreclosure mitigation counseling services.
- Home Equity Conversion Mortgage (HECM), reverse mortgage counseling for seniors
- Emergency rental assistance in 2021
- Low-Income Housing Tax Credits rental homes
- Housing partnerships to provide and develop other attainable housing options

Home Ownership Program

DCHP has assisted first-time homebuyers since January 2005. Two households were assisted by the Home Ownership Program in 2021 and as of 2021, 314 households became homeowners through this program in Douglas County. The DCHP performance objective of assisting three homebuyers from the Town of Castle Rock was not met in 2021 due to limited housing stock and extremely high housing prices that greatly restricted the number of households that could participate in the program.

DCHP provides financial assistance for first-time home purchases with two programs:

1) a low-interest rate, second position loan covers part of the down payment and closing costs; or
2) DCHP provides an investment up to 20% of the purchase price ($41,000 max.).

DCHP home ownership programs are funded from three sources:

1) HOME (Home Investment Partnership Program) funds from the State of Colorado.
2) CDBG (Community Development Block Grant) funds from Douglas County.
3) Existing private funds (Cash-in-Lieu).

Home Buyer Education Classes

DCHP provides a free, monthly, six-hour class typically on the third Saturday of each month to anyone (regardless of income or residency) interested in becoming more educated about the home buying process. Please note, an online education option is also available. The class covers budgeting, credit, loan products, and working with a realtor.

The class is a Colorado Housing and Finance Authority (CHFA) approved homebuyer education class.

A 2013 study updated in 2016 of 6,224 NeighborWorks pre-purchase counseling clients found that counseled borrowers had a 16% lower delinquency rate than their counterparts.

From November 2004 to date, DCHP educated 4,396 households, with 573 households attending the DCHP Home Buyer Education class in 2021. The 2021 performance objective of 40 attendees was more than doubled, with 83 of the attendees from the Town of Castle Rock.

Foreclosure Mitigation and Counseling

Homeowners in Douglas County experiencing financial hardships that cause them to be delinquent on their home mortgage are assisted by DCHP Housing and Urban Development (HUD) certified housing counselors. Homeowners are typically referred by the Douglas County Public Trustee. Working with the DCHP counselor, households determine the best course of action for their specific situation. Most often the hardships are due to job loss or health problems. Our counselors work with residents and their lender to modify their mortgage. This starts with a review of their monthly budget to make sure they will be able to make the modified loan payment. Starting in 2008, DCHP has worked with about 3,617 homeowners through year-end 2021. Thirty-five households were counseled in 2021, with eight from the Town of Castle Rock—the projection was for 10.

A 2014 study reviewed outcomes associated with 240,000 loans, finding that half of the borrowers who received post-purchase foreclosure mitigation counseling were nearly three times more likely to receive a loan modification and 70 percent less likely to redefault on a modified loan than their counterparts.

Home Equity Conversion Mortgage (HECM)

The HECM program, also known as reverse mortgages, offers seniors age 62 and older that have equity in their homes a way to access that equity. Often, they are looking for monies to supplement living expenses, but others use the funds for purchasing a new home better suited to their needs. DCHP temporarily discontinued this program for a period due to staffing changes, but currently offers the service as we have certified counselors on staff. There is a considerable and growing demand for this counseling service. From the fall of 2013 through December 2021 DCHP provided reverse mortgage counseling to 1,108 households. In 2021 DCHP provided counseling to 365, with 31 from the Town of Castle Rock. We projected 10 in our performance objectives.

Emergency Rental Assistance
DCHP was one of five agencies that provided Emergency Rental Assistance with federal funds provided through the County. DCHP provided $1,085,000 in assistance to 155 households. Overall the County program assisted 1,120 households with 236 in Castle Rock.

Rental Housing
DCHP owns one senior affordable housing community (Oakwood Senior) and is a special limited partner in seven other Low Income Housing Tax Credit (LIHTC) apartment communities in the county. They total 1,330 apartments which provide 1,316 income-restricted affordable rentals for working families and seniors in Douglas County (some units are not income-restricted). DCHP is involved in an additional 758 affordable units under construction or coming soon.

Below is a list of the affordable rental housing DCHP is involved with:

- 109 units at Oakwood Senior
- 134-unit The Audrey (for seniors)
- 156-unit Apex Meridian East
- 264-unit Copper Steppe
- 90-unit Auburn Ridge (for seniors)
- 156-unit Apex Meridian West
- 221-unit LincolnPointe Lofts
- 200-unit Reserve at Castle Highlands
- 204-unit South Range Crossing
- 67-unit RidgeGate Station Affordable
- 208-unit Apex Meridian South
- 200-unit Castle Rock Senior

Generally, rents at affordable properties are an average of $450-$600/month less than market-rate rents, saving the residents $5,400 to $7,200 per year in rent that can be spent on other household needs.

Photos: Oakwood Senior Apartments, in Castle Rock, Colorado

Rental Housing Impact in Douglas County

Oakwood Senior Apartments is a 109-unit LIHTC and affordable multi-family community for seniors at 30-60% area median income (AMI). Since 2006, DCHP owned and operated the (formerly 64-unit) community in Castle Rock. DCHP received approval of a Planned Development (PD) Amendment in June of 2018 to add a three-story building on the site and demolish one of the affordable housing buildings. DCHP was awarded 9% Low Income Housing Tax Credits. Construction commenced in the fall of 2020 and the 53-unit building was completed in December 2021. The first residents moved in at Oakwood Senior Phase II in January 2022.

DCHP is also a minority owner as a special limited partner in Lincoln Pointe Lofts and Reserve at Castle Highlands, two LIHTC developments. Lincoln Pointe Lofts is a 221-unit apartment complex in the Meridian International Business Center for families with incomes at or below 50% and 60% of the AMI. Reserve at Castle Highlands in the Town of Castle Rock is 200 units of rental family housing that has rent for 41 of the units affordable to families at or below 50% of the area median income as a result of its partnership with DCHP. The remaining 159 units are leased to families with incomes below 60% of the area median income.

In 2014, two more LIHTC developments were completed, adding 235 units to the stock of affordable housing in Douglas County. Apex Meridian (renamed Apex Meridian East) in the Meridian International Business Center added 155 more 60% AMI family units in a 156-unit development and Auburn Ridge in Castle Rock added 90 units for seniors (80 income restricted and 10 market rate). Auburn Ridge is a mixed income property with 30-60% AMI units and 10 units that are not income restricted. DCHP is a special limited partner with Shea Properties in the Apex Meridian development and with Atlantic Development & Investments of Scottsdale, AZ in the Auburn Ridge property.

Copper Steppe, 264 units in the Sierra Ridge development in unincorporated Douglas County was completed in September 2017. DCHP is a special limited partner and was also the issuer of the private activity bonds which helped finance the construction of the property. The eleven buildings were opened from November 2016 through September 2017. Demand was very strong; the entire property was leased by March of 2017, with residents moving in as soon as a building received its certificate of occupancy. Copper Steppe added 264 more family units to the supply of LIHTC housing in Douglas County. The developer is Inland Group of Spokane, WA.

Apex Meridian II (renamed Apex Meridian East), across the street from Apex Meridian was completed and leased in 2020 and added 155 more 60% AMI family units in a 156-unit development in the Meridian International Business Center. DCHP is a special limited partner and was also the issuer of the private activity bonds which helped finance the construction of the property. Employers in Meridian International Business Park benefit from having near-by housing for entry-level employees.

The Audrey is new construction of LIHTC senior housing, completed in fall of 2021, with 134 units in Highlands Ranch at 60% AMI. DCHP is a special limited partner and was also the issuer of the private activity bonds which helped finance the construction of the property.

In addition to the affordable rental housing detailed above, DCHP owns and operates18 rental housing units that are not under local, state, or federal funding or program requirements. DCHP has two scattered condominiums and one town home and in 2022 DCHP purchased 15 condominiums in one building of Stonecreek Park Condominium Community, in Castle Rock.

Rental Housing Under Construction

Three additional multi-family affordable housing rental properties are currently under construction and will add 479 units to the supply of affordable housing in Douglas County. DCHP will also be a minority partner in these developments: South Range Crossings, RidgeGate Station Affordable, and Apex Meridian South. Demand for more affordable units is demonstrated by how quickly they lease-up and maintain high occupancy rates.

South Range Crossings is under construction with 204 units for families in Parker with an expected completion in spring of 2022. DCHP is a special limited partner.

RidgeGate Station Affordable is a 67-unit affordable community for households with AMIs 30-80%. DCHP is the issuer of the private activity bonds being using to help finance the construction of this property and a special limited partner.

Apex Meridian South is 208 units of family affordable housing in Meridian International Business Park, with expected completion by end of 2022. DCHP is the issuer of the private activity bonds being used to help finance the construction of this property and a special limited partner.

There is one more development under construction in Castle Rock, Bridgewater Castle Rock. This unique property will provide some LIHTC assisted living and memory care units and is expected to open in the summer of 2022. DCHP is the issuer of the private activity bonds being used to help finance the construction of this property, which will offer 79 LIHTC units. The LIHTC units are for assisted living and some memory care units. There are 142 total units, including market-rate independent units, a mix of market-rate and LIHTC memory care units, and LIHTC assisted living.

Coming Soon

Castle Rock Senior is a 200-unit affordable community for residents 55 and older, with an expected closing in Q1 of 2023. The property will have a mix of one- and two-bedroom apartments. The AMIs will be set aside at 60% AMI with an expectation that up to 5% of the units will be set aside at 30% AMI. DCHP is the issuer of the private activity bonds to finance the construction and is a special limited partner with Ulysses Development Group on this development.

Maximizing Community Resources

DCHP funds its programs from private, state, and federal sources. Those funds, along with the support by the City of Lone Tree, Town of Castle Rock, Town of Parker, Douglas County and City of Castle Pines make these programs possible. We look forward to continuing to provide these services to Douglas County and the residents of the Town of Castle Rock.

2023 SERVICE ORGANIZATION
FUNDING APPLICATION

ORGANIZATION REQUESTING FUNDING:

DOUGLAS COUNTY HOUSING PARTNERSHIP

I. ***2023 FUNDING REQUEST*** *(Please use this form for this information and not another format.)*

Breakdown of funds ***(For what specifically would monies from the Town be used?)***

Staff Salaries & Benefits	$32,000
Audit/Accounting	$3,000
TOTAL FUNDING REQUEST	$35,000

II. ***2022 PROJECTED ORGANIZATION BUDGET***
(Please use this form for this information and not another format.)

2023 projected organizational budget (Including funding from the Town)	$539,174

Projected sources of revenue

Homeownership Program	$32,000
Housing Counseling	$78,000
Participating Jurisdictions	$200,000
Private Activity Bond Fees	$60,154
Client Fees	$2,500
Real Estate Owned	$213,520
TOTAL PROJECTED REVENUE	$586,174

Projected expenditures
(By major budget category)

Salaries & Benefits	$436,486
Accounting	$14,000
Audit	$13,000
Insurance	$8,000
Legal	$2,000
Real Estate Owned expenses	$29,000
Administrative	$25,000
TOTAL PROJECTED EXPENDITURES	$527,486

Douglas County Housing Partnership
Town of Castle Rock 2023 Performance Objectives

Objective one: Douglas County Housing Partnership will promote housing opportunity by providing homebuyer education classes monthly, with an attendance goal of 40 Castle Rock renters who are considering homeownership.

Objective two: Douglas County Housing Partnership will promote housing opportunity by providing down payment assistance to two households purchasing homes in Castle Rock.

Objective three: Douglas County Housing Partnership will promote housing stability by providing Foreclosure Mitigation Counseling to 12 Castle Rock households.

Objective four: Douglas County Housing Partnership will promote housing stability by providing Reverse Mortgage Counseling to 20 households in Castle Rock.

Douglas County Housing Partnership Board of Directors, June 2022		
Name	**Role**	**Appointing Jurisdiction**
Jarrod Lassen	Board Chair	Douglas County
George Teal	Board Member	Douglas County
Jennifer Eby	Alternate	Douglas County
Sam Bishop	Treasurer	City of Castle Pines
Geoff Blue	Board Member	City of Castle Pines
Deborah Metzger Mulvey	Alternate	City of Castle Pines
Wynne Shaw	Alternate	City of Lone Tree
Marilee Wing	Board Member	City of Lone Tree
Mike Anderson	Alternate	City of Lone Tree
Jason Gray	Board Member	Town of Castle Rock
Brad Boland	Board Member	Town of Castle Rock
Ryan Hollingshead	Alternate	Town of Castle Rock
Bryce Matthews	Secretary	Town of Parker
Anne Barrington	Board Member	Town of Parker
Cheryl Poage	Alternate	Town of Parker

June 23, 2022

Town of Castle Rock
100 Wilcox St.
Castle Rock, CO 80104

Dear Town Council:

Thank you for the opportunity to request funding for 2023. The Town of Castle Rock has been a major supporter of the Youth Initiative and on behalf of those we serve, thank you for your loyal support.

As many of you are aware, the Youth Initiative is a major collaboration between Douglas County entities. It is truly the definition of partnership as we work together to serve our youth. The Town's contribution helps leverage each group's contribution. In addition to Castle Rock, we currently receive funding from the Town of Parker, City of Lone Tree, the Library District, the School District, Douglas County Government, the City of Castle Pines, and the Highlands Ranch Metro District. In 2022, we will also receive funds from: The Douglas County Department of Human Services.

This year we are requesting $19,800 from the Town; the same amount as the past seven years. We are also requesting this amount from the City of Castle Pines, Library District, Parker, Highlands Ranch, and Lone Tree. The School District and the County contribute higher amounts, $75,750 each.

For these contributions, the Youth Initiative provides numerous services and programs, outlined on page two, reaching hundreds of County residents. Over the past four years we have added new programs at no extra cost.

The Douglas County Youth Initiative would not be possible without the support of municipalities and other members of the Partnership. The structure of the Youth Initiative ensures that each financial contributor has oversight. This is accomplished by each funder appointing an elected official to the Advisory Board.

Thank you for the opportunity to request funding.

Sincerely,

Marsha Alston / Youth Services Program Manager / malston@douglas.co.us / 303-995-4251

Current members of the Advisory Board:

- Josh Rivero, Councilman, Town of Parker
- Tim Dietz, Councilwoman, Town of Castle Rock
- Marissa Harmon, Councilman, City of Lone Tree
- Chris Eubanks, City of Castle Pines
- Abe Laydon, Douglas County
- Andy Jones, Director, Highlands Ranch Metro District
- Becky Myers, Director, Board of Education
- Rick LaPointe, Libraries

Vision

The Douglas County Youth Initiative envisions a community in which youth are involved, valued, productive, protected and healthy.

Mission

Our mission is to unite the Douglas County community, including youth, parents, agencies, governments, schools, nonprofits and other adults, in our mutual efforts to:

- Collaborate effectively as a seamless continuum of services.
- Advocate for system improvements that will better serve youth and families of Douglas County.
- Support youth and encourage their contributions to the broader community.
- Effectively intervene with youth who are endangered by their decisions and/or situation.
- Support and expand opportunities for youth to express viewpoints.
- Support parents with resources, education and unconditional care.

The Douglas County Youth Initiative

Working hard, so DC YOUTH and families are involved, valued, protected, and healthy

What do we do? *Educate *Interact with families *Help *Act as a resource *Recognize **and** grow youth leaders *Help youth who are struggling, via our WrapAround program *Support parents with their at-risk youth

Who is our audience? *Youth 5-21 *Families *DCSD *DHS and Child Welfare *Court involved youth *At-risk youth *Law Enforcement involved youth *Mental Health Professionals

How do we do the above? *WrapAround *Truancy Project *Youth Related activities *La Liga *Juntos/4H *Youth Awards *Youth Congress *Connections: mental health action *Communications, Vlogs, trainings and emails

What issues do we work on? *Mental Health of family and youth *Sub Abuse *Truancy *Making sure kids go to school *Youth Leadership *Transportation *Pro-social/mentoring *Parenting *Kids with disabilities *Family dysfunction *Blended families *Imprisoned parent *DV *Child Welfare involvement *GED help *Homelessness

2022 DCYI Special Events

Outstanding Youth Awards

Each Spring, DCYI selects 10 outstanding youth who have overcome personal adversity and created positive change in their lives. The awards program provides business, community and civic leaders an opportunity to actively demonstrate their belief and support for the young people in our community.

Youth Congress

Each Fall, students are invited to work with community and elected officials in a Youth Congress that allows them the opportunity to share their ideas and give feedback on issues pertaining to them. Held at the State Capitol, 9-12 graders, hear from subject matter experts on a variety of issues, and then tackle solving these complicated problems. From unifying the teen curfew, to working on the prevention of bullying, these students learn how challenging it is to govern and how they can make a difference by working together.

Educational Series

DCYI hosts quarterly Lunch-n-Learns presenting a variety of topics. When DCYI learns of a topic or issue that the community may be interested in, we invite speakers to present to our community. We have offered presentations on, Autism, Mitigating Negative Behaviors, Prevention of Teen Suicide, and Drugs in our Community. Well attended and well received, DCYI is proud to offer these trainings to the community.

QUICK REMINDER: WHAT IS OUR LARGEST PROGRAM, WRAPAROUND, ALL ABOUT?

- Free
- Voluntary
- Work with families with youth, ages 5-21
- Work in the home, for 12-24 months
- Trying to keep kids, safe, healthy, and remain in the home
- Get to know the whole family PLUS their neighbors, friends, relatives, teachers, doctors, etc.
- Clients: Self-referral or from an agency; mostly DCSD schools and Human Services/Child Welfare
- Review each family on a scale of 10 life domains, calculated, via their needs

Example:

- Grandparents raising two girls, 5th and 7th grades
- 5th grader in SEL classroom
- 5th grader has been hospitalized numerous times; out of control behaviors
- Family has Kaiser
- WRAP:
- Meets with family 1 a week
- Met with school to help
- Coordinates services
- Arranges for services
- Listens
- Family has stated that we have done more for them than any other service
- Working with the family on how to parent children coming from a very dysfunctional setting
- Their domain number: 6, or 60%

TEN LIFE DOMAINS

1. SCHOOL	2. MENTAL HEALTH DX	3. CHILD WEL-FARE	4. COURT	5. POLICE/ DCSO	6. GEN	7. HEALTH	8. BASIC NEEDS	9. PARENTING	10. FINANCES
TRUANT	HOSPITAL	OUT OF HOME RISK; LOW, MED, HIGH	CHARGES	GENERAL INVOLVEMENT	DV	SUB-ABUSE	HOUSING	LACK OF PARENTING SKILLS	LACK OF RESOURCES
DISRUP-TIVE	MH DIAGNOSIS	DHS INVOLVEMENT	PROBATION	REPEAT VISITS	TRAUMA	DIS-ABLED	TRANS-POR-TATION	BEYOND CONTROL	UNDER EMPLOYED
EX-PELED	BIPOLAR		DYC	KNOWN TO PATROL AS HIGH RISK	ADOPTED	ILLNESS	FOOD	PARENTAL CONFLICT	UNEMPLOYED
SUB-STANCE ABUSE	SUICIDE / SUICIDAL IDEATION		PRE TRIAL		FOSTER CHILD	OBESE	NO HEALTH INSUR-ANCE	LACK OF RESOURCES; TRAININGS, EUDCATION	UNDER INSURED/NOT INSURED
BULLIED	CUTTING		OPEN NEGLECT CASE		INCARCA-RATED	TBI		LACK OF SUPPORT	CAN'T AFFORD DEDUCTIBLE
IEP/SSN/ BEHV PLAN	PTSD		DIVERSION		HI CON-FLICT DIVORCE	MS		LACK OF RESPITE	

[redacted]

Tue, Dec 7, 2021, 9:18 AM

to Marsha

Is WrapAround helpful? We were amazed at the contacts, analysis and services that Marsha, Patsy and Tena were able to introduce to us. After getting to know us and our challenges, they were able to identify the need for Trauma Therapists and help us get our 2 granddaughters into better individual therapy as well as Family Therapy.

Different from other services? Yes. They provided weekly high touch follow up and made great recommendations as our family issues evolved. It was nice not feeling like we were on a 45 min. clock with a provider.

How is it different? Tena saw us weekly and Marsha and Patsy frequently joined her. Marsha even recommended an attorney for a court appearance when one granddaughter got several police citations. After interviewing several lawyers, we found that he is a great choice. They showed concern for and made recommendations to my husband and me for our mental health and ability to deal with our granddaughters' challenges, as well.

Did you enjoy working with Marsha, Patsy and Tena? Definitely. When the school suggested Wrap Around services, I was a little skeptical that we would get a significant benefit, but these women certainly are knowledgeable, caring and spot on with their recommendations. We can definitely see improvement in our granddaughters' behavior at home.

Any improvements to the program that you would recommend? No. Wrap Around certainly exceeded our expectations!

Anything else you would like to add? We so deeply appreciate Marsha's, Patsy's and Tena's involvement in our family problems and anticipate long term improvement with the programs and recommendations that they have put in place.

3/10/22 Update

Marsha, Tena and Patsy continue to go above and beyond in terms of providing great ideas and support for our family. They organized 2 conference calls which were very impactful.

Marsha had recommended Darin Mangnall, an attorney, to represent Maddie in a court case. We've been very pleased with him and he even gave us a "Marsha" discount! She set up a conference call with Darin and we were able to share additional information about Maddie and his plans for her defense. An unexpected outcome of that meeting was Darin's introduction of a woman attorney he knew who had previously worked in Juvenile Court. Nicole has offered to become a mentor to Maddie. Tena had suggested a horseback based mentoring program previously but Maddie was not receptive. She thoroughly enjoyed an introductory dinner with Nicole and they have plans to get together, again, next week. We feel that Maddie needs a strong, younger female role model in her life and are very excited for Nicole's positive influence.

Marsha also facilitated a conference call with the 4 therapists from 3 different organizations who work with our granddaughters to provide a forum for sharing their insights and therapy focus. It was an excellent session and everyone found value in the collaboration and suggestions. Two significant recommendations that came out of it included pursuing insurance company approval of a neuro psych evaluation for Maddie to determine if a Reactive Attachment Disorder diagnosis would be appropriate and to work with the school to enlarge a minor IEP for Maddie to better support her emotional and social behavior problems. Marsha suggested that Wrap Around can also help us with school interactions regarding the IEP which, we hope, will improve the administration's and teachers' understanding of Maddie's traumatic background and resultant behavior.

Marsha, Tena and Patsy do a great job of talking us through the girls' behaviors, providing insights into other similar situations and challenging us to make the tough decisions that are needed to improve our family life and provide for the girls' in the future. Their involvement is deeply appreciated.

Patty

DCYI Goals 2023:

- Continue assisting students in graduating from High School; 14 in the last seven years

- Continue to increase attendance to DCYI events
- Work on Teen Suicide Prevention with DCSD and community members
- Teen Court Collaboration
- Visit all high schools in the County, introducing elected officials to our youth
- Continue developing a strategic plan focusing on the seven topics selected at the 2021 Youth Needs Summit:
    - ***Parent Education and resources***
    - ***Coordination of mental health services and resources***
    - ***Substance Use Prevention***
    - ***Youth Mentorship***
    - ***Developing youth leadership***
    - ***Transportation***

ORGANIZATION REQUESTING FUNDING: Douglas County Youth Initiative:

I. 2023 FUNDING REQUEST *(Please use this form for this information and not another format.)*

Breakdown of funds (What would monies from the Town specifically be used for?)

WRAP - personnel	6.5%	$ 17,341
Events	6.5%	$520
Cell Phones	6.5%	$179
Mileage	6.5%	$975
Training	6.5%	$325
Supplies and Misc.	6.5%	$373
TOTAL FUNDING REQUEST		**$ 19,800**

II. 2023 PROJECTED ORGANIZATION BUDGET *(Please use this form for this information and not another format.)*

2023 projected organizational budget (Including funding from the Town)

Projected sources of revenue

School District	$35,750
Douglas County	$35,750
Lone Tree	$19,800
Castle Rock	$19,800
Parker	$19,800
Library	$19,800
Highlands Ranch Metro	$19,800
Douglas County – Additional Funding	$40,000
School District – Additional Funding	$40,000
Dept. of Human Services	$52,780
TOTAL PROJECTED REVENUE	**$303,280**

Projected expenditures

Personnel	$266,788
Events	$8,000
Cell Phones	$2,760
Mileage	$15,000
Training	$5,000
Supplies & Misc.	$5,732
TOTAL PROJECTED EXPENDITURES	**$303,280**

SERVICE ORGANIZATIONS
CONTRACT AMOUNTS

	2021 REQUESTS	2020 CONT AMTS	2019 CONT AMTS	2018 CONT AMTS	2017 CONT AMTS	2016 CONT AMTS	2015 CONT AMTS	2014 CONT AMTS	2013 CONT AMTS	2012 CONT AMTS	2011 CONT AMTS	2010 CONT AMTS	AMTS	CONT AMTS	CONT AMTS	CONT AMTS	CONT AMTS	CONT AMTS	2003 CONT AMTS
Castle Rock Chamber of Commerce	$99,720	$99,720	$99,720	$99,720	$99,720	$99,720	$99,720	$99,720	$99,720	$99,720	$99,720	$89,720							$88,650
Castle Rock Economic Devel Council - fund change	$0	$0	$0	$0	$210,086	$180,550	$180,550	$180,550	$160,550	$160,550	$104,050	$94,050							$88,000
Castle Rock Merchants Association	$75,000	$75,000	$75,000	$75,000	$75,000	$57,600	$55,600	$23,500	$23,500	$23,500	$23,500	$23,500							$4,000
Castle Rock Historical Society - Split with PSM Fund	$41,000	$39,750	$38,500																
Douglas County Housing Partnership	$35,000	$35,000	$35,000	$35,000	$35,000	$35,000	$35,000	$35,000	$35,000	$30,000	$30,000	$30,000							$0
Douglas County Youth Initiative	$19,800	$19,800	$19,800	$19,800	$19,800	$19,800	$19,800	$19,800	$19,800	$18,000	$18,000	$18,000							$0
Downtown Development Authority	up to $195,000	$177,504	$164,917	$164,590	$140,549	$140,549	$124,288	$123,309	$121,151	$131,835	$153,000	$153,000							
South East Business Partnership	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0							$20,000
GENERAL FUND-TOWN COUNCIL	**$448,024**	**$446,774**	**$432,937**	**$394,110**	**$580,155**	**$533,219**	**$514,958**	**$481,879**	**$459,721**	**$463,605**	**$428,270**	**$408,270**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$200,650**
Net Change	*$1,250*	*$13,837*	*$38,827*	*-$186,045*	*$46,936*	*$18,261*	*$33,079*	*$22,158*	*-$3,884*	*$35,335*	*$20,000*	*$133,328*	*-$279,942*	*-$287,942*	*-$250,822*	*-$225,650*	*-$226,650*	*-$200,650*	
Castle Rock Economic Devel Council - ED Fund	$210,086	$210,086	$210,086	$210,086															
Castle Rock Historical Society - PSM Fund, Split	$41,000	$39,750	$38,500	$75,000	$73,000	$71,000	$71,000	$71,000	$46,000	$44,772	$44,622	$44,257							$20,000
Castle Rock Senior Center - PSM Fund	$70,000	$70,000	$70,000	$70,000	$70,000	$70,000	$70,000	$70,000	$65,000	$60,000	$60,000	$60,000							$43,632
Transportation Fund	$60,000	$60,000	$50,000	$50,000	$50,000	$50,000	$32,000	$32,000	$32,000	$32,000	$32,000								
OTHER FUNDS	**$381,086**	**$379,836**	**$368,586**	**$405,086**	**$193,000**	**$191,000**	**$173,000**	**$173,000**	**$143,000**	**$136,772**	**$136,622**	**$104,257**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$63,632**
Net Change	*$1,250*	*$11,250*	*-$36,500*	*$212,086*	*$2,000*	*$18,000*	*$0*	*$30,000*	*$6,228*	*$150*	*$32,365*	*-$19,455*	*-$99,726*	*-$108,000*	*-$85,000*	*-$70,000*	*-$63,652*	*-$63,632*	
SERVICE CONTRACTS TOTAL	**$829,110**	**$826,610**	**$801,523**	**$799,196**	**$773,155**	**$724,219**	**$687,958**	**$654,879**	**$602,721**	**$600,377**	**$564,892**	**$512,527**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$264,282**
Net Change	*$2,500*	*$25,087*	*$2,327*	*$26,041*	*$48,936*	*$36,261*	*$33,079*	*$52,158*	*$2,344*	*$35,485*	*$52,365*	*$113,873*	*-$379,668*	*-$395,942*	*-$335,822*	*-$295,650*	*-$290,302*	*$0*	

SERVICE ORGANIZATIONS
CONTRACT AMOUNTS

	GL Code	2023 REQUESTS	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2022 CONT AMT'S	2021 CONT AMT'S	2020 CONT AMT'S	2019 CONT AMT'S	2018 CONT AMT'S	2017 CONT AMT'S	2016 CONT AMT'S	2015 CONT AMT'S	2014 CONT AMT'S	2013 CONT AMT'S	2012 CONT AMT'S	2011 CONT AMT'S
Castle Rock Chamber of Commerce	110-1100-411.80.26	$121,910	$114,140	$117,560	$121,090	$124,720	$110,815	$99,720	$99,720	$99,720	$99,720	$99,720	$99,720	$99,720	$99,720	$99,720	$99,720	$99,720
Castle Rock Economic Devel Council - Fund Change	ED Fund	$0					$0	$0	$0	$0	$0	$210,086	$180,550	$180,550	$180,550	$160,550	$160,550	$104,050
Castle Rock Merchants Association- Fund Change	ED Fund	$0	$0	$0	$0	$0	$0	$0	$75,000	$75,000	$75,000	$75,000	$57,600	$55,600	$23,500	$23,500	$23,500	$23,500
Castle Rock Historical Society - Split with PSM Fund	110-1100-411.80-23	$43,500	$44,810	$46,150	$47,530	$48,960	$42,250	$41,000	$39,750	$38,500								
Douglas County Community Foundation		$17,143	$17,660	$18,190	$18,740	$19,300												
Douglas County Housing Partnership	110-1100-411.80-13	$35,000	$36,050	$37,130	$38,240	$39,390	$35,000	$35,000	$35,000	$35,000	$35,000	$35,000	$35,000	$35,000	$35,000	$35,000	$30,000	$30,000
Douglas County Youth Initiative	110-1100-411.80-16	$19,800	$20,390	$21,000	$21,630	$22,280	$19,800	$19,800	$19,800	$19,800	$19,800	$19,800	$19,800	$19,800	$19,800	$19,800	$18,000	$18,000
Downtown Development Authority- ED Fund	*ED Fund*								$177,504	$164,917	$164,590	$140,549	$140,549	$124,288	$123,309	$121,151	$131,835	$153,000
South East Business Partnership		$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
GENERAL FUND-TOWN COUNCIL		**$220,210**	**$215,390**	**$221,840**	**$228,490**	**$235,350**	**$207,865**	**$195,520**	**$446,774**	**$432,937**	**$394,110**	**$580,155**	**$533,219**	**$514,958**	**$481,879**	**$459,721**	**$463,605**	**$428,270**
Net Change		*$24,695*					*-$232,354*	*-$251,254*	*$13,837*	*$38,827*	*-$186,045*	*$46,936*	*$18,261*	*$33,079*	*$22,158*	*-$3,884*	*$35,335*	*$10,000*
Castle Rock Economic Devel Council - ED Fund	111-1300-413.80-18	$233,698	$240,710	$247,930	$255,370	$263,030	$226,892	$210,090	$210,086	$210,086	$210,086							
Castle Rock DDA - ED Fund	111-1300-413.80-20	$205,000	$211,150	$217,480	$224,000	$230,720	$201,116	$175,858										
Castle Rock Merchants Association- Fund Change- ED Fund	111-1300-413.80-15	$95,000	$97,850	$100,790	$103,810	$106,920	$75,000	$75,000										
Castle Rock Historical Society - PSM Fund, Split	123-5000-450.80-23	$43,500	$44,810	$46,150	$47,530	$48,960	$42,250	$41,000	$39,750	$38,500	$75,000	$73,000	$71,000	$71,000	$71,000	$46,000	$44,772	$44,622
Castle Rock Senior Center - PSM Fund	123-5000-450.80-24	$86,000	$82,400	$84,870	$87,420	$90,040	$70,000	$70,000	$70,000	$70,000	$70,000	$70,000	$70,000	$70,000	$70,000	$65,000	$60,000	$60,000
Transportation Fund	120-3130-431.30-70	$70,000	$72,100	$74,260	$76,490	$78,780	$60,000	$60,000	$60,000	$50,000	$50,000	$50,000	$50,000	$32,000	$32,000	$32,000	$32,000	$32,000
OTHER FUNDS		**$727,198**	**$749,020**	**$771,480**	**$794,620**	**$818,450**	**$675,258**	**$631,948**	**$379,836**	**$368,586**	**$405,086**	**$193,000**	**$191,000**	**$173,000**	**$173,000**	**$143,000**	**$136,772**	**$136,622**
Net Change		*$95,250*					*$484,258*	*$252,112*	*$11,250*	*-$36,500*	*$212,086*	*$2,000*	*$18,000*	*$0*	*$30,000*	*$6,228*	*$150*	*$32,365*
SERVICE CONTRACTS TOTAL		**$947,408**	**$964,410**	**$993,320**	**$1,023,110**	**$1,053,800**	**$883,123**	**$827,468**	**$826,610**	**$801,523**	**$799,196**	**$773,155**	**$724,219**	**$687,958**	**$654,879**	**$602,721**	**$600,377**	**$564,892**
Net Change		*$119,940*					*$158,904*	*$858*	*$25,087*	*$2,327*	*$26,041*	*$48,936*	*$36,261*	*$33,079*	*$52,158*	*$2,344*	*$35,485*	*$22,365*

Transportation Fund	120-3130-431.30-70	$96,600	$96,600	$96,600	$96,600	$86,600
Senior Center		$70,000	$70,000	$70,000	$70,000	$60,000
Other Prof Svcs		26,600	26,600	26,600	26,600	26,600
		$894,551	$909,970	$937,250	$965,360	$994,320	$825,123

	2021	2022	2023	2024	2025
110-1100-411.80-26	99,720	102,710	105,790	108,960	112,230
110-1100-411.80-23	41,000	42,230	43,500	44,810	46,150
110-1100-411.80-13	35,000	36,050	37,130	38,240	39,390
110-1100-411.80-16	19,800	20,390	21,000	21,630	22,280
111-1300-413.80-18	210,090	216,390	222,880	229,570	236,460
111-1300-413.80-20	195,000	200,850	206,880	213,090	219,480
111-1300-413.80-15	75,000	77,250	79,570	81,960	84,420
123-5000-450.80-23	41,000	42,230	43,500	44,810	46,150
123-5000-450.80-24	70,000	72,100	74,260	76,490	78,780
	786,610	810,200	834,510	859,560	885,340
	FALSE	FALSE	FALSE	FALSE	FALSE

2023

TOWN CONTRACT OF SERVICE

CASTLE ROCK
CHAMBER OF COMMERCE

Kris Brader, Chairman of the Board | *Brader Agency – Farmers Insurance*
Pam Ridler, CCE, President/CEO
Castle Rock Chamber of Commerce

SEPTEMBER 20, 2022

CONVENER OF LEADERS
Collaboration Strengthens Our Local Business Community

CASTLE ROCK CHAMBER OF COMMERCE
Igniting Passion for Business Success & Community Prosperity

Who We Represent

- *517 Member Businesses*
- *62,301 Jobs*
- *83 Businesses members 20+ years*
- *75% Storefront Businesses, 25% Homebased*
- *Notable Investors Include: Angie's Restaurant, Brookside Inn, Castle Rock Development Co., Castle Rock Adventist Hospital, Castle Rock Autoplex, CORE Electric, Confluence Companies, Sky Ridge Medical Center, Sturm Collaboration Campus, The Emporium, & Union Bistro*

Community Referral Resources (to-date)

- *Distributed 2,663 copies of Shop the Rock Welcome Mailers*
- *93,805 Business Directory Website Searches*
- *Castle Rock Livability ranked #1 in Google for "Moving to Castle" was ranked Rock" searches*
- *3,289 guests greeted at Castle Rock Chamber's Visitor Center*
- *10,217 email subscribers*
- *Meet Town Council Candidates Forum on Oct. 6th (EDC, Downtown Alliance, and Castle Rock Chamber)*

Proud to be a collaborative asset to the Castle Rock Economic Partnership

OUR BIG IDEAS
Catalyst for Business Growth

CASTLE ROCK CHAMBER OF COMMERCE
Igniting Passion for Business Success & Community Prosperity

Coming This Fall **Tours for Teachers** connects businesses to high school teachers, counselors and principals for an ongoing collaborative and experiential program focusing on workforce needs for our businesses and gives opportunities to support our students for a strong talent pipeline.

The Chamber's **eXcelerate Business Development** Program fosters entrepreneurial activity by providing: *Free or low-cost business counseling and trainings to both start-ups/ established business in Castle Rock for more than 20 years.*

- Chamber's hosted 145 Networking Event opportunities this year
- 20 Business Trainings offered with 295 registered attendees

Castle Rock Chamber's Community Job Board

Jobs Posted

Employers Represented

9,222
Job Board Pageviews

Leadership Douglas County (LDC) goals are to inspire, strengthen organizations they serve; and facilitate a heightened sense of community connection & encourage civic and organizational leadership in our community.

- 19 current class participants (10 months)
- 434 LDC Graduates to date
- In 2023, LDC will celebrate 24 years of educating Emerging Leaders

Castle Rock Chamber, The Voice of Business Since 1955

COMMUNITY CHAMPION
Enhance Local Economy

CASTLE ROCK
CHAMBER OF COMMERCE

2021 Castle Rock Starlighting
Estimated Attendance: 26,501

107,277 pageviews
CastleRock.org

82,857 pageviews
VisitCastleRock.org

8,109 pageviews
CastleRockEvent.com

2,207
+17%

16,736
+2%

Paid Advertisement
FB Reach: 93,014

2022 Castle Rock Artfest
125 Artists, Vendors & Sponsors
87 Volunteers, 8,500 Est, attendees

2022 Douglas County Fair Parade
1,700+ Parade Participants
9,450 attendees & 32 volunteers

2022 Castle Rock WineFest
83 Vendors, 79 Volunteers
2,200 Est. Attendees

Newly Formed:
Douglas County
Collaborative
Tourism Marketing

COMMUNITY MARKETING PARTNERSHIPS

Castle Rock Livability Magazine
Top Content: **65 Reasons to Live in Castle Rock**

CASTLE ROCK DOWNTOWN ALLIANCE

Castle Rock Downtown Development Authority

Castle Rock Downtown Merchants Association

Castle Rock
Downtown Development Authority

Downtown Development Authority

- Downtowns Require Investment and Strategic Planning
- Plan of Development
  - *Activate Downtown*
    - *Revitalization, Redevelopment, Adaptive Reuse, Ambience, Infrastructure, Placemaking, Beautification.*
- Programs
  - *Flowerboxes, Patios, Façade Improvement Program.*
- Projects
  - *Festival Park, Lights Over Wilcox, The Move, Mercantile Commons, Riverwalk, The View, Crosswalks, Encore,*

DDA Programs

2022 Programs

- Streetside Patios
  - *8 Streetside DDA Patios were rented in 2022*
  - *Significant upgrades to some of the DDA Patios – Budget Amendment in 2022*
- Flowerboxes
  - *More than 39 small businesses signed up for the Flower Box Program in 2022 with over 212 flowerboxes placed around Downtown.*
  - *Spring planting, Fall planting (before Oktoberfest) and a holiday planting planned for holidays.*
- Façade Improvement Grant
  - *2021: 6 façade grant introduced in 2022 to date – Budget Amendment in 2022*

Value to the Town of Castle Rock

- Strategic component of the Town focused on Placemaking, Beautification and a Strong Downtown Economy
- Festival Park
  - *Over $4,000,000 paid by Downtown Special Fund*
- Lights Over Wilcox
  - *Original lights paid for from Downtown and private sector contributions*
  - *Lighting replacement and electrical upgrades in 2022 costs shared by Downtown and Town*
- Roundabout at South and Wilcox Streets
  - *$750,000 from the Downtown Special Fund*
- Public Parking – Added over 400 public parking spaces –
  - *$9,750,000 – 308 parking spaces at Encore*
  - *$3,000,000 – 100 parking spaces at The View*
  - *$150,000 from Special Fund for ongoing maintenance of the Encore Public Garage*
- Police, Fire, Traffic and Parks for Downtown Events
  - *$50,000 from the Downtown Special Fund*

Town Mill Levy Match

Downtown dollars stay downtown

You will be voting on four questions to form and operate Castle Rock's first DDA. All of the questions have a financial impact and are important ingredients to ensure the DDA succeeds. By approving the formation of the DDA, you also would be approving the use of tax-increment financing – more commonly referred to as TIF.

A property tax TIF takes the current total assessed valuation of property within the DDA boundaries, and that amount is established as the base year. Increases in the base year assessed valuation over time due to development and redevelopment create an increment of additional assessed value. Property taxes on this increment go to the DDA. The sales tax TIF program only applies to the Town's sales tax, not to the County's or the State's sales taxes. A base year of Town sales tax revenues from the DDA area is established. The Town continues to receive that base year amount, and increases in that base year amount go to the DDA subject to Town Council annual appropriation. ***Neither TIF raises taxes.*** TIF can be used for improvements that benefit the general public – wider sidewalks, decorative lighting and additional parking, for example. TIF cannot be used to fund the operations of the DDA.

The second question you will be asked is to authorize the DDA to issue up to $45 million in debt over the next 30 years. The debt would be used to fund major public projects such as roadway improvements, parks and new public facilities. The debt will be paid back with TIF revenues.

The third financial question would authorize a 3-Mill property tax increase within the DDA boundaries to fund the operations and programs of the DDA. Examples might include funding for making façade improvements, attracting and retaining businesses needed Downtown or hosting special events to bring foot traffic Downtown.

If the mill levy is passed, the owner of a $1 million commercial property Downtown – for example – would pay an additional $870 a ye in property taxes. That $870 investment – combined with the investments made by other Downtown stakeholders – would make possible hundreds of thousands of dollars in Downtown programs and improvements. Go online to www.CRgov.com and click on Downtown Castle Rock Information to see a chart illustrating what the 3-Mill levy would mean for ranges of property values.

The mill levy is expected to raise about $130,000 in the DDA's first year. Town Council intends to match those revenues, bringing the DDA's first-year operating budget to at least $260,000. The DDA could receive other funds through grants and private contributions.

The final question will ask you to lift TABOR restrictions placed on the DDA, including revenue caps and the prohibition of multi-year financial agreements. Most important for you to know is that any dollars collected through the DDA will be spent solely on Downtown programs and projects.

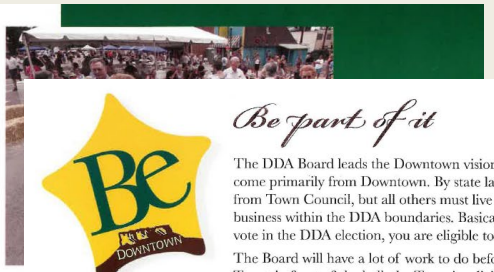
Steer the future of the DDA Board

In a special November mail ballot election, Downtown business and property owners and residents will vote on whether to form a Downtown Development Authority.

If the DDA is approved by Downtown voters, the DDA will be led by a Board of property owners, business owners and residents representing Downtown. The DDA Board is made up of seven members. Six members must live, lease business space or own property within the DDA boundary. The seventh member will be a representative from Town Council, as required by state law.

The major charge of the DDA Board is to guide the vision for Downtown. The Board is an entity separate from the Town, but will work in partnership with the Town. Among the most-pressing responsibilities the Board will first address include developing a 2009 budget and negotiating an intergovernmental agreement with the Town. Board members will be unpaid, and DDA Board meetings will be open to the public. The DDA Board does not have eminent domain powers.

Read more on the reverse side of this mailer about how you can apply to the Board.



Be part of it

The DDA Board leads the Downtown vision, and its members will come primarily from Downtown. By state law, one member must be from Town Council, but all others must live or own property or a business within the DDA boundaries. Basically, if you are eligible to vote in the DDA election, you are eligible to be on the Board.

The Board will have a lot of work to do before the end of the year. To get in front of the ball, the Town is soliciting applications for potential DDA Board members ahead of the election.

Applications will be available at www.CRgov.com and will be accepted from Sept. 18 to Oct. 15. Those who apply, or who are considering applying, are encouraged to attend an orientation for prospective board members at 6:30 p.m. Monday, Oct. 13, in Council Chambers at Town Hall, 100 N. Wilcox St.

A group of seven Downtown stakeholders will interview candidates and will recommend a group of applicants from which Council will appoint the Board. Interviews will be scheduled after the application window has closed. For more information about how you can apply to the Board, visit www.CRgov.com/clerk. If you still need additional assistance, contact Town Clerk Sally Misare, 303.660.1367 or smisare@CRgov.com.

For information about the DDA, visit www.CRgov.com and click on Downtown Castle Rock Information in the left-side menu

Face to face

Nothing beats talking to someone in person. You'll have questions and want answers. Be sure to mark your calendar and come by to ask questions so you can make sure you're informed on the upcoming DDA election. Enjoy Mexican appetizers and non-alcoholic margaritas.

5:30 to 7:30 p.m., Monday, Aug. 25
El Mason, 794 Perry St.

For more information about the DDA: **www.CRgov.com** and click on Downtown Castle Rock Information in the left-side menu; call 720.733.2202; or e-mail BeDowntown@CRgov.com.

Or, contact one of the people below:

Judy Crenshaw, Chairman,
Downtown Advisory Commission
W: 303.663.7653
jcrensha@douglas.co.us

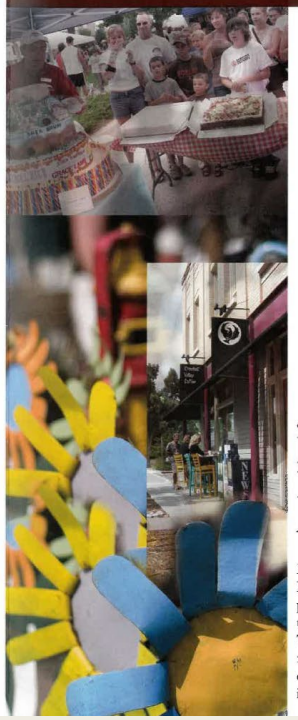
Mark Williams, Vice Chairman,
Downtown Advisory Commission
H: 303.688.9280
mcw@markcwilliamslaw.com

Success stories

Check out what other communities are doing.
For more examples of existing DDAs or to learn more about Castle Rock's DDA initiative and Downtown Master Plan, visit www.CRgov.com and click on Downtown Castle Rock Information in the left-side menu.

Downtown Development Authority (DDA)
Special November Election

THE NUTS AND BOLTS OF HOW A DDA WORKS



It's gonna surprise you!

CASTLE ROCK

A good fit for Castle Rock.

DOWNTOWN DEVELOPMENT AUTHORITY

Downtown stakeholders will vote this fall on forming a Downtown Development Authority (DDA). A DDA is a powerful tool with the financial capacity to spark changes that will make Downtown an even greater place to Be. The transformation put into motion by a DDA can spur redevelopment and draw new businesses and additional customers Downtown, decreasing vacancy rates, increasing business profits and increasing property values.

A host of public projects that benefit our Downtown could be funded by a DDA, including:

- Wider, pedestrian-friendly sidewalks
- Parks and trails
- Parking projects
- Infrastructure improvements
- Landscaping
- Wayfinding signage
- Downtown gateways
- Public art
- Streetscape improvements

and more ...

Partnering for success.
The Town intends to match revenue raised by the 3 Mill property tax *supporting* DDA *programs.*

Downtown Projects

- Feedback from Town Council
- Redevelopment Agreements:
  - *Focused on increasing daytime customers, as well as night and weekend*
  - *Focused on increasing parking and paying for it using project revenue sources*
  - *Focused on public good, gathering space, quiet zone, etc.*
  - *Focused on adding dining options – driver of modern downtown economy*
- Infrastructure:
  - *Focused on placemaking, beautification, ambience – attractive and interesting*
  - *Focused on adding park space, crosswalks, roundabouts*

Town Council

- How is success in Downtown defined by Town Council?
- We welcome your feedback and hope to continue dialogue about Downtown.

2023 Service Contract / Mill Levy Match

- Same request as in prior years.
  - *Requesting a match of the 3 Mill Levy amount*

Castle Rock
Downtown Merchants Association

Strategic Direction

- Downtown Merchants Association
  - *Created by the merchants to activate Downtown*
    - Recognizing that downtowns are fragile ecosystems that need assistance to be vibrant
  - *The DMA produces community events that:*
    - Improve the quality of life for residents and visitors
    - Generate commerce
    - Help accomplish goals in the Vision 2030 Plan
      - *Continuing the tradition of local community events, including arts, cultural and entertainment opportunities*
      - *Reinforcing the community's small-town character and promoting economic vitality*
      - *Maintaining a high-quality of life as a safe, family-friendly community with a variety of recreational opportunities and community events*
      - *Preserving and enhancing history and heritage through a vibrant Downtown*

2022 Event Attendance

Staff Estimates the following attendance for each of the 17 completed events:

■ Date	Event	Est. Attendance
May 14, 2022	Spring Kickoff Concert	3,000
June 1, 2022	Rockin' Summer - June Series - Art Walk & Bounce House in the Park	75
June 4, 2022	Starlight Movie Night	1,500
June 8, 2022	Rockin' Summer - June Series - Birds of Prey & Storytime in the Park	120
June 15, 2022	Rockin' Summer - June Series - Chalk in the Park	75
June 17, 2022	Street Party & Concert	3,500
June 18, 2022	Classic Rock Cruise-In Car Show	7,000
June 22, 2022	Rockin' Summer - June Series - Dance Lesson in the Park	100
June 29, 2022	Rockin' Summer - June Series - Games in the Park	75
July 6, 2022	Rockin' Summer - July Series - Jazz in the Park	45
July 13, 2022	Rockin' Summer - July Series - Jazz in the Park	65
July 20, 2022	Rockin' Summer - July Series - Jazz in the Park	55
July 27, 2022	Rockin' Summer - July Series - Jazz in the Park	75
July 30, 2022	Boots & Brews	3,250
Aug. 20, 2022	Concert Under the Lights	2,750
Sept. 17, 2022	Oktoberfest	(not yet calculated)
Oct. 2-9, 2022	Restaurant Week (not yet occurred)	13 Restaurants Registered
Oct. 28, 2022	Fangtastic Festival	(not yet occurred)

Total attendance TO DATE for the 2022 event season: **21,685**

For every $1 received from the Town, the DMA generates an additional $3

2022 Service Contract Request: $95,000

Spring Kickoff
CONCERT
HEADLINER SHELVIS & THE ROUSTABOUTS
OPENER CRYSTALEYEZ
MAY 14, 1 – 6 PM
WILCOX SQUARE

Rockin' SUMMER
AT FESTIVAL PARK
ART WALK
Downtown
WED, JUNE 1 · 11 AM – 2 PM
CASTLEROCK

Downtown Castle Rock
STARLIGHT MOVIE NIGHT
Presents
SING 2
SATURDAY, JUNE 4 AT 6 PM
MOVIE STARTS AT DUSK
Festival Park
CASTLEROCK

Rockin' SUMMER
AT FESTIVAL PARK
STORYTIME
in the Park
WED, JUNE 8 · 11 AM – 2 PM
CASTLEROCK

Rockin' SUMMER
AT FESTIVAL PARK
CHALK
in the Park
WED, JUNE 15 · 11 AM – 2 PM
CASTLEROCK

CASTLEROCK
Street Party &
CONCERT
JUNE 17, 2021 | 6 PM – 9 PM
WILCOX SQUARE
The kickoff concert to the car show weekend!

CASTLEROCK
Classic Rock Cruise-In
CAR SHOW
June 18
10 AM – 3 PM
WILCOX SQUARE

Rockin' SUMMER
AT FESTIVAL PARK
DANCE LESSON
in the Park
WED, JUNE 22 · 11 AM – 2 PM
CASTLEROCK

Rockin' SUMMER
AT FESTIVAL PARK
GAMES
in the Park
WED, JUNE 29 · 11 AM – 2 PM
CASTLEROCK

Rockin' SUMMER
AT FESTIVAL PARK
JAZZ
in the Park
WED, JULY 6, 13, 20, 27
5:30 PM – 6:30 PM
with Castle Rock Music
CASTLEROCK

BOOT BARN
Boots & BREWS
SATURDAY
JULY 30
11 AM (AFTER PARADE) – 4 PM FESTIVAL PARK

CASTLEROCK
Concert
UNDER THE LIGHTS
August 20 | 6 – 10 PM
FESTIVAL PARK

canvas
CASTLEROCK
CASTLE ROCK
Oktoberfest
2022
SATURDAY September 17
1 PM – 9 PM
WILCOX SQUARE

CASTLEROCK
DOWNTOWN CASTLE ROCK
RESTAURANT week
2022
10.2.22 – 10.9.22

CASTLEROCK
Fangtastic Festival
FRIDAY October 28
12 – 3 PM
FESTIVAL PARK

CASTLE ROCK DRIVE-IN THEATER

FESTIVAL PARK

CHALK ART ARTIST

BURLY

CAR SHOW
FREE

VOTE FOR PEDRO
TAGAWA

720-547-8600

Service Contract Request

- DMA to produce our Signature Series of Downtown events, as well as additional activations throughout 2023:
  - *Spring Kickoff Concert*
  - *Car Show Street Party & Concert*
  - *14th Annual Classic Rock Cruise In Car Show*
  - *Boots and Brews*
  - *Concert Under the Lights*
  - *Castle Rock Oktoberfest*
  - *Additional activations throughout the year, mid-week summer activities, trolley rides, carriage rides, social media marketing.*
- Events in Downtown Castle Rock build on community character, improve the quality of life and strengthen the Downtown business economy.
- The DMA looks forward to producing events for the community in 2023.

CASTLE ROCK ECONOMIC DEVELOPMENT COLORADO

2023 SERVICE CONTRACT

Frank Gray; President & CEO

EDC Mission:

- **The EDC will actively promote the <u>Town's goals</u> of creating a thriving economy in a unique stand-alone community with long-term sustainability.**
- Castle Rock Economic Development Council's (EDC) mission is to actively attract and support primary job creation and expand the tax base for the Town in order to support core Town services (Fire, Police, Parks, Water and Infrastructure) in support of a thriving economy.

  The three fundamental functions of the EDC include:

  - *Business Retention and Expansion*
  - *New prospect development (primary employment & targeted retail)*
  - *Creation of a business-friendly environment*

CASTLE ROCK ECONOMIC DEVELOPMENT COLORADO

EDC Outline of Services:

- **Supporting Castle Rock's Existing Primary Employers**
  - *Business Retention and Expansion (BRE)*
  - *CEO Roundtable*
- **Attracting Primary Employers to Castle Rock (Marketing)**
  - *Business Attraction Team (BAT)*
  - *Recruiting and Tracking Prospects*
- **Targeted Retail Development and Recruitment**
  - *Highly Targeted, Strategic Marketing to Developers and Users*
- **Creating a Positive Business Environment**
  - *Castle Rock Economic Partnership*
  - *Development Roundtable*
  - *Development Liaison Program*
  - *Prospect Development*

CASTLE ROCK ECONOMIC DEVELOPMENT COLORADO

The Castle Rock Economic Partnership:

- Castle Rock Economic Partnership (CREP) – Is an essential component of the Public/Private model to promote active communication between the supporting organizations and the Town to ensure **collaborative efforts toward the Town's goals and objectives.**
  - *CREPIT (Meets Every Week)*
  - *Council Liaison (on CREP)*
  - *EDC Board (Business/Town Staff/Elected Officials)*
  - *Town Manager/Development Director (Executive Committee)*
  - *Development Roundtable (Town Department Heads/Developers)*

Castle Rock CHAMBER OF COMMERCE and visitors center "Serving Douglas County"

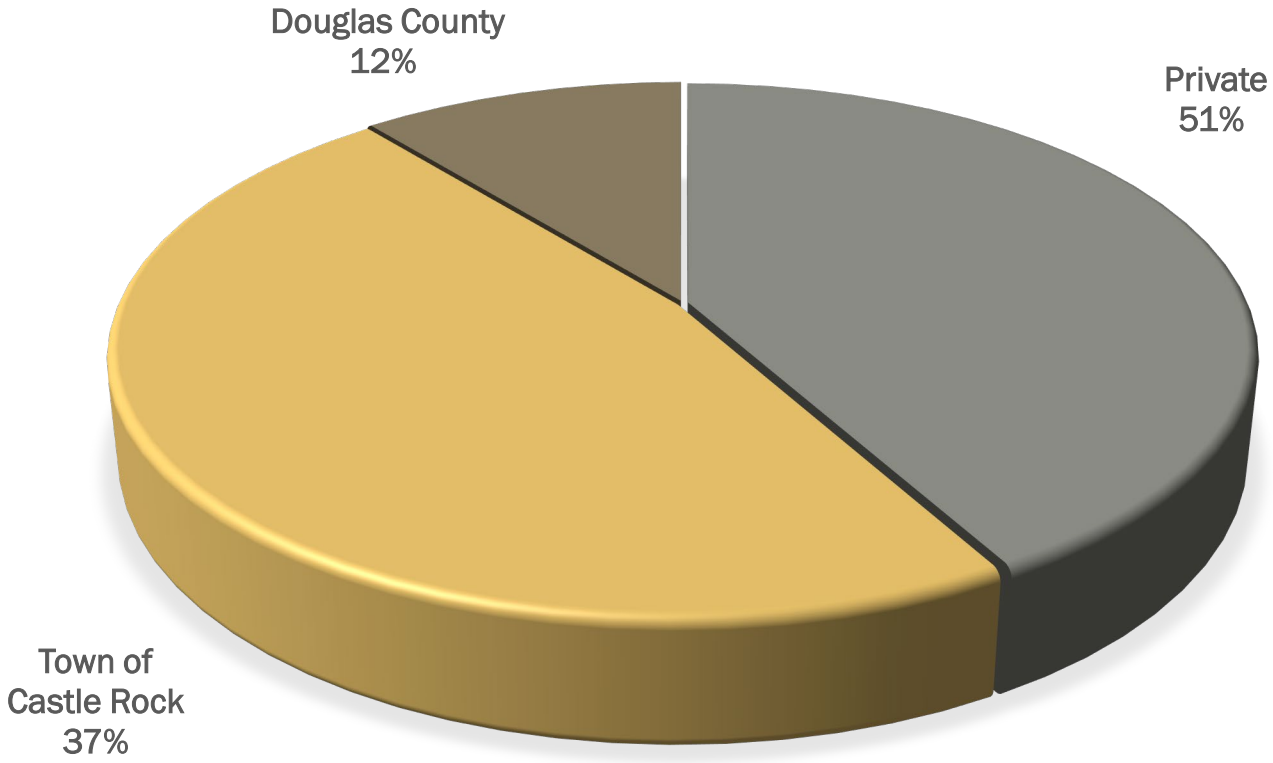
DOWNTOWN CASTLE ROCK ALLIANCE

TOWN OF CASTLE ROCK COLORADO

CASTLE ROCK ECONOMIC DEVELOPMENT COLORADO

Unique Award-Winning Partnership

- Established (1997) cost savings/resources/community engagement
- Leverage limited Town Funds and engage the business community in the Town's Economic Development objectives.



CASTLE ROCK ECONOMIC DEVELOPMENT COLORADO

Recent Projects

- Dawson Trails
- Castle Rock Industrial in the Meadows
  - *Colorado Powerline Inc.*
  - *Lakewood Electric*
- Castle Rock Microwave (expansion)
- Moore Lumber & Hardware (new facility)
- Limelight Medical Office Building
- Owens Ames Kimball Construction
- PSM/Douglas County Library (redevelopment)

CASTLE ROCK ECONOMIC DEVELOPMENT COLORADO

Signature Projects

- Castle Rock Adventist Health Campus
- Comcast Fiber Buildout
- ACC Sturm Collaboration Campus
- The Promenade at Castle Rock
- Primary Employment
  - *Solar Ray Pugs*
  - *Innovative Business Solutions*
  - *Dorsey Pictures*
  - *Mywedding.com*
  - *Digital Globe Services / IBEX*
  - *IMI Global / Where Food Comes From*
  - *Master Magnetics*
  - *Hollis + Miller*
  - *iMotion*
  - *Smarter Chaos*
- Primary Employment continued…
  - *DCF Guns*
  - *Rocky Mountain Excavating / ESI*
  - *IBEX*
  - *The Move*
  - *Mail My Statements*
  - *Co-West Insurance Group*
  - *Intterra*
  - *Kolbe Striping*
  - *MW Golden*
  - *Sunset Stone*
  - *Van Wyk Holdings*
  - *Asarch Center for Dermatology*
  - *Great Southwestern Construction*
  - *Infinite Peaks Holdings*
  - *HEI Civil*
  - *RHG*

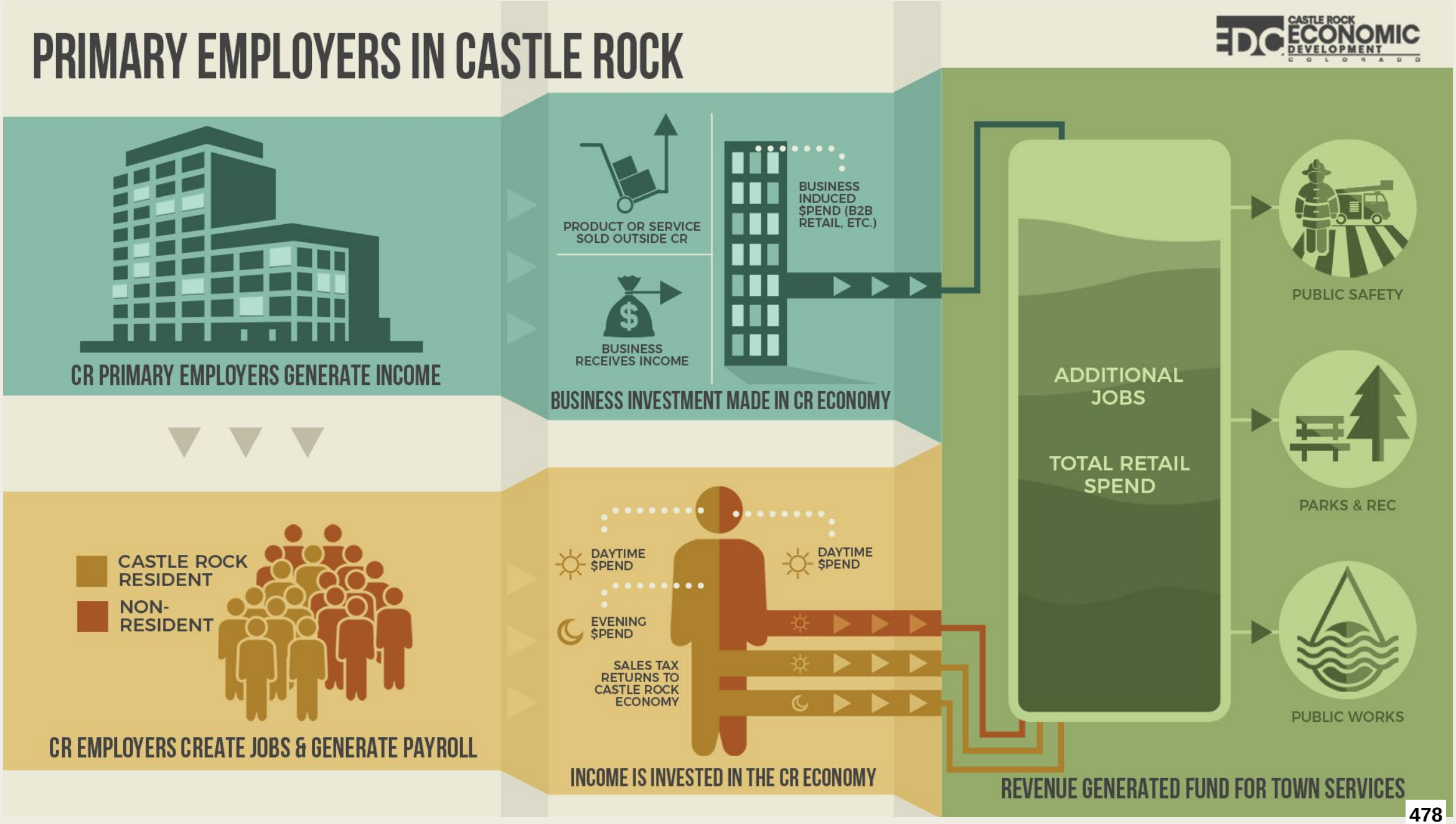
CASTLE ROCK ECONOMIC DEVELOPMENT COLORADO

Why is Primary Employment Important?

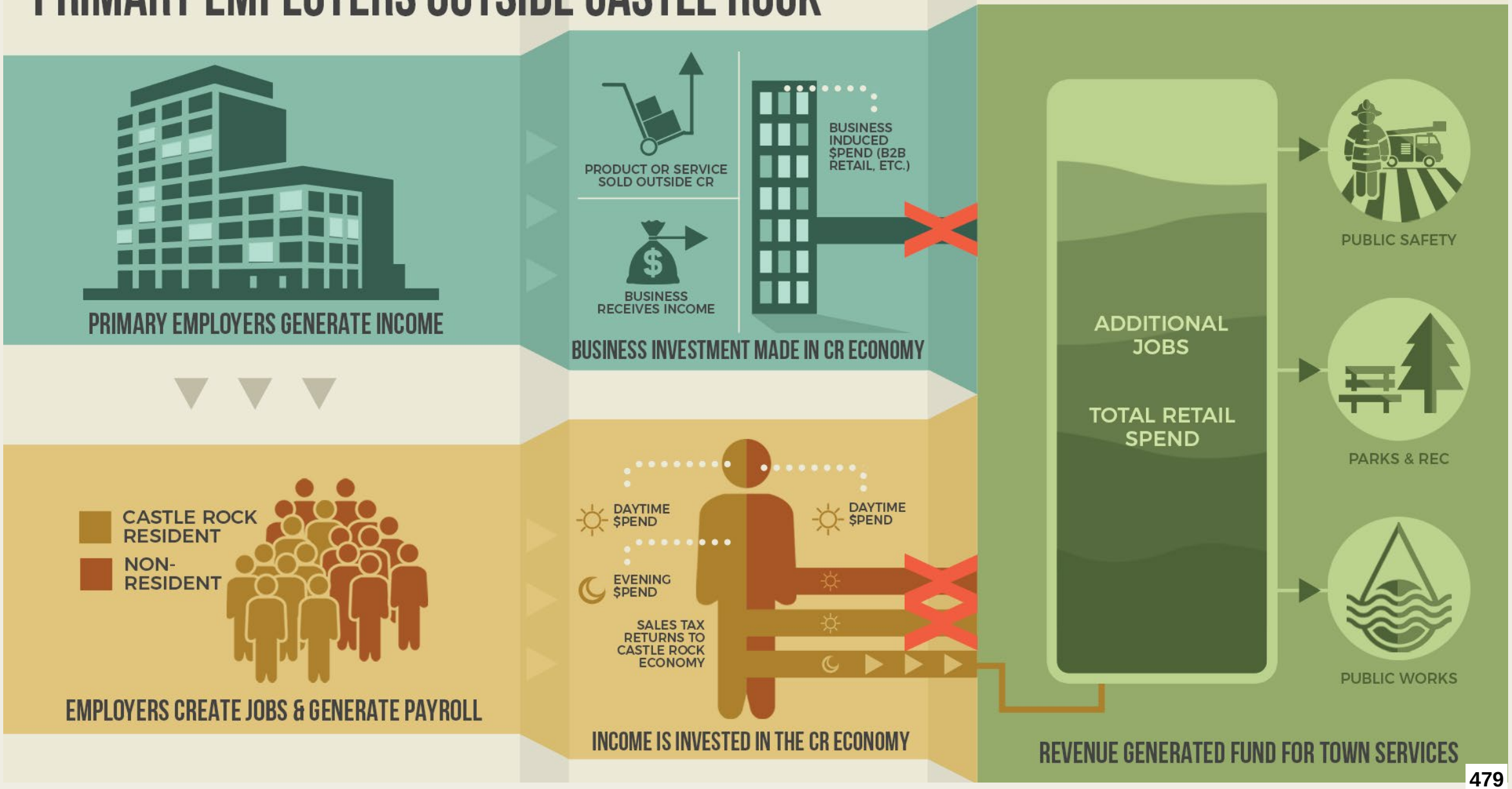
- Engine that drives our economy
  - *Creates wealth by bringing new money into our community*
  - *Generates job opportunities for Castle Rock residents*
  - *Improves sales tax generation*
  - *Improves quality of life for Castle Rock residents*

- Why is it important?
  - *Currently 80% of Castle Rock residents collect a paycheck outside our community, which in many cases means Castle Rock loses the daytime spend. In addition, When our residents work outside the community, we can't support the environment in which those business function!*
    - *Government Regulation*
    - *Taxation*
    - *Public Health*

PRIMARY EMPLOYERS IN CASTLE ROCK



PRIMARY EMPLOYERS OUTSIDE CASTLE ROCK



THANK YOU

The EDC appreciates your continued partnership and support in creating a thriving Castle Rock economy through the creation of primary jobs, targeted retail, support of local businesses and the funding of core Town services.

Castle Rock Historical Society

Preserving the History of Castle Rock Colorado

2023 Service Organization Application

YOUR INVITED

EVER WONDER
BBQ or GRILL?

Experience BBQ, experience live music, experience a little Castle Rock history and hang with new people.

Saturday, October 15, 5:00 p.m.—9:00 p.m.

Fraternal Order of Eagles Castle Rock
1300 Caprice Drive
Castle Rock, CO

$50 per person before Oct.1—$55 after

Purchase tickets online or at the Castle Rock Museum.

CASTLE ROCK HISTORICAL SOCIETY AND MUSEUM

www.castlerockmuseum.org
420 Elbert St.
Castle Rock, CO 80104
(303) 814-3164

Castle Rock Historical Society & Museum

- The Castle Rock Historical Society is a 501(c)(3) non-profit organization compatible with the goals of the Miller Trust

Mission:

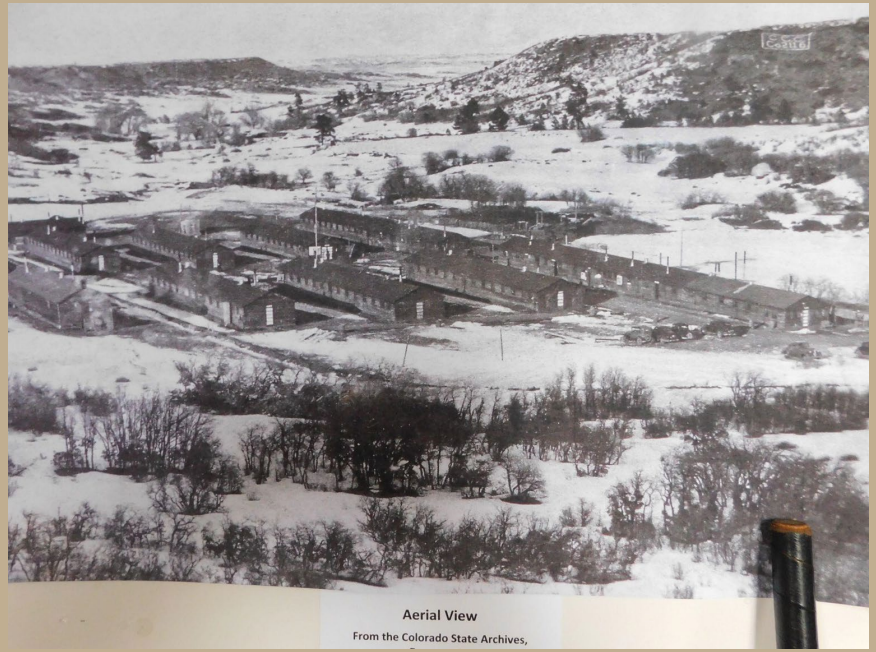
- Operate the Castle Rock Museum
- Celebrate, Educate & Bring People Together in effort of preservation of the heritage of the Castle Rock, Colorado area

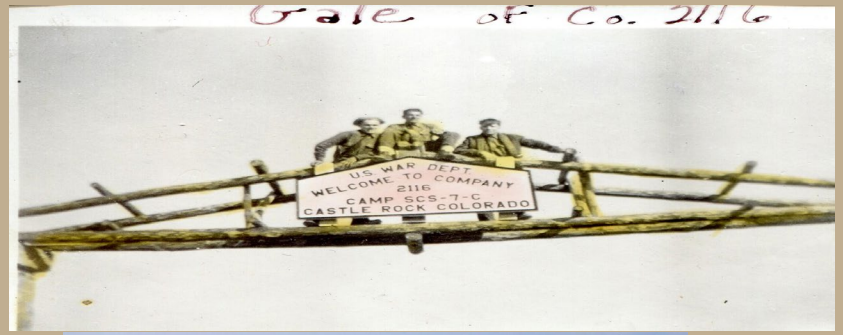
25th Anniversary Celebration

What your support has allowed us to accomplish

- Well trained staff
- Use of computers and software to catalogue the museum collections
- Use of digital technology to increase access to the Town’s history
- Changing and updating exhibits every year to expand the stories of Castle Rock
- Stability to obtain grants to restore and preserve the building
- Create a variety of tours - Walking, Trolley, Cemetery, Ghost
- Historic month Scavenger Hunt
- Expand social media presence

2022-23 Exhibit - Civilian Conservation Corps Camp McMurdo Gulch, Castle Rock

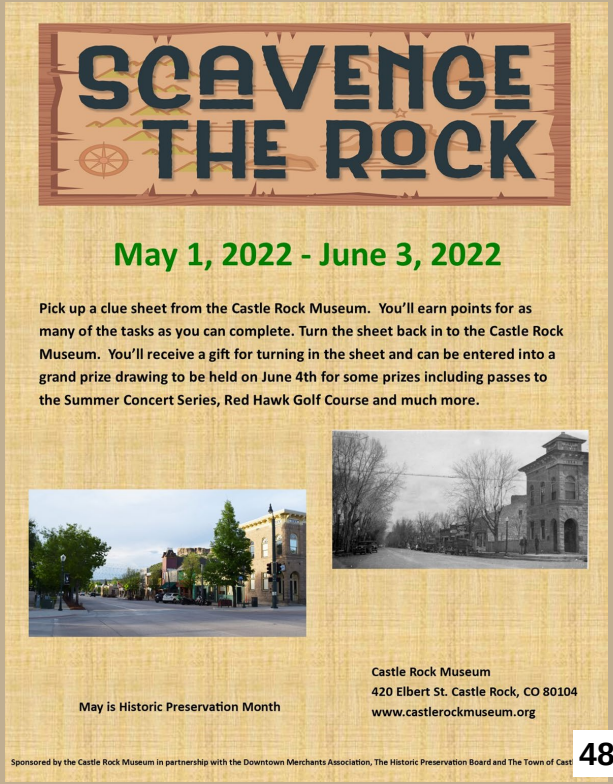




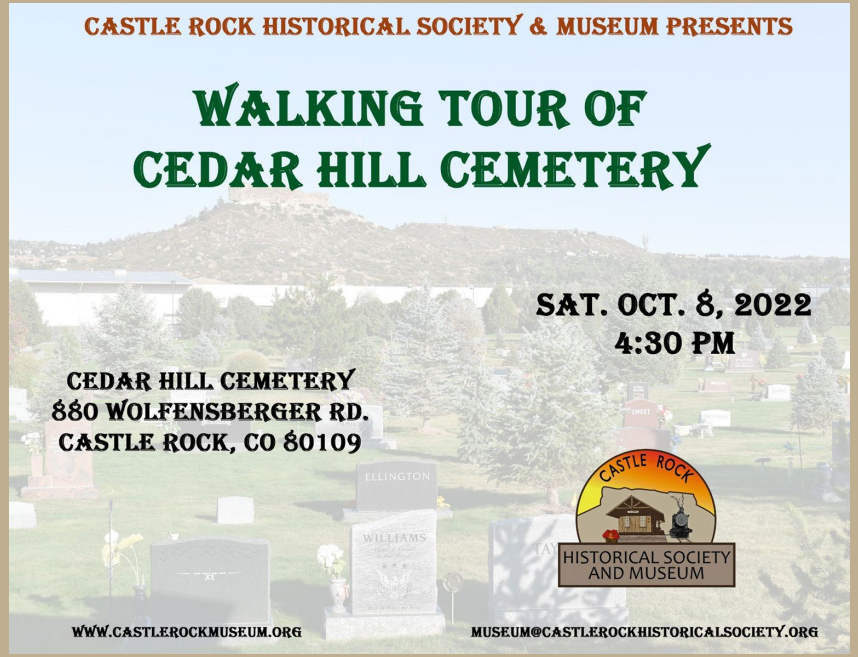
Historic Walking Tours, Ghost Tours and More

Community Participation

- Monthly Library Programs
- Variety of outdoor Historic Tours
- Historic Presentations
- Car Show
- Festival of Trees
- School visits
- Scavenger Hunt



Trolley Tour and Cemetery Tour



Annual Tea Fundraiser Returned in May

Funding Sources

Other Sources

- Colorado Gives
- Donations
- Local Business Participation
- Gift Shop
- Recycle Project
- Amazon Smiles
- King Soopers

Benefits

- Cultural Resource
- Preserve & Protect 148-yr old structure
- Lower Cost Operation as a non-profit with use of volunteers, grants & donations
- Destination for new residents and visitors

2022 - Contract Objectives

- Showcase town history
- Open the museum 20 hrs per week
- Feature Castle Rock exhibits
- Yearly special exhibits
- Historic Tours
- Historic Presentations
- Assist Economic Development
- Community event participation

Thank You,

Town Council, Town Staff, Community M

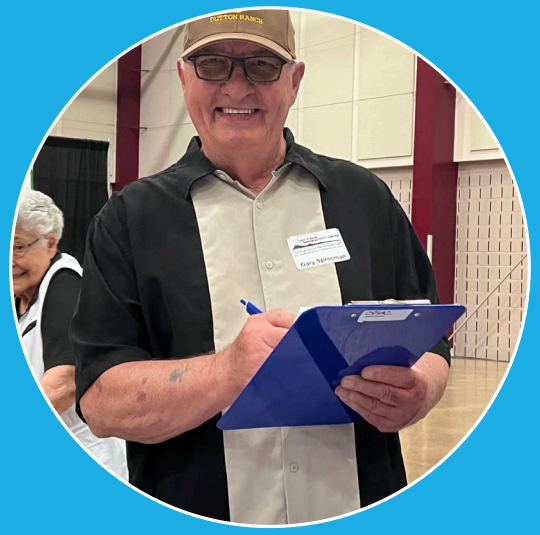
Castle Rock Senior Activity Center

- Debbi Haynie – Executive Director

Phyllis Tumey – BOD - President

All That We Do….

1100+ Members



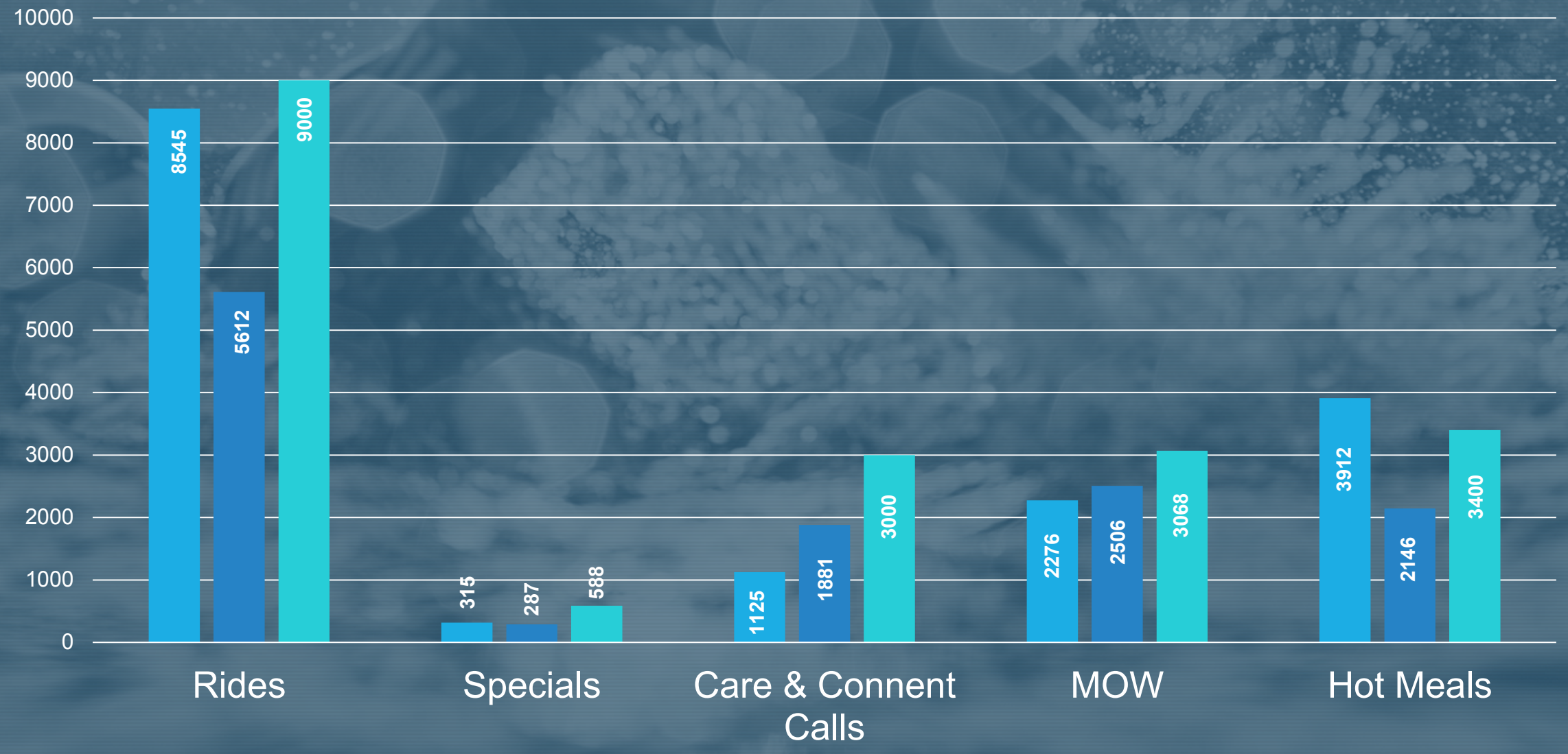
150+ Monthly Activities offered

Over 4000+ Participants each month

Older Adults are Back and Active….

By the Numbers….

Senior Services



Our Members Loving Life in the Second Half

2023 PROPOSED BUDGET

Condensed Version

Projected sources of revenue

Town of Castle Rock	**$ 150,000**	
Activity Income/Misc.	$ 80,000	
Shuttle Donations	$ 14,000	
Grants	$ 350,000	
Membership Fees	$ 42,000	
Fundraising	$ 120,000	
Misc.	$ 48,000	
In kind Income	$ 81,887	
TOTAL PROJECTED REVENUE		$885,887

Projected expenditures *(By major budget category)*

Activity Expenses	$ 40,000	
Payroll/Taxes/Misc.	$ 457,000	
Vehicles – Fuel/Maintenance	$ 33,000	
Depreciation	$ 45,000	
Office – Operations and Administration	$ 69,200	
Fundraising Expenses	$ 40,000	
Insurance	$ 34,000	
Other	$ 85,800	
In Kind Expense	$ 81,887	
TOTAL PROJECTED EXPENDITURES		$885,887

Serving Older Adults since 1971

CASTLE ROCK SENIOR ACTIVITY CENTER

"Loving Life in the Second Half"

Celebrating 50 YEARS 1971-2021

500

NONPROFIT ORG.
U.S. POSTAGE
PAID
CASTLE ROCK, CO
80104
PERMIT NO. 20

CASTLE ROCK
SENIOR ACTIVITY CENTER
2323 Woodlands Blvd.
Castle Rock, CO 80104

Email: crsc@crgov.com
www.castlerockseniorcenter.org
www.Facebook.com/CastleRockSeniorCenter
www.instagram.com/castlerockseniorcenter/
twitter.com/SeniorCastle
or
subscribe to "Castle Rockin' Seniors"
on YouTube

Rockin' Seniors

"Loving Life in the Second Half"

The Official Monthly Publication of the Castle Rock Senior Activity Center

OCTOBER

Issue #1022

CASTLE ROCK
SENIOR ACTIVITY CENTER
"Loving Life in the Second Half"

MONDAY - FRIDAY
8:30 AM - 4:30 PM
2323 Woodlands
Blvd., Castle Rock,
CO 80104
Office: 303.688.9498
Fax: 303.814.1035

WHAT'S INSIDE

	PAGE
Recognitions & Volunteering	3
Rockworthy	4
Road to Wellness	5
Fundraising Rocktivities	6
Advertisements	7
Rockin' Happenings	8
More Rockin' Happenings	9
Save the Date/Groups & Games	10
Of Interest	11
Calendar	12-13
What's Going on This Month	14-16
Advertisements	17
Sports Rock/Around Town	18
Services and Resources	19
Policies	20
Activity Sign-up Sheet	21-22
Our Rockin' Members	23

2022 BOARD & STAFF

EXECUTIVE OFFICERS

President	Phyllis Tumey
Executive Vice President	Jon Hendricks
Vice President-Membership/ Outreach	Lynn Kroloff
Secretary	Sherry Fogleman
Treasurer	Steve Lockwood
Immediate Past President	Doris Rollins

COMMITTEE CHAIRPERSONS

Activities	Patty Hasty
Community Liaison	Open
Sports Coordinator	Cynthia Timmons
Transportation	Ed Mattix

STAFF

Executive Director	Debbi Haynie dhaynie@crgov.com
Assistant Director/ Activities Coordinator	Shannon Rutt srutt@crgov.com
Transportation Manager	Tina Whitby twhitby@crgov.com
Events/Project Coordinator	Stacey Fahrenbruch sfahrenbruch@crgov.com
Volunteer Coordinator	Maria Seibert mseibert@crgov.com
Front Desk Coordinator	Open
Kitchen Coordinator	Teresa VanWinkle

ASSOCIATES

Accountant	Greg Bell, CPA
Legal Advisor	Wendy Monteith

Thinking about becoming a member?

CRSAC is a membership-based Center that welcomes all those 50-plus. For $36 per year, you will get a $10 discount per activity, along with other priceless opportunities. To join, stop in at the front desk, or go to www.castlerockseniorcenter.org and find the fill-in membership form.
We can't wait to meet you!

From the Director

Fall is in the Air!!!

I love this time of year when we can pull out our sweaters, play fantasy football or get a pumpkin spiced latte. It is a great time to enjoy a craft show, pumpkin patch or fall festival. It is also a time for getting together with friends, family and sharing fun times.

*Fall is also the time the Center is in full swing for our largest **FUN**draisers.*

Can you believe that our Craft Show is only a month away? This truly is a fun day for all. Please consider helping out as more volunteers make for lighter workloads. Please see Maria about what type of jobs you are interested in.

Our Loving Life Challenge program was a HUGE success because so many of you donated and your contribution was matched. We blew the top off the thermometer in our lobby! Thank you again for investing in your Senior Center; no matter the amount, they all added up to meeting and exceeding our goal.

Here are a few of the other fundraising events still to come this year:

- ***Craft Show**: come enjoy a fun-filled day of shopping. We will have crafts, baked goods, books, grandma's attic and a silent auction. These booths all support the Center. If you can't make the Craft Show on Saturday, November 5, we will have a boutique back at the Center with all the wonderful crafts.*
- ***Dining to Donate**: these are great monthly opportunities to dine out locally and support the Center at the same time. Please plan a meal with a friend at one or all of these great restaurants.*
- ***Colorado Gives Day Dec 6, 2022**: another opportunity to donate to the Center and have the Center receive additional incentive funding. We encourage you to have family members make donations on your behalf, as it's all online giving.*

Thank you all again for all YOUR support for our wonderful Center.

~ Debbi

ELECTION RESULTS

Congratulations to our newly elected Board of Directors! **Sherry Fogleman** will continue to serve as Secretary for another two years, and **Jon Hendricks** has been newly elected as Executive Vice President. As many of you know, Jon previously served as our transportation director, managing our fleet of vehicles and busses and keeping them in tip-top shape. We are excited he is stepping into the Executive Vice President role, which focuses on the Senior Activity Center's fundraising efforts.

Both Sherry and Jon were unopposed, so under the Bylaw changes the Board of Directors implemented this year, these directors were deemed elected to avoid the expense and time of mailing out and counting ballots for unopposed candidates. Don't worry though, when we have contested elections in the future, the Senior Center will continue to mail out ballots so you can elect your Board of Directors.

Sherry and Jon will be sworn in at the January Board of Directors meeting, and will also be at our Annual Meeting on November 17th @1:30 pm when the Board of Directors gives updates to the membership about the work done over the past year. We hope to see you there!

~From Your Board of Directors

You Need to Know

The September Activity signup day was a record breaker! Staff and volunteers processed 230+ signup sheets in one day. There were about 56 volunteer hours logged from 8AM-3PM on this day. This is all done manually in an effort to provide fairness. Much of our population does not use computers. We are making a couple of improvements.

*Activity Sheets will now be due by 3:00 PM on the Monday before signup day. This will allow staff to pre-process and organize sheets.
*If you are on the waitlist or owe money, we will wait to call you until the Monday after signup day. This will eliminate multiple calls to a member as things change (changes are made to the waitlist or money is owed).

Thanks for your patience. We are so glad CRSAC is a place so many want to be!

OUR ROCKIN' MEMBERS

CELEBRATE OCTOBER BIRTHDAYS

1st	Rob Campbell, Dee Rusin
2nd	Bob Fischer, Jeff Rucks
4th	Daniel Akin, Rod Boschee, Edward Connery, Constance Johnson, Steve Pritchard
5th	Anne Befrage, Elly Harper, Sandy Hendricks, Shirley Schoeberl, Mariltyn Vap
6th	Kathy Boone, Sam Kitchen
7th	Bill Forrest, John Joseph
8th	Irene McCurdy, Terry Miller
9th	Beverly Bull, Doris Freestone, Mark Sanders, Sue Vaughn, Candy Witt
10th	Gloria Cavalier, Jerry McDermott, Barbara Miller
12th	Jenny Hunsinger, Cynthia Payseur, Ronald Weller
13th	Betty Haulman, John Husson, Louise Santomarco
14th	Randy Beem, Ruth Femia, Janice Fenton, Larry Lawrence, Bev Moore
15th	Mary Proctor
16th	Steve Gottula
17th	Eugene Advincula, Carole Hotz, Jennie Kawulok, Thelma Minney, Debbie Stenner
18th	Drew Beske, Diana Carroll, Jerra Goodin, Diane Magaw, Barry Neale, Ray Richards
19th	Richard Beets, Carolyn Neely, Ginny Rafferty
21st	Mary Lou Brandebery, Gisele Denton, Dave Rhodus
22nd	Chuck Bourgeois, Mary McGregor, Steve Meyer
23rd	Daniel Baker, Marci Chairenza
24th	Darryl Hamilton, Steve Roberts, Larry Schlupp, Yvonne Shumway, Julie Smith
25th	Glynda Clark, Gail Reyes, Pam Shearer, Juliana Young
26th	Wally Cooledge, James Kennedy, Gail Ward, Terri Woody
27th	Wanda Alexander, James Boone, Joe Ruys
28th	Lynn Barnes, Sherry Fogleman, Janie Letterman
29th	Judy Crenshaw, Judy Marko
30th	Gary Byrd, Rod Sanders, Norma Wood
31st	Eva Zott

Thank a Driver

Even though the CRSAC building was closed for a week in August, staff and volunteers were still working hard. Drivers spent a day in classes getting certified and trained on the proper procedures for securing wheelchairs in our vehicles. These volunteers put a lot of hard work into making sure they are up to date on the newest policies and procedures as well as changes. They also attended mandatory drivers meetings in September. Thanks to Tina Whitby, our Transportation Manager, for all that she does to keep us all safe on the road. Do you know that we currently provide over 900 rides a month to area seniors? If you'd like to be a part of our dedicated volunteer driving team, call Maria during normal business hours at 720-733-2292.

July Dining to Donate Contest Winner

Rick Graff won the July Dining-to-Donate contest, which was held at the popular The Old North End. You, too, can be a winner during the months that these fundraisers are held.
Congratulations, Rick!

Candy Corn Counting Contest

How many pieces of candy corn can you spot in this issue (from cover to cover and including this page)? Give us your guess by filling out a form at the front desk, or call it in by Oct. 28. All correct entries will be entered into a drawing for a prize on Oct 31. The candy corn are not exactly like this picture and are all different.

MULTI-DAY HAPPENINGS (Circle the dates)

X	DATE	ACTIVITY	TIME	ACTIVITY FEE MEMBER	ACTIVITY FEE NON-MEMBER	COST
	Month of Oct	Afternoon of Games 10/3 10/7 10/10 10/14 10/17 10/21 10/24 10/28 10/31	1:00 PM	No Activity Fee	No Activity Fee	
	Month of Oct	Bowling 10/3 10/10 10/17 10/24 10/31	11:00 AM	$12 Each Week	Not Available	
	Month of Oct	Bingo 10/4 10/11 10/25	1:00 PM	No Activity Fee	No Activity Fee	
	Month of Oct	Current Events 10/7 10/14 10/21 10/28	10:00 AM	No Activity Fee	No Activity Fee	
	Month of Oct	Drama Workshop 10/6 10/13 10/20 10/27	10:00 AM	$12 a Month	$22 a Month	
	Month of Oct	Knit & Crochet 10/5 10/7 10/12 10/14 10/19 10/21 10/26 10/28	1:00 PM	No Activity Fee	No Activity Fee	
	Month of Oct	Mahjong 10/7 10/12 10/21 10/26	1:00 PM	No Activity Fee	Not Available	
	Month of Oct	**Monday Bridge 10/3 10/10 10/17 10/24 10/31	9:15 AM	No Activity Fee	No Activity Fee	
	Month of Oct	Sewing Group 10/10 10/24	9:00 AM	No Activity Fee	No Activity Fee	
	Month of Oct	Sit & Be Fit 10/4 10/5 10/6 10/12 10/13 10/18 10/19 10/20 10/25 10/26 10/27	9:30 AM	No Activity Fee	No Activity Fee	
	Month of Oct	Texas Hold 'em 10/4 10/18 (Circle Level) Beg. Int. Adv.	1:00 PM	No Activity Fee	No Activity Fee	
	Month of Oct	Trivia Group 10/6 10/13 10/20 10/27 10/27 (2:00PM)	1:00 PM	No Activity Fee	No Activity Fee	

Total Activity Fees $_____

OFFICE USE ONLY WHEN PAID
Total Fees $_____ — Certificate $_____ = $_____ Rung into Register
HOW PAID ☐Cash ☐Check ☐Charge
Processed by _____ Date _____ Time_____

***Ticketed Event No Refunds*

☐ **Will-Pay by _____ (date)**

Notes. Office Use Only.

**Please contact Ann Morris and Steve Wheeler to join Marathon and Duplicate Bridge respectively. Contact info on Page 11.

INVEST IN YOUR COMMUNITY

We are in need of volunteer drivers

When you help a senior you are helping your friends, your neighbors and community.
Call Maria at 720-733-2292 for more information.

THANK YOU TO OUR August VOLUNTEERS

Ahlering, Chris
Asbridge, Juli
Balzer, Susan
Bartlett, Mike
Bills, Brian
Bjork, Alan
Breth, Kathy
Britten, Trish
Bronson, Ann
Bush, Sadie
Caramella, Ben
Carr, Joanne
Clyde, Sharon
Connally, Julie
Corbell, Dawn
Craft, Nanette
Cunningham, Joan
Decker, Jim
Decker, Sharon
Donaldson, Neal
Donaldson, Sue
Driessen, Klaus
Egner, Deg
Einspahr, Christie
Eller, Cherrlyn
Fahrenbruch, Michael
Finch, Wayne
Fine, Lynda
Fischer, Annie
Flugum, Nancy
Flugum, Virgil
Fogleman, Sherry
Fortin, Rolande Marie
Frindt, Beverly
Gottula, Steve
Guidry, Sandy
Hagmaier, Peg
Hall, David
Hamilton, Larry
Harpster, Glenna
Harrison, Nancy
Hasty, Patty
Hawley, Cathy
Hazelton, Ingrid
Henderson, Jim
Hendricks, Jon
Hendricks, Sandy
Henning, Irene
Hier, Sandi
Holverstott, Charles
Holverstott, Cherie
Hostettler, Rashelle
Hoyman, Sandra
Hudson, Mary
Husson, John
Hylen, Chuck
Hylen, Mary
Jackfert, Louise
Jackfert, Doug
Jenner, Jessica
Jez, Carol
Jost, Shirley
Kawulok, Jennie
Kirkpatrick, Marlene
Kluver, Angela
Kroloff, Lynn
Lake, Roger
Lamberson, Theresa
Lewis, Betsy
Lewis, Chet
Litteken, Lisa
Lobb, Bill
Lockwood, Steve
Longhofer, Carl
Lundy, Jim
Malone, Judy
Marksberry, Nanita
Mason, Jim
Mattix, Ed
Mauri, Steve
McDougal, Hugh
McMahon, Cathy
Mintz, Christine
Moore, Cory
Morales-Caramella, Joyce
Morris, Margaret Ann
Morrison, Shari
Murino, Carol
Muus, Nancy
Nicholas, Nicky
Nord, Don
Paik, Soham
Parker, Jackie
Passamani, Pat
Patel, Niru
Patin, Charlie
Pratt, Larry
Pritchard, Steve
Reading, Mike
Reading, Susan
Redoux, Rosita
Reeder, Tami
Rice, John
Rice, Kathleen
Ruhl, Hank
Rutt, Peter
Ruys, Joe
Ruys, Kate
Ryerson, Sue
Schoeberl, Mark
Schoeberl, Shirley
Scott, Rick
Scudder, Janice
Semryck, Vivien
Shearer, Pam
Steinmeyer, Jim
Stolcis, Kathy
Svegel, Brian
Timmons, Cynthia
Tucker, Tami
Tumey, Phyllis
Valancius Hall, Karen
Valle, Lorretta
VanWinkle, Teresa
Wampler, Steve
Weglarz, Jim
Wheeler, Steve
White, Claudia
Williams, Steve
Woody, Teri
Zelt, Marsha

Susan's Retiring!

To my VOA Family,

Thank you for the privilege of being your dining room hostess and coordinator of the VOA Lunch Program. It's been such an honor for me to meet, greet and serve you these past (almost) 6 years, to hear your personal and family stories, and to share laughs along the way! I will miss the camaraderie and friendships that were formed, but know they will continue with me in my next chapter, as will your pearls of wisdom graciously imparted to me almost every week! You'll still see me around the Center now and then, joining activities, volunteering at events and "enjoying life in my second half!"

Love you all! Thanks for the memories! *Susan*

Hello, October. It's time for the *Craft Show on Nov. 5.*

In 2021, more than 2000 volunteer hours were recorded the week of this event, which is the biggest fundraiser the Center holds each year. That doesn't even include the countless hours put in by people at home baking or crafting during the months leading up to the event. We are still in need of handmade items to sell at our gigantic craft booth, any kind of treasures to sell at "Grandma's Attic," books to sell at the book sale and baked goods or canned items for "Grandma's Kitchen" (formerly known as the Bake Sale). Any of these things you donate are tax deductible and raise money for the Senior Center so we can provide more services and programs. PLEASE BRING IN ANY CRAFTS YOU'VE MADE, BOOKS OR ITEMS FOR GRANDMA'S ATTIC NO LATER THAN MONDAY, OCTOBER 17 FOR PRICING. The more we have, the more funds can be raised. Don't forget to bake for the bake sale, too. Bring those items directly to the Events Center on Friday afternoon, 11/4, at the back door or early Saturday morning, 11/5.

Donate to the Silent Auction

Use any contacts you have to see if you can obtain sports memorabilia, restaurant or travel gift cards, sporting event tickets, collectibles, theater or movie tickets or other unusual items. (You never know what you might get until you ask!)
All items are due by October 17.

Sign up to Volunteer

Volunteers are needed in so many roles for set-up on Friday, Nov. 4, and running the event/teardown on Saturday, Nov. 5. Stop at the "Sign-up Wall" at the Center, and put your name on a shift to be a part of the biggest event of the year. You will be amazed at how much fun it is to be a part of something this big - 6,000 people attended in 2021.
The more people involved, the less work for everyone, so please help out.

ROCKWORTHY

Volunteer of the Month

October Volunteer: Faye Kennish

Faye Kennish, our October Volunteer of the Month, grew up on a farm in south Texas, near Cuero/Victoria but went to elementary school and church in a small German community, Meyersville, TX. Her family raised everything on their farm, so summers were spent picking cotton, pulling corn, hauling hay and feeding different livestock. She was a very active 4H member and always showed pigs, calves, rabbits, chickens and sheep in the County Fair (even won Reserve Champion with her little Southdown sheep one year). Not only was she active with animals, but she also had to sew for the Dress Review and bake everything to be entered in the Fair. Being in the house was her least favorite activity, so she stayed away from that as much as possible. Faye often got in trouble as she would come close to missing the bus because she'd get a late start milking cows. Her vacation was going to a Lutheran church camp every year in the Hill Country. She met new kids, swam in the creek and learned a little about God. She went to Texas Lutheran College in Seguin as a Business major, but only for a year. She applied to the Texas Education Agency and worked there for three years, and also had a fun time making new friends and hanging out with the University of TX students.

She moved back to Victoria and worked at DuPont Construction where she met her husband, Bert. They worked together for a couple of years, but at that time the military was looking for young men. Rather than be drafted, he joined the Army and between AIT and Officer Candidate School, they got married. It was a rather rocky time and, of course, he went to Vietnam and she went back to Austin, except for a great R&R in Hawaii. After he came home they continued their wedded life in Colorado. Not long after moving to Denver, they were expecting their first baby, then moved to Castle Rock. They have 1 son, 1 daughter and 4 grandchildren. They enjoy going to the grandkids' volleyball and football games. Faye says that being a grandparent is a total pleasure but she wishes they hadn't grown up quite so fast.

After selling real estate for 30 years, Faye found that there was a need for volunteers at CRSAC and thought she'd help out. She loves the staff, spending time with her clients, talking, learning about their lives and just visiting. Now she has a whole new set of friends. She's enjoyed playing fast pitch softball and volleyball, Country Western dancing, cooking and especially baking bread with Country Western music loudly playing on the TV. Hanging out with her friends and family are the key ingredient of what she enjoys most. She and her family have spent a lot of time at Lake Powell and still take friends and family boating whenever everyone or anyone has the time. Although she's gone on many great trips to Mexico, Hawaii, Peru, New Zealand, Hong Kong, Malaysia and Japan. Germany was her favorite, since both sides of her family are German. They came across the ocean in 1846 on a sailboat and landed in Galveston, TX. Faye's maiden name is "Dreier" which she seldom hears around here but there were many pages of Dreiers in the phone book in Germany. .

What makes Faye happiest? Friends, family and fun. If she had to eat one food for the rest of her life what would it be? Vegetables. What "old" person thing does Faye do? She says she's not old enough to answer that one yet. She's only 78. We asked Faye what would she like the seniors to know about her? She said she "cares so much about them and hope they've had a wonderful life and continue to have a happy, healthy future."

~ The Staff

Do you want to share your praise for a CRSAC volunteer who's made a difference in your life or the lives of others? Would you like to nominate someone to be featured here as Volunteer of the Month? Call Maria at 720-733-2292 or email her at mseibert@crgov.com with your story and nomination.

WELCOME NEW MEMBERS

You have chosen a great place to get involved, and we are glad to welcome you.

Sandi Blanc
Susie Cox
Rick Dickhaut
Daisy Ermoloff
Alex Ermoloff
Joey Hebbell
Marilyn Hendricks
Jason Hofman
Sam Kitchen
Karen Lasch
Theresa McKay
Chris Zeifert
Anita Zeifert

We welcomed these new members in August. **Lynn Kroloff** is our *Membership/Outreach Vice President* and would love to assist you if you'd like to get involved and meet new friends. If you are new and have any questions, call Lynn at 303-565-9429. Please join our upcoming Newcomer Orientation Meeting so we can welcome you and get acquainted! Join us on Tuesday, October 11 at 9:00 AM at the Center. Be sure to call the Center at 303-688-9498 to sign up. We look forward to meeting you!

ROCKIN' ACTIVITY SIGN-UP SHEET

Name: _____ **OCTOBER** Member: ___Guest:___ #

Please Print Clearly

Cell Phone: _____ Home Phone: _____ Guest Waiver on File ☐

Please place an "X" in the left column AND a dollar amount or N/C in the right column for each activity you wish to participate in.

On the Monday following signup , you can then sign up for additional activities as they are available.

DINING OPPORTUNITIES (choose up to 1 lunch & 1 dinner)

X	DATE	ACTIVITY	TIME	ACTIVITY FEE MEMBER	ACTIVITY FEE NON-MEMBER	COST
	Wed., Oct 5	Out to Lunch at Hiro Japanese Buffet	10:45 AM	$13	$23	
	Wed., Oct 10	Out to Dinner at Sahara Mediterranean	4:30 PM	$11	$21	
	Thurs., Oct 20	Out to Dinner at Gabriel's	4:00 PM	$10	$20	
	Fri., Oct 28	Out to Lunch at Wild Goose Saloon	11:30 AM	$12	$22	

EXCURSIONS & TOURS (choose up to 2)

	Wed., Oct 19	Tour of 3 Hundred Days of Shine Moonshine Distillery & Lunch at La Casa Fiesta	9:15 AM	**$31	**$41	
	Sun., Oct 23	The Buddy Holly Story at Boulder's Dinner Theatre	10:30 AM	**$71	**$81	
	Mon., Oct 24	Castle Rock History Tour Trolley Trip	9:30 AM	$15	$25	

ACTIVITIES & TRIPS (not limited)

	Thurs., Oct 6	Senior Council Trip - 2023 Medicare	9:30 AM	No Activity Fee	No Activity Fee	
	Fri., Oct 7	Woodlands Bowl Walk with DLC	10:00 AM	$10	$20	
	Tues., Oct 11	Casino Trip to the Isle	8:30 AM	$15	$25	
	Tues., Oct 11	Trip to Owl's Nest for Workshop	9:30 AM	$53	$63	

ONE-DAY EVENTS/HAPPENINGS (not limited)

	Mon. Oct 3	Jewelry Making Class Bracelet	1:00 PM	$13	$23	
	Tues. Oct 4	Book Club	10:00 AM	No Activity Fee	No Activity Fee	
	Wed., Oct 5	Appetizer Making Workshop	1:00 PM	**$45	**$55	
	Fri., Oct 7	Remembering Our Veterans	1:00 PM	No Activity Fee	No Activity Fee	
	Tues., Oct 11	Newcomer Orientation	9:00 AM	No Activity Fee	No Activity Fee	
	Tues., Oct 11	Creative Writing	1:00 PM	No Activity Fee	No Activity Fee	
	Wed., Oct 12	Lunch & Learn - "Wish of a Lifetime"	11:15 AM	$7	$17	
	Wed., Oct 12	Halloween Card & Treat Box Making Workshop	1:00 PM	$5	$15	
	Thurs., Oct 13	Movie & Popcorn "Where the Crawdads Sing"	12:45 PM	$3	$13	
	Fri., Oct 14	Medicare 101 with Joey Torregrossa	9:30 AM	No Activity Fee	No Activity Fee	
	Mon., Oct 17	Jewelry Making Class Necklace	1:00 PM	$15	$25	
	Fri., Oct 21	Wreath Making Class	9:30 AM	$12	$22	
	Tues., Oct 25	Legal Presentation "Living Wills vs. Traditional Wills"	10:00 AM	No Activity Fee	No Activity Fee	
	Wed., Oct 26	Bunco	1:00 PM	Pay $5 @ Event	Pay $15 at Event	
	Thurs., Oct 27	Active Minds "History of Movies"	1:00 PM	No Activity Fee	No Activity Fee	
	Fri., Oct 28	"Tech 101" Presentation	9:30 AM	No Activity Fee	No Activity Fee	
	Mon., Oct 31	Costume Contest & Ghoulish Treats	1:30 PM	No Activity Fee	No Activity Fee	

Continued on the back page...

POLICIES

Permanent Signup Procedures Via Phone (Not in Person)

The October Activity sign up for members is Wednesday, September 28, starting at 8:00 AM (Phones open at 8:30 AM). Please turn in your activity signup sheet (found on page 21-22) any time before 3PM on 9/26 without payment. Be sure to give us a phone number where we can reach you the morning of 9/28. At that time, your name will be placed in the registration box drawing. At 8:00 AM on 9/28, we will draw numbers and assign each sheet a number. We will then call you to get payment and/or inform you of your place in line. Be available to answer your phone between 8:30 - 11:00 AM. **We will call you three times on signup day for payment. If you do not answer, you will forfeit your place in line.** If you are paying by check, we will notify you of your total, then you'll have until the end of the day on 9/29 to deliver your check to us.

Please sign up for only 2 dining opportunities and 2 excursions and tours on the first round of signup. You can then call or stop in on Monday, 10/31 to sign up for anything that may not be full.
If you are not a member, we will process your signup sheets once all the members' sheets are processed.

The October Activity sign up is Wednesday, September 28, starting at 8:00 AM (Phones open at 8:30 AM).

Policies

-Please turn in your Activity Sheets the Monday prior to signup day before 3PM.

-CRSAC is membership based, and caters to the 50+ population. Nonmembers can sign up for activities (depending upon space availability) but they will be placed on a waitlist. Members will be registered first. Nonmembers will be notified a few days before the activity if and only if there is space.

-If you are on the waitlist or owe money, we will wait to call you until the Monday after signup day. This will eliminate multiple calls to a member as things change (changes are made to the waitlist or money is owed).

We Have A Place For You

ASSURED SENIOR LIVING

Our mission is to improve the quality of life of our residents living with Alzheimer's and related dementias.

24/7 awake staff | Activities Program

(303)-814-2688 • assuredassitedliving.com

SEVENS Home Care

We're here to guide you along the path to ensure you get the best home care possible.

Grocery shopping/errands | Light Housekeeping

(303)-854-6371 • sevenshomecare.com

For ad info. call 1-800-950-9952 • www.lpicommunities.com Castle Rock Senior Center, Castle Rock, CO C 4C 05-0456

ROAD TO WELLNESS

What will this year's flu season look like?

What's New for 2022-2023?

Health officials have new guidance for older adults just ahead of flu season: When you roll up your sleeve for the shot this fall, skip the standard version and opt for one with more oomph. The Centers for Disease Control and Prevention on June 30 updated its guidance at the recommendation of an independent panel of experts to say that adults 65 years and older should get immunized with what's known as a high-dose or adjuvanted vaccine. These shots can offer greater protection to older people, who, due to immune system changes that happen with age, do not have as strong a response to vaccination as younger, healthy people. For most people who need only one dose for the season, September and October are generally good times to get vaccinated. While ideally it's recommended to get vaccinated by the end of October, it's important to know that vaccination after October can still provide protection during the peak of flu season.

Older adults are more susceptible to complications from the flu. The CDC estimates that between 70 and 85 percent of seasonal flu-related deaths and 50 to 70 percent of flu-related hospitalizations occur in people 65 and older. "Given their increased risk of flu-associated severe illness, hospitalization and death, it's important to use these potentially more effective vaccines in people 65 years and older," José R. Romero, M.D., director of the CDC's National Center for Immunization and Respiratory Diseases, said in a statement. The more powerful flu shots have been available for several years. However, previous recommendations did not explicitly favor them over the standard flu vaccines, which help keep an influenza infection from progressing to a serious illness. "It was more of a soft recommendation," says William Schaffner, M.D., a professor in the Division of Infectious Diseases at the Vanderbilt University School of Medicine. But data collected from studies over the years now shows that there's "better protection for people ages 65 and older with one of these enhanced vaccines," Schaffner says. "So basically, the signal has gone out to all the providers that they need to make an effort to stock these vaccines going forward for people aged 65 and older."

The CDC's recommendation didn't come with a preference for any one of the three enhanced vaccines on the market. Schaffner's advice is to get the one that's available. "Don't be too picky," he says. "They're all really enhanced vaccines." Just make sure you're asking for one of the versions that is specifically recommended for older adults. The CDC recommends that everyone 6 months and older be vaccinated each year against the flu. If you're 65 and older and one of the enhanced vaccines is not available when you go to get your flu shot, get a standard-dose flu vaccine instead, the CDC says. "When you're 65 and older and you're talking about influenza, you need all the help that you can get," Schaffner says. "So I have a very strong message to absolutely everyone 65 and older: Better to be vaccinated than not."

Flu clinics will not be held at CRSAC this year, due to the wide accessibility being offered and available. Contact your primary care physician for more information.

Source https://www.aarp.org/health/conditions-treatments/info-2022/older-adults-high-dose-flu-shot.html

Colorado Visiting Nurse Association

Foot Care Clinic

Medical Foot Care provided by RNs

Wednesdays, October 5 & 19
Beginning at 9:00 AM

$55 for each visit. This is a benefit of some Kaiser plans. Call VNA at 303-698-6496 prior to first appt. Don't let the fee keep you from taking care of your feet, as there is some assistance available for low-income members. Call the front desk to schedule. (credit cards preferred/checks welcome/cash no longer accepted)

HEARING SCREENING CLINIC

In Person

By Shannon Miller with Accent on Hearing

Friday, October 14 from 10 AM-12 PM

A FREE hearing screening is offered once a month & includes cleaning/checking all types of hearing aids. Please sign up in advance at the front desk.

Massage with Nicole Holdaway!

Please call the front desk to schedule your massage sessions.

- ***CHAIR MASSAGE***
  $20 members/ $30 nonmembers
  October 12 & 26
  Beginning at 9:30 AM
- ***TABLE MASSAGE***
  $30 members/ $40 nonmembers
  October 18
  Beginning at 10:30 AM
- ***FLEX FRIDAY (Table or Foot Massage)***
  $30 members/ $40 nonmembers
  October 14
  Beginning at 9:30 AM

FREE! BP Checks

October 12
10 AM-11:30 AM

A representative from Castle Rock Fire and Rescue Department will be on site to perform free Blood Pressure checks. Drop in

Essential Oil Foot Massage

Please call the front desk to schedule your massage sessions.

$30 members/ $40 nonmembers
October 21
Beginning at 9:30 AM

FUNDRAISING ROCKTIVITIES

Castle Rock Senior Activity Center
Fundraising Event

Dining to Donate

Present this flyer with your check & the Senior Center will receive a percentage of your bill

Duke's Steakhouse
Established 1996

Wednesday,
October 26, 2022
11:00 AM - 9:00 PM

Duke's Steakhouse

363 Village Square Lane
Castle Pines
303-814-2487

Special Incentive for Senior Center Members:

Write your full name below - give them to all your friends, family & neighbors. We will draw one to win a Senior Center gift certificate. The more flyers, the more chances to win!

Referred by: _____

Free bus ride from CRSAC

Free Lunch Bus will leave CRSAC at 11:30 AM
Free Dinner Bus will leave CRSAC at 4:30 PM

2022 Quilt Raffle

Tickets are $2 each
or
6 for $10

This beautiful throw sized-quilt was lovingly stitched and created by the talented Lois Routh and is a generous 62"x72".

Stop in at the Center to view it and purchase your chance to win! Buy raffle tickets at the front desk or call 303-688-9498 to order. Drawing will be held on 11/5. Need not be present to win.

2022 Apple Watch Raffle

You can now purchase raffle tickets at the front desk.
$5 each or 5 for $20

Series 7
Starlight Aluminum Case

COMMUNITY FIRST FOUNDATION
COLORADO GIVES DAY
ColoradoGivesDay.org Dec.6

MEADOWS EXPRESS CAR WASH

Don't forget your car wash tickets at the front desk!

amazonsmile
You shop. Amazon gives.

The holidays are upon us. Create an Amazon account or add the Castle Rock Senior Center to your existing account & earn free money for us every time you buy something from Amazon.

SERVICES & RESOURCES

SINCERELY SENIORITA

We Answer Your Questions

Dear Seniorita, I took a class that was held in the Vista Room last month. People kept walking through there to get to the Big Horn Room back by the kitchen after class started. Why is this permitted? -Interrupted

Dear Interrupted, The Vista Room is a shared space that is open almost all of the time. That is the only entry into the kitchen and Big Horn Rooms. Those rooms do not have another entrance. We have 150+ activities monthly and need to utilize our spaces wisely. We need to share these spaces and be patient and kind to our neighbors. We will always be happy to talk to all the groups at that time so they are aware of the situation and can minimize noise levels to the best of their abilities. Thanks for your understanding and help. We are grateful to have so many people who want to be here. Don't sweat the small stuff!

Dear Seniorita,
I missed the bus for my dinner trip yesterday. Why can't I follow it and drive my own car? -Woke Up Late

Dear Woke Up Late, We had 30 people signed up for the dinner trip. 3 did not show up. After the bus left, staff called the restaurant and let them know to only set up for 27 people. Our staff works hard to develop relationships with these venues. The group needs to show up together and represent us together as they are an extension of our Center. Please always arrive at least 15 minutes prior to the scheduled departure time. The bus leaves promptly.

Dear Seniorita, It's my granddaughter's birthday. I would love to get her tickets to one of our activities as a gift. She is not a member. –Nana

Dear Nana, Our programming is for older adults and members only. Due to the increasingly limited availability of tickets and service industry guidelines we're reserving our programming for our membership. However, guests (age 50+) can be added to the waitlist. If there's availability (after it's been offered to all membership) we will call you. From time to time we host "multi-generational trips" which include those precious grandkids. The Center staff reserves the right to make those decisions.

If you have a question for Seniorita, please email srutt@crgov.com.

Technology 101 with David Nila & Humana
Fri, 10/28
9:30-11:00 AM

-All about computers
-How to use the internet
-Staying safe online

Calling all Artists! Yes, You!

Every year we put together a set of note cards to sell at our craft show. The images come from you. If you have any paintings, drawings or photographs please bring them by and we'll scan them in and use them (with your permission). We haven't had many painting classes over the last year here, so we do have a great need for these. Call Shannon with questions, 720-733-2290. Stop by the office Mon-Fri from 8:30 AM-3:00 PM.

MEDiCARE 101

Fri., 10/14 at 9:30 AM

with Joey Torregrossa and the Insurance Superstore at CRSAC. Please register.

WEATHER CLOSURE INFORMATION

We occasionally close the Center to keep everyone safe and off icy and snowy roads, but not always following school closures. Sometimes we may delay our opening.

There are several ways to check to see whether we are closed or opening late: 1) Call the Center and listen to the message - if there is no special message, we are open; 2) Watch 9NEWS, CBS4 and Fox 31 - our information will be scrolled across the bottom of the screen; 3) Check the homepage on our website as we will post it - you must actually go into the website, not just look below the map if you Google it; 4) Like us on Facebook and you will receive notices; 5) All members who are signed up to receive email will receive one that morning. We try to have these announcements in place by 7:00 AM; although please understand that occasionally we have technology issues. In the event of a delayed opening, please check our phone message before coming to the Center, just in case we have to close. Thank you for understanding, as we make decisions regarding your safety.

Grandma's Attic Donations

Appointments are necessary in order to bring in donations for Grandma's Attic. Please have all items in boxes that are easy for a volunteer to carry and easy to store. They must also be packaged securely with lids. Call Maria, Volunteer Coordinator, at 720-733-2292 to make an appointment and let her know what you'll be bringing. Thank you for your attention to these details, as a it takes a coordinated effort to stay organized.

Did you notice that we've brought back free BP checks? See page 5 for details. No need to register, just come on in.

SPORTS ROCK

Our softball teams all had a wonderful season this year. Below are the final standings:

-Rockers (50+ team) took 1st Place in the tournament
-Rockies (50+ team) placed 2nd in the tournament
-The Rocks (70 team) placed 5th but
1st in the 2nd half of the season. They tied for 3rd.

Congratulations on an excellent season!

Golden Rockers Bowling Team

Mondays
September-April

"The Golden Rockers," are bowling through April. They take a bus from the Senior Center, leaving promptly at 11:00 AM to bowl at Arapahoe Bowling Center in Greenwood Village. This is a very fun-loving group with no pressure - all skills are represented. You can still join the team. If you're interested, contact **Kay Wolfe** at the number below.

SPORTS TEAMS' CONTACTS

Tennis (Men, Women, & Doubles)
Open
Softball Teams - Wes Johnson 303-978-9733,
Preston Shepherd 720-436-2121
Ken Standen 303-514-7064
Golf Leagues (9 & 18 Hole) -
Don Marshall 720-273-3482 or
Jim Weglarz 303-688-3280/303-507-1429
Bocce Ball - Cynthia Timmons 303-478-1691
Bowling - Kay Wolfe 512-970-6085

AROUND TOWN

First United Methodist Church
1200 South Street, Castle Rock

Please join us at our annual Harvest Dinner

Saturday, October 29, 2022
4:30 – 7:00 PM

Tickets available at the Church and the Senior Center

Adults	$15
Seniors (65 +)	$12
Children (6-12)	$9
Children 5 and under	Free

**Tickets are $2 more at the door*

Menu
Cranberry Relish
Turkey
Ham
Traditional Stuffing
Mashed Potatoes
Gravy
Green Beans
Roasted Sweet Potatoes
Rolls
Homemade Pies

Tickets are available at CRSAC, the front desk.

THIEVES TARGETING OLDER ADULTS

The Douglas County Sheriff's Office has recently received reports of thieves targeting older adults at local stores in Douglas County. There have been several instances where patrons have gone to pay for their food or shopping items and discovered their wallet is missing. It is recommended that purses or tote bags be zipped and kept on your body or as close to you as possible. It is believed that the thieves are grabbing the wallets out of purses when they are unattended in a cart or at a table.

The Sheriff's Office wants to remind you of some safety tips while shopping or being out and about:

-Always keep your purse/wallet on you.
-If your purse can be zipped or secured, zip/secure it when not in use.
-Constantly check your purse/wallet to make sure it is not tampered with.
-Do not sling your purse towards your back.
-Keep your purse in front or to the side of you.

If you see suspicious activity or need to report a crime, call (303) 660-7500 or 911 for emergencies.

Cherry Creek® MORTGAGE

DO YOU WANT TO STOP MAKING MORTGAGE PAYMENTS?
WOULD YOU LIKE SOME CASH FROM THE EQUITY IN YOUR HOME?
SPEAK WITH A REVERSE MORTGAGE SPECIALIST!
DISCOVER IF A REVERSE MORTGAGE IS RIGHT FOR YOU!

Schedule a No Obligation Consultation to Discover Your Personal Mortgage Solution.

CALL OR TEXT 720-616-6361

Matt Semryck
Loan Officer,
NMLS #536642

Breathe Easier with a Reverse Mortgage

You've worked hard all your life, now is the time to breathe a little easier in your home **without the stress of monthly mortgage payments.** According to financial experts, seniors in our country have accumulated between $6-8 trillion in home equity (Reasons why Baby Boomers are a Market to Watch, David Loman). Unfortunately, most of that equity is just sitting; valuable home equity that could be a financial asset. Older Homeowners have long been acquainted with the benefits of reverse mortgage including:

- **No Monthly Mortgage Payments**
- **Funds for medical/dental expenses and/or home improvement**
- **A tax-free line of credit**
- **The ability to relocate to a more desirable home or location**
- **Greater Purchasing Power with the Reverse Mortgage for Home Purchase**

3609 S Wadsworth Blvd Ste 500 • Lakewood, CO
Licensed in AZ, CA, CO, LA, MI, NJ, OR, PA, TN

Cherry Creek Mortgage, LLC NMLS #3001. Reverse mortgage borrowers must maintain the property and keep current property taxes, homeowner's insurance and HOA dues. This material is not from HUD or FHA, nor was this approved, endorsed by, or on behalf of the Department of HUD or any Government Agency. This does not constitute an offer to lend or to recommend available products. To check the license status of your mortgage lender, visit http://www.nmlsconsumeraccess.org

EQUAL HOUSING OPPORTUNITY

BROOKDALE SENIOR LIVING

BROOKDALE HIGHLANDS RANCH ALZHEIMER'S & DEMENTIA CARE
303-683-2555

SUPPORT OUR ADVERTISERS!

ACCENT ON HEARING
Castle Rock's *Premier* Hearing Healthcare Provider
303-663-2235
www.AccentOnHearing.net
1189 S. Perry Street Ste. 120
Castle Rock, CO 80104
"Voted Best of the Best eight years in a row"

Place Your Ad Here and Support our Community!
Instantly create and purchase an ad with
AD CREATOR STUDIO

lpicommunities.com/adcreator

CASTLE COUNTRY Assisted Living
Find Yourself at Home
303-482-5547

Rtl 2 PURPOSE.com
Professional Organizer
Home Organizing
Downsizing & Decluttering
Call for a *free* Consultation
(929) 400-7284

Sky Cliff Center
Helping Families
Senior Day Program
(303) 814-2863

For ad info. call 1-800-950-9952 • www.lpicommunities.com Castle Rock Senior Center, Castle Rock, CO A 4C 05-045

ROCKIN' HAPPENINGS

Castle Rock History Tour Trolley Trip

Mon, 10/24
9:30 AM-1:30 PM
$15 Activity Fee

Castle Rock, first settled in the 1870s, is nestled in the heart of East Plum Creek Valley, surrounded by rocky buttes and featuring stunning views of the Rocky Mountain Front Range. Named for the prominent rock formation that overlooks the Town, the discovery of rhyolite stone in the butte near Plum Creek is what put Castle Rock on the map and made it an important station for north-south railroad traffic. Hop on the town trolley with us for a guided history tour. Lunch will be on your own at Outback Steakhouse. Come test your knowledge and maybe learn some new facts.

The Buddy Holly Story at Boulder's Dinner Theatre
Sun., 10/23, Departs CRSAC at 10:30 AM
Activity Fee $71

In just three short years, Buddy Holly set the music world on fire and forever changed the face and sound of rock and roll. Your fee includes dinner, show, tax, gratuity and a bottomless beverage of coffee, tea or soda. Alcohol may be purchased separately.

Come with us o the top of the mountain! 2-night Fall Getaway in Cripple Creek

CRIPPLE CREEK COLORADO
Real Fun. Real Colorado.

Depart:
9:30 AM Tues., 10/25
Return:
4:30 PM Thurs., 10/27

Activity Fee: $235 per person double occupancy/
$335 per person single occupancy
Non-members rates $285/$385

As of the time this publication went to press there were spaces available on this trip. Please see the office to register.

Trip includes:

- 2 nights hotel room at J.P. McGill's Casino (single or double)
- Chartered bus ride to and from Cripple Creek, including driver gratuity
- Ticket to the 1:00 pm show of the musical *"Young Frankenstein"* at The Butte Theatre (1 block away with free trolley shuttle) on Wednesday, October 26.
- Activity fee does not include meals, gambling expenses or activities while in town.
- Cripple Creek is at an elevation of 9,494 feet, much higher than Castle Rock.
- This is a non-refundable ticketed event, unless there is a waiting list and we can resell your spot.

DOUGLAS LAND CONSERVANCY

"Woodlands Bowl Walk"
Fri., 10/7 from 10:00 AM-12:00 PM
Activity Fee $10
This will be a leisurely interpretive walk up and back to the Woodlands Bowl, leaving from and returning to the Senior Center, hosted by the Douglas Land Conservancy.

Seniors' Council Douglas County
Living Well / Aging Well

Seniors' Council Meeting Trip

Topic: 2023 Medicare Open Enrollment
Thurs., Oct 6 at 9:30 AM

at Douglas County Libraries in Parker Event Hall A

Free bus ride from CRSAC

LUNCH & LEARN

"Wish of a Lifetime: A sense of belonging & purpose."

Wed., Oct. 12
11:15 AM
Presented by:
Caitlin Shepherd
Activity Fee of $7 includes lunch.

HIRO Japanese Buffet

Out to Lunch
10/5 at 10:45 AM
Buffet & hot pot with all -you-can-eat sushi, plus other Japanese & some American standards.
$13 Activity Fee

Sahara

Out to Dinner
Sahara Mediterranean Restaurant
Mon., 10/10 at 4:30 PM
Activity Fee $11
Serving Denver a taste of Morocco and Lebanon since 1993.
Dinner will be on your own.

Out to Dinner trip Gabriel's In Sedalia

Thurs., 10/20, 4:00 PM
$10 Activity Fee
Dinner in their Bistro

WILDGOOSE SALOON

Out to Lunch
Wild Goose Saloon
11:30 AM
Fri., 10/28
Activity Fee $12

Brookside Inn provides comprehensive services for your post-acute recovery needs.

Brookside Inn Post Acute & Rehab
5 Star Quality

303-688-2500
www.bsisnf.com
Castle Rock, CO

LIFE SPRING HOME CARE

Our mission is to provide exceptional, compassionate care to help people live and age in the place they most choose- their own home

755 S. Perry Street Castle Rock 80104
303-663-3663

FRONT RANGE RETINA

Castle Rock's Retina Specialist
(720)828-3937

frontrangeretina.com
Steven M. Christiansen, MD

FOLKESTAD FAZEKAS
FOLKESTAD · FAZEKAS · BARRICK · PATOILE, P.C.
ATTORNEYS AT LAW

WILLS, TRUSTS AND ESTATE PLANNING

Katie T. James
james@ffcolorado.com

"Providing Legal Services to the Community for over 40 Years"

18 S. Wilcox Street, Suite 200, Castle Rock, CO 80104-1909
303.688.3045 · www.ffcolorado.com

Thomas Case
Licensed Sales Agent
#381139

UnitedHealthcare

6465 Greenwood Plaza Blvd
Suite 300
Centennial, CO 80111
p: 303-358-7001
f: 303-568-7646
thomas@thomascaseinsurance.com
www.myuhcagent.com/thomas.case

GROW YOUR BUSINESS BY PLACING AN AD HERE!

CONTACT US!

Contact Anita Aguilar
to place an ad today!
aaguilar@lpicommunities.com
or (800) 950-9952 x2677

Place Your Ad Here and Support our Community!

Instantly create and purchase an ad with

AD CREATOR STUDIO

lpicommunities.com/adcreator

Simply Medicare

HAVE QUESTIONS? CALL ME TODAY!

Finding the right Medicare coverage should be simple and stress-free

Betsy Mullison, Licensed Agent • 720-291-0572 • betsymullison@gmail.com

WHAT'S GOING ON THIS MONTH

AARP DRIVER SAFETY COURSE
Friday, October 14 @ 8:00 AM - 1:00 PM
$20 For AARP Members/ $25 for nonmembers
During the program, you will learn defensive-driving techniques, discover ways to handle left turns, right-of-way, highway traffic and blind spots and get 24-hour customer service support. Sign up at the front desk. Cash or check only, payable to AARP the day of class.

MEDICARE 101 PRESENTATION
Friday, October 14 @ 9:30 AM **No Activity Fee**
Joey Torregrossa, with the Insurance Superstore, will teach you how Original Medicare and Medicare Advantage work, and how to pick a plan that's right for you. He will discuss the 2022-2023 changes you should be aware of. This is a "no sales" presentation.

HEARING SCREENING CLINIC
Friday, October 14 @ 10:00 AM-12:00 PM **No Activity Fee**
Please call the front desk at 303-688-9498 to make an appointment at our Hearing Screening Clinic, given by an Accent on Hearing provider, offering hearing screenings, hearing aid cleaning and checks.

SWAROVSKI CRYSTAL NECKLACE WORKSHOP
Monday, October 17 @ 1:00 PM **$15 ($25 nonmembers)**
In this class with Monica Swartwood, students will make a 16" Swarovski crystal necklace with choice of focal bead, extension chain and your choice of color. Beginning level. Look for a sample at the front desk. Class capacity of 6.

LOW VISION SUPPORT GROUP
Tuesday, October 18 @ 1:00 PM **No Activity Fee**
If you have vision problems of any kind, we encourage you to join us. If you have questions prior to the meeting or would like to learn more about the low vision group, please contact Chris Parsons from the Colorado Center for the Blind at (303) 778-1130, ext. 235 or cparsons@cocenter.org.

WREATH MAKING WORKSHOP
Friday, October 21 @ 9:30 AM **$12 ($22 nonmembers)**
The Activity Fee for this class includes all of the supplies to make and take one 20" mesh seasonal wreath. You will be using a wire wreath and will be working with mesh to create your wreath (along with other add-ons and flowers/greenery). The class is limited to 12 and will be approximately an hour. Linda Funk will teach the class.

LEGAL PRESENTATION - ***Living Wills vs. Traditional Wills***
Tuesday, October 25 @ 10:00 AM **No Activity Fee**
This informative presentation will be hosted by Jaime Stewart of Gubbels Law Office, P.C. She will discuss the difference between the traditional will and the living will, healthcare Powers of Attorney, Do Not Resuscitate Orders, the MOST document and Five Wishes. There is no charge to attend.

ACTIVE MINDS - ***"History of Movies"***
Thursday, October 27 @ 1:00 PM **No Activity Fee**
At the turn of the 20th century, inventions by Thomas Edison and others introduced a new art form to the world: motion pictures. From the early era of Nickelodeons and silent films to the era of "talkies" and the growth of Hollywood, movies went from a mere fad to an industry. Now, with the introduction of streaming services like Netflix, films are evolving once again. Join Active Minds as we roll out the red carpet and tell the story of movies.

TECHNOLOGY 101 PRESENTATION
Friday, October 28 @ 9:30 AM **No Activity Fee**
David Nila with Humana will be at CRSAC to teach basic information about computers, the internet, smartphones and tablets. You're never too old to learn something new-even technology!

MULTI-DAY HAPPENINGS

AFTERNOON OF GAMES - Mon. & Fri. 1:00 PM
Some of the games are (but not limited to) Scrabble, Mahjong, Mexican Train, Dominoes, Hand and Foot and Pinochle. Be sure to check the calendar on pages 12-13 for any calendar changes.

BINGO FOR FUN - Tuesdays, October 4, 11 & 25 1:00 PM
Play as many cards as you can handle. It's just a nickel a card per game! This is a fun and low-pressure bingo event. No Activity Fee.

BUNCO
Wednesday, October 26 @ 1:00 PM **$5 ($15 nonmembers)**
The game will start promptly at 1:00 PM. This fun game is fast and easy. No experience necessary. Roll the dice to try and win cash prizes. Bunco is played at tables of four and is limited to 24 players. You do not have to pay at the time of sign up, but will pay your coordinator, Peg Hagmaier, on game day. The Front Desk staff cannot make change.

CURRENT EVENTS - Fridays 10:00 AM
This lively group discusses what's happening in our world about present-time news events. Come to discuss, come to listen or just come to learn.

DRAMA WORKSHOP
Thursdays, October 6, 13, 20 & 27 from 10:00-11:30 AM
****Now a flat fee of $12 a month for all classes****
This ongoing group aims to inspire anyone with a bit of an acting bug. Our drama workshops are facilitated by Drama in Progress, and include teaching techniques and the chance to put them into practice in a fun, encouraging arena.

KNIT & CROCHET
Wednesdays and Fridays @ 1:00 PM
Join us for our Knit & Crochet group. Enjoy some good company and work on your own project.

MAHJONG - 2nd/4th Wednesdays & 1st/3rd Fridays,
September 7, 12, 21, 26 1:00 PM
With enough interest, we are now able to have Mahjong as its own activity on Wednesdays and Fridays! No Activity Fee.

MONDAY BRIDGE - Mondays 9:15 AM
Come join in with as many tables as we can fill. This is not a league, but is a time to play the game you love. Advance signup is required; please call the office to reserve your spot. Contact the coordinators on Page 11 to sign up for Duplicate (on 10/27) and Marathon Bridges (on 10/18).

SEWING GROUP
Mondays, October 10 & 24 @ 9:00 AM
Please call Sandy Hendricks 262-853-1639 if you have an interest in sewing or would like to know more about the group.

SIT & BE FIT CLASS
Tuesdays, Wednesdays and Thursdays 9:30 AM
We have great videos focusing on muscle strength and flexibility. Please see the calendar on pages 12-13 for scheduled dates or changes. Call the office to reserve your spot. Sit & Be Fit will not be held on 10/11.

TAI CHI FOR ARTHRITIS
Mondays and Wednesdays **$36 ($36 nonmembers)**
10/24 10/26, 10/31, 11/2, 11/7, & 11/9 @ 1:00 PM
This is an all-levels class that is designed to decrease joint pain, increase mobility and muscle strength, and improve the general health of your body and mind. Anyone at any age and shape can improve his or her general health with the smooth and gentle movements of Tai Chi. Wear flat, well-fitted shoes, loose clothing and bring a bottle of water. You must commit to all 6 classes when signing up. Each class is limited to 16 people, so you must signup in advance. Tai Chi is taught by Evelyn Garbo.

TEXAS HOLD'EM
Tuesdays, October 4 & 18 @ 1:00 PM
Join us for a rousing game of Texas Hold 'em, the first and third Tuesdays of each month, from 1:00-3:30 PM. Call Bob or Cory Moore for information at 303-901-7364 or 303-548-2512. Advanced sign up is required.

TRIVIA GROUP
Each Thursday 1:00 PM
What a fun group of people to have some laughs and not-so-serious conversations. Some members leave at 2:30 PM, but the group may stay until 3:30 PM or whenever they're finished. (Starts at 2:00 PM on 10/27).

MORE ROCKIN' HAPPENINGS

Tour of 3 Hundred Days of Shine Moonshine Distillery in Monument & Lunch at La Casa Fiesta
Wed., Oct. 19 at 9:15 AM

3 HUNDRED DAYS SHINE

Originally dubbed Colorado's unofficial slogan in the 1870s, "300 days of Sunshine" encouraged frontiersman to head west. Their products are made in Colorado's Rocky Mountain Front Range using methods that predate prohibition. 3 Hundred Days of Shine is a smooth moonshine infused with natural ingredients to create an experience that brings you back to a time when quality, craftsmanship and tradition were important.
Activity fee is $31 and lunch is on your own.

BRINGING THE BITES
Unique Culinary Experiences

Appetizer-Making Class at CRSAC
October 5 at 1 PM
$45 Activity Fee

During this appetizer class you will learn how to make five different small bites, both savory and sweet. You'll impress your friends and family with your new knowledge during the holiday season.

Trip to Owl's Nest in Franktown to make "German Glitter Village"
Tues., Oct. 11
9:30 AM
Activity Fee $53
Lunch at Adriana's afterwards on your own

Active Minds

FREE
1-hour unbiased programs each month on topics of interest

Learning is a lifelong adventure

Thursday, October 27 - 1:00 PM
Topic: "History of Movies"
In Person

At the turn of the 20th century, inventions by Thomas Edison and others introduced a new art form to the world: motion pictures. From the early era of Nickelodeons and silent films to the era of "talkies" and the growth of Hollywood, movies went from a mere fad to an industry. Now, with the introduction of streaming services like Netflix, films are evolving once again. Join Active Minds as we roll out the red carpet and tell the story of movies.

October Art Workshops
You Make-You Take

Swarovski Crystal Bracelet Workshop
Mon., 10/3
1:00 PM
$13 Activity Fee

Halloween Card & Treat Box Workshop
Wed., 10/12
1:00 PM
$5 Activity Fee

Swarovski Crystal Necklace Workshop
Mon., 10/17
1:00 PM
$15 Activity Fee

Wreath Making Workshop
Fri., 10/21
9:30-11:00 AM
$12 Activity Fee

isle CASINO · HOTEL BLACK HAWK

(Now the Horseshoe Casino Blackhawk)
Casino Trip
Tues., 10/11
8:30 AM
$15 Activity Fee

Newcomer Orientation

Meeting
Tuesday, October 11
at 9:00 AM

Eat, Drink & Be Spooky

Halloween Costume Contest
Monday, October 31
1:30 PM

Something is brewing. Come see the staff's "punny" costumes. We'd love to see yours too. Join us if you dare for prizes and treats!

October Movie & Popcorn
Thurs., 10/13 at 12:45 PM, $3
"Where the Crawdads Sing"

SAVE THE DATE & UPCOMING ACTIVITIES

This trip is full. Please call the office at 303-688-9498 to get on the waitlist. We will call you as spaces open.

$560*
5 Days
4 Nights

*per person, double occupancy ($610 nonmembers)

Gratuities included in the price

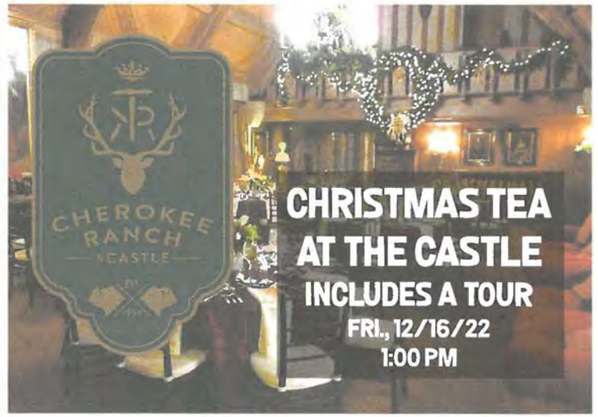
May 22-26, 2023

- Motorcoach transportation
- 4 nights lodging in South Dakota
- 8 meals: 4 breakfasts and 4 dinners
- Visit to the Mount Rushmore National Memorial
- Tour of Wildlife Loop Road at Custer State Park
- Admission to the Unique Journey Museum
- Guided Tour of Deadwood, plus gaming at a Deadwood Casino
- Visit to the amazing Crazy Horse Memorial & much more.

Departure from CRSAC. $75 due upon signing up.
***Add $135 for single occupancy. Final payment due: 2/15/23**
Pickup a flyer from the front desk at CRSAC.

CHARCUTERIE MAKING WORKSHOP
WED., 11/16 AT 1:00 PM
WATCH NEWSLETTER FOR DETAILS

The tentative date for the CORE Christmas luncheon is 12/9/22. Mark your calendars (formerly IREA).



The Christmas Tea is full. Please get on the waitlist. As of the date of this publication, we are trying to add another trip. Check with the office at 303-688-9498 for details and availability.

You'll be treated like royalty when you attend Tea at Cherokee Ranch Castle. The Tea includes a light meal with a seasonal menu, complete with scones with clotted cream and jam, finger sandwiches and pastries. Followed by the Tea is a one hour Tour of the Castle. Dietary needs can be noted. Dress and business casual attire encouraged.
The first level of the Castle is ramp accessible. The majority of the tour takes place on the first level. The second level of the Castle is stair accessible only. We have 15 tickets to sell and can possibly get more if there's more demand and more tickets available. Christmas events book far in advance! Register now! $75 Activity Fee

GROUPS & GAMES

Garden Club

We are wrapping up a successful growing season and it's almost time to put the garden to rest. The focus right now is getting ready for the craft show. We will also be harvesting a few fall vegetables. If you've partaken in the fresh produce on the garden table at the Center this year, be sure to thank a gardener.
Due to the weather, contact Joan and Cathy for specific dates and times for meeting at the garden.
(Contact info is on Page 11)

Be on the lookout for 3 bingo days in October. If we have the demand and participation we will add more days to play.

Want to help with the Craft Show?

If you have handcrafted items you'd like to donate for sale, please get them to us by 10/17 so they can be tagged and packaged.
Thank you for all of your hard work. If you have any questions, call the office at 303-688-9498.

TRIVIA

Come check out our Trivia Group every Thursday. See the times on the calendar on Page 13. Our fearless leader, Herb Wager, would love to see you there!

Interested in playing Hearts? Call Jim Decker if you would like to get a game going, (720) 448-4614. The game is played in groups of 4.

ARRIVE 15 MINS PRIOR TO DEPARTURE TIME

ACTIVITIES & TRIPS

TRIP - Seniors' Council Meeting
Thursday, October 6 @ 9:30 AM **No Activity Fee**
Douglas County Seniors' Council Meeting is a monthly event. Join Dennis DelPizzo to learn about the 2023 Medicare Open Enrollment and how a SHIP counselor can help you navigate the options available to you. This presentation is unbiased and does not include any sales pitch, but is to provide information to help you make informed choices for your plans whether you are new to Medicare or if you have been receiving Medicare benefits for a while. You can take a free ride from CRSAC but please register to do so. Douglas County Libraries in Parker Event Hall A, 20105 East Mainstreet, Parker, CO 80138. If you're going on your own, please RSVP to DC Senior Life dcseniorlife@douglas.co.us. Difficulty=Young at Hearts

TRIP - Woodlands Bowl Hike with Douglas Land Conservancy
Friday, October 7 @ 10:00 AM **$10 ($20 nonmembers)**
Join Douglas Land Conservancy for an easy walk through the Woodlands Bowl. We will meet at the Senior Center then walk over to the Woodlands Bowl. The trail offers stunning views of Castle Rock. During our walk we will learn about the flora and fauna of the area. A guide will share, "What Grows Here", "Who Lives Here" and how this bit of land came to be permanently protected as open space. The walk is 1.6 miles on a paved path. There are a few benches along the way for those who would like to take a rest. No bathroom facilities are available on site. https://crgov.com/3262/The-Woodlands-Bowl. A portion of your activity fee is a donation to the DLC. Return to the Center by 12:15 PM. We can take up to 24 people. Difficulty=The Geri-Actives.

CASINO TRIP - THE ISLE CASINO (Now the Horseshoe Blackhawk)
Tuesday, October 11@ 8:30 AM **$15 ($25 nonmembers)**
The legendary Horseshoe has arrived in Black Hawk. Experience the thrill of no-limit betting at the 42,400-square-foot gaming complex featuring classic table games and 900+ slot machines. The bus returns to the Center usually before 4:30 PM. Difficulty=Ramblers

TRIP - THE OWL'S NEST IN FRANKTOWN CRAFT WORKSHOP
Tuesday, October 11@ 9:30 AM **$53 ($63 nonmembers)**
Come with us to the Owl's Nest in Franktown to make "German Glitter Christmas Villages." The Owl's Nest in Franktown is your one-stop location for Dazbog coffee, Tazo Tea, Oregon Chai, and home-made pastries. They host a wide variety of local consignment vendors and artists, as well as providing craft classes with a seasonal flavor. We will eat at Adriana's Mexican Restaurant afterwards. The class itself will be from 10-12:30 PM. The bus returns to the Center usually before 2:30 PM. Difficulty=Ramblers

TRIP - OVERNIGHT CRIPPLE CREEK
Departs from CRSAC on 10/25 at 9:30 AM ***$235 (*$285 nonmembers)**
Returns to CRSAC on 10/27 at 4:30 PM
As of the date this newsletter went to press there are still spaces on this trip. See someone in the office to register. This trip will include: 2 nights hotel room at J.P. McGill's Casino (single or double), chartered bus ride to and from Cripple Creek, including driver gratuity and ticket to the 1:00 pm show of the musical *"Young Frankenstein"* at The Butte Theatre (1 block away with free trolley shuttle) on Wednesday, October 26. This is a non-refundable ticketed event, unless there is a waiting list and we can resell your spot. There are a limited singles and doubles rooms. *Starting Price

MT. RUSHMORE AND THE BLACK HILLS OF SOUTH DAKOTA
Departs from CRSAC on 5/22/23 at 8:00 AM
Returns to CRSAC on 5/26/23 ***$560 ($610 nonmembers)**
This trip is full. Please call the office at 303-688-9498 to get on the waitlist. We will call you as spaces open. Please see someone in the office for a detailed brochure and information about travel insurance during normal business hours. *Starting Price

ONE-DAY EVENTS/HAPPENINGS at CRSAC

SWAROVSKI CRYSTAL BRACELET WORKSHOP
Monday, October 3 @ 1:00 PM **$13 ($23 nonmembers)**
Monica Swartwood will teach students how to string a project on wire and finish it professionally using crimps and crimp covers. Several color choices of Swarovski Crystals will be offered with white pearls and silver findings. Beginning level. Look for a sample at the front desk. Limit 6.

BOOK CLUB
Tuesday, October 4 @ 10:00 AM **No Activity Fee**
Come share with others and see what they're reading, too. No one reads the same thing, so get inspired!

APPETIZER MAKING CLASS WITH CHEF
Wednesday, October 5 @ 1:00 PM **$45 ($55 nonmember)**
Bringing the Bites is the hottest new concept in town! The chef brings the food, you bring the friends and together you turn CRSAC into a cooking school. During this appetizer class you will learn how to make five different small bites, both savory and sweet. Best of all, you'll get to eat your creations and take the skills you learned back to your own kitchen. You will leave class with happy tastebuds and creative ideas to take home with you and use during the holidays. This is a ticketed event.

REMEMBERING OUR VETERANS BY DR. BOB MALLIN
Friday, October 7 @ 1:00 PM **No Activity Fee**
Dr. (CPT) Bob Mallin was the squadron surgeon for the 1/10 cavalry (Buffalo soldiers) in the central highlands of Vietnam 1966-1967. He was awarded a Purple Heart, an Air Medal, a Bronze Star and a Combat Medical Badge. He has studied Civil War Medicine and Surgery in depth and will present this topic using actual period medical/surgical equipment. He enjoys the question and answer period the most!

MONTHLY NEWCOMER ORIENTATION MEETING
Tuesday, October 11 @ 9:00 AM **No Activity Fee**
This is a one-hour program for new or prospective members. Explore the opportunities and benefits that come along with membership at the Castle Rock Senior Activity Center.

CREATIVE WRITING GROUP
Tuesday, October 11 @ 1:00-2:30 PM **No Activity Fee**
This group is open to all who are interested in writing. You can share your writing, get feedback if desired, and learn about the craft of creative writing.

LUNCH AND LEARN - *"Wish of a Lifetime"*
Wednesday, October 12 @ 11:15 AM **$7($17 nonmembers)**
Wish of a Lifetime helps older adults realize lifelong dreams. The organization was started 12 years ago by former U.S. Olympic skier Jeremy Bloom. Since then, thousands of older Americans have had a chance to experience a dream come true. Caitlin Shepherd, the Mountain-West Field Manager, will be here to share how this program helps renew a sense of purpose and belonging in older adults. Your Activity Fee includes a healthy lunch. If you cancel within 48 hours of the activity, we will not credit your fee as we are planning food.

HALLOWEEN CARD & TREAT BOX WORKSHOP
Wednesday, October 12 @ 1:00 PM **$5 ($15 nonmembers)**
In this class, Rita Spreeman will show you how to make an adorable Halloween card and treat box. Look for a sample at the front desk. Class capacity of 10.

MOVIE & POPCORN - *"Where the Crawdads Sing"*
Thursday, October 13 @ 12:45 PM **$3 ($13 nonmembers)**
This movie tells the story of Kya, an abandoned girl who raised herself to adulthood in the dangerous marshlands of North Carolina. For years, rumors of the "Marsh Girl" haunted Barkley Cove, isolating the sharp and resilient Kya from her community. Drawn to two young men from town, Kya opens herself to a new and startling world; but when one of them is found dead, she is immediately cast by the community as the main suspect. This movie is rated PG-13 and is 2hrs 5mins long.

WHAT'S GOING ON THIS MONTH

DINING OPPORTUNITIES

VOA LUNCHES-
Tuesdays & Thursdays @ 11:30 AM
The Volunteers of America serve nutritious hot meals in-Center on Tues. and Thurs. for a suggested contribution of $2.50 (for those 60 and older) as well as a box of frozen meals on Thurs. Please call our office to reserve your space or learn more about this program. Let's Celebrate is on 10/18.

OUT TO LUNCH - ***Hiro Japanese Buffet & Hot Pot in Aurora***
Wednesday, October 5 @ 10:45 AM $13 ($23 nonmembers)
Be transportated to an "old-school buffet restaurant with all-you-can-eat sushi, plus other Japanese and some American standards." They have a variety of sushi and other dishes plus endless crab legs. Beer and wine are served. The last check of the lunch buffet price was $17.99 and is on your own. We can take up to 30 people. You will return to the Center around 1:45 PM. Difficulty=Young at Hearts

OUT TO DINNER – ***Sahara Mediterranean Restaurant Greenwood Village***
Monday, October 10 @ 4:30 PM $11 ($21 nonmembers)
Serving the Denver Metropolitan Area authentic Middle Eastern and North African cuisine since 1993. It is a warm and welcoming restaurant featuring Middle Eastern dishes from Greek salad to merguez couscous. Enjoy hummus, kabobs and more. We can take up to 21 people. You will return to the Center around 7:00 PM. Difficulty=Young at Hearts

OUT TO DINNER - ***Gabriel's Restaurant in Sedalia***
Thursday, October 20 @ 4:00 PM $10 ($20 nonmembers)
Gabriel's is open! The restaurant is housed in the charming Victorian Manhart home, which was built at the turn of the 1900s in the little town of Sedalia. Chef Gabriel converted the Douglas County Historic Landmark to Gabriel's Restaurant in 1986. Over thirty-five years later, his tradition of excellence continues. You will dine at the casual Bistro Bar and order from the ala carte menu. Dinner is on your own. We'll return to the Center around 6:30 PM. We can take up to 21 people on this trip. Difficulty=Young at Hearts

OUT TO LUNCH - ***Wild Goose Saloon in Parker***
Friday, October 28 @ 11:30 AM $12 ($22 nonmembers)
This is Parker's newest restaurant/bar serving Colorado barbeque with a. return to the center by 2:00 PM. We can take up to 30 people on this trip. Difficulty=Young at Hearts

CASTLE ROCK FUNDRAISER - ***Duke's Steakhouse in Castle Pines***
Wednesday, October 26
Free Lunch Bus will leave CRSAC at 11:30 AM
Free Dinner Bus will leave CRSAC at 4:30 PM

Support CRSAC's Dining to Donate program. In 1996, the Minarick and Breeding families joined to bring a superior dining experience to Castle Rock. They could not resist naming a great steak house after a Grand Champion bull owned by the Breeding family: Duke. Duke's Steakhouse was born. Everyone from faithful carnivores to vegetarians was excited about Duke's uncompromising quality at reasonable prices. In 2010, Duke's Steakhouse opened in Castle Pines. The families have been thrilled to be joined by so many new loyal Castle Pines, Parker and Castle Rock customers. Give your flyer to your server and you will be entered into a drawing at the Center for a prize, while supporting your peers and local seniors. There will be 2 free busses going to Duke's, but you must register.

EXCURSIONS & TOURS

Masks are optional when on the buses while en route to your destination. If you have any mobile-assist devices, such as wheelchairs, please let us know in advance. Be sure to arrive 15 minutes before departure time.

TRIP - 3 HUNDRED DAYS OF SUNSHINE MOONSHINE DISTILLERY
Wednesday, October 19 @ 9:15 AM $31 ($41 nonmembers)
Originally dubbed Colorado's unofficial slogan in the 1870s, "300 days of Sunshine" encouraged frontiersman to head west. Their products are made in Colorado's Rocky Mountain Front Range using methods that predate prohibition. 3 Hundred Days of Shine is a smooth moonshine infused with natural ingredients to create an experience that brings you back to a time when quality, craftsmanship and tradition were important. You will tour the facility (group may be split in 2) and sample (small sample) any and all of their current shine (currently 13), a cocktail of your choice and 20% off purchases made at the time of the tour. Lunch is on your own. We'll return to the Center by 1:30 PM. We can take 30 people. This is a walking tour inside with some tight spaces. Difficulty=Ramblers. This is a ticketed event.

TRIP - "The Buddy Holly Story" at Boulder Dinner Theatre
Sunday, October 23 @ 10:30 AM $71 ($81 nonmembers)
In just three short years, Buddy Holly set the music world on fire and forever changed the face and sound of rock and roll. Armed with a Fender Stratocaster guitar, his signature specs and a charismatic blend of rockabilly swagger, *Buddy* explodes onto the stage in this jukebox musical fully loaded with classics "Peggy Sue," "Oh Boy," "That'll Be the Day," "Well...All Right," "Not Fade Away" and many more with an encore that will have you on your feet and dancing in the aisles. Your Fee includes dinner, show, tax, gratuity and a bottomless beverage of coffee, tea or soda. Alcohol may be purchased separately. There will be a few stairs to your seats. You must let us know while signing up about any ADA requests. Difficulty=Ramblers. This is a ticketed event.

TRIP - CASTLE ROCK TROLLEY TRIP, HISTORY TOUR & LUNCH
Monday, October 24 @ 9:30AM $15 ($25 nonmembers)
Castle Rock, first settled in the 1870s, is nestled in the heart of East Plum Creek Valley, surrounded by rocky buttes and featuring stunning views of the Rocky Mountain Front Range. Named for the prominent rock formation that overlooks the Town, the discovery of rhyolite stone in the butte near Plum Creek is what put Castle Rock on the map and made it an important station for north-south railroad traffic. Hop on the town trolley with us for a guided history tour. Lunch will be on your own at Outback Steakhouse. You will be ordering off of the lunch menu. Come test your knowledge. Our return to the Center should be by 1:30 PM. We can take up to 24 people. Please let us know of any physical limitations before registration as there are a few steps up into the trolley. Difficulty=Young at Heats.

TRIP - Christmas Tea at the Cherokee Ranch Castle
Friday, December 16 @ 1:00 PM $75 ($85 nonmembers)
The Christmas Tea is full. Please get on the waitlist. As of the date of this publication we are trying to add another trip. Check with the office at 303-688-9498 for details and availability. You'll be treated like royalty when you attend Tea at Cherokee Ranch Castle. The Tea includes a light meal with a seasonal menu, complete with scones with clotted cream and jam, finger sandwiches and pastries. Followed by the Tea is a one-hour Tour of the Castle. Please let someone know upon paying for this trip if you have any dietary needs. Dress and business casual attire is encouraged. The first level of the Castle is ramp accessible. The majority of the tour takes place on the first level. The second level of the Castle is stair accessible only. We have 15 tickets to sell and can possibly get more if there's more demand and more tickets available. Christmas events book far in advance! Difficulty level varies. This is a ticketed event.

OF INTEREST

Mondays & Wednesdays
10/24, 10/26, 10/31, 11/2, 11/7, & 11/9 at 1:00 PM

This is an all-levels class that is designed to decrease joint pain, increase mobility and muscle strength and improve the general health of your body and mind. Anyone at any age and shape can improve his or her general health with the smooth and gentle movements of Tai Chi. You will practice in Panorama Hall. Wear flat, well-fitted shoes, loose clothing and bring a bottle of water. You must commit to all 6 classes when signing up. Each class is limited to 18 people, so you must signup in advance. Tai Chi is taught by Evelyn Garbo.

REMEMBERING OUR VETERANS

Presented by: Dr. (CPT) Bob Mallin, Squadron Surgeon
Fri., 10/7 at 1:00 PM

Dr. (CPT) Bob Mallin was the squadron surgeon for the 1/10 cavalry (Buffalo soldiers) in the central highlands of Vietnam 1966-1967. He was awarded a Purple Heart, an Air Medal, a Bronze Star and a Combat Medical Badge. Bob studied Civil War Medicine and Surgery in depth and will present this topic using actual period medical/surgical equipment.

Would you like to share an experience with this group? Email Patty Ehline at patti4got@comcast.net.

Annual Membership Meeting
Thursday, November 17
1:00 PM

This is your Center and we need to hear from each and every one of you! If you're a new member, this will give you a great idea of who we are. All members are encouraged to attend.

AARP DRIVER SAFETY

Fri., Oct. 14
8AM-1PM
$20 members/$25 nonmembers

Please remember to bring a check or cash to pay your instructor directly. Credit cards are not accepted. Call 303-688-9498 to register.

PICTURES ABOVE ARE FROM THE TRIP TO COLORADO HORSEPOWER INC.

CONTACT LIST

Fun & Games

Mahjong - Lynn Kroloff 303-565-9429
Monday Open Bridge - Dawn Corbell 512-966-7910
Duplicate Bridge - Steve Wheeler 303-660-4047
Marathon Bridge - Ann Morris 720-717-1183
Bunco - Peg Hagmaier 303-881-2687
Polish Poker - Linda Farley 303 997-9343
Hand & Foot - Maggie Janick 303-590-4595
Trivia Group - Herb Wager, hwager48@gmail.com
Pinochle - Dawn Corbell 512-966-7910
Texas Hold'em - Bob Moore 303-901-7364
or Cory Moore 303-548-2512

Special Interest Groups

Knitting & Crocheting - Rita Spreeman 303-989-9173
Sewing & Quilting Group - Sandy Hendricks 262-853-1639
or Lorretta Valle at 501-257-0194
Jewelry Making - Monica Swartwood 703-360-3990
Creative Writing - Jean Labo, contact front desk to get in touch with her
Current Events - Larry Pratt 503-400-0094
Remembering our Veterans - Patti Ehline, patti4got@comcast.net
Garden Club - Joan Cunningham 309-230-7758
or Cathy McMahon 309-230-7752
Book Club - Claire Chomiak, cachomiak@gmail.com
Library - Mary Hudson, contact the front desk to get in touch with Mary
Leather Working Group - Jim Decker (720) 448-4614

Services

Health & Wellness - Call the front desk to schedule
VOA & Meals on Wheels - Maria Seibert 720-733-2292
Car Donation - Jon Hendricks 262-853-1638
Low Vision Support - Chris Parsons 303-778-1130 x235

Sports - See bottom of page 18

OCTOBER 2022

SATURDAY/SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1/2	**3** 9:15 AM Monday Bridge 11:00 AM Bowling League 1:00 PM Afternoon of Games 1:00 PM Jewelry Making Class Swarovski Bracelet	**4** 9:30 AM Sit & Be Fit 10:00 AM Book Club 11:30 AM VOA Lunch - Chicken Breast with Fire Roasted Tomato Sauce, Mashed Sweet Potatoes, Broccoli, Chickpeas & Wheat Roll 1:00 PM Bocce Ball League 1:00 PM Bingo 1:00 PM Texas Hold 'em	**5** 9:00 AM Foot Care Clinic (Call office to schedule) 9:30 AM Sit & Be Fit 10:45 AM Out to Lunch-Hiro Japanese Buffet ($-$$) 1:00 PM Appetizer-Making Workshop with Chef 1:00 PM Knit & Crochet	**6** 9:30 AM Sit & Be Fit 9:30 AM Senior Council Trip - 2023 Medicare Open Enrollment 10:00 AM Drama Workshop 11:30 AM VOA Lunch - Open Faced Vermonter Ham Sandwich, Grain and Kale Blend, Cabbage with Red Pepper, Apple & Muffin 1:00 PM Trivia Group	**7** 10:00 AM Current Events 10:00 AM Woodland Bowl Hike with DLC 1:00 PM Afternoon of Games 1:00 PM Bocce Ball League 1:00 PM Knit & Crochet 1:00 PM Mahjong 1:00 PM Remembering Our Veterans Presented by Dr. (CPT) Bob Mallin
8/9	**10** 9:00 AM Sewing 9:15 AM Monday Bridge 11:00 AM Bowling League 1:00 PM Afternoon of Games 4:30 PM Out to Dinner - Sahara ($-$$)	**11** 8:30 AM Casino Trip to Isle Casino No Sit & Be Fit 9:00 AM Newcomer Orientation 9:30 AM Trip to Owl's Nest 11:30 AM VOA Lunch - Fish Veracruz, Borracho Beans, Seasoned Greens, Bread & Tropical Fruit 1:00 PM Bocce Ball League 1:00 PM Bingo 1:00 PM Creative Writing	**12** 9:30 AM Sit & Be Fit 9:30 AM Chair massage (Call office to schedule) 10:00 AM FREE BP Checks Walk in 11:15 AM Lunch & Learn - "Wish of a Lifetime" 1:00 PM Halloween Card & Treat Box Making Workshop 1:00 PM Knit & Crochet 1:00 PM Mahjong Craft Room will be closed.	**13** 9:30 AM Sit & Be Fit 10:00 AM Drama Workshop 11:30 AM VOA Lunch - Moroccan Chicken, Savory Chickpea Stew, Baby Carrots, Pita Bread & Mandarin Oranges 12:45 PM Movie & Popcorn "Where the Crawdads Sing" 1:00 PM Trivia Group Craft Room will be closed.	**14** 8:00 AM AARP Drivers Safety Course 9:30 AM Flex Friday Massage (Call office to schedule) 9:30 AM Medicare 101 with Joey Torregrossa 10:00 AM Accent on Hearing (Call office to schedule) 10:00 AM Current Events 1:00 PM Bocce Ball League 1:00 PM Afternoon of Games 1:00 PM Knit & Crochet Craft Room will be closed.
15/16	**17** 9:15 AM Monday Bridge 11:00 AM Bowling League 1:00 PM Afternoon of Games 1:00 PM Jewelry Making Class Swarovski Necklace Craft Room will be closed this week.	**18** 9:30 AM Sit & Be Fit 10:30 AM Table Massage (Call office to schedule) 11:30 AM VOA Lunch - Cheese Stuffed Shells with Meat Sauce, Cannellini Beans, Spinach, Roll & Banana Let's Celebrate 1:00 PM Bocce Ball League 1:00 PM Low Vision Support Group 1:00 PM Marathon Bridge 1:00 PM Texas Hold 'em	**19** 9:00 AM Foot Care Clinic (Call office to schedule) 9:15 AM Tour at 3 Hundred Days of Sunshine Moonshine Distillery and Lunch at La Casa Fiesta ($) 9:30 AM Sit & Be Fit 1:00 PM Knit & Crochet	**20** 9:30 AM Sit & Be Fit 10:00 AM Drama Workshop 11:30 AM VOA Lunch - Slow Roasted Beef with Spiced Apple Gravy, Mashed Potatoes, Roasted Beets, Apple & Muffin 1:00 PM Board Meeting 1:00 PM Trivia Group 4:00 PM Out to Dinner-Gabriel's Restaurant ($$)	**21** 9:30 AM Essential Oil Foot Massage (Call office to schedule) 9:30 AM Wreath Making Class 10:00 AM Current Events 1:00 PM Afternoon of Games 1:00 PM Bocce Ball League 1:00 PM Knit & Crochet 1:00 PM Mahjong
22/23 Sun, 10/23 Theatre Trip "The Buddy Holly Story" at Boulder Dinner Theatre Leaves CRSAC at 10:30 AM	**24** 9:00 AM Sewing 9:15 AM Monday Bridge 9:30 AM Trolley Trip & Lunch at Outback 11:00 AM Bowling League 1:00 PM Afternoon of Games 1:00 PM Tai Chi for Arthritis #1 Craft Room will be closed this week. Turn In Signup Sheets for November by 3PM today.	**25** 9:30 AM Cripple Creek Overnight Trip Departs 9:30 AM Sit & Be Fit 10:00 AM Legal Presentation "Living Wills vs. Traditional Wills" 11:30 AM VOA Lunch - Warm Turkey Muenster Sandwich, Baked Beans, Glazed Carrots & Orange 1:00 PM Bocce Ball League 1:00 PM Bingo	**26** 9:30 AM Chair massage (Call office to schedule) 9:30 AM Sit & Be Fit 11:30 AM Free Dining to Donate Lunch Bus Trip to Duke's 1:00 PM Bunco 1:00 PM Knit & Crochet 1:00 PM Mahjong 1:00 PM Tai Chi for Arthritis #2 4:30 PM Free Dining to Donate Dinner Bus Trip Duke's 11AM-9PM **November Activities See Page 20 for details.**	**27** 9:30 AM Sit & Be Fit 10:00 AM Drama Workshop 11:30 AM VOA Lunch - Chili Dog, Roasted Sweet Potatoes, Corn & Orange 1:00 PM Active Minds "History of Movies" 1:00 PM Duplicate Bridge 2:00 PM Trivia Group 4:30 PM Overnight Cripple Creek Trip Returns	**28** 9:30 AM "Tech 101" Presentation 10:00 AM Current Events 11:30 AM Out to Lunch Trip - Wild Goose Saloon ($-$$) 1:00 PM Afternoon of Games 1:00 PM Bocce Ball League 1:00 PM Knit & Crochet
29/30 *Color Legend* Red - Notice Blue - Services Orange - Dining Opportunities Green - Excursions & Tours Brown - Activities and Trips Pink/Purple - One Day Events and Happenings Black - Multi-Day Happenings	**31** 9:15 AM Monday Bridge 11:00 AM Bowling League 1:00 PM Afternoon of Games 1:00 PM Tai Chi for Arthritis #3 1:30 PM Costume Contest & Ghoulish Treats Craft Room will be closed this week.	**TRIP LEGEND** **Young at Hearts** - easy-going, board a bus, minimal walking, intermittent seating **Ramblers** - pleasant, walking up to a couple of blocks, climb short flight of stairs, stand at least 30 minutes at a time **The Geri-Actives** - moderate, possible incline and/or altitude, may not provide easy access for canes, walkers, or wheelchairs **The Go Go's** - extreme, many stairs and/or incline, high altitude. Please see a staff member if you need help deciding if an activity is right for you.			

DOLLAR SIGN LEGEND

The dollar signs on the calendar represent the average price of the entrée at the restaurant when you will be paying for a meal there.

$ = Under $15 $$ = $16-$35
$$$ = $36-$50

This does NOT represent the Activity Fee you pay at sign-up.

CANCELLATION POLICY

If you sign up for an activity and find you are unable to participate, let the front desk know as soon as possible. No credits are issued for cancellations made the day of or the day before an activity. If you cancel before the deadline, notify the Senior Center during business hours of 8:30 AM - 4:00 PM Monday-Friday, and we will issue you a credit. We do not refund ticketed events. Credits expire after one year.

DOUGLAS COUNTY
COMMUNITY
FOUNDATION

Partnership of Douglas County Governments IGA

2022

Who We Are

Douglas County Community Foundation (DCCF) is committed to responsibly managing philanthropic contributions, maintaining agile funds for emergencies, inspiring generosity, and providing support to local nonprofit organizations serving the needs within our community.

We serve Douglas County in four distinct areas:

Who We Are

DOUGLAS COUNTY COMMUNITY FOUNDATION

NONPROFIT ORGANIZATIONS

DCCF provides Douglas County nonprofits with an opportunity to receive a variety of financial grants in addition to providing operational and functional consultancy service and advice.

Who We Are

DOUGLAS COUNTY COMMUNITY FOUNDATION

CORPORATE PARTNERS

DCCF is the force multiplier in philanthropic endeavors, simplifying, maximizing and recognizing the contributions of our corporate partners. We help business and corporate partners connect their philanthropic efforts with our community.

Who We Are

DOUGLAS COUNTY COMMUNITY FOUNDATION

INDIVIDUAL DONORS

DCCF provides expertise and guidance in connecting

donor passions with giving, making it easy, effective and enduring. DCCF is also the regional champion for

Colorado Gives Day and the "give where you live"

Douglas County Gives campaign.

Who We Are

DOUGLAS COUNTY COMMUNITY FOUNDATION

COMMUNITY EMERGENCY RELIEF FUND

DCCF maintains an agile financial fund dedicated to assisting vetted local nonprofits with financial support in the event of a Douglas County community emergency.

What We've Done

DOUGLAS COUNTY COMMUNITY FOUNDATION

2021 represented a "restart" for Douglas County Community Foundation where we built upon the foundations of the previous two decades and added a new dynamic board and operational structure. Our recent accomplishments include:

- Hired first-ever Executive Director
- Held the most successful fundraising event in DCCF history
- Granted largest amount in any single DCCF granting period
- Raised funds allowing DCCF to grant more in a twelve month period than any previous five years combined
- Created new, more efficient, and accountable granting process; established quarterly granting cycles
- Created a Community Emergency Relief Fund
- Established a database of nonprofit partners
- Championed DC Gives as part of Colorado Gives Day
- Received largest private donation in DCCF history

What You Can Do

DOUGLAS COUNTY COMMUNITY FOUNDATION

Your support and partnership along with other Douglas County municipalities and governmental jurisdictions will allow DCCF to continue providing 100% private donor fund grants to Douglas County nonprofit organizations and increasing the value of our nonprofit community.

Join us in making Douglas County great!

DOUGLAS COUNTY Housing Partnership

TOWN OF CASTLE ROCK COLORADO

Presenter: Maria Ciano, Executive Director

ABOUT US

The DCHP Mission is to achieve economically thriving communities by preserving, providing, and developing housing choices in Douglas County, Colorado.

DCHP relies on the continued support from the Town of Castle Rock to assist residents with a variety of housing needs. With your funds, in conjunction with funding from the City of Lone Tree, the Town of Parker, the City of Castle Pines, and Douglas County, DCHP continues to accomplish its mission and goals of providing housing opportunity and stability.

DCHP PROGRAMS

- Budget and credit improvement counseling
- (included with all program offerings)
- Home ownership program (down payment assistance)
- Homebuyer counseling services and educational classes
- Foreclosure mitigation counseling services
- Home Equity Conversion Mortgage,
- reverse mortgage counseling for seniors
- Emergency rental assistance in 2021
- Low-Income Housing Tax Credit and other rental housing
- Housing partnerships to provide and develop housing options

HOUSING COUNSELING SERVICES 2021

TOWN OF CASTLE ROCK COLORADO

573

HOME BUYER EDUCATION

573 Households attended in 2021, 83 from the Town of Castle Rock

365

HECM

365 Seniors received HECM Counseling from DCHP, 31 from the Town of Castle Rock

35

FORECLOSURE MITIGATION

35 Households attended, 8 from the Town of Castle Rock

FINANCIAL ASSISTANCE 2021

TOWN OF CASTLE ROCK COLORADO

2

HOMEBUYER ASSISTANCE

Two households received DCHP down payment assistance, none from the Town of Castle Rock in 2021

$380

EMERGENCY RENTAL ASSISTANCE (ERA)

Douglas County and DCHP distributed ERA to over 1,100 households in the County

DCHP
HOUSING & PARTNERSHIPS

- 109 units at Oakwood Senior (DCHP owns) - 100% Occupied!
- 134 units The Audrey (for seniors)
- 156 units Apex Meridian East
- 264 units Copper Steppe
- 90 units Auburn Ridge (for seniors)
- 156 units Apex Meridian West
- 221 units LincolnPointe Lofts
- 200 units Reserve at Castle Highlands
- 204 units South Range Crossing - NOW LEASING!
- 67 units RidgeGate Station Affordable - COMING SOON!
- 208 units Apex Meridian South - COMING SOON!
- 200 units Castle Rock Senior - COMING SOON!
- And more...

RENTAL HOUSING

TOWN OF CASTLE ROCK COLORADO

2,169

RENTAL UNITS

1,920 affordable rentals through ownership and partnership

$5-$12K SAVINGS

LIHTC RENTALS

Affordable rents save residents hundreds per month in reduced rental rates

With the continued support and annual contribution of $35,000 from the Town of Castle Rock, DCHP can continue to provide valuable services and ensure residents have resources for housing stability and opportunity across the housing continuum.

THANK YOU!

DOUGLAS COUNTY Housing Partnership

Douglas County Youth Initiative 2022 Overview

SPECIAL EVENTS

Annual Youth Congress: Held at the State Capitol. 150 youth attend, working with elected officials

Annual Youth Awards: Recognizing youth who have overcome various hardships and difficulties

Monthly **"Youth Connections"** program; held at local high schools, where officials meet with youth. Four have been scheduled thus far.

Lunch-n-Learns for the adult community in 2023; topics might include: Sex Trafficking, Fentanyl dangers, and others as needed.

WRAPAROUND

- Free
- Voluntary
- Work with families with youth, ages 5-21
- Work in the home, for 12-24 months
- Working to keep kids, safe, healthy, and remain in the home and attend school

WRAP works with families who have very complex needs.

WRAP families have gone from a 60% involvement rate to a 70% rate, showing an increase in complexity of family issues

Act as resource for the community, re: resources, problem solving, etc.

DCYI PROJECTS

Truancy
Serve on Truancy Prevention CMP Cmte. Attend Court, receive referrals from Family Magistrate, work with youth on obtaining GED's, work with youth via WrapAround

Juntos/Connexion
Collaboration with CSU Extension and DCSD; program for families who do not speak English in the home, helping develop leadership skills and post secondary education.

Teen Courts
Working with Towns supporting their Teen Courts

La Liga Jr and Sr: Coordinate, promote and help fund free soccer games

Implementation of ideas from Youth Congress
A need that has been clearly identified as a priority

New for 2022 - 2023, DCYI's Truancy Project

For youth in court for truancy, which is about 80 youth as of Sept. 2022, DCYI is developing a Truancy Continuum, partnering with the DCSD, Courts, and CASA.

Continuum:

- DCSD sends letters A, B and a truancy contract
- Set up a SARB, Student Attendance Review Board meeting
- Coordinate a visit to the JAC, Juvenile Assessment Center appointment
- And , for the Youth in Court, others are assigned to assist:
- GAL, CASA and Wrap Specialist

Our program will work with the family and the youth; engage with the youth; help carry out assigned action items; will meet with youth once a week; will work with the CASA Mentor and the GAL to discuss strategies; communicate with the school on a regular basis, brainstorm as to what is working, what is not working, strategize on how to help student while in class, e.g., working with a student who does not attend, mainly due to not being at grade level, thus feeling overwhelmed.

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 14. **File #:** RES 2022-104

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA, Director of Finance

Resolution Approving the Proposed 2023 Fiscal Year Budget for the Castle Rock Downtown Development Authority

Executive Summary

In accordance with Colorado Revised Statutes, §31-25-816, the Executive Director of the Castle Rock Downtown Development Authority (CRDDA) has presented the Board of Directors with a proposed Annual Budget for the fiscal year 2023. The proposed CRDDA Budget for 2023 ***(Attachment B)*** is hereby submitted to Town Council for review and approval in accordance with the policies of the Town of Castle Rock.

Discussion

Town Council has approved a matching contribution to the revenues, collected by imposition of the CRDDA mill levy (3 mills), of approximately $205,000. The proposed CRDDA budget reflects this amount; however, the actual match will be based on the final assessed valuation and related mill certification done in December.

Budget Impact

The impact to the Town will be approximately $205,000 for the mill levy match as accommodated for in the 2023 Town of Castle Rock budget.

Staff Recommendation

Staff recommends that Town Council approve Resolution as written.

Proposed Motion

"I move to approve a resolution approving the Castle Rock Downtown Development Authority proposed annual budget for 2023."

Alternative Motions

"I move to approve the resolution as introduced by title, with the following conditions: (list conditions)."

"I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed)."

Attachments

Attachment A: Resolution
Attachment B: 2023 CRDDA Budget Message and Proposed Budget

RESOLUTION NO. 2022-

A RESOLUTION APPROVING THE PROPOSED 2023 FISCAL YEAR BUDGET FOR THE CASTLE ROCK DOWNTOWN DEVELOPMENT AUTHORITY

WHEREAS, by Ordinance No. 2008-39, the Town Council of the Town of Castle Rock, Colorado (the "Town") approved the creation of the Castle Rock Downtown Development Authority (the "Authority"); and

WHEREAS, pursuant to Section 31-25-816(1), C.R.S., the Authority shall adopt a budget for each fiscal year, which budget shall be submitted to the Town Council for approval; and

WHEREAS, Town staff has conducted an administrative review of the Authority's proposed budget for fiscal year 2023 (the "2023 Budget") in accordance with Town policies and has recommended that it be approved.

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. **Approval**. The 2023 Budget is hereby approved in the form presented at tonight's meeting.

PASSED, APPROVED AND ADOPTED this 20th day of September, 2022, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading, by a vote of ___ for and ___ against.

ATTEST:

_____
Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

_____
Jason Gray, Mayor

Approved as to form:

_____
Michael J. Hyman, Town Attorney

Approved as to content:

_____
Trish Muller, CPA, Finance Director

Downtown Development Authority
18 S. Wilcox Ste. 202
Castle Rock, CO 80104

August 11, 2022

Honorable Mayor Gray and Castle Rock Town Council
CC: Town Manager, Dave Corliss
Town of Castle Rock
100 N. Wilcox St.
Castle Rock, CO 80104

Dear Mayor Gray and Town Council,

I am pleased to present the Downtown Development Authority's Budget Message for 2023:

In 2022, amid labor shortages and inflation, the energy and foot traffic in Downtown Castle Rock has remained strong. In February of 2022, the View at Castle Rock mixed-use redevelopment project began construction on a former mini storage site in Downtown. This project is a public private partnership that, in addition to new residences, office space and retail space, will add 100 public parking spaces just north of the Downtown Core. In June of 2022, the DDA Board and Town Council approved a redevelopment agreement for a mixed-use project in the Downtown Core at 221 Wilcox Street. This project will add residences, office space and first floor retail and restaurant space in the heart of Downtown, activating a key corner of a central intersection.

As new buildings with higher density and public parking are proposed and built in Downtown Castle Rock, it is exciting to see smaller scale, adaptive reuse projects also being proposed. A strong synergy exists between the two types of projects. Often smaller scale, adaptive reuse projects contribute to the preservation of character and history with the reuse of buildings, but do not always have the capacity for onsite parking even though the new vibrant uses they bring often increase parking demand. With a goal to have successful smaller reuse projects and have the visitor parking experience in Downtown be a positive one, the DDA, in partnership with the Town of Castle Rock, has a goal to continue to identify strategic public private partnerships when larger development is proposed. The Downtown Special Fund is expected to be the primary funding tool for these larger projects.

In 2022, one highlight has been that these larger catalytic investments in the community have spurred an unprecedented number of smaller projects which include façade investments and adaptive reuse expansion projects. It is these smaller projects, in addition to some smaller public investments, that the DDA has a renewed focus on, and ability to support, using the DDA Operating fund. In 2022 the DDA approved a budget amendment to support façade grants, patio investments, flower box improvements and a streetscape materials plan following the direction of both the DDA Board and Town Council.

The 2023 DDA Budget continues to support these priorities into the following year. As with 2022, the 2023 DDA Budget includes just 1 fund, the DDA Operating Fund. This budget provides the DDA Board

the ability to support these smaller projects, public investments in flowerboxes, patios and streetscape, while maintaining current staffing levels, a professional public website and providing support and guidance to larger projects that may require the support of the Downtown Special Fund.

The DDA will continue to maintain full transparency in its use of public tax dollars and maintain disclosure in a public friendly accounting system in accordance with accounting and auditing standards. The Castle Rock DDA financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenditures are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligible requirements, if any, imposed by the provider have been met. Property taxes are recognized as revenues in the year for which the property taxes are collected.

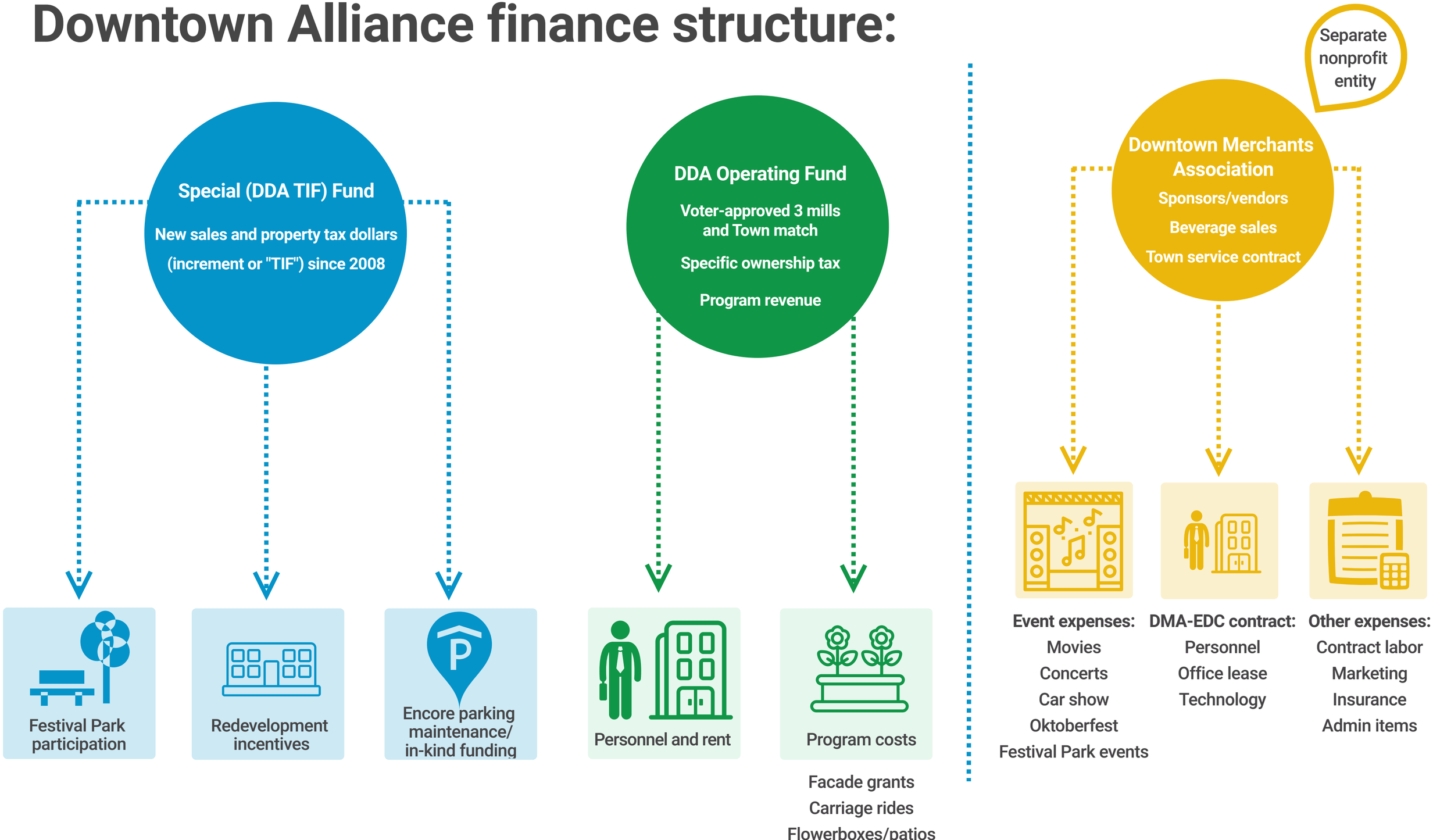
Sincerely,

Kevin Tilson
Director, Castle Rock Downtown Development Authority

DRAFT Castle Rock DDA Budget for 2023							
Operating Fund							
		2020 Actuals	2021 Actuals	2022 Budget	2022 Budget 1st Amendment	2022 YE Estimate	2023 Budget
Income							
	Mill Levy	192,634	214,445	195,000	195,000	195,000	205,000
	Specific Ownership Tax	16,941	20,535	10,000	10,000	10,000	25,000
	Town Mill Levy Match	178,226	175,858	195,000	195,000	195,000	205,000
	Flower Box and Patio	9,582	12,417	10,000	10,000	10,000	25,000
	Misc. Other	513	638	-	-	-	-
	Sale of Sprung Structure	-		2,500	2,500	2,500	2,500
	Total Income	397,896	423,893	412,500	412,500	412,500	462,500
Expenses							
	Personnel	190,317	190,986	235,000	235,000	231,735	250,000
	Office Admin.	31,376	54,577	40,000	55,000	51,000	60,000
	Professional Services - Acct., Audit, Legal	13,481	10,344	20,000	20,000	12,000	20,000
	Programs - Trolley	-	-	-	5,000	3,625	10,000
	Programs - Façade/Downtown Impr. Program	13,639	16,308	40,000	60,000	54,500	60,000
	Programs - Flower Box and Patio	30,705	31,111	30,000	140,000	135,000	75,000
	Marketing and Websites	11,931	1,120	15,000	15,000	5,000	15,000
	Rent Expense	9,363	10,462	10,000	10,000	10,106	15,000
	Capital	-	-	10,000	10,000	10,000	40,000
	Contingency Expenses	-	-	20,000	40,000	20,000	50,000
	Total Expenses	300,812	314,908	420,000	590,000	532,966	595,000
	Beginning Fund Balance	444,484	541,568	796,994	796,994	796,994	676,528
	Transfer In/Out	-	146,441	-	-	-	-
	Net Activity	97,084	108,985	(7,500)	(177,500)	(120,466)	(132,500)
	Estimated Ending Fund Balance	**$ 541,568**	**$ 796,994**	**$ 789,494**	**$ 619,494**	**$ 676,528**	**$ 544,028**

This is a draft budget amendment that has not yet been reviewed and approved by Town Council, the Downtown Development Authority Board or the public. Upon their review changes may occur.

Downtown Alliance finance structure:



PUBLIC HEARING

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) PROPOSED ANNUAL BUDGET FOR 2023

TOWN COUNCIL MEETING
SEPTEMBER 20, 2022

TOWN OF CASTLE ROCK
COLORADO

STEPS TO ADOPTION

PROCESS HIGHLIGHTS

Introduce, Approve by Town Council, Adopt:

- Introduced to DDA Board on August 11th
- Town Council to Take Action on September 20th (Tonight)
- Public Notice and Available for Public Inspection November 3rd
- DDA Board to Adopt on November 10th

2023 DDA BUDGET

DRAFT Castle Rock DDA Budget for 2023							
Operating Fund							
		2020 Actuals	2021 Actuals	2022 Budget	2022 Budget 1st Amendment	2022 YE Estimate	2023 Budget
Income							
	Mill Levy	192,634	214,445	195,000	195,000	195,000	205,000
	Specific Ownership Tax	16,941	20,535	10,000	10,000	10,000	25,000
	Town Mill Levy Match	178,226	175,858	195,000	195,000	195,000	205,000
	Flower Box and Patio	9,582	12,417	10,000	10,000	10,000	25,000
	Misc. Other	513	638	-	-	-	-
	Sale of Sprung Structure	-		2,500	2,500	2,500	2,500
	Total Income	397,896	423,893	412,500	412,500	412,500	462,500
Expenses							
	Personnel	190,317	190,986	235,000	235,000	231,735	250,000
	Office Admin.	31,376	54,577	40,000	55,000	51,000	60,000
	Professional Services - Acct., Audit, Legal	13,481	10,344	20,000	20,000	12,000	20,000
	Programs - Trolley	-	-	-	5,000	3,625	10,000
	Programs - Façade/Downtown Impr. Program	13,639	16,308	40,000	60,000	54,500	60,000
	Programs - Flower Box and Patio	30,705	31,111	30,000	140,000	135,000	75,000
	Marketing and Websites	11,931	1,120	15,000	15,000	5,000	15,000
	Rent Expense	9,363	10,462	10,000	10,000	10,106	15,000
	Capital	-	-	10,000	10,000	10,000	40,000
	Contingency Expenses	-	-	20,000	40,000	20,000	50,000
	Total Expenses	300,812	314,908	420,000	590,000	532,966	595,000
	Beginning Fund Balance	444,484	541,568	796,994	796,994	796,994	676,528
	Transfer In/Out	-	146,441	-	-	-	-
	Net Activity	97,084	108,985	(7,500)	(177,500)	(120,466)	(132,500)
	Estimated Ending Fund Balance	**$ 541,568**	**$ 796,994**	**$ 789,494**	**$ 619,494**	**$ 676,528**	**$ 544,028**

This is a draft budget amendment that has not yet been reviewed and approved by Town Council, the Downtown Development Authority Board or the public. Upon their review changes may occur.

TOWN OF CASTLE ROCK
COLORADO

I MOVE TO APPROVE RESOLUTION NO. 2022-104
AS INTRODUCED BY TITLE

I MOVE TO APPROVE THE RESOLUTION AS INTRODUCED BY TITLE, WITH THE FOLLOWING CONDITIONS: _____

I MOVE TO CONTINUE THIS ITEM TO THE TOWN COUNCIL MEETING ON _____ DATE TO ALLOW ADDITIONAL TIME TO: _____

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 15. **File #:** ORD 2022-024

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA, Finance Director

Ordinance Levying General Property Taxes on Behalf of the Castle Rock Downtown Development Authority for the Year 2022, To Be Collected in 2023 (First Reading)

Executive Summary

Attached is an Ordinance levying general property taxes on behalf of the Castle Rock Downtown Development Authority for collection in 2023 ***(Attachment A)***. In August, the Douglas County Assessor certifies the total value of all personal and real property within the Authority. In December, a final certification of assessed values is rendered from the Douglas County Assessor's Office.

Discussion

The Castle Rock Downtown Development Authority Board of Directors has requested Town Council to certify its mill levy of 3.000 mills, which is anticipated to yield approximately $206,254.

Financial Impact

As the final assessed valuation is received in December and the resulting property tax revenue will be reflected in 2023.

Staff Recommendation

Staff recommends that Town Council approve this Ordinance as written.

Proposed Motion

"I move to Approve An Ordinance Levying General Property Taxes for the Year 2022, for 2023 Collection, for the Castle Rock Downtown Development Authority, first reading."

Alternative Motions

I move to approve the ordinance as introduced by title, with the following conditions: (list conditions).

I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed).

Attachments

Attachment A: Ordinance

ORDINANCE NO. 2022-____

AN ORDINANCE LEVYING GENERAL PROPERTY TAXES ON BEHALF OF THE CASTLE ROCK DOWNTOWN DEVELOPMENT AUTHORITY FOR THE YEAR 2022, TO BE COLLECTED IN 2023

WHEREAS, pursuant to the requirements of Section 31-25-816(1), C.R.S., the Castle Rock Downtown Development Authority (the "Authority") has submitted its proposed budget for the 2023 fiscal year (the "2023 Budget") to the Town Council of the Town of Castle Rock, Colorado (the "Town") for approval; and

WHEREAS, the 2023 Budget, as adopted, anticipates the receipt of revenues from imposition of a mill levy on taxable property within the Authority's jurisdictional boundaries; and

WHEREAS, it is anticipated that the 2022 preliminary assessed valuation for the Authority, as determined by the Douglas County Assessor, will yield approximately $206,254 in revenues; and

WHEREAS, the Authority has formally requested that the Town Council exercise its power under Section 31-25-817, C.R.S., to certify the Authority's 2022 mill levy to the Douglas County Board of Commissioners for collection in 2023; and

WHEREAS, according to Section 39-5-128(1), C.R.S., the Town Clerk is required to certify the Authority's mill levy to the County by no later than December 15, 2022; and

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

Section 1. **Calculation of Mill Levy**. The mill levy certified by this Ordinance is in compliance with applicable constitutional and statutory provisions.

Section 2. **Levy of Property Tax**. For the purpose of meeting general operating expenses of the Authority during the 2023 fiscal year, there is levied a tax of 3.000 mills for general operating expenses, upon each dollar of the total assessed valuation of all taxable property within the Authority's jurisdictional boundaries for the taxable year 2022, to be collected in 2023.

Section 3. **Certification.** The Town Clerk is hereby authorized and directed to certify to the Douglas County Board of County Commissioners the mill levy for the Authority as set forth herein.

Section 4. **Severability**. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect the remaining provisions of this Ordinance.

Section 5. **Safety Clause**. The Town Council finds and declares that this Ordinance is promulgated and adopted for the public health, safety and welfare, and bears a rational relation to the legislative object sought to be obtained.

APPROVED ON FIRST READING this 20th day of September, 2022, by the Town Council of the Town of Castle Rock by a vote of ___ for and ___ against, after publication in compliance with Section 2.02.100.C of the Castle Rock Municipal Code; and

PASSED, APPROVED AND ADOPTED ON SECOND AND FINAL READING this _____ day of _____, 2022, by the Town Council of Castle Rock by a vote of __ for and __ against.

ATTEST:

_____
Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

_____
Jason Gray, Mayor

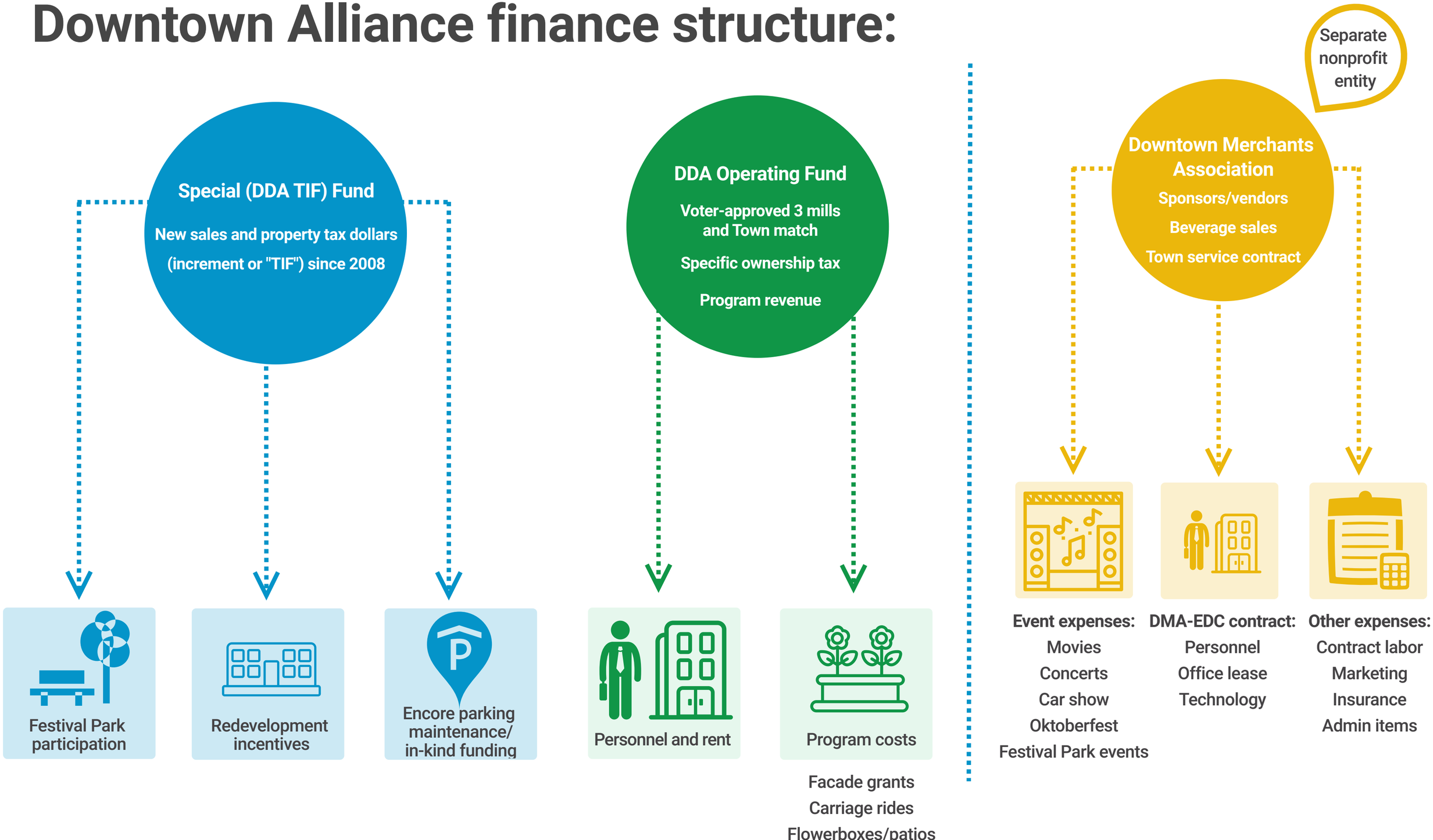
Approved as to form:

_____
Michael J. Hyman, Town Attorney

Approved as to Content:

_____
Trish Muller, CPA, Finance Director

Downtown Alliance finance structure:



PUBLIC HEARING

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) MILL LEVY COLLECTED IN 2023

TOWN COUNCIL MEETING
SEPTEMBER 20, 2022

TOWN OF CASTLE ROCK
COLORADO

PRELIMINARY 2022 DDA MILL LEVY CERTIFICATION

- 3 mills – assessed in 2022 collected in 2023
- Preliminary assessment approx. $67 million
- Approximately $205k in property tax revenue
- Staff Recommends approval as written

I MOVE TO APPROVE ORDINANCE NO. 2022-024 LEVYING GENERAL PROPERTY TAXES ON BEHALF OF THE CASTLE ROCK DOWNTOWN DEVELOPMENT AUTHORITY FOR THE YEAR 2022, TO BE COLLECTED IN 2023, (FIRST READING)

I MOVE TO APPROVE THE ORDINANCE AS INTRODUCED BY TITLE, WITH THE FOLLOWING CONDITIONS: _____

I MOVE TO CONTINUE THIS ITEM TO THE TOWN COUNCIL MEETING ON _____ DATE TO ALLOW ADDITIONAL TIME TO: _____

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 16. **File #:** DIR 2022-018

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Kevin Tilson, Director, Castle Rock Downtown Alliance

Discussion/Direction: Proposed Downtown Enhancement Grant Program to be administered by the Downtown Development Authority (DDA)

Executive Summary

Based on the direction from the DDA Board and Town Council to support small scale development, staff has researched ways that other communities support small scale development, and ways that Castle Rock could support small scale development.

Staff is proposing the Downton Enhancement Program to complement the existing Façade Grant Program that will remain as is. The proposed Downton Enhancement Program is designed to enhance the environment and public experience in Downtown Castle Rock by encouraging and supporting investment in small scale development projects including façade improvements, expansions, additions, alleyway and adaptive reuse projects, and by providing incentive for those projects to start within a timely manner. Often smaller scale development projects contribute to the preservation of character and history with the reuse and/or expansion of buildings. This program would operate through the Downtown Special Fund, matching private sector investment up to an amount equal to 2.5% of project costs with a maximum eligible grant amount of $50,000. Project eligibility, application process and a table with examples of eligible grant amounts is include in the Fact Sheet attached.

Staff is presenting this program to the DDA and Town Council for approval, with the policy to present specific project applications to the DDA for approval.

Recommended Motions

"I move to approve the Downtown Enhancement Program and Fact Sheet as presented."

"I move to approve the Downtown Enhancement Program and Fact Sheet with the following changes: (list changes."

"I move to continue this item to (meeting date) to allow time for (list additional information needed)."

Castle Rock Downtown Development Authority
Downtown Enhancement Grant Program
Fact Sheet

The Castle Rock Downtown Alliance is partnership between the Downtown Development Authority and Downtown Merchants Association. These organizations work together to strengthen the Downtown economy and add energy and vibrancy to Downtown.

Program Purpose
This program is designed to enhance the environment and public experience in Downtown Castle Rock by encouraging and supporting investment in small scale development projects including façade improvements, expansions, additions, alleyway investments and adaptive reuse projects, and by providing incentive for those projects to start within a timely manner. Often smaller scale developments contribute to the preservation of character and history with the reuse and/or expansion of buildings.

Program Details
The DDA Board, through the Downtown Special Fund, will match private sector investment up to an amount equal to 2.5% of project costs with a maximum eligible grant amount of $50,000.

Project Eligibility

- Project must be located in the DDA district. See map at www.downtowncastlerock.com/dda.
- Projects costs must equal $250,000+ and contribute to the vibrancy in Downtown Castle Rock.
- Eligible expenses include façade materials, siding, paint, stucco, lighting, doors, windows, foundation, plumbing, electrical, structural, landscaping and the DDA Board may consider unique expenses that contribute to vibrancy in Downtown in support of small-scale development.
- Projects shall not exceed 2 stories in support of small-scale development.
- Application to the Downtown Enhancement Grant Program must be approved prior to the project receiving a building permit.
- Project must receive a building permit within 12 months from time of grant approval. DDA Board reserves the right to extend this requirement based on reasonable and acceptable circumstances.
- Exterior work must be complimentary to the neighborhood.
- Exterior historic preservation efforts are eligible.
- All uses associated with the project building shall be legal, conforming uses.
- Applicant shall not have any outstanding taxes, fees, and/or other financial obligation owed to the Town of Castle Rock or Douglas County.
- Any removable improvements must stay at the approved project location or be subject to repayment of the grant.
- Applications shall not receive funding for the Downtown Enhancement Grant Program and the Façade Improvement Grant for the same project.
- Projects that have received a prior DDA tax increment incentive or are in the process of executing a new tax increment incentive are not eligible for this grant program.
- Preference will be given to locally owned independent businesses versus franchise businesses.

- Staff will budget up to $100,000 in the Special Fund each year, and unspent dollars will be rolled over for this purpose. Applications in a given year will be reviewed first come first served.
- *Board reserves the right to grant funds towards expenses of a unique and exceptional nature on a case-by-case basis in an amount determined by the board.*

Application Process

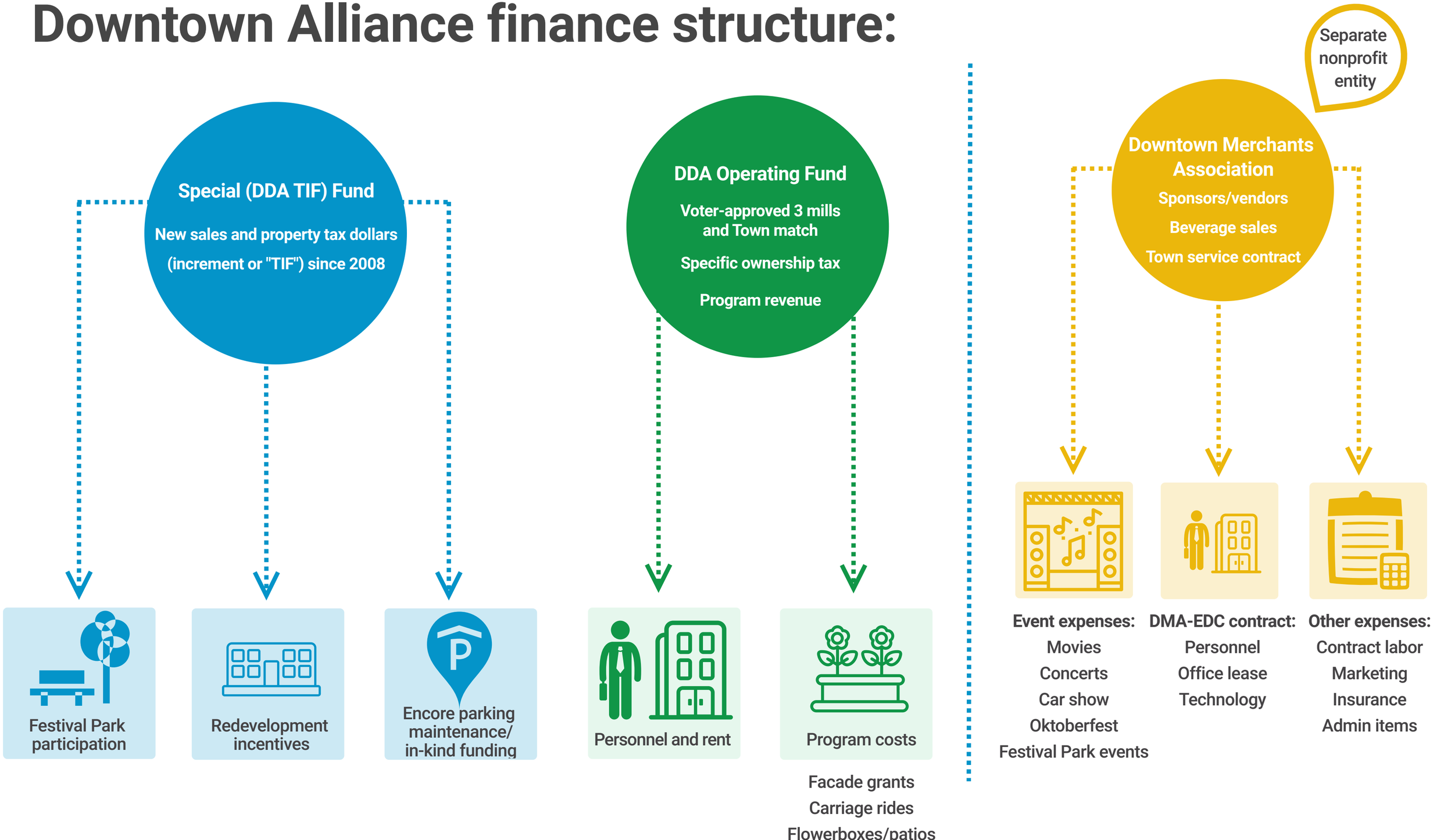
1. Meet with Program Contact.
2. Optional: If desired, introduce project to the DDA Board for informal feedback.
3. Submit a Preapplication meeting request (with drawings) to the Town of Castle Rock's Development Services Dept. to determine required approvals.
4. Submit a complete application to Program Contact for formal approval with the following items:
    - Project description.
    - Elevations/renderings of proposed project prepared by a licensed contractor.
    - Photograph of existing building ("before" photo).
    - Construction cost estimates from a licensed contractor.
    - Timeline of work and date of completion.
5. Submit formal land use applications with the Town of Castle Rock, as identified in the Preapplication process in Step 3. This will require neighborhood meetings, staff review, and public hearings by the Design Review Board (DRB) and Historic Preservation Board (HPB) if needed.

Example of Eligible Grant Amounts

Project Cost	Eligible Grant Amount (Max 2.5 % of Project Cost)
Up to $249,999	Apply to the Façade Improvement Grant Program – max. $6,000
$250,000	$6,250
$300,000	$7,500
$500,000	$12,500
$600,000	$15,000
$700,000	$17,500
$800,000	$20,000
$900,000	$22,500
$1,000,000	$25,000
$1,100,000	$27,500
$1,200,000	$30,000
$1,300,000	$32,500
$1,400,000	$35,000
$1,500,000	$37,500
$1,600,000	$40,000
$1,700,000	$42,500
$1,800,000	$45,000
$1,900,000	$47,500
$2,000,000	$50,000
$2,100,000	$50,000

Program Contact
Karah Reygers
karah@downtowncastlerock.com
303-688-7488

Downtown Alliance finance structure:



Castle Rock
Downtown Development Authority

Support for Small Scale Development

DDA Support for Small Scale Development

- Proposed Downtown Enhancement Grant Program
  - *Goals*
    - Based on feedback from Town Council and the DDA Board
    - Support small scale development
    - Encourage investment in façade improvements, expansions, additions, alleyway investments and adaptive reuse projects.
      - *Smaller scale development often contribute to the preservation of history and character with the reuse and/or expansion of buildings.*
    - Encourage projects to start in a timely manner.

DDA Support for Small Scale Development

- Proposed Downtown Enhancement Grant Program
  - *Project Eligibility*
    - Small scale development – not exceed 2 stories
    - Project costs of $250,000+
    - Must receive a building permit within 12 months
    - Exterior work must be complimentary to the neighborhood
    - Historic preservation efforts are eligible
    - Preference will be given to locally owned independent business vs. franchise
    - Façade improvements, expansions, additions, alleyway investments and adaptive reuse
  - *Source of Fund*
    - Downtown pays for the program – Downtown Special Fund budget up to $100,000 per year
      - *Unspent dollars roll over for this purpose*

DDA Support for Small Scale Development

POSSIBLE MOTIONS:

"I move to approve the Downtown Enhancement Grant Program as presented."

"I move to approve the Downtown Enhancement Grant Program as presented, with the following conditions: _____."

"I move to continue this item to the Town Council meeting on (date) to allow additional time to: (list additional information needed)."

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 17. **File #:** RES 2022-105

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA, Finance Director

Resolution Approving the Proposed 2023 Fiscal Year Operating Plan and Budget for the Miller's Landing Business Improvement District

Executive Summary

Each year per 31-25-1211, C.R.S., business improvement districts shall file an operating plan and its proposed budget for the next fiscal year with the clerk of the municipality no later than September 30 of each year. The municipality shall approve or disapprove the operating plan and budget within thirty days after receipt, but no later than December 5.

In 2017, the Town approved a planned development and URA plan for Millers Landing revenue share back for 100% property tax and 60% sales tax in exchange for a first class hotel, mixed use office and retail and provide remediation of a 1970's land fill. The land fill has been remediated and no additional improvements have been implemented to date.

The Resolution **(Attachment A)** to approve the Miller's Landing Business Improvement District 2023 Operating Plan and Budget **(Attachment B)**

Proposed Motion

"I move to approve the Resolution as introduced by title."

Alternative Motions

I move to approve the resolution as introduced by title, with the following conditions: (list conditions).

I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed).

Attachments

Attachment A: Resolution
Attachment B: Operating Plan and Proposed Budget

RESOLUTION NO. 2022-

A RESOLUTION APPROVING THE PROPOSED 2023 FISCAL YEAR OPERATING PLAN AND BUDGET FOR THE MILLER'S LANDING BUSINESS IMPROVEMENT DISTRICT

WHEREAS, by Ordinance No. 2016-027, the Town Council of the Town of Castle Rock, Colorado (the "Town") approved the creation of the Miller's Landing Business Improvement District (the "District"); and

WHEREAS, the District serves the 64-acre parcel currently proposed for commercial mixed-use development known as Miller's Landing (the "Project"); and

WHEREAS, the Town, Citadel Development, LLC, the District, and the Castle Rock Urban Renewal Authority entered into a Public Finance Agreement ("PFA"), which addresses the development and financing of public improvements for the Project, as well as the role of the District in such development and financing; and

WHEREAS, pursuant to Section 31-25-1211, C.R.S., Town Council must approve the District's annual operating plan and budget, which shall identify the services or improvements to be provided by the District, the taxes, fees, or assessments to be imposed by the District, and the estimated principal amounts of bonds to be issued by the District; and

WHEREAS, Town staff has conducted an administrative review of the District's proposed operating plan and budget for fiscal year 2023 (the "2023 Operating Plan and Budget") in accordance with the PFA and Town policies and has recommended that it be approved.

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. **Approval**. The 2023 Operating Plan and Budget is hereby approved in the form presented at tonight's meeting.

PASSED, APPROVED AND ADOPTED this 20th day of September, 2022, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading by a vote of ____ for and ____ against.

ATTEST:

_____
Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

_____
Jason Gray, Mayor

Approved as to form:

_____
Michael J. Hyman, Town Attorney

Approved as to content:

_____
Trish Muller, CPA, Finance Director

2023 OPERATING PLAN AND BUDGET

MILLER'S LANDING BUSINESS IMPROVEMENT DISTRICT

Town of Castle Rock, Douglas County, Colorado

Table of Contents

1. PURPOSE AND SCOPE OF THIS DISTRICT 1
2. ORGANIZATION AND COMPOSITION OF THE BOARD OF DIRECTORS 1
3. AREA BOUNDARIES 2
4. PUBLIC IMPROVEMENTS 2
5. ADMINISTRATION, OPERATIONS, SERVICES AND MAINTENANCE 3
6. FINANCIAL PLAN AND BUDGET 4
7. DISSOLUTION 5
8. CONCLUSION 5

EXHIBIT A: Director Contact Information

EXHIBIT B: District Budget 2023

EXHIBIT C: District Boundary Legal Description

EXHIBIT D: District Boundary Map

2023

OPERATING PLAN FOR MILLER'S LANDING BUSINESS IMPROVEMENT DISTRICT

1. PURPOSE AND SCOPE OF THIS DISTRICT

A. Requirements for this Operating Plan

The Business Improvement District Act, section 31-25-1201, *et seq.*, C.R.S., as amended (the "Act"), and specifically section 31-25-1211, requires that Miller's Landing Business Improvement District (the "District") file an operating plan and proposed budget with the Town Clerk of the Town of Castle Rock (the "Town") no later than September 30 of each year. This is the District's operating plan and proposed budget for 2023 (the "Operating Plan").

Under the Act, the Town is to annually approve an operating plan and budget within 30 days of the submittal of all required information.

The District will operate under the authorities and powers allowed under the Act, as further described and limited by this Operating Plan.

B. What Must Be Included in the Operating Plan

Pursuant to the provisions of the Act, this Operating Plan specifically identifies: (1) the composition of the Board of Directors; (2) the services and improvements to be provided by the District; (3) the taxes, fees, and assessments to be imposed by the District; (4) the estimated principal amount of the bonds to be issued by the District; and (5) such other information as the Town may require.

C. Purposes

The ongoing and/or contemplated purposes of the District for 2023 include the financing, acquisition, construction, completion, installation, replacement and/or operation and maintenance of all of the services and public improvements allowed under Colorado law for business improvement districts to support the development of a mixed-use commercial project which is anticipated to include office, retail, restaurant, bar, hospitality, and accessory uses within the District's boundaries. A further goal of the Operating Plan is to align with the Town of Castle Rock's Citadel Station – Castle Meadows Urban Renewal Plan, which was established to reduce, eliminate and prevent the spread of blight within the Citadel Station – Castle Meadows Area (collectively, the "Project").

2. ORGANIZATION AND COMPOSITION OF THE BOARD OF DIRECTORS

A. Organization

The District was organized by the Town by Ordinance No. 2016-027, adopted September 20, 2016.

B. Governance

The District is governed by an appointed board of directors (the "Board of Directors").

C. Board

The Board of Directors is comprised of five electors of the District who are appointed by the Town Council to serve at the pleasure of the Town Council. The following Directors have been appointed by the Town Council and are currently serving as the Board of Directors:

1. Shawn Temple (President)
2. Cheryl Temple (Treasurer and Secretary)
3. Blake Calvert
4. Paul Blatnak
5. Scott Springer

Director and other pertinent contact information is provided in Exhibit A.

3. AREA BOUNDARIES

A legal description of the territory within the boundaries of the District is provided in Exhibit C, and a map depicting the District's boundaries is provided in Exhibit D (the "Property").

4. PUBLIC IMPROVEMENTS

A. Improvements and Services

The District is empowered to provide the financing, acquisition, construction, completion, installation, replacement and/or operation and maintenance of all of the services and public improvements allowed under Colorado law for business improvement districts, including "Improvements" as that term is defined in section 31-25-1203(5), C.R.S., services as described in section 31-25-1212(1)(f), and other powers granted to such districts under section 31-25-1212.

All improvements furnished by the District shall be public improvements that will be owned or leased by the Town, the District, the Castle Rock Urban Renewal Authority ("URA"), Douglas County or the State of Colorado.

All improvements furnished by the District shall be located on land that is or will be owned in fee or by an easement, or leased by the District, the Town, the URA, Douglas County or the State of Colorado.

It is anticipated that in 2022 and into 2023 the District will commence and continue the planning, design, construction and/or work on the following general preconstruction activities, improvements and services for the Project:

a) preconstruction design and engineering;
b) grading and retaining walls;
c) water and sanitary sewer improvements;
d) storm water improvements; and
e) a hotel and conference center to be owned and operated by the District.

Further, it is anticipated that in 2022 and continuing into 2023 and beyond, the District will commence construction on what is referred to as the Miller's Landing Phase I Infrastructure, which consists of, but is not limited to: (1) expansion and reconstruction of a portion of Plum Creek Parkway with associated utilities and site improvements; (2) construction of dry and wet utilities, new roadways, and development pads for sale; and (3) restoration of the adjacent industrial tributary.

5. ADMINISTRATION, OPERATIONS, SERVICES AND MAINTENANCE

A. 2016, 2017 and 2018 Elections

The District held an election on November 8, 2016, for the purpose of authorizing District debt and financial powers for all authorized uses of the District per the Act. It is anticipated the District will construct, own, and maintain public conference/meeting facilities. The District held an election on November 7, 2017, for the sole purpose of authorizing District debt for the proposed public conference/meeting facilities. The District's legal counsel recommended additional ballot questions be voted on in November 2018 in order to more specifically authorize debt for the proposed landfill remediation and for the provision of dry utilities, as well as to authorize the District to mortgage district property, all in accordance with the purposes and powers of the District. The proposed ballot questions will not increase the District's overall debt limit or debt authorization pursuant to this Operating Plan.

B. Public Improvement Fee

As required by the Public Finance Agreement (as defined and described in Section 6.E. below) the owner of the Property will impose a Public Improvement Fee ("PIF") on all sales and lodging rentals within the District for the benefit of the District. The purpose of the PIF will be to retire the indebtedness of the District as required by the Public Finance Agreement.

The following PIF covenants were recorded against the property within the boundaries of the District in 2018:

> Declaration of Covenants Imposing and Implementing the Miller's Landing Credit Public Improvement Fee, recorded August 28, 2018, in the public records of the Douglas County Clerk and Recorder at Reception No. 2018052650.

Declaration of Covenants Imposing and Implementing the Miller's Landing Add-On Public Improvement Fee, recorded August 28, 2018, in the public records of the Douglas County Clerk and Recorder at Reception No. 2018052649.

C. *Administration*

The District is not expected to have employees and all administrative functions are expected to be furnished by contract with private entities.

D. Marketing

The District will undertake promotional and marketing activities in support of District activities, business recruitment, management and development of the Project consistent with the Section 31-25-1212, C.R.S.

6. FINANCIAL PLAN AND BUDGET

A. 2023 Budget

The proposed 2023 Budget for the District is attached as Exhibit B.

B. Authorized Indebtedness

Subject to the approval by the Town of a Plan of Finance required under the Public Finance Agreement, the principal amount of debt authority authorized by this Operating Plan is that amount that will be sufficient to yield, after costs of issuance, $65,000,000 of bond or other debt proceeds to the District for public improvement acquisition and construction purposes, including survey, design, planning, engineering, land acquisition, completion, construction, acquisition and/or installations of the proposed public improvements, plus construction contingencies, design and construction engineering, construction management and other capitalized costs ("Capital Costs"). Bond or other debt proceeds may also cover costs and expenses for financing the facilities, including, but not limited to, capitalized interest, bond issuance costs, bond reserve funds, credit enhancement costs, and District organizational costs.

The District is authorized to issue all, none or some of the bonds or other debt associated with the Project upon compliance with the applicable conditions in the Public Finance Agreement (see Section 6.E. below).

Consistent with the provisions of the Public Finance Agreement and the District's 2018 Operating Plan, on September 12, 2018, the District issued Series 2018A Revenue Bonds (Tax-Exempt) in the amount of $8,065,000 and Series 2018B Revenue Bonds (Taxable) in the amount of $13,185,000. The proceeds of these bond issues will be utilized consistent with the provisions of the District's Operating Plan(s).

C. Property Tax and Debt Service Mill Levy Cap

The District is authorized to levy a mill levy and to impose, collect and spend rates, tolls, charges, special assessments, and any and all fees and revenue from other sources available to the District pursuant to the Act. The District shall not impose a mill levy in excess of 50 mills for the purposes of debt service without Town approval.

The cost of the District's operations, maintenance and administrative costs shall be paid through a variety of revenue sources, including ad valorem taxes and fees, rates, tolls and charges as deemed necessary, prudent and appropriate in the estimation of the Board of Directors.

D. District Revenues

See proposed 2023 Budget attached hereto as Exhibit B.

E. Public Finance Agreement

The District entered into a Public Finance Agreement (the "PFA") by and among the District, the Town, the URA and Citadel Development, the project developer, in order to generally allow the District to: (1) collect (or receive from the URA) all of the District's incremental property tax, (2) impose a property tax mill levy of not less than 50 mills within the District, and (3) issue Bonds to finance the remediation of the landfill and develop public improvements for the Project.

In addition to the limitations of the Act and those provided in this Operating Plan, the District shall undertake the financing, acquisition, construction, completion, installation, replacement and/or operation and maintenance of all of the services and public improvements for the Project only in accordance with the terms and conditions of the PFA, the provisions of which is incorporated by reference herein. This Operating Plan shall not be construed as having or have the effect of amending the Public Finance Agreement. In the event of any conflict between this Operating Plan and the PFA, the PFA shall govern and control.

In 2021 the District and the Town began discussions about potentially amending the PFA. In the event the PFA is amended, the District shall be authorized to undertake and carry out any activities, including but not limited to the issuance of debt, consistent with the provisions of such PFA, as amended, without the need for an amendment to this Operating Plan.

7. DISSOLUTION

The District may be dissolved under the conditions of section 31-25-1225, C.R.S.

8. CONCLUSION

This Operating Plan meets the requirements of the Act and further meets applicable requirements of the Colorado constitution and other law. The types of services and improvements to be provided by the District are those services and improvements which satisfy the purposes of Part 12 of Article 25 of Title 31, C.R.S.

EXHIBIT A
Director and Other Contact Information

BOARD OF DIRECTORS:

Shawn Temple
Email: shawn@P3advisorsllc.com

Cheryl Temple
Email: Cheryl_temple@sbcglobal.net

Blake Calvert
Email: calvert@corecivil.com

Paul Blatnak
Email: pblatnak@tcco.com

Scott Springer
Email: shawn@p3advisorsllc.com

DISTRICT LEGAL COUNSEL:

Spencer Fane LLP
1700 Lincoln Street, Suite 2000
Denver, CO 80203
Tom George
Phone: 303-839-3800
Email: tgeorge@spencferfane.com

EXHIBIT B

District Budget 2023

MILLER'S LANDING BUSINESS IMRPOVEMENT DISTRICT
SUMMARY
2023 BUDGET AS PROPOSED
WITH 2021 ACTUAL AND 2022 ESTIMATED
For the Years Ended and Ending December 31,

8/15/2022

		ACTUAL 2021	BUDGET 2022	ACTUAL 6/30/2022	ESTIMATED 2022	PROPOSED 2023
	BEGINNING FUND BALANCES	$ 6,081,680	$ 5,436,233	$ 5,484,117	$ 5,484,117	$ 1,858,114
	REVENUES					
1	Property taxes	15,715	22,355	22,355	22,355	22,355
2	Specific ownership taxes	8,390	2,494	500	2,412	2,412
3	Developer advance	2,811,267	3,549,842	769,200	11,608,400	36,973,000
4	Net investment income	372	400	-	-	-
5	URA Increment	149,223	101,787	-	101,780	101,780
	Total revenues	2,984,967	3,676,878	792,055	11,734,947	37,099,547
	Total funds available	9,066,647	9,113,111	6,276,172	17,219,064	38,957,661
	EXPENDITURES					
6	General and administration					
7	Accounting	-	15,000	8,317	15,000	16,500
8	Audit	-	-	-	5,000	5,500
9	Business Promotion	230,180	15,000	18,075	40,000	44,000
10	Contingency	-	17,657	-	-	-
11	County Treasurer's fees	39	234	-	-	-
12	Distrtict Promotion	-	-	5,215	12,500	14,000
13	Emergency Reserve	-	4,357	-	-	-
14	Insurance	-	10,000	6,634	6,634	8,000
15	Legal	-	100,000	9,757	25,000	30,000
16	Miscellaneous	4,646	5,000	-	-	-
17	Operating Costs	108,203	-	-	-	-
18	Operational Support	-	-	8,138	20,000	22,000
19	Debt service					
20	Bond interest Series 2018A	1,054,800	1,054,800	527,400	1,054,800	1,048,500
21	Bond interest Series 2018B	483,900	483,900	241,800	483,900	469,500
22	Bond principal Series 2018A	-	-	-	105,000	115,000
23	Bond principal Series 2018B	-	-	-	180,000	200,000
24	Contingency	-	-	-	21,130	21,830
25	County Treasurer's fees	196	1,170	-	1,170	1,170
26	Trustee fees	-	2,000	-	4,000	4,000
27	Capital projects					
28	Capital Outlay	1,700,566	2,000,000	-	10,000,000	35,000,000
29	Repay Developer Advance	-	-	3,386,816	3,386,816	-
	Total expenditures	3,582,530	3,709,118	4,212,152	15,360,950	37,000,000
	Total expenditures and transfers out requiring appropriation	3,582,530	3,709,118	4,212,152	15,360,950	37,000,000
	ENDING FUND BALANCES	$ 5,484,117	$ 5,403,993	$ 2,064,020	$ 1,858,114	$ 1,957,661
	EMERGENCY RESERVE	$ 900	$ 200	$ 200	$ 200	$ 200
	TOTAL RESERVE	$ 900	$ 200	$ 200	$ 200	$ 200

PRELIMINARY DRAFT - SUBJECT TO REVISION

MILLER'S LANDING BUSINESS IMRPOVEMENT DISTRICT
PROPERTY TAX SUMMARY INFORMATION
For the Years Ended and Ending December 31,

8/15/2022

	ACTUAL 2021	BUDGET 2022	ACTUAL 6/30/2022	ESTIMATED 2022	PROPOSED 2023
ASSESSED VALUATION - DOUGLAS					
Vacant Land	$ 1,449,990	$ 2,069,040	$ 2,069,040	$ 2,069,040	$ 2,069,040
	1,449,990	2,069,040	2,069,040	2,069,040	2,069,040
Adjustments	(1,188,880)	(1,696,453)	(1,696,453)	(1,696,453)	(1,696,453)
Certified Assessed Value	$ 261,110	$ 372,587	$ 372,587	$ 372,587	$ 372,587
MILL LEVY					
GENERAL FUND	10.000	10.000	10.000	10.000	10.000
DEBT SERVICE FUND	50.000	50.000	50.000	50.000	50.000
Total Mill Levy	60.000	60.000	60.000	60.000	60.000
PROPERTY TAXES					
GENERAL FUND	$ 2,611	$ 3,726	$ 3,726	$ 3,726	$ 3,726
DEBT SERVICE FUND	13,056	18,629	18,629	18,629	18,629
Levied property taxes	15,667	22,355	22,355	22,355	22,355
Adjustments to actual/rounding	48	-	-	-	-
Budgeted Property Taxes	$ 15,715	$ 22,355	$ 22,355	$ 22,355	$ 22,355
BUDGETED PROPERTY TAXES					
GENERAL FUND	$ 2,619	$ 3,726	$ 3,726	$ 3,726	$ 3,726
DEBT SERVICE FUND	13,096	18,629	18,629	18,629	18,629
	$ 15,715	$ 22,355	$ 22,355	$ 22,355	$ 22,355

PRELIMINARY DRAFT - SUBJECT TO REVISION

MILLER'S LANDING BUSINESS IMRPOVEMENT DISTRICT
GENERAL FUND
2023 BUDGET AS PROPOSED
WITH 2021 ACTUAL AND 2022 ESTIMATED
For the Years Ended and Ending December 31,

8/15/2022

		ACTUAL 2021	BUDGET 2022	ACTUAL 6/30/2022	ESTIMATED 2022	PROPOSED 2023
	BEGINNING FUND BALANCES	$ 34,538	$ 32,440	$ 62,824	$ 62,824	$ 13,416
	REVENUES					
1	Property taxes	2,619	3,726	3,726	3,726	3,726
2	Specific ownership taxes	1,398	1,082	500	1,000	1,000
3	Developer advance	342,462	130,000	-	70,000	140,000
4	URA Increment	24,875	-	-	-	-
	Total revenues	371,354	134,808	4,226	74,726	144,726
	Total funds available	405,892	167,248	67,050	137,550	158,142
	EXPENDITURES					
	General and administration					
5	Accounting	-	15,000	8,317	15,000	16,500
6	Audit	-	-	-	5,000	5,500
7	Business Promotion	230,180	15,000	18,075	40,000	44,000
8	Contingency	-	17,657	-	-	-
9	County Treasurer's fees	39	234	-	-	-
10	Distrtict Promotion	-	-	5,215	12,500	14,000
11	Emergency Reserve	-	4,357	-	-	-
12	Insurance	-	10,000	6,634	6,634	8,000
13	Legal	-	100,000	9,757	25,000	30,000
14	Miscellaneous	4,646	5,000	-	-	-
15	Operating Costs	108,203	-	-	-	-
16	Operational Support	-	-	8,138	20,000	22,000
	Total expenditures	343,068	167,248	56,136	124,134	140,000
	Total expenditures and transfers out requiring appropriation	343,068	167,248	56,136	124,134	140,000
	ENDING FUND BALANCES	$ 62,824	$ -	$ 10,914	$ 13,416	$ 18,142
	EMERGENCY RESERVE	$ 900	$ 200	$ 200	$ 200	$ 200
	TOTAL RESERVE	$ 900	$ 200	$ 200	$ 200	$ 200

PRELIMINARY DRAFT - SUBJECT TO REVISION

MILLER'S LANDING BUSINESS IMRPOVEMENT DISTRICT
DEBT SERVICE FUND
2023 BUDGET AS PROPOSED
WITH 2021 ACTUAL AND 2022 ESTIMATED
For the Years Ended and Ending December 31,

8/15/2022

		ACTUAL 2021	BUDGET 2022	ACTUAL 6/30/2022	ESTIMATED 2022	PROPOSED 2023
	BEGINNING FUND BALANCES	$ 2,660,549	$ 2,017,000	$ 2,034,477	$ 2,034,477	$ 1,844,698
	REVENUES					
1	Property taxes	13,096	18,629	18,629	18,629	18,629
2	Specific ownership taxes	6,992	1,412	-	1,412	1,412
3	Developer advance	768,239	1,419,842	769,200	1,538,400	1,833,000
4	Net investment income	149	200	-	-	-
5	URA Increment	124,348	101,787	-	101,780	101,780
	Total revenues	912,824	1,541,870	787,829	1,660,221	1,954,821
	Total funds available	3,573,373	3,558,870	2,822,306	3,694,698	3,799,519
	EXPENDITURES					
	Debt service					
6	Bond interest Series 2018A	1,054,800	1,054,800	527,400	1,054,800	1,048,500
7	Bond interest Series 2018B	483,900	483,900	241,800	483,900	469,500
8	Bond principal Series 2018A	-	-	-	105,000	115,000
9	Bond principal Series 2018B	-	-	-	180,000	200,000
10	Contingency	-	-	-	21,130	21,830
11	County Treasurer's fees	196	1,170	-	1,170	1,170
12	Trustee fees	-	2,000	-	4,000	4,000
	Total expenditures	1,538,896	1,541,870	769,200	1,850,000	1,860,000
	Total expenditures and transfers out requiring appropriation	1,538,896	1,541,870	769,200	1,850,000	1,860,000
	ENDING FUND BALANCES	$ 2,034,477	$ 2,017,000	$ 2,053,106	$ 1,844,698	$ 1,939,519

PRELIMINARY DRAFT - SUBJECT TO REVISION

MILLER'S LANDING BUSINESS IMRPOVEMENT DISTRICT
CAPITAL PROJECTS FUND
2023 BUDGET AS PROPOSED
WITH 2021 ACTUAL AND 2022 ESTIMATED
For the Years Ended and Ending December 31,

8/15/2022

		ACTUAL 2021	BUDGET 2022	ACTUAL 6/30/2022	ESTIMATED 2022	PROPOSED 2023
BEGINNING FUND BALANCES		$ 3,386,593	$ 3,386,793	$ 3,386,816	$ 3,386,816	$ -
REVENUES						
1	Developer advance	1,700,566	2,000,000	-	10,000,000	35,000,000
2	Net investment income	223	200	-	-	-
	Total revenues	1,700,789	2,000,200	-	10,000,000	35,000,000
	Total funds available	5,087,382	5,386,993	3,386,816	13,386,816	35,000,000
EXPENDITURES						
	Capital projects					
3	Capital Outlay	1,700,566	2,000,000	-	10,000,000	35,000,000
4	Repay Developer Advance	-	-	3,386,816	3,386,816	-
	Total expenditures	1,700,566	2,000,000	3,386,816	13,386,816	35,000,000
	Total expenditures and transfers out requiring appropriation	1,700,566	2,000,000	3,386,816	13,386,816	35,000,000
ENDING FUND BALANCES		$ 3,386,816	$ 3,386,993	$ -	$ -	$ -

PRELIMINARY DRAFT - SUBJECT TO REVISION

EXHIBIT C

District Boundary Legal Description

A PARCEL OF LAND BEING A PART OF LOT 2, BLOCK 7, CITADEL STATION FILING NO. 6, A SUBDIVISION PLAT RECORDED UNDER RECEPTION NO. 8708767 AND A PART OF THE SOUTHEAST QUARTER OF SECTION 10 AND A PART OF THE SOUTHWEST QUARTER OF SECTION 11, TOWNSHIP 8 SOUTH, RANGE 67 WEST OF THE SIXTH PRINCIPAL MERIDIAN, TOWN OF CASTLE ROCK, COUNTY OF DOUGLAS, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTER QUARTER CORNER OF SAID SECTION 10 AND ASSUMING THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 10 TO BEAR SOUTH 89°27'26" EAST, 2616.68 FEET AS PLATTED, WITH ALL BEARINGS CONTAINED HEREIN BEING RELATIVE THERETO;

THENCE NORTH 00°35'04" WEST ALONG THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 10, A DISTANCE OF 403.83 FEET TO THE SOUTHWESTERLY CORNER OF OUTLOT B, SAID CITADEL STATION FILING NO. 6; THENCE NORTH 70°14'23" EAST ALONG THE SOUTHERLY LINE OF SAID OUTLOT B, A DISTANCE OF 21.48 FEET, TO A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF WEST PLUM CREEK PARKWAY (ALSO KNOWN AS COACHLINE ROAD) AS DESCRIBED IN DEED RECORDED UNDER RECEPTION NO. 2008075142, SAID POINT BEING A POINT ON THE NORTHERLY LINE OF SAID LOT 2, BLOCK 7, SAID POINT ALSO BEING THE **POINT OF BEGINNING**;

THENCE ALONG THE NORTHERLY AND EASTERLY LINE OF SAID LOT 2, BLOCK 7 THE FOLLOWING TWENTY-TWO (22) COURSES:

1. CONTINUING NORTH 70°14'23" EAST, A DISTANCE OF 420.04 FEET;
2. NORTH 89°42'53" EAST, A DISTANCE OF 60.00 FEET;
3. NORTH 0°17'7" WEST, A DISTANCE OF 41.71 FEET;
4. NORTH 71°29'11" EAST, A DISTANCE OF 22.78 FEET;
5. NORTH 57°11'1" EAST, A DISTANCE OF 127.32 FEET;
6. NORTH 79°57'40" EAST, A DISTANCE OF 150.30 FEET;
7. NORTH 33°12'60" EAST, A DISTANCE OF 188.02 FEET;
8. NORTH 67°16'37" EAST, A DISTANCE OF 98.12 FEET;
9. NORTH 89°36'24" EAST, A DISTANCE OF 218.51 FEET;
10. NORTH 57°52'24" EAST, A DISTANCE OF 190.11 FEET;
11. NORTH 52°55'43" EAST, A DISTANCE OF 279.75 FEET;
12. SOUTH 7°13'59" EAST, A DISTANCE OF 36.25 FEET, TO A POINT ON A CURVE;
13. ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 170.00 FEET, A CENTRAL ANGLE OF 58°05'53", AN ARC LENGTH OF 172.38 FEET, THE CHORD OF WHICH BEARS SOUTH 36°16'56" EAST, 165.09 FEET;
14. SOUTH 65°19'52" EAST, A DISTANCE OF 10.92 FEET;
15. NORTH 14°31'34" EAST, A DISTANCE OF 120.00 FEET;
16. NORTH 50°36'4" EAST, A DISTANCE OF 187.64 FEET;
17. NORTH 82°51'32" EAST, A DISTANCE OF 87.69 FEET;
18. NORTH 22°23'46" EAST, A DISTANCE OF 59.05 FEET;
19. NORTH 53°48'14" EAST, A DISTANCE OF 202.23 FEET;
20. SOUTH 23°36'32" EAST, A DISTANCE OF 793.03 FEET;
21. SOUTH 88°3'18" WEST, A DISTANCE OF 134.81 FEET;
22. SOUTH 0°0'15" EAST, A DISTANCE OF 700.98 FEET TO A POINT ON THE SOUTH LINE OF NORTHEAST QUARTER OF SAID SECTION 10;

THENCE SOUTH 89°27'26" EAST ALONG SAID SOUTH LINE, A DISTANCE OF 329.66 FEET TO THE EAST QUARTER CORNER OF SAID SECTION 10;

THENCE SOUTH 89°46'21" EAST ALONG THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 11, A DISTANCE OF 572.43 FEET TO A POINT ON THE WESTERLY RIGHT OF WAY LINE OF THE ATCHISON, TOPEKA & SANTA FE RAILROAD;

THENCE ALONG SAID WESTERLY RIGHT OF WAY LINE THE FOLLOWING THREE (3) COURSES:

1. SOUTH 1°56'48" EAST, A DISTANCE OF 173.53 FEET, TO A POINT ON A CURVE;
2. ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 880.93 FEET, A CENTRAL ANGLE OF 37°31'24", AN ARC LENGTH OF 576.93 FEET, THE CHORD OF WHICH BEARS SOUTH 16°48'53" WEST, 566.67 FEET;
3. SOUTH 35°34'35" WEST, A DISTANCE OF 193.47 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF WEST PLUM CREEK PARKWAY AS DESCRIBED IN DEED RECORDED UNDER RECEPTION NO. 2008054850;

THENCE ALONG THE RIGHT OF WAY AS DESCRIBED THE FOLLOWING FOURTEEN (14) COURSES:

1. NORTH 75°34'19" WEST, A DISTANCE OF 170.83 FEET, TO A POINT ON A CURVE;
2. ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 665.50 FEET, A CENTRAL ANGLE OF 17°49'03", AN ARC LENGTH OF 206.95 FEET, THE CHORD OF WHICH BEARS NORTH 66°39'48" WEST, 206.12 FEET;
3. NORTH 32°14'44" EAST, A DISTANCE OF 6.00 FEET;
4. NORTH 57°45'16" WEST, A DISTANCE OF 709.16 FEET;
5. NORTH 18°59'47" WEST, A DISTANCE OF 32.16 FEET;
6. NORTH 32°14'44" EAST, A DISTANCE OF 275.60 FEET, TO A POINT ON A CURVE;
7. ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 910.00 FEET, A CENTRAL ANGLE OF 07°46'45", AN ARC LENGTH OF 123.55 FEET, THE CHORD OF WHICH BEARS NORTH 28°21'22" EAST, 123.46 FEET TO A POINT ON THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 10;
8. NORTH 89°27'26" WEST AND ALONG SAID SOUTH LINE, A DISTANCE OF 133.30 FEET, TO A POINT ON A CURVE;
9. ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 790.00 FEET, A CENTRAL ANGLE OF 03°51'20", AN ARC LENGTH OF 53.16 FEET, THE CHORD OF WHICH BEARS SOUTH 30°19'4" WEST, 53.15 FEET;
10. SOUTH 32°14'44" WEST, A DISTANCE OF 274.89 FEET;
11. SOUTH 83°29'15" WEST, A DISTANCE OF 33.31 FEET;
12. NORTH 57°45'16" WEST, A DISTANCE OF 380.82 FEET;
13. SOUTH 32°14'44" WEST, A DISTANCE OF 6.00 FEET, TO A POINT ON A CURVE;
14. ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 864.50 FEET, A CENTRAL ANGLE OF 14°13'19", AN ARC LENGTH OF 214.59 FEET, THE CHORD OF WHICH BEARS NORTH 64°51'56" WEST, 214.04 FEET TO A POINT ON THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 10, SAID POINT ALSO BEING A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF WEST PLUM CREEK PARKWAY AS DESCRIBED IN DEED RECORDED UNDER RECEPTION NO. 2008075142;

THENCE ALONG SAID NORTHERLY RIGHT OF WAY LINE THE FOLLOWING THREE (3) COURSES:

1. CONTINUING ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 864.50 FEET, A CENTRAL ANGLE OF 17°28'53", AN ARC LENGTH OF 263.77 FEET, THE CHORD OF WHICH BEARS NORTH 80°43'02" WEST, 262.74 FEET;
2. NORTH 89°27'28" WEST, A DISTANCE OF 548.00 FEET, TO A POINT ON A CURVE;
3. ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 500.50 FEET, A CENTRAL

ANGLE OF 75°02'22", AN ARC LENGTH OF 655.50 FEET, THE CHORD OF WHICH BEARS NORTH 51°56'17" WEST, 609.64 FEET TO THE **POINT OF BEGINNING**,

SAID PARCEL CONTAINING A CALCULATED AREA OF 2,871,687 SQUARE FEET OR 65.925 ACRES, MORE OR LESS.

ALL REFERENCES TO RECORDED DOCUMENTS ARE FILED WITH THE DOUGLAS COUNTY CLERK AND RECORDER.

SAID PARCEL IS ALSO KNOWN BY THE FOLLOWING STATE PARCEL ID NUMBERS: 2505-101-02-026; 2505-104-00-004; AND 2505-104-00-005.

EXHIBIT D

District Boundary Map

PUBLIC HEARING

MILLER'S LANDING BUSINESS IMPROVEMENT DISTRICT (BID) 2023 OPERATING PLAN AND BUDGET;

TOWN COUNCIL MEETING
SEPTEMBER 20, 2022

TOWN OF CASTLE ROCK
COLORADO

MILLER’S LANDING BID 2022 OPERATING PLAN AND BUDGET

In 2017, the Town approved a planned development and URA plan for Millers Landing with a revenue share back of 100% property tax and 70% sales tax in exchange for a first class hotel, mixed use office and retail and provide remediation of a 1970’s land fill. The land fill has been remediated and no additional improvements have been implemented to date.

MILLER'S LANDING BID 2023 OPERATING PLAN AND BUDGET

- The 2023 Operating Plan and Budget falls within the requirements set forth in the Public Finance Agreement.
- Staff Recommends approval of Resolution as written.

I MOVE TO APPROVE RESOLUTION NO. 2022-105
AS INTRODUCED BY TITLE

I MOVE TO APPROVE THE RESOLUTION AS INTRODUCED BY TITLE, WITH THE FOLLOWING CONDITIONS: _____

I MOVE TO CONTINUE THIS ITEM TO THE TOWN COUNCIL MEETING ON _____ DATE TO ALLOW ADDITIONAL TIME TO: _____

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 1. **File #:** URA MIN 2022-001

To: **Board of Directors**

From: **Trish Muller, CPA, Finance Director**

Minutes: Approval of the November 16, 2021 Minutes

Executive Summary

Attached are minutes from the November 16, 2021 CRURA meeting for your review and approval.

Castle Rock Urban Renewal Authority
Meeting Minutes - Draft

BOARD OF COMMISSIONERS:
Jason Gray, Chair
Kevin Bracken, Vice Chair
Ryan Hollingshead
Laura Cavey
Desiree LaFleur
Caryn Johnson
Tim Dietz

Tuesday, November 16, 2021 | **6:00 PM** | **Town Hall Council Chambers**
100 N. Wilcox Street
Castle Rock, CO 80104

This meeting is open to the public. Three or more Council members may also attend this meeting, during which the items listed herein will be discussed.

CALL TO ORDER / ROLL CALL

Present 7 - Chair Jason Gray, Vice Chair Kevin Bracken, Boardmember Caryn Johnson, Boardmember Desiree LaFleur, Boardmember Laura Cavey, Boardmember Ryan Hollingshead, and Boardmember Tim Dietz

ACTION ITEMS

URA MIN 2021-001

Minutes: Approval of October 6, 2020 Minutes

Moved by Vice Chair Bracken, seconded by Boardmember LaFleur, that CRURA Minutes be Approved as presented. The motion passed by the following vote:

Yes: 7 - Chair Gray, Bracken, Boardmember Johnson, Boardmember LaFleur, Boardmember Cavey, Boardmember Hollingshead, and Boardmember Dietz

URA RESO 2021-001

Resolution of the Castle Rock Urban Renewal Authority Adopting the 2022 Castle Rock Urban Renewal Authority Budget

Pete Mangers presented the 2022 URA budget.

Moved by Boardmember Hollingshead, seconded by Vice Chair Bracken, that CRURA Resolution 2021-001 be Approved as presented. The motion passed by the following vote:

Yes: 7 - Chair Gray, Bracken, Boardmember Johnson, Boardmember LaFleur, Boardmember Cavey, Boardmember Hollingshead, and Boardmember Dietz

ADJOURN

Adjourned at 7:50 pm.

Submitted by:

_____
Lisa Anderson, Town Clerk

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 2. **File #:** URA RESO 2022-001

To: Board of Directors

From: Trish Muller, CPA, Finance Director

Resolution Adopting the 2023 Fiscal Year Budget for the Castle Rock Urban Renewal Authority

Executive Summary

Staff is requesting Urban Renewal Authority Board of Commissioners (BOC) action on the 2023 Castle Rock Urban Renewal Authority (CRURA) Budget. In addition, staff has included the 2022 Annual Report.

The proposed 2023 CRURA Budget resolution is included for BOC review and approval. The budget document provides a funding source for 2023 and includes conservative amounts for revenue and expenditures. Future annual appropriations for CRURA will be acted upon by the BOC in association with Town Council budget calendar.

The proposed 2023 Budget of the Castle Rock Urban Renewal Authority (CRURA) is attached. In conformance with requirements of the State of Colorado, the budget must include anticipated revenues, proposed expenditures, beginning and ending fund balance, and three years of comparable budget data. The basis of accounting used in the CRURA Budget is accrual.

Activities in 2022:

No significant capital improvements were completed in 2022. Any costs associated with use of Town URA staff or EDC staff or use of consultant's/expert consultants will be reimbursed by TIF revenues when a URA Project occurs and TIF is collected.

Staff Recommendation

Staff recommends approval of CRURA Resolution No. 2022-001, A Resolution of the Castle Rock Urban Renewal Authority Adopting the 2023 Castle Rock Urban Renewal Authority Budget.

Proposed Motion

"I move to approve the Resolution as introduced by title."

Alternative Motions

“I move to approve the resolution as introduced by title with the following conditions: (list conditions).”

“I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed).”

Attachments

Resolution
Attachment A: 2023 Castle Rock Urban Renewal Authority Budget
Attachment B: CRURA 2022 Annual Report

CRURA RESOLUTION NO. 2022-

A RESOLUTION ADOPTING THE 2023 FISCAL YEAR BUDGET FOR THE CASTLE ROCK URBAN RENEWAL AUTHORITY

WHEREAS, the Castle Rock Urban Renewal Authority (the "CRURA") is an urban renewal authority duly organized pursuant to Section 31-25-101, et seq., C.R.S., and by Resolution No. 2013-29 adopted by Town Council on May 7, 2013; and

WHEREAS, the members of Town Council have been duly elected and qualified to serve as the Board of Commissioners of the CRURA (the "CRURA Board"); and

WHEREAS, a proper notice of the public hearing on the CRURA's proposed 2023 fiscal year budget was published in accordance with Section 29-1-106, C.R.S., for the September 20, 2022, meeting of the CRURA Board; and

WHEREAS, upon completion and review of the proposed budget, the CRURA Board is prepared to adopt a final budget for fiscal year 2023 (the "2023 Budget").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CASTLE ROCK URBAN RENEWAL AUTHORITY:

Section 1. Approval. The 2023 Budget is hereby approved and adopted in the form presented at tonight's meeting. The following amount is hereby appropriated by fund for the 2023 fiscal year:

Urban Renewal Authority Fund	$36,275

Section 2. Compliance. The 2023 Budget, as approved and adopted, complies with Section 29-1-108, C.R.S., as the amounts appropriated do not exceed the expenditures specified therein.

PASSED, APPROVED AND ADOPTED this 20th day of September, 2022, by the Board of Commissioners of the Castle Rock Urban Renewal Authority, on first and final reading, by a vote of ___ for and ___ against.

ATTEST:

CASTLE ROCK URBAN RENEWAL AUTHORITY

_____
Lisa Anderson, Secretary

_____
Jason Gray, Chair

Approved as to form:

Approved as to content:

_____
Michael J. Hyman, Authority Counsel

_____
Trish Muller, CPA, Finance Director

2023 CRURA Budget

Line Item Description

Revenues	**2021 Actual**	**2022 Budget**	**2022 Estimate**	**Proposed 2023 Budget**
Property Tax Increment	$ -	$ -	$ 425,097	$ -
Town Fee of .5%	750	775	750	775
Sales Tax Increment	-	-	-	-
Interest	-	-	-	-
Developer Fees	-	-	-	-
Misc. Revenue	-	-	-	-
Loan Proceeds from Town	-	-	-	-
Contributed Services	-	35,500	-	35,500
Proceeds from Debt Issuance	-	-	-	-
Total Revenue	**750**	**36,275**	**425,847**	**36,275**
Expenditures - Personnel				
Salaries/Benefits	-	35,500	-	35,500
Total Salaries/Benefits	**-**	**35,500**	**-**	**35,500**
Operating Expenditures				
Dues & Publications	-	-	-	-
Legal	-	-	-	-
Office Supplies	-	-	-	-
Postage	-	-	-	-
Bank Fees	114	115	168	250
Web Design and Maintenance	349	350	349	350
Professional Svs	-	310	-	175
Travel	-	-	-	-
Training	-	-	-	-
Outreach	-	-	-	-
Audit	-	-	-	-
Total Operating Expenditures	**463**	**775**	**517**	**775**
Debt Service Payments				
Principle	-	-	-	-
Interest	-	-	-	-
Total Debt Service Payments	**-**	**-**	**-**	**-**
Other Epxenses				
Transfer to Dist. Bond Agent	-	-	105,743	-
Contingency (15%)	-	-	-	-
Total Other Expense	**-**	**-**	**105,743**	**-**
Total Expense	**463**	**36,275**	**106,260**	**36,275**
Revenue Over/(Under) Expenditures	287	-	319,587	-
Beginning Funds Available	28,296	28,583	28,583	348,170
Ending funds Available	$ 28,583	$ 28,583	$ 348,170	$ 348,170

Castle Rock Renewal

2022 ANNUAL REPORT

September 2022

Plan Highlights ~

- **Located at the NW intersection of Interstate 25 and Plum Creek Pkwy, bounded by Plum Creek Pkwy on the south, I-25 on the east, and the Castle Highlands Industrial Park on the north.**
- **Comprised of 3 privately owned legal parcels totaling approx. 65.9 acres within the Town boundary.**
- **To reduce, eliminate and prevent the spread of blight, the goal of the Plan is to remediate the abandoned municipal dump site and abandoned clay mines located on the site and stimulate growth and investment in the area.**

Partners in Community Development

Contact us:
100 N. Wilcox Street
Castle Rock, CO 80104
720-733-3519
www.castlerockrenewal.org

Castle Rock Renewal

2023 CRURA Budget

Line Item Description Revenues	2021 Actual	2022 Budget	2022 Estimate	Proposed 2023 Budget
Property Tax Increment	$ -	$ -	$ 425,097	$ -
Town Fee of .5%	750	775	750	775
Sales Tax Increment	-	-	-	-
Interest	-	-	-	-
Developer Fees	-	-	-	-
Misc. Revenue	-	-	-	-
Loan Proceeds from Town	-	-	-	-
Contributed Services	-	35,500	-	35,500
Proceeds from Debt Issuance	-	-	-	-
Total Revenue	**750**	**36,275**	**425,847**	**36,275**
Expenditures - Personnel				
Salaries/Benefits	-	35,500	-	35,500
Total Salaries/Benefits	**-**	**35,500**	**-**	**35,500**
Operating Expenditures				
Dues & Publications	-	-	-	-
Legal	-	-	-	-
Office Supplies	-	-	-	-
Postage	-	-	-	-
Bank Fees	114	115	168	250
Web Design and Maintenance	349	350	349	350
Professional Svs	-	310	-	175
Travel	-	-	-	-
Training	-	-	-	-
Outreach	-	-	-	-
Audit	-	-	-	-
Total Operating Expenditures	**463**	**775**	**517**	**775**
Debt Service Payments				
Principle	-	-	-	-
Interest	-	-	-	-
Total Debt Service Payments	**-**	**-**	**-**	**-**
Other Epxenses				
Transfer to Dist. Bond Agent	-	-	105,743	-
Contingency (15%)	-	-	-	-
Total Other Expense	**-**	**-**	**105,743**	**-**
Total Expense	**463**	**36,275**	**106,260**	**36,275**
Revenue Over/(Under) Expenditures	287	-	319,587	-
Beginning Funds Available	28,296	28,583	28,583	348,170
Ending funds Available	$ 28,583	$ 28,583	$ 348,170	$ 348,170

CRURA

Commissioners

- Jason Gray, *Chair*
- *Kevin Bracken, Vice-Chair*
- Ryan Hollingshead
- Laura Cavey
- Caryn Johnson
- Desiree LaFleur
- Tim Dietz

Castle Rock Renewal

CRURA Staff

- Pete Mangers, *Executive Director*
- Michael J. Hyman, *Legal Counsel*
- Trish Muller, *Treasurer*
- Lisa Anderson, *Clerk*

PUBLIC HEARING

CASTLE ROCK URBAN RENEWAL AUTHORITY BOARD 2023 BUDGET

SEPTEMBER 20, 2022 MEETING

CASTLE ROCK URBAN RENEWAL AUTHORITY (CRURA) BOARD MEETING

- November 21, 2021 Minutes
- CRURA 2023 Budget
- CRURA 2022 Annual Report review
- Staff recommends approval of the 2023 CRURA Budget

I MOVE TO APPROVE RESOLUTION NO. 2022-001
AS INTRODUCED BY TITLE

I MOVE TO APPROVE THE RESOLUTION AS INTRODUCED BY TITLE, WITH THE FOLLOWING CONDITIONS: _____

I MOVE TO CONTINUE THIS ITEM TO THE CRURA MEETING ON _____ DATE TO ALLOW ADDITIONAL TIME TO: _____

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 1. **File #:** FPC MIN 2022-001

To: Board of Directors

From: Trish Muller, CPA, Finance Director

Minutes: Approval of the November 16, 2021 Minutes

Executive Summary

Minutes from the November 16, 2021 GID meeting are attached for review and approval.

Town of Castle Rock Festival Park Commons General Improvement District
Meeting Minutes - Draft

BOARD OF DIRECTORS:
Jason Gray, Chair
Kevin Bracken, Vice Chair
Ryan Hollingshead
Laura Cavey
Desiree LaFleur
Caryn Johnson
Tim Dietz

Tuesday, November 16, 2021 | **6:00 PM** | **Town Hall Council Chambers**
100 N. Wilcox Street
Castle Rock, CO 80104

This meeting is open to the public. Three or more Council members may also attend this meeting, during which the items listed herein will be discussed.

CALL TO ORDER / ROLL CALL

Present 7 - Chair Jason Gray, Vice Chair Kevin Bracken, Boardmember Ryan Hollingshead, Boardmember Laura Cavey, Boardmember Desiree LaFleur, Boardmember Caryn Johnson, and Boardmember Tim Dietz

ACTION ITEMS

FPC MIN 2021-001

Minutes: Approval of the October 6, 2020 Minutes

Moved by Vice Chair Bracken, seconded by Boardmember LaFleur, that FPC GID Minutes be Approved as presented. The motion passed by the following vote:

Yes: 7 - Chair Gray, Vice Chair Bracken, Boardmember Hollingshead, Boardmember Cavey, Boardmember LaFleur, Boardmember Johnson, and Boardmember Dietz

FPC RESO 2021-001

Resolution Adopting the 2022 Fiscal Year Budget for the Town of Castle Rock Festival Park Commons General Improvement District

Pete Managers presented the 2022 Festival Park Commons General Improvement District Budget to pay the debt on the parking lot.

Boardmember Cavey asked if the 44 mills are just paid by them. David Corliss, Town Manager, stated this is part of the Town's purchase of the 308 public parking spaces. Encore pays for the Town's cost of those spaces. Property and Sales Tax goes to Encore and some to the Town. All tax from Encore goes towards the obligation for the spaces. The PIF is an additional sales tax on all sales on the commercial buildings below. The General Improvement property tax is on the private property in Encore until we pay off the debt. If we don't approve that, we still have to pay the obligation and take it from somewhere else.

No public comment.

Boardmember Johnson confirmed this is to pay back the debt for the public parking spaces and that she will support it.

Moved by Vice Chair Bracken, seconded by Boardmember Hollingshead, that FPC GID Resolution 2021-001 be Approved as presented. The motion passed by the following vote:

Yes: 7 - Chair Gray, Vice Chair Bracken, Boardmember Hollingshead, Boardmember Cavey, Boardmember LaFleur, Boardmember Johnson, and Boardmember Dietz

FPC RESO 2021-002

Resolution Levying General Property Taxes for the Town of Castle Rock Festival Park Commons General Improvement District for the Year 2021, to be Collected in 2022

Pete Mangers presented the 2022 proposed GID Budget.

No public comment.

Moved by Boardmember Johnson, seconded by Boardmember Cavey, that FPC GID Resolution 2021-002 be Approved as presented. The motion passed by the following vote:

Yes: 7 - Chair Gray, Vice Chair Bracken, Boardmember Hollingshead, Boardmember Cavey, Boardmember LaFleur, Boardmember Johnson, and Boardmember Dietz

ADJOURN

Moved by Vice Chair Bracken, seconded by Boardmember LaFleur, to Adjourn the Meeting. The motion passed by a vote of:

Yes: 7 - Chair Gray, Vice Chair Bracken, Boardmember Hollingshead, Boardmember Cavey, Boardmember LaFleur, Boardmember Johnson, and Boardmember Dietz

Adjourned at 7:58 pm.

Submitted by:

_____

Lisa Anderson, Town Clerk

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 2. **File #:** FPC RESO 2022-001

To: Board of Directors

From: Trish Muller, CPA, Finance Director

Resolution Adopting the 2023 Fiscal Year Budget for the Town of Castle Rock Festival Park Commons General Improvement District

Executive Summary

Colorado Revised Statute 29-1-105 requires General Improvement District to file its budget with the Colorado Department of Local Affairs (DOLA).

CD-Festival Commons, LLC ("CDFC") redeveloped a parcel within the core area of downtown Castle Rock into a mixed use (retail/office/residential) center and parking garage that will accommodate 601 vehicles, 308 of which will be public parking spaces owned by the Town constructed on existing Town property and the adjacent private property owned by CDFC. CDFC voted to enact a General Improvement District (GID) to tax themselves to assist paying for this project. This project pays back the Town Certificates of Participation (COP's) for the 308 Town owned spaces using GID property tax TIF, sales tax TIF, property tax TIF and a Public Improvement Fee (PIF). The project is projected to pay off the COP's by 2038 assuming current economic conditions. But for the project, the 308 Town owned spaces would need another revenue stream to satisfy the COP's annual payments.

The Encore project, wholly within the GID, began in late 2019 with completion anticipated this year. The proposed budget for 2023 is $255,749. In addition, the Public Finance Agreement between the developer and the Town stipulates a mill levy of 45 mills, which will be certified with the County in 2022, resulting in GID property tax revenue beginning in 2023.

Staff Recommendation

Staff recommends that the Board of Directors approve the resolution as written.

Proposed Motion

"I move to approve the Resolution as introduced by title."

Alternative Motions

"I move to approve the resolutions as introduced by title, with the following conditions: (list conditions)."

"I move to continue these items to the next meeting on _____ date to allow additional time to (list information needed)."

Attachments

Attachment A Resolution

GID RESOLUTION NO. 2022-

A RESOLUTION ADOPTING THE 2023 FISCAL YEAR BUDGET FOR THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT

WHEREAS, the Town of Castle Rock Festival Park Commons General Improvement District (the "District") is a general improvement district duly organized pursuant to Section 31-25-601, et seq., C.R.S., and by Ordinance No. 2018-028, adopted by Town Council on August 21, 2018; and

WHEREAS, the members of Town Council have been duly elected and qualified to serve ex officio as the Board of Directors of the District (the "District Board"); and

WHEREAS, a proper notice of the public hearing on the District's proposed 2023 fiscal year budget was published in accordance with Section 29-1-106, C.R.S., for the September 20, 2022, meeting of the District Board; and

WHEREAS, upon completion and review of the proposed budget, the District Board is prepared to adopt a final budget for fiscal year 2023 (the "2023 Budget").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT:

Section 1. **Approval**. The 2023 Budget is hereby approved and adopted in the form presented at tonight's meeting. The following amount is hereby appropriated by fund for the 2023 fiscal year:

General Improvement District Fund $255,749

Section 2. **Compliance**. The 2023 Budget, as approved and adopted, complies with Section 29-1-108, C.R.S., as the amounts appropriated do not exceed the expenditures specified therein.

PASSED, APPROVED AND ADOPTED this 20th day of September, 2022, by the Board of Directors of the Town of Castle Rock Festival Park Commons General Improvement District by a vote of ___ for and ___ against.

ATTEST:

TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT

_____
Lisa Anderson, ex officio Clerk of the District

_____
Jason Gray, ex officio Chair of the District

Approved as to form:

_____

Michael J. Hyman, Attorney for the District

Approved as to content:

_____

Trish Muller, CPA, Finance Director

PUBLIC HEARING

FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT (GID) 2023 ANNUAL BUDGET AND MILL LEVY

SEPTEMBER 20, 2022 MEETING

RESOLUTION 2022-002
GID 2022 MILL LEVY

I MOVE TO APPROVE RESOLUTION NO. 2022-002
AS INTRODUCED BY TITLE
I MOVE TO APPROVE THE RESOLUTION AS INTRODUCED BY TITLE,
WITH THE FOLLOWING CONDITIONS: _____
I MOVE TO CONTINUE THIS ITEM TO THE GID MEETING ON _____ DATE
TO ALLOW ADDITIONAL TIME TO: _____

FESTIVAL PARK COMMONS 2023 BUDGET AND MILL LEVY

- Approval November 16, 2021 Minutes
- 2023 proposed GID budget is $255,749
- budget of $255,749
- Staff Recommends approval of both Resolutions as written

RESOLUTION 2022-001
2023 BUDGET

I MOVE TO APPROVE RESOLUTION NO. 2022-001

AS INTRODUCED BY TITLE

I MOVE TO APPROVE THE RESOLUTION AS INTRODUCED BY TITLE, WITH THE FOLLOWING CONDITIONS: _____

I MOVE TO CONTINUE THIS ITEM TO THE GID MEETING ON _____ DATE TO ALLOW ADDITIONAL TIME TO: _____

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 3. **File #:** FPC RESO 2022-002

To: Board of Directors

From: Trish Muller, CPA, Finance Director

Resolution Levying General Property Taxes for the Town of Castle Rock Festival Park Commons General Improvement District for the Year 2022, to be Collected in 2023

Executive Summary

Colorado Revised Statute 29-1-105 requires General Improvement District to file its budget with the Colorado Department of Local Affairs (DOLA).

CD-Festival Commons, LLC ("CDFC") redeveloped a parcel within the core area of downtown Castle Rock into a mixed use (retail/office/residential) center and parking garage that will accommodate 601 vehicles, 308 of which will be public parking spaces owned by the Town constructed on existing Town property and the adjacent private property owned by CDFC. CDFC voted to enact a General Improvement District (GID) to tax themselves to assist paying for this project. This project pays back the Town Certificates of Participation (COP's) for the 308 Town owned spaces using GID property tax TIF, sales tax TIF, property tax TIF and a Public Improvement Fee (PIF). The project is projected to pay off the COP's by 2038 assuming current economic conditions. But for the project, the 308 Town owned spaces would need another revenue stream to satisfy the COP's annual payments.

The Encore project, wholly within the GID, began in late 2019 with completion anticipated this year. The proposed budget for 2023 is $255,749. In addition, the Public Finance Agreement between the developer and the Town stipulates a mill levy of 45 mills, which will be certified with the County in 2022, resulting in GID property tax revenue beginning in 2023.

Staff Recommendation

Staff recommends that the Board of Directors approve the resolution as written.

Proposed Motion

"I move to approve Resolution as introduced by title."

Alternative Motions

"I move to approve the resolutions as introduced by title, with the following conditions: (list conditions)."

"I move to continue these items to the next meeting on _____ date to allow additional time to (list information needed)."

Attachments

Attachment A: Resolution

GID RESOLUTION NO. 2022-

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT FOR THE YEAR 2022, TO BE COLLECTED IN 2023

WHEREAS, the Town of Castle Rock Festival Park Commons General Improvement District (the "District") is a general improvement district duly organized pursuant to Section 31-25-601, et seq., C.R.S., and by Ordinance No. 2018-028, adopted by Town Council on August 21, 2018; and

WHEREAS, the members of Town Council have been duly elected and qualified to serve ex officio as the Board of Directors of the District (the "District Board"); and

WHEREAS, the District Board has adopted a budget for the 2023 fiscal year, which budget anticipates the receipt of revenues from the imposition of a mill levy on taxable property within the District's jurisdictional boundaries; and

WHEREAS, pursuant to Section 39-5-128, C.R.S., the ex officio Clerk of the District is required to certify the mill levy imposed by the District to the Douglas County Board of Commissioners by no later than December 15, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT:

Section 1. **Calculation of Mill Levy**. The mill levy certified by this Resolution is in compliance with applicable constitutional and statutory provisions.

Section 2. **Levy of Property Tax**. For the purpose of meeting the general operating expenses of the District during the 2023 fiscal year, there is levied a tax of 45.000 mills for general operating expenses upon each dollar of the total assessed valuation of all taxable property within the District's jurisdictional boundaries for taxable year 2022, to be collected in 2023.

Section 3. **Certification**. The Town Clerk, as the ex officio Clerk of the District, is hereby authorized and directed to certify to the Douglas County Board of County Commissioners the mill levy for the District as set forth herein.

PASSED, APPROVED AND ADOPTED this 20th day of September, 2022, by the Board of Directors of the Town of Castle Rock Festival Park Commons General Improvement District by a vote of ___ for and ___ against.

ATTEST:

TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT

_____

Lisa Anderson, ex officio Clerk of the District

_____

Jason Gray, ex officio Chair of the District

Approved as to form:

Approved as to content:

_____

Michael J. Hyman, Attorney for the District

_____

Trish Muller, CPA, Finance Director

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 18. **File #:** RES 2022-106

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA, Finance Director

Resolution Ratifying the 2023 Fiscal Year Budget and Mill Levy for the Town of Castle Rock Festival Park Commons General Improvement District *[Parking Garage Adjacent to Encore Condominiums, 115 Wilcox Street]*

Executive Summary

The Town of Castle Rock Festival Park Commons General Improvement District (GID) submit its budget to the Town Council for ratification.

CD-Festival Commons, LLC ("CDFC") redeveloped a parcel within the core area of downtown Castle Rock into a mixed use (retail/office/residential) center and parking garage that will accommodate 601 vehicles, 308 of which will be public parking spaces owned by the Town constructed on existing Town property and the adjacent private property owned by CDFC. CDFC voted to enact a General Improvement District (GID) to tax themselves to assist paying for this project. This project pays back the Town Certificates of Participation (COP's) for the 308 Town owned spaces using GID property tax TIF, sales tax TIF, property tax TIF and a Public Improvement Fee (PIF). The project is projected to pay off the COP's by 2038 assuming current economic conditions. But for the project, the 308 Town owned spaces would need another revenue stream to satisfy the COP's annual payments.

The Encore project, wholly within the GID, began in late 2019 with completion anticipated this year. The proposed budget for 2023 is $255,749. In addition, the Public Finance Agreement between the developer and the Town stipulates a mill levy of 45 mills, which will be certified with the County in 2023.

Staff Recommendation

I move to approve the Resolution as introduced by title.

Proposed Motion

"I move to approve a resolution Ratifying the 2023 Town of Castle Rock Festival Park Commons General Improvement District Budget and Mill Levy."

Alternative Motions

"I move to approve the resolution as introduced by title, with the following conditions: (list conditions)."

"I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed)."

Attachments

Attachment A: Resolution
Attachment B: GID RESO 2022-001
Exhibit 1: 2023 Town of Castle Rock Festival Park Commons GID Budget
Attachment C: GID RESO 2022-002

RESOLUTION NO. 2022-

A RESOLUTION RATIFYING THE 2023 FISCAL YEAR BUDGET AND MILL LEVY FOR THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT

WHEREAS, the Town of Castle Rock Festival Park Commons General Improvement District (the "District") is a general improvement district duly organized pursuant to Section 31-25-601, et seq., C.R.S., and by Ordinance No. 2018-028, adopted by Town Council on August 21, 2018; and

WHEREAS, the members of Town Council have been duly elected and qualified to serve ex officio as the Board of Directors of the District (the "District Board); and

WHEREAS, the District Board has adopted a budget for the 2023 fiscal year and has levied a property tax for the year 2022, to be collected in 2023 (collectively, the "2023 Budget and Mill Levy") at its meeting earlier tonight.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. **Ratification**. The 2023 Budget and Mill Levy are hereby ratified in the form presented at tonight's meeting.

PASSED, APPROVED AND ADOPTED this 20th day of September, 2022 by the Town Council of the Town of Castle Rock, Colorado, on first and final reading, by a vote of ____ for and ___ against.

ATTEST:

_____
Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

_____
Jason Gray, Mayor

Approved as to form:

_____
Michael J. Hyman, Town Attorney

Approved as to content:

_____
Trish Muller, CPA, Finance Director

GID RESOLUTION NO. 2022-

A RESOLUTION ADOPTING THE 2023 FISCAL YEAR BUDGET FOR THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT

WHEREAS, the Town of Castle Rock Festival Park Commons General Improvement District (the "District") is a general improvement district duly organized pursuant to Section 31-25-601, et seq., C.R.S., and by Ordinance No. 2018-028, adopted by Town Council on August 21, 2018; and

WHEREAS, the members of Town Council have been duly elected and qualified to serve ex officio as the Board of Directors of the District (the "District Board"); and

WHEREAS, a proper notice of the public hearing on the District's proposed 2023 fiscal year budget was published in accordance with Section 29-1-106, C.R.S., for the September 20, 2022, meeting of the District Board; and

WHEREAS, upon completion and review of the proposed budget, the District Board is prepared to adopt a final budget for fiscal year 2023 (the "2023 Budget").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT:

Section 1. **Approval**. The 2023 Budget is hereby approved and adopted in the form presented at tonight's meeting. The following amount is hereby appropriated by fund for the 2023 fiscal year:

General Improvement District Fund	$255,749

Section 2. **Compliance**. The 2023 Budget, as approved and adopted, complies with Section 29-1-108, C.R.S., as the amounts appropriated do not exceed the expenditures specified therein.

PASSED, APPROVED AND ADOPTED this 20th day of September, 2022, by the Board of Directors of the Town of Castle Rock Festival Park Commons General Improvement District by a vote of ___ for and ___ against.

ATTEST:

TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT

_____
Lisa Anderson, ex officio Clerk of the District

_____
Jason Gray, ex officio Chair of the District

Approved as to form:

_____

Michael J. Hyman, Attorney for the District

Approved as to content:

_____

Trish Muller, CPA, Finance Director

Castle Rock GID for 2023		
Operating Fund		
		2023 Budget
Income		
	Property Tax	$ 255,749
	Misc. Other	-
	Total Income	255,749
Expenses		
	Personnel	-
	Office Admin.	-
	Professional Services - Acct., Audit, Legal	-
	Total Expenses	-
	Beginning Fund Balance	-
	Transfer In/Out	(255,749)
	Net Activity	255,749
	Estimated Ending Fund Balance	$ -

GID RESOLUTION NO. 2022-

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT FOR THE YEAR 2022, TO BE COLLECTED IN 2023

WHEREAS, the Town of Castle Rock Festival Park Commons General Improvement District (the "District") is a general improvement district duly organized pursuant to Section 31-25-601, et seq., C.R.S., and by Ordinance No. 2018-028, adopted by Town Council on August 21, 2018; and

WHEREAS, the members of Town Council have been duly elected and qualified to serve ex officio as the Board of Directors of the District (the "District Board"); and

WHEREAS, the District Board has adopted a budget for the 2023 fiscal year, which budget anticipates the receipt of revenues from the imposition of a mill levy on taxable property within the District's jurisdictional boundaries; and

WHEREAS, pursuant to Section 39-5-128, C.R.S., the ex officio Clerk of the District is required to certify the mill levy imposed by the District to the Douglas County Board of Commissioners by no later than December 15, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT:

Section 1. **Calculation of Mill Levy**. The mill levy certified by this Resolution is in compliance with applicable constitutional and statutory provisions.

Section 2. **Levy of Property Tax**. For the purpose of meeting the general operating expenses of the District during the 2023 fiscal year, there is levied a tax of 45.000 mills for general operating expenses upon each dollar of the total assessed valuation of all taxable property within the District's jurisdictional boundaries for taxable year 2022, to be collected in 2023.

Section 3. **Certification**. The Town Clerk, as the ex officio Clerk of the District, is hereby authorized and directed to certify to the Douglas County Board of County Commissioners the mill levy for the District as set forth herein.

PASSED, APPROVED AND ADOPTED this 20th day of September, 2022, by the Board of Directors of the Town of Castle Rock Festival Park Commons General Improvement District by a vote of ___ for and ___ against.

ATTEST:

TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT

_____

Lisa Anderson, ex officio Clerk of the District

_____

Jason Gray, ex officio Chair of the District

Approved as to form:

Approved as to content:

_____

Michael J. Hyman, Attorney for the District

_____

Trish Muller, CPA, Finance Director

PUBLIC HEARING

FESTIVAL PARK COMMONS GID 2023 BUDGET AND MILL LEVY CERTIFICATION

TOWN COUNCIL MEETING
SEPTEMBER 20, 2022

TOWN OF CASTLE ROCK
COLORADO

FESTIVAL PARK COMMONS BUDGET AND MILL LEVY

- 2023 proposed GID budget is $255,749
- 2023 has a preliminary mill levy of 45 mills with a budget of $255,749
- Staff Recommends approval of Resolution as written

I MOVE TO APPROVE RESOLUTION NO. 2022-106 RATIFYING THE 2023 TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT BUDGET AND LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2022 FOR 2023 COLLECTION FOR THE TOWN OF CASTLE ROCK FESTIVAL PARK COMMONS GENERAL IMPROVEMENT DISTRICT.

I MOVE TO APPROVE THE RESOLUTION AS INTRODUCED BY TITLE, WITH THE FOLLOWING CONDITIONS: _____

I MOVE TO CONTINUE THIS ITEM TO THE COUNCIL MEETING ON _____ DATE TO ALLOW ADDITIONAL TIME TO: _____

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 19. **File #:** RES 2022-107

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Matt Gohl, Special Projects Manager
Jack Cauley, Police Chief
Scott Smith, Facilities Administrator
Sam Varela, Police Commander
Karla McCrimmon, Court Administrator

Resolution Approving a Construction Contract with MW Golden for Police Department Improvements *[100 N. Perry Street]*

Executive Summary

Staff recommends Town Council support of a Resolution (**Attachment A**) approving a construction contract with MW Golden for a renovation of the Police Department that expands unused space in the basement while also addressing several ADA needs.

The Town's Facilities Division, Municipal Court and Police Department identified an opportunity to combine their individual projects into one effort in order to maximize project efficiency. Improvements benefitting current and future police personnel will occur in the secured basement area, while most of the ADA improvements will occur in the courtroom and lobby restrooms.

MW Golden was selected to perform these improvements as the result of a competitive bidding process. Funding for this project is available as part of the 2021 TABOR excess revenues, as previously approved by Town Council. The construction contract with MW Golden totals $1,778,493, and staff is also requesting approval of a 10 percent Town-managed contingency, for total contract expenditure authority of $1,956,342.

Discussion

In order to keep up with the growth of the Town, additional officers are sworn in annually. Current budget planning includes an additional 16 police positions over the next five years. More locker room, load out and other operational space is needed to accommodate current and future police personnel.

Additionally, the Town's ADA self-evaluation and transition plan completed in 2021 identified several improvements at the Police Department building. Some ADA needs are being handled in-house and through other contracts. Coordinating larger interior ADA improvement needs with other facility expansion needs has resulted in a streamlined contracting process that will also minimize disruption during construction to the Police Department, which operates 24/7/365.

Design for these improvements was completed by HB&A, and staff performed a public bidding process for this project. Five contractors submitted bids as shown below:

Bidder	Base Bid Amount
MW Golden	$ 1,778,493.00
Owen Ames Kimball	$ 1,816,000.00
GH Phipps	$ 2,124,957.00
AD Miller	$ 2,298,470.00
Kahn Construction	$ 2,397,142.75

As shown above, MW Golden submitted the lowest bid and has been selected as the contractor to perform the Police Department improvements. A summary of these improvements is listed below, with full plans available as part of the construction contract in **Exhibit 1**.

Basement Improvements:

- Convert old evidence room to expanded locker room facilities. The evidence room in the basement of the Police Department is no longer used to store evidence, since the Douglas County Justice Center now serves as the evidence depository. Utilizing this space will provide roughly 140 men's lockers (an increase of 58 lockers) with new shower and restroom accommodations.
- Renovating the old men's locker room will result in an expanded women's locker room area accommodating 52 lockers - an increase of 34 lockers.
- The previous women's locker room will be renovated into additional fitness space adjacent to the existing gym.
- The area in the basement once designated as a sally port and holding area for incarcerated individuals is no longer in use, since they are now processed at the Douglas County Justice Center. This space will house 62 additional load-out lockers, plus office space for the Traffic Division.
- Moving the Traffic Division will allow for an additional restroom and two quiet rooms to benefit officer wellness needs.

First Floor Improvements:

- ADA improvements to the main lobby bathrooms. Bathroom facilities will be expanded into an adjacent space currently used by one prosecutor.
- Relocation of the aforementioned prosecutor's office into the courtroom area, plus the addition of a vestibule to address noise intrusion from the main lobby.
- Judge's dais will be lowered and ADA access improved with the addition of a lift.
- Jury box accessibility improvements.

- Accessibility improvements to a women's bathroom located within the secured staffing area.

If approved, construction will commence as quickly as possible and is anticipated to take approximately seven months.

This Police Department renovation will maximize space throughout the existing Police Department building to house current and future police personnel. Staff estimates that this project will accommodate additional Patrol officers for the next 10-15 years. However, additional space needs exist for Police support services including dispatch, victims' advocates and other administrative support. Staff plans to further evaluate these space needs to determine how best to accommodate Castle Rock Police into the future.

Budget Impact

Funding for this project was approved by Town Council on July 5, 2022, as part of the 2021 TABOR excess revenue approval. In total, $2 million was approved for these renovations. These funds are budgeted in 113-0000-415.78.16 and available for use.

The construction contract with MW Golden totals $1,778,493. Staff also requests approval of a 10 percent Town-managed contingency in the amount of $177,849, for total contract expenditure authority of $1,956,342. Other project costs, including material testing and certain furniture, fixtures and equipment, will also be funded with the TABOR revenue funds and are separate from this contract.

Additionally, current planning is for the Police Capital Fund to repay the TABOR Fund for the growth-related portion of this project. Current estimates include $1 million in repayment, but actual amounts will be determined at the completion of the project.

Staff Recommendation

Staff recommends Town Council approval of a Resolution to move forward with a construction contract between the Town of Castle Rock and MW Golden to complete these Police Department improvements.

Proposed Motion

"I move to approve the Resolution as introduced by title."

Alternate Motions

"I move to approve the Resolution as introduced by title, with the following conditions: (list conditions)."

"I move to continue this item to the Town Council meeting on ___date to allow additional time to (list

information needed).”

Attachments

Attachment A Resolution
Exhibit 1 Construction Contract

RESOLUTION NO. 2022-

A RESOLUTION APPROVING A CONSTRUCTION CONTRACT WITH MW GOLDEN CONSTRUCTORS, FOR THE POLICE DEPARTMENT IMPROVEMENTS PROJECT

WHEREAS, the Town of Castle Rock, Colorado (the "Town") has solicited bids for the Police Department Improvements Project (the "Project"); and

WHEREAS, the Project selection team has determined MW Golden Constructors, (the "Contractor") is best qualified to perform work for the Project; and

WHEREAS, the Town and the Contractor have agreed to the terms and conditions by which the Contractor will provide work for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. **Approval**. The Construction Contract between the Town and Contractor is hereby approved in substantially the same form attached as ***Exhibit 1***, with such technical changes, additions, modifications, or deletions as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby authorized to execute the Agreement by and on behalf of the Town.

Section 2. **Encumbrance and Authorization for Payment**. In order to meet the Town's financial obligations under the Agreement, the Town Council authorizes the expenditure and payment from account no. 113-0000-415.78.16 in an amount not to exceed $1,778,493.00, plus a Town-managed contingency in the amount of $177,849.00.

PASSED, APPROVED AND ADOPTED this 20th day of September, 2022 by the Town Council of the Town of Castle Rock, Colorado, on first and final reading, by a vote of ___ for and ___ against.

ATTEST:

_____
Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

_____
Jason Gray, Mayor

Approved as to form:

_____
Michael J. Hyman, Town Attorney

Approved as to content:

_____
Matt Gohl, Special Project Manager

TOWN OF CASTLE ROCK
CONSTRUCTION CONTRACT
(Police Department Improvements)

THIS CONSTRUCTION CONTRACT ("Contract") is made between the **TOWN OF CASTLE ROCK**, a Colorado municipal corporation ("Town"), 100 N. Wilcox Street, Castle Rock, Colorado 80104 and **MW GOLDEN CONSTRUCTORS**, a Colorado corporation, 1700 Park Street, Castle Rock, Colorado 80109 ("Contractor").

In consideration of these mutual covenants and conditions, the Town and Contractor agree as follows:

SCOPE OF WORK The Contractor shall execute the entire Work described in the Contract.

CONTRACT The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, written or oral representations and agreements. The Contract incorporates the following Contract Documents. In resolving inconsistencies among two or more of the Contract Documents, precedence will be given in the same order as enumerated.

LIST OF CONTRACT DOCUMENTS

The Contract Documents, except for Modifications issued after execution of this Contract, are:

1. Change Orders
2. Notice to Proceed
3. Construction Contract
4. General Conditions
5. Where applicable, Davis-Bacon Act Wage Determinations

6. The following Drawings/Reports:

   (a) Town of Castle Rock Police Department Basement Renovation

7. Notice of Award;
8. Invitation to Bid;
9. Information and Instructions to Bidders;
10. Notice of Substantial Completion;
11. Notice of Construction Completion;
12. Proposal Forms, including Bid Schedules;
13. Performance, and Labor and Material Payment Bonds;
14. Performance Guarantee; and
15. Insurance Certificates.

CONTRACT PRICE. The Town shall pay the Contractor for performing the Work and the completion of the Project according to the Contract, subject to Change Orders as approved in writing by the Town, under the guidelines in the General Conditions. The Town will pay $

1,778,493.00 ("Contract Price"), to the Contractor, subject to full and satisfactory performance of the terms and conditions of the Contract. The Contract Price is provisional based on the quantities contained in the Bid attached as ***Exhibit 1***. The final Contract Price shall be adjusted to reflect actual quantities incorporated into the Work at the specified unit prices. The Town has appropriated money equal or in excess of the Contract Price for this work.

COMPLETION OF WORK. The Contractor must begin work covered by the Contract within three (3) calendar days from the date of the Notice to Proceed, and must complete work within two hundred and three (203) calendar days from and including the date of Notice to Proceed, according to the General Conditions.

LIQUIDATED DAMAGES. If the Contractor fails to complete the Work by the date set for completion in the Contract, or if the completion date is extended by a Change Order, by the date set in the Change Order, the Town may permit the Contractor to proceed, and in such case, may deduct the sum of $350.00 for each day that the Work shall remain uncompleted from monies due or that may become due the Contractor. This sum is not a penalty but is a reasonable estimate of liquidated damages.

The parties agree that, under all of the circumstances, the daily basis and the amount set for liquidated damages is a reasonable and equitable estimate of all the Town's actual damages for delay. The Town expends additional personnel effort in administering the Contract or portions of the Work that are not completed on time, and has the cost of field and office engineering, inspecting, and interest on financing and such efforts and the costs thereof are impossible to accurately compute. In addition, some, if not all, citizens of Castle Rock incur personal inconvenience and lose confidence in their government as a result of public projects or parts of them not being completed on time, and the impact and damages, certainly serious in monetary as well as other terms are impossible to measure.

SERVICE OF NOTICES. Notices to the Town are given if sent by registered or certified mail, postage prepaid, to the following address:

TOWN OF CASTLE ROCK
Town Attorney
100 N. Wilcox Street
Castle Rock, CO 80104

With a copy to: Legal@crgov.com

INSURANCE PROVISIONS. The Contractor must not begin any work until the Contractor obtains, at the Contractor's own expense, all required insurance as specified in the General Conditions. Such insurance must have the approval of the Town of Castle Rock as to limits, form and amount. *Certificate of Insurance ("COI") must be submitted along with the executed contract as* ***Exhibit 2***.

RESPONSIBILITY FOR DAMAGE CLAIMS. The Contractor shall indemnify, save harmless, and defend the Town, its officers and employees, from and in all suits, actions or claims of any

character brought because of: any injuries or damage received or sustained by any person, persons or property because of operations for the Town under the Contract; including but not limited to claims or amounts recovered from any infringements of patent, trademark, or copyright; or pollution or environmental liability. The Town may retain so much of the money due the Contractor under the Contract, as the Town considers necessary for such purpose. If no money is due, the Contractor's Surety may be held until such suits, actions, claims for injuries or damages have been settled. Money due the Contractor will not be withheld when the Contractor produces satisfactory evidence that the Contractor and the Town are adequately protected by public liability and property damage insurance.

The Contractor also agrees to pay the Town all expenses, including attorney's fees, incurred to enforce this Responsibility for Damage Claim clause.

Nothing in the **INSURANCE PROVISIONS of the General Conditions** shall limit the Contractor's responsibility for payment of claims, liabilities, damages, fines, penalties, and costs resulting from its performance or nonperformance under the Contract.

STATUS OF CONTRACTOR. Contractor has completed the Affidavit of Independent Contractor Status, attached as ***Exhibit 3***, and submitted same at the time of execution of this Agreement. The Contractor is performing all work under the Contract as an independent Contractor and not as an agent or employee of the Town. No employee or official of the Town will supervise the Contractor. The Contractor will not supervise any employee or official of the Town. The Contractor shall not represent that it is an employee or agent of the Town in any capacity. **The Contractor and its employees are not entitled to Town Workers' Compensation benefits and are solely responsible for federal and state income tax on money earned.** This is not an exclusive contract.

THIRD PARTY BENEFICIARIES. None of the terms or conditions in the Contract shall give or allow any claim, benefit, or right of action by any third person not a party to the Contract. Any person, except the Town or the Contractor, receiving services or benefits under the Contract is an incidental beneficiary only.

INTEGRATION. This contract integrates the entire understanding of the parties with respect to the matters set forth. No representations, agreements, covenants, warranties, or certifications, express or implied, shall exist as between the parties, except as specifically set forth in this Contract.

DEFINITIONS. The Definitions in the General Conditions apply to the entire Contract unless modified within a Contract Document.

Executed this _____ day of _____, 20__.

ATTEST:

Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

Jason Gray, Mayor

APPROVED AS TO FORM:

Michael J. Hyman, Town Attorney

CONTRACTOR:

MW Golden Constructors

By: Digitally signed by Jason Golden
DN: C=US, E=jgolden@mwgolden.com, O=MW GOLDEN CONSTRUCTORS, CN=Jason Golden
Date: 2022.09.08 18:11:08-06'00'

Title: President

EXHIBIT 1

CONTRACTOR'S BID

Division	Description	Total	Cost Per SF	% of Total
010000	General Conditions, Insurances, Bonds, Fee	$300,746	$44.89	16.91%
024000	Demolition	$32,760	$4.89	1.84%
033000	CIP Concrete / Plumbing Trenches	$9,100	$1.36	0.51%
042000	Masonry, Glass Block, Precast	$43,631	$6.51	2.45%
055000	Metal Fabrications	$12,938	$1.93	0.73%
061000	Rough Carpentry (Platforms, Blocking)	$5,800	$0.87	0.33%
064000	Architectural Woodwork	$47,800	$7.13	2.69%
072400	EIFS / Stucco	Included 042000	$-	0.00%
075000	Roofing	$13,700	$2.04	0.77%
081100	Doors, Frames, Hardware	$43,327	$6.47	2.44%
084000	Storefront	$38,000	$5.67	2.14%
085000	Windows	Included 084000	$-	0.00%
092000	Framing, Gyp	$145,961	$21.79	8.21%
093000	Tile	$96,400	$14.39	5.42%
095000	Ceilings	Included 092000	$-	0.00%
096000	Flooring	Included 093000	$-	0.00%
099000	Paint	$15,848	$2.37	0.89%
102000	Specialties	$54,577	$8.15	3.07%
122000	Window Treatments	$500	$0.07	0.03%
123000	Manufactured Casework (Lockers)	$445,000	$66.42	25.02%
144000	ADA Lift	$28,955	$4.32	1.63%
210000	Fire Suppression	$17,180	$2.56	0.97%
220000	Plumbing	$150,000	$22.39	8.43%
230000	HVAC	$168,320	$25.12	9.46%
260000	Electrical	$87,240	$13.02	4.91%

1700 Park Street, Grand Canyon Suite - Castle Rock, CO 80109-3009 | Ph.: (303) 688-9848 Fax: (303) 688-8269
www.mwgolden.com

280000	Fire Alarm	$20,710	$3.09	1.16%
000000	Total	$1,778,494	$265.45	100.00%

TOWN OF CASTLE ROCK
POLICE DEPARTMENT BASEMENT RENOVATION

INDEX TO DRAWINGS

SHEET NUMBER	SHEET NAME
GENERAL	
G-001	COVER SHEET
G-002	GENERAL NOTES
G-003	BUILDING CODE & LIFE SAFETY
ARCHITECTURAL	
AD100	DEMOLITION PLAN - BASEMENT
AD101	DEMOLITION PLAN - FIRST FLOOR
AD102	BASEMENT REFLECTED CEILING DEMO PLAN
AD103	FIRST FLOOR REFLECTED CEILING DEMO PLAN
A-100	BASEMENT PLAN
A-101	FIRST FLOOR PLAN
A-110	BASEMENT REFLECTED CEILING PLAN
A-111	FIRST FLOOR REFLECTED CEILING PLAN
A-200	BUILDING ELEVATIONS
A-300	BUILDING SECTIONS
A-311	WALL SECTIONS
A-400	ENLARGED MENS RESTROOM PLANS
A-401	ENLARGED WOMENS RESTROOM PLANS
A-402	ENLARGED RESTROOM PLANS
A-403	ENLARGED RESTROOM PLANS
A-404	ENLARGED LOCKER PLANS
A-405	ENLARGED LOCKER PLANS
A-406	ENLARGED COURT ROOM
A-500	DETAILS
A-600	SCHEDULE - DOORS

SHEET NUMBER	SHEET NAME
A-601	SCHEDULE - WINDOWS
A-602	WINDOWS DETAILS
A-603	WINDOWS DETAILS
A-800	SCHEDULES - ROOM FINISHES
A-801	SCHEDULES - ROOM FINISHES
A-802	SCHEDULES - ROOM FINISHES
A-900	WALL PARTITIONS
A-901	UL DESIGN LISTINGS
A-902	UL DESIGN LISTINGS
A-903	PLAN SPECIFICATION
MECHANICAL	
M-001	GENERAL INFORMATION
M-002	SPECIFICATIONS
MD-101	BASEMENT HVAC DEMOLITION PLAN
MD-102	FIRST FLOOR HVAC DEMOLITION PLAN
M-101	BASEMENT HVAC PLAN
M-102	FIRST FLOOR HVAC PLAN
M-501	DIAGRAMS
M-601	SCHEDULES
PLUMBING	
P-001	GENERAL INFORMATION
P-002	SPECIFICATIONS
PD-101	BASEMENT PLUMBING DEMOLITION PLAN
PD-102	FIRST FLOOR PLUMBING DEMOLITION PLAN
P-101	BASEMENT DOMESTIC PLUMBING PLAN

SHEET NUMBER	SHEET NAME
P-102	FIRST FLOOR DOMESTIC PLUMBING PLAN
P-201	BASEMENT DWV PLUMBING PLAN
P-202	FIRST FLOOR DWV PLUMBING PLAN
P-301	ENLARGED DOMESTIC PLANS
P-302	ENLARGED DWV PLANS
P-501	DIAGRAMS
P-601	SCHEDULES
ELECTRICAL	
E-001	GENERAL INFORMATION
E-002	GENERAL INFORMATION
E-003	SPECIFICATIONS
E-004	SPECIFICATIONS
ED-100	BASEMENT ELECTRICAL DEMOLITION PLAN
ED-101	FIRST FLOOR ELECTRICAL DEMOLITION PLAN
E-100	BASEMENT LIGHTING PLAN
E-101	FIRST FLOOR LIGHTING PLAN
E-200	BASEMENT POWER AND SYSTEMS PLAN
E-201	FIRST FLOOR POWER AND SYSTEMS PLAN
E-401	ONE-LINE DIAGRAM
E-501	SCHEDULES
E-502	SCHEDULES
E-503	SCHEDULES
E-601	DETAILS

PROJECT TEAM

HB&A Architecture AND Planning

ARCHITECT:
HB&A, LLC

LIZ APKE, RA
LIZ.APKE@HBAA.COM

TOM MADERICK
TOM.MADERICK@HBAA.COM

SAFA SALIH
SAFA.SALIH@HBAA.COM

102 EAST MORENO AVENUE
COLORADO SPRINGS, CO 80903

PH: 719-473-7063

WWW.HBAA.COM

Farnsworth GROUP

MECHANICAL, ELECTRICAL, PLUMBING:
FARNSWORTH GROUP

BRENT BERG, PE (MECH + PLUMB)
BBERG@F-W.COM

ALAN CARTER, PE, CAPM (ELEC)
ACARTER@F-W.COM

5775 MARK DABLING BOULEVARD, SUITE 190
COLORADO SPRINGS, CO 80919

719.590.9194

WWW.F-W.COM

VICINITY MAP

PROJECT LOCATION

architect
HB&A Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

job # 163-19
drawn SS
chkd LA

description
COVER SHEET

FOR BIDDING

number
G-001

MATERIALS

- EARTH
- POROUS FILL
- ROCK
- CONCRETE
- BRICK
- CONCRETE BLOCK
- CEMENT, SAND, GROUT, PLASTER
- STONE
- STEEL
- CERAMIC TILE
- FINISHED WOOD
- ROUGH WOOD
- SHIMS
- PLYWOOD
- GLASS
- ALUMINUM
- GYPSUM BOARD (GYP. BD.)
- BATT INSULATION
- RIGID INSULATION
- FIRESAFING

SYMBOLS

X.# / 0'-0" AFF	CEILING TAG
16.58	NEW OR REQ'D. ELEVATION
5280	EXISTING CONTOURS
5280	NEW CONTOURS
	LEVEL/ELEV. INDICATOR
#	KEYNOTE
A	WINDOW / STOREFRONT TYPE
5 / B	GRID LINE
ROOM NAME / 100	ROOM/SPACE NUMBER
A-1.2	PARTITION TYPE
100A	DOOR NUMBER / TAG
4 / A100	DETAIL NUMBER / DETAIL / SHEET WHERE DRAWN
5 / A300	BUILDING SECTIONS
5 / A303	WALL SECTIONS
5 / A200	ELEVATIONS
	ENLARGED PLAN OR ELEVATION
1.1A	PARTITION TYPES
	CENTERLINE, GRIDS
	PROPERTY, BOUNDARY LINES
1/A-100	MATCH LINE

ABBREVIATIONS

AB	ANCHOR BOLTS
ABV	ABOVE
ACOUST	ACOUSTICAL
AD	AREA DRAIN
ADD	ADDENDUM
ADJ	ADJUSTABLE/ADJACENT
AFF	ABOVE FINISHED FLOOR
ALT	ALTERNATIVE, ALTERNATE
ALUM/AL	ALUMINUM
AP	ACCESS PANEL
APPROX	ANGLE
ARCH	APPROXIMATE
AUTO	ARCHITECTURAL/ARCHITECT
A.V.	AUTOMATIC
	AUDIO VIDEO
BD	BOARD
BLK	BLOCK
BLKG	BLOCKING
BLDG	BUILDING
BM	BEAM
B.M.	BENCH MARK
BOT	BOTTOM
BR	BACKER ROD
BRG	BEARING
CAB'T	CABINET
CB	CHALKBOARD
CEM	CEMENT
CEM PLAS	CEMENT PLASTER
CI	CAST IRON
CIP	CAST IN PLACE
CJ	CONTROL JOINT
C	CENTER LINE
CL	CLOSET
CLG	CEILING
CLR	CLEAR
CMU	CONCRETE MASONRY UNIT
COL	COLUMN
COMP	COMPOSITE
CONC	CONCRETE
CONF	CONFERENCE
CONST	CONSTRUCTION
CONT	CONTINUOUS
CONTR	CONTRACTOR
CORR	CORRIDOR
CPT	CARPET
CP	CENTER POINT
CR	CLASSROOM
CT	CERAMIC TILE
CTSK	COUNTERSINK
DBL	DOUBLE
DEMO	DEMOLITION
DEG	DEGREE
DET/DTL	DETAIL
DF	DRINKING FOUNTAIN
DIA	DIAMETER
DIAG	DIAGONAL
DIM	DIMENSION
DR	DOOR
DO	DOOR OPENING
DN	DOWN
DS	DOWNSPOUT
DWG	DRAWING
E	EAST
EA	EACH
EC	ELECTRICAL CONTRACTOR
ED	EDUCATION
EF	EXHAUST FAN
EJ	EXPANSION JOINT
EL	ELEVATION
ELEC	ELECTRIC
ELEV	ELEVATION/ELEVATOR
EMER	EMERGENCY
ENCL	ENCLOSURE
ENG	ENGINEER/ENGINEERING
EP	ELECTRIC PANEL
EQ	EQUAL
ETC	ETCETERA
EWC	ELECTRIC WATER COOLER
EW	EACH WAY
EX, EXIST	EXISTING
EXP	EXPANSION
EXT	EXTERIOR
FD	FLOOR DRAIN
FEC	FIRE EXTINGUISHER CABINET
FF	FINISH FLOOR
FIN	FINISH
FLASH	FLASHING
FLR	FLOOR
FLUOR	FLUORESECENT
F.M.	FLOOR MAT
F.O.M.	FACE OF MASONRY
FR	FRAME
F.R.	FIRE RESISTANT
FS	FLOOR SINK
FT	FEET/FOOT
FTG	FOOTING
FURR	FURRING
F.V.	FIELD VERIFY
GALV	GALVANIZED
GI	GALVANIZED IRON/STEEL
GA	GUAGE/GAGE
GB/GYP BD	GYPSUM BOARD
GYP PLAS	GYSPUM PLASTER
HC	HANDICAPPED
HDWE	HARDWARE
HR	HOUR
HT	HEIGHT
HDR	HEADER
HM	HOLLOW METAL
HORIZ	HORIZONTAL
HB	HOSE BIB
INCL	INCLUSIVE
ID	INSIDE DIAMETER
INST	INSTRUMENT
INSUL	INSULATION
INT	INTERIOR
JAN	JANITOR
JT	JOINT
JST	JOIST
KO	KNOCK OUT
LAV	LAVATORY
LD BRG	LOAD BEARING
LMC	LIBRARY MEDIA CENTER
LOUV	LOUVER
LT	LIGHT
MANUF/MANF	MANUFACTURER
MAS	MASONRY
MAT'L	MATERIAL
MAX	MAXIMUM
MB	MARKER BOARD
MC	MECHANICAL CONTRACTOR
MECH	MECHANICAL
MIL / MM	MILLIMETER
MIN	MINIMUM
-	MINUS
MISC	MISCELLANEOUS
MO	MASONRY OPENING
MT/MNT	MOUNT, MOUNTED
MTG	MOUNTING / MEETING
MTL/MET	METAL
NIC	NOT IN CONTRACT
NO	NUMBER
NOM	NOMINAL
NTS	NOT TO SCALE
OC	ON CENTER
OD	OUTSIDE DIA/OVERFLOW DRAIN
OF, OFD	OVER FLOW DRAIN
OPNG	OPENING
OPP	OPPOSITE
ORIG	ORIGINAL
PL	PLATE
PLAS LAM	PLASTIC LAMINATE
PLN	PLAN
+	PLUS
PLBG	PLUMBING
PNT	PAINTED
PR	PAIR
PLYWD	PLYWOOD
PL	PROPERTY LINE
POLYISO	POLYISOCYANURATE
PRIN	PRINCIPAL
PT	POINT
PRPT	PARAPET
PTN	PARTITION
PVC	POLYVINYLCLORIDE
QT	QUARRY TILE
R	REINFORCEMENT
RAD/R	RADIUS
RE:	REFER TO
RECPT	RECEPTACLE
REFIN	REFINISH
REFL	REFLECTED
REINF	REINFORCEMENT/ REINFORCING
RELOC	RELOCATED
REQ'D	REQUIRED
REV	REVISED/REVISION
RTU	ROOF TOP UNIT
RF	ROOF, ROOFING
R&R	REMOVE AND REPLACE
RD	ROOF DRAIN
RDL	ROOF DRAIN LEADER
RM	ROOM
RO	ROUGH OPENING
RE:	REFER, REFERENCE
R's	RISERS
SAG	SUSPENDED ACOUSTICAL GRID
SAT	SUSPENDED ACOUSTICAL TILE
SALV	SALVAGE
SCHED	SCHEDULES
SEP	SEPERATE
SHT	SHEET
SIM	SIMILAR
SPEC	SPECIFICATIONS/SPECIFIED/
SQ	SQUARE
SQ FT/SF	SQUARE FOOT/SQUARE FEET
SQ IN	SQUARE INCH
SQ YD	SQUARE YARD
SS	STAINLESS STEEL
STD	STANDARD
STL	STEEL
STOR	STORAGE
STRUC	STRUCTURAL
ST	STRAIGHT
TELE	TELEPHONE
TB	TACK BOARD
THK	THICK
T&B	TOP AND BOTTOM
T&G	TONGUE & GROOVE
TLT / TOIL	TOILET
T.O.	TOP OF
T.O.M.	TOP OF MASONRY
TS	TUBE STEEL
T's	TREADS
TOW	TOP OF WALL
TRANSF	TRANSFORMER
TYP	TYPICAL
UBC	UNIFORM BUILDING CODE
UNF	UNFINISHED
UNO	UNLESS NOTED OTHERWISE
VCT	VINYL COMPOSITION TILE
VERT	VERTICAL
VS	VENT STACK
VWC	VINYL WALL COVERING
WC	WATER CLOSET
W	WASHER
WDW/WIND	WINDOW
W/	WITH
W/O	WITHOUT
WD	WOOD
WF	WIDE FLANGE
WK	WORK
@	AT

GENERAL NOTES

1. DO NOT SCALE DRAWINGS.
2. PROSPECTIVE BIDDERS MUST EXAMINE THE CONTRACT DOCUMENTS CAREFULLY AND, BEFORE BIDDING, MUST REQUEST CLARIFICATION FROM THE ARCHITECT IN WRITING AT LEAST 14 DAYS PRIOR TO THE TIME SET FOR OPENING THE BIDS, AN INTERPRETATION OR CORRECTION OF EVERY PATENT AMBIGUITY, INCONSISTENCY, OR ERROR THEREIN. SUCH INTERPRETATION OR CORRECTION, AS WELL AS ANY ADDITIONAL CONTRACT PROVISIONS THE ARCHITECT MAY DECIDE TO INCLUDE, WILL BE ISSUED IN WRITING BY THE ARCHITECT AS AN ADDENDUM TO THE CONTRACT, WHICH WILL BE MAILED OR DELIVERED TO EACH PERSON RECORDED AS HAVING RECEIVED A COPY OF THE CONTRACT DOCUMENTS FROM THE ARCHITECT, AND WHICH WILL ALSO BE POSTED AT THE PLACE WHERE THE CONTRACT DOCUMENTS ARE AVAILABLE FOR INSPECTION OF PROSPECTIVE BIDDERS. UPON SUCH MAILING OR DELIVERY AND POSTING, SUCH ADDENDUM SHALL BECOME A PART OF THE CONTRACT DOCUMENTS, AND BINDING ON ALL BIDDERS. WHERE CLARIFICATIONS ARE NOT MADE PRIOR TO BIDDING THE CONTRACTOR SHALL PROVIDE THE BETTER QUALITY OR GREATER QUANTITY OF WORK WITH NO ADDITIONAL COST TO THE OWNER.
3. DIMENSIONS SHOWN ARE TO FACE OF FOUNDATION WALL, FACE OF MASONRY, FACE OF STUD UNLESS OTHERWISE INDICATED. ALL DIMENSIONS MUST BE VERIFIED TO CONFORM TO EXISTING CONDITIONS.
4. ALL BLOCK IS 8" NOMINAL WIDE UNLESS OTHERWISE NOTED BY DIMENSION OR PARTITION TYPES. MASONRY AND STUD WALL DIMENSIONS ARE NOMINAL.
5. ALL ANGLES ARE 90 DEGREES OR 45 DEGREES UNLESS OTHERWISE NOTED.
6. SITE PLAN DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
7. NOTIFY ARCHITECT IMMEDIATELY SHOULD CONDITIONS BE FOUND CONTRADICTORY TO THESE DRAWINGS.
8. ALL WORK TO BE BASED ON 2015 IBC AND LOCAL CODE REQUIREMENTS.
9. CONTRACTOR SHALL HAVE ONE STAMPED PERMIT SET OF DRAWINGS ON SITE AT ALL TIMES.
10. ALL REFERENCES TO SPECIFIC MANUFACTURERS ARE FOR REFERENCE ONLY AND CAN BE SUBSTITUTED BY AN APPROVED EQUAL. SUBMIT REQUESTS FOR SUBSTITUTIONS TO ARCHITECT.
11. G.C. TO PROVIDE A FULLY INSULATED BLDG. ENVELOPE.
12. THE CONTRACT DOCUMENTS INCLUDE THE DRAWINGS AND SPECIFICATIONS AS ONE COMPLETE PACKAGE. IF THE CONTRACTOR CHOOSES TO SPLIT APART THE DRAWINGS OR SPECIFICATIONS DURING BIDDING TO PROCURE BIDS FROM SUBS HE SHALL BE RESPONSIBLE FOR COORDINATION WITH OTHER WORK SHOWN ON OTHER DRAWING SHEETS OR SPECIFICATION SECTIONS. IN NO WAY SHALL THIS RELIEVE THE SUB OR GENERAL CONTRACTOR FROM HIS RESPONSIBILITY TO PROVIDE ITEMS DESIGNATED ELSEWHERE."
13. WHERE DOORS IN METAL STUD PARTITIONS ARE NOT SPECIFICALLY DIMENSIONED ON THE PLAN PROVIDE A HINGE SIDE DIMENSION OF 6" FROM DOOR OPENING TO THE ADJACENT PERPENDICULAR WALL.
14. REFER TO A-900 FOR WALL TYPES
15. PROTECT ALL EXISTING MATERIALS TO REMAIN FROM DAMAGE THROUGHOUT PROJECT. CONTRACTOR WILL BE RESPONSIBLE FOR DAMAGE TO EXISTING MATERIALS
16. REFER TO FINISH PLANS AND ROOM FINISH SCHEDULES FOR LOCATIONS OF WALL FINISHES AND POTENTIAL FURNITURE LAYOUTS
17. REFER TO ENLARGED PLANS FOR DIMENSIONS, DETAIL REFERENCES AND INTERIOR ELEVATION REFERENCES WITHIN THE LABELED AREA.
18. FIRE RATED COORIDORS, STAIR ENCLOSURES, DOORS & PARTITIONS INDICATED IN THIS SET OF DOCUMENTS ARE COMPONENTS OF A CONTINUOUS SYSTEM CONSISTING OF WALLS, FLOORS, AND CEILINGS. PROVIDE RATED ASSEMBLIES FOR INDICATED LOCATIONS TO MAINTAIN THE CONTINUING OF THE FIRE RATING - PROVIDE FIRE SAFETY AND FIRE RELATED SEALANTS TO MAINTAIN CONTINUITY.
19. PROVIDE ROLLING SHADES IN ALL WINDOW OPENINGS AND IN ALL DOOR SIDE LIGHTS UNLESS NOTED OTHERWISE
20. CONCEAL ALL CONDUIT (ELECTRICAL, FIRE ALARM, LOW VOLTAGE ETC) IN WALLS AND IN CEILINGS INCLUDING CMU. CONTRACTOR TO COORDINATE.

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn SS

chkd LA

description
GENERAL NOTES

FOR BIDDING

number
G-002

APPLICABLE BUILDING CODE DATA:

APPLICABLE CODES & REGULATIONS

2018 INTERNATIONAL BUILDING CODE (IBC)
2018 INTERNATIONAL EXISTING BUILDING CODE (IEBC)
2018 INTERNATIONAL MECHANICAL CODE (IMC)
2018 INTERNATIONAL PLUMBING CODE (IPC)
2018 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)
2020 NATIONAL ELECTRIC CODE (NEC)

		Reference Section
Building Square Footage:	13,500 sf gross Basement 13,500 sf gross 1st Floor 27,000 sf gross Total	
Classification:	B Business (22,401 sf) S-1 Storage (3,656 sf) Mechanical (348 sf)	Sect. 304.1 Sect. 311.2
Allowable Height:	Type IIB, B - 4 Stories Type IIB, S-1 - 3 Stories	Table 504.4
Allowable Building Area:	Type IIB, B - 69,000 sf Type IIB, S-1 - 52,500 sf	Table 506.2

SPRINKLERED BUILDING

Building Construction Type:	Type IIB	
Building Occupancy Types:	Mixed Occupancy (Non Separated) B Business S-1 Storage	508.3
Occupancy Separations:	No separation requirement between B and S-1	Table 508.4
Occupancy Loads:	Business Areas, 150 Gross Accessory Storage, 300 Gross Mechanical Rooms, 300 Gross	Table 1004.5

Business	22,401 sf/150 = 150
Storage	3656 sf/300 = 13
Mechanical	348 sf/300 = 2
Total	**165**

Minimum Egress Width:	.2"/occupant Stairways 72" (6'-0") .2"/occupant Other 48" (4'-0"')	Sect. 1005.3.1 Sect. 1005.3.2
Exit Travel Distance:	S-1 = 250' B = 300'	Table 1017.2
Corridor Construction:	A fire-resistant rating is not required for corridors in an occupancy group B which is a space requiring only a single means of egress. A,B,S: When occupant load served by corridor is greater than 30, with a sprinkler system, is 0 hours.	Table 1020.1
Corridor Width:	44" Minimum	Table 1020.2
Dead Ends:	If more than one exit is required, 20' B,S occupancies with a sprinkler system, 50'	Sect. 1020.4
Number of Exits:	1-500 = 2 exits 502-1000 = 3 exits Occupant Load more than 1000 = 4 exits	Table 1006.3.2
Vertical Exit Enclosure:	1 hour if less than 4 stories.	Sect. 1023.2

PLUMBING FIXTURES CACULATION

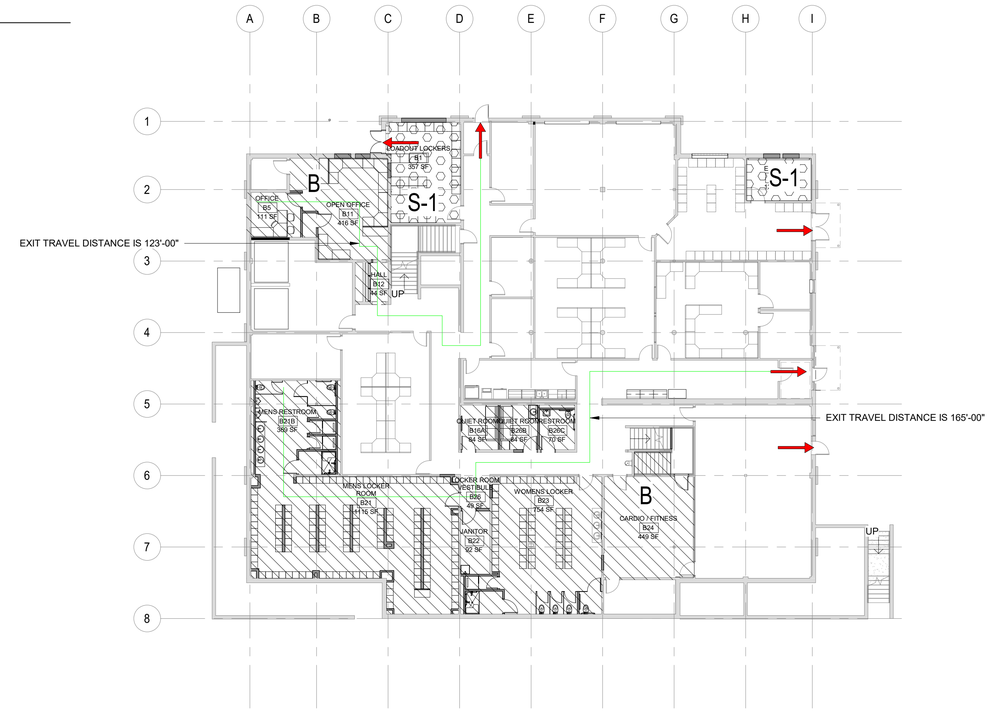
Total Occupant Load = 165

Male 50% = 82.5, Female 50% = 82.5

Business Load = 150 Total, 75M & 75F
Business: M&F = 1/25 for 50 then 1/50 thereafter.
Lav = 1/40 for 80 then 1/80 thereafter. DF = 1/100
M = 3, F = 3, MLav = 2, FLav = 2, DF = 2.25

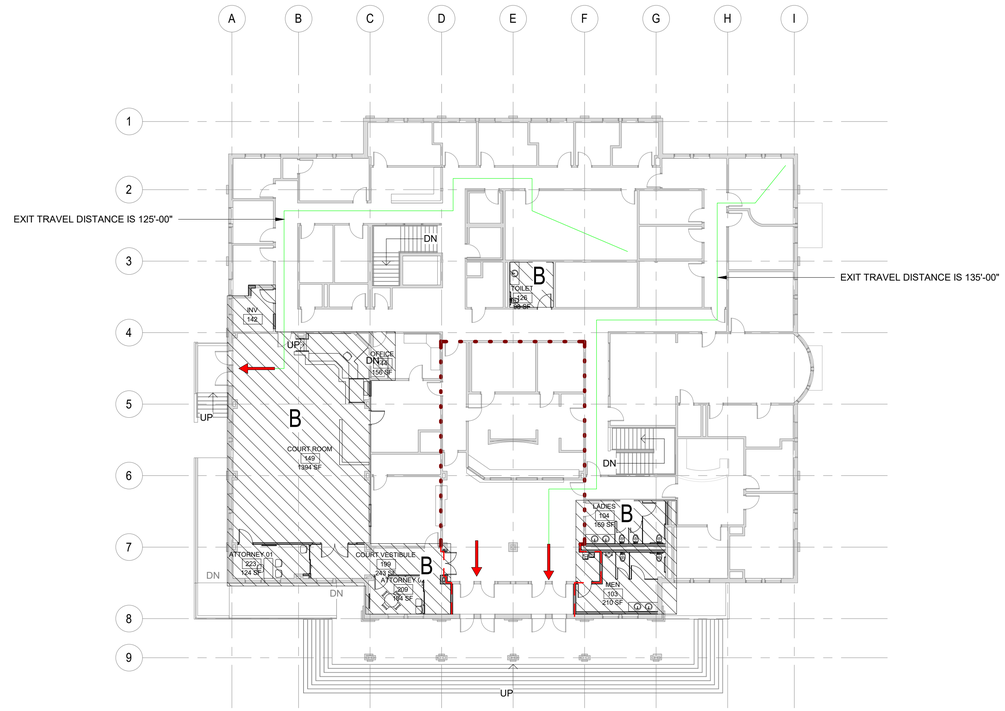
Storage & Mech Load = 15 total, 7.5M & 7.5F
Storage: M&F = 1/100, M&F Lav = 1/100, DF = 1/1,000
M = 1, F = 1, MLav = 1, FLav = 1, Df = 0.015

Total Male Fixtures = 4	(8 Provided)
Total Female Fixtures = 4	(7 Provided)
Total Male Lavs = 3	(6 Provided)
Total Female Lavs = 3	(5 Provided)
Total Unisex Fixtures = N/A	(2 Provided)
Total Unisex Lavs = N/A	(2 Provided)
Total Drinking Fountains = 2.265	(3 Provided)



3 CODE & LIFE SAFETY - BASEMENT PLAN
1/16" = 1'-0" NON-SEPARATED OCCUPANCY

0 8' 16' 32'



4 CODE & LIFE SAFETY - FIRST FLOOR PLAN
1/16" = 1'-0" NON-SEPARATED OCCUPANCY

0 8' 16' 32'

LEGEND

- TRAVEL DISTANCE PATH EGRESS
- EGRESS EXIT
- 1-HOUR FIRE RATED - EXISTING
- 1-HOUR FIRE RATED - NEW
- WORK AREA PER IEBC 501.2
- BUSINESS
- S-1 OCCUPANCY

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job #	163-19
drawn	SS
chkd	LA

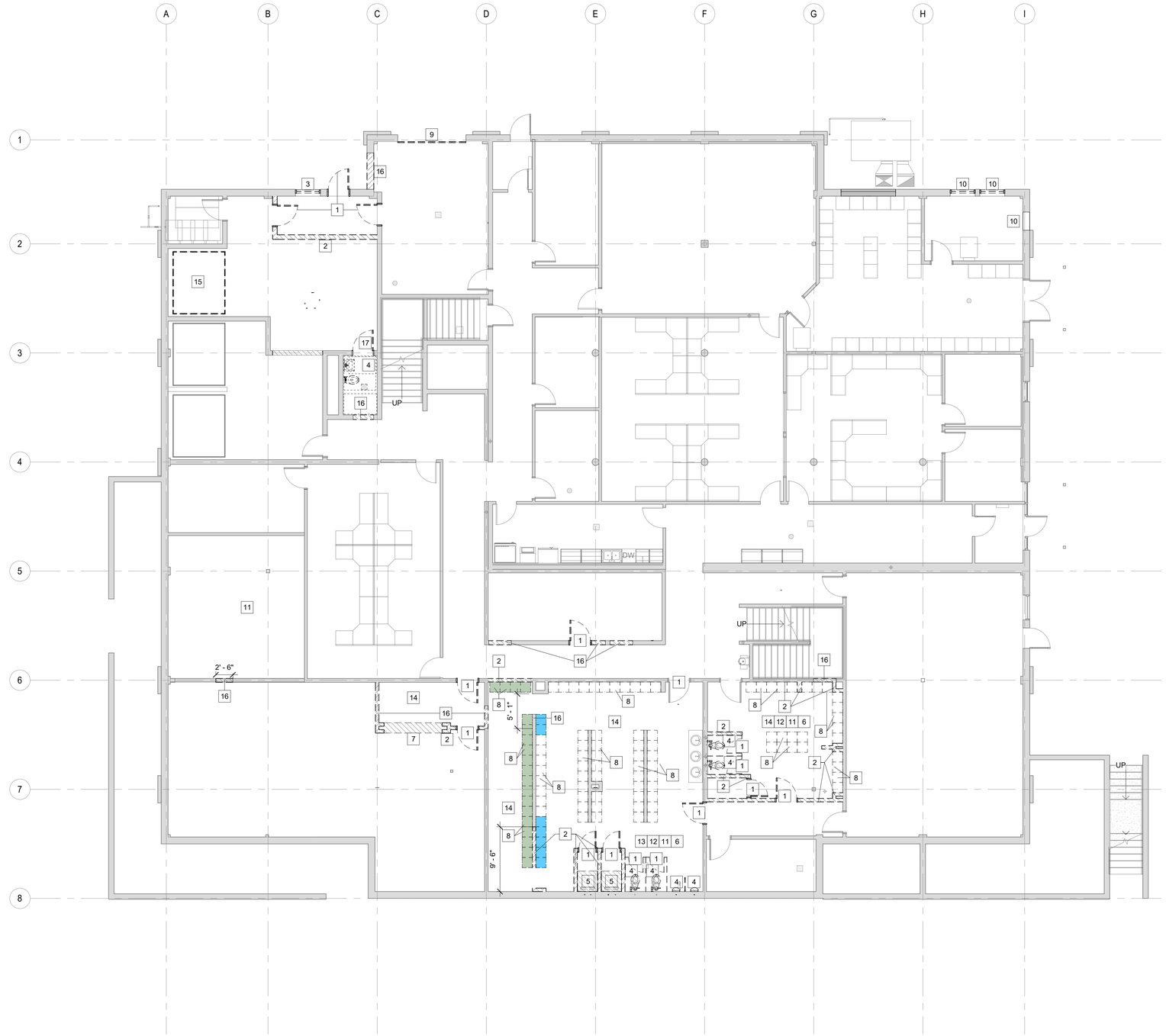
description

BUILDING CODE & LIFE SAFETY

FOR BIDDING

number

G-003



1 DEMOLITION PLAN - BASEMENT
1/8" = 1'-0"

0 4' 8' 16'

DEMOLITION LEGEND

TO BE DEMOLISHED

EXISTING - TO REMAIN

GENERAL NOTES:

1. RE: MECHANICAL, ELECTRICAL & PLUMBING PLANS FOR EQUIPMENT DEMO LOCATIONS.
2. PROTECT EXISTING WALLS AND DOORS THAT REMAIN DURING CONSTRUCTION.
3. COORDINATE ALL DEMOLITION AND MATERIAL REMOVAL. MAINTAIN A CLEAN AND ORDERLY SITE.
4. COORDINATE LOCATION OF NEW CONSTRUCTION WITHIN EXISTING CONDITIONS PRIOR TO DEMOLITION.
5. COORDINATE LOCATION OF UTILITIES, ELECTRICAL, MECHANICAL AND COMMUNICATION SERVICES PRIOR TO DEMOLITION.
6. CONTRACTOR TO VERIFY EXISTING CONDITIONS IN FIELD AND NOTIFY PROJECT MANAGER IF THERE ARE DISCREPANCIES AS SOON AS THEY ARE DISCOVERED.

KEYNOTES:

1. REMOVE EXISTING DOOR, HARDWARE, AND FRAME.
2. REMOVE WALL IN ITS ENTIRETY AND WALL BASE.
3. REMOVE EXISTING WINDOW IN ITS ENTIRETY. PREP FOR NEW WINDOW INSTALLATION AND/OR INFILL.
4. SEE PLUMBING SHEETS FOR FIXTURE DEMOLITION NOTES.
5. REMOVE EXISTING SHOWER, DOORS, METAL FRAME, PAN AND CURB
6. REMOVE ALL BATHROOM ACCESSORIES: MIRRORS, MEDICINE CABINETS TOILET PAPER HOLDERS, TOWEL BARS AND TOWEL HOOKS AND SALVAGE TO OWNER.
7. REMOVE EXISTING COUNTERTOP AND SUPPORTS IN IT ENTIRETY.
8. REMOVE EXISTING METAL LOCKERS AND SALVAGE TO OWNER.
9. REMOVE EXISTING METAL OVERHEAD DOOR. PREP WALL FOR INFILL WITH STUDS, AND STUCCO.
10. REMOVE EXISTING LOUVERS IN THEIR ENTIRETY. PREP FOR INFILL WITH STUDS, AND STUCCO.
11. DEMO CONCRETE SLAB AS NEEDED FOR NEW PLUMBING PENETRATIONS.
12. REMOVE EXISTING WALL TILE AND TILE BACKER BOARD IN ITS ENTIRETY. PREP FOR NEW TILE INSTALLATION.
13. REMOVE EXISTING FLOOR TILE, GROUT, AND WALL BASE. PREP FLOOR FOR INSTALLATION OF NEW TILE.
14. REMOVE EXISTING CARPET, ADHESIVE AND ANY UNDERLYING MATERIALS DOWN TO CONCRETE SUBSTRATE. PREP FLOOR FOR INSTALLATION OF NEW FLOORING.
15. DEMOLISH EXISTING STORAGE CAGE
16. REMOVE WALL IN ITS ENTIRETY AND WALL BASE FOR DOOR OPENING ONLY.
17. REMOVE DOOR SLAB AND HARDWARE. FRAME TO REMAIN.

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

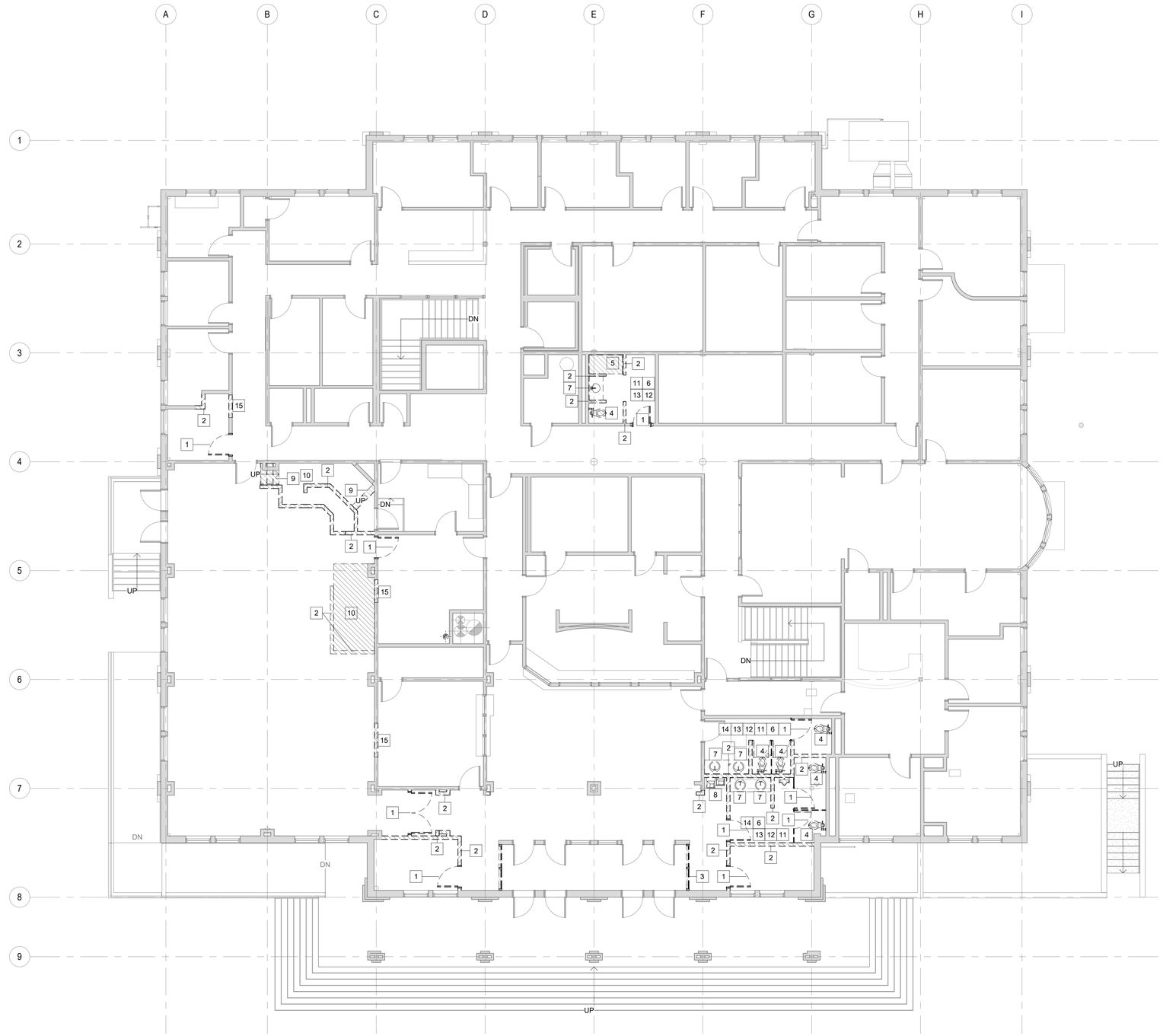
drawn SS

chkd LA

description
DEMOLITION PLAN - BASEMENT

FOR BIDDING

number
AD100



1 DEMOLITION PLAN - FIRST FLOOR
1/8" = 1'-0"

0 4' 8' 16'

DEMOLITION LEGEND

TO BE DEMOLISHED

EXISTING - TO REMAIN

GENERAL NOTES:

1. RE: MECHANICAL, ELECTRICAL & PLUMBING PLANS FOR EQUIPMENT DEMO LOCATIONS.
2. PROTECT EXISTING WALLS AND DOORS THAT REMAIN DURING CONSTRUCTION.
3. COORDINATE ALL DEMOLITION AND MATERIAL REMOVAL. MAINTAIN A CLEAN AND ORDERLY SITE.
4. COORDINATE LOCATION OF NEW CONSTRUCTION WITHIN EXISTING CONDITIONS PRIOR TO DEMOLITION.
5. COORDINATE LOCATION OF UTILITIES, ELECTRICAL, MECHANICAL AND COMMUNICATION SERVICES PRIOR TO DEMOLITION.
6. CONTRACTOR TO VERIFY EXISTING CONDITIONS IN FIELD AND NOTIFY PROJECT MANAGER IF THERE ARE DISCREPANCIES AS SOON AS THEY ARE DISCOVERED.

KEYNOTES:

1. REMOVE EXISTING DOOR, HARDWARE,AND HOLLOW METAL FRAME.
2. REMOVE WALL IN ITS ENTIRETY AND WALL BASE
3. REMOVE EXISTING STOREFRONT SYSTEM.
4. SEE PLUMBING SHEETS FOR FIXTURE DEMOLITION NOTES.
5. REMOVE EXISTING SHOWER, DOORS, METAL FRAME, PAN AND CURB
6. REMOVE ALL BATHROOM ACCESSORIES: MIRRORS, MEDICINE CABINETS TOILET PAPER HOLDERS, TOWEL BARS AND TOWEL HOOKS AND SALVAGE TO OWNER.
7. REMOVE EXISTING BASE CABINET, COUNTERTOP AND SINK. SEE PLUMBING PLANS FOR MORE DEMO INFORMATION.
8. REMOVE EXISTING ELECTRIC WATER COOLER. SEE PLUMBING DRAWINGS.
9. DEMO AND REMOVE EXISTING STEEL TUBE RAILING, STEEL STAIRS AND LANDING. PREP FOR NEW FLOORING.
10. REMOVE EXISTING CARPET, ADHESIVE AND ANY UNDERLYING MATERIALS DOWN TO CONCRETE SUBSTRATE. PREP FLOOR FOR INSTALLATION OF NEW FLOORING.
11. DEMO CONCRETE SLAB AS NEEDED FOR NEW PLUMBING PENETRATIONS.
12. REMOVE EXISTING WALL TILE AND TILE BACKER BOARD IN ITS ENTIRETY. PREP FOR NEW TILE INSTALLATION.
13. REMOVE EXISTING FLOOR TILE, GROUT, AND WALL BASE. PREP FLOOR FOR INSTALLATION OF NEW TILE.
14. REMOVE EXISTING TOILET PARTITIONS
15. REMOVE WALL IN ITS ENTIRETY AND WALL BASE FOR DOOR OPENING ONLY.

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn SS

chk'd LA

description

DEMOLITION PLAN - FIRST FLOOR

FOR BIDDING

number

AD101

635

1 BASEMENT REFLECTED CEILING DEMO PLAN
1/8" = 1'-0"

DEMOLITION LEGEND

TO BE DEMOLISHED

EXISTING - TO REMAIN

GENERAL NOTES:

1. RE: MECHANICAL, ELECTRICAL & PLUMBING PLANS FOR EQUIPMENT DEMO LOCATIONS.
2. PROTECT EXISTING WALLS AND DOORS THAT REMAIN DURING CONSTRUCTION.
3. COORDINATE ALL DEMOLITION AND MATERIAL REMOVAL. MAINTAIN A CLEAN AND ORDERLY SITE.
4. COORDINATE LOCATION OF NEW CONSTRUCTION WITHIN EXISTING CONDITIONS PRIOR TO DEMOLITION.
5. COORDINATE LOCATION OF UTILITIES, ELECTRICAL, MECHANICAL AND COMMUNICATION SERVICES PRIOR TO DEMOLITION.
6. CONTRACTOR TO VERIFY EXISTING CONDITIONS IN FIELD AND NOTIFY PROJECT MANAGER IF THERE ARE DISCREPANCIES AS SOON AS THEY ARE DISCOVERED.

KEYNOTES:

1 REMOVE EXISTING SUSPENDED CEILING SYSTEM, SUPPORTS, GRID AND TILE IN ITS ENTIRETY.

2 REMOVE EXISTING FRAMED GWB CEILING SYSTEM, SUPPORTS, FRAMING AND GWB IN ITS ENTIRETY.

3 REMOVE EXISTING GWB AND INSULATION. SEE DEMO SHEETS

4 PATCH AND PAINT EXISTING GWB CEILING AS REQUIRED. RE: NEW CONSTRUCTION PLANS

LEGEND:

SUSPENDED CEILING SYSTEM

FRAMED GWB CEILING SYSTEM

SUPPLY AIR RE: MECH

RETURN AIR RE: MECH

EXHAUST AIR RE: MECH

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job #	163-19
drawn	SS
chkd	LA

description

BASEMENT REFLECTED CEILING DEMO PLAN

FOR BIDDING

number

AD102

1 FIRST FLOOR REFLECTED CEILING DEMO PLAN
1/8" = 1'-0"

DEMOLITION LEGEND

TO BE DEMOLISHED

EXISTING - TO REMAIN

GENERAL NOTES:

1. RE: MECHANICAL, ELECTRICAL & PLUMBING PLANS FOR EQUIPMENT DEMO LOCATIONS.
2. PROTECT EXISTING WALLS AND DOORS THAT REMAIN DURING CONSTRUCTION.
3. COORDINATE ALL DEMOLITION AND MATERIAL REMOVAL. MAINTAIN A CLEAN AND ORDERLY SITE.
4. COORDINATE LOCATION OF NEW CONSTRUCTION WITHIN EXISTING CONDITIONS PRIOR TO DEMOLITION.
5. COORDINATE LOCATION OF UTILITIES, ELECTRICAL, MECHANICAL AND COMMUNICATION SERVICES PRIOR TO DEMOLITION.
6. CONTRACTOR TO VERIFY EXISTING CONDITIONS IN FIELD AND NOTIFY PROJECT MANAGER IF THERE ARE DISCREPANCIES AS SOON AS THEY ARE DISCOVERED.

KEYNOTES:

1 REMOVE EXISTING SUSPENDED CEILING SYSTEM, SUPPORTS, GRID AND TILE IN ITS ENTIRETY.

2 REMOVE EXISTING FRAMED GWB CEILING SYSTEM, SUPPORTS, FRAMING AND GWB IN ITS ENTIRETY.

3 REMOVE EXISTING GWB AND INSULATION. SEE DEMO SHEETS

4 PATCH AND PAINT EXISTING GWB CEILING AS REQUIRED. RE: NEW CONSTRUCTION PLANS

LEGEND:

SUSPENDED CEILING SYSTEM

FRAMED GWB CEILING SYSTEM

SUPPLY AIR RE: MECH

RETURN AIR RE: MECH

EXHAUST AIR RE: MECH

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job #	163-19
drawn	SS
chkd	LA

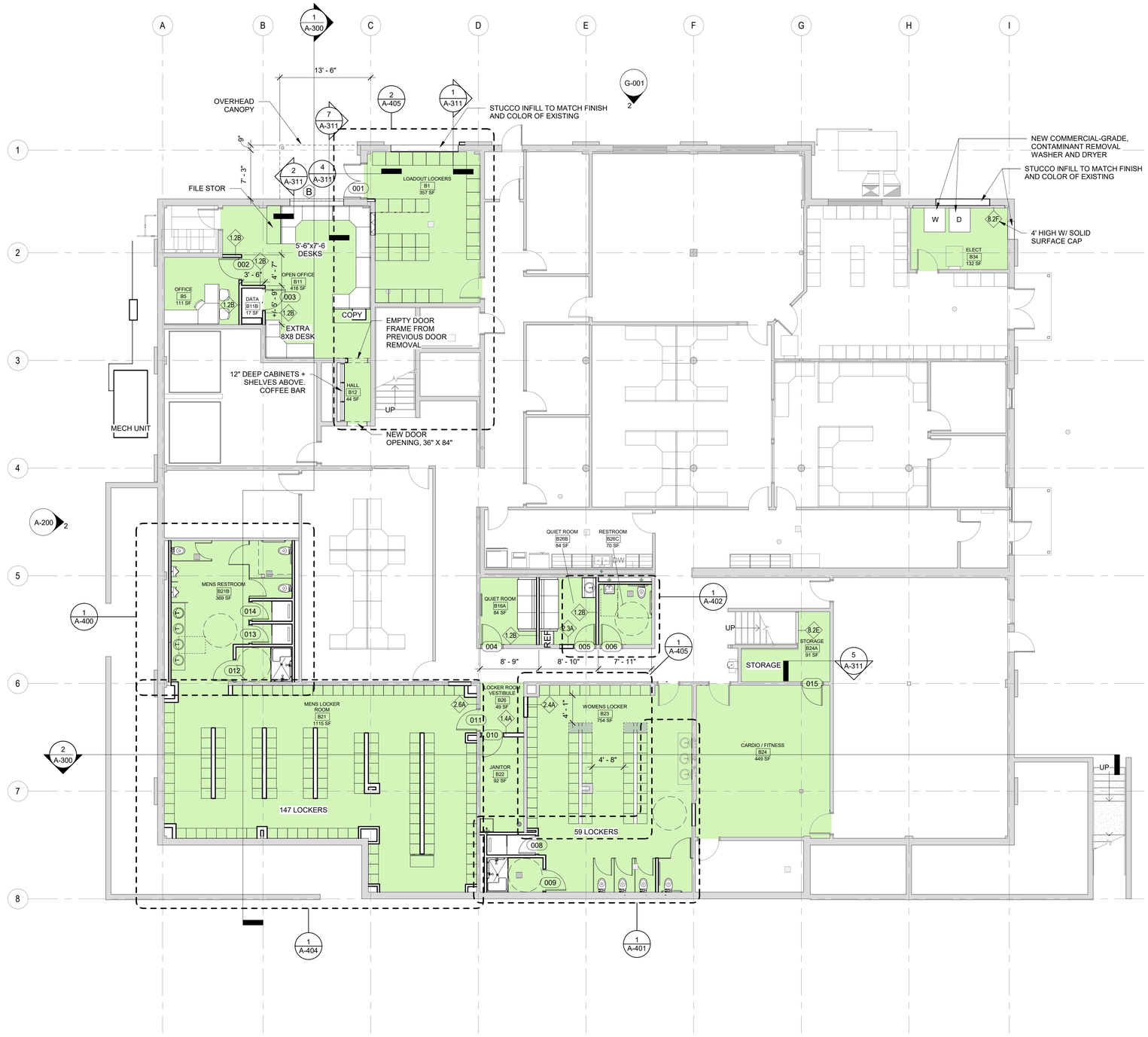
description

FIRST FLOOR REFLECTED CEILING DEMO PLAN

FOR BIDDING

number

AD103



1 NEW CONSTRUCTION - BASEMENT PLAN
1/8" = 1'-0"

GENERAL NOTES:

1. SEE A-900 FOR WALL TYPES

2. IN LOCATIONS OF PATCHING OR REPAIRS TO WALLS OR CEILINGS, PAINT THE ENTIRE SURFACE OF THE WALL OR CEILINGS, DO NOT JUST PAINT THE AREA OF PATCH

3. PROTECT ALL MATERIALS TO REMAIN FROM DAMAGE FOR THE DURATION OF THE PROJECT. THE CONTRACTOR WILL REPLACE OR REPAIR ALL MATERIALS TO REMAIN IF DAMAGE OCCURS DURING THE PROJECT.

COLOR LEGEND

RENOVATED AREA

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn SS

chkd LA

description

BASEMENT PLAN

FOR BIDDING

number

A-100

638

COLOR LEGEND

RENOVATED AREA

LEGEND

1-HOUR FIRE RATED - EXISTING

1-HOUR FIRE RATED - NEW

GENERAL NOTES:

1. SEE A-900 FOR WALL TYPES

2. IN LOCATIONS OF PATCHING OR REPAIRS TO WALLS OR CEILINGS, PAINT THE ENTIRE SURFACE OF THE WALL OR CEILINGS, DO NOT JUST PAINT THE AREA OF PATCH

3. PROTECT ALL MATERIALS TO REMAIN FROM DAMAGE FOR THE DURATION OF THE PROJECT. THE CONTRACTOR WILL REPLACE OR REPAIR ALL MATERIALS TO REMAIN IF DAMAGE OCCURS DURING THE PROJECT.

1 NEW CONSTRUCTION - FIRST FLOOR
1/8" = 1'-0"

0 4' 8' 16'

HB&A Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT

100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn SS

chkd LA

description

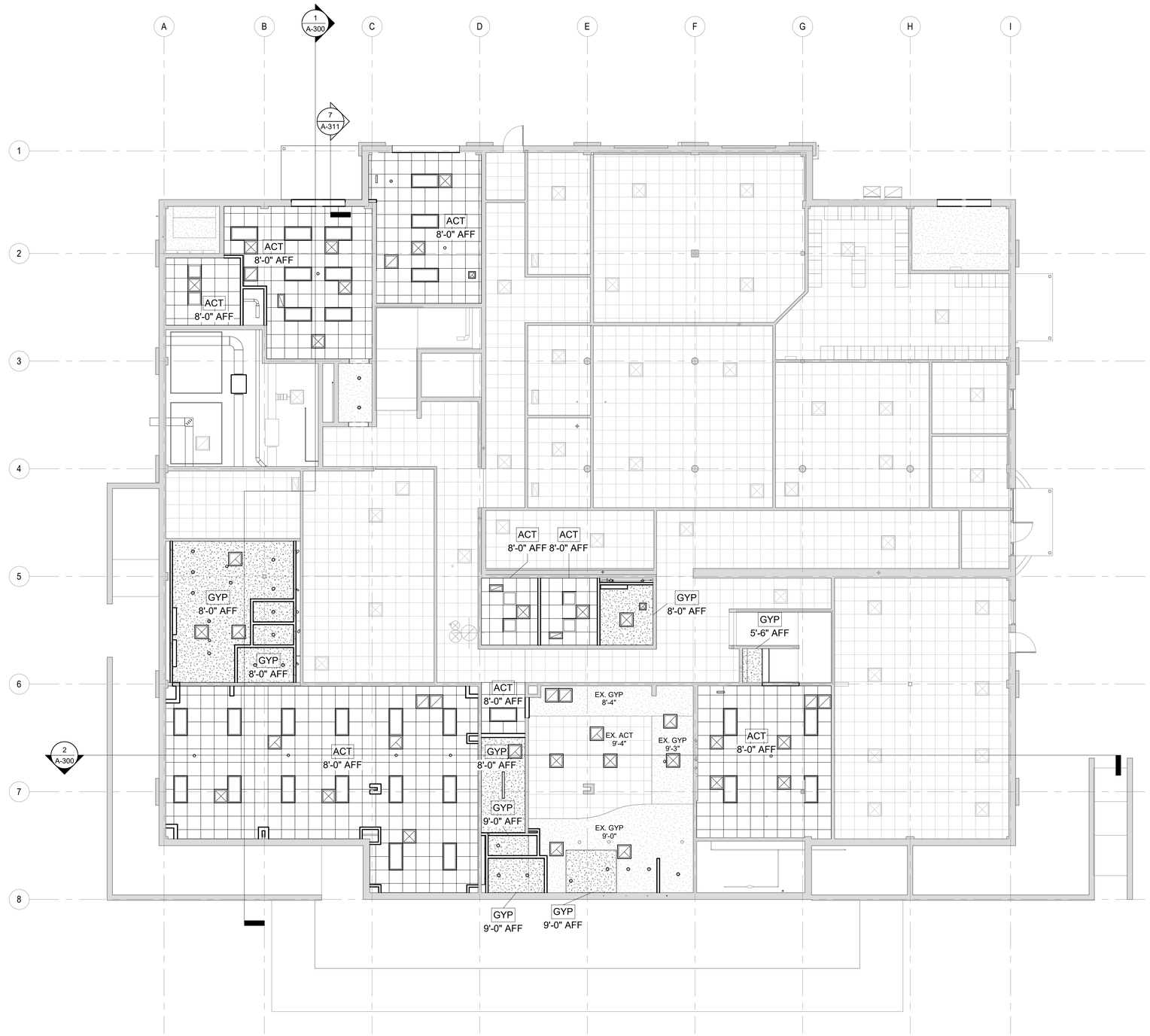
FIRST FLOOR PLAN

FOR BIDDING

number

A-101

639



1 BASEMENT REFLECTED CEILING PLAN
1/8" = 1'-0"

0 4' 8' 16'
N

GENERAL NOTES:

1. REFER TO MECHANICAL, ELECTRICAL AND PLUMBING DRAWINGS / SPECIFICATIONS FOR ADDITIONAL INFORMATION ON THEIR RESPECTIVE DISCIPLINES
2. ---

CEILING TYPES:

GYP - GYPSUM BOARD CEILING
- 5/8" GYPSUM CEILING W/ LEVEL 5 CEILING FINISH
- 3 5/8" METAL STUD SUSPENSION SYSTEM.

ACT - 24" X 24" ACOUSTIC CEILING
- GEORGIAN BEVELED TEGULAR, WHITE
- PRELUDE XL 9/16" SUSPENSION GRID.

KEYNOTES:

1 ---

LEGEND:

- SUSPENDED CEILING SYSTEM
- FRAMED GWB CEILING SYSTEM
- OS OCCUPANCY SENSOR
- DL DAYLIGHT SENSOR
- HANGING LIGHT FIXTURE
- 2X4 RECESSED LIGHT FIXTURE
- CAN LIGHT FIXTURE
- SUPPLY AIR RE: MECH
- RETURN AIR RE: MECH
- EXHAUST AIR RE: MECH
- EXISTING SUPPLY AIR RE: MECH
- EXISTING RETURN AIR RE: MECH
- EXISTING EXHAUST AIR RE: MECH

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

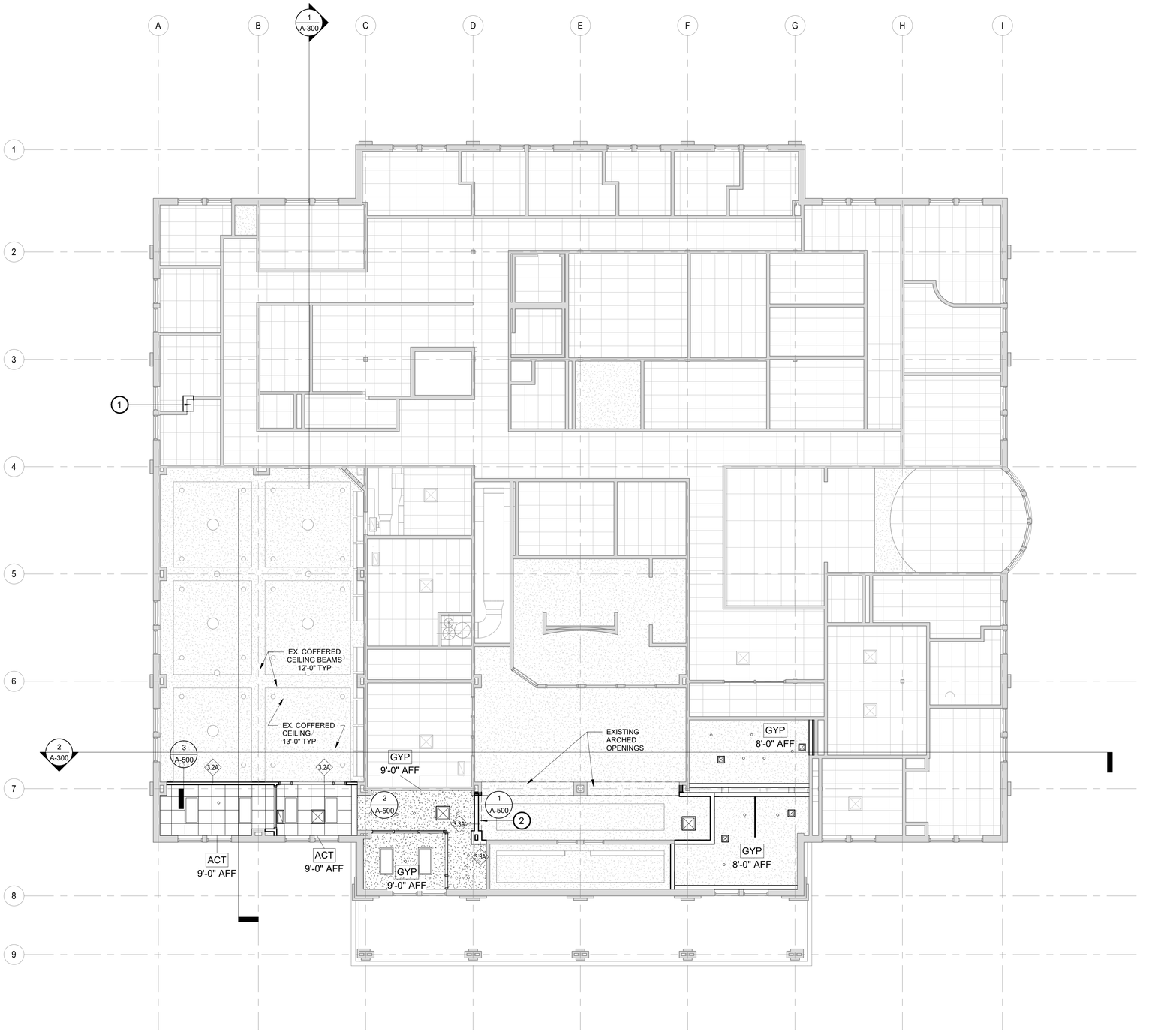
issue / revision

job # 163-19
drawn SS
chkd LA

description
BASEMENT REFLECTED CEILING PLAN

FOR BIDDING

number
A-110



1 FIRST FLOOR REFLECTED CEILING PLAN
1/8" = 1'-0"

0 4' 8' 16'

GENERAL NOTES:

1. REFER TO MECHANICAL, ELECTRICAL AND PLUMBING DRAWINGS / SPECIFICATIONS FOR ADDITIONAL INFORMATION ON THEIR RESPECTIVE DISCIPLINES
2. ---

CEILING TYPES:

GYP - GYPSUM BOARD CEILING
- 5/8" GYPSUM CEILING W/ LEVEL 5 CEILING FINISH
- 3 5/8" METAL STUD SUSPENSION SYSTEM.

ACT - 24" X 24" ACOUSTIC CEILING
- GEORGIAN BEVELED TEGULAR, WHITE
- PRELUDE XL 9/16" SUSPENSION GRID.

KEYNOTES:

1. PATCH EXISTING CEILING WHERE WALL MOVED
2. NEW ARCHED OPENING

LEGEND:

- SUSPENDED CEILING SYSTEM
- FRAMED GWB CEILING SYSTEM
- OS OCCUPANCY SENSOR
- DL DAYLIGHT SENSOR
- HANGING LIGHT FIXTURE
- 2X4 RECESSED LIGHT FIXTURE
- CAN LIGHT FIXTURE
- SUPPLY AIR RE: MECH
- RETURN AIR RE: MECH
- EXHAUST AIR RE: MECH
- EXISTING SUPPLY AIR RE: MECH
- EXISTING RETURN AIR RE: MECH
- EXISTING EXHAUST AIR RE: MECH

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn SS

chkd LA

description

FIRST FLOOR REFLECTED CEILING PLAN

FOR BIDDING

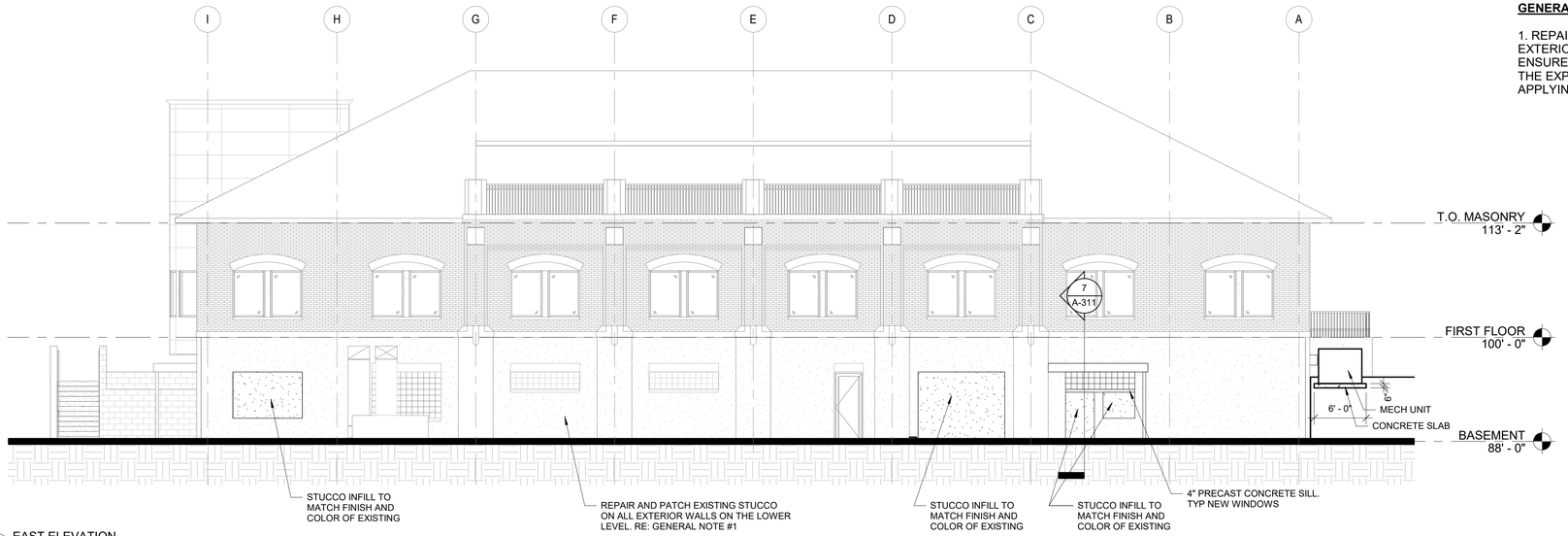
number

A-111

641

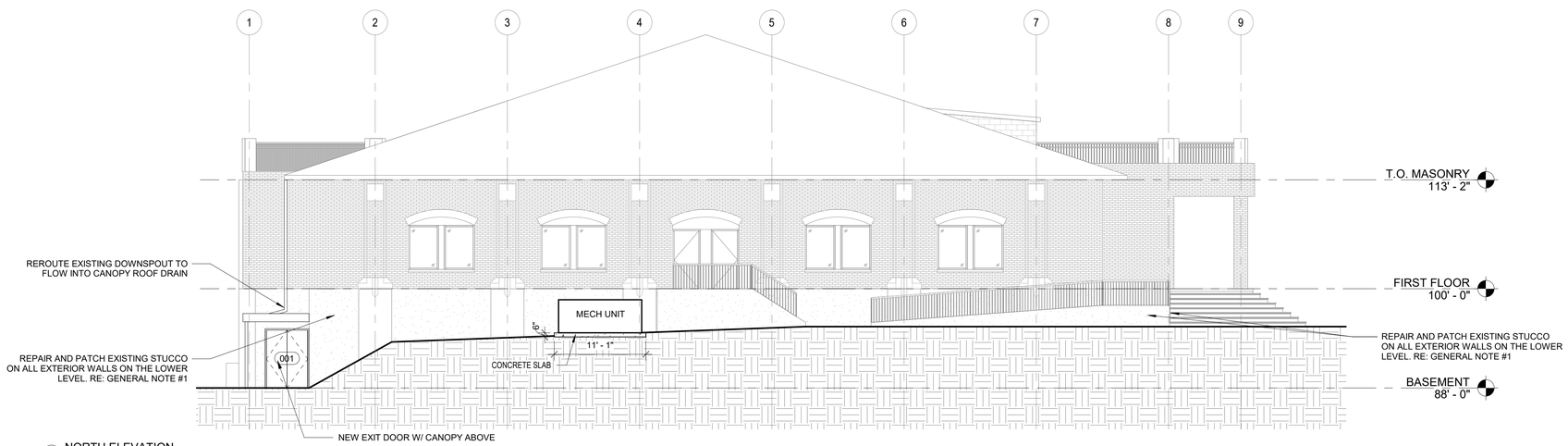
GENERAL NOTES:

1. REPAIR AND PATCH EXISTING STUCCO ON ALL EXTERIOR WALLS ON THE LOWER LEVEL, AND ENSURE TO BREAK OFF LOOSE STUCCO, COVER THE EXPOSED LATH, AND ADD MESH BEFORE APPLYING STUCCO.



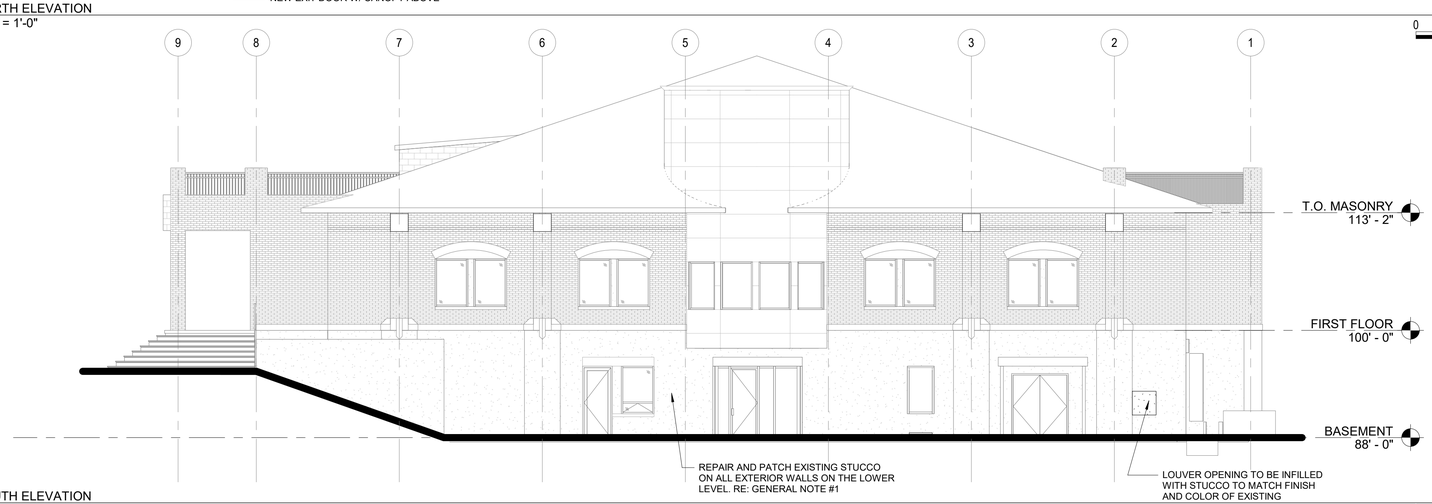
1 EAST ELEVATION
1/8" = 1'-0"

0 4' 8' 16'



2 NORTH ELEVATION
1/8" = 1'-0"

0 4' 8' 16'



3 SOUTH ELEVATION
1/8" = 1'-0"

0 4' 8' 16'

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn SS

chkd LA

description

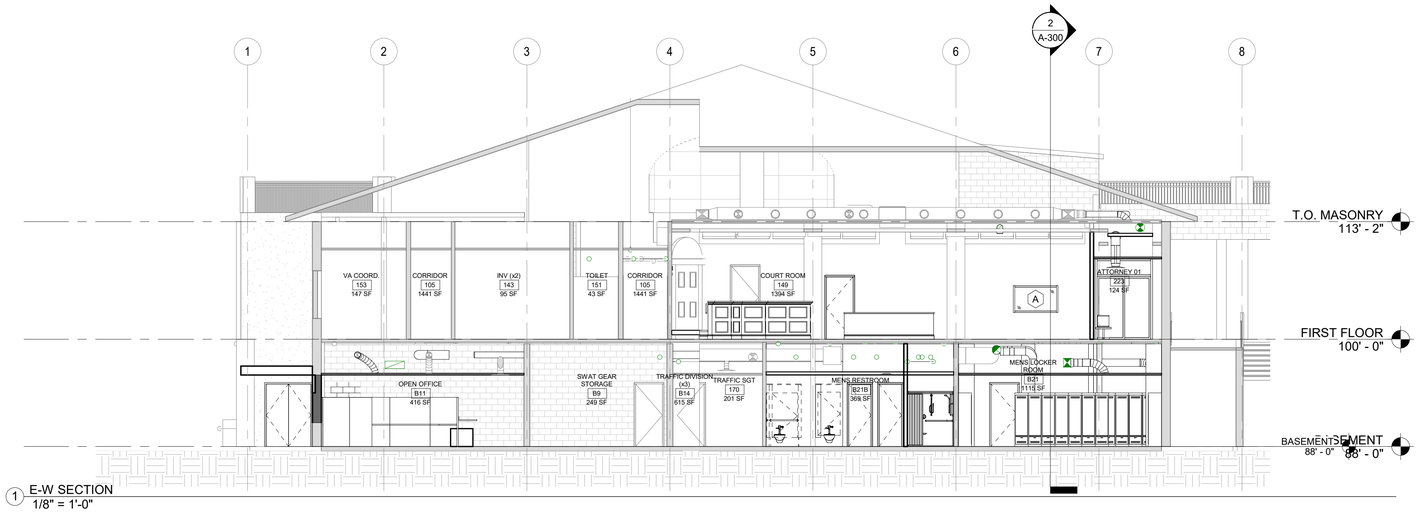
BUILDING ELEVATIONS

FOR BIDDING

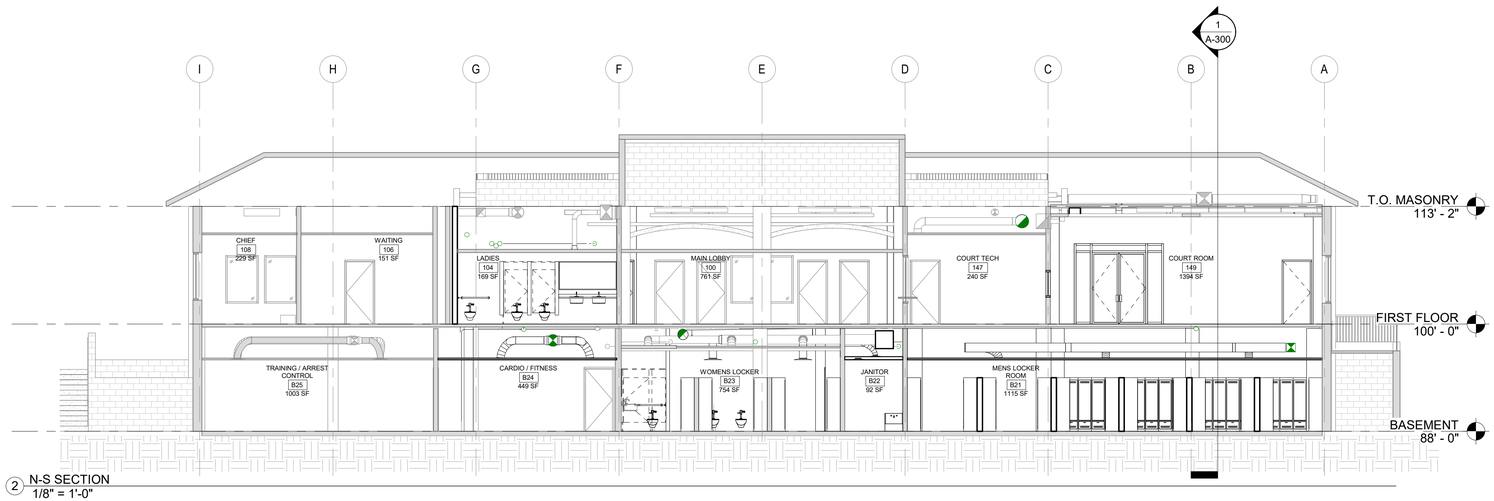
number

A-200

642



1 E-W SECTION
1/8" = 1'-0"



2 N-S SECTION
1/8" = 1'-0"

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT

100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision

issue / revision	date:
2 Developmt Svcs Rvw 7/20/22	
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

job # 163-19

drawn SS

chk'd LA

description

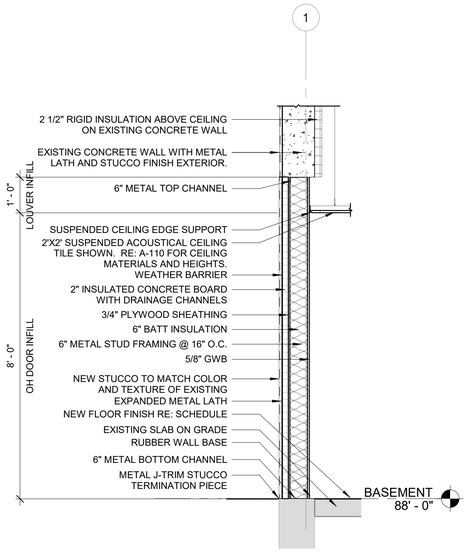
BUILDING SECTIONS

FOR BIDDING

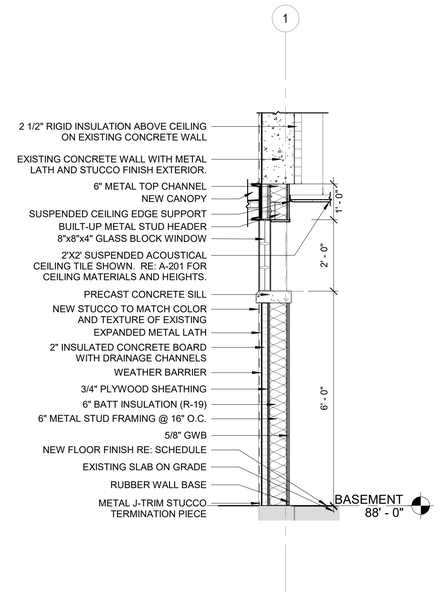
number

A-300

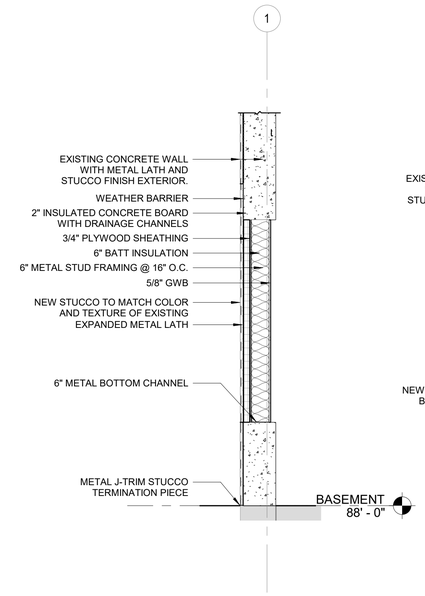
643



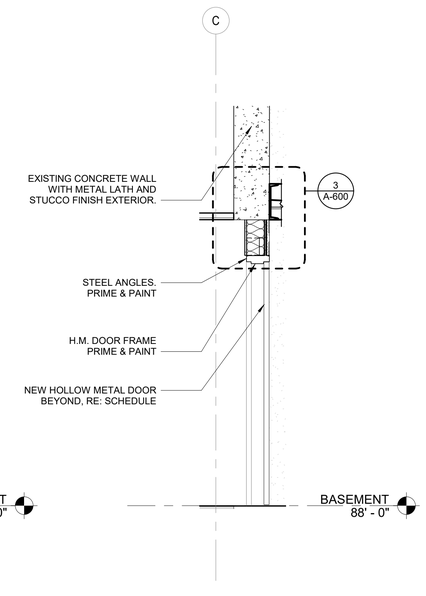
1 OH DOOR INFILL WITH STUCCO
1/2" = 1'-0"



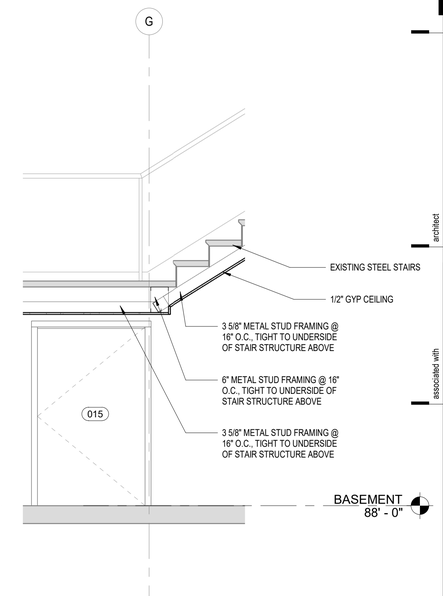
2 WALL INFILL WITH GLASS BLOCK AT OPEN OFFICE
1/2" = 1'-0"



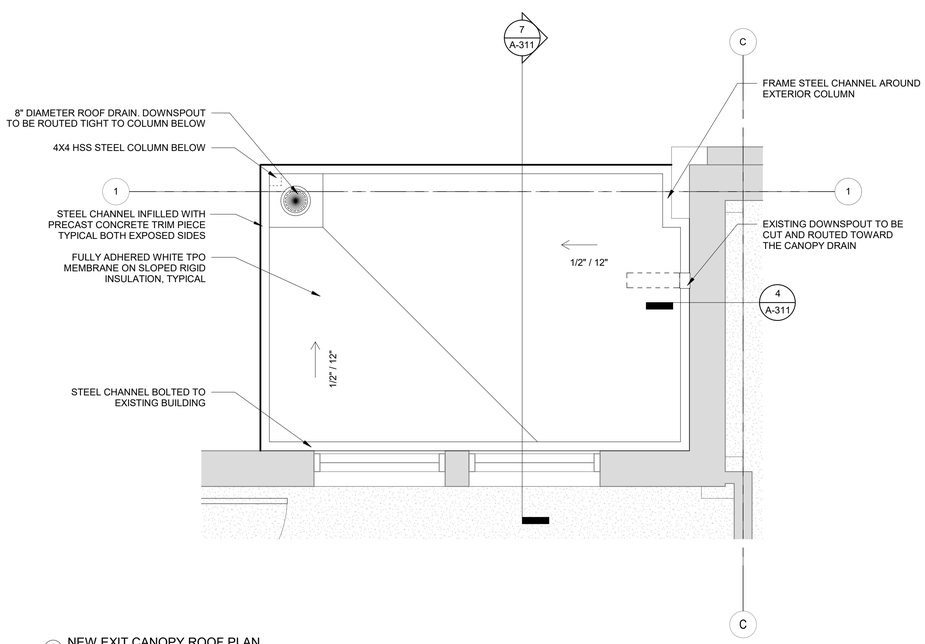
3 LOUVER INFILL WITH STUCCO
1/2" = 1'-0"



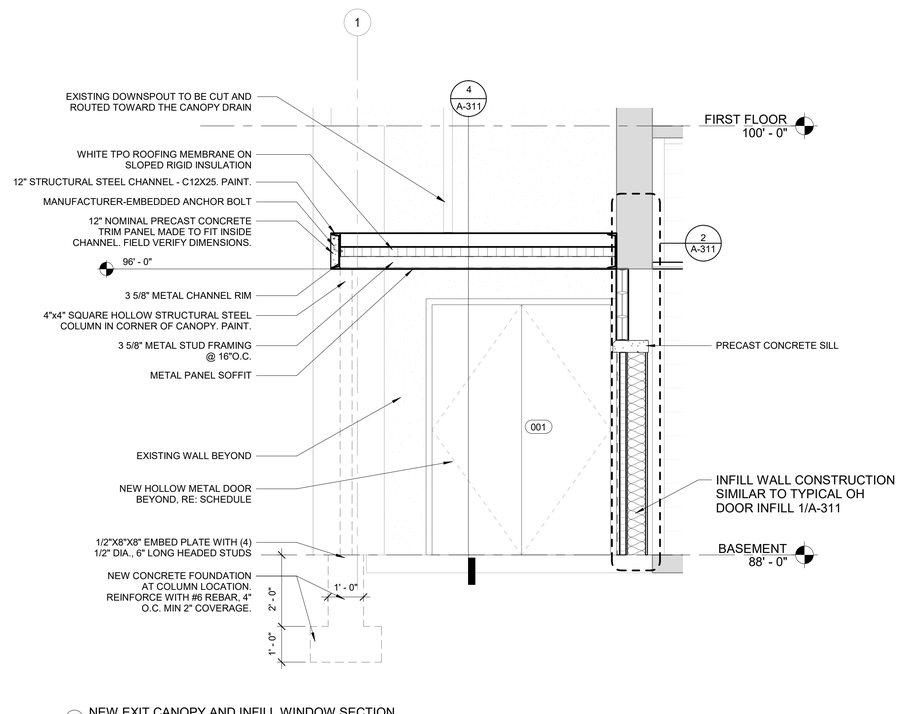
4 NEW EXTERIOR DOOR SECTION AT LOADOUT LOCKERS
1/2" = 1'-0"



5 UNDER STAIR STORAGE SECTION
1/2" = 1'-0"



6 NEW EXIT CANOPY ROOF PLAN
1/2" = 1'-0"



7 NEW EXIT CANOPY AND INFILL WINDOW SECTION
1/2" = 1'-0"

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

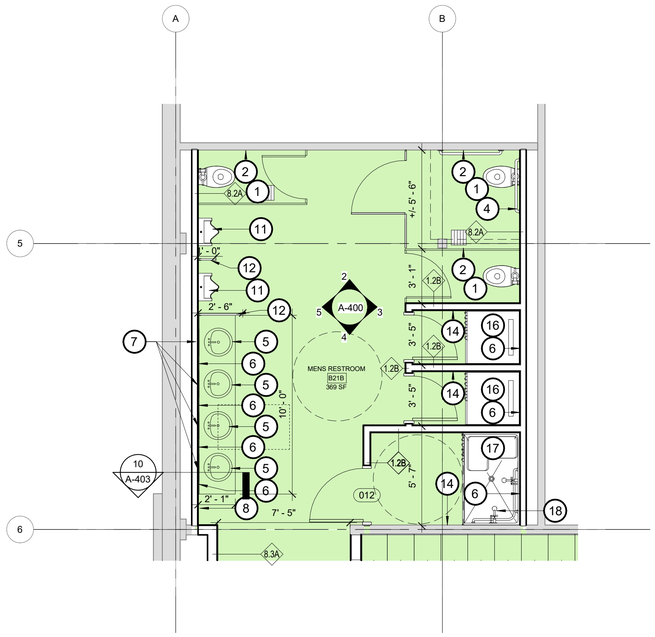
issue / revision

job # 163-19
drawn SS
ch'kd LA

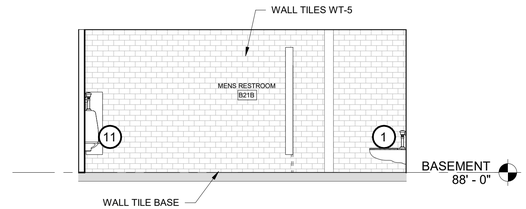
description
WALL SECTIONS

FOR BIDDING

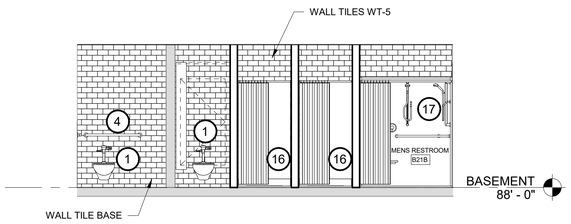
number
A-311



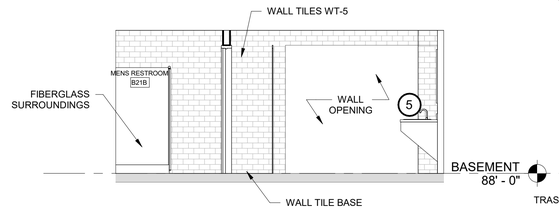
1 MENS RESTROOM - BASEMENT PLAN
1/4" = 1'-0"



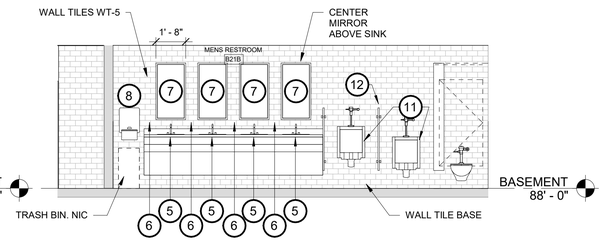
2 MEN'S RESTROOM ELEVATION
1/4" = 1'-0"



3 MEN'S RESTROOM ELEVATION
1/4" = 1'-0"



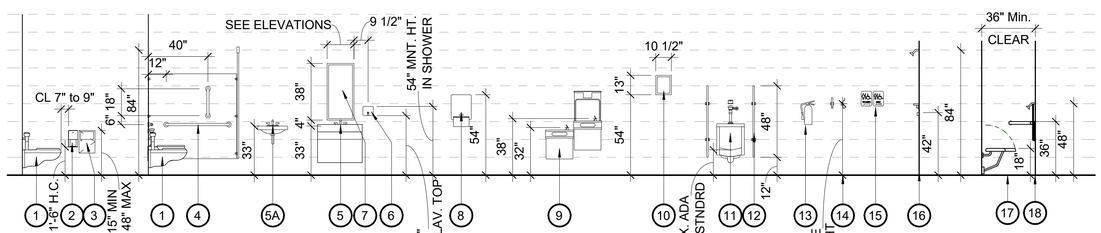
4 MEN'S RESTROOM ELEVATION
1/4" = 1'-0"



5 MEN'S RESTROOM ELEVATION
1/4" = 1'-0"

ACCESSORIES NOTES:

1. WALL MOUNTED WATER CLOSET. RE: PLUMBING
2. STAINLESS STEEL TOILET PAPER HOLDER
3. STAINLESS STEEL SANITARY NAPKIN DISPOSAL
4. 1 1/2" STAINLESS STEEL ADA GRAB BARS
5. COUNTER MOUNTED LAVATORY SINK
5A. LAVATORY SINK
6. SOAP DISPENSER
7. MIRROR
8. TOUCHLESS PAPER TOWEL DISPENSER
9. HIGH/LOW ADA DRINKING FOUNTAIN W/ WATER BOTTLE FILLER, RE: PLUMBING
10. SIGNAGE HOLDER, TOP INSERT
11. URINAL - WALL MOUNT
12. URINAL PARTITION
13. FIRE EXTINGUISHER - WALL MOUNT
14. COAT HOOKS (AT BACKS OF T.P. DOORS ONLY); PROVIDE EXTRA AT OWNERS REQUEST
15. ADA SIGNAGE; TYPICAL AT POINT OF ENTRY OF EACH ROOM
16. SHOWER
17. ACCESSIBLE SHOWER
18. WAND AND SLIDE BAR



STALL ACCESSORIES

ADA GRAB BARS
- 36" REAR BAR
- 42" SIDE BAR
- 18" VERTICAL BAR

LAVATORY
NOTE:
PROVIDE INSULATED, ADA COMPLIANT WRAP AT ALL EXPOSED LAVATORIES.

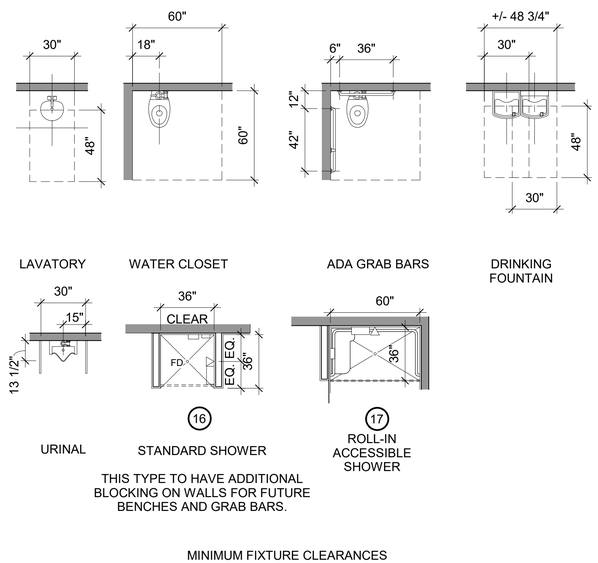
ADDITIONAL ACCESSORIES

URINAL

SHOWER
CONTROL VALVE AT 42" A.F.F
12" X 5" S.S. UTIL. SHELF
SHOWER HEAD AT 84" A.F.F
SHOWER CURTAIN & CURTAIN ROD

ACCESSIBLE SHOWER
FOLDING SHOWER SEAT AT 18" A.F.F.
GRAB BAR AT 36" A.F.F.
12" X 5" S.S. UTIL. SHELF
CONTROL VALVE AND SHOWER HEAD MOUNTED AT 48" A.F.F
SHOWER CURTAIN & CURTAIN ROD
.

NOTE:
- ALL FIXTURES TO MEET ADA REQUIREMENTS.
- VERIFY ADA MOUNTING HEIGHTS AND CLEARANCES W/ FIXTURE MANUFACTURER RECOMMENDATIONS.
- ITEMS 2, 3, 6, AND 8 TO BE PROVIDED BY OWNER. COORDINATE DURING CONSTRUCTION



THIS TYPE TO HAVE ADDITIONAL BLOCKING ON WALLS FOR FUTURE BENCHES AND GRAB BARS.

MINIMUM FIXTURE CLEARANCES

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

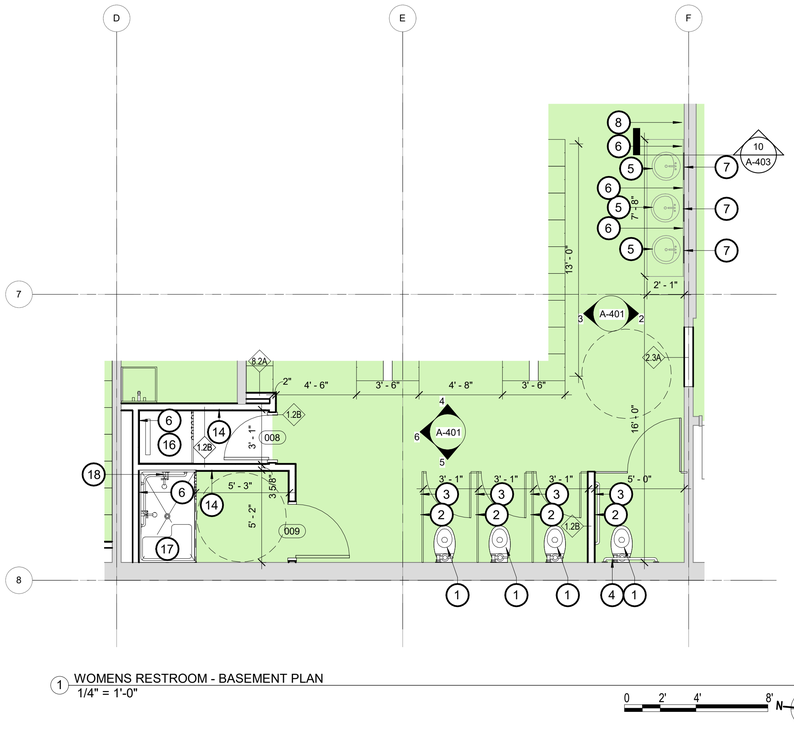
issue / revision

job # 163-19
drawn SS
chkd LA

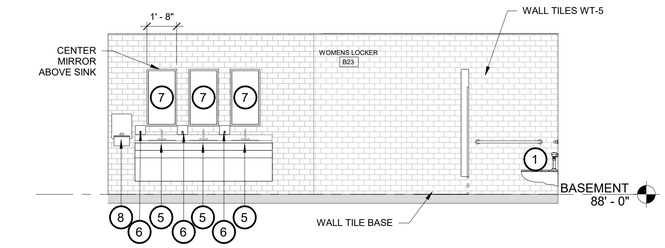
description
ENLARGED MENS RESTROOM PLANS

FOR BIDDING

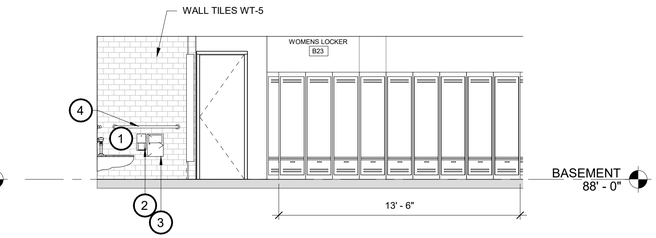
number
A-400



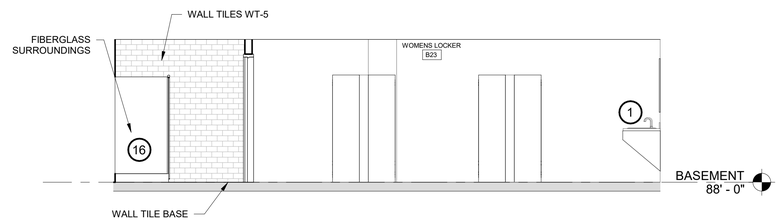
1 WOMENS RESTROOM - BASEMENT PLAN
1/4" = 1'-0"



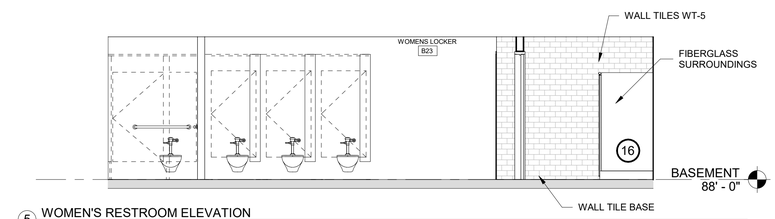
2 WOMEN'S RESTROOM ELEVATION
1/4" = 1'-0"



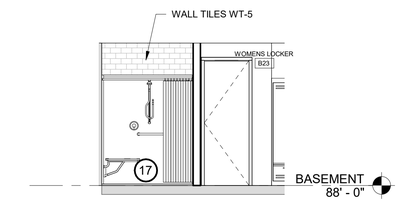
3 WOMEN'S RESTROOM ELEVATION
1/4" = 1'-0"



4 WOMEN'S RESTROOM ELEVATION
1/4" = 1'-0"



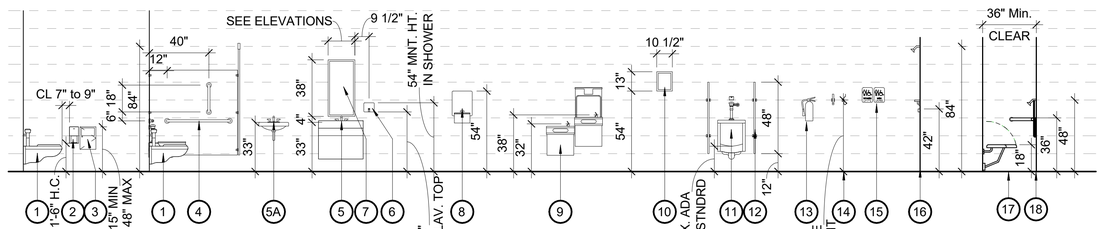
5 WOMEN'S RESTROOM ELEVATION
1/4" = 1'-0"



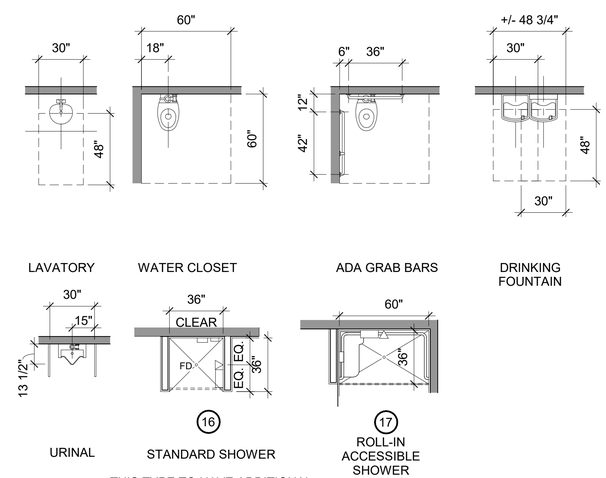
6 WOMEN'S RESTROOM ELEVATION
1/4" = 1'-0"

ACCESSORIES NOTES:

1. WALL MOUNTED WATER CLOSET. RE: PLUMBING
2. STAINLESS STEEL TOILET PAPER HOLDER
3. STAINLESS STEEL SANITARY NAPKIN DISPOSAL
4. 1 1/2" STAINLESS STEEL ADA GRAB BARS
5. COUNTER MOUNTED LAVATORY SINK
5A. LAVATORY SINK
6. SOAP DISPENSER
7. MIRROR
8. TOUCHLESS PAPER TOWEL DISPENSER
9. HIGH/LOW ADA DRINKING FOUNTAIN W/ WATER BOTTLE FILLER, RE: PLUMBING
10. SIGNAGE HOLDER, TOP INSERT
11. URINAL - WALL MOUNT
12. URINAL PARTITION
13. FIRE EXTINGUISHER - WALL MOUNT
14. COAT HOOKS (AT BACKS OF T.P. DOORS ONLY); PROVIDE EXTRA AT OWNERS REQUEST
15. ADA SIGNAGE; TYPICAL AT POINT OF ENTRY OF EACH ROOM
16. SHOWER
17. ACCESSIBLE SHOWER
18. WAND AND SLIDE BAR



NOTE:
- ALL FIXTURES TO MEET ADA REQUIREMENTS.
- VERIFY ADA MOUNTING HEIGHTS AND CLEARANCES W/ FIXTURE MANUFACTURER RECOMMENDATIONS.
- ITEMS 2, 3, 6, AND 8 TO BE PROVIDED BY OWNER. COORDINATE DURING CONSTRUCTION



THIS TYPE TO HAVE ADDITIONAL BLOCKING ON WALLS FOR FUTURE BENCHES AND GRAB BARS.

MINIMUM FIXTURE CLEARANCES

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn SS

chkd LA

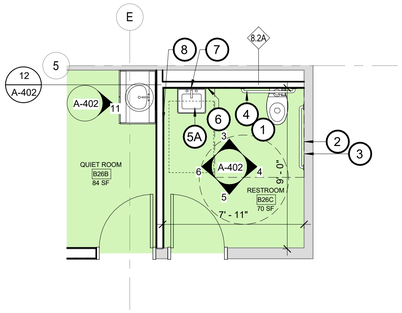
description

ENLARGED WOMENS RESTROOM PLANS

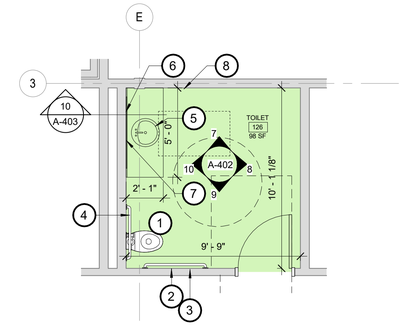
FOR BIDDING

number

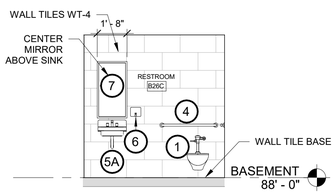
A-401



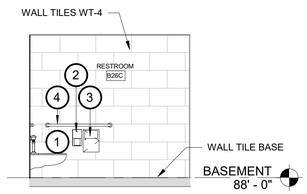
1 BASEMENT RESTROOM
1/4" = 1'-0"



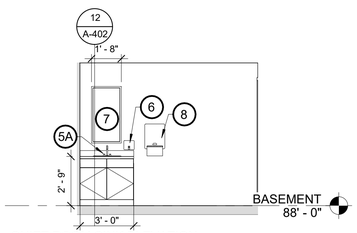
2 FIRST FLOOR TOILET
1/4" = 1'-0"



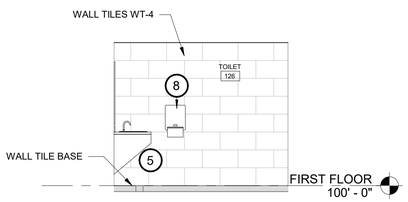
3 RESTROOM ELEVATION
1/4" = 1'-0"



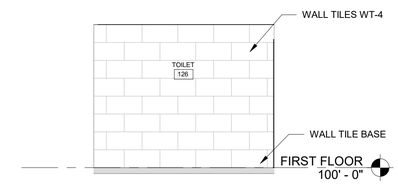
4 RESTROOM ELEVATION
1/4" = 1'-0"



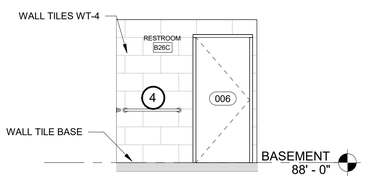
11 QUIET ROOM SINK ELEVATION
1/4" = 1'-0"



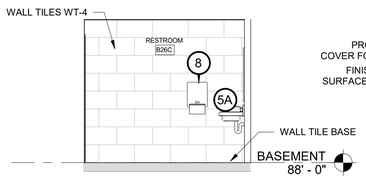
7 TOILET ELEVATION
1/4" = 1'-0"



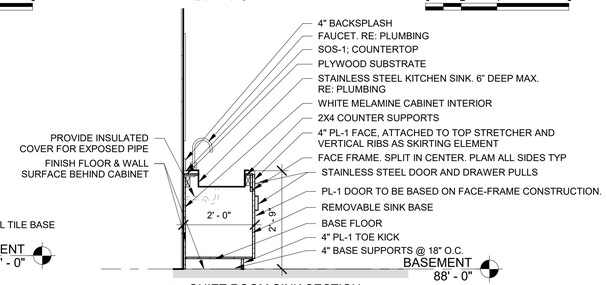
8 TOILET ELEVATION
1/4" = 1'-0"



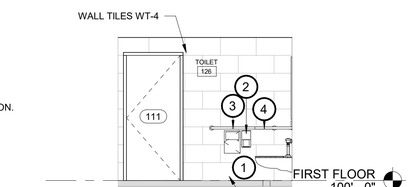
5 RESTROOM ELEVATION
1/4" = 1'-0"



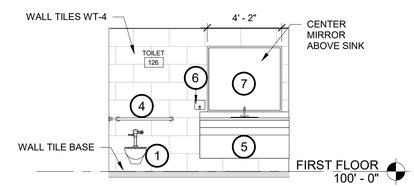
6 RESTROOM ELEVATION
1/4" = 1'-0"



12 QUIET ROOM SINK SECTION
1/2" = 1'-0"



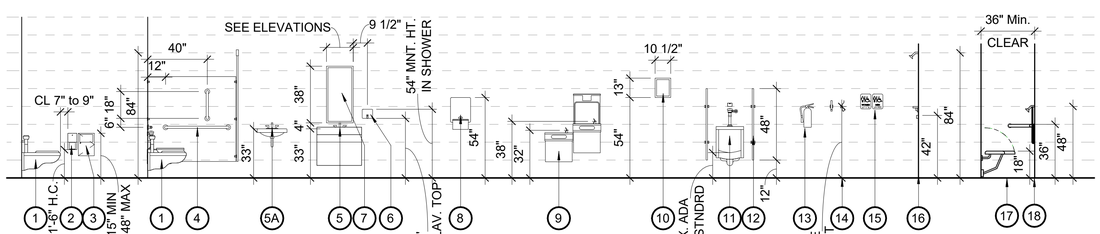
9 TOILET ELEVATION
1/4" = 1'-0"



10 TOILET ELEVATION
1/4" = 1'-0"

ACCESSORIES NOTES:

1. WALL MOUNTED WATER CLOSET. RE: PLUMBING
2. STAINLESS STEEL TOILET PAPER HOLDER
3. STAINLESS STEEL SANITARY NAPKIN DISPOSAL
4. 1 1/2" STAINLESS STEEL ADA GRAB BARS
5. COUNTER MOUNTED LAVATORY SINK
5A. LAVATORY SINK
6. SOAP DISPENSER
7. MIRROR
8. TOUCHLESS PAPER TOWEL DISPENSER
9. HIGH/LOW ADA DRINKING FOUNTAIN W/ WATER BOTTLE FILLER, RE: PLUMBING
10. SIGNAGE HOLDER, TOP INSERT
11. URINAL - WALL MOUNT
12. URINAL PARTITION
13. FIRE EXTINGUISHER - WALL MOUNT
14. COAT HOOKS (AT BACKS OF T.P. DOORS ONLY); PROVIDE EXTRA AT OWNERS REQUEST
15. ADA SIGNAGE; TYPICAL AT POINT OF ENTRY OF EACH ROOM
16. SHOWER
17. ACCESSIBLE SHOWER
18. WAND AND SLIDE BAR



STALL ACCESSORIES
- ADA GRAB BARS
  - 36" REAR BAR
  - 42" SIDE BAR
  - 18" VERTICAL BAR

LAVATORY
NOTE:
PROVIDE INSULATED, ADA COMPLIANT WRAP AT ALL EXPOSED LAVATORIES.

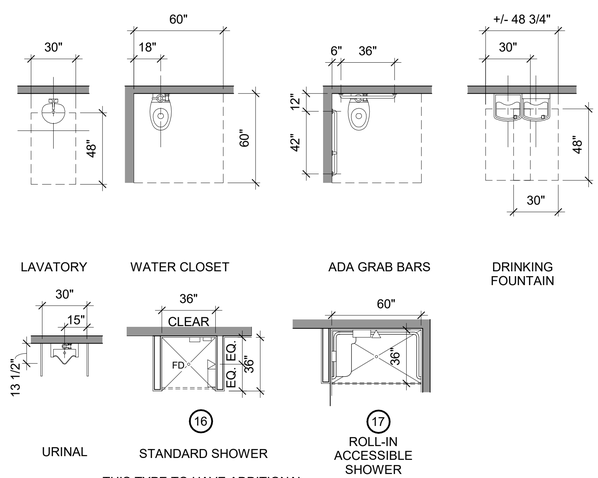
ADDITIONAL ACCESSORIES

URINAL

SHOWER
CONTROL VALVE AT 42" A.F.F
12" X 5" S.S. UTIL. SHELF
SHOWER HEAD AT 84" A.F.F
SHOWER CURTAIN & CURTAIN ROD

ACCESSIBLE SHOWER
FOLDING SHOWER SEAT AT 18" A.F.F.
GRAB BAR AT 36" A.F.F.
12" X 5" S.S. UTIL. SHELF
CONTROL VALVE AND SHOWER HEAD MOUNTED AT 48" A.F.F
SHOWER CURTAIN & CURTAIN ROD
.

NOTE:
- ALL FIXTURES TO MEET ADA REQUIREMENTS.
- VERIFY ADA MOUNTING HEIGHTS AND CLEARANCES W/ FIXTURE MANUFACTURER RECOMMENDATIONS.
- ITEMS 2, 3, 6, AND 8 TO BE PROVIDED BY OWNER. COORDINATE DURING CONSTRUCTION



THIS TYPE TO HAVE ADDITIONAL BLOCKING ON WALLS FOR FUTURE BENCHES AND GRAB BARS.

MINIMUM FIXTURE CLEARANCES

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

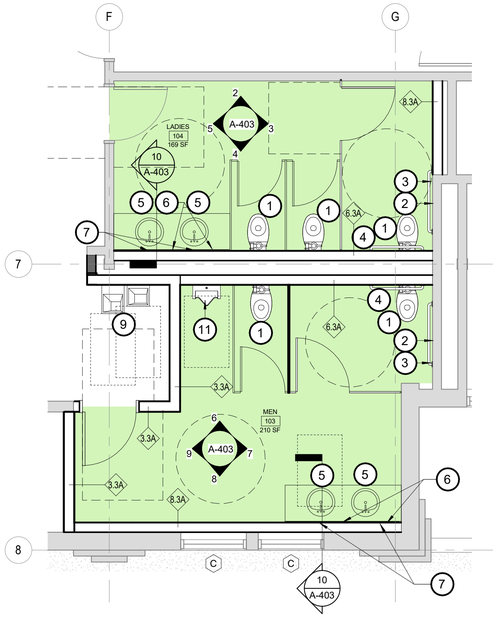
job # 163-19
drawn SS
chkd LA

description
ENLARGED RESTROOM PLANS

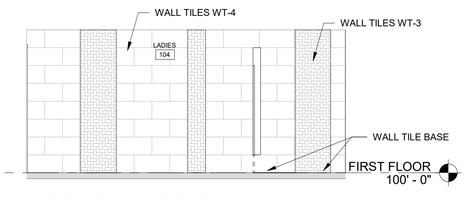
FOR BIDDING

number
A-402

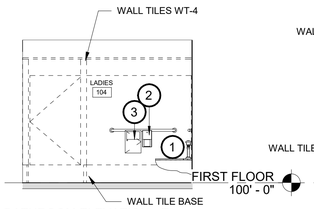
647



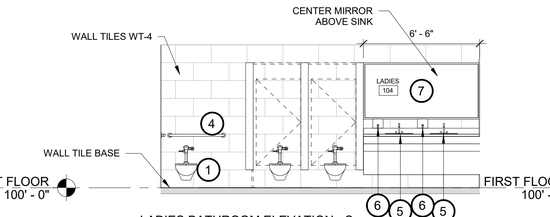
1 PUBLIC RESTROOMS - FIRST FLOOR
1/4" = 1'-0"



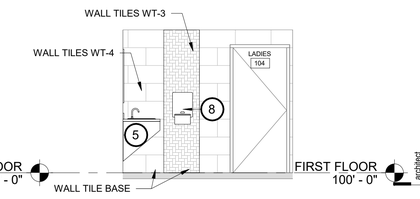
2 LADIES BATHROOM ELEVATION - N
1/4" = 1'-0"



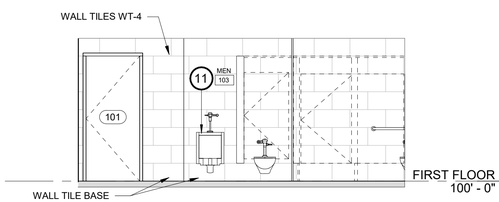
3 LADIES BATHROOM ELEVATION - E
1/4" = 1'-0"



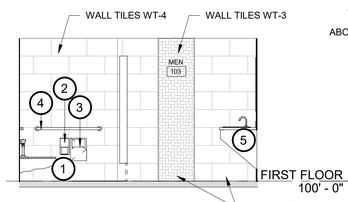
4 LADIES BATHROOM ELEVATION - S
1/4" = 1'-0"



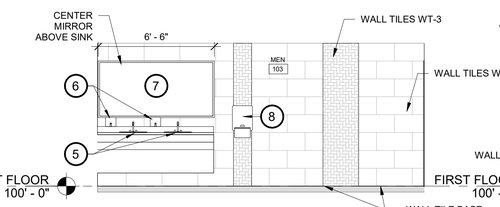
5 LADIES BATHROOM ELEVATION - W
1/4" = 1'-0"



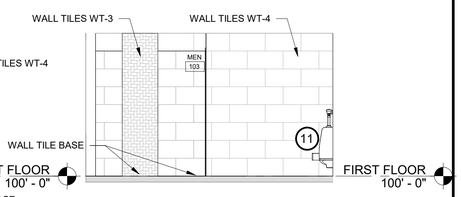
6 MEN BATHROOM ELEVATION - N
1/4" = 1'-0"



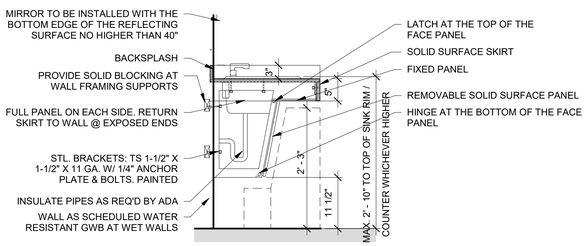
7 MEN BATHROOM ELEVATION - E
1/4" = 1'-0"



8 MEN BATHROOM ELEVATION - S
1/4" = 1'-0"



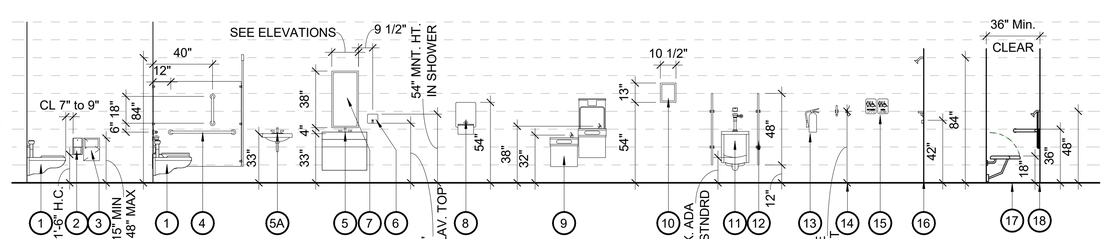
9 MEN BATHROOM ELEVATION - W
1/4" = 1'-0"



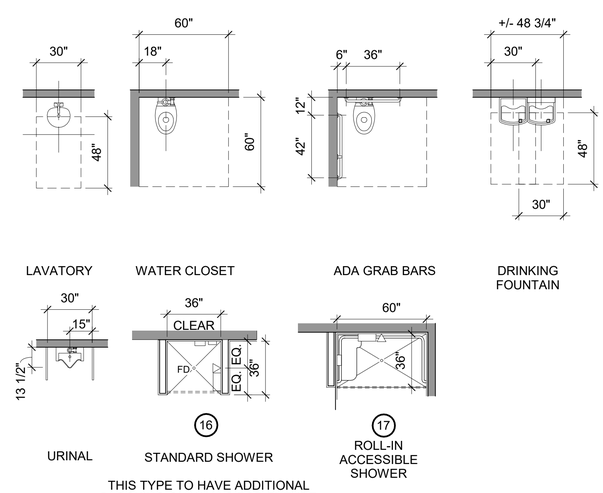
10 TYP. LAV. COUNTER SECTION
3/4" = 1'-0"

ACCESSORIES NOTES:

1. WALL MOUNTED WATER CLOSET. RE: PLUMBING
2. STAINLESS STEEL TOILET PAPER HOLDER
3. STAINLESS STEEL SANITARY NAPKIN DISPOSAL
4. 1 1/2" STAINLESS STEEL ADA GRAB BARS
5. COUNTER MOUNTED LAVATORY SINK
5A. LAVATORY SINK
6. SOAP DISPENSER
7. MIRROR
8. TOUCHLESS PAPER TOWEL DISPENSER
9. HIGH/LOW ADA DRINKING FOUNTAIN W/ WATER BOTTLE FILLER, RE: PLUMBING
10. SIGNAGE HOLDER, TOP INSERT
11. URINAL - WALL MOUNT
12. URINAL PARTITION
13. FIRE EXTINGUISHER - WALL MOUNT
14. COAT HOOKS (AT BACKS OF T.P. DOORS ONLY); PROVIDE EXTRA AT OWNERS REQUEST
15. ADA SIGNAGE; TYPICAL AT POINT OF ENTRY OF EACH ROOM
16. SHOWER
17. ACCESSIBLE SHOWER
18. WAND AND SLIDE BAR



NOTE:
- ALL FIXTURES TO MEET ADA REQUIREMENTS.
- VERIFY ADA MOUNTING HEIGHTS AND CLEARANCES W/ FIXTURE MANUFACTURER RECOMMENDATIONS.
- ITEMS 2, 3, 6, AND 8 TO BE PROVIDED BY OWNER. COORDINATE DURING CONSTRUCTION



THIS TYPE TO HAVE ADDITIONAL BLOCKING ON WALLS FOR FUTURE BENCHES AND GRAB BARS.

MINIMUM FIXTURE CLEARANCES

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

project: CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

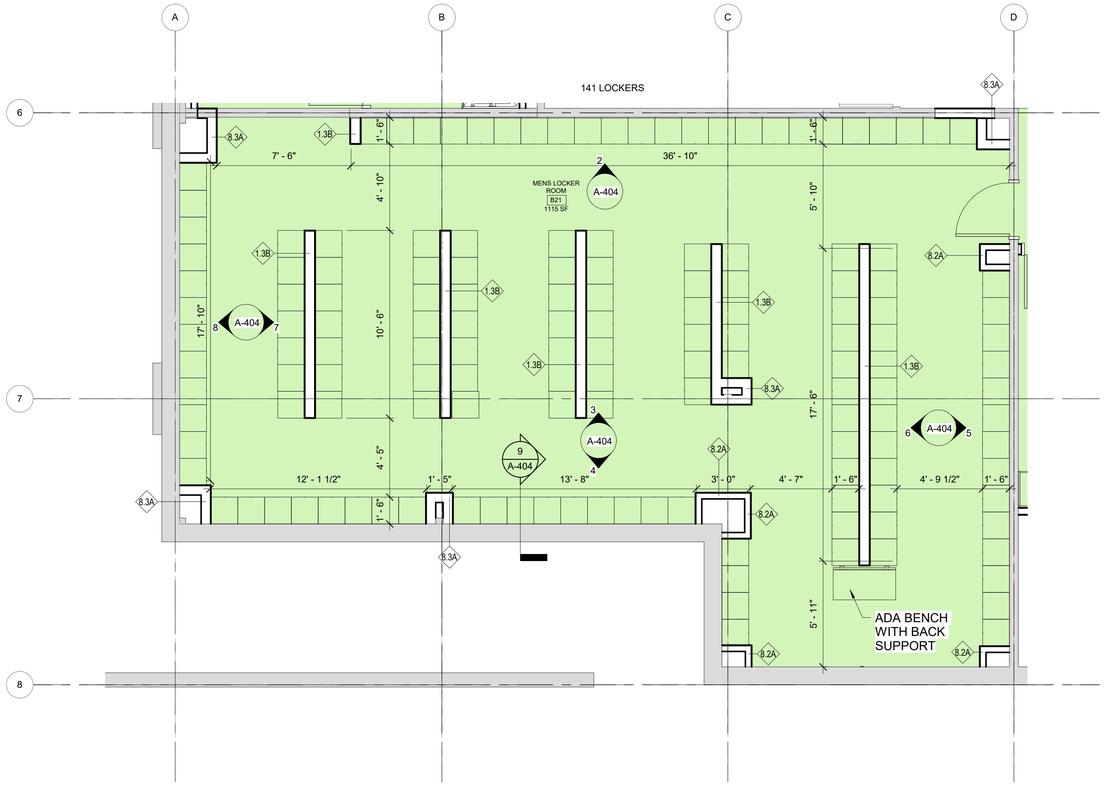
issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

job # 163-19
drawn SS
chkd LA

ENLARGED RESTROOM PLANS

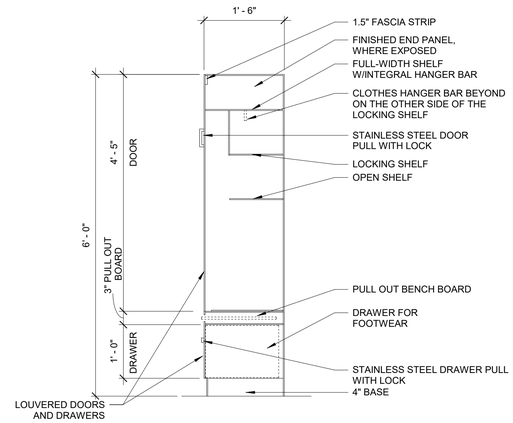
FOR BIDDING

A-403



1 MENS LOCKER ROOM - BASEMENT PLAN
1/4" = 1'-0"

0 2' 4' 8' N

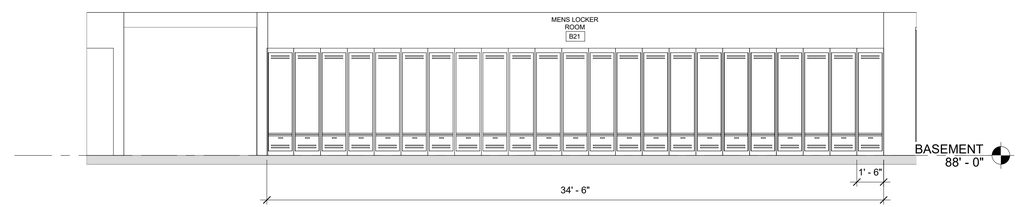


9 POLICE OFFICERS LOCKERS
3/4" = 1'-0"

0 1' 2' 3'

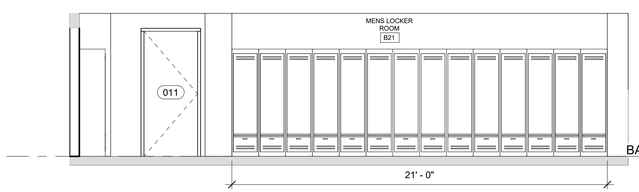
GENERAL NOTES:

1. CPT-1 IS TO BE INSTALL IN THE MEN'S LOCKER ROOM AND TO MATCH THE WOMEN'S LOCKER ROOM FLOOR FINISH



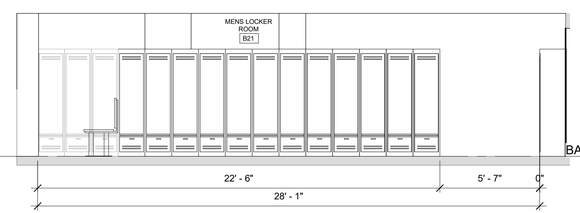
2 MENS LOCKER ROOM ELEVATION
1/4" = 1'-0"

0 2' 4' 8'



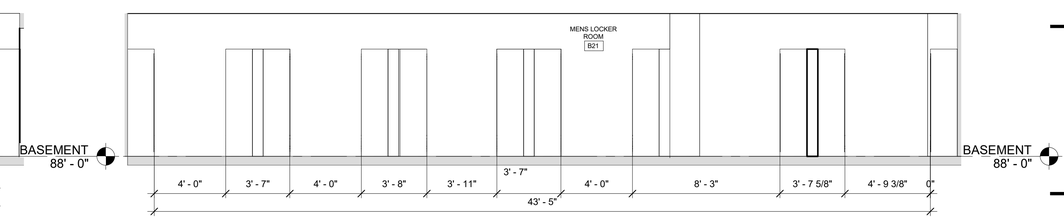
5 MENS LOCKER ROOM ELEVATION
1/4" = 1'-0"

0 2' 4' 8'



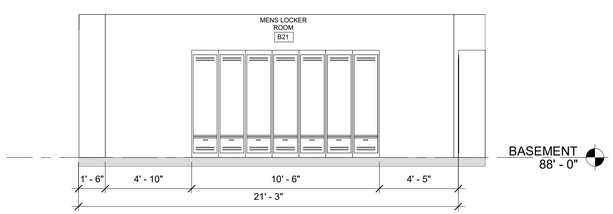
6 MENS LOCKER ROOM ELEVATION
1/4" = 1'-0"

0 2' 4' 8'



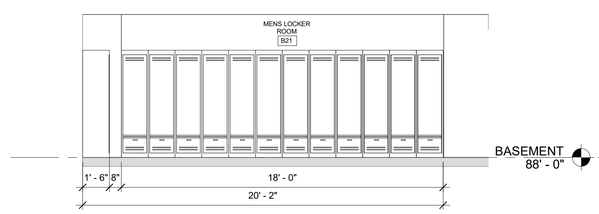
3 MENS LOCKER ROOM ELEVATION
1/4" = 1'-0"

0 2' 4' 8'



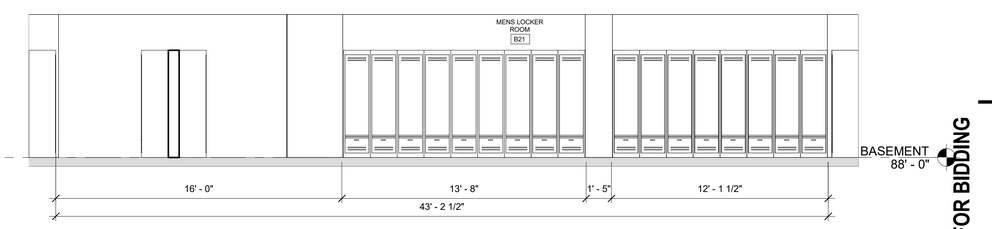
7 MENS LOCKER ROOM ELEVATION
1/4" = 1'-0"

0 2' 4' 8'



8 MENS LOCKER ROOM ELEVATION
1/4" = 1'-0"

0 2' 4' 8'



4 MENS LOCKER ROOM ELEVATION
1/4" = 1'-0"

0 2' 4' 8'

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn SS

chkd LA

description

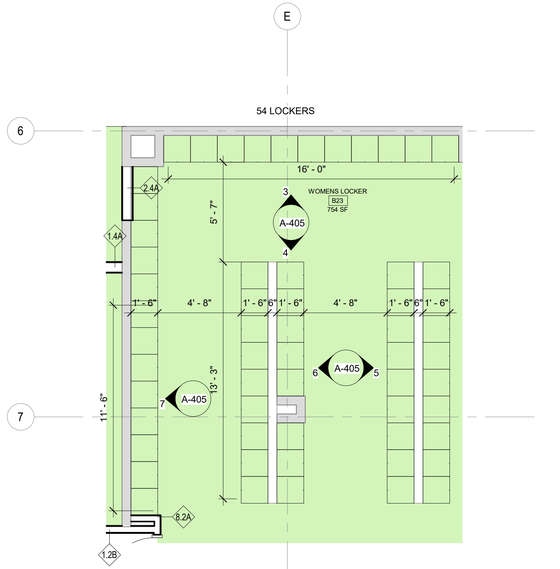
ENLARGED LOCKER PLANS

FOR BIDDING

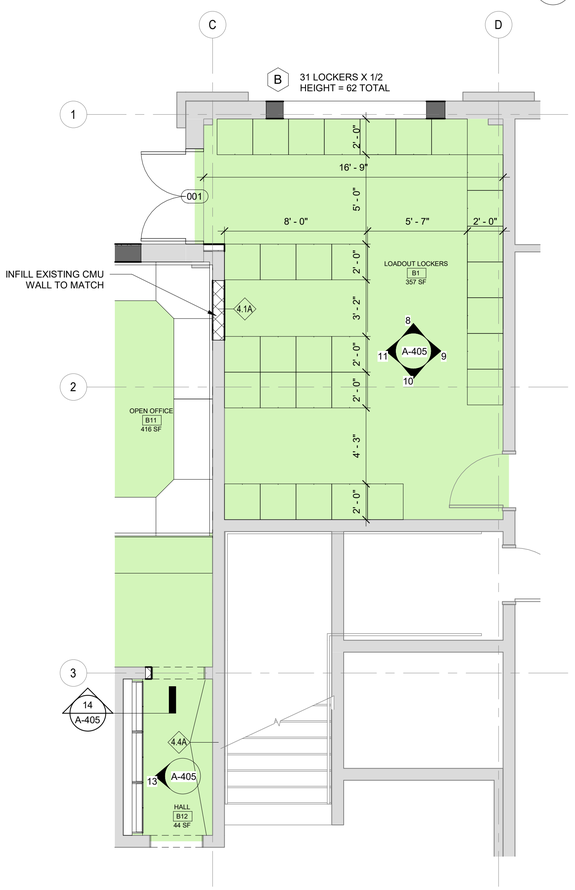
number

A-404

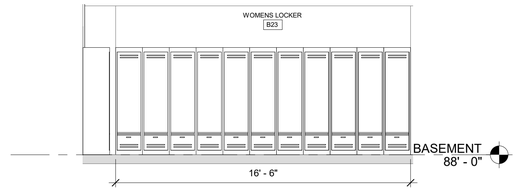
649



1 WOMEN'S LOCKER ROOM - BASEMENT PLAN
1/4" = 1'-0"

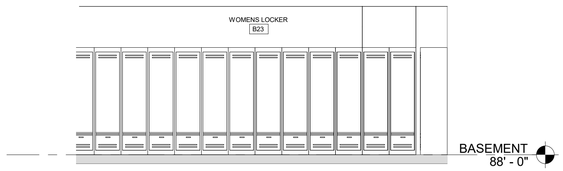


2 LOADOUT LOCKER ROOM - BASEMENT PLAN
1/4" = 1'-0"

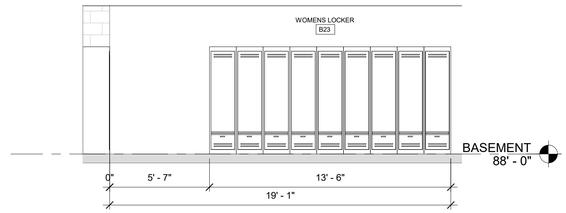


3 WOMEN'S LOCKER ROOM ELEVATION
1/4" = 1'-0"

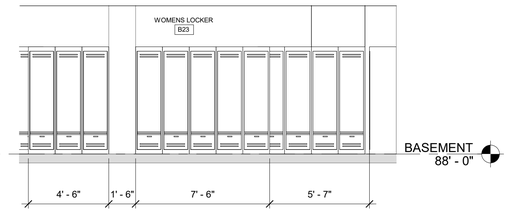
4 WOMEN'S LOCKER ROOM ELEVATION
1/4" = 1'-0"



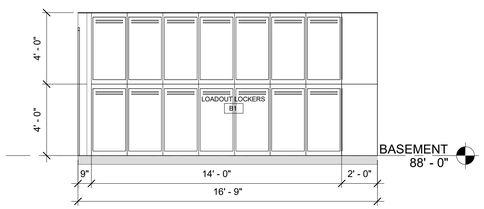
7 WOMEN'S LOCKER ROOM ELEVATION
1/4" = 1'-0"



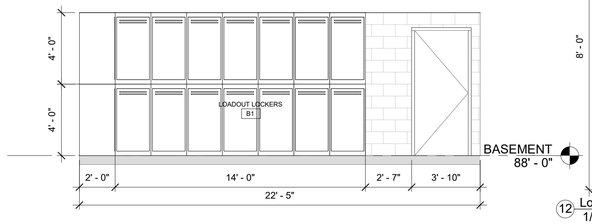
5 WOMEN'S LOCKER ROOM ELEVATION
1/4" = 1'-0"



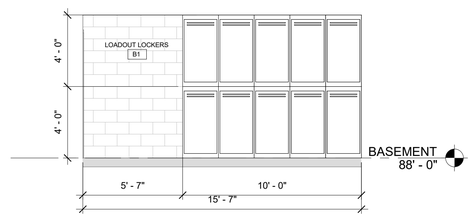
6 WOMEN'S LOCKER ROOM ELEVATION
1/4" = 1'-0"



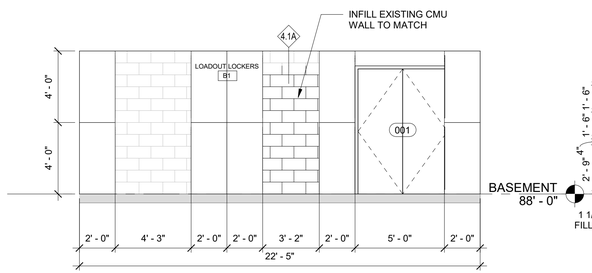
8 LOADOUT LOCKER ROOM ELEVATION
1/4" = 1'-0"



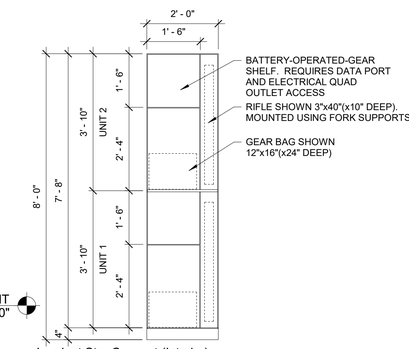
9 LOADOUT LOCKER ROOM ELEVATION
1/4" = 1'-0"



10 LOADOUT LOCKER ROOM ELEVATION
1/4" = 1'-0"



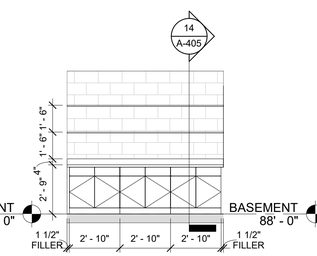
11 LOADOUT LOCKER ROOM ELEVATION
1/4" = 1'-0"



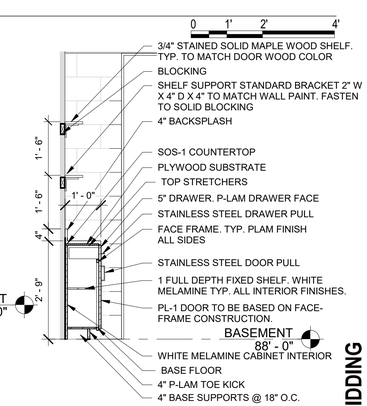
12 Loadout Stor Concept (Interior)
1/2" = 1'-0"

NOTE:
LOADOUT LOCKER DESIGN IS CONCEPTUAL. BIDDING CONTRACTOR INSTRUCTED TO OFFER SUGGESTIONS THAT WILL IMPART BEST VALUE TO OWNER. LOCKERS MUST ACCOMMODATE GEAR SHOWN THIS DRAWING AT A MINIMUM. PROPOSED OVERALL DIMENSIONS 24"x24"x96"

STORAGE UNITS MAY BE STACKABLE METAL LOCKERS SUCH AS CAN BE FOUND http://www.buydoorsdirect.com/lockerunits.html PROVIDED INTERNAL COMPARTMENTALIZATION AND CONDUIT CAN BE ACHIEVED WITHOUT VOIDING WARRANTY ON PRODUCT.
OTHERWISE STORAGE UNITS MAY BE SUBMITTED AS PART OF WOOD CASEWORK PACKAGE WITH HIGH DURABILITY FINISH INSIDE AND OUT, AS WELL AS INDIVIDUALLY LOCKING UPPER AND LOWER SECTIONS.



13 COFFE BAR ELEVATION
1/4" = 1'-0"



14 COFFE BAR SECTION
1/2" = 1'-0"

FOR BIDDING

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

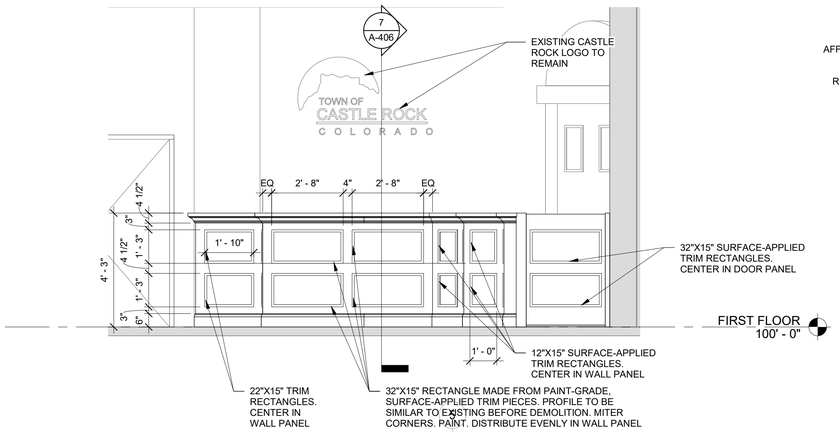
drawn SS

chkd LA

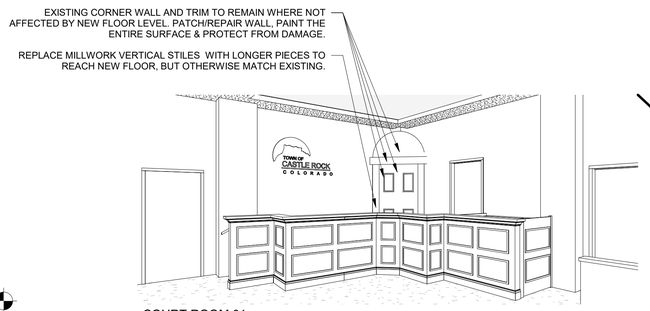
description
ENLARGED LOCKER PLANS

number
A-405

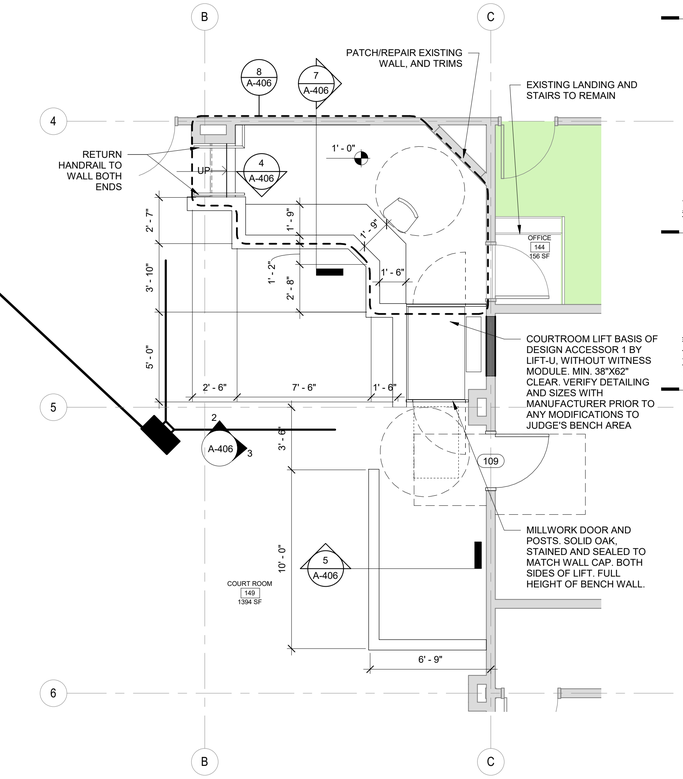
650



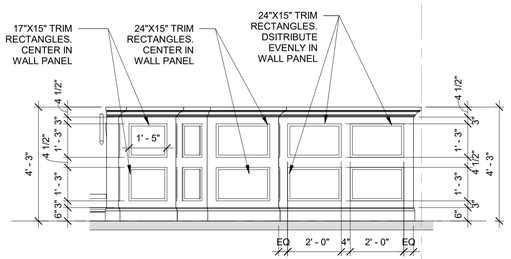
2 COURT ROOM CASEWORK ELEVATION
3/8" = 1'-0"



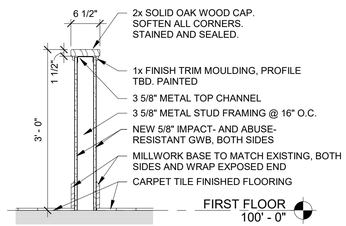
20 COURT ROOM 01



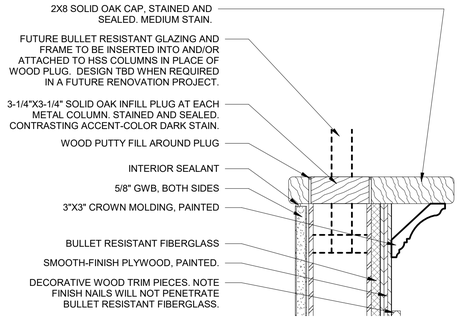
1 ENLARGED COURT ROOM
1/4" = 1'-0"



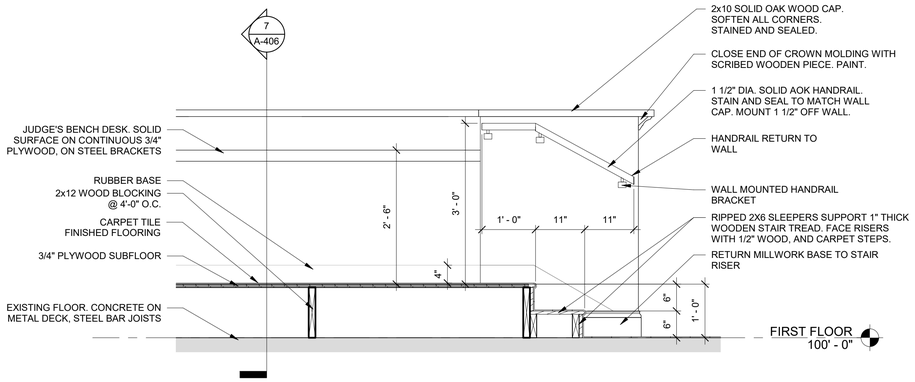
3 COURTROOM CASEWORK ELEVATION
3/8" = 1'-0"



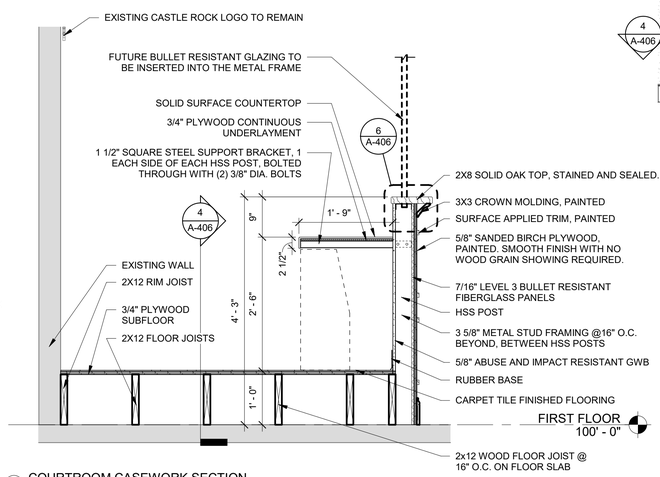
5 JURY BOX SECTION
3/4" = 1'-0"



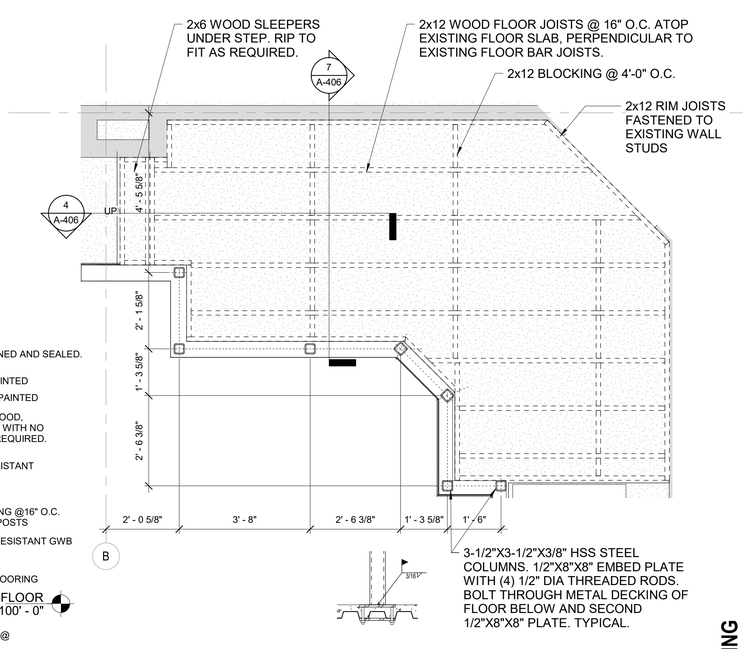
6 FUTURE BULLET RESISTANT GLAZING DETAIL
3" = 1'-0"



4 NEW STAIRS SECTION
3/4" = 1'-0"



7 COURTROOM CASEWORK SECTION
3/4" = 1'-0"



8 FLOOR FRAMING AT THE JUDGE'S BENCH
1/2" = 1'-0"

FOR BIDDING

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn SS

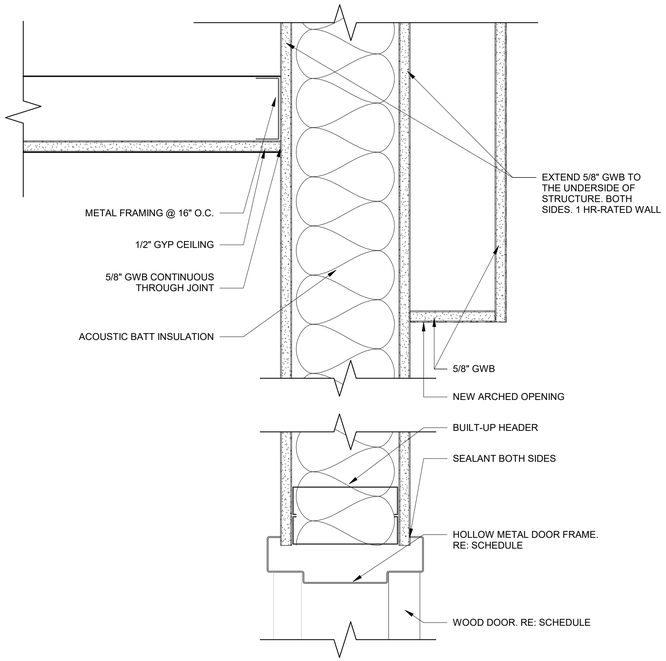
chkd LA

description

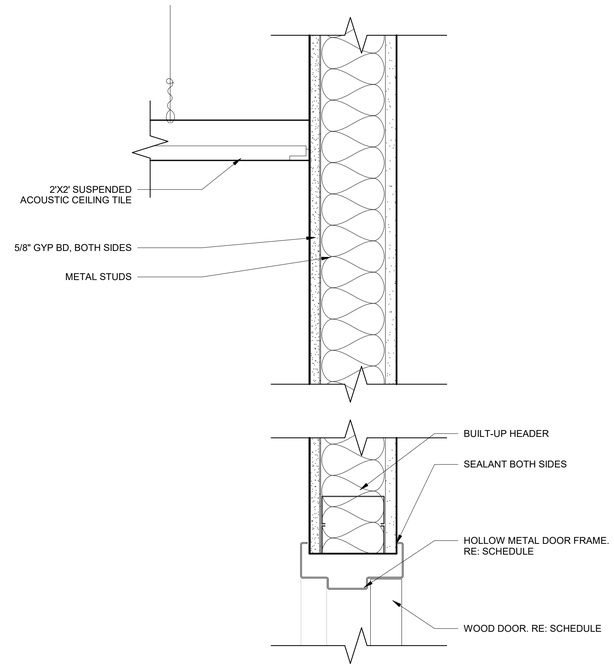
ENLARGED COURT ROOM

number

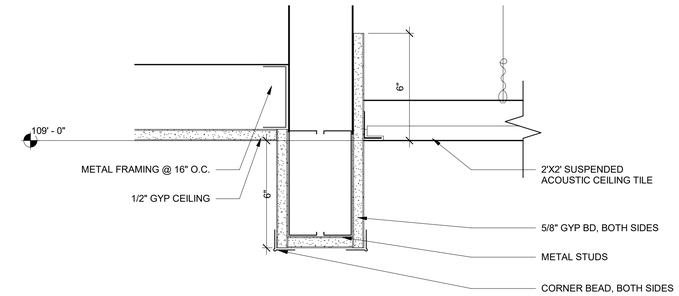
A-406



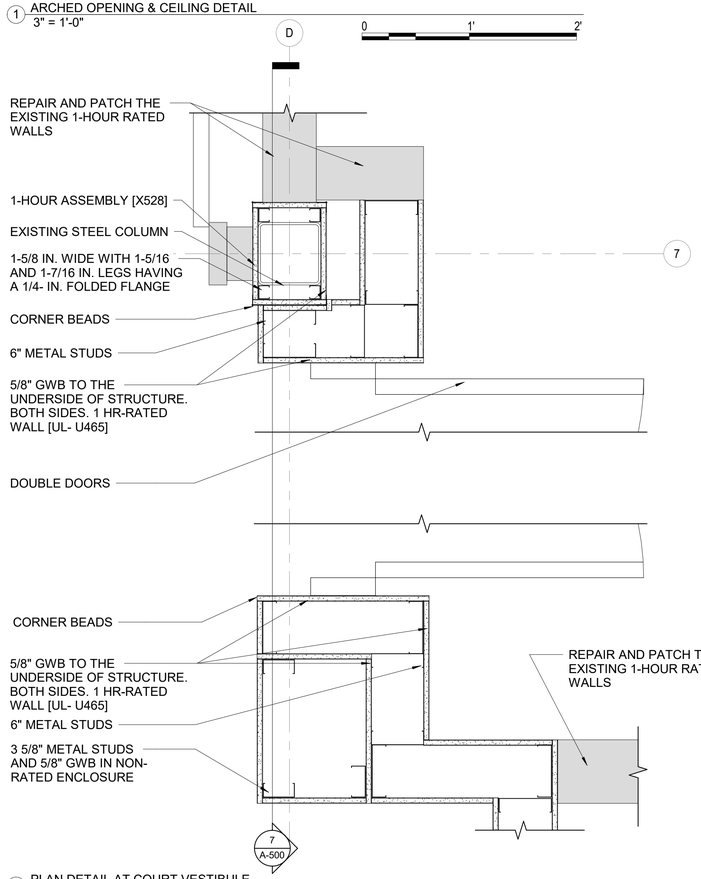
1 ARCHED OPENING & CEILING DETAIL
3" = 1'-0"



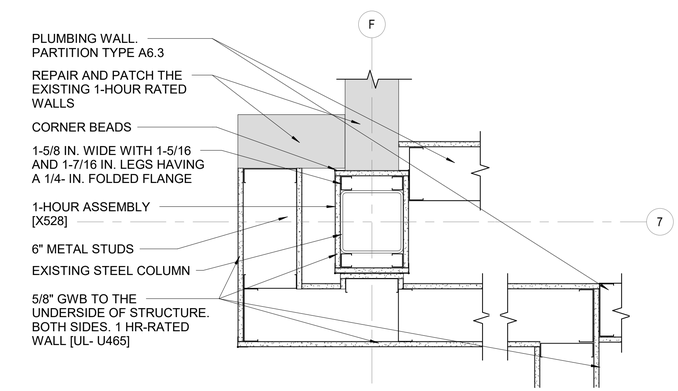
3 DETAIL AT ATTORNEY 01
3" = 1'-0"



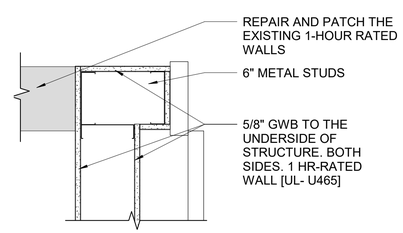
2 BULKHEAD DETAIL AT COURT VESTIBULE
3" = 1'-0"



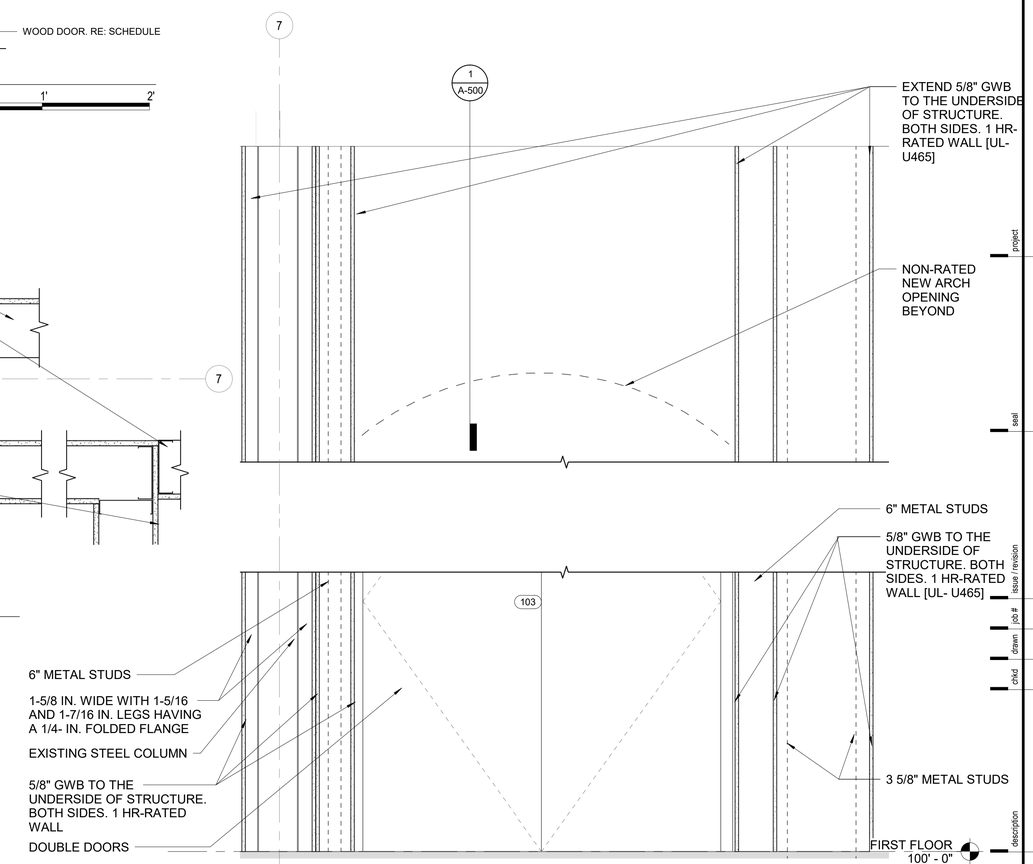
4 PLAN DETAIL AT COURT VESTIBULE
1 1/2" = 1'-0"



5 STEEL COLUMN AT PLUMBING WALL
1 1/2" = 1'-0"



6 NEW AND EXISTING RATED WALLS
1 1/2" = 1'-0"



7 SECTION AT COURT VESTIBULE
1" = 1'-0"

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job #	163-19
drawn	SS
chkd	LA

description

DETAILS

FOR BIDDING

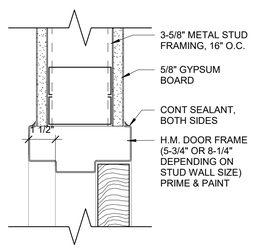
number

A-500

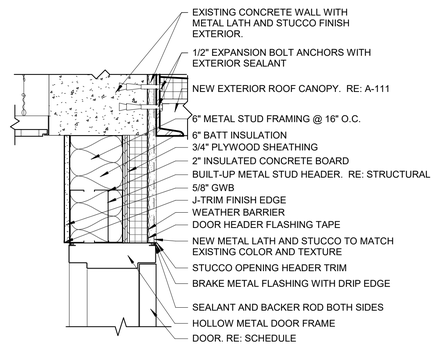
652

GENERAL NOTES:
1. SEE A-901 FOR DOOR HARDWARE SETS

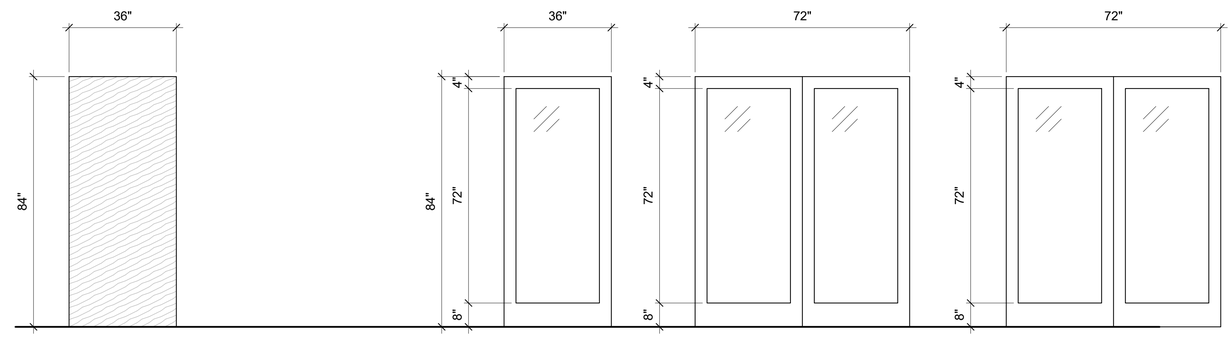
SCHEDULE - DOORS														
		DOOR					FRAME							
		SIZE												
MARK	DOOR TYPE	HEIGHT	WIDTH	THICKNESS	MATERIAL	FINISH	FRAME TYPE	FRAME MATERIAL	FRAME FINISH	HEAD DETAIL	JAMB DETAIL	FIRE RATING	HARDWARE SET	COMMENTS
001	1	7' - 0"	5' - 0"	1 3/4"	WOOD	STAIN	2	HM	PAINT	3/A-600	4/A-600		7	CARD READER
002	1	7' - 0"	3' - 0"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		3	
003	1	7' - 0"	3' - 0"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		4	
004	1	7' - 0"	3' - 0"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		5	
005	1	7' - 0"	3' - 0"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		5	
006	1	7' - 0"	3' - 0"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		5	
008	1	7' - 0"	2' - 6"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		5	
009	1	7' - 0"	3' - 0"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		5	
010	1	7' - 0"	3' - 0"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		4	
011	1	7' - 0"	3' - 0"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		2	
012	1	7' - 0"	3' - 0"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		5	
013	1	7' - 0"	2' - 6"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		5	
014	1	7' - 0"	2' - 6"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		5	
015	1-SIM	5' - 0"	3' - 0"	1 3/4"	WOOD	STAIN	1-SIM	HM	PAINT	1/A-600	2/A-600		4	SIM DOOR AND FRAME TYPES = DIFFERENT HEIGHT DIMENSION
101	1	7' - 0"	3' - 0"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		2	
103	1A	7' - 0"	5' - 0"	1 3/4"	WOOD	STAIN	2A	HM	PAINT	1/A-600	2/A-600	45 MIN.	1	EXISTING CARD READER AT DEMOLISHED DOOR, RELOCATE TO NEW LOCATION.
104	4	7' - 0"	6' - 0"	1 3/4"	ALUM/GL	CLR	G	ALUM	CLR	1/A-603	2/A-603		BY MANUF	SEE WINDOW SCHEDULE
105	3	7' - 0"	3' - 0"	1 3/4"	ALUM/GL	CLR	F	ALUM	CLR	1/A-603	4/A-603 & 5/A-603		3	SEE WINDOW SCHEDULE
106	4	7' - 0"	6' - 0"	1 3/4"	ALUM/GL	CLR	D	ALUM	CLR	1/A-603	2/A-603		BY MANUF	SEE WINDOW SCHEDULE
107	5	8' - 0"	6' - 0"	1 3/4"	ALUM/GL	CLR	E	ALUM	CLR	1/A-603	2/A-603		6	SEE WINDOW SCHEDULE
108	1	7' - 0"	3' - 0"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		3	
109	1	7' - 0"	3' - 0"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		3	
110	1	7' - 0"	3' - 0"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		3	
111	1	7' - 0"	3' - 0"	1 3/4"	WOOD	STAIN	1	HM	PAINT	1/A-600	2/A-600		2	



1 Typical Interior Door Head
3" = 1'-0"



3 Exterior Door Head Detail
1 1/2" = 1'-0"



DOOR TYPE: 1
SOLID CORE WOOD W/ STAIN-GRADE VENEER

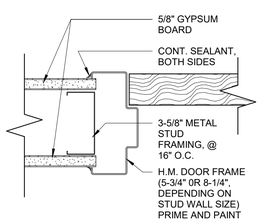
DOOR TYPE: 2
NOT USED

DOOR TYPE: 3
MEDIUM STILE ALUMINUM

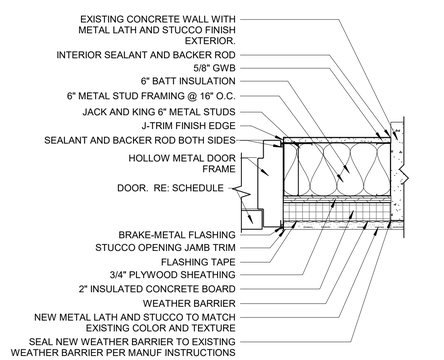
DOOR TYPE: 4
MEDIUM STILE SLIDING ALUMINUM BY STOREFRONT MANUF

DOOR TYPE: 5
MEDIUM STILE ALUMINUM

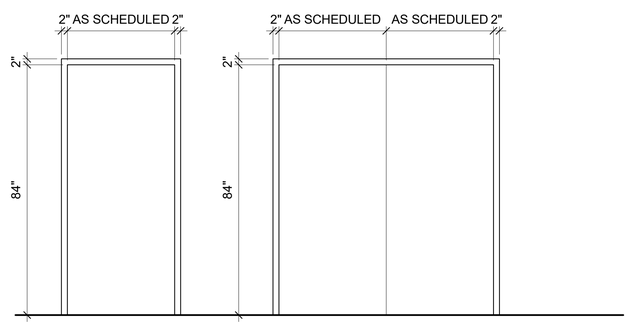
DOOR TYPE: 1A
45 MIN. DOOR IN 1-HR WALL



2 Typical Interior Door Jamb
3" = 1'-0"

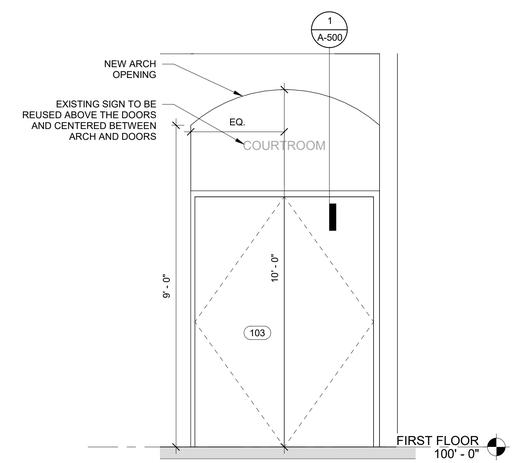


4 Exterior Door Jamb Detail
1 1/2" = 1'-0"



FRAME TYPE: 1
HOLLOW METAL DOUBLE RABBET FRAME
FRAME TYPE: 1A
1 HR RATED

FRAME TYPE: 2
HOLLOW METAL DOUBLE RABBET FRAME
FRAME TYPE: 2A
1 HR RATED



5 ARCH OPENING ELEVATION
1/2" = 1'-0"

FOR BIDDING

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

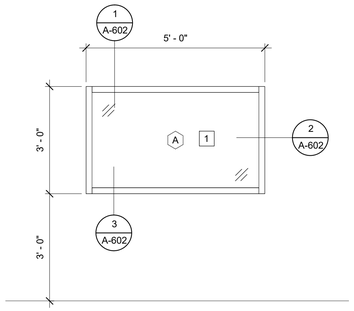
issue / revision

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

job # 163-19
drawn SS
chkd LA

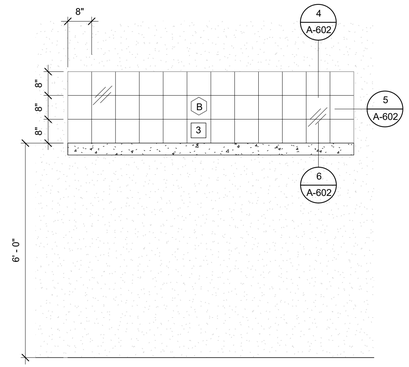
description
SCHEDULE - DOORS

number
A-600



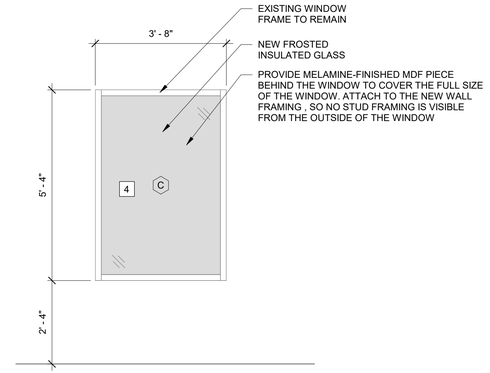
NOTE: PROVIDE ROLLING SHADES IN TYPE A WINDOW

1 WINDOW ELEVATION A - INTERIOR
1/2" = 1'-0"



NOMINAL 8"x8" GLASS BLOCK WINDOW

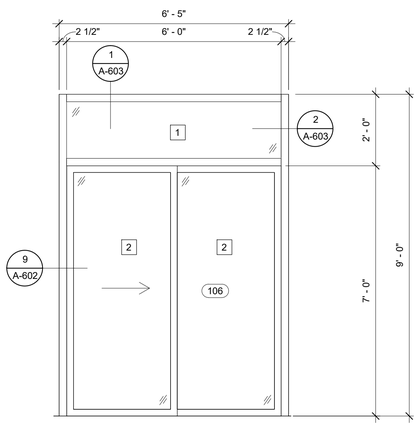
2 WINDOW ELEVATION B - EXTERIOR
1/2" = 1'-0"



3 EXISTING WINDOW ELEVATION C - EXTERIOR
1/2" = 1'-0"

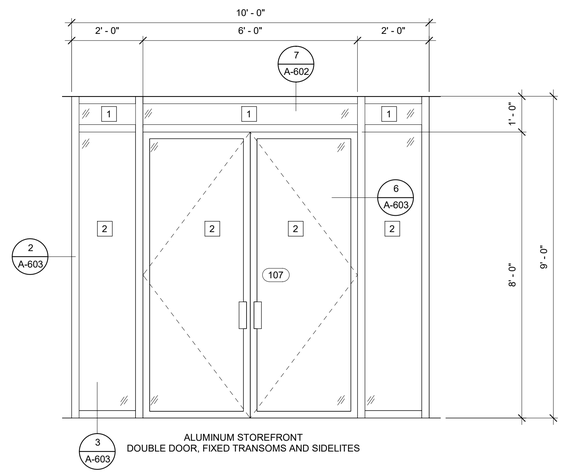
GLASS TYPES:

1. 1/4" CLEAR FLOAT GLASS
2. 1/4" CLEAR SAFETY GLASS
3. 4" THICK GLASS BLOCK
4. 1/4" DOUBLE GLAZED, LOW-E COATING WITH THERMALLY BROKEN FRAMES - FROSTED COAT AT SURFACE 3



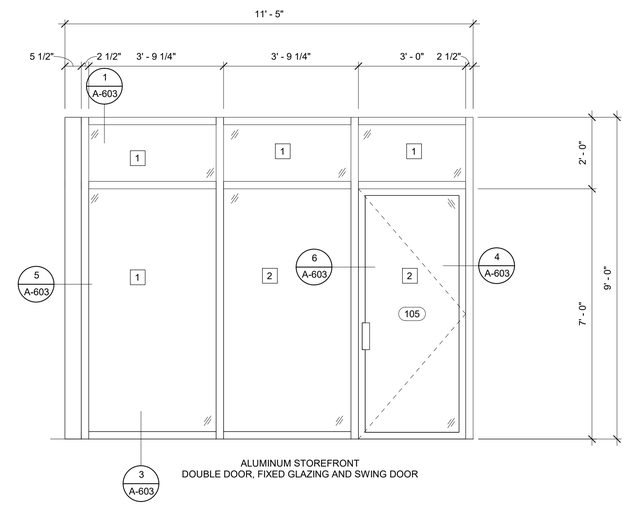
ALUMINUM STOREFRONT
SLIDING GLASS DOOR AND TRANSOM

4 WINDOW ELEVATION D - INTERIOR
1/2" = 1'-0"



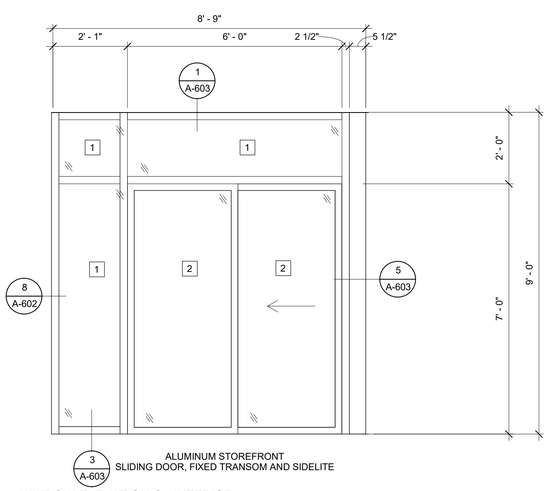
ALUMINUM STOREFRONT
DOUBLE DOOR, FIXED TRANSOMS AND SIDELITES

5 WINDOW ELEVATION E - INTERIOR
1/2" = 1'-0"



ALUMINUM STOREFRONT
DOUBLE DOOR, FIXED GLAZING AND SWING DOOR

6 WINDOW ELEVATION F - INTERIOR
1/2" = 1'-0"



ALUMINUM STOREFRONT
SLIDING DOOR, FIXED TRANSOM AND SIDELITE

7 WINDOW ELEVATION G - INTERIOR
1/2" = 1'-0"

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision

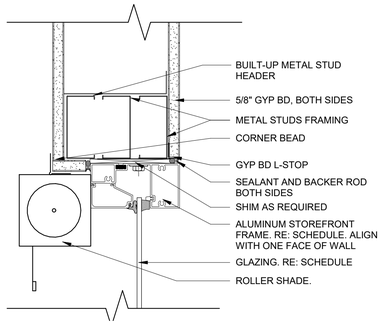
issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

job # 163-19
drawn SS & LA
chkd LA

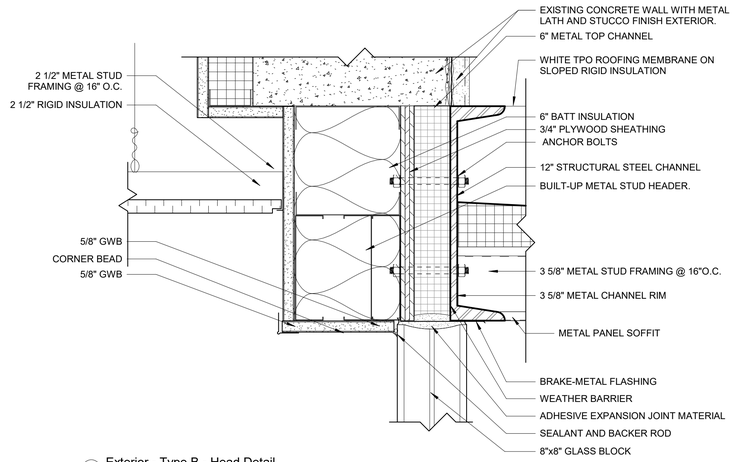
description
SCHEDULE - WINDOWS

FOR BIDDING

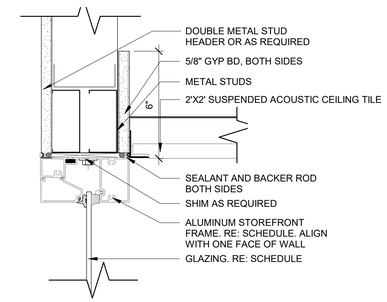
number
A-601



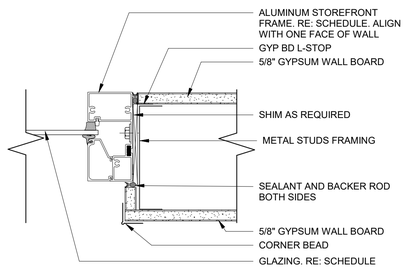
1 Interior - Type A -Head Detail
3" = 1'-0"



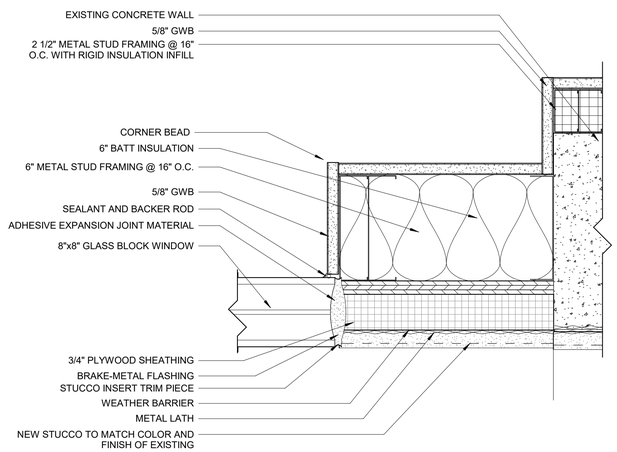
4 Exterior - Type B - Head Detail
3" = 1'-0"



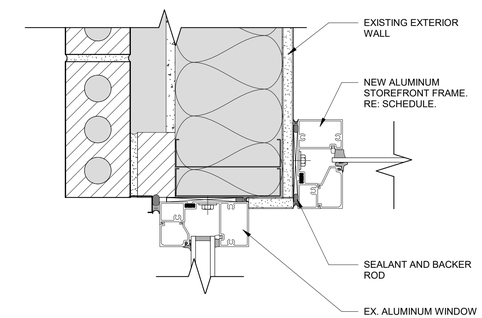
7 INTERIOR - TYPE E - HEAD DETAIL
3" = 1'-0"



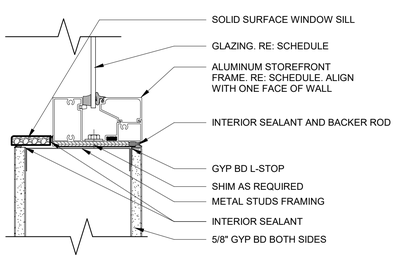
2 Interior - Type A - Jamb Detail
3" = 1'-0"



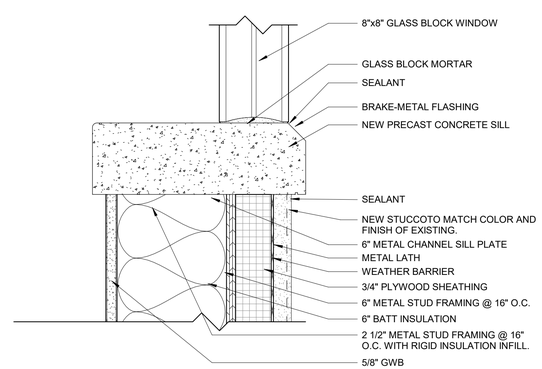
5 Exterior - Type B - Jamb Detail
3" = 1'-0"



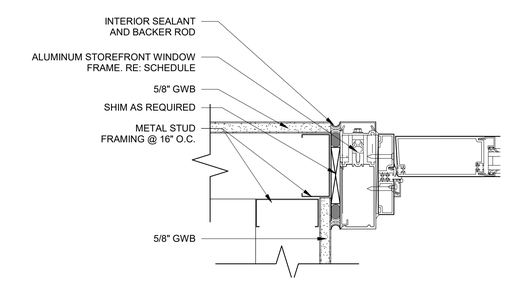
8 WINDOW JAMB DETAIL AT FIRST FLOOR EXTERIOR
3" = 1'-0"



3 Interior - Type A - Sill Detail
3" = 1'-0"



6 Exterior - Type B - Sill Detail
3" = 1'-0"



9 WINDOW D JAMB DETAIL
3" = 1'-0"

FOR BIDDING

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

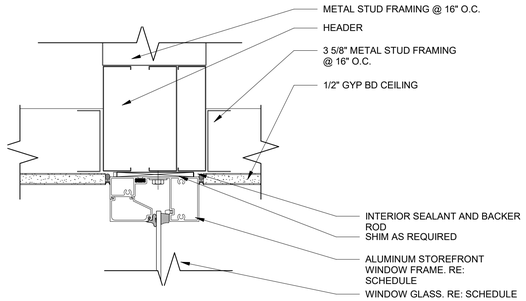
issue / revision

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

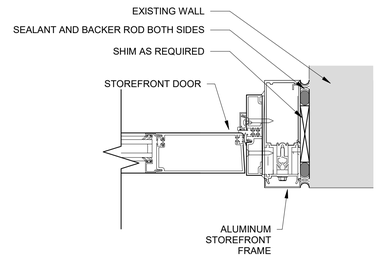
job # 163-19
drawn SS
chkd LA

description
WINDOWS DETAILS

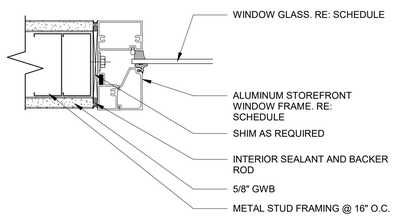
number
A-602



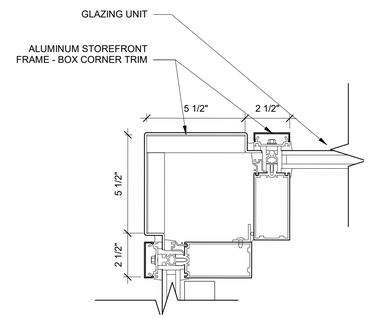
1 STOREFRONT - HEAD DETAIL
3" = 1'-0"



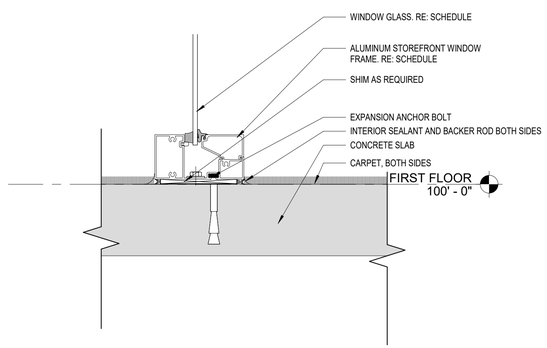
4 STOREFRONT - DOOR JAMB DETAIL
3" = 1'-0"



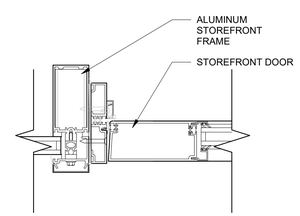
2 STOREFRONT - JAMB DETAIL
3" = 1'-0"



5 STOREFRONT - CORNER DETAIL
3" = 1'-0"



3 STOREFRONT - SILL DETAIL
3" = 1'-0"



6 STOREFRONT WITH DOOR
3" = 1'-0"

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job #	163-19
drawn	SS
chkd	LA

description

WINDOWS DETAILS

FOR BIDDING

number

A-603

959

ROOM FINISH SCHEDULE						
NUMBER	NAME	FLOOR FINISH	BASE FINISH	WALL FINISH	CEILING FINISH	COMMENTS
103	MEN	FT-2	WT	WT-3 / WT-4	PT	
104	LADIES	FT-2	WT	WT-3 / WT-4	PT	
126	TOILET	FT-2	WT	WT-4	PT	
142	INV	CPT - PATCH	RB	PT	PT	New finishes to match existing
148	FINGER PRINT	NEW CPT	RB	PT / AL	PT	
149	COURT ROOM	EX. CPT	RB	PT / AL	PT	
199	COURT VESTIBULE	NEW CPT	RB	PT / AL	PT	
209	ATTORNEY 02	NEW CPT	RB	PT / AL	2'x2' SAT	
223	ATTORNEY 01	NEW CPT	RB	PT / AL	2'x2' SAT	
B1	LOADOUT LOCKERS	CONC	RB	PT	2'x2' SAT	
B5	OFFICE	NEW CPT	RB	PT	2'x2' SAT	
B11	OPEN OFFICE	NEW CPT	RB	PT	2'x2' SAT	New finishes to match existing
B11B	DATA	CONC	RB	PT		
B12	HALL	NEW CPT	RB	PT	PT	
B16A	QUIET ROOM	NEW CPT	RB	PT	2'x2' SAT	
B21	MENS LOCKER ROOM	NEW CPT	RB	PT	2'x2' SAT	New finishes to match existing
B21B	MENS RESTROOM	FT-2	WT	WT-5	PT	
B22	JANITOR	CONC	RB	PT	PT	
B23	WOMENS LOCKER	NEW CPT / NEW FT-2	RB/WT	WT5 / PT	VARIES	New finishes to match existing
B24	CARDIO / FITNESS	NEW CPT	RB	PT	2'x2' SAT	
B24A	STORAGE					
B26	LOCKER ROOM VESTIBULE	NEW CPT		PT	2'x2' SAT	
B26B	QUIET ROOM	NEW CPT	RB	PT	2'x2' SAT	
B26C	RESTROOM	FT-2		WT-4	PT	
B34	ELECT	EX. CONC		PT	PT	Existing room, no finish changes

FINISHES NOTES

FINISH SYMBOL TAG DESCRIPTION:

ROOM NAME
ROOM NUMBER
FLOOR FINISH
BASE FINISH
WALL FINISH
CEILING FINISH

REFER TO A-700 MATERIAL FINISHES

FINISH MATERIALS:

CEILINGS

ACOUSTICAL CEILING TILE

ACT
MANUF: USG
STYLE: ASTRO ILLUSIONS
PRODUCT #: CLIMAPLUS
COLOR: -
SIZE: 2'X4'
ADDITIONAL: ILLUSIONS (TO LOOK LIKE 2'X2')

FLOORING

CARPETS

CPT
MANUF: SHAW
STYLE: COLOR PLAY 59358
PRODUCT #: 58595
COLOR: METAL GURU
SIZE: 24"X24"
ADDITIONAL: -

CONCRETE

CONC
MANUF: -
STYLE: -
PRODUCT #: -
COLOR: CLEAR
SIZE: -
ADDITIONAL: EPOXY CONCRETE SEALER

TILE FLOOR

TF-1
MANUF: AMERICAN OLEAN
STYLE: UNGLAZED MOSAIC
PRODUCT #: A41 (2)
COLOR: MUSHROOM SPECKLED
SIZE: 2"X2"
ADDITIONAL: SHOWERS, 1/6" GROUT COLOR TBD IN FIELD

TF-2
MANUF: DALTILE
STYLE: FABRIQUE
PRODUCT #: -
COLOR: CREME LINEN P686
SIZE: 4"X24"
ADDITIONAL: RESTROOMS, 1/6" GROUT COLOR TBD IN FIELD

RUBBER FLOOR

RF-1
MANUF: ECO SURFACES
STYLE: ECO NIGHTS FOR SPORTS
PRODUCT #: 704
COLOR: BRICKHOUSE
SIZE: ROLL, 3/8"
ADDITIONAL: FITNESS ROOM

PAINTS

P-1
MANUF: KWAL
STYLE: COLOR LIFE
PRODUCT #: CL 2832 W
COLOR: CHOPSTICK
SIZE: -
ADDITIONAL: USE EPOXY WATERPROOF PAINT IN RESTROOMS/ WET LOCATIONS

P-2
MANUF: KWAL
STYLE: -
PRODUCT #: -
COLOR: BLACK
SIZE: -
ADDITIONAL: FITNESS ROOM CEILING

P-3
MANUF: KWAL
STYLE: COLOR LIFE
PRODUCT #: CL 3176 W
COLOR: RACOON
SIZE: -
ADDITIONAL: MISC METALS PAINT

P-4
MANUF: -
STYLE: -
PRODUCT #: -
COLOR: WHITE
SIZE: -
ADDITIONAL: INDUSTRIAL EPOXY PAINT

PARTITION WALLS

WALL TILE

WT-1
MANUF: DALTILE
STYLE: COLOR WHEEL - LINEAR
PRODUCT #: K775 (1)
COLOR: MATTE BISCUIT
SIZE: 8"X24"
ADDITIONAL: 1/16" GROUT, COLOR TBD IN FIELD

WT-2
MANUF: DALTILE
STYLE: COLOR WHEEL - LINEAR
PRODUCT #: 0761 (2)
COLOR: MATTE URBAN PUTTY
SIZE: 8"X24"
ADDITIONAL: 1/16" GROUT, COLOR TBD IN FIELD

WT-3
MANUF: DALTILE
STYLE: PIETRA DIVINA
COLOR: NAMASTE M072
SIZE: CHEVRON
ADDITIONAL: 1/16" GROUT, COLOR TBD IN FIELD

WT-4
MANUF: DALTILE
STYLE: C.F. CHOICE
COLOR: FAIR CS22
SIZE: 12X24
ADDITIONAL: 1/16" GROUT, COLOR TBD IN FIELD

WT-5
MANUF: DALTILE
STYLE: C.F. PRIME
COLOR: BEIGE BA31 / EL31
SIZE: 4X12
ADDITIONAL: 1/16" GROUT, COLOR TBD IN FIELD

WALL BASE

RB-1
MANUF: JOHNSONITE
STYLE: STRAIGHT
PRODUCT #: 63
COLOR: BURNT UMBER
SIZE: 4"
ADDITIONAL: -

CB-1
MANUF: DALTILE
STYLE: COLOR WHEEL - LINEAR
PRODUCT #: -
COLOR: MATTE URBAN PUTTY
SIZE: 8"X24"
ADDITIONAL: COVE BASE TILE

WAINSCOT

DP
MANUF: MIRROFLEX
STYLE: DIAMOND PLATE
PRODUCT #: N439
COLOR: ARGENT SILVER 2
SIZE: -
ADDITIONAL: -

WALL SHEATHING

PLY
MANUF:
STYLE: FIRE RATED
PRODUCT #:
COLOR: PAINT (P-1)
SIZE: 3/4"
ADDITIONAL:

CORNER GUARD

CG
MANUF: -
STYLE: 48" X 3"
PRODUCT #: -
COLOR: STAINLESS STEEL
SIZE: -
ADDITIONAL: -

PLASTIC LAMINATE

PL -1
MANUF: FORMICA
STYLE: SARUM TWILL
PRODUCT #: -
COLOR: STAINLESS STEEL
REMARKS: RUN GRAIN VERTICALLY
ADDITIONAL: -

SOLID SURFACE

SOS-1
MANUF: CORIAN
STYLE: RAIN CLOUD
THICKNESS: 1/2"
COLOR: STAINLESS STEEL
EDGE DETAIL: FULL BULLNOSE

DOORS

INTERIOR DOOR TRIM
FACTORY FINISH GRAY TO MATCH EXTERIOR WALL PANELS

EXTERIOR DOOR TRIM
FACTORY FINISH GRAY TO MATCH EXTERIOR WALL PANELS

METAL DOORS
FACTORY FINISH GRAY TO MATCH EXTERIOR WALL PANELS

WINDOWS

WINDOW SILLS
MANUF: WILSONART
STYLE: GIBRALTAR
PRODUCT #: 1530 TM
COLOR: BIEGE TEMPEST
SIZE: -
ADDITIONAL: SOLID SURFACE SILL

WINDOW MULLIONS & TRIM
FACTORY FINISH ALUMINUM

WINDOW GLAZING
RE: SPECIFICATIONS FOR REQUIREMENTS.

WINDOW BLINDS
INCLUDE WINDOW BLINDS ON ALL EXTERIOR CLEAR GLAZED WINDOWS.

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

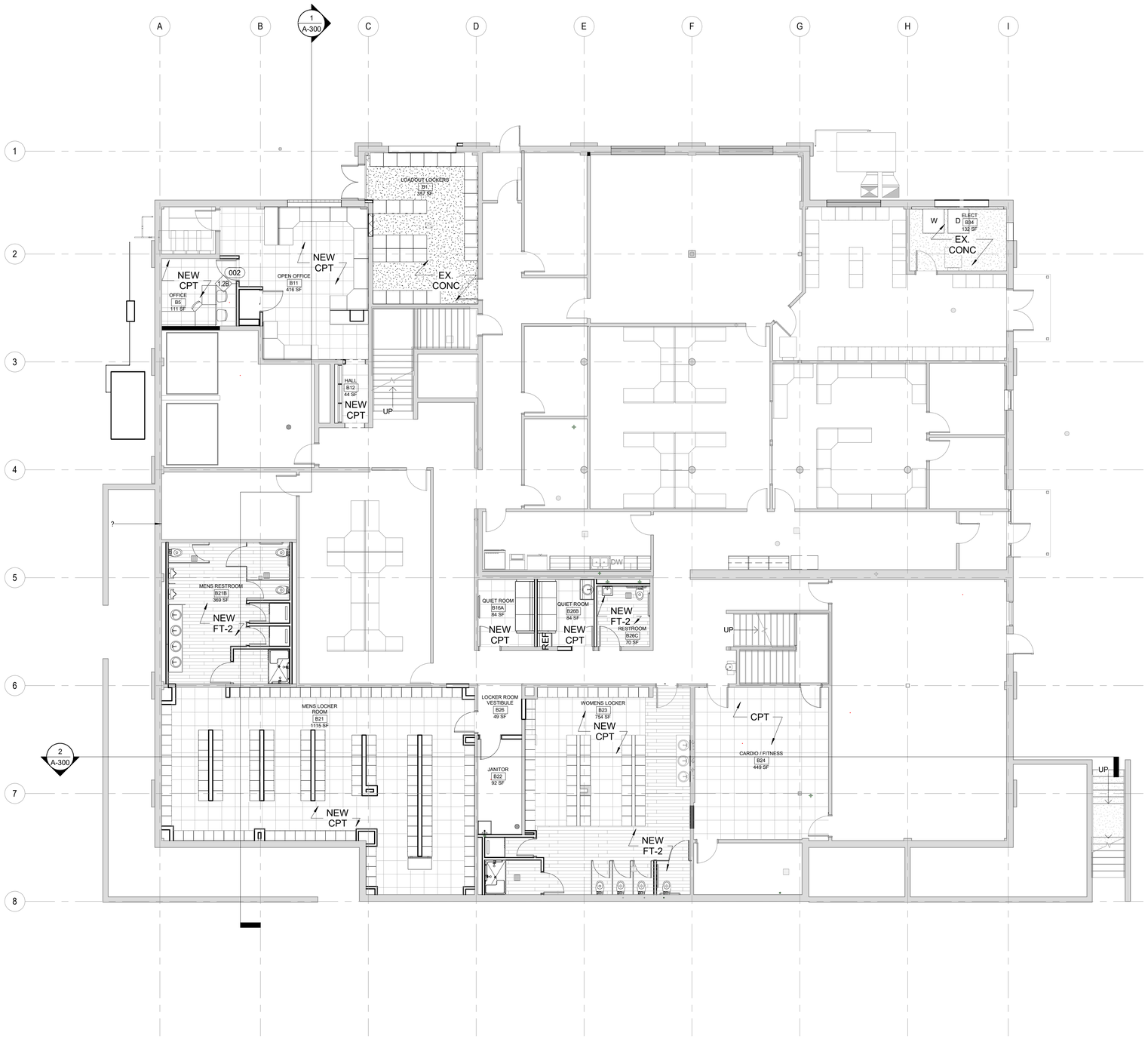
job # 163-19
drawn SS
chkd LA

description
SCHEDULES - ROOM FINISHES

FOR BIDDING

number
A-800

657



1 ROOM FINISH PLAN - BASEMENT
1/8" = 1'-0"

GENERAL NOTES:

1. SEE ROOM FINISHES SCHEDULES FOR MORE DETAILS

2. PATCH AND REPAIR EXISTING FLOORING AND MATCH EXISTING MATERIALS

FINISHES LEGEND

- CPT-1; CARPET
- CONC; CONCERET FLORING
- TF-1; TILE FLOOR
- TF-2; TILE FLOOR

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn SS

chkd LA

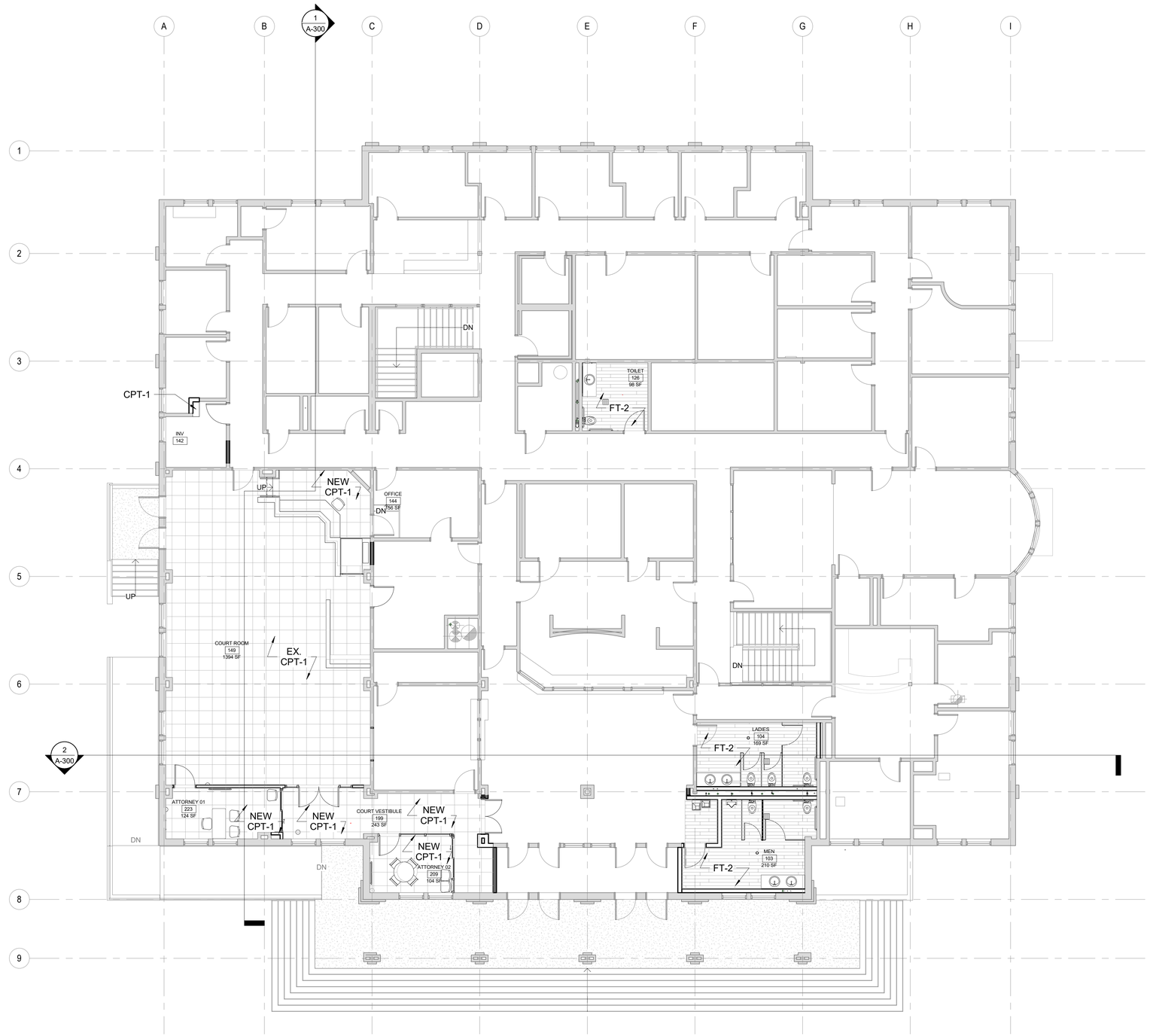
description

SCHEDULES - ROOM FINISHES

FOR BIDDING

number

A-801



1 ROOM FINISH PLAN - FIRST FLOOR
1/8" = 1'-0"

GENERAL NOTES:

1. SEE ROOM FINISHES SCHEDULES FOR MORE DETAILS

2. PATCH AND REPAIR EXISTING FLOORING AND MATCH EXISTING MATERIALS

FINISHES LEGEND

- CPT-1; CARPET
- CONC; CONCERET FLORING
- TF-1; TILE FLOOR
- TF-2; TILE FLOOR

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn SS

chkd LA

description

SCHEDULES - ROOM FINISHES

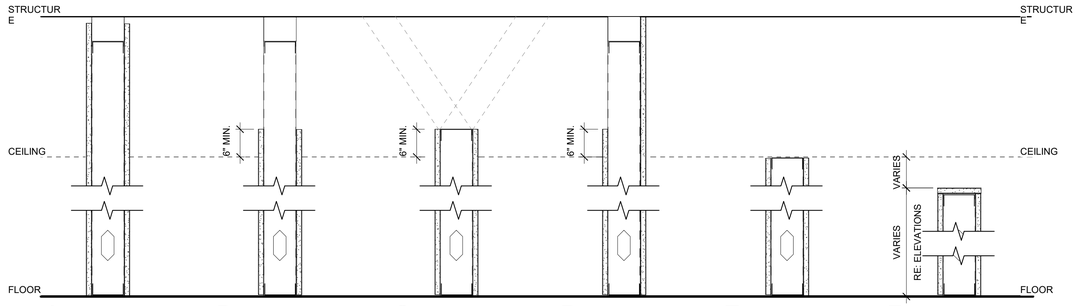
FOR BIDDING

number

A-802

659

CONFIGURATION



A MTL. STUDS AND BOTH SIDES GYP BD. CONT. TO UNDERSIDE OF STRUCTURE ABOVE

B ONLY MTL. STUDS CONT. TO UNDERSIDE OF STRUCTURE ABOVE, STOP GYP BD. 6" ABOVE CEILING

C ONLY MTL. STUDS CONT. TO UNDERSIDE OF STRUCTURE ABOVE, STOP GYP BD. 6" ABOVE CEILING

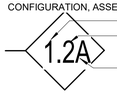
D MTL. STUDS AND ONE GWB. CONT. TO UNDERSIDE OF STRUCTURE ABOVE, STOP GYP BD. 6" ABOVE CEILING

E MTL. STUDS AND BOTH SIDES GYP BD. TO UNDERSIDE OF FINISHED CEILING. CEILING GRID TO BE CONT. (WALL HEIGHT TO BE 9'-0" MAX.)

F MTL. STUDS AND BOTH SIDES GYP BD. TO PARTIAL HEIGHT AS NOTED ON ELEVATOINS

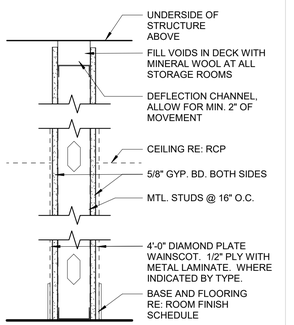
PARTITION SCHEDULE NOTES

THE PARTITION TYPE SYMBOL CONTAINS (3) ELEMENTS KEYED TO THE SCHEDULE DESCRIBING CONFIGURATION, ASSEMBLY AND MODIFICATOIN



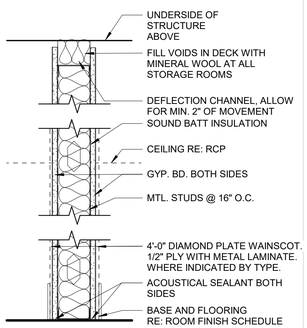
1. PARTITION TYPE SYMBOLS ARE NOTED ON THE FLOOR PLANS.
2. MTL. STUDS ARE 16" O.C. UNLESS NOTED OTHERWISE.
3. ALL GYP BD. IS TO BE 5/8" TYPE "X' UNO.
4. REFERENCE CODE PLANS FOR LOCATION AND EXTENTS OR LIMITS OF RATED PARTITIONS.
5. ALL FIRE-RATED ASSEMBLIES ARE BASED UPON IBC, U.L. AND U.S. GYPSUM ASSOCIATION (ga) TEST DATA, FIRE RATED PARTITIONS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE TESTING AGENCIES. REFER TO SPECIFIC TEST REPORTS INDICATED FOR REQUIRED COMPONENTS AND ASSEMBLY.
6. ACOUSTIC PARTITIONS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH THE REQUIREMENTS OF TESTING AGENCIES, REFER TO SPECIFIC TEST REPORTS FOR REQUIRED COMPONENTS AND ASSEMBLY. PROVIDE ACOUSTIC SEALANT AROUND WALL PERIMETER AND OPENINGS AT BASE GYP. BD. LAYER. SEAL ALL PENETRATIONS AND OFFSET BY (1) STUD MIN.
7. SUBSTITUTE WATER RESISTANT TYPE GYPSUM WALLBOARD PANELS - TYPE "X" WHERE REQUIRED - ON ONE SIDE IN PARTITION TYPES BELOW, WHERE A PARTITION IS INSTALLED IN THE FOLLOWING SITUATIONS:
   A. BEHIND PRE-FAB SHOWER UNITS INCLUDING THOSE WITH PRE-FAB WALL LINERS
   B. BEHIND AND CONTIGUOUS WITH TOILETS, MOP SINKS, HAND SINKS, LAVATORIES, VANITIES, KITCHEN DISHWASHING SINKS, DISHWASHING APPLIANCES AND WATER HEATERS
   C. WHEREVER PLUMBING PENETRATIONS - WATER SUPPLY, SEWER, OR DRAINAGE - OCCUR
   D. PERPENDICULAR TO TOILETS INSTALLED AT INSIDE CORNERS
8. SUBSTITUTE CEMENTEOUS BACKERBOARD PANELS ON ONE SIDE IN PARTITION TYPES BELOW, WHERE A PARTITION IS INSTALLED IN THE FOLLOWING SITUATIONS:
   A. TILED SHOWER WALLS
9. ALL OTHER PARTITIONS ARE TO BE CONSTRUCTED WITH THE REQUIREMENTS OF THE SPECIFIC MATERIALS MANUFACTURER AND INDUSTRY STANDARDS.
10. BLOCKING IS REQUIRED AT THE FOLLOWING LOCATIONS: WALL MTD. CABINETS, ACCESSORIES, EQUIPMENT, DOORSTOPS, HOLD-OPENS, TOILET ROOM PARTITIONS AND ACCESSORIES AND OTHER LOCATIONS AS REQUIRED BY MANUFACTURERS SPECIFICATIONS OR INDUSTRY STANDARDS.
11. PROVIDE BRACING AT ALL LOCATIONS PER US GYPSUM GUIDELINES FOR METAL PARTITION FRAMING.
12. PROVIDE ACOUSTIC SEALANT AT ALL THROUGH WALL PENETRATIONS.
13. 1-HOUR AND 2-HOUR WALL RATING CONTINUES THROUGH INTERSECTIONS WITH NON-RATED WALLS, TYPICAL.
14. PARTITION CONTINUITY - PARTITIONS NOT DEFINED SHALL BE THE SAME TYPE(S) AS NEAREST ADJACENT PARTITION FUNCTIONING OR ENCLOSING SIMILARLY INCLUDING ACROSS ALL DOOR/WINDOW OPENINGS.
15. REFERENCE PROJECT SPECIFICATIONS:
   09 21 16 GYPSUM BOARD ASSEMBLIES
   09 22 16 NON-STRUCTURAL METAL FRAMING
   09 30 00 CEMENTITIOUS BACKER BOARD
   05 40 00 COLD FORMED METAL FRAMING
   06 10 00 ROUGH CARPENTRY
   07 21 00 BATT INSULATION
   07 84 00 FIRE STOPPING
   07 90 05 JOINT AND ACOUSTIC SEALANTS
   SEE NOTED ASSEMBLY DETAIL FOR OTHER SECTIONS

PARTITION TYPE



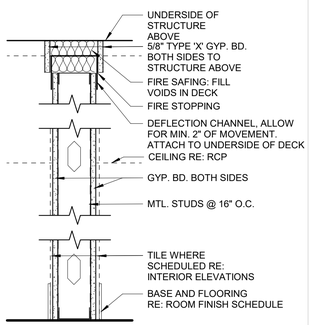
1 .1 = 2-1/2" MTL. STUDS
.2 = 3-5/8" MTL. STUDS
.3 = 6" MTL. STUDS
.4 = 6" MTL. STUDS W/ DIAMOND PLATE WAINSCOT 1 SIDE
.5 = 3-5/8" MTL. STUDS W/ DIAMOND PLATE WAINSCOT 2 SIDE
.6 = NO NEW STRUCTURE. PROVIDE DIAMOND PLATE WAINSCOT ONLY 1 SIDE

STUD WALL



2 .1 = 2-1/2" MTL. STUDS
.2 = 3-5/8" MTL. STUDS
.3 = 6" MTL. STUDS
.4 = 6" MTL. STUDS W/ DIAMOND PLATE WAINSCOT 1 SIDE
.5 = 3-5/8" MTL. STUDS W/ DIAMOND PLATE WAINSCOT 2 SIDE
.6 = NO NEW STRUCTURE. PROVIDE ACOUSTIC BATT, NEW DRYWALL & DP WAINSCOT 1 SIDE

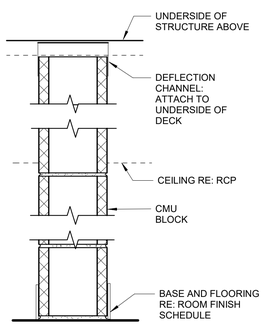
STUD WALL ACOUSTIC [STC RATING 40]



3 .1 = 2-1/2" MTL. STUDS
.2 = 3-5/8" MTL. STUDS
.3 = 6" MTL. STUDS

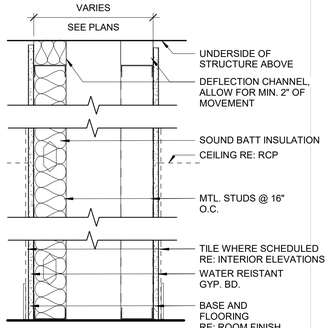
1-HOUR ASSEMBLY [UL- U465]

STUD WALL



4 .1 = 8" CMU BLOCK
.2 = 12" CMU BLOCK
.3 = 16" CMU BLOCK
.4 = NO NEW STRUCTURE. PROVIDE ACOUSTIC BATT, NEW DRYWALL & DP WAINSCOT 1 SIDE

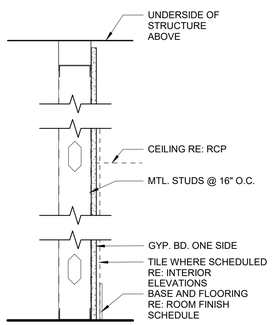
CMU WALL



6 .1 = 2-1/2" MTL. STUDS
.2 = 3-5/8" MTL. STUDS
.3 = 6" MTL. STUDS

ACOUSTIC [STC RATING -]

PLUMBING CHASE



8 .1 = 2-1/2" MTL. STUDS
.2 = 3-5/8" MTL. STUDS
.3 = 6" MTL. STUDS

STUD WALL

(1) Partition Types
1 1/2" = 1'-0"

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn SS

chkd LA

description

WALL PARTITIONS

FOR BIDDING

number

A-900

660

UL Design No. U465

UL Product iQ™

BXUV.U465

Design/System/Construction/Assembly Usage Disclaimer

- Authorities Having Jurisdiction should be consulted in all cases as to the particular requirements covering the installation and use of UL Certified products, equipment, system, devices, and materials.
- Authorities Having Jurisdiction should be consulted before construction.
- Fire resistance assemblies and products are developed by the design submitter and have been investigated by UL for compliance with applicable requirements. The published information cannot always address every construction nuance encountered in the field.
- When field issues arise, it is recommended the first contact for assistance be the technical service staff provided by the product manufacturer noted for the design. Users of fire resistance assemblies are advised to consult the general Guide Information for each product category and each group of assemblies. The Guide Information includes specifics concerning alternate materials and alternate methods of construction.
- Only products which bear UL's Mark are considered Certified.

BXUV - Fire Resistance Ratings - ANSI/UL 263 Certified for United States

BXUV7 - Fire Resistance Ratings - CAN/ULC-S101 Certified for Canada

See General Information for Fire-resistance Ratings - ANSI/UL 263 Certified for United States
Design Criteria and Allowable Variances

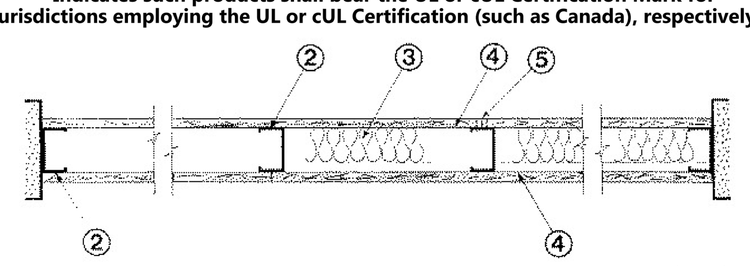
See General Information for Fire Resistance Ratings - CAN/ULC-S101 Certified for Canada
Design Criteria and Allowable Variances

Design No. U465

December 01, 2020

Nonbearing Wall Rating — 1 HR.

*** Indicates such products shall bear the UL or cUL Certification Mark for jurisdictions employing the UL or cUL Certification (such as Canada), respectively.**



1. **Floor and Ceiling Runners —** (Not Shown) — Channel shaped runners, 3-5/8 in. deep (min), 1-1/4 in. legs, formed from min No. 25 MSG galv steel, attached to floor and ceiling with fasteners spaced 24 in. OC max.

1A. **Framing Members* — Floor and Ceiling Runners —** (Not Shown) — As an alternate to Item 1 — Channel shaped, min 3-5/8 in. deep, attached to floor and ceiling with fasteners 24 in. OC. max.
ALLSTEEL & GYPSUM PRODUCTS INC — Type SUPREME D24/30EQD and Type SUPREME D20

CONSOLIDATED FABRICATORS CORP, BUILDING PRODUCTS DIV — Type SUPREME D24/30EQD and Type SUPREME D20

QUAIL RUN BUILDING MATERIALS INC — Type SUPREME D24/30EQD and Type SUPREME D20

SCAFCO STEEL STUD MANUFACTURING CO — Type SUPREME D24/30EQD and Type SUPREME D20

STEEL CONSTRUCTION SYSTEMS INC — Type SUPREME D24/30EQD and Type SUPREME D20

TELLING INDUSTRIES L L C — Type SUPREME D24/30EQD and Type SUPREME D20

UNITED METAL PRODUCTS INC — Type SUPREME D24/30EQD and Type SUPREME D20

1B. **Framing Members* — Floor and Ceiling Runners —** Not Shown — In lieu of Item 1 — For use with Item 2B, proprietary channel shaped runners, 1-1/4 in. wide by min 3-5/8 in. deep fabricated from min 0.020 in. thick galv steel, attached to floor and ceiling with fasteners spaced 24 in. OC max.
CALIFORNIA EXPANDED METAL PRODUCTS CO — Viper20™ Track

MARINO/WARE, DIV OF WARE INDUSTRIES INC — Viper20™ Track

FUSION BUILDING PRODUCTS — Viper20™ Track

IMPERIAL MANUFACTURING GROUP INC — Viper20™ Track

1C. **Floor and Ceiling Runners —** (Not Shown) — For use with Item 2C — Channel shaped, fabricated from min 20 MSG corrosion-protected or galv steel, min depth to accommodate stud size, with min 1 in. long legs, attached to floor and ceiling with fasteners spaced max 24 in. OC.

1D. **Framing Members* — Floor and Ceiling Runners —** Not Shown — In lieu of Items 1 through 1C — For use with Item 2D and 4G only, proprietary channel shaped runners, 1-1/4 in. deep by min 3-5/8 in. wide fabricated from min 0.018 in. thick galv steel, attached to floor and ceiling with fasteners spaced 24 in. OC max.
CLARKDIETRICH BUILDING SYSTEMS — CD ProTRAK

DMFCWBS L L C — ProTRAK

MBA METAL FRAMING — ProTRAK

RAM SALES L L C — Ram ProTRAK

STEEL STRUCTURAL PRODUCTS L L C — Tri-S ProTRAK

1E. **Framing Members* — Floor and Ceiling Runners —** Not Shown — In lieu of Items 1 through 1D — For use with Item 2E and 4I only, proprietary channel shaped runners, 1-1/4 in. deep by min 3-5/8 in. wide fabricated from min 0.018 in. thick galv

steel, attached to floor and ceiling with fasteners spaced 24 in. OC max.
TELLING INDUSTRIES L L C — TRUE-TRACK™

1F. **Framing Members* — Floor and Ceiling Runners —** Not Shown — In lieu of Items 1 through 1E — For use with Item 2, channel shaped runners, 1-1/4 in. deep by min 3-5/8 in. wide fabricated from min 25 MSG steel, attached to floor and ceiling with fasteners spaced 24 in. OC max.
KIRII (HONG KONG) LTD — Type KIRII

1G. **Framing Members* — Floor and Ceiling Runners —** Not Shown — In lieu of Items 1 through 1F — For use with Item 2, channel shaped runners, 1-1/4 in. deep by min 3-5/8 in. wide, attached to floor and ceiling with fasteners spaced 24 in. OC max.
STUDCO BUILDING SYSTEMS — CROCSTUD Track

1H. **Floor and Ceiling Runners —** (Not Shown) — Channel shaped, fabricated from min 0.02 in. galv steel, min width to accommodate stud size, with min 1 in. long legs, for use with studs specified below and fabricated from min 0.02 in. galv steel or thicker, attached to floor and ceiling with fasteners spaced max 24 in. OC.
MARINO/WARE, DIV OF WARE INDUSTRIES INC — Viper20™ Track VT100

FUSION BUILDING PRODUCTS — Viper20™ Track VT100

IMPERIAL MANUFACTURING GROUP INC — Viper20™ Track VT100

1I. **Framing Members* — Floor and Ceiling Runners —** Not Shown — In lieu of Item 1 — For use with Item 2H, proprietary channel shaped runners, 1-1/4 in. wide by min 3-5/8 in. deep fabricated from min 0.020 in. thick galv steel, attached to floor and ceiling with fasteners spaced 24 in. OC max.
TELLING INDUSTRIES L L C — Viper20™ Track

1J. **Framing Members* — Floor and Ceiling Runners —** Not Shown — In lieu of Items 1 — For use with Item 2 L, proprietary channel shaped runners, 1-1/4 in. deep by min 3-5/8 in. wide fabricated from min 0.018 in. thick galv steel, attached to floor and ceiling with fasteners spaced 24 in. OC max.
RESCUE METAL FRAMING, L L C — AlphaTRAK

1K. **Framing Members* — Floor and Ceiling Runners —** Not Shown — In lieu of Item 1 — For use with Item 2M, proprietary channel shaped runners, 1-1/4 in. wide by min 3-5/8 in. deep, fabricated from min 25 MSG (0.018 in. min. bare metal thickness), attached to floor and ceiling with fasteners spaced 24 in. OC max.
CALIFORNIA EXPANDED METAL PRODUCTS CO — Viper X Track

1L. **Framing Members* — Floor and Ceiling Runners —** Not Shown — In lieu of Item 1 — For use with Item 2N, proprietary channel shaped runners, 1-1/4 in. wide by min 3-5/8 in. deep fabricated from min 0.020 in. thick galv steel, attached to floor and ceiling with fasteners spaced 24 in. OC max.
CRACO MFG INC — SmartTrack20™

UL Design No. U465 (Continued)

2. **Steel Studs —** Channel shaped, 3-5/8 in. deep (min), formed from min No. 25 MSG galv steel spaced 24 in. OC max. Studs to be cut 3/4 in. less than assembly height.

2A. **Framing Members* — Steel Studs —** As an alternate to Item 2 — Channel shaped studs, min 3-5/8 in. deep, spaced a max of 24 in. OC. Studs to be cut 3/4 in. less than assembly height.
ALLSTEEL & GYPSUM PRODUCTS INC — Type SUPREME D24/30EQD and Type SUPREME D20

CONSOLIDATED FABRICATORS CORP, BUILDING PRODUCTS DIV — Type SUPREME D24/30EQD and Type SUPREME D20

QUAIL RUN BUILDING MATERIALS INC — Type SUPREME D24/30EQD and Type SUPREME D20

SCAFCO STEEL STUD MANUFACTURING CO — Type SUPREME D24/30EQD and Type SUPREME D20

STEEL CONSTRUCTION SYSTEMS INC — Type SUPREME D24/30EQD and Type SUPREME D20

TELLING INDUSTRIES L L C — Type SUPREME D24/30EQD and Type SUPREME D20

UNITED METAL PRODUCTS INC — Type SUPREME D24/30EQD and Type SUPREME D20

2B. **Framing Members* — Steel Studs —** Not Shown — In lieu of Item 2 — For use with Item 1B, proprietary channel shaped steel studs, 1-1/4 in. wide by min 3-5/8 in. deep fabricated from min 0.020 in. thick galv steel. Studs cut 3/4 in. less in length than assembly height.
CALIFORNIA EXPANDED METAL PRODUCTS CO — Viper20™

CRACO MFG INC — SmartStud20™

MARINO/WARE, DIV OF WARE INDUSTRIES INC — Viper20™

FUSION BUILDING PRODUCTS — Viper20™

IMPERIAL MANUFACTURING GROUP INC — Viper20™

2C. **Steel Studs —** (As an alternate to Item 2, For use with Item 1C) — Channel shaped, fabricated from min 20 MSG corrosion-protected or galv steel, 3-1/2 in. min depth, spaced a max of 16 in. OC. Studs friction-fit into floor and ceiling runners. Studs to be cut 5/8 to 3/4 in. less than assembly height. See materials in Item(s) 4 that require Item 2C studs.

2D. **Framing Members* — Steel Studs —** As an alternate to Items 2 through 2C — For use with Item 1D and 4G only, channel shaped studs, min 3-5/8 in. wide fabricated from min 0.018 in. thick galv steel, spaced a max of 24 in. OC. Studs to be cut 1/2 in. less than assembly height.
CLARKDIETRICH BUILDING SYSTEMS — CD ProSTUD

DMFCWBS L L C — ProSTUD

MBA METAL FRAMING — ProSTUD

RAM SALES L L C — Ram ProSTUD

STEEL STRUCTURAL PRODUCTS L L C — Tri-S ProSTUD

2E. **Framing Members* — Steel Studs —** As an alternate to Items 2 through 2D — For use with Item 1E and 4I only, channel shaped studs, min 3-5/8 in. wide fabricated from min 0.018 in. thick galv steel, spaced a max of 24 in. OC. Studs to be cut 1/2 in. less than assembly height.
TELLING INDUSTRIES L L C — TRUE-STUD™

2F. **Framing Members* — Steel Studs —** As an alternate to Items 2 through 2E — For use with Item 1F, channel shaped studs, min 3-5/8 in. wide fabricated from min 25 MSG steel, spaced a max of 24 in. OC. Studs to be cut 1/2 in. less than assembly height.
KIRII (HONG KONG) LTD — Type KIRII

2G. **Framing Members* — Steel Studs —** Not Shown — In lieu of Item 2 through 2F — For use with Item 1G. Proprietary channel shaped studs, minimum 3-5/8 in. wide, Studs to be cut 1/2 in. less than the assembly height.
STUDCO BUILDING SYSTEMS — CROCSTUD

2H. **Framing Members* — Steel Studs —** Not Shown — In lieu of Item 2 — For use with Item 1I, proprietary channel shaped steel studs, 1-1/4 in. wide by min 3-5/8 in. deep fabricated from min 0.020 in. thick galv steel. Studs cut 3/4 in. less in length than assembly height.
TELLING INDUSTRIES L L C — Viper20™

2I. **Framing Members* — Steel Studs —** In lieu of Item 2 — For use with Item 1, channel shaped studs, fabricated from min 25 MSG corrosion-protected steel, 3-5/8 in. deep (min), spaced 24 in. OC max. Studs to be cut 3/4 in. less than assembly height.
EB METAL INC — NITROSTUD

2J. **Framing Members* — Steel Studs —** In lieu of Item 2 — For use with Item 1, channel shaped studs, fabricated from min 25 MSG corrosion-protected steel, 3-5/8 in. deep (min), spaced 24 in. OC max. Studs to be cut 3/4 in. less than assembly height.
OLMAR SUPPLY INC — PRIMESTUD

2K. **Framing Members* — Steel Studs —** As an alternate to Item 2 — For use with Item 1B (3-5/8 in. wide track), channel shaped studs, fabricated from min 25 MSG corrosion-protected steel, 1-1/4 in. wide by 3-5/8 in. deep, spaced a max of 24 in. OC. Studs to be cut 3/8 to 3/4 in. less than assembly height.
MARINO/WARE, DIV OF WARE INDUSTRIES INC — StudRite™

2L. **Framing Members* — Steel Studs —** As an alternate to Items 2 — For use with Item 1J, channel shaped studs, min 3-5/8 in. wide fabricated from min 0.018 in. thick galv steel, spaced a max of 24 in. OC. Studs to be cut 3/4 in. less than assembly height.
RESCUE METAL FRAMING, L L C — AlphaSTUD

2M. **Framing Members* — Steel Studs —** Not Shown — In lieu of Item 2 — For use with Item 1K, proprietary channel shaped steel studs, min 1-1/4 in. wide by min 3-5/8 in. deep, fabricated from min 25 MSG (0.018 in. min. bare metal thickness). Studs cut 3/4 in. less in length than assembly height.
CALIFORNIA EXPANDED METAL PRODUCTS CO — Viper X

2N. **Framing Members* — Steel Studs —** Not Shown — In lieu of Item 2 — For use with Item 1L, proprietary channel shaped steel studs, 1-1/4 in. wide by min 3-5/8 in. deep fabricated from min 0.020 in. thick galv steel. Studs cut 3/4 in. less in length than assembly height.
CRACO MFG INC — SmartStud20™

3. **Batts and Blankets* —** (Optional) — Mineral wool or glass fiber batts partially or completely filling stud cavity.
See **Batts and Blankets** (BZJZ) category for names of Classified companies.

ROCKWOOL — Type AFB, min. density 1.69 pcf / 27.0 kg/m^3

ROCKWOOL MALAYSIA SDN BHD — Type Acoustical Fire Batts

3A. **Fiber, Sprayed* —** As an alternate to Batts and Blankets (Item 3) — (100% Borate Formulation) — Spray applied cellulose material. The fiber is applied with water to completely fill the enclosed cavity in accordance with the application instructions supplied with the product with a nominal dry density of 2.7 lb/ft^3. Alternate Application Method: The fiber is applied without water or adhesive at a nominal dry density of 3.5 lb/ft^3, in accordance with the application instructions supplied with the product.
U S GREENFIBER L L C — INS735, INS745, INS750LD for use with wet or dry application. INS765LD and INS773LD are to be used for dry application only

3B. **Fiber, Sprayed* —** As an alternate to Batts and Blankets (Item 3) — Spray applied cellulose insulation material. The fiber is applied with water to interior surfaces in accordance with the application instructions supplied with the product. Applied to completely fill the enclosed cavity. Minimum dry density of 4.3 pounds per cubic ft.
NU-WOOL CO INC — Cellulose Insulation

3C. **Fiber, Sprayed* —** As an alternate to Batts and Blankets (Item 3) — Spray applied cellulose fiber. The fiber is applied with water to completely fill the enclosed cavity in accordance with the application instructions supplied with the product. The minimum dry density shall be 4.30 lbs/ft^3.
INTERNATIONAL CELLULOSE CORP — Celbar-RL

3D. **Batts and Blankets* —** For use with Item 8. Nom 3 in. thick, minimum 3.4 pcf mineral wool batts, friction fit between the studs and floor and ceiling runners.
See **Batts and Blankets** (BZJZ) category for names of manufacturers.

3E. **Batts and Blankets* —** For use with Item 4P, 4R, and 4S. Placed in stud cavities, any min. 3-1/2 in. thick glass fiber insulation bearing the UL Classification Marking as to Surface Burning Characteristics and/or Fire Resistance.
See **Batts and Blankets** (BKNV or BZJZ) Categories for names of Classified companies.

3F. **Fiber, Sprayed* —** As an alternate to Batts and Blankets (Item 3) — Spray-applied cellulose material. The fiber is applied with water to completely fill the enclosed cavity in accordance with the application instructions supplied with the product. To facilitate the installation of the material, any thin, woven or non-woven netting may be attached by any means possible to the

UL Design No. U465 (Continued)

outer face the studs. The material shall reach equilibrium moisture content before the installation of materials on either face of the studs. The minimum dry density shall be 5.79 lbs/ft^3.
APPLEGATE HOLDINGS L L C — Applegate Advanced Stabilized Cellulose Insulation

4. **Gypsum Board* —** 5/8 in. thick, 4 ft wide, attached to steel studs and floor and ceiling track with 1 in. long, Type S steel screws spaced 8 in. OC. along edges of board and 12 in. OC in the field of the board. Joints oriented vertically and staggered on opposite sides of the assembly. When Steel Framing Members* (Item 6 or any alternate clips) are used, gypsum board is screw attached to furring channels with 1 in. long, Type S steel screws spaced 12 in. OC.
AMERICAN GYPSUM CO — Types AG-C, AGX-1, M-Glass, LightRoc

BEIJING NEW BUILDING MATERIALS PUBLIC LTD CO — Type DBX-1

CABOT MANUFACTURING ULC — Type X, 5/8 Type X, Type Blueglass Exterior Sheathing

CGC INC — Types AR, C, IP-AR, IP-X1, IP-X2, IPC-AR, SCX, SHX, USGX, WRC or WRX (Joint tape and compound, Item 5, optional for use with Type USGX)

CERTAINTEED GYPSUM INC — Types EGRG, GlasRoc, Type X, Type X-1, Type C, 5/8" Easi-Lite Type X, Easi-Lite Type X-2

CONTINENTAL BUILDING PRODUCTS OPERATING CO, L L C — Types LGFC2A, LGFC6A, LGFC-C/A, LGFC-WD, LGLLX

GEORGIA-PACIFIC GYPSUM L L C — Types 5, 6, 9, C, DAP, DD, DA, DAPC, DGG, DS, GPFS6, LS, Type X, Veneer Plaster Base - Type X, Water Rated - Type X, Sheathing - Type X, Soffit - Type X, TG-C, GreenGlass Type X, Type X ComfortGuard Sound Deadening Gypsum Board, Type LWX, Veneer Plaster Base-Type LWX, Water Rated-Type LWX, Sheathing Type-LWX, Soffit-Type LWX, Type DGLW, Water Rated-Type DGLW, Sheathing Type- DGLW, Soffit-Type DGLW, Type LW2X, Veneer Plaster Base - Type LW2X, Water Rated - Type LW2X, Sheathing - Type LW2X, Soffit - Type LW2X, Type DGL2W, Water Rated - Type DGL2W, Sheathing - Type DGL2W

NATIONAL GYPSUM CO — Types eXP-C, FSK, FSK-C, FSK-G, FSMR-C, FSW-C, FSW-G, FSW, FSW-3, FSW-5, FSW-6, FSW-8, FSL, RSX.

NATIONAL GYPSUM CO — Riyadh, Saudi Arabia — Type FR, or WR

PABCO BUILDING PRODUCTS L L C, DBA PABCO GYPSUM — Types PG-C, PG-9, PG-11, PGS-WRS, PGI

PANEL REY S A — Types GREX, GRIX, PRC, PRC2, PRX, RHX, MDX, ETX, PRX2

SAINT-GOBAIN GYPROC MIDDLE EAST FZE — Type Gyproc FireStop, Gyproc FireStop MR, Gyproc FireStop M2TECH, Gyproc FireStop ACTIV'Air, Gyproc FireStop MR ACTIV'Air, Gyproc FireStop M2TECH ACTIV'Air, Gyproc DuraLine, Gyproc DuraLine MR, Gyproc DuraLine M2TECH, Gyproc DuraLine ACTIV'Air, Gyproc DuraLine MR ACTIV'Air, Gyproc DuraLine M2TECH ACTIV'Air

SIAM GYPSUM INDUSTRY (SARABURI) CO LTD — Type EX-1

THAI GYPSUM PRODUCTS PCL — Type X, Type C

UNITED STATES GYPSUM CO — Type AR, C, FRX-G, IP-AR, IP-X1, IP-X2, IPC-AR, SCX, SHX, WRC, WRX, USGX (Joint tape and compound, Item 5, optional for use with Type USGX)

USG BORAL DRYWALL SFZ LLC — Types C, SCX, USGX (Joint tape and compound, Item 5, optional for use with Type USGX)

USG MEXICO S A DE C V — Type AR, C, IP-AR, IP-X1, IP-X2, IPC-AR, SCX, SHX, USGX, WRC or WRX (Joint tape and compound, Item 5, optional for use with Type USGX)

4A. **Gypsum Board* —** (As alternate to Item 4) — Nom 5/8 in. thick gypsum panels with beveled, square or tapered edges, applied vertically or horizontally. Vertical joints centered over studs and staggered one stud cavity on opposite sides of studs. Horizontal edge joints and horizontal butt joints on opposite sides of studs need not be staggered or backed by steel framing. Panels attached to steel studs and floor runner with 1 in. long Type S steel screws spaced 8 in. OC when applied horizontally, or 8 in. OC along vertical and bottom edges and 12 in. OC in the field when panels are applied vertically. When used in widths other than 48 in., gypsum panels to be installed horizontally.
CERTAINTEED GYPSUM INC — Type X, Type X-1, Type C, Type EGRG/ GlasRoc, GlasRoc-2, Type SilentFX, Easi-Lite Type X-2

CGC INC — Types AR, C, IP-AR, IP-X1, IP-X2, IPC-AR, SCX, SHX, USGX, WRC or WRX (Joint tape and compound, Item 5, optional for use with Type USGX)

CONTINENTAL BUILDING PRODUCTS OPERATING CO, L L C — Types LGFC2A, LGFC6A, LGFC-C/A, LGFC-WD

GEORGIA-PACIFIC GYPSUM L L C — Types DAP, DAPC, DGG, DS

SAINT-GOBAIN GYPROC MIDDLE EAST FZE — Type Gyproc FireStop, Gyproc FireStop MR, Gyproc FireStop M2TECH, Gyproc FireStop ACTIV'Air, Gyproc FireStop MR ACTIV'Air, Gyproc FireStop M2TECH ACTIV'Air, Gyproc DuraLine, Gyproc DuraLine MR, Gyproc DuraLine M2TECH, Gyproc DuraLine ACTIV'Air, Gyproc DuraLine MR ACTIV'Air, Gyproc DuraLine M2TECH ACTIV'Air

THAI GYPSUM PRODUCTS PCL — Type X, Type C

UNITED STATES GYPSUM CO — Types AR, C, FRX-G, IP-AR, IP-X1, IP-X2, IPC-AR, SCX, SHX, WRC, WRX, USGX (Joint tape and compound, Item 5, optional for use with Type USGX)

USG BORAL DRYWALL SFZ LLC — Types C, SCX, USGX (Joint tape and compound, Item 5, optional for use with Type USGX)

USG MEXICO S A DE C V — Type AR, C, IP-AR, IP-X1, IP-X2, IPC-AR, SCX, SHX, USGX, WRC or WRX (Joint tape and compound, Item 5, optional for use with Type USGX)

4B. **Gypsum Board* —** (As an alternate to Items 4 or 4A) — Nom 3/4 in. thick, 4 ft wide, installed as described in Item 4A with screw length increased to 1-1/4 in.
CGC INC — Types AR, IP-AR

UNITED STATES GYPSUM CO — Types AR, IP-AR

USG MEXICO S A DE C V — Types AR, IP-AR

4C. **Gypsum Board* —** As an alternate to Items 4, 4A, and 4B — Nom. 5/8 in. thick gypsum panels, with square edges, applied horizontally. Gypsum panels fastened to framing with 1 in. long bugle head steel screws spaced a max 8 in. OC, with last 2 screws 3/4 in. and 4 in. from each edge of board. Horizontal joints need not be backed by steel framing. Horizontal edge joints and horizontal butt joints on opposite sides of studs on interior walls need not be staggered or backed by steel framing.
GEORGIA-PACIFIC GYPSUM L L C — Type DGG, GreenGlass Type X

4D. **Gypsum Board* —** As an alternate to Items 4, 4A, 4B, and 4C — Nom. 5/8 in. thick gypsum panels applied vertically or horizontally. Vertical joints centered over studs and staggered one stud cavity on opposite sides of studs. Horizontal edge joints and horizontal butt joints on opposite sides of studs need not be staggered or backed by steel framing. Gypsum panels fastened to framing with 1 in. long Type S steel screws 12 in. OC along vertical edges and in the field. Screws spaced a max 12 in. along the top and bottom edges of the wall for both vertical and horizontal applications. When used in widths other than 48 in., gypsum panels to be installed horizontally.
NATIONAL GYPSUM CO — Types eXP-C, FSK, FSK-C, FSK-G, FSL, FSW-C, FSW-G, FSW, FSW-3, FSW-5, FSW-6, FSMR-C

4E. **Gypsum Board* —** (As an alternate to Items 4 through 4D) — Installed as described in Item 4. 5/8 in. thick, 4 ft. wide, applied vertically only and fastened to the studs and plates with 1 in. long, Type S steel screws spaced, 12 in. OC.
NATIONAL GYPSUM CO — Type SBWB

4F. **Gypsum Board* —** (Not Shown) — (As an alternate to Item 4 when used as the base layer on one or both sides of wall. For direct attachment only to steel studs Item 2C) - Nom 5/8 in. thick lead backed gypsum panels with beveled, square or tapered edges, applied vertically. Vertical joints centered over studs and staggered min 1 stud cavity on opposite sides of studs. Gypsum board secured to studs with 1-1/4 in. long Type S-12 steel screws spaced 8 in. OC at perimeter and 12 in. OC in the field.
RAY-BAR ENGINEERING CORP — Type RB-LBG

4G. **Gypsum Board* —** (As an alternate to Items 4 through 4F) — For use with Items 1D and 2D only, 5/8 in. thick, 4 ft wide, attached to steel studs and floor and ceiling track with 1 in. long, Type S steel screws spaced 8 in. OC. along edges of board and 12 in. OC in the field of the board. Joints oriented vertically and staggered on opposite sides of the assembly.
CONTINENTAL BUILDING PRODUCTS OPERATING CO, L L C — Type LGFC6A, LGFC-C/A

NATIONAL GYPSUM CO — Types FSW

UNITED STATES GYPSUM CO — Type SCX

USG BORAL DRYWALL SFZ LLC — Type SCX

4H. **Gypsum Board* —** (As an alternate to Items 4 through 4G) — Nominal 5/8 in. thick, 4 ft wide panels, applied vertically and secured as described in Item 4.
PABCO BUILDING PRODUCTS L L C, DBA PABCO GYPSUM — Type QuietRock ES

4I. **Gypsum Board* —** (As an alternate to Items 4 through 4F) — For use with Items 1E and 2E only, 5/8 in. thick, 4 ft wide, attached to steel studs and floor and ceiling track with 1 in. long, Type S steel screws spaced 8 in. OC. along edges of board and 12 in. OC in the field of the board. Joints oriented vertically and staggered on opposite sides of the assembly.
UNITED STATES GYPSUM CO — Type SCX

USG BORAL DRYWALL SFZ LLC — Type SCX

4J. **Gypsum Board* —** (Not Shown) — (As an alternate to Item 4 when used as the base layer on one or both sides of wall. For direct attachment only to steel studs Item 2C) — Nom 5/8 in. thick lead backed gypsum panels with beveled, square or tapered edges, applied vertically. Vertical joints centered over studs and staggered min 1 stud cavity on opposite sides of

UL Design No. U465 (Continued)

studs. Gypsum board secured to studs with 1-1/4 in. long Type S-12 steel screws spaced 8 in. OC at perimeter and 12 in. OC in the field. To be used with Lead Batten Strips (see Item 9A) or Lead Discs (see Item 10A).
MAYCO INDUSTRIES INC — Type X-Ray Shielded Gypsum

4K. **Gypsum Board* —** (As an alternate to Item 4 and 4A, not for use with Items 1D, 1E, 2D and 2E) — Nom. 5/8 in. thick gypsum panels with beveled, square or tapered edges installed as described in Item 4 and 4A.
CGC INC — Type ULX

UNITED STATES GYPSUM CO — Type ULX

USG MEXICO S A DE C V — Type ULX

4L. **Gypsum Board* —** (Not Shown) — (As an alternate to Item 4 when used as the base layer on one or both sides of wall. For direct attachment only to steel studs Item 2C). Nom 5/8 in. thick lead backed gypsum panels with beveled, square or tapered edges, applied vertically. Vertical joints centered over studs and staggered min 1 stud cavity on opposite sides of studs. Wallboard secured to studs with 1-1/4 in. long Type S-12 steel screws gypsum panel steel screws spaced 8 in. OC at perimeter and 12 in. OC in the field. Lead batten strips required behind vertical joints of lead backed gypsum wallboard and optional at remaining stud locations. Lead batten strips, min 2 in. wide, max 8 ft long with a max thickness of 0.14 in. placed on the face of studs and attached to the stud with construction adhesive and two 1 in. long Type S-12 pan head steel screws, one at the top of the strip and one at the bottom of the strip. Lead discs, nominal 3/8 in. diam by max 0.085 in. thick. Compression fitted or adhered over the screw heads. Lead batten strips and discs to have a purity of 99.9% meeting the Federal specification QQ-L-201f, Grade "C".
RADIATION PROTECTION PRODUCTS INC — Type RPP - Lead Lined Drywall

4M. **Gypsum Board* —** (For use with Item 8) — 5/8 in. thick, 4 ft wide, applied vertically over Mineral and Fiber Board (Item 8) with vertical joints located anywhere over stud cavities. Secured to mineral and fiber boards with 1-1/2 in. Type G Screws spaced 8 in. OC along edges of each vertical joint and 12 in. OC in intermediate field of the Mineral and Fiber Board (Item 8). Secured to outermost studs and floor and ceiling runners with 2 in. long Type S screws spaced 8 in. OC. Gypsum Board joints covered with paper tape and joint compound. Screw heads covered with joint compound.
AMERICAN GYPSUM CO — Type AG-C

CERTAINTEED GYPSUM INC — Type C

CGC INC — Types C, IP-X2, IPC-AR

CONTINENTAL BUILDING PRODUCTS OPERATING CO, L L C — Type LGFC-C/A

GEORGIA-PACIFIC GYPSUM L L C — Types 5, DAPC, TG-C

NATIONAL GYPSUM CO — Types eXP-C, FSK-C, FSW-C

PABCO BUILDING PRODUCTS L L C, DBA PABCO GYPSUM — Type PG-C

PANEL REY S A — Types PRC, PRC2

SAINT-GOBAIN GYPROC MIDDLE EAST FZE — Type Gyproc FireStop, Gyproc FireStop MR, Gyproc FireStop M2TECH, Gyproc FireStop ACTIV'Air, Gyproc FireStop MR ACTIV'Air, Gyproc FireStop M2TECH ACTIV'Air, Gyproc DuraLine, Gyproc DuraLine MR, Gyproc DuraLine M2TECH, Gyproc DuraLine ACTIV'Air, Gyproc DuraLine MR ACTIV'Air, Gyproc DuraLine M2TECH ACTIV'Air

THAI GYPSUM PRODUCTS PCL — Type C

UNITED STATES GYPSUM CO — Types C, IP-X2, IPC-AR

USG BORAL DRYWALL SFZ LLC — Type C

USG MEXICO S A DE C V — Types C, IP-X2, IPC-AR

4N. **Wall and Partition Facings and Accessories* —** (As an alternate to Item 4) — Nominal 5/8 in. thick, 4 ft wide panels, applied vertically and secured as described in Item 4.
PABCO BUILDING PRODUCTS L L C, DBA PABCO GYPSUM — Type QuietRock 527

4O. **Gypsum Board* —** As an alternate to Items 4, 4A, 4B, and 4C — Two layers Nom. 5/16 in. thick gypsum panels applied vertically or horizontally. Horizontal edge joints and horizontal butt joints on opposite sides of studs need not be staggered or backed by steel framing. Horizontal joints on the same side need not be staggered. When applied horizontally, both layers of gypsum board fastened to each side of framing with 1 in. long Type S steel screws spaced 8 in. OC and staggered 4 in. OC between layers. When applied vertically, both layers of gypsum board fastened to each side of framing with 1 in. long Type S steel screws spaced 8 in. OC along vertical edges and 12 in. OC in the field, staggered 4 in. OC between layers. Screws spaced a max 12 in. along the top and bottom edges of the wall.
NATIONAL GYPSUM CO — Type FSW

4P. **Gypsum Board* —** As an alternate to Item 4. For use with Item 3E, **Batts and Blankets*** — 5/8 in. thick, 4 ft wide, installed as described in Item 4.
UNITED STATES GYPSUM CO — Types ULIX

4Q. **Gypsum Board* —** 3/4 in. thick, 4 ft wide, attached to steel studs and floor and ceiling track as described in Item 4 with screw length increased to min. 1- 1/8 in.
PABCO BUILDING PRODUCTS L L C, DBA PABCO GYPSUM — Type PG-13

4R. **Gypsum Board* —** As an alternate to Item 4D. For use with Item 3E, **Batts and Blankets*** — 5/8 in. thick, 4 ft wide, installed as described in Item 4.
NATIONAL GYPSUM CO — Type FSLX.

4S. **Gypsum Board* —** As an alternate to Item 4. For use with Item 3E, **Batts and Blankets*** — 5/8 in. thick, 4 ft wide, installed as described in Item 4A.
CONTINENTAL BUILDING PRODUCTS OPERATING CO, L L C — Type CLLX.

4T. **Wall and Partition Facings and Accessories* —** (As an alternate to 5/8 in. thick board as outlined in Item 4) — Nominal 1-3/8 in. thick, 4 ft wide panels, applied vertically or horizontally. Fastened with #6 x 2 in. long drywall screws spaced 8 in. OC along the perimeter and 12 in. OC in the field.
PABCO BUILDING PRODUCTS L L C, DBA PABCO GYPSUM — Type QuietRock 545

5. **Joint Tape and Compound —** Vinyl, dry or premixed joint compound, applied in two coats to joints and screw heads; paper tape, 2 in. wide, embedded in first layer of compound over all joints. As an alternate, nominal 3/32 in. thick gypsum veneer plaster may be applied to the entire surface of Classified veneer baseboard. Joints reinforced. Paper tape and joint compound may be omitted when gypsum boards are supplied with square edges.

6. **Resilient Channel —** (Optional — Not Shown) — 25 MSG galv steel resilient channels spaced vertically max 24 in. OC, flange portion attached to each intersecting stud with 1/2 in. long type S-12 pan head steel screws. May not be used with Item 4F, 4J or 4L.

6A. **Steel Framing Members* —** (Optional, Not Shown, As an alternate to Item 6) — Furring channels and Steel Framing Members as described below:
a. **Furring Channels —** Formed of No. 25 MSG galv steel. 2-9/16 in. or 2-23/32 in. wide by 7/8 in. deep, spaced 24 in. OC perpendicular to studs. Channels secured to studs as described in Item b. Ends of adjoining channels are overlapped 6 in. and tied together with double strand of No. 18 SWG galv steel wire near each end of overlap. As an alternate, ends of adjoining channels may be overlapped 6 in. and secured together with two self-tapping No. 6 framing screws, min 7/16 in. long at the midpoint of the overlap, with one screw on each flange of the channel. Not for use with Items 4F, 4J, or 4L.

b. **Framing Members* —** Used to attach furring channels (Item a) to studs (Item 2). Clips spaced 48 in. OC., and secured to studs with 1-5/8 in. wafer or hex head Type S steel screw through the center grommet. Furring channels are friction fitted into clips. RSIC-1 clip for use with 2-9/16 in. wide furring channels. RSIC-1 (2.75) clip for use with 2-23/32 in. wide furring channels.
PAC INTERNATIONAL L L C — Types RSIC-1, RSIC-1 (2.75)

6B. **Framing Members* — —** (Optional on one or both sides, Not Shown, As an alternate to Item 6) — Furring channel and Steel Framing Members as described below:
a. **Furring Channels —** Formed of No. 25 MSG galv steel. 2-3/8 in. wide by 7/8 in. deep, spaced max. 24 in. OC perpendicular to studs. Channels secured to studs as described in Item b. Gypsum board attached to furring channels as described in Item 4. Not for use with Items 4F, 4J, or 4L.

b. **Steel Framing Members* —** Used to attach furring channels (Item 6Ba) to studs (Item 2). Clips spaced max. 48 in. OC. GENIECLIPS secured to studs with No. 8 x 1-1/2 in. minimum self-drilling, S-12 steel screw through the center grommet. Furring channels are friction fitted into clips.
PLITEQ INC — Type Genie Clip

6C. **Steel Framing Members* —** (Optional, Not Shown, As an alternate to Item 6) — Furring channels and Steel Framing Members as described below:
a. **Furring Channels —** Formed of No. 25 MSG galv steel. Spaced 24 in. OC perpendicular to studs. Channels secured to studs as described in Item b. Ends of adjoining channels overlapped 6 in. and tied together with double strand of No. 18 AWG galvanized steel wire.Gypsum board attached to furring channels as described in Item 4. Not for use with Items 4F, 4J, or 4L.

b. **Steel Framing Members* —** Used to attach furring channels (Item 6Ca) to studs. Clips spaced 48 in. OC., and secured to studs with 2 in. coarse drywall screw with 1 in. diam washer through the center hole. Furring channels are friction fitted into clips.
STUDCO BUILDING SYSTEMS — RESILMOUNT Sound Isolation Clips - Type A237R

6D. **Steel Framing Members* —** (Optional, Not Shown As an alternate to Item 6) — Furring channels and Steel Framing Members as described below:
a. **Furring Channels —** Formed of No. 25 MSG galv steel. Spaced 24 in. OC perpendicular to studs. Channels secured to studs as described in Item 6Db. Ends of adjoining channels overlapped 6 in. and tied together with double strand of

UL Design No. U465 (Continued)

No. 18 AWG galvanized steel wire. Gypsum board attached to furring channels as described in Item 4. Not for use with Items 4F, 4J, or 4L.

b. **Steel Framing Members* —** UUsed to attach furring channels (Item 6Da) to studs. Clips spaced 48 in. OC, and secured to studs with No.8 x 2-1/2 in. coarse drywall screw through the center hole. Furring channels are friction fitted into clips.
REGUPOL AMERICA — Type SonusClip

6E. **Steel Framing Members* —** (Optional, Not Shown As an alternate to Item 6) — Resilient channels and Steel Framing Members as described below:
a. **Resilient Channels —** Formed of No. 25 MSG galv steel, spaced 24 in. OC, and perpendicular to studs. Channels secured to studs as described in Item b. Ends of adjoining channels overlapped 6 in. and secured in place with two No. 8 15 x 1/2 in. Philips Modified Truss screws spaced 2-1/2 in. from the center of the overlap. Gypsum board attached to resilient channels as described in Item 4. Not for use with Items 4F, 4J, or 4L.

b. **Steel Framing Members* —** Used to attach resilient channels (Item 6Ea) to studs. Clips spaced 48 in. OC., and secured to studs with No. 8 x 2-1/2 in. coarse drywall screw through the center hole. Resilient channels are secured to clips with one No. 10 x 1/2 in. pan-head self-drilling screw.
KEENE BUILDING PRODUCTS CO INC — Type RC+ Assurance Clip

6F **Steel Framing Members* —** (Optional, Not Shown, As an alternate to Item 6) — Furring channels and Steel Framing Members as described below:
a **Furring Channels —** Formed of No. 25 MSG galv steel. 2-23/32 in. wide by 7/8 in. or 1-1/2 in. deep, spaced 24 in. OC perpendicular to studs. Channels secured to studs as described in Item b. Ends of adjoining channels are overlapped 6 in. and tied together with double strand of No. 18 SWG galv steel wire near each end of overlap. As an alternate, ends of adjoining channels may be overlapped 6 in. and secured together with two self-tapping #6 framing screws, min. 7/16 in. long at the midpoint of the overlap, with one screw on each flange of the channel. Gypsum board attached to furring channels as described in Item 4.

b **Steel Framing Members* —** Used to attach furring channels (Item 6Fa) to studs. Clips spaced maximum 48 in. OC. Clips secured to studs with No. 8 x 2-1/2 in. coarse drywall screw through the center grommet. Furring channels are friction fitted into clips.

CLARKDIETRICH BUILDING SYSTEMS — Type ClarkDietrich Sound Clip

6F. **Steel Framing Members* —** (Optional, Not Shown) — Furring channels and Steel Framing Members as described below:
a. **Furring Channels —** Formed of No. 25 MSG galv steel. Spaced 24 in. OC perpendicular to studs. Channels secured to studs as described in Item b. Ends of adjoining channels overlapped 6 in. and tied together with double strand of No. 18 AWG galvanized steel wire. Gypsum board attached to furring channels as described in Item 4. Not for use with Items 4F, 4J, or 4L.

b. **Steel Framing Members* —** Used to attach furring channels (Item 6Fa) to studs. Clips spaced 48 in. OC., and secured to studs with No. 10 x 2 in. screw through the center hole. Furring channels are friction fit into clips.
MASON INDUSTRIES INC — Type CWC-50

7. **Wall and Partition Facings and Accessories* —** (Optional, Not Shown) — Nominal 1/2 in. thick, 4 ft wide panels, for optional use as an additional layer on one or both sides of the assembly. Panels attached in accordance with manufacturer's recommendations. When the QR-500 or QR-510 panel is installed between the steel framing and the UL Classified gypsum board, the required UL Classified gypsum board layer(s) is/are to be installed as indicated as to fastener type and spacing,

except that the required fastener length shall be increased by a minimum of 1/2 in. Not evaluated or intended as a substitute for the required layer(s) of UL Classified Gypsum Board.
PABCO BUILDING PRODUCTS L L C, DBA PABCO GYPSUM — Type QuietRock QR-500 and QR-510

8. **Mineral and Fiber Board* —** (Optional, Not Shown) — For optional use as an additional layer on one side of wall. Nom 1/2 in. thick, 4 ft wide with long dimension parallel and centered over studs. Attached to studs and floor and ceiling runners with 1-5/8 in. long Type S steel screws, spaced 12 in. OC and 24 in. OC along all intermediate framing. The required UL Classified gypsum board layer (Item 4M) is to be installed over the Mineral and Fiber Boards. Batts and Blankets, Item 3D, and Adhesive, Item 11, are required.
HOMASOTE CO — Homasote Type 440-32

8A. **Mineral and Fiber Board —** (Optional, Not Shown) — For optional use as an additional layer on one side of wall - Nom 1/2 in. thick, 4 ft wide, square edge fiber boards applied vertically to studs on one side of the wall in between the wood studs and the UL Classified Gypsum Board (Item 4). Fiber boards installed with 1-1/4 in. long, Type S steel screws spaced 12 in. OC max, with the last screws spaced 2 in. and 6 in. from edge of board. Gypsum board (Item 4) installed as indicated as to fastener type and spacing, except that the required fastener length shall be increased by a minimum of 1/2 in. Not evaluated or intended as a substitute for the required layer(s) of UL Classified Gypsum Board. Not evaluated for use with Item 4M.
BLUE RIDGE FIBERBOARD INC — SoundStop

8B. **Mineral and Fiber Board* —** (Optional, Not Shown) — For optional use as an additional layer on one side of wall. Nom 1/2 in. thick, 4 ft wide with long dimension parallel and centered over studs. Attached to studs and floor and ceiling runners with 1-5/8 in. long Type S steel screws, spaced 12 in. OC and 24 in. OC along all intermediate framing. The required UL Classified gypsum board layer is to be installed over the Mineral and Fiber Boards and secured to studs with length of fasteners increased by 1/2 in. over the length specified for installation of the gypsum boards. Batts and Blankets, Item 3, are optional unless otherwise required. Not for use with Items 4F, 4J, 4L, and 4M.
HOMASOTE CO — Homasote Type 440-32

9. **Lead Batten Strips —** (Not Shown, For Use With Item 4E) — Lead batten strips, min 1-1/2 in. wide, max 10 ft long with a max thickness of 0.125 in. Strips placed on the interior face of studs and attached from the exterior face of the stud with two 1 in. long Type S-12 pan head steel screws, one at the top of the strip and one at the bottom of the strip. Lead batten strips to have a purity of 99.9% meeting the Federal specification QQ-L-201f, Grade "C". Lead batten strips required behind vertical joints of lead backed gypsum board (Item 4E) and optional at remaining stud locations. Required behind vertical joints.

9A. **Lead Batten Strips —** (Not Shown, for use with Item 4J) — Lead batten strips, 2 in. wide, max 10 ft long with a max thickness of 0.140 in. Strips placed on the face of studs and attached to the stud with two min. 1 in. long min. Type S-8 pan head steel screws, one at the top of the strip and one at the bottom of the strip or with one min. 1 in. long min. Type S-8 pan head steel screw at the top of the strip. Lead batten strips to have a purity of 99.5% meeting the Federal specification QQ-L-201f, Grades "B, C or D". Lead batten strips required behind vertical joints of lead backed gypsum wallboard (Item 4J) and optional at remaining stud locations.

10. **Lead Discs or Tabs —** (Not Shown, For Use With Item 4E) — Used in lieu of or in addition to the lead batten strips (Item 8) or optional at other locations - Max 3/4 in. diam by max 0.125 in. thick lead discs compression fitted or adhered over steel screw heads or max 1/2 in. by 1-1/4 in. by max 0.125 in. thick lead tabs placed on gypsum boards (Item 4E) underneath screw locations prior to the installation of the screws. Lead discs or tabs to have a purity of 99.9% meeting the Federal specification QQ-L-201f, Grade "C".

10A. **Lead Discs —** (Not Shown, for use with Item 4J) — Max 5/16 in. diam by max 0.140 in. thick lead discs compression fitted or adhered over steel screw heads. Lead discs to have a purity of 99.5% meeting the Federal Specification QQ-L-201f, Grades "B, C or D".

11. **Adhesive —** Not Shown — (For use with Item 8) — Construction grade adhesive applied in vertical, serpentine, nominal 3/8 in. wide beads down the length of both vertical edges of Mineral and Fiber Board (Item 8).

12. **Wall and Partition Facings and Accessories* —** (Optional, Not Shown) — For use with Items 1 to 1I, Items 2 to 2J, Item 3, Items 4 to 4I, Item 5 and Item 6. For maximum fire rating of 1 hour. On one side of the wall, over the first layer of Gypsum Board (Item 4 to Item 4I), install RefleXor membrane with the gold side facing outwards. Membrane installed with T50 staples spaced 12 inches on center in both directions as per manufacturer's instructions, seams in membrane to be overlapped by 2 inches. When RefleXor membrane is used an additional layer of Gypsum Board that is identical to the one used in the first layer and as specified in Item 4 to Item 4I shall be installed over the membrane. The additional layer of Gypsum Board to be installed through the membrane to the stud as specified in Item 4 to Item 4I except the fastener length shall be increased by a minimum of 5/8 inch. Install Batts and Blankets in the stud cavity as per Item 3. On the other side of the wall, prior to the installation of the Gypsum Board, install Resilient Channels as per Item 6. Over the Resilient Channels install 3/4 inch thick SONOpan panel secured to the Resilient Channels with drywall screws and washers spaced at 16 in. OC on the perimeter of the panel and 8 in. OC in the field of the panel. Over the SONOpan panel install the same Gypsum Board as specified in Item 4 to Item 4I with the fastener length increased by minimum 3/4 inch. Not evaluated or intended as a substitute for the required layer(s) of UL Classified Gypsum Board.
MSL — RefleXor membrane, SONOpan panel

13. **Barrier Mesh —** (Optional, Not Shown) - Attached to steel studs on one or both sides of the wall using Barrier Mesh Clips spaced at maximum 12 inches on center vertically, using a flat head type screw penetrating through the steel at least 3/8 of an inch. For Steel Studs less than 0.033 inches in thickness, use self-piercing screws. For Steel Studs equal to or greater than 0.033 inches in thickness, use steel drill screws (self-tapping). Gypsum Board (Item 4) to be installed directly over the Barrier Mesh using prescribed screw patterns with lengths increased by a minimum 1/8 in. Barrier Mesh may be installed with the long dimension of the diamond pattern positioned vertically or horizontally. Barrier Mesh joints may occur as butt joints at the framing members and secured using the Barrier Mesh Clips or occur in between framing members as overlapping joints secured using 18 SWG wire ties spaced a maximum 12 in. on center.
CLARKDIETRICH BUILDING SYSTEMS — Barrier Mesh, Barrier Mesh Clips

*** Indicates such products shall bear the UL or cUL Certification Mark for jurisdictions employing the UL or cUL Certification (such as Canada), respectively.**

Last Updated on 2020-12-01

The appearance of a company's name or product in this database does not in itself assure that products so identified have been manufactured under UL's Follow-Up Service. Only those products bearing the UL Mark should be considered to be Certified and covered under UL's Follow-Up Service. Always look for the Mark on the product.

UL permits the reproduction of the material contained in the Online Certification Directory subject to the following conditions: 1. The Guide Information, Assemblies, Constructions, Designs, Systems, and/or Certifications (files) must be presented in their entirety and in a non-misleading manner, without any manipulation of the data (or drawings). 2. The statement "Reprinted from the Online Certifications Directory with permission from UL" must appear adjacent to the extracted material. In addition, the reprinted material must include a copyright notice in the following format: "© 2020 UL LLC"

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

project

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn SS

chkd LA

UL DESIGN LISTINGS

description

FOR BIDDING

A-901

number

UL Design No. X528

UL Product iQ®

BXUV.X528 - Fire-resistance Ratings - ANSI/UL 263

Design/System/Construction/Assembly Usage Disclaimer

- Authorities Having Jurisdiction should be consulted in all cases as to the particular requirements covering the installation and use of UL Certified products, equipment, system, devices, and materials.
- Authorities Having Jurisdiction should be consulted before construction.
- Fire resistance assemblies and products are developed by the design submitter and have been investigated by UL for compliance with applicable requirements. The published information cannot always address every construction nuance encountered in the field.
- When field issues arise, it is recommended the first contact for assistance be the technical service staff provided by the product manufacturer noted for the design. Users of fire resistance assemblies are advised to consult the general Guide Information for each product category and each group of assemblies. The Guide Information includes specifics concerning alternate materials and alternate methods of construction.
- Only products which bear UL's Mark are considered Certified.

Fire-resistance Ratings - ANSI/UL 263

BXUV - Fire Resistance Ratings - ANSI/UL 263 Certified for United States
BXUV7 - Fire Resistance Ratings - CAN/ULC-S101 Certified for Canada

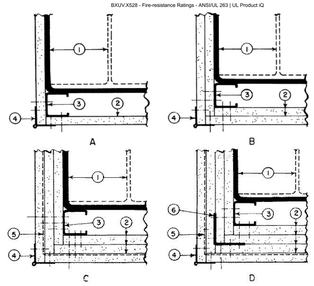
See General Information for Fire-resistance Ratings - ANSI/UL 263 Certified for United States
Design Criteria and Allowable Variances

See General Information for Fire Resistance Ratings - CAN/ULC-S101 Certified for Canada
Design Criteria and Allowable Variances

Design No. **X528**

February 23, 2022

Ratings — 1, 2 and 3 Hr.
*** Indicates such products shall bear the UL or cUL Certification Mark for jurisdictions employing the UL or cUL Certification (such as Canada), respectively.**



CORNER DETAILS OF WALLBOARD
SUPPORT SYSTEMS WITHOUT STEEL COVERS

1. **Steel Column —** Min sizes of W-shaped and tubular steel columns which appear in the AISC Steel Construction Manual as shown under Item 2.

2. **Gypsum Board* — Any 1/2 in. thick UL Classified Gypsum Board that is eligible for use in Design No. X515. Any 5/8 in. thick UL Classified Gypsum Board that is eligible for use in Design Nos. L501, G512 or U305.** Nom 1/2 in. or 5/8 in. thick gypsum board. Applied in layers as noted in the above illustrations. Boards are to be applied vertically without horizontal joints. Min total thickness of layers in inches for the various ratings and min column sizes are as follows:

W Shaped Column Min Column Size	Rating (Hr) 1	2	3	Corner Details For Various Rating 1 Hr	2 Hr	3 Hr
Total thickness (In.)						
W4x13	1	1-1/2	2-1/4	B	C	D
W6x15.5	1	1-1/2	2-1/4	B	C	D
W10x49	1/2	1-1/8	1-7/8	A	B	C
Tube Shaped columns						
TS 4 by 4						
by0.188	1	1-3/4	2-5/8	B	C	D
TS 8 by 8						
by 0.250	5/8	1-1/2	2-1/4	A	C	D

AMERICAN GYPSUM CO (View Classification) — CKNX.R14196

BEIJING NEW BUILDING MATERIALS PUBLIC LTD CO (View Classification) — CKNX.R19374

CABOT MANUFACTURING ULC (View Classification) — CKNX.R25370

CERTAINTEED GYPSUM INC (View Classification) — CKNX.R3660

CGC INC (View Classification) — CKNX.R19751

GEORGIA-PACIFIC GYPSUM L L C (View Classification) — CKNX.R2717

LOADMASTER SYSTEMS INC (View Classification) — CKNX.R11809

NATIONAL GYPSUM CO (View Classification) — eXP-C. CKNX.R3501

PABCO BUILDING PRODUCTS L L C, DBA PABCO GYPSUM (View Classification) — CKNX.R7094

PANEL REY S A (View Classification) — CKNX.R21796

SIAM GYPSUM INDUSTRY (SARABURI) CO LTD (View Classification) — CKNX.R19262

THAI GYPSUM PRODUCTS PCL (View Classification) — CKNX.R27517

THE SIAM GYPSUM INDUSTRY (DONGKHILA) CO (View Classification) — CKNX.R40305

UNITED STATES GYPSUM CO (View Classification) — CKNX.R1319

USG BORAL DRYWALL SFZ LLC (View Classification) — CKNX.R38438

USG MEXICO S A DE C V (View Classification) — CKNX.R16089

2A. **Gypsum Board* —** As an alternate to Item 2- 3/4 in. thick gypsum wallboard. For 2 Hr rating, 1-1/2 in. total thickness, installed in accordance with corner detail B. For 3 Hr rating, 2-1/4 in. total thickness installed in accordance with corner detail C. Boards are to be applied vertically without horizontal joints.
CGC INC — Type IP-X3 or ULTRACODE

UNITED STATES GYPSUM CO — Type IP-X3 or ULTRACODE

USG BORAL DRYWALL SFZ LLC — Type ULTRACODE

USG MEXICO S A DE C V — Type IP-X3 or ULTRACODE

2B. **Gypsum Board* —** (As an alternate to Items 2 and 2A) — Nominal 5/8 in. thick panels. One of the layers of **Gypsum Board** (Item 2) used to obtain the minimum required thickness in Item 2 may be substituted with one layer and secured as described in Item 2.
PABCO BUILDING PRODUCTS L L C, DBA PABCO GYPSUM — Type QuietRock ES

2C. **Wall and Partition Facings and Accessories* —** (As an alternate to Item 2 through 2B) — Composite Gypsum Panel — Nominal 5/8 in. thick panels. One of the layers of **Gypsum Board** (Item 2) used to obtain the minimum required thickness in Item 2 may be substituted with one layer of composite gypsum panel and secured as described in Item 2.
PABCO BUILDING PRODUCTS L L C, DBA PABCO GYPSUM — Type QuietRock QR

2D. **Gypsum Board* —** (As an alternate to Item 2, For use with Item 4A) — 1/2 in. thick, installed as described in Item 2.

CERTAINTEED GYPSUM INC — Type C

3. **Steel Stud —** 1-5/8 in. wide with 1-5/16 and 1-7/16 in. legs having a 1/4- in. folded flange, fabricated from No. 25 MSG galv steel. Length to be 1/2 in. less than the assembly height.

3A. **As an alternate to Item 3 Steel Framing Members* —** galv. steel clips spaced 4 ft OC and 1-1/4 in. from top and bottem of column. A No. 28 MSG galv steel support angle with 1-1/4 in. length shall be placed over clips and secured with screws attaching the wallboard. The angle cut 1 in. less than assembly height splices in angle to occur over clips. The clips for use with wide flange columns only.
JOHN WAGNER ASSOCIATES INC, DBA GRABBER — Types CB, CB1Clips.

4. **Corner Beads —** No. 28 MSG galv steel, 1-1/4 in. legs to be attached to the wallboard with No. 6 by 1 in. screws spaced 12 in. OC max.

UL Design No. X528 (Continued)

4A. **Corner Bead* —** (As an alternate to Item 4, For use with Item 2D) — 0.058 in. thick at shoulder thickness, 1-7/8 in. legs, attached to gypsum board using all-purpose ready mix joint compound.

CERTAINTEED GYPSUM INC — Types NC, NCPRO, NC450

5. **Tie Wire —** No. 18 SWG steel wire spaced 24 in. OC used with second layer of wallboard.

6. **Screws —** For attaching first layer of wallboard to steel studs, and third layer of wallboard to 2 in. by 2 in. steel angle (25 Ga) to be No. 6 by 1 in. (or 1-1/4 in. for 3/4 in. thick wallboard) Phillips head self-drilling, self-tapping double lead screws spaced 24 in. OC For attaching second layer of wallboard to steel studs and fourth layer of wallboard to 2 in. by 2 in. steel angle (25 Ga) to be No. 6 by 1-3/4 in. (or 2-1/4 in. for 3/4 in. thick wallboard) steel screws of the same type spaced 12 in. OC For attaching third layer of wallboard to steel studs to be No. 8 by 2-1/4 in. screws of the same type spaced 12 in. OC

7. **Finishing System —** (Not Shown) — Joint compound applied over corner beads to a thickness of 1/16 in.

*** Indicates such products shall bear the UL or cUL Certification Mark for jurisdictions employing the UL or cUL Certification (such as Canada), respectively.**
Last Updated on 2022-02-23

The appearance of a company's name or product in this database does not in itself assure that products so identified have been manufactured under UL Solutions' Follow - Up Service. Only those products bearing the UL Mark should be considered to be Certified and covered under UL Solutions' Follow - Up Service. Always look for the Mark on the product.

UL Solutions permits the reproduction of the material contained in Product iQ subject to the following conditions: 1. The Guide Information, Assemblies, Constructions, Designs, Systems, and/or Certifications (files) must be presented in their entirety and in a non-misleading manner, without any manipulation of the data (or drawings). 2. The statement "Reprinted from Product iQ with permission from UL Solutions" must appear adjacent to the extracted material. In addition, the reprinted material must include a copyright notice in the following format: "©2022 UL LLC."

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision date:
2 Developmt Svcs Rvw 7/20/22
1 Code Updates 6/14/22
Construction Doc. 6/10/22
Design Development 3/11/22
Schematic Design 1/21/22

issue / revision

job # 163-19
drawn SS
ck'ed LA

description
UL DESIGN LISTINGS

FOR BIDDING

number
A-902

PLAN SPECIFICATIONS

JOB CONDITIONS
Areas of the building immediately adjacent to areas under construction will be occupied by the owner during the work of this project. Conduct the work of this project in a manner that will minimize disruption of the Owner's occupancy of adjacent areas.

Do not interrupt building access and use, except as permitted by the Owner.

Provide temporary barriers and/or partitions as required to protect the occupants of the building and the general public from injury due to the work of this project; and/or to protect adjacent areas of the building from the spread of dust and dirt caused by the work or this project.

Do not interrupt power, lighting, plumbing, telephone and HVAC services to occupied areas without Owner's approval. Such interruptions must be scheduled at least eight (8) work days in advance and have Owner's approval.

PROTECTION OF WORK AND ADJACENT AREAS
Areas adjacent to work included in this project may be subject to damage due to construction operations; protect as necessary.

Notify, in writing, the Owner of property which interferes with the work and arrange with them for disposition of such property.

The Contractor will maintain free of obstructions and debris, all designated corridors and emergency exits, handicap access ramps and sidewalks to building. Provide temporary directional handicapped signage for routing to the nearest accessible facilities.

EXISTING FURNITURE AND EQUIPMENT
The Owner will remove or relocate existing movable furniture and equipment from the areas in which the Contractor is working. Notify the Owner not less than three days prior to starting work in areas where furniture and equipment require moving.

CONTRACTOR'S ACCESS PARKING AND STAGING AREAS
Work included in this project will need to be performed within the limitations of available access at the site. Town of Castle Rock shall limit the area available for staging and parking due to the sensitive nature of the site. Contractor shall adjust the means and methods of construction to allow for the restrictions surrounding the site.

General Staging Areas are approved areas adjacent to the site when available or in designated group staging yards.

Restricted Staging Areas are approved areas near the site for the construction dumpster, off-loading of equipment, and materials that are soon to be incorporated into the work. No vehicles shall park in a restricted staging area.

Contractor Employee Parking are areas for workers needing parking near Castle Rock Police Department. Coordinate through Police Department Project Manager.

Prohibited Parking are areas designated as No Parking areas. The contractor shall not allow any parking in areas so designated under any circumstance.

Contractor shall use the designated site access for material storage in such a manner that access to the existing building remain accessible at all times for use. Confine operations to as limited a use of the existing building as possible.A route of access to and from the work for employees shall be agreed upon and it shall be the Contractor's responsibility to see that the agreed route is maintained in order to prevent unwarranted or unnecessary traffic through the existing buildings or site.

CONSTRUCTION AND SEQUENCE SCHEDULE
In order to accommodate the uninterrupted operation of the existing building during the various phases of construction, the sequence of construction operations shall be as follows:

A. The sequence concept is to: (1) prepare the existing facility to function during renovation through completion; (2) thence occupy the newly remodeled portion; and (3) upon completion, finally reoccupy the remodeled portions.

B. Utilizing this concept break down the Schedule into broad scope categories augmented by "Owner Action" and "Contractor action" columns that indicate coordination tasks which define the various phases of the work.

C. The intent of the categorization is to generally summarize the nature and extent of work to be performed without in any way limiting specific requirements of the Contract Documents.

D. Some overlapping between the several construction operation will occur, and where possible, permission may be granted to start certain portions of the work before the previous operations were completed in their entirety. Such detail scheduling shall be done as the work in progresses, provided that the Owner's operations remain uninterrupted, but in all cases must receive Owner approval.

E. Where it may not be possible to complete certain mechanical and electrical services in connection with making the work complete and ready for occupancy, temporary services as directed and as approved shall be installed to permit occupancy by the Owner at the earliest possible date.

F. The construction sequence schedule and related drawings are intended to aid the Contractor in bidding and in the preparation of a specific construction schedule. Deviations of sequence may be made upon approval of the Owner and the Architect. The preparation of a specific construction schedule remains the responsibility of the Contractor.

CLEANING
A. Cleaning and Protection Work: At the time each unit of work or element of the construction is completed (substantially) in each area of the Project, clean the unit or element to a condition suitable for occupancy and use (as intended), and restore minor or superficial damage. Replace units and elements which are damaged beyond successful restoration. Clean and restore adjoining surfaces and other work which was soiled or damaged (superficially) during the installation; replace other work damaged beyond successful restoration. Where the performance of subsequent work could possibly result in damage to the complete unit or element, provide protective covering or other provisions to minimize possible damage. Repeat cleaning and protection operations during remainder of construction period, wherever work might otherwise be damaged by sustained soiling or exposure.

B. During Construction: Oversee cleaning and ensure that building, grounds, and public properties are maintained free from accumulation of waste materials and rubbish. At reasonable intervals during daily progress of work, clean up site and access and dispose of waste materials, rubbish, and debris. Vacuum clean interior building areas when ready and continue vacuum cleaning on an as-needed basis until building is ready for Acceptance or occupancy.

PROJECT SIGN
Erect no project sign or job-site sign of any kind, except warning signs, without written authorization of the Owner.

PERMITS
The contractor must post permit(s) in a prominent location at the jobsite including all inspection reports. The contractor shall have an updated set of contract documents available at the jobsite for all inspections.

FIRE ALARM INTERRUPTION
Contractor shall contact Town of Castle Rock prior to all interruptions or shutdowns of fire alarm systems. Interruptions or shutdowns shall be scheduled three (3) working days in advance with the Project Manager. Contractor shall provide a fire watch during interruption or shutdown.

ALUMINUM EXTERIOR STOREFRONT
A. Delegated Design: Design aluminum-framed systems, including comprehensive engineering analysis by a qualified professional engineer, using performance requirements and design criteria indicated.
1. Deflection Normal to Wall Plane: Limited to edge of glass in a direction perpendicular to glass plane shall not exceed L/175 of the glass edge length for each individual glazing lite or an amount that restricts edge deflection of individual glazing lites to 3/4 inch (19 mm), whichever is less.
2. Deflection Parallel to Glazing Plane: Limited to L/360 of clear span or 1/8 inch (3.2 mm), whichever is smaller.
B. Structural-Test Performance: Provide aluminum-framed systems tested according to ASTM E 330 as follows:
1. When tested at positive and negative wind-load design pressures, systems do not evidence deflection exceeding specified limits.
2. When tested at 150 percent of positive and negative wind-load design pressures, systems, including anchorage, do not evidence material failures, structural distress, and permanent deformation of main framing members exceeding 0.2 percent of span.
3. Test Durations: As required by design wind velocity, but not fewer than 10 seconds.
C. Air Infiltration: Provide aluminum-framed systems with maximum air leakage through fixed glazing and framing areas of 0.06 cfm/sq. ft. (0.03 L/s per sq. m) of fixed wall area when tested according to ASTM E 283 at a minimum static-air-pressure difference of 6.24 lbf/sq. ft. (300 Pa).
D. Water Penetration under Static Pressure: Provide aluminum-framed systems that do not evidence water penetration through fixed glazing and framing areas when tested according to ASTM E 331 at a minimum static-air-pressure difference of 20 percent of positive wind-load design pressure, but not less than 6.24 lbf/sq. ft. (300 Pa).
E. Water Penetration under Dynamic Pressure: Provide aluminum-framed systems that do not evidence water leakage through fixed glazing and framing areas when tested according to AAMA 501.1 under dynamic pressure equal to 20 percent of positive wind-load design pressure, but not less than 6.24 lbf/sq. ft. (300 Pa).
F. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of aluminum-framed systems that do not comply with requirements or that fail in materials or workmanship within specified warranty period. Warranty Period: 5 years from date of Substantial Completion.
G. Special Finish Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components on which finishes do not comply with requirements or that fail in materials or workmanship within specified warranty period. Warranty does not include normal weathering. Warranty Period: 10 years from date of Substantial Completion.

H. Basis-of-Design Product: Subject to compliance with requirements, provide Vistawall FG5100 or comparable product by one of the following:
1. EFCO Corporation.
2. Kawneer North America; an Alcoa company.
3. TRACO.
4. Tubelite.

I. Aluminum: Alloy and temper recommended by manufacturer for type of use and finish indicated.
1. Sheet and Plate: ASTM B 209 (ASTM B 209M).
2. Extruded Bars, Rods, Profiles, and Tubes: ASTM B 221 (ASTM B 221M).
3. Extruded Structural Pipe and Tubes: ASTM B 429.
4. Structural Profiles: ASTM B 308/B 308M.
5. Welding Rods and Bare Electrodes: AWS A5.10/A5.10M.
J. Steel Reinforcement: Manufacturer's standard zinc-rich, corrosion-resistant primer, complying with SSPC-PS Guide No. 12.00; applied immediately after surface preparation and pretreatment. Select surface preparation methods according to recommendations in SSPCSPCOM and prepare surfaces according to applicable SSPC standard.
1. Structural Shapes, Plates, and Bars: ASTM A 36/A 36M.
2. Cold-Rolled Sheet and Strip: ASTM A 1008/A 1008M.
3. Hot-Rolled Sheet and Strip: ASTM A 1011/A 1011M.

HOLLOW METAL DOORS AND FRAMES
INTERIOR FRAMES: Fabricated from cold-rolled steel sheet.Install hollow metal work plumb, rigid, properly aligned, and securely fastened in place; comply with Drawings and manufacturer's written instructions.

A. Fabricate frames with mitered or coped corners.

B. Fabricate frames as full profile welded unless otherwise indicated.

C. Frames for Wood Doors: 0.053-inch thick steel sheet.

D. Hardware Reinforcement: Fabricate according to ANSI/SDI A250.6 with reinforcement plates from same material as frames.

E. Jamb Anchors: Stud-Wall Type: Designed to engage stud, welded to back of frames; not less than 0.042 inch thick.

STOPS AND MOLDINGS:
A. Solid blocking is required in wall where wall mounted stops are indicated.

B. Moldings for Glazed Lites in Doors: Minimum 0.032 inch thick, fabricated from same material as door face sheet in which they are installed.

C. Fixed Frame Moldings: Formed integral with hollow metal frames, a minimum of 5/8 inch high unless otherwise indicated.

D. Loose Stops for Glazed Lites in Frames: Minimum 0.032 inch thick, fabricated from same material as frames in which they are installed.

E. Terminated Stops: Where indicated on interior door frames, terminate stops 6 inches above finish floor with a 45-degree angle cut, and close open end of stop with steel sheet closure. Cover opening in extension of frame with welded-steel filler plate, with welds ground smooth and flush with frame.

FABRICATION:
A. Fabricate hollow metal work to be rigid and free of defects, warp, or buckle. Accurately form metal to required sizes and profiles, with minimum radius for thickness of metal. Where practical, fit and assemble units in manufacturer's plant. To ensure proper assembly at Project site, clearly identify work that cannot be permanently factory assembled before shipment.

B. Jamb Anchors: Provide number and spacing of anchors as follows: Locate anchors not more than 18 inches from top and bottom of frame. Space anchors not more than 32 inches o.c. and three anchors per jamb up to 60 inches high.

C. Door Silencers:Drill stop in strike jamb to receive three door silencers.

D. Stops and Moldings: Provide stops and moldings around glazed lites where indicated. Form corners of stops and moldings with butted or mitered hairline joints.

ADJUSTING AND CLEANING:
A. Final Adjustments: Check and readjust operating hardware items immediately before final inspection. Leave work in complete and proper operating condition. Remove and replace defective work, including hollow metal work that is warped, bowed, or otherwise unacceptable.

B. Prime-Coat Touchup: Immediately after erection, sand smooth rusted or damaged areas of prime coat and apply touchup of compatible air-drying, rust-inhibitive primer.

FLUSH WOOD DOORS
Solid-core doors with wood-veneer faces.Factory fitting flush wood doors to frames and factory machining for hardware.

QUALITY ASSURANCE:
A. Manufacturer Qualifications: A qualified manufacturer that is certified for chain of custody by an FSC-accredited certification body.

B. Source Limitations: All doors shall be the product of the same manufacturer to insure uniformity of quality and appearance throughout the project.

C. Quality Standards: Provide doors meeting or exceeding the minimum standards as set forth by the following organizations unless standards are modified or exceeded by this specification: 1) American Woodwork Institute (AWI), Section 1300 and 1500 (for grade of door, core, construction, finish, and other requirements). 2) WDMA I.S. 1A – Window and Door Manufacturers Association (face veneer requirements).

D. The top of each door shall bear a label from the manufacturer indicating the door construction, face veneer species, cut and grade. If the doors are factory finished the label shall also have the finishing information.

WARRANTY:
A. All work in this section shall be warranted by a FULL DOOR WARRANTY, from the date of installation, against defects in material and workmanship, including the following: 1) Delamination in any degree; 2) Warp or twist of ¼" or more in any 3'-6" x 7'-0" section of a door. 3) Telegraphing of any part of core assembly through face to cause surface variation of 1/100" or morein a 3" span. 4) Any defect which may, in any way, impair or affect performance of the door for the purpose which it is intended.

B. Periods of warranty: Life of original installation.

C. Doors must be stored, finished, hung and maintained per manufacturers recommendations set forth in their full door warranty.

MANUFACTURERS:
A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
1. Marshfield Door Systems, Inc.
2. Algoma.
3. Eggers Industries.

FACTORY FINISHING:
A. General: Comply with referenced quality standard for factory finishing. Complete fabrication,including fitting doors for openings and machining for hardware that is not surface applied, before finishing. Finish faces, all four edges, edges of cutouts, and mortises. Stains and fillers may be omitted on top and bottom edges, edges of cutouts, and mortises.

B. Finish doors at factory that are indicated to receive transparent finish. Field finish doors indicated to receive opaque finish.

C. Transparent Finish:1) Grade: Premium; 2) Finish: AWI conversion varnish or catalyzed polyurethane system; 3) Staining to match existing door finish: As selected by Architect from manufacturer's full range; 4) Effect: Open-grain finish; 5) Sheen: Semi-gloss.

DOOR HARDWARE
Hardware specified herein is to cover all necessary material required to fully complete the hardware requirements of specified openings. It is the intention that the hardware specified shall be of sufficient quantities necessary to complete the Work. Notify the Architect of omissions or discrepancies prior to bid date for clarifications or instructions. Adjustments to the Contract Sum will not be allowed for omissions not clarified prior to bid opening.

GENERAL WARRANTY:
Warranty specified in this Article shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and shall be in addition to, and run concurrent with, other warranties made by the Contractor under requirements of the Contract Documents. Provide the following special hardware warranty for the following items: 1) Locksets 7 years; 2) Door Closers 10 years; 3) Exit devices 5 years.

MANUFACTURERS:
A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated in the Work include the following:
1. Butts and Hinges:
a) Ives Hinge: 3CB1 3CB1HW.
b) Stanley Hinge: CB1900 CB1901.
c) McKinney Hinge: TA714 TA786.
2. Key Control System:
a) Incorporate with existing Schlage Lock keying system.
3. Locksets, Latchsets and Deadbolts:
a) Best Lock: 93K 15D MX8.
4. Exit/Panic Devices:
a) Von Duprin: 98 Series.
5. Door Closers and Magnetic Holders:
a) LCN: 4111 EDA Series.
6. Door Trim Units:
a) Ives: WS407CVX FS436/FS438 FS441/442.

DOOR STOPS:
A. Furnish heavy duty brass, bronze or stainless steel base material, concave or convex wall stops, coincide with lock function, wherever door strikes wall; fasteners to be with machine screws and lead anchors.Do not mount floor stops where they will impede traffic or present tripping hazard. Install at maximum door swing and out of traffic flow.
B. Provide gray resilient rubber bumpers.
C. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products which may be incorporated in the Work include: Ives: WS406 FS436/FS438 FS9.

HARDWARE FINISHES:
Manufacturer's standard color and texture finish for the latch and locksets to match existing Owner items (Satin Chrome, Clear Coated: US26D/ANSI 626, ANSI 652).

HARDWARE SCHEDULE:
The door hardware sets represent the design intent and direction of the owner and architect to match the existing hardware used throughout the building. They are a guideline only and should not be considered a detailed hardware schedule. Discrepancies, conflicting hardware and missing items should be brought to the attention of the architect with corrections made prior to the bidding process. Omitted items not included in a hardware set should be scheduled with the appropriate additional hardware required for proper application and functionality.

Manufacturer's Legend:

AB	ABH Manufacturing Inc
BE	Best Access System
BY	By Others
HA	Hager
HS	HES
NA	Not Applicable
PR	Precision
SD	Stanley Door Closers
ST	Stanley
TR	Trimco

In all instances, design intent is to match keying system of remainder of facility. If this can be accomplished with hardware indicated below, do so. If not, this hardware schedule is intended to demonstrate function of each hardware set and should be used as a basis for bidding hardware that does match keying set for remainder of facility.

Hardware Set 1 - Int - Pair - Exit - Access
Doors: 103

6 Hinges	FBB191 4 1/2 x 4 1/2 NRP	USD32D	ST
1 Exit Device	3RO ELR 2803 X 4903A S460 S519	630	PR
1 Exit Device	3RO 2802 X 4902A S460 S519	630	PR
1 Rim Cylinder	12E-72 PATD	626	BE
2 Door Closer	CLD-4550 CS	689	SD
2 Armor Plate	KA050-2 34" X 2" LDW CSK UL	630	TR
1 Card Reader	CARD READER BY OWNER'S SECURITY		BY
1 Power Transfer	EPT-5		PR
1 Power Supply	ELR151		PR
1 Meeting Edge Gasket	5050 B-83"		NA
1 Saddle Threshold	425 72"	AL	NA

Hardware Set 2 - Int - Sgl - Push/Pull
Doors: 007, 011, 101, 111

3 Hinges	FBB179 4 1/2 X 4 1/2	USD26D	ST
1 Push/Pull Plate Combo	1895-4B	630	TR
1 Door Closer	CLD-4550 STD W/PA BRKT SN	689	SD
1 Kick Plate	KO050 10" X 2" LDW CSK	630	TR
1 Wall Bumper	1270WV	630	TR

Hardware Set 3 - Int - Sgl - Office
Doors: 002, 105, 108, 109, 110

3 Hinges	FBB179 4 1/2 X 4 1/2	USD26D	ST
1 Office Lockset	9K3-7B15D PATD	626	BE
1 Wall Bumper	1270WV	630	TR

Hardware Set 4 - Int - Sgl - Storeroom
Doors: 003, 010,

3 Hinges	FBB179 4 1/2 X 4 1/2	USD26D	ST
1 Lockset	9K3-7D15D PATD	626	BE
1 Door Closer	CLD-4550 STD W/ PA BRKT SN	689	SD
1 Wall Bumper	1270WV	630	TR

Hardware Set 5 - Int - Sgl - Privacy
Doors: 004, 005, 006, 008, 009, 012, 013, 014,

3 Hinges	FBB179 4 1/2 X 4 1/2	USD26D	ST
1 Office Lockset	9K3-0L15D PATD	626	BE
1 Wall Bumper	1270WV	630	TR

Hardware Set 6 - Int - Dbl - Push/Pull
Doors: 107

2 Continuous Hinge	780-112HD x LAR	USD26D	ST
2 Push/Pull Set	159D x LAR	626	HA

Hardware Set 7 - Ext - Pair - Exit - Access
Doors: 001

6 Hinges	FBB191 4 1/2 x 4 1/2 NRP	USD32D	ST
1 Exit Device	3RO ELR 2803 X 4903A S460 S519	630	PR
1 Exit Device	3RO 2802 X 4902A S460 S519	630	PR
1 Rim Cylinder	12E-72 PATD	626	BE
2 Door Closer	CLD-4550 CS	689	SD
2 Armor Plate	KA050-2 34" X 2" LDW CSK UL	630	TR
1 Card Reader	CARD READER BY OWNER'S SECURITY		BY
1 Power Transfer	EPT-5		PR
1 Power Supply	ELR151		PR
1 Meeting Edge Gasket	5050 B-83"		NA
1 Gasketing	5050 B-20 20'		NA
1 Drip Cap	16 A 4"ODW		NA
2 Door Sweep	200 NA 36"		NA
1 Saddle Threshold	425 72"	AL	NA

TEMPERED SAFETY GLAZING
Safety glazing shall be installed in all openings within doors, at all glazed openings within 12 inches of door openings where the bottom edge is less than 5 feet from the floor, and at all fixed glazed openings of more than 9 square feet where the lower edge of the glazed panel is less than 18 inches above the adjacent floor level (except where the panel is protected by a horizontal member located between 24 inches and 36 inches above the adjacent floor).

GYPSUM BOARD ASSEMBLIES
A. Non-Loadbearing Framing System Components: ASTM C645; galvanized sheet steel, of size and properties necessary to comply with ASTM C754 for the spacing indicated, with maximum deflection of wall framing of L/360 at 5 psf.
1. Studs: "C" shaped with flat or formed webs with knurled faces.
2. Runners: U shaped, sized to match studs.
3. Ceiling Channels: C shaped.
4. 3-5/8 inch depth unless otherwise indicated.
5. 22 gage studs (20 gage studs both sides of door frames)

B. Partition Head to Structure Connections: Provide mechanical anchorage devices that accommodate deflection using slotted holes, screws and anti-friction bushings, preventing rotation of studs while maintaining structural performance of partition.
1. Structural Performance: Maintain lateral load resistance and vertical movement capacity required by applicable code, when evaluated in accordance with AISI North American Specification for the Design of Cold-Formed Steel Structural Members.
2. Material: ASTM A653/A653M steel sheet, SS Grade 50/340, with G60/Z180 hot dipped galvanized coating.

C. Gypsum Wallboard: 5/8" Paper-faced gypsum panels as defined in ASTM C1396/C1396M; sizes to minimize joints in place; ends square cut.

D. Acoustic Insulation: Unfaced, Glass-Fiber Blanket Insulation (acoustic applications): ASTM C 665, Type I (blankets without membrane facing); consisting of fibers; with maximum flame-spread and smoke-developed indexes of 25 and 50, respectively; passing ASTM E 136 for combustion characteristics. Place tightly within stud spaces, around cut openings, behind and around electrical and mechanical items within partitions, tight to items passing through partitions, and in 3' band on top of acoustical ceiling tiles at locations noted on the floor plan.

ACOUSTICAL CEILINGS
Install suspension systems in accordance with ASTM C636 and manufacturers recommendations. Match existing suspension and acoustical systems at adjacent areas. Coordinate with architect and owner.
1. Type: Armstrong Ultima.
2. Size: 15/16" x 24" x 24" (1894) tegular edge, fine texture
3. NRC: 0.70
4. CAC: 35
5. Color: White.
6. Grid: Prelude XL (15/16") Exposed Tee (white). 7300 main beam; XL7328 & XL7348 cross tees; 7800 wall moulding.
7. Install metal edge molding wherever the suspended grid abuts walls, columns and other vertical surfaces.
8. Frame around openings as required.
9. Suspend grid with hanger wires from structure above. Install hanger wires at all four corners of lay-in light fixtures and as required to provide maximum deflection of 1/360 of span and level within 1/8" in 12'.

TILE CARPETING
Where existing carpet tile cannot be reused provide new carpet as applicable.

Carpet tile, loose laid with edges and control grid adhered according to manufacturers recommendation. Brand and color to match existing carpet tile on first floor.

1. Manufacturer: Shaw
2. Style name: Intermix
3. Color Name: Blend
4. Size: 24"x24"

Verify color with owner and architect prior to material purchase.

PAINTING
Apply paint according to manufacturer's written instructions. Use applicators and techniques best suited for substrate and type of material being applied.
If an item or a surface is not specifically mentioned, paint the item or surface the same as similar adjacent materials or surfaces. If a color of finish is not indicated, Architect will select from standard colors and finishes available. Apply two finish coats over primer.

WALL BASE
Johnsonite Traditional Rubber Wall Base, 1/8", 45 - Sandalwood

WIRE MESH
Mesh: 0.192-inch-diameter (6 ga.), intermediate-crimp steel wire woven into 2-inch diamond mesh. As defined in ASTM E 2016:

1. Intermediate Crimp: Wires pass over one and under the next adjacent wire in both directions, with wires crimped before weaving and with extra crimps between the intersections.
2. Lock Crimp: Deep crimps at points of the intersection that lock wires securely in place.

Installer's responsibilities include fabricating and installing wire mesh items and providing professional engineering services needed to assume engineering responsibility. Engineering Responsibility: Preparation of data for wire mesh items, including Shop Drawings, based on testing and engineering analysis of manufacturer's standard units in assemblies similar to those indicated for this Project.

GLASS BLOCK
1.Glass block panels shall not be designed to support structural loads.
2.Sills of all panels must be painted with a heavy coat of asphalt emulsion and must cure for two hours before first mortar bed is placed.
3.Provision for expansion, movement and isolation of the glass units from the surrounding frame must be made at jambs and heads of all panels. Mortar must not bridge expansion spaces.

The drawings and specifications are based on catalog data, specifications and products of Pittsburgh Corning Corporation and designate the type and quality of work intended under this section. Glass block units, nominally 8 inch x 8 inch x 4 inch thick shall be partially evacuated hollow units made of frosted, colorless glass with a polyvinyl butyral edge coating.

A.Panel Reinforcing: two parallel 9 gauge wires either 15/8 inch or 2 inch on center with electrically built-welded crosswires spaced at regular intervals, hot dipped galvanized after welding or Type 304 stainless steel, by Pittsburgh Corning Corporation.
B.Panel Anchors: 20 gauge perforated steel strips 24 inches long by 1¾ inches wide, hot dipped galvanized after perforation or 22 gauge by 16 inches long by 1¾ inches wide of Type 304 stainless steel, by Pittsburgh Corning Corporation.
C.Expansion Strips: made of polyethylene foam with a thickness of 3/8 inch, by Pittsburgh Corning Corporation.
D.Asphalt Emulsion: a water-based asphalt emulsion, by Karnak Chemical Corp. (Karnak 100, 1-800-526-4236), or equal.

Mortar: Limit cementitious materials in mortar to Portland Cement and lime. Type S in accordance with ASTM C270. Mortar shall be 1 part Portland Cement, ½ part lime, and sand equal to 2¼ to 3 times the amount of cementitious material (cement plus lime), all measured by volume. (For exterior glass block panels, an integral type waterproofer should be added to the mortar mix.) **No antifreeze compounds or accelerators allowed.**

NOTE: All model building codes also accept the use of Type N mortar.

B.Portland Cement: Type I in accordance with ASTM C150. If a waterproof Portland Cement is used, the integral type waterproofer shall be omitted. (Masonry Cement is not recommended.)
C.Lime: Shall be a dolomitic pressure-hydrated lime, special hydrate, Type S, in accordance with ASTM C207.
D.Sand: A clean, white quartzite or silica type, essentially free of iron compounds, in accordance with ASTM C144, not less than 100% passing a No. 8 sieve.
E.Integral Type Water-repellent: Stearate type by The Euclid Chemical Company (Integral Waterpeller® Powder, **Not Liquid**, 1-800-321-7628), or approved equal. Note: Add Integral Waterpeller® powder to dry mortar mix. Do not add powder to wet mortar mix.
External Type Water Proofer: Water based silane sealer type by BASF Corporation (HYDROZO ENVIROSEALTM 40, 1-800-243-6739). Note: Remove excess sealer from glass surfaces soon after application.

STUCCO
A. Acceptable Manufacturers – Stucco Base Coat and Acrylic-Based Finish Materials:
Provide stucco, primer and finish from single source manufacturer.
1. BASF Wall Systems; www.basfwallsystems.com
2. Comex Group; www.thecomexgroup.com, Texturi brand.
3. Flexi-Rock, Inc., Dolores, Colorado.
4. Omega Products International, Inc.; www.omega-products.com.
5. Sto Corporation; www.stocorp.com.
B. Acceptable Manufacturers – Metal Lath and Stucco Accessories:
1. Alabama Metal Industries Corporation (AMICO).
2. California Expanded Metal Products Company (CEMCO);

C. Regulatory Requirements:
1. Install stucco and acrylic plaster finish to comply with all applicable codes and standards and with requirements of local agencies having jurisdiction.

D. Portland Cement Stucco Patches and Infill: Match adjacent existing total stucco thicknesses.
1. Where existing total stucco thickness is less than 3/4-inch, provide two-coat system consisting of factory formulated thincoat stucco basecoat and Portland cement finish coat.
2. Where existing total stucco thickness is 3/4-inch or greater, provide 3-coat Portland cement stucco, with brown coat, scratch coat and finish coat.
3. Finish Coat: Cement based stucco finish coat consisting of Portland cement, lime, properly graded aggregate, and proprietary ingredients.
a. Texture: Match existing.
E. Fiber Reinforced Portland Cement Stucco Base: Factory formulated stucco base consisting of Portland cement, lime, alkali resistant fiberglass and acrylic fibers, and meeting requirements of the IBC, Chapter 25, and ASTM C926.

F. Fiber Reinforced Portland Cement Stucco Base, Pre-Blended: Factory proportioned, pre-sanded fiber reinforced portland cement based stucco for trowel or pump application, for field mixing with water only, and meeting requirements of the IBC, Chapter 25, and ASTM C926.

G. Portland Cement: ASTM C150, Type I.

H. Hydrated Lime: ASTM C206.

I. Sand: ASTM C897. Clean natural or manufactured sand, free from deleterious amounts of loam,clay, salt, soluble salts and organic matter.

J. Water: Clean, potable and free from injurious amounts of oils, acids, alkalis, salts, organic materials or substances that may be deleterious to stucco or metals in contact with stucco.

K. Acrylic Plaster Finish: Elastomeric exterior wall finish coating to be applied over both cleaned existing stucco and Portland cement finish coat of new stucco patches to provide uniform finish.

L. Expanded-Metal Lath: ASTM C847.
1. Weight: 3.4 lb./sq. yd.
2. Galvanized Coating: ASTM A653, G40 minimum.
3. Type: Self-furring, with dimples to hold the metal lath 1/4 inch away from the surface to beplastered.
4 Strip Lath: Provide diamond lath in 4-inch and 6-inch wide striplath with smooth edges at all soffits, overhangs, windows, doorways and openings, as shown on Drawings.
5. At Corners: Provide diamond lath formed to an angle with smooth edges.

M. Color and texture of new stucco and acrylic plaster finish to match existing in place. Minimum 3 12"x12" finished material samplesto be provided and approved by owner and architect prior to installation.

TPO ROOFING AT CANOPIES
TPO: Thermoplastic polyolefin.
A. General Performance: Installed membrane roofing and base flashings shall withstand specified uplift pressures, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Membrane roofing and base flashings shall remain watertight.
B. Material Compatibility: Provide roofing materials that are compatible with one another under conditions of service and application required, as demonstrated by membrane roofing manufacturer based on testing and field experience.
C. Roofing System Design: Provide membrane roofing system that is identical to systems that have been successfully tested by a qualified testing and inspecting agency to resist uplift pressure calculated according to ASCE/SEI 7.
D.Identify materials with FM Approvals markings.
1. Fire/Windstorm Classification: Class 1A-90.
2. Hail Resistance: SH.
E. Fabric-Reinforced Thermoplastic Polyolefin Sheet: ASTM D 6878, internally fabric or scrim reinforced, uniform, flexible fabric backed TPO sheet.
1.Manufacturers: Subject to compliance with requirements, provide products by one of the following :
a. Carlisle SynTec Incorporated.
b. Firestone Building Products Company.
c. Johns Manville.
d. Stevens Roofing Systems; Division of JPS Elastomerics.
2. Thickness: 60 mils , nominal.
3. Exposed Face Colors:
a. White; predominant color over main body of roof.
F. ROOF INSULATION. Preformed roof insulation boards manufactured or approved by TPO membrane roofing manufacturer, selected from manufacturer's standard sizes suitable for application, of thicknesses indicated. Polyisocyanurate Board Insulation: ASTM C 1289, Type II, Class I, Grade 3, felt or glass-fiber mat facer on both major surfaces. Tapered Insulation: Provide factory-tapered insulation boards fabricated to slope of 1/4 inch per 12 inches unless otherwise indicated. Provide preformed saddles, crickets, tapered edge strips, and other insulation shapes where
indicated for sloping to drain. Fabricate to slopes indicated.

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
1 Code Updates	6/14/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19
drawn T MADERICK
chkd ---

description
PLAN SPECIFICATION

FOR BIDDING

number
A-903

SYMBOLS LEGEND

NOTE: NOT ALL SYMBOLS ARE USED IN CONSTRUCTION DOCUMENTS

HYDRONIC

- 3-WAY CONTROL VALVE
- ANGLE GATE VALVE
- ANGLE GLOBE VALVE
- BALANCING/SHUTOFF VALVE
- BALL VALVE
- BUTTERFLY VALVE
- CALIBRATED BALANCING VALVE
- CHECK VALVE
- CONTROL VALVE
- EXPANSION VALVE
- GAS COCK
- GATE VALVE
- GLOBE VALVE
- PLUG VALVE
- PRESSURE REDUCING VALVE (WATER)
- PRESSURE REGULATOR (GAS)
- QUICK OPEN VALVE
- SAFETY RELIEF VALVE
- SOLENOID VALVE
- VACUUM RELIEF VALVE
- AUTOMATIC AIR VENT
- MANUAL AIR VENT
- FLOW SENSOR/SWITCH
- PRESSURE SENSOR/SWITCH
- TEMPERATURE SENSOR/SWITCH
- PRESSURE GAUGE
- THERMOMETER
- PIPE SLOPE ARROW
- PIPE ANCHOR
- PIPE GUIDES
- PIPE EXPANSION JOINT
- FLEXIBLE PIPE CONNECTOR
- PIPE UNION
- CONCENTRIC REDUCER
- ECCENTRIC REDUCER
- WYE STRAINER
- WYE STRAINER W/DRAIN VALVE
- DIRECTION OF FLOW
- STEAM BUCKET TRAP
- STEAM F&T TRAP
- BACKFLOW PREVENTER
- PRESSURE/TEMPERATURE PLUG
- PUMP
- METER
- PIPE TURNING UP
- PIPE TURNING DOWN
- TEE OFF TOP
- TEE OFF BOTTOM
- PIPE TEE
- PIPE CAP
- PLAN 90 DEGREE ELBOW
- PLAN 45 DEGREE ELBOW

PIPING SYSTEM (SOLID LINE)

BD	BOILER BLOW DOWN
CD	CONDENSATE DRAIN
CHS	CHILLED WATER SUPPLY
CWS	CONDENSER WATER SUPPLY
HCWS	DUAL TEMPERATURE SUPPLY
HPS	HIGH PRESSURE STEAM
HRS	HEAT RECOVERY SUPPLY
HTWS	HIGH TEMP WATER SUPPLY
HWS	HOT WATER SUPPLY
LPS	LOW PRESSURE STEAM
LS	LOOP SUPPLY
MPS	MEDIUM PRESSURE STEAM
PD	PUMP DISCHARGE
RHG	REFRIGERANT HOT GAS
RL	REFRIGERANT LIQUID
RS	REFRIGERANT SUCTION

PIPING SYSTEM (DASHED LINE)

CHR	CHILLED WATER RETURN
CWR	CONDENSER WATER RETURN
HCWR	DUAL TEMPERATURE RETURN
HPR	HIGH PRESSURE STEAM CONDENSATE RETURN
HRR	HEAT RECOVERY RETURN
HTWR	HIGH TEMP WATER RETURN
HWR	HOT WATER RETURN
LPR	LOW PRESSURE STEAM CONDENSATE RETURN
LR	LOOP RETURN
MPR	MEDIUM PRESSURE STEAM CONDENSATE RETURN

VENTILATION

- T — THERMOSTAT
- AHU-1 — EQUIPMENT TO BE CONTROLLED
- GUARD — LOCKABLE GUARD WHERE INDICATED
- TEMP, HUMID, CO, CO2 — SENSOR; ELEMENT TO BE MONITORED
- GUARD — LOCKABLE GUARD WHERE INDICATED
- H — HUMIDISTAT
- $ — WALL SWITCH
- CFM — TRANSFER AIR
- 12x8 — RECTANGULAR DUCT
- 12"ø — ROUND DUCT
- 12x8Φ — FLAT OVAL DUCT
- SUPPLY DIFFUSER/REGISTER
- RETURN REGISTER/GRILLE
- EXHAUST REGISTER/GRILLE
- DIFFUSER AIRFLOW PATTERN IF OTHER THAN 4-WAY BLOW
- FLEXIBLE BRANCH RUNOUT TO SUPPLY DIFFUSER, 36" MAX LENGTH
- CEILING RETURN REGISTER WITH LINED DUCT FOR SOUND ATTENUATION OPEN TO CEILING PLENUM
- FLEXIBLE DUCT CONNECTION TO EQUIPMENT OR BETWEEN DUCTS
- VOLUME DAMPER
- MOTORIZED DAMPER
- FIRE DAMPER
- SMOKE DAMPER
- COMBINATION FIRE/SMOKE DAMPER
- SUPPLY AIR DUCT TOWARDS
- SUPPLY AIR DUCT AWAY
- RETURN/OUTDOOR AIR DUCT TOWARDS
- RETURN/OUTDOOR AIR DUCT AWAY
- EXHAUST AIR DUCT TOWARDS
- EXHAUST AIR DUCT AWAY

GENERAL

- AHU / 1 — MECHANICAL EQUIPMENT TAG; EQUIPMENT TYPE; EQUIPMENT MARK
- S1 / 12x12 / 250 — AIR TERMINAL DESIGNATION; THROAT SIZE; AIRFLOW IN CFM
- ## / # — DETAIL OR SECTION MARK; DETAIL #; SHEET #
- # — KEYNOTE
- POINT OF NEW CONNECTION
- CAP EXISTING PIPE OR DUCT
- NEW — BOLD TEXT INDICATES PROPOSED ITEM
- *EXISTING* — ITALIC TEXT INDICATES EXISTING ITEM
- LINE STYLE INDICATES DEMOLISHED ITEM

ABBREVIATIONS

AC	ABOVE CEILING/AIR CONDITIONER	GRH	GAS RADIANT HEATER
ACC	AIR COOLED CONDENSER	GS	GLYCOL SUPPLY
AF	AIR FILTER	GUH	GAS UNIT HEATER
AFF	ABOVE FINISHED FLOOR	HU	HUMIDIFIER
AHU	AIR HANDLING UNIT	HC	HEATING COIL
AL	ALUMINUM	HCWR	DUAL TEMPERATURE RETURN
AMS	AIR MEASURING STATION	HCWS	DUAL TEMPERATURE SUPPLY
AS	AIR SEPARATOR	HP	HEAT PUMP
AV	AUTOMATIC AIR VENT	HPR	HIGH PRESSURE STEAM RETURN
B	BOILER	HPS	HIGH PRESSURE STEAM SUPPLY
BAS	BUILDING AUTOMATION SYSTEM	HRC	HEAT RECOVERY COIL
BDD	BACKDRAFT DAMPER	HRV	HEAT RECOVERY VENTILATOR (SENSIBLE)
BFC	BELOW FINISHED CEILING	HS	HUMIDITY SENSOR
BFP	BACKFLOW PREVENTION DEVICE	HWP	HOT WATER PUMP
BJ	BETWEEN JOISTS	HWR	HOT WATER RETURN
BOD	BOTTOM OF DUCT	HWS	HOT WATER SUPPLY
BOP	BOTTOM OF PIPE	HX	HEAT EXCHANGER
BTUH	BRITISH THERMAL UNITS PER HOUR	ISP	INTERNAL STATIC PRESSURE
CA	COMPRESSED AIR	KH	KITCHEN HOOD - COMMERCIAL
CBS	COUNTER BALANCED SHUTTER	L	LOUVER
CC	COOLING COIL	LPR	LOW PRESSURE STEAM RETURN
CF	CEILING / CIRCULATING FAN	LPS	LOW PRESSURE STEAM SUPPLY
CFM	CUBIC FEET PER MINUTE	MA	MIXED AIR
CH	CHILLER	MAU	MAKEUP AIR UNIT
CHP	CHILLED WATER PUMP	MBH	THOUSANDS OF BTU PER HOUR
CHR	CHILLED WATER RETURN	MC	MECHANICAL CONTRACTOR
CHS	CHILLED WATER SUPPLY	MD	MOTORIZED DAMPER
CNV	CONVECTOR	MS	MOTORIZED SHUTTER
COND	CONDENSATE	NTS	NOT TO SCALE
CP	CONDENSATE PUMP	OA	OUTDOOR AIR
CRAC	COMPUTER ROOM AIR CONDITIONER	OBD	OPPOSED BLADE DAMPER
CT	COOLING TOWER	P	PUMP
CU	CONDENSING UNIT	PC	PLUMBING CONTRACTOR
CUH	CABINET UNIT HEATER	PBD	PARALLEL BLADE DAMPER
CV	CONTROL VALVE	PDH	POOL ROOM DEHUMIDIFIER
CW	DOMESTIC COLD WATER	PRV	PRESSURE RELIEF VALVE
CWP	CONDENSER WATER PUMP	PS	PRESSURE SWITCH
CWR	CONDENSER WATER RETURN	PSI	POUNDS PER SQUARE INCH
CWS	CONDENSER WATER SUPPLY	PTAC	PACKAGED TERMINAL AIR CONDITIONER
DAC	DOOR AIR CURTAIN	RA	RETURN AIR
DC	DRY COOLER	RF	RETURN AIR FAN
DH	DEHUMIDIFIER	RG	RETURN GRILLE (LESS DAMPER)
DN	DOWN	RH	ROOF HOOD
DOAS	DEDICATED OUTDOOR AIR SYSTEM	RHC	REHEAT COIL
DP	DIFFERENTIAL PRESSURE	RLFA	RELIEF AIR
DS	DUCT SILENCER	RP	RADIANT PANEL
DSU	DUCTLESS SPLIT UNIT	RPZ	REDUCED PRESSURE BFP
DX	DX COOLING COIL	RR	RETURN REGISTER (WITH DAMPER)
EA	EXHAUST AIR	RTU	ROOFTOP AIR HANDLING UNIT
EBB	ELECTRIC BASEBOARD HEATER	SA	SUPPLY AIR
EC	ELECTRICAL CONTRACTOR	SAS	SELF-ACTING SHUTTER
EF	EXHAUST FAN	SD	SUPPLY DIFFUSER/SMOKE DAMPER
EG	EXHAUST GRILLE (LESS DAMPER)	SF	SUPPLY FAN / SQUARE FOOT
EHC	ELECTRIC HEATING COIL	SFD	SMOKE/FIRE DAMPER
EL	ELEVATION	SG	SUPPLY GRILLE
ER	EXHAUST REGISTER	SR	SUPPLY REGISTER
ERP	ELECTRIC RADIANT PANEL	TCAC	TEMP. CONTROL AIR COMPRESSOR
ERV	ENERGY RECOVERY VENTILATOR	TCAD	TEMP. CONTROL AIR DRYER
ESP	EXTERNAL STATIC PRESSURE	TDV	TRIPLE DUTY VALVE
ET	EXPANSION TANK	TFA	TO FLOOR ABOVE
EUH	ELECTRIC UNIT HEATER	TFB	TO FLOOR BELOW
FA	FRESH AIR	TJ	THROUGH JOISTS
FCU	FAN COIL UNIT	TOD	TOP OF DUCT
FD	FIRE DAMPER	TOP	TOP OF PIPE
FDC	FLEXIBLE DUCT CONNECTION	TSP	TOTAL STATIC PRESSURE
FFA	FROM FLOOR ABOVE	UC	UNIT COOLER
FFB	FROM FLOOR BELOW	UFD	UNDERFLOOR DUCT
FPC	FLEXIBLE PIPE CONNECTION	UFT	UNDERFLOOR FAN TERMINAL
FPT	FAN POWERED AIR TERMINAL	UH	UNIT HEATER
FT	FINNED TUBE RADIATION	UV	UNIT VENTILATOR
GC	GENERAL CONTRACTOR	VAV	VARIABLE AIR VOLUME TERMINAL
GF	GAS FURNACE	VD	VOLUME DAMPER
GIH	GRAVITY INTAKE HOOD	VFD	VARIABLE FREQUENCY DRIVE
GPM	GALLONS PER MINUTE	VRP	VERTICAL RADIANT PANEL
GR	GLYCOL RETURN	WAC	WINDOW / WALL AIR CONDITIONER

GENERAL NOTES

COMMON REQUIREMENTS

A. THIS FACILITY HAS BEEN DESIGNATED A "SMOKE-FREE" ENVIRONMENT. NO MECHANICAL VENTILATION PROVISIONS HAVE BEEN MADE TO ACCOMMODATE TOBACCO USAGE BY THE BUILDING OCCUPANTS

B. ALL MECHANICAL SYSTEMS SHALL BE INSTALLED TO THE SATISFACTION OF THE LOCAL CODE AUTHORITIES HAVING JURISDICTION

C. EVERY ATTEMPT HAS BEEN MADE TO COORDINATE THE ROUTING OF DUCTWORK WITHIN THE CLEAR STRUCTURAL SPACE. ACTUAL LOCATION OF ALL STRUCTURAL MEMBERS HOWEVER CAN NOT BE DETERMINED AT THIS STAGE OF THE PROJECT. WHERE POSSIBLE, REFRAIN FROM PREFABRICATING DUCTWORK DESIGNATED FOR INSTALLATION UNTIL ACTUAL STRUCTURAL CONDITIONS CAN BE FIELD VERIFIED.

MECHANICAL EQUIPMENT INSTALLATION

A. INSTALL EQUIPMENT TO ALLOW MAXIMUM POSSIBLE HEADROOM UNLESS SPECIFIC MOUNTING HEIGHTS ARE INDICATED

B. INSTALL EQUIPMENT LEVEL AND PLUMB, PARALLEL AND PERPENDICULAR TO OTHER BUILDING SYSTEMS AND COMPONENTS IN EXPOSED INTERIOR SPACES, UNLESS OTHERWISE INDICATED

C. INSTALL HVAC EQUIPMENT TO FACILITATE SERVICE, MAINTENANCE, AND REPAIR OR REPLACEMENT OF COMPONENTS. CONNECT EQUIPMENT FOR EASE OF REMOVAL, WITH MINIMUM INTERFERENCE TO OTHER INSTALLATIONS

D. ALL MECHANICAL EQUIPMENT WITH THE EXCEPTION OF AIR HANDLING UNITS, SUPPORTED FROM FLOOR STRUCTURE SHALL BE MOUNTED ON 4" THICK CONCRETE HOUSEKEEPING PADS UNLESS NOTED OTHERWISE. AIR-HANDLING UNITS SHALL BE MOUNTED ON 6" THICK CONCRETE HOUSEKEEPING PADS TO ACCOMMODATE PROPER TRAPPING OF THE CONDENSATE DRAIN

E. AIR FILTERS SHALL BE REPLACED IN ALL AIR HANDLING EQUIPMENT EMPLOYING SUCH PRIOR TO FINAL COMPLETION AND OWNER OCCUPANCY

F. THE INSTALLING CONTRACTOR ASSUMES FULL RESPONSIBILITY FOR ALL MECHANICAL EQUIPMENT PUT INTO OPERATION PRIOR TO THE INSTALLATION OF A WORKING CONTROL SYSTEM, TESTING, AND BALANCING, AND SUBSTANTIAL COMPLETION. ALL RETURN AND EXHAUST DUCT OPENINGS SHALL BE COVERED WITH ROLL TYPE FILTER MEDIA DURING SUCH TEMPORARY OPERATION. OPERATION OF THE MECHANICAL EQUIPMENT PRIOR TO FINAL COMPLETION SHALL NOT IMPACT THE EQUIPMENT WARRANTY. MINIMUM 1-YEAR FROM SUBSTANTIAL COMPLETION UNLESS SPECIFIED OTHERWISE

G. PROVIDE FLEXIBLE DUCT CONNECTION BETWEEN MOTOR DRIVEN MECHANICAL UNITS AND SHEET METAL SUPPLY, OUTDOOR AIR, EXHAUST, AND/OR RETURN AIR DUCTWORK CONNECTIONS

H. PROVIDE FLEXIBLE PIPE CONNECTION BETWEEN MOTOR DRIVEN MECHANICAL UNITS AND CONNECTING PIPING

I. BASIS OF DESIGN MECHANICAL EQUIPMENT IS AS SCHEDULED ON THE DRAWINGS. INSTALLING CONTRACTOR ASSUMES RESPONSIBILITY FOR COORDINATING PHYSICAL SPACE REQUIREMENTS OF EQUIVALENT CAPACITY MECHANICAL EQUIPMENT DEEMED ACCEPTABLE BY THE ENGINEER

J. MECHANICAL EQUIPMENT FACTORY FINISH DAMAGED DURING THE COURSE OF CONSTRUCTION SHALL BE RESTORED TO ORIGINAL CONDITION PRIOR TO FINAL ACCEPTANCE

DUCTWORK REQUIREMENTS

A. DUCTWORK IS SHOWN IN SCHEMATIC FORM. ALL REQUIRED DUCT RISERS AND DROPS TO ALLOW GENERAL ROUTING DEPICTED MAY NOT BE SHOWN. PROVIDE OFFSETS AS REQUIRED TO MEET SPACE REQUIREMENTS AND TO AVOID INTERFERENCE WITH OTHER TRADES AND FIELD CONDITIONS. EXACT LOCATION OF THE DUCTWORK MAY VARY ACCORDING TO THE COORDINATED SPACE REQUIREMENTS. EACH TRADE SHALL BE TOTALLY RESPONSIBLE FOR COORDINATION WITH OTHER TRADES. NOTIFY ENGINEER OF CONDITIONS REPRESENTING SIGNIFICANT CHANGES TO THE DESIGNED ROUTING

B. COMPLY WITH NFPA 90A, "INSTALLATION OF AIR CONDITIONING AND VENTILATING SYSTEMS," UNLESS OTHERWISE INDICATED

C. COMPLY WITH NFPA 90B, "INSTALLATION OF WARM AIR HEATING AND AIR CONDITIONING SYSTEMS," UNLESS OTHERWISE INDICATED

D. FABRICATE RECTANGULAR DUCTS, ELBOWS, TRANSITIONS, OFFSETS, BRANCH CONNECTIONS, AND OTHER CONSTRUCTION WITH GALVANIZED, SHEET STEEL, ACCORDING TO SMACNA'S "HVAC DUCT CONSTRUCTION STANDARDS--METAL AND FLEXIBLE." COMPLY WITH REQUIREMENTS FOR METAL THICKNESS, REINFORCING TYPES AND INTERVALS, TIE-ROD APPLICATIONS, AND JOINT TYPES AND INTERVALS

E. COORDINATE SIZE, QUANTITY, AND LOCATION OF ALL OPENINGS REQUIRED FOR DUCT AND PIPE PENETRATIONS THROUGH WALLS, FLOORS, AND ROOFS, WITH CONTRACTOR RESPONSIBLE FOR ROUGH FRAMING. COORDINATE LOCATION OF AIR INTAKES WITH EXHAUST AND PLUMBING VENTS SO THAT INTAKES ARE A MINIMUM OF 10 FEET FROM EXHAUST OPENINGS OR PLUMBING VENTS

F. INSTALL DUCTS IN LONGEST LENGTH POSSIBLE AND FEWEST POSSIBLE JOINTS. INSTALL FABRICATED FITTINGS FOR CHANGES IN DIRECTIONS, CHANGES IN SIZE AND SHAPE, AND CONNECTIONS

G. INSTALL DUCTS, UNLESS OTHERWISE INDICATED, VERTICALLY AND HORIZONTALLY, PARALLEL AND PERPENDICULAR TO BUILDING LINES; AVOID DIAGONAL RUNS UNLESS SPECIFICALLY INDICATED ON DRAWINGS

H. REFER TO ARCHITECTURAL REFLECTED CEILING PLAN FOR EXACT LOCATION OF CEILING MOUNTED DEVICES. COORDINATE MECHANICAL CEILING DEVICES SUCH AS DIFFUSERS AND REGISTERS WITH LIGHT FIXTURES, SPEAKERS, SPRINKLER HEADS, ETC.

I. ELECTRICAL EQUIPMENT SPACES: ROUTE DUCTWORK TO AVOID PASSING THROUGH TRANSFORMER VAULTS AND ELECTRICAL EQUIPMENT SPACES AND ENCLOSURES. AVOID ROUTING DUCTWORK DIRECTLY ABOVE ELECTRICAL EQUIPMENT UNLESS SPECIFICALLY INDICATED ON THE MECHANICAL DRAWINGS

J. NON-FIRE-RATED PARTITION PENETRATIONS: WHERE DUCTS PASS THROUGH INTERIOR PARTITIONS AND ARE EXPOSED TO VIEW IN MECHANICAL ROOMS, CONCEAL SPACE BETWEEN CONSTRUCTION OPENING AND DUCT OR DUCT INSULATION WITH SHEET METAL FLANGES OF SAME METAL THICKNESS AS DUCT. OVERLAP OPENING ON FOUR SIDES BY AT LEAST 1-1/2 INCHES UNLESS INDICATED OTHERWISE

K. FIRE-RATED PARTITION PENETRATIONS: WHERE DUCTS PASS THROUGH INTERIOR PARTITIONS, INSTALL APPROPRIATELY RATED FIRE DAMPER. FIRE DAMPER INSTALLATION MUST STRICTLY ADHERE TO MANUFACTURER'S WRITTEN INSTRUCTIONS

L. PROVIDE MANUAL VOLUME-CONTROL BALANCING DAMPER AT ALL BRANCH DUCTS AND AT ALL OTHER LOCATIONS REQUIRED FOR A COMPLETE AND BALANCEABLE AIR DISTRIBUTION SYSTEM

M. BALANCE ENTIRE AIR DISTRIBUTION SYSTEM TO AIRFLOW QUANTITIES INDICATED ON MECHANICAL DRAWINGS

N. FLEXIBLE DUCTWORK SHALL BE ALLOWED ONLY IN POSITIVE PRESSURE APPLICATIONS AT SUPPLY BRANCH RUNOUTS TO DIFFUSERS ABOVE ACCESSIBLE CEILINGS. FLEXIBLE DUCTWORK SHALL NOT EXCEED 36" IN LENGTH. 90 DEGREE TURNS SHALL ONLY BE ALLOWED IF RETAINING BANDS EQUAL TO THERMAFLEX "FLEX-FLOW" ARE EMPLOYED. UNDER NO CIRCUMSTANCES SHALL FLEXIBLE DUCTWORK BE ALLOWED IN NEGATIVE PRESSURE APPLICATIONS

PIPING SYSTEM REQUIREMENTS

A. DRAWING PLANS, SCHEMATICS, AND DIAGRAMS INDICATE GENERAL LOCATION AND ARRANGEMENT OF PIPING SYSTEMS. INDICATED LOCATIONS AND ARRANGEMENTS WERE USED TO SIZE PIPE AND CALCULATE FRICTION LOSS, EXPANSION, PUMP SIZING, AND OTHER DESIGN CONSIDERATIONS. INSTALL PIPING AS INDICATED UNLESS DEVIATIONS TO LAYOUT ARE APPROVED BY ENGINEER

B. DELIVER PIPES AND TUBES WITH FACTORY-APPLIED END CAPS. MAINTAIN END CAPS THROUGH SHIPPING, STORAGE, AND HANDLING TO PREVENT PIPE END DAMAGE AND TO PREVENT ENTRANCE OF DIRT, DEBRIS, AND MOISTURE

C. COORDINATE PIPE ROUTINGS, CHASES, AND OPENINGS IN BUILDING STRUCTURE WITH ALL TRADES DURING PROGRESS OF CONSTRUCTION. COORDINATE INSTALLATION OF REQUIRED SUPPORTING DEVICES AND SET SLEEVES IN POURED-IN-PLACE CONCRETE AND OTHER STRUCTURAL COMPONENTS AS THEY ARE CONSTRUCTED

D. INSTALL PIPING IN CONCEALED LOCATIONS, UNLESS OTHERWISE INDICATED AND EXCEPT IN EQUIPMENT ROOMS AND SERVICE AREAS. INSTALL PIPING INDICATED TO BE EXPOSED AND PIPING IN EQUIPMENT ROOMS AND SERVICE AREAS AT RIGHT ANGLES OR PARALLEL TO BUILDING WALLS. DIAGONAL RUNS ARE PROHIBITED UNLESS SPECIFICALLY INDICATED OTHERWISE

E. INSTALL PIPING ABOVE ACCESSIBLE CEILINGS TO ALLOW SUFFICIENT SPACE FOR CEILING PANEL REMOVAL

F. INSTALL PIPING TO PERMIT VALVE SERVICING

G. INSTALL FITTINGS FOR CHANGES IN DIRECTION AND BRANCH CONNECTIONS

H. INSTALL PIPING TO ALLOW APPLICATION OF INSULATION

I. INSTALL ESCUTCHEONS FOR PENETRATIONS OF FINISHED WALLS, CEILINGS, AND FLOORS

J. SLEEVES ARE NOT REQUIRED FOR CORE-DRILLED HOLES.

K. PERMANENT SLEEVES ARE NOT REQUIRED FOR HOLES FORMED BY REMOVABLE PE SLEEVES

L. INSTALL SLEEVES FOR PIPES PASSING THROUGH CONCRETE AND MASONRY WALLS AND CONCRETE FLOOR AND ROOF SLABS

M. UNDERGROUND, EXTERIOR-WALL PIPE PENETRATIONS: INSTALL CAST-IRON "WALL PIPES" FOR SLEEVES. SEAL PIPE PENETRATIONS USING MECHANICAL SLEEVE SEALS. SELECT SLEEVE SIZE TO ALLOW FOR 1-INCH ANNULAR CLEAR SPACE BETWEEN PIPE AND SLEEVE FOR INSTALLING MECHANICAL SLEEVE SEALS

N. FIRE-BARRIER PENETRATIONS: MAINTAIN INDICATED FIRE RATING OF WALLS, PARTITIONS, CEILINGS, AND FLOORS AT PIPE PENETRATIONS. SEAL PIPE PENETRATIONS WITH FIRESTOP MATERIALS.

O. VERIFY FINAL EQUIPMENT LOCATIONS FOR ROUGHING-IN.

DEMOLITION

A. VERIFY EXACT SIZE AND LOCATION OF EXISTING UTILITIES PRIOR TO START OF DEMOLITION WORK

B. RELOCATE, REMOVE, AND ADJUST ALL MECHANICAL AND ELECTRICAL ITEMS AS REQUIRED TO ACCOMPLISH SCOPE OF NEW WORK

C. EXISTING MECHANICAL ITEMS ARE SHOWN IN SCHEMATIC FORM BASED UPON EXISTING CONSTRUCTION DOCUMENTS AND/OR FIELD INVESTIGATION

D. REMOVE EXISTING PIPING AND DUCTWORK BACK TO LAST ACTIVE SERVICE AND CAP

E. FIXTURES AND EQUIPMENT INDICATED TO BE REUSED OR SALVAGED SHALL REMAIN THE PROPERTY OF THE OWNER AND BE STORED IN A LOCATION AS DIRECTED BY OWNER'S REPRESENTATIVE

F. IN LOCATIONS WHERE EXISTING CONSTRUCTION IS REMOVED AND NO ADDITIONAL CONSTRUCTION IS INDICATED, PATCH EXISTING CONSTRUCTION TO MATCH ADJACENT SURFACES AND FINISHES

G. CONNECTIONS TO, AND SHUTDOWNS OF, EXISTING SYSTEMS SHALL BE COORDINATED WITH OWNER'S REPRESENTATIVE TO ALLOW MINIMUM INTERFERENCE WITH OWNER'S OPERATION AND DOWNTIME OF EXISTING UTILITIES. CONTRACTOR SHALL SUBMIT TO OWNER FOR REVIEW AND APPROVAL THE PROPOSED PHASING PLAN FOR CONNECTING NEW SERVICES TO EXISTING

H. THIS BUILDING IS TO BE OCCUPIED AND STAY IN OPERATION DURING CONSTRUCTION. ALL WORK SHALL BE PHASED AND OCCUR IN SUCH A WAY AS TO ALLOW FOR OUT-OF-SCOPE AREAS TO REMAIN IN SERVICE.

DESIGN CONDITIONS

HVAC DESIGN LOAD CALCULATIONS ARE BASED ON THE FOLLOWING CLIMATE DATA:

CITY AND STATE: CASTLE ROCK, CO

WINTER OUTDOOR AMBIENT DB: -3.0° F

SUMMER OUTDOOR AMBIENT DB/WB: 93°F / 60°F

MECHANICAL SYSTEMS HAVE BEEN DESIGNED BASED UPON THE 2018 INTERNATIONAL MECHANICAL CODE, 2018 INTERNATIONAL ENERGY CONSERVATION CODE, NATIONAL FIRE PROTECTION (NFPA) STANDARDS, AND AMERICAN SOCIETY OF HEATING, REFRIGERATION, AND AIR-CONDITIONING ENGINEERS (ASHRAE) ACCEPTED STANDARDS AND PRACTICES

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com
architect

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fg-w.com
www.fg-w.com
Engineers | Architects | Surveyors | Scientists
associated with

project: CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19
drawn RA
chkd CF

description: GENERAL INFORMATION

FOR BIDDING

number: M-001

BASIC MECHANICAL MATERIALS AND METHODS

DELIVER PIPES AND TUBES WITH FACTORY-APPLIED END CAPS. MAINTAIN END CAPS THROUGH SHIPPING, STORAGE, AND HANDLING TO PREVENT PIPE END DAMAGE AND PREVENT ENTRANCE OF DIRT, DEBRIS, AND MOISTURE.

PROTECT STORED PIPES AND TUBES FROM MOISTURE AND DIRT. ELEVATE ABOVE GRADE. DO NOT EXCEED STRUCTURAL CAPACITY OF FLOOR, IF STORED INSIDE.

PROTECT FLANGES, FITTINGS, AND PIPING SPECIALTIES FROM MOISTURE AND DIRT.

STORE PLASTIC PIPES PROTECTED FROM DIRECT SUNLIGHT. SUPPORT TO PREVENT SAGGING AND BENDING.

COORDINATE MECHANICAL EQUIPMENT INSTALLATION WITH OTHER BUILDING COMPONENTS.

ARRANGE FOR PIPE SPACES, CHASES, SLOTS, AND OPENINGS IN BUILDING STRUCTURE DURING PROGRESS OF CONSTRUCTION TO ALLOW FOR MECHANICAL INSTALLATIONS.

COORDINATE INSTALLATION OF REQUIRED SUPPORTING DEVICES AND SET SLEEVES IN POURED-IN-PLACE CONCRETE AND OTHER STRUCTURAL COMPONENTS, AS THEY ARE CONSTRUCTED.

SEQUENCE, COORDINATE, AND INTEGRATE INSTALLATIONS OF MECHANICAL MATERIALS AND EQUIPMENT FOR EFFICIENT FLOW OF THE WORK. COORDINATE INSTALLATION OF LARGE EQUIPMENT REQUIRING POSITIONING BEFORE CLOSING IN BUILDING.

COORDINATE CONNECTION OF MECHANICAL SYSTEMS WITH EXTERIOR UNDERGROUND AND OVERHEAD UTILITIES AND SERVICES. COMPLY WITH REQUIREMENTS OF GOVERNING REGULATIONS, FRANCHISED SERVICE COMPANIES, AND CONTROLLING AGENCIES.

COORDINATE REQUIREMENTS AND PROVIDE IF NOT SHOWN ON ARCHITECTURAL DRAWINGS FOR ACCESS PANELS AND DOORS IF MECHANICAL ITEMS REQUIRING ACCESS ARE CONCEALED BEHIND FINISHED SURFACES.

COORDINATE INSTALLATION OF IDENTIFYING DEVICES AFTER COMPLETING COVERING AND PAINTING. IF DEVICES ARE APPLIED TO SURFACES. INSTALL IDENTIFYING DEVICES BEFORE INSTALLING ACOUSTICAL CEILINGS AND SIMILAR CONCEALMENT.

GENERAL LOCATIONS AND ARRANGEMENTS: DRAWING PLANS, SCHEMATICS, AND DIAGRAMS INDICATE GENERAL LOCATION AND ARRANGEMENT OF PIPING SYSTEMS. INDICATED LOCATIONS AND ARRANGEMENTS WERE USED TO SIZE PIPE AND CALCULATE FRICTION LOSS, EXPANSION, PUMP SIZING, AND OTHER DESIGN CONSIDERATIONS INSTALL PIPING AS INDICATED, UNLESS DEVIATIONS TO LAYOUT ARE APPROVED ON COORDINATION DRAWINGS.

INSTALL PIPING AT INDICATED SLOPE.

INSTALL COMPONENTS WITH PRESSURE RATING EQUAL TO OR GREATER THAN SYSTEM OPERATING PRESSURE.

INSTALL PIPING IN CONCEALED INTERIOR AND EXTERIOR LOCATIONS, EXCEPT IN EQUIPMENT ROOMS AND SERVICE AREAS.

INSTALL PIPING FREE OF SAGS AND BENDS.

INSTALL PIPING AT RIGHT ANGLES OR PARALLEL TO BUILDING WALLS. DIAGONAL RUNS ARE PROHIBITED, UNLESS OTHERWISE INDICATED.

INSTALL PIPING TIGHT TO SLABS, BEAMS, JOISTS, COLUMNS, WALLS, AND OTHER BUILDING ELEMENTS. ALLOW SUFFICIENT SPACE ABOVE REMOVABLE CEILING PANELS TO ALLOW FOR CEILING PANEL REMOVAL.

INSTALL PIPING TO ALLOW APPLICATION OF INSULATION PLUS 1-INCH CLEARANCE AROUND INSULATION.

LOCATE GROUPS OF PIPES PARALLEL TO EACH OTHER, SPACED TO PERMIT VALVE SERVICING.

INSTALL FITTINGS FOR CHANGES IN DIRECTION AND BRANCH CONNECTIONS.

INSTALL COUPLINGS ACCORDING TO MANUFACTURER'S WRITTEN INSTRUCTIONS.

INSTALL PIPE ESCUTCHEONS FOR PIPE PENETRATIONS OF CONCRETE AND MASONRY WALLS, WALL BOARD PARTITIONS, AND SUSPENDED CEILINGS.

PERMANENT SLEEVES ARE NOT REQUIRED FOR CORE DRILLED HOLES.

INSTALL SLEEVES FOR PIPES PASSING THROUGH CONCRETE AND MASONRY WALLS, GYPSUM-BOARD PARTITIONS, AND CONCRETE FLOOR AND ROOF SLABS.

ABOVEGROUND, EXTERIOR-WALL, PIPE PENETRATIONS: SEAL PENETRATIONS USING SLEEVES AND MECHANICA SLEEVE SEALS. SIZE SLEEVE FOR 1-INCH ANNULAR CLEAR SPACE BETWEEN PIPE AND SLEEVE FOR INSTALLING MECHANICAL SLEEVE SEALS.

UNDERGROUND, EXTERIOR-WALL AND FOUNDATION, PIPE PENETRATIONS: INSTALL CAST-IRON "WALL PIPES" FOR SLEEVES. SEAL PIPE PENETRATIONS USING MECHANICAL SLEEVE SEALS. SIZE SLEEVE FOR 1-INCH ANNULAR CLEAR SPACE BETWEEN PIPE AND SLEEVE FOR INSTALLING MECHANICAL SLEEVE SEALS.

FIRE-BARRIER PENETRATIONS: MAINTAIN INDICATED FIRE RATING OF WALLS, PARTITIONS, CEILINGS, AND FLOORS AT PIPE PENETRATIONS. SEAL PIPE PENETRATIONS WITH FIRESTOPPING MATERIALS.

VERIFY FINAL EQUIPMENT LOCATIONS FOR ROUGHING-IN.

INSTALL EQUIPMENT TO PROVIDE MAXIMUM POSSIBLE HEADROOM, IF MOUNTING HEIGHTS ARE NOT INDICATED.

INSTALL EQUIPMENT ACCORDING TO APPROVED SUBMITTAL DATA. PORTIONS OF THE WORK ARE SHOWN ONLY IN DIAGRAMMATIC FORM. REFER CONFLICTS TO ARCHITECT/ENGINEER.

INSTALL EQUIPMENT LEVEL AND PLUMB, PARALLEL AND PERPENDICULAR TO OTHER BUILDING SYSTEMS AND COMPONENTS UNLESS OTHERWISE INDICATED.

INSTALL MECHANICAL EQUIPMENT TO FACILITATE SERVICE, MAINTENANCE, AND REPAIR OR REPLACEMENT OF COMPONENTS. CONNECT EQUIPMENT FOR EASE OF DISCONNECTING, WITH MINIMUM INTERFERENCE TO OTHER INSTALLATIONS. EXTEND GREASE FITTINGS TO ACCESSIBLE LOCATIONS.

INSTALL FLEXIBLE CONNECTORS ON EQUIPMENT SIDE OF SHUTOFF VALVES.

CONSTRUCT CONCRETE BASES OF DIMENSIONS INDICATED, BUT NOT LESS THAN 4-INCHES HIGH AND 6-INCHES LARGER IN BOTH DIRECTIONS THAN SUPPORTED UNIT. FOLLOW SUPPORTED EQUIPMENT MANUFACTURER'S SETTING TEMPLATES FOR ANCHOR BOLT AND TIE LOCATIONS. USE 3000-PSIG, 28-DAY COMPRESSIVE-STRENGTH CONCRETE AND REINFORCEMENT.

CUT, FIT, AND PLACE MISCELLANEOUS METAL SUPPORTS ACCURATELY IN LOCATION, ALIGNMENT, AND ELEVATION TO SUPPORT AND ANCHOR MECHANICAL MATERIALS AND EQUIPMENT.

CUT, CHANNEL, CHASE, AND DRILL FLOORS, WALLS, PARTITIONS, CEILINGS, AND OTHER SURFACES NECESSARY FOR MECHANICAL INSTALLATIONS. PERFORM CUTTING BY SKILLED MECHANICS OF TRADES INVOLVED.

REPAIR CUT SURFACES TO MATCH ADJACENT SURFACES.

METAL DUCTS

COMPLY WITH NFPA 90A, "INSTALLATION OF AIR CONDITIONING AND VENTILATING SYSTEMS", UNLESS OTHERWISE INDICATED.

COMPLY WITH NFPA 90B, "INSTALLATION OF WARM AIR HEATING AND AIR CONDITIONING SYSTEMS", UNLESS OTHERWISE INDICATED.

DELIVER SEALANT AND FIRESTOPPING MATERIALS TO SITE IN ORIGINAL UNOPENED CONTAINERS OR BUNDLES WITH LABELS INDICATING MANUFACTURER, PRODUCT NAME AND DESIGNATION, COLOR, EXPIRATION PERIOD FOR USE, POT LIFE, CURING TIME, AND MIXING INSTRUCTIONS FOR MULTI-COMPONENT MATERIALS.

STORE AND HANDLE SEALANT AND FIRESTOPPING MATERIALS ACCORDING TO MANUFACTURER'S WRITTEN RECOMMENDATIONS.
GALVANIZED, SHEET STEEL MATERIAL: LOCK-FORMING QUALITY; ASTM A 653/A 653M, G90 COATING DESIGNATION.

REINFORCEMENT SHAPES AND PLATES MATERIAL: GALVANIZED STEEL REINFORCEMENT WHERE INSTALLED ON GALVANIZED, SHEET METAL DUCTS.

TIE ROD MATERIAL: GALVANIZED STEEL, 1/4-INCH MINIMUM DIAMETER FOR 36-INCH LENGTH OR LESS; 3/8-INCH MINIMUM DIAMETER FOR LENGTHS LONGER THAN 36-INCHES.

FABRICATE RECTANGULAR DUCTS, ELBOWS, TRANSITIONS, OFFSETS, BRANCH CONNECTIONS, AND OTHER CONSTRUCTION WITH GALVANIZED, SHEET STEEL, ACCORDING TO SMACNA'S "HVAC DUCT CONSTRUCTION STANDARDS--METAL AND FLEXIBLE". COMPLY WITH REQUIREMENTS FOR METAL THICKNESS, REINFORCING TYPES AND INTERVALS, TIE-ROD APPLICATIONS, AND JOINT TYPES AND INTERVALS.

STATIC-PRESSURE CLASSIFICATIONS:

- SUPPLY DUCTS: 3-INCH WG, POSITIVE PRESSURE.
- RETURN DUCTS: 2-INCH WG, NEGATIVE PRESSURE.
- EXHAUST DUCTS: 2-INCH WG, NEGATIVE PRESSURE.

CROSS BREAKING OR CROSS BEADING: CROSS BREAK OR CROSS BEAD DUCT SIDES 19-INCHES AND LARGER AND 0.0359-INCH THICK OR LESS, WITH MORE THAN 10 SQ. FT. OF UNBRACED PANEL AREA, UNLESS DUCTS ARE LINED.

ROUND DUCTS: FABRICATE SUPPLY DUCTS OF GALVANIZED STEEL ACCORDING TO SMACNA'S "HVAC DUCT CONSTRUCTION STANDARDS--METAL AND FLEXIBLE".

ROUND 90 DEGREE TEES AND LATERALS AND CONICAL TEES: FABRICATE TO COMPLY WITH SMACNA'S "HVAC DUCT CONSTRUCTION STANDARDS--METAL AND FLEXIBLE", WITH METAL THICKNESSES SPECIFIED FOR LONGITUDINAL SEAM STRAIGHT DUCT.
ROUND DIVERGING-FLOW FITTINGS: FABRICATE WITH A REDUCED ENTRANCE TO BRANCH TAPS WITH NO EXCESS MATERIAL PROJECTING FROM BODY ONTO BRANCH TAP ENTRANCE.

ROUND ELBOWS: FABRICATE IN DIE-FORMED OR MITERED CONSTRUCTION. FABRICATE BEND RADIUS OF DIE-FORMED AND MITERED ELBOWS 1-1/2 TIMES ELBOW DIAMETER.

CONSTRUCT AND INSTALL EACH DUCT SYSTEM FOR THE SPECIFIC DUCT PRESSURE CLASSIFICATION INDICATED.

INSTALL ROUND DUCTS IN LENGTHS NOT LESS THAN 8-FEET, UNLESS INTERRUPTED BY FITTINGS.

INSTALL DUCTS WITH FEWEST POSSIBLE JOINTS.

INSTALL FABRICATED FITTINGS FOR CHANGES IN DIRECTIONS, CHANGES IN SIZE AND SHAPE, AND CONNECTIONS.

INSTALL COUPLINGS TIGHT TO DUCT WALL SURFACE WITH A MINIMUM OF PROJECTIONS INTO DUCT.

INSTALL DUCTS, UNLESS OTHERWISE INDICATED, VERTICALLY AND HORIZONTALLY, PARALLEL AND PERPENDICULAR TO BUILDING LINES; AVOID DIAGONAL RUNS.

INSTALL DUCTS CLOSE TO WALLS, OVERHEAD CONSTRUCTION, COLUMNS, AND OTHER STRUCTURAL AND PERMANENT ENCLOSURE ELEMENTS OF BUILDING.

INSTALL DUCTS WITH A CLEARANCE OF 1-INCH, PLUS ALLOWANCE FOR INSULATION THICKNESS.

CONCEAL DUCTS FROM VIEW IN FINISHED SPACES. DO NOT ENCASE HORIZONTAL RUNS IN SOLID PARTITIONS, UNLESS SPECIFICALLY INDICATED.

COORDINATE LAYOUT WITH SUSPENDED CEILING, FIRE DAMPERS, LIGHTING LAYOUTS, AND SIMILAR FINISHED WORK.

ELECTRICAL EQUIPMENT SPACES: ROUTE DUCTWORK TO AVOID PASSING THROUGH TRANSFORMER VAULTS AND ELECTRICAL EQUIPMENT SPACES AND ENCLOSURES. AVOID ROUTING DUCTWORK DIRECTLY ABOVE ELECTRICAL EQUIPMENT.

NON-FIRE-RATED PARTITION PENETRATIONS: WHERE DUCTS PASS THROUGH INTERIOR PARTITIONS AND ARE EXPOSED TO VIEW IN MECHANICAL ROOMS, CONCEAL SPACE BETWEEN CONSTRUCTION OPENING AND DUCT OR DUCT INSULATION WITH SHEET METAL FLANGES OF SAME METAL THICKNESS AS DUCT. OVERLAP OPENING ON FOUR SIDES BY AT LEAST 1-1/2-INCHES.

FIRE-RATED PARTITION PENETRATIONS: WHERE DUCTS PASS THROUGH INTERIOR PARTITIONS, INSTALL APPROPRIATELY RATED FIRE DAMPER, SLEEVE, AND FIRESTOPPING SEALANT.

GENERAL: SEAL DUCT SEAMS AND JOINTS ACCORDING TO THE DUCT PRESSURE CLASS INDICATED AND AS DESCRIBED IN SMACNA'S "HVAC DUCT CONSTRUCTION STANDARDS--METAL AND FLEXIBLE".

PRESSURE CLASSIFICATION LESS THAN 2-INCH WG: TRANSVERSE JOINTS.

SEAL EXTERNALLY INSULATED DUCTS BEFORE INSULATION INSTALLATION.

INSTALL RIGID ROUND, RECTANGULAR, METAL DUCT WITH SUPPORT SYSTEMS INDICATED IN SMACNA'S "HVAC DUCT CONSTRUCTION STANDARDS--METAL AND FLEXIBLE."

SUPPORT HORIZONTAL DUCTS WITHIN 24-INCHES OF EACH ELBOW AND WITHIN 48-INCHES OF EACH BRANCH INTERSECTION.

SUPPORT VERTICAL DUCTS AT A MAXIMUM INTERVAL OF 16-FEET AND AT EACH FLOOR.

INSTALL UPPER ATTACHMENTS TO STRUCTURES WITH AN ALLOWABLE LOAD NOT EXCEEDING ONE-FOURTH OF FAILURE (PROOF-TEST) LOAD.

CONNECT EQUIPMENT WITH FLEXIBLE CONNECTORS.

FOR BRANCH, OUTLET AND INLET, AND TERMINAL UNIT CONNECTIONS, COMPLY WITH SMACNA'S "HVAC DUCT CONSTRUCTION STANDARDS--METAL AND FLEXIBLE".

ADJUST VOLUME-CONTROL DAMPERS IN DUCTS, OUTLETS, AND INLETS TO ACHIEVE DESIGN AIRFLOW.

AFTER COMPLETING SYSTEM INSTALLATION, INCLUDING OUTLET FITTINGS AND DEVICES, INSPECT THE SYSTEM. VACUUM DUCTS BEFORE FINAL ACCEPTANCE TO REMOVE DUST AND DEBRIS.

DUCT ACCESSORIES

MANUAL VOLUME DAMPERS: FACTORY FABRICATED WITH REQUIRED HARDWARE AND ACCESSORIES. STIFFEN DAMPER BLADES FOR STABILITY. INCLUDE LOCKING DEVICE TO HOLD SINGLE-BLADE DAMPERS IN A FIXED POSITION WITHOUT VIBRATION. CLOSE DUCT PENETRATIONS FOR DAMPER COMPONENTS TO SEAL DUCT CONSISTENT WITH PRESSURE CLASS.

LOW-LEAKAGE VOLUME DAMPERS: MULTIPLE OR SINGLE-BLADE, PARALLEL OR OPPOSED-BLADE DESIGN AS INDICATED, LOW-LEAKAGE RATING, WITH LINKAGE OUTSIDE AIRSTREAM, AND SUITABLE FOR HORIZONTAL OR VERTICAL APPLICATIONS.

FIRE DAMPERS: LABELED TO UL 555, 1-1/2-HOURS FIRE RATING UNLESS NOTED. PROVIDE 3-HOUR RATED DAMPERS WHERE INDICATED. SMACNA TYPE B FRAME WITH BLADES OUT OF AIRSTREAM; FABRICATED WITH ROLL-FORMED, GALVANIZED STEEL; WITH MITERED AND INTERLOCKING CORNERS. VERTICAL OR HORIZONTAL MOUNTING ORIENTATION AS INDICATED. REPLACEABLE, 165 DEGREES F. FUSIBLE LINK.

FABRICATE TURNING VANES TO COMPLY WITH SMACNA'S "HVAC DUCT CONSTRUCTION STANDARDS--METAL AND FLEXIBLE".

MANUFACTURED TURNING VANES: FABRICATE OF 1-1/2-INCH WIDE, CURVED BLADES SET 3/4-INCH O.C.; SUPPORT WITH BARS PERPENDICULAR TO BLADES SET 2-INCHES O.C.; AND SET INTO SIDE STRIPS SUITABLE FOR MOUNTING IN DUCTS.

DUCT-MOUNTED ACCESS DOORS: FABRICATE DOORS AND PANELS AIRTIGHT AND SUITABLE FOR DUCT PRESSURE CLASS. GALVANIZED FRAME, SHEET STEEL, WITH BEND-OVER TABS AND FOAM GASKETS. DOUBLE-WALL DOOR, GALVANIZED, SHEET METAL CONSTRUCTION WITH INSULATION FILL AND THICKNESS, AND NUMBER OF HINGES AND LOCKS AS INDICATED FOR DUCT PRESSURE CLASS. INCLUDE PIANO HINGE AND CAM LATCHES. SEAL AROUND FRAME ATTACHMENT TO DUCT AND DOOR TO FRAME WITH NEOPRENE. 1-INCH THICK, FIBROUS-GLASS OR POLYSTYRENE-FOAM BOARD INSULATION.

FLEXIBLE CONNECTORS: FLAME-RETARDED OR NONCOMBUSTIBLE FABRICS, COATINGS, AND ADHESIVES COMPLYING WITH UL 181, CLASS 1. FACTORY FABRICATED STANDARD METAL-EDGED CONNECTORS WITH A STRIP OF FABRIC 3-1/2-INCHES WIDE ATTACHED TO TWO STRIPS OF 2-3/4-INCH WIDE, 0.028-INCH THICK, GALVANIZED SHEET STEEL OR 0.032-INCH ALUMINUM SHEETS. SELECT METAL COMPATIBLE WITH CONNECTED DUCTS. CONVENTIONAL, INDOOR SYSTEM FLEXIBLE CONNECTOR FABRIC.

FLEXIBLE DUCTS: FACTORY-FABRICATED, INSULATED, ROUND DUCT, WITH AN OUTER JACKET ENCLOSING 1-1/2-INCH THICK, GLASS-FIBER INSULATION AROUND A CONTINUOUS INNER LINER. STEEL-WIRE HELIX REINFORCEMENT ENCAPSULATED IN INNER LINER. POLYETHYLENE FILM INNER LINER AND OUTER JACKET. 6-INCH WG POSITIVE, 1/2-INCH WG NEGATIVE PRESSURE RATING.

INSTALL DUCT ACCESSORIES ACCORDING TO APPLICABLE DETAILS SHOWN IN SMACNA'S "HVAC DUCT CONSTRUCTION STANDARDS--METAL AND FLEXIBLE" FOR METAL DUCTS.

INSTALL FLEXIBLE DUCT IN ACCORDANCE WITH MANUFACTURER'S WRITTEN INSTRUCTIONS, SMACNA STANDARDS AND THE FOLLOWING CRITERIA. MAXIMUM LENGTH OF FLEXIBLE DUCT SHALL BE 3-FEET. MAXIMUM BEND IN FLEXIBLE DUCT SHALL BE 45 DEGREES. 90 DEGREE BENDS WITH FLEXIBLE DUCT ARE NOT ALLOWED.

PROVIDE TEST HOLES AT FAN INLET AND OUTLET AND ELSEWHERE AS INDICATED.

INSTALL FIRE AND SMOKE DAMPERS ACCORDING TO MANUFACTURER'S UL-APPROVED WRITTEN INSTRUCTIONS.

INSTALL DUCT ACCESS PANELS DOWNSTREAM FROM VOLUME DAMPERS, FIRE DAMPERS, TURNING VANES, AND DUCT MOUNTED EQUIPMENT.

ADJUST DUCT ACCESSORIES FOR PROPER SETTINGS.

ADJUST FIRE DAMPERS FOR PROPER ACTION.

HVAC PIPING INSULATION

SURFACE BURNING CHARACTERISTICS: FLAME SPREAD INDEX/SMOKE DEVELOPED INDEX OF 25/50, MAXIMUM, WHEN TESTED IN ACCORDANCE WITH ASTM E84 OR UL 723.

GLASS FIBER
INSULATION: ASTM C547 AND ASTM C795; RIGID MOLDED, NONCOMBUSTIBLE.
K VALUE: ASTM C177, 0.24 AT 75 DEGREES F.
MAXIMUM SERVICE TEMPERATURE: 850 DEGREES F.
MAXIMUM MOISTURE ABSORPTION: 0.2 PERCENT BY VOLUME.
VAPOR BARRIER JACKET: WHITE KRAFT PAPER WITH GLASS FIBER YARN, BONDED TO ALUMINIZED FILM; MOISTURE VAPOR TRANSMISSION WHEN TESTED IN ACCORDANCE WITH ASTM E96/E96M OF 0.02 PERM-INCHES.

CONDENSATE PIPING: 1" THICK INSULATION

INSTALL IN ACCORDANCE WITH NAIMA NATIONAL INSULATION STANDARDS.

INSULATED PIPES CONVEYING FLUIDS BELOW AMBIENT TEMPERATURE; INSULATE ENTIRE SYSTEM INCLUDING FITTINGS, VALVES, UNIONS, FLANGES, STRAINERS, FLEXIBLE CONNECTIONS, PUMP BODIES, AND EXPANSION JOINTS.

GLASS FIBER INSULATED PIPES CONVEYING FLUIDS BELOW AMBIENT TEMPERATURE:
PROVIDE VAPOR BARRIER JACKETS, FACTORY-APPLIED OR FIELD-APPLIED; SECURE WITH SELF-SEALING LONGITUDINAL LAPS AND BUTT STRIPS WITH PRESSURE SENSITIVE ADHESIVE. SECURE WITH OUTWARD CLINCH EXPANDING STAPLES AND VAPOR BARRIER MASTIC.
INSULATE FITTINGS, JOINTS, AND VALVES WITH MOLDED INSULATION OF LIKE MATERIAL AND THICKNESS AS ADJACENT PIPE. FINISH WITH GLASS CLOTH AND VAPOR BARRIER ADHESIVE OR PVC FITTING COVERS.

FOR HOT PIPING CONVEYING FLUIDS OVER 140 DEGREES F, INSULATE FLANGES AND UNIONS AT EQUIPMENT.

GLASS FIBER INSULATED PIPES CONVEYING FLUIDS ABOVE AMBIENT TEMPERATURE.
PROVIDE STANDARD JACKETS, WITH OR WITHOUT VAPOR BARRIER, FACTORY-APPLIED OR FIELD-APPLIED.
SECURE WITH SELF-SEALING LONGITUDINAL LAPS AND BUTT STRIPS WITH PRESSURE SENSITIVE ADHESIVE.
SECURE WITH OUTWARD CLINCH EXPANDING STAPLES.
INSULATE FITTINGS, JOINTS, AND VALVES WITH INSULATION OF LIKE MATERIAL AND THICKNESS AS ADJOINING PIPE. FINISH WITH GLASS CLOTH AND ADHESIVE OR PVC FITTING COVERS.

INSERTS AND SHIELDS
APPLICATION: PIPING 1-1/2 INCHES DIAMETER OR LARGER.
SHIELDS: GALVANIZED STEEL BETWEEN PIPE HANGERS OR PIPE HANGER ROLLS AND INSERTS.
INSERT LOCATION: BETWEEN SUPPORT SHIELD AND PIPING AND UNDER THE FINISH JACKET.
INSERT CONFIGURATION: MINIMUM 6 INCHES LONG, OF SAME THICKNESS AND CONTOUR AS ADJOINING
INSULATION; MAY BE FACTORY FABRICATED.
INSERT MATERIAL: HYDROUS CALCIUM SILICATE INSULATION OR OTHER HEAVY DENSITY INSULATING MATERIAL SUITABLE FOR THE PLANNED TEMPERATURE RANGE.
CONTINUE INSULATION THROUGH WALLS, SLEEVES, PIPE HANGERS, AND OTHER PIPE PENETRATIONS. FINISH AT SUPPORTS, PROTRUSIONS, AND INTERRUPTIONS. AT FIRE SEPARATIONS, REFER TO SECTION 07 8400.

PIPE EXPOSED IN MECHANICAL EQUIPMENT ROOMS : FINISH WITH CANVAS JACKET SIZED FOR FINISH PAINTING.

PIPING GENERAL

INSTALL IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.

COMPLY WITH ASME B31.9 AND APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS.

WHEN MORE THAN ONE PIPING SYSTEM MATERIAL IS SELECTED, ENSURE SYSTEMS COMPONENTS ARE COMPATIBLE AND JOINED TO ENSURE THE INTEGRITY OF THE SYSTEM IS NOT JEOPARDIZED. PROVIDE NECESSARY JOINING FITTINGS. ENSURE FLANGES, UNIONS, AND COUPLINGS FOR SERVICING ARE CONSISTENTLY PROVIDED.

USE NON-CONDUCTING DIELECTRIC CONNECTIONS WHENEVER JOINTING DISSIMILAR METALS.

PROVIDE PIPE HANGERS AND SUPPORTS IN ACCORDANCE WITH ASME B31.9, ASTM F708, OR MSS SP-58 UNLESS INDICATED OTHERWISE.

PROVIDE HANGERS AND SUPPORTS THAT COMPLY WITH MSS SP-58. IF TYPE OF HANGER OR SUPPORT FOR A PARTICULAR SITUATION IS NOT INDICATED, SELECT APPROPRIATE TYPE USING MSS SP-58 RECOMMENDATIONS.

PIPE-TO-VALVE AND PIPE-TO-EQUIPMENT CONNECTIONS: USE FLANGES, UNIONS, OR GROOVED COUPLINGS TO ALLOW DISCONNECTION OF COMPONENTS FOR SERVICING; DO NOT USE DIRECT WELDED, SOLDERED, OR THREADED CONNECTIONS.

INSTALL FIRESTOPPING TO PRESERVE FIRE RESISTANCE RATING OF PARTITIONS AND OTHER ELEMENTS

SLEEVE PIPE PASSING THROUGH PARTITIONS, WALLS AND FLOORS.

INSTALL PIPING TO ALLOW FOR EXPANSION AND CONTRACTION WITHOUT STRESSING PIPE, JOINTS, OR CONNECTED EQUIPMENT.

PROVIDE CLEARANCE IN HANGERS AND FROM STRUCTURE AND OTHER EQUIPMENT FOR INSTALLATION OF INSULATION AND ACCESS TO VALVES AND FITTINGS.

PLACE HANGERS WITHIN 12 INCHES OF EACH HORIZONTAL ELBOW.

CONDENSATE PIPING

ABS PIPE: ASTM F628.
FITTINGS: ABS.
JOINTS: SOLVENT WELDED WITH ASTM D2235 CEMENT.

PVC PIPE: ASTM D2729.
FITTINGS: PVC.
JOINTS: SOLVENT WELDED, WITH ASTM D2564 SOLVENT CEMENT.

REFRIGERANT PIPING

INSTALL REFRIGERANT PIPING PER MANUFACTURER'S INSTRUCTIONS. PROVIDE ALL MANUFACTURER RECOMMENDED ACCESSORIES.

COPPER TUBE: ASTM B280, H58 HARD DRAWN OR O60 SOFT ANNEALED.
FITTINGS: ASME B16.22 WROUGHT COPPER.
JOINTS: BRAZE, AWS A5.8M/A5.8 BCUP SILVER/PHOSPHORUS/COPPER ALLOY.

COPPER TUBE TO 7/8 INCH OD: ASTM B88 (ASTM B88M), TYPE K (A), ANNEALED.
FITTINGS: ASME B16.26 CAST COPPER.
JOINTS: FLARED.

TEST REFRIGERATION SYSTEM IN ACCORDANCE WITH ASME B31.5.

PRESSURE TEST SYSTEM WITH DRY NITROGEN TO 200 PSI. PERFORM FINAL TESTS AT 27 INCHES VACUUM AND 200 PSI USING HALIDE TORCH. TEST TO NO LEAKAGE.

FULLY CHARGE COMPLETED SYSTEM WITH REFRIGERANT AFTER TESTING.

ELECTRIC HEATERS

OPEN COIL: NICKEL CHROMIUM HEATING ELEMENT, STAINLESS STEEL, OR NICKEL PLATED TERMINALS SUPPORTED IN CERAMIC BRACKET BUSHINGS.

FRAME: GALVANIZED PAINTED STEEL.

TESTING, ADJUSTING AND BALANCING

COORDINATE THE EFFORTS OF FACTORY-AUTHORIZED SERVICE REPRESENTATIVES FOR SYSTEMS AND EQUIPMENT, HVAC CONTROLS INSTALLERS, AND OTHER MECHANICS TO OPERATE HVAC SYSTEMS AND EQUIPMENT TO SUPPORT AND ASSIST TESTING, ADJUSTING, AND BALANCING ACTIVITIES.

PERFORM TESTING AND BALANCING PROCEDURES ON EACH SYSTEM ACCORDING TO THE PROCEDURES CONTAINED IN AABC NATIONAL STANDARDS, NEBB'S "PROCEDURAL STANDARDS FOR TESTING, ADJUSTING, AND BALANCING OF ENVIRONMENTAL SYSTEMS" OR SMACNA AND THIS SECTION.

CUT INSULATION, DUCTS, PIPES, AND EQUIPMENT CABINETS FOR INSTALLATION OF TEST PROBES TO THE MINIMUM EXTENT NECESSARY TO ALLOW ADEQUATE PERFORMANCE OF PROCEDURES. AFTER TESTING AND BALANCING, CLOSE PROBE HOLES AND PATCH INSULATION WITH NEW MATERIALS IDENTICAL TO THOSE REMOVED. RESTORE VAPOR BARRIER AND FINISH ACCORDING TO THE INSULATION SPECIFICATIONS FOR THIS PROJECT.

MARK EQUIPMENT SETTINGS WITH PAINT OR OTHER SUITABLE, PERMANENT IDENTIFICATION MATERIAL, INCLUDING DAMPER-CONTROL POSITIONS, VALVE INDICATORS, LEVERS, AND SIMILAR CONTROLS AND DEVICES, TO SHOW FINAL SETTINGS.

PREPARE TEST REPORTS FOR BOTH FANS AND OUTLETS. OBTAIN MANUFACTURER'S OUTLET FACTORS AND RECOMMENDED TESTING PROCEDURES. CROSSCHECK THE SUMMATION OF REQUIRED OUTLET VOLUMES WITH REQUIRED FAN VOLUMES.

DETERMINE THE BEST LOCATIONS IN MAIN AND BRANCH DUCTS FOR ACCURATE DUCT AIRFLOW MEASUREMENTS.

VERIFY THAT MOTOR STARTERS ARE EQUIPPED WITH PROPERLY SIZED THERMAL PROTECTION.

CHECK DAMPERS FOR PROPER POSITION TO ACHIEVE DESIRED AIRFLOW PATH.

CHECK FOR AIRFLOW BLOCKAGES.

CHECK CONDENSATE DRAINS FOR PROPER CONNECTIONS AND FUNCTIONING.

CHECK FOR PROPER SEALING OF AIR-HANDLING UNIT COMPONENTS.

ADJUST FANS TO DELIVER TOTAL DESIGN AIRFLOWS WITHIN THE MAXIMUM ALLOWABLE RPM LISTED BY THE FAN MANUFACTURER.

ADJUST VOLUME DAMPERS FOR MAIN DUCT, SUBMAIN DUCTS, AND MAJOR BRANCH DUCTS TO DESIGN AIRFLOWS WITHIN SPECIFIED TOLERANCES.

ADJUST TERMINAL OUTLETS AND INLETS FOR EACH SPACE TO DESIGN AIRFLOWS WITHIN SPECIFIED TOLERANCES OF DESIGN VALUES. MAKE ADJUSTMENTS USING VOLUME DAMPERS RATHER THAN EXTRACTORS AND THE DAMPERS AT THE AIR TERMINALS.

SET HVAC SYSTEM AIRFLOW AND WATER FLOW RATES WITHIN THE FOLLOWING TOLERANCES:

- SUPPLY, RETURN, AND EXHAUST FANS: MINUS 5 TO PLUS 10 PERCENT.
- AIR OUTLETS AND INLETS: MINUS 5 TO PLUS 10 PERCENT.

INITIAL CONSTRUCTION-PHASE REPORT: BASED ON EXAMINATION OF THE CONTRACT DOCUMENTS AS SPECIFIED IN "EXAMINATION" ARTICLE ABOVE, PREPARE A REPORT ON THE ADEQUACY OF DESIGN FOR SYSTEMS' BALANCING DEVICES. RECOMMEND CHANGES AND ADDITIONS TO SYSTEMS' BALANCING DEVICES TO FACILITATE PROPER PERFORMANCE MEASURING AND BALANCING. RECOMMEND CHANGES AND ADDITIONS TO HVAC SYSTEMS AND GENERAL CONSTRUCTION TO ALLOW ACCESS FOR PERFORMANCE MEASURING AND BALANCING DEVICES.

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fg-w.com
www.fg-w.com
Engineers | Architects | Surveyors | Scientists

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19
drawn RA
chkd CF

SPECIFICATIONS

description

FOR BIDDING

number M-002

KEYNOTES

6 OA INTAKE MINIMUM 10 FT FROM EXHAUST OR PLUMBING VENTS PER 2018 IMC501.3.1.3.

7 RELOCATED VAV BOX IN SUPPORT OF CHANGES TO WALL. PROVIDE ACCESS PANEL. COORDINATE PANEL COLOR WITH ARCHITECT.

8 PROVIDE 26"x10" DUCTED RETURN OUT OF ENCLOSED SPACE TO ADJACENT OPEN PLENUM SPACE.

9 RELOCATE EXISTING VAV-B THERMOSTAT TO LOCATION AS SHOWN.

10 INSTALL MAU ON EQUIPMENT PAD. MAINTAIN MANUFACTURERS RECOMMENDED CLEARANCE FROM THE BUILDING. SUPPLY DUCT BE ROUTED FROM UNIT TO ABOVE THE CEILING IN THE BASEMENT. EXTERIOR SUPPLY DUCT TO BE ROUTED FROM UNIT TO ABOVE BASEMENT CEILING, INSULATED AND JACKETED, WITH A WATER-TIGHT PENETRATION THROUGH BASEMENT WALL. PAINT DUCTWORK ACCORDANCE WITH ARCHITECT. DRAIN CONDENSATE TO GROUND.

11 RELOCATED DIFFUSER. SEE SHEET MD-101 FOR PREVIOUS LOCATION.

12 INSTALL CU ON EQUIPMENT PAD A MINIMUM OF 6" ABOVE GRADE. ROUTE SUCTION AND LIQUID LINES IN AS DIRECT PATH AS POSSIBLE AND IN ACCORDANCE WITH MANUFACTURER. MAKE WATER-TIGHT WALL PENETRATION. DRAIN CONDENSATE TO GROUND.

KEYNOTES (#)

1 INSTALL RELOCATED VAV BOX AS SHOWN AND REBALANCE SYSTEM. REFER TO DEMO SHEET MD-101.

2 INSTALL NEW VAV BOX WITH ELECTRIC DUCT HEATER AS SHOWN ON SCHEDULE SHOWN ON SHEET M-601.

3 INSTALL LOUVER AS SHOWN ON EQUIPMENT SCHEDULE AND CONFIRM COLOR AND EXACT LOCATION WITH ARCHITECT. PROVIDE 3' CLEARANCE TO BUILDING OPENINGS 2018 IMC501.3.1. PROTECT EXHAUST OPENINGS PER 2018 IMC501.3.2.

4 INSTALL RELOCATED VAV BOX AS SHOWN. REFER TO DEMO SHEET MD-101.

5 PROVIDE OCCUPANCY SENSOR TO OPERATE IN OCCUPIED MODE WHEN THE ROOM IS IN USE.

GENERAL NOTES

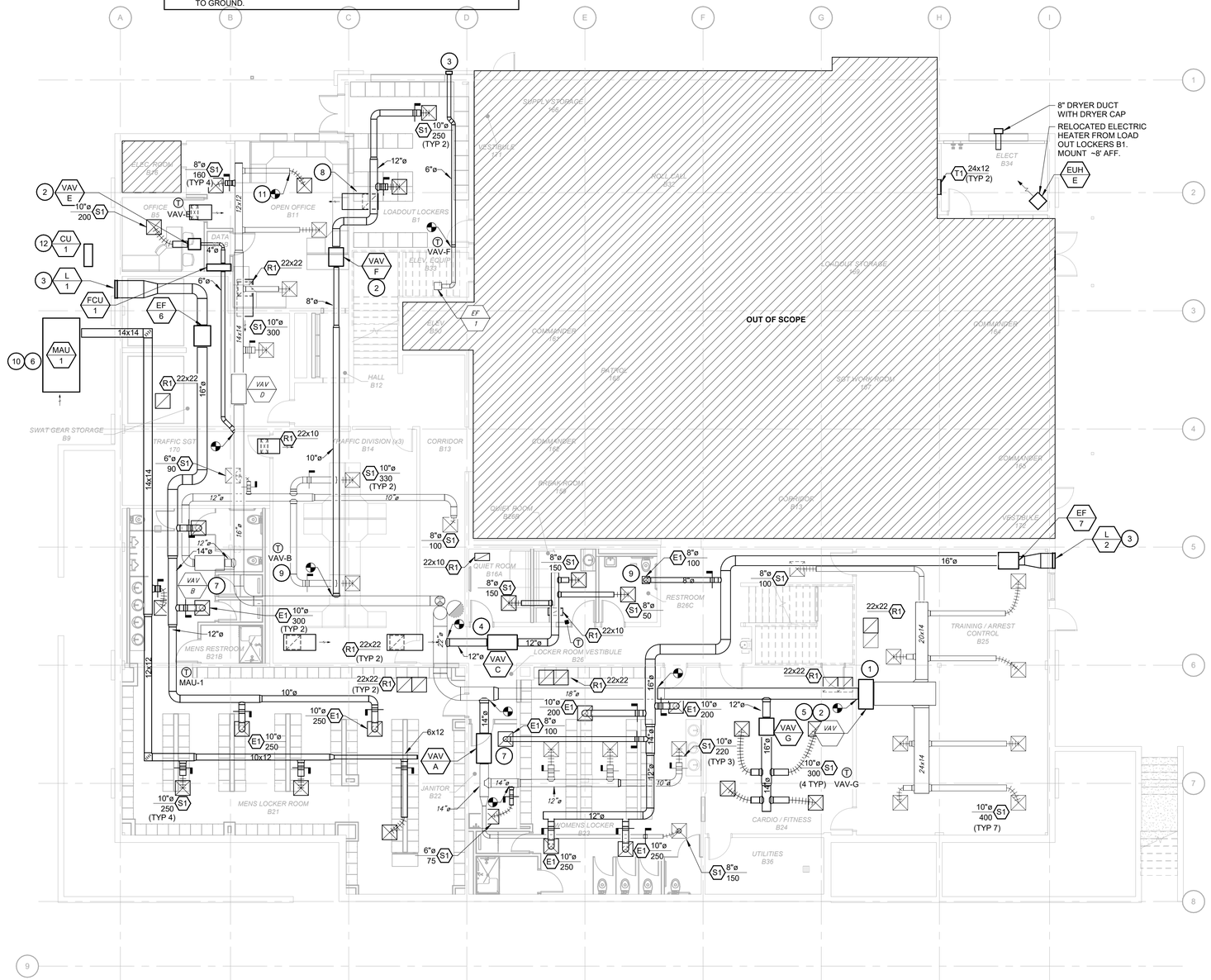
A. REFER TO SHEET M-001 FOR ADDITIONAL MECHANICAL GENERAL NOTES.

B. ALL SYSTEMS HAVE BAS CONTROLS. TIE NEW EQUIPMENT INTO EXISTING BAS SYSTEM.

C. PROVIDE DUCT LINER (MIN. R-6) IN ALL RECTANGULAR SUPPLY AND RETURN DUCTS. ALL ROUND SUPPLY AND RETURN DUCTS SHALL HAVE FOIL-FACED WRAP INSULATION WITH A MINIMUM R-6 VALUE.

D. ENTIRE CEILING SPACE SHALL BE TREATED AS A RETURN AIR PLENUM. ALL COMPONENTS LOCATED IN PLENUM SHALL BE PLENUM-RATED AND/OR MEET 25/50 FIRE/SMOKE SPREAD REQUIREMENTS.

E. INSTALL REMOTE CABLE ASSEMBLIES FOR ALL BALANCING DAMPERS LOCATED IN INACCESSIBLE SPACES.



1 **BASEMENT HVAC PLAN**
SCALE: 1/8" = 1'-0"

0 4 8 16

TRUE NORTH

FOR BIDDING

HB&A Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fw.com
www.fw.com
Engineers | Architects | Surveyors | Scientists

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn RA

chkd CF

description

BASEMENT HVAC PLAN

number

M-101

GENERAL NOTES

A. REFER TO SHEET M-001 FOR ADDITIONAL MECHANICAL GENERAL NOTES.

B. ALL SYSTEMS HAVE BAS CONTROLS. TIE NEW EQUIPMENT INTO EXISTING BAS SYSTEM.

C. PROVIDE DUCT LINER (MIN. R-6) IN ALL RECTANGULAR SUPPLY AND RETURN DUCTS. ALL ROUND SUPPLY AND RETURN DUCTS SHALL HAVE FOIL-FACED WRAP INSULATION WITH A MINIMUM R-6 VALUE.

D. ENTIRE CEILING SPACE SHALL BE TREATED AS A RETURN AIR PLENUM. ALL COMPONENTS LOCATED IN PLENUM SHALL BE PLENUM-RATED AND/OR MEET 25/50 FIRE/SMOKE SPREAD REQUIREMENTS.

E. INSTALL REMOTE CABLE ASSEMBLIES FOR ALL BALANCING DAMPERS LOCATED IN INACCESSIBLE SPACES.

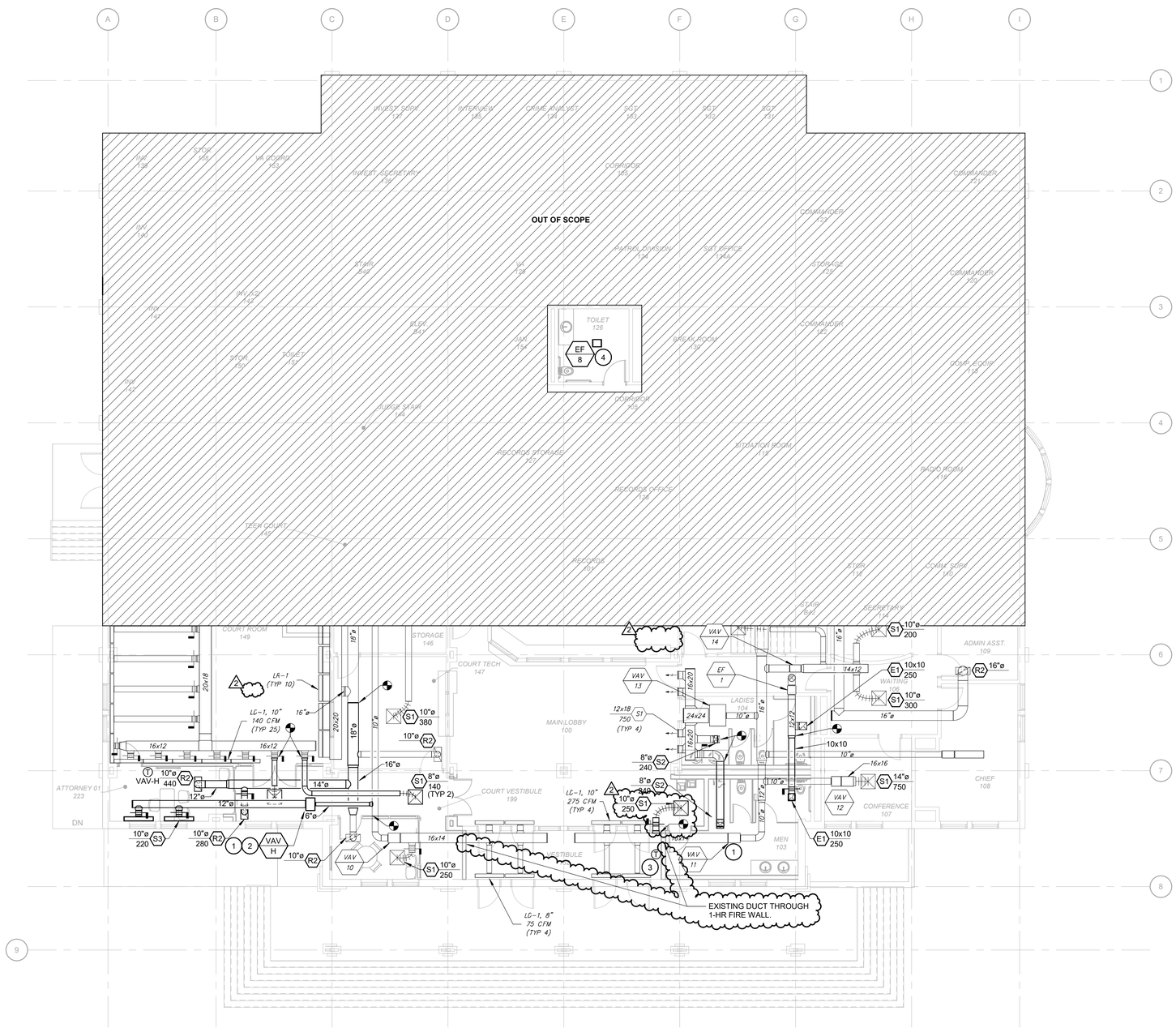
KEYNOTES (#)

1 PROVIDE ACCESS PANEL. COORDINATE PANEL COLOR WITH ARCHITECT.

2 INSTALL NEW VAV AS SHOWN ON SCHEDULE SHEET M-601.

3 RELOCATE EXISTING THERMOSTAT AS SHOWN.

4 INSTALL NEW EXHAUST FAN AT EXISTING CEILING PENETRATION AND CONNECT TO EXISTING DUCTWORK, POWER AND CONTROLS.



1 **FIRST FLOOR HVAC PLAN**

SCALE: 1/8" = 1'-0"

0 4 8 16

TRUE NORTH

HB&A Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fw.com
www.fw.com
Engineers | Architects | Surveyors | Scientists

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT

100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drwn RA

chkd CF

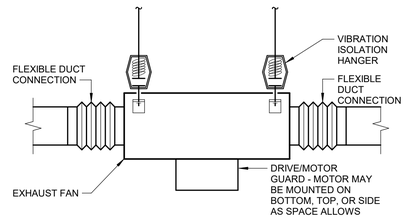
description

FIRST FLOOR HVAC PLAN

FOR BIDDING

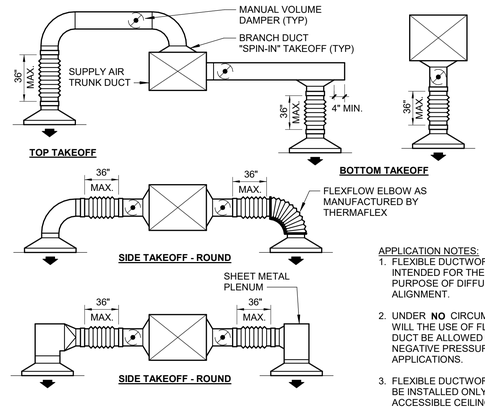
number

M-102



6 IN-LINE EXHAUST FAN

SCALE: No Scale



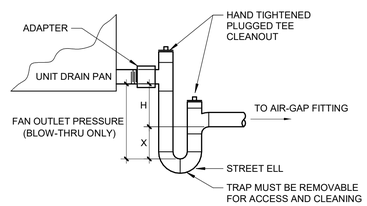
APPLICATION NOTES:

1. FLEXIBLE DUCTWORK IS INTENDED FOR THE SOLE PURPOSE OF DIFFUSER ALIGNMENT.
2. UNDER **NO** CIRCUMSTANCE WILL THE USE OF FLEXIBLE DUCT BE ALLOWED IN NEGATIVE PRESSURE APPLICATIONS.
3. FLEXIBLE DUCTWORK MAY BE INSTALLED ONLY ABOVE ACCESSIBLE CEILINGS.

DESIGNER'S NOTE: FLEXFLOW ELBOW SUPPORT AND SHEET METAL PLENUM NOT ALLOWABLE ON ALL PROJECTS

3 FLEXIBLE DUCT CONNECTIONS

SCALE: No Scale

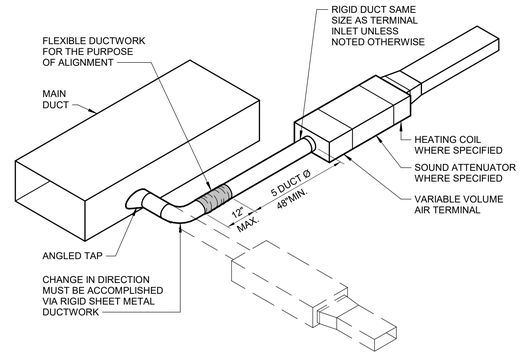


FOR DRAW THRU UNITS
H = FAN INLET PRESSURE +1"
X = FAN INLET PRESSURE / 2

FOR BLOW THRU UNITS
H = 1/2" MIN.
X = FAN OUTLET PRESSURE +1/2"

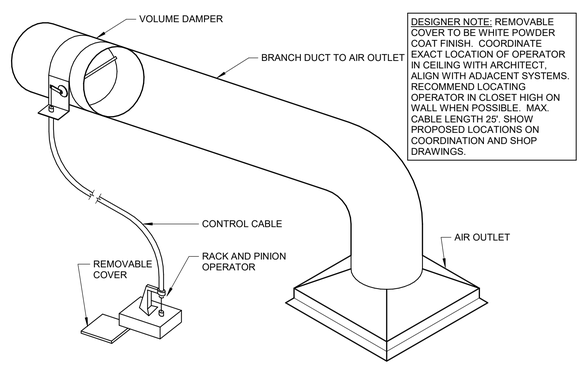
5 CONDENSATE DRAIN

SCALE: No Scale



2 VAV AIR TERMINAL INSTALLATION

SCALE: No Scale

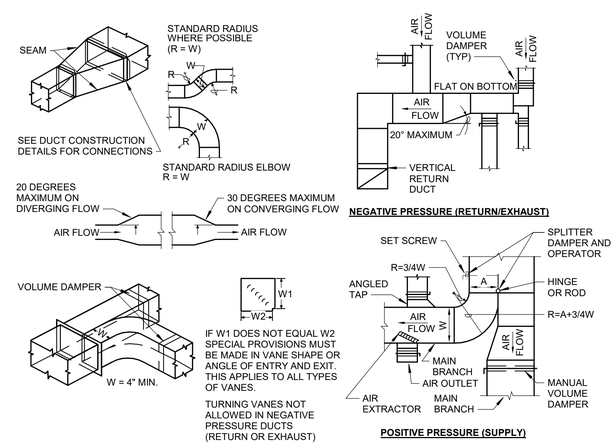


DESIGNER NOTE: REMOVABLE COVER TO BE WHITE POWDER COAT FINISH. COORDINATE EXACT LOCATION OF OPERATOR IN CEILING WITH ARCHITECT, ALIGN WITH ADJACENT SYSTEMS. RECOMMEND LOCATING OPERATOR IN CLOSET HIGH ON WALL WHEN POSSIBLE. MAX. CABLE LENGTH 25'. SHOW PROPOSED LOCATIONS ON COORDINATION AND SHOP DRAWINGS.

NOTE:
PROVIDE THIS FOR ALL VOLUME BALANCING DAMPERS THAT ARE NOT ACCESSIBLE THROUGH ACCESSIBLE CEILING OR THROUGH CEILING ACCESS PANEL.

4 REMOTE DAMPER CONTROL SYSTEM

SCALE: No Scale



1 RECTANGULAR DUCT CONSTRUCTION

SCALE: No Scale

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fw-co.com
www.fw-co.com
Engineers | Architects | Surveyors | Scientists

CASTLE ROCK POLICE DEPARTMENT

100 PERRY ST
CASTLE ROCK CO 80104

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

job # 163-19
drawn RA
chkd CF

DIAGRAMS

FOR BIDDING

M-501

MAKEUP AIR UNIT SCHEDULE

MARK	MANUFACTURER	MODEL	LOCATION	SERVICE	FAN			COOLING SECTION							HEATING SECTION					FILTER				ELECTRICAL DATA				PHYSICAL DATA				REMARKS
					CFM	ESP (IN. W.C.)	BHP	REF.	MAX. FACE VEL. (FPM)	TOTAL NET CAP. (MBH)	SENS. NET CAP. (MBH)	EDB (°F)	EWB (°F)	LDB (°F)	LWB (°F)	TYPE	INPUT (MBH)	OUTPUT (MBH)	EAT (°F)	LAT (°F)	TYPE	MERV	THICK. (IN.)	MAX. FACE VEL. (FPM)	V/PH	FLA	MCA	MOP	L (IN.)	W (IN.)	H (IN.)	WT. (LB.)	
MAU-1	TRANE	OABD048F3	NORTH SIDE	MENS LOCKER RM. (B21), MENS RR (B21B)	1000	1.2	0.34	R410A	500	36.7	36.7	96	60	54	45	NAT. GAS	125	84	-3	92	PLEATED	8	2	500	208/3	30.8	34.8	50	119	55	55	1339	ALL

NOTES:
1. PROVIDE WITH STAINLESS STEEL HEAT EXCHANGER WITH MINIMUM 5:1 TURNDOWN, NON-FUSED DISCONNECT, HAIL GUARD, SUPPLY DISCHARGE AIR SENSOR, OUTDOORS AIR SENSOR, AND EQUIPMENT CURB.
2. SCCR = 5kA.
3. PROVIDE WITH NON-POWERED CONVENIENCE OUTLET.
4. PROVIDE WITH THERMOSTAT FOR OWNER OCCUPANCY HOURS; REFER TO S.O.O. FOR SETPOINTS.
5. PROVIDE MANUFACTURER'S RECOMMENDED SERVICE CLEARANCE AROUND THE ENTIRE UNIT. UNIT TO BE LOCATED SUCH THAT NO PIPING, CONDUIT, DUCTWORK, ETC. ARE ROUTED WITHIN THE SERVICE AREA OF THE UNIT.
6. INSTALL CONDENSATE DRAIN TO DRIP AWAY FROM THE BUILDING AND EQUIPMENT PAD.
7. UPLOAD EQUIPMENT AND APPLIANCES INSTALLATION MANUAL TO TCR eTRAKIT.
8. UPLOAD TAB REPORT TO TCR eTRAKIT. PROVIDE A PAPER COPY TO INSPECTOR AT THE JOB SITE FOR INSPECTIONS.

TABLE 403.3.1.1 MINUMIM VENTILATION RATES, 2018 IMC

IN ACCORDANCE WITH THE 2018 INTERNATIONAL MECHANICAL CODE

EQUIPMENT/ROOM	OCCUPANCY CLASSIFICATION	FLOOR AREA	PEOPLE AIRFLOW RATE IN BREATHING ZONE	AREA OUTDOOR AIRFLOW RATE IN BREATHING ZONE	EXHAUST AIRFLOW RATE	OCCUPANT DENSITY	OCCUPANTS	VENTILATION EFFECTIVENESS	EXHAUST AIRFLOW RATE REQUIRED	EXHAUST AIRFLOW RATE PROVIDED	MINIMUM OUTDOOR AIRFLOW REQUIRED	TOTAL OUTDOOR AIR SUPPLIED
		FT2	CFM/PERSON	CFM/FT2	CFM/FT2	PEOPLE/1000FT2	PEOPLE		CFM	CFM	CFM	
AHU-1 (BASEMENT)												
OFFICE (B5)	OFFICE SPACES	80	5	0.06	-	5	1	0.8	-	-	12	15
LOADOUT LOCKERS (B1)	LOCKER/DRESSING ROOMS	350	0	0	0.25	0	0	0.8	88	90	-	-
QUIET ROOM (B16A)	OFFICE SPACES	85	5	0.06	-	5	1	0.8	-	-	13	15
QUIET ROOM (B26B)	OFFICE SPACES	85	5	0.06	-	5	1	0.8	-	-	13	15
RESTROOM (B26C)	TOILET ROOMS - PUBLIC	78	0	0	70/TOILET	0	0	-	70	80	-	-
TRAINING/ARREST CONTROL (B25)	LECTURE CLASSROOM	995	7.5	0.06	-	65	33	0.8	-	-	379	380
CARDO/FITNESS (B24)	HEALTH CLUB/AEROBICS ROOM	450	20	0.06	-	40	3	0.8	-	-	109	120
WOMENS LOCKER RM (B23)	LOCKER/DRESSING ROOMS	840	0	0	0.25	0	0	-	210	400	-	-
WOMENS LOCKER RM (B23)	TOILET ROOMS - PUBLIC	-	0	0	50/SHOWER + 50/TOILET	0	0	-	300	500	-	30
LOCKER ROOM VEST. (B26)	CORRIDORS	50	-	0.06	-	-	0	0.8	-	-	4	5
VESTIBULE (B4) NOW OFFICE	OFFICE SPACES	83	5	0.06	-	5	1	0.8	-	-	12	15
AHU-1 (FIRST FLOOR)												
MEN (103)	TOILET ROOMS - PUBLIC	212	0	0	50/SHOWER + 50/TOILET	0	0	-	150	250	-	-
LADIES (104)	TOILET ROOMS - PUBLIC	169	0	0	50/SHOWER + 50/TOILET	0	1	-	150	250	-	-
ATTORNEY 01 (223)	OFFICE SPACES	53	5	0.06	-	5	1	0.8	-	-	10	15
ATTORNEY 02 (224)	OFFICE SPACES	58	5	0.06	-	5	1	0.8	-	-	11	15
COURT VEST. (199)	CORRIDORS	66	-	0.06	-	-	0	0.8	-	-	5	5
MAU-1 (BASEMENT)												
MENS RESTROOM (B21B)	TOILET ROOMS - PUBLIC	377	0	0	50/SHOWER + 50/TOILET	0	0	-	400	600	-	30
MENS LOCKER RM (B21)	LOCKER/DRESSING ROOMS	1165	0	0	0.25	0	0	-	291	500	-	95

VARIABLE AIR VOLUME TERMINAL SCHEDULE (WITH REHEAT COIL)

MARK	MANUFACTURER	MODEL	LOCATION	SERVICE	MAX. COOLING CFM	MIN. COOLING CFM	VOLTS/PH	ELECTRIC HEAT KW	LAT	FLA	MCA	INLET SIZE (IN.)	OUTLET SIZE (IN.)	PHYSICAL DATA				REMARKS
														L (IN.)	W (IN.)	H (IN.)	WT. (LBS.)	
(E)VAV-A	TRANE	VCCE-10	JANITOR (B22)	WOMENS LOCKER (B23)	1150	500	-	-	-	-	-	-	-	-	-	-	-	1, 3, 4
(E)VAV-B	TRANE	VCCE-10	MENS RESTROOM (B21B)	TRAFFICE SGT (170), TRAFFIC DIVISION (B14)	1200	500	-	-	-	-	-	-	-	-	-	-	-	1, 3, 4
(E)VAV-C	TRANE	VCCE-06	CORRIDOR (B13)	QUIET RM (B16A), QUIET RM (B16A), RESTROOM (B26C)	400	50	208/3	1.0	-	-	-	-	-	-	-	-	-	1, 3, 4
(E)VAV-D	TRANE	VCCE-16	SWAT GEAR STORAGE (B9)	SWAT GEAR STORAGE (B9), OPEN OFFICE (B11)	940	400	208/3	4.0	-	-	-	-	-	-	-	-	-	1, 3, 4
VAV-E	TRANE	VCEF-04	OFFICE (B5)	OFFICE (B5)	200	100	208/3	1.0	93.4	2.8	3.5	4	11x10	42.5	18.5	11.5	43	2, 3, 5
VAV-F	TRANE	VCEF-06	OPEN OFFICE (B11)	LOUDOUT LOCKERS (B1)	500	100	208/3	2.5	100.3	6.9	8.7	6	11x10	42.5	18.5	11.5	43	2, 3, 5
VAV-G	TRANE	VCEF-10	CARDIO/FITNESS (B24)	CARDIO/FITNESS (B24)	1200	200	208/3	2.0	93.4	5.6	6.9	10	14x12	42.5	21.5	13.5	51	2, 3, 5
VAV-H	TRANE	VCEF-06	COURT VESTIBULE (199)	ATTORNEY 01 (223), ATTORNEY 02 (224)	475	100	208/3	3.0	108.6	8.3	10.4	6	11x10	42.5	18.5	11.5	43	2, 3, 5

NOTES:
1. EXISTING UNIT.
2. NEW UNIT.
3. BASED ON ELEVATION 6,000 FT.
4. REBALANCE EXISTING ASSOCIATED SUPPLY AIR DEVICES.
5. PROVIDE DISCONNECT SWITCH
6. COOLING CFM IS ALSO HEATING CFM.

FAN COIL SCHEDULE

MARK	MANUFACTURER	MODEL	SUPPLY FAN		COOLING		SERVICE	ELECTRICAL DATA			PHYSICAL DATA				REMARKS
			CFM	MIN. OA CFM	TOTAL CAP (MBH)	SENS. CAP (MBH)		V/PH	MCA	MOCP	L (IN.)	W (IN.)	H (IN.)	WT. (LB.)	
FCU-1	DAIKIN	RK18AXVJU	467	0	18	14.48	IT CLOSET	208/1	0.5	-	39.5	11	12	31	ALL

NOTES:
1. PROVIDE WITH WALL MOUNTED WIRED THREMOSTAT.
2. PROVIDE WITH CONDENSATE OVERFLOW SWITCH.
3. ROUTE CONDENSATE TO THE TAILPIECE OF NEARBY SINK.
4. PROVIDE CONDENSATE PUMP.
5. POWERED FROM CU-1 CONDENSER.

EXHAUST FAN SCHEDULE

MARK	MANUFACTURER	MODEL	TYPE	DRIVE	SERVICE	CFM	ESP (IN. W.C.)	SONES	ELECTRICAL DATA			PHYSICAL DATA				REMARKS
									MOTOR HP	V/PH	FLA	L (IN.)	W (IN.)	H (IN.)	WT. (LBS.)	
EF-6	GREENHECK	SQ-120-VG	INLINE	DIRECT	MENS RESTROOM (B21B), MENS LOCKER RM (B21)	1100	0.8	9.5	0.75	115/1	10	19	21	19	55	1-5
EF-7	GREENHECK	SQ-120-VG	INLINE	DIRECT	WOMENS LOCKER RM (B23), JANITOR (B22), RESTROOM (B26C)	1100	0.8	9.5	0.75	115/1	10	19	21	19	55	1-5
EF-8	GREENHECK	CSP-A250	CABINET	DIRECT	TOILET (126)	80	0.5	2	0.06	115/1	0.56	14	12	11	23	2-6

NOTES:
1. PROVIDE WITH PROGRAMMABLE TIMECLOCK TO HAVE FAN RUN DURING OCCUPIED HOURS.
2. PROVIDE WITH ELECTRICAL DISCONNECT.
3. PROVIDE FAN SPEED CONTROLLER TO BALANCE FAN SPEED.
4. PROVIDE WITH GRAVITY OPERATED DAMPER.
5. CONTROL WITH LIGHT SWITCH.

CONDENSING UNIT SCHEDULE

MARK	MANUFACTURER	MODEL	SERVICE	AMBIENT TEMP. (°F)	REFRIG. TYPE	NOM. CAP. (MBH)	SEER	COMPRESSOR		ELECTRICAL DATA			PHYSICAL DATA				REMARKS
								QTY.	RLA EACH	V/PH	MCA	MOCP	L (IN.)	W (IN.)	H (IN.)	WT. (LB.)	
CU-1	DAIKIN	FTK18AXVJU	FCU-1	93	R410A	18	14.48	1	13	208/1	13.4	20	36.5	14	28	99	ALL

NOTES:
1. INSTALL UNIT ON GROUND WITH CONCRETE PAD.
2. PROVIDE UV RESITANT REFRIGERANT LINE INSULATION. SEAL WALL PENETRATIONS WATER TIGHT.
3. COOLING ONLY UNIT.
4. PROVIDE DISCONNECT ON UNISTRUT SUPPORT OR WALL, NOT ON UNIT.
5. PROVIDE HAIL GUARDS, FIELD FABRICATE WITH EXPANDED METAL OR PLASTIC ROLL HAIL GUARD.
6. SCCR = 5KA
7. PROVIDE WITH NECESSARY WIND BAFFLE AND FIELD SETTINGS FOR EXTENDED OPERATION RANGE OF -4° TO 115°F.

AIR DEVICE SCHEDULE

MARK	MANUFACTURER	MODEL	SERVICE	STYLE	FACE SIZE	FRAME	FINISH	MATERIAL	REMARKS
S1	TITUS	OMNI	SUPPLY	PLAQUE	24x24	LAY-IN	WHITE	ALUMINUM	1
S2	TITUS	OMNI	SUPPLY	PLAQUE	12x12	SURFACE	WHITE	ALUMINUM	1,2
S3	TITUS	FTI-10	SUPPLY	LINEAR SLOT	4'	SURFACE	WHITE	ALUMINUM	4
R1	TITUS	50F	RETURN	EGGCRATE	24x24	LAY-IN	WHITE	ALUMINUM	1,3
R2	TITUS	50F	RETURN	EGGCRATE	12x24	LAY-IN	WHITE	ALUMINUM	1
E1	TITUS	350RL	EXHAUST	GRILLE	NECK +2"	SURFACE	WHITE	ALUMINUM	1,2
T1	TITUS	355RL	TRANSFER	GRILLE	NECK +2"	SURFACE	WHITE	ALUMINUM	

NOTES:
1. CONTRACTOR IS RESPONSIBLE FOR COORDINATING WITH REFLECTED CEILING PLAN.
2. PROVIDE TITUS "RAPID MOUNT" FRAMES AT GYPSUM CEILINGS.
3. PROVIDE WITH 1/2"x1/2"x1/2" CORE.
4. 2.5" SLOT WIDTH, 1-SLOT, NC BELOW NC 15, AND INSULATED.

LOUVER SCHEDULE

MARK	MANUFACTURER	MODEL	SERVICE	CFM	FREE AREA (SF)	MAX. AIR P.D. (IN. W.C.)	MATERIAL	PHYSICAL DATA			REMARKS
								D (IN.)	W (IN.)	H (IN.)	
L1	GREENHECK	ESD-403	MENTS RR (B21B), MENS LOCKER RM (B21)	1100	2.1	0.05	ALUMINUM	4	28	24	1
L2	GREENHECK	ESD-403	WOMENS LOCKER RM (B23), JANITOR (B22), RESTROOM (B26C)	1100	2.1	0.05	ALUMINUM	4	28	24	1

NOTES: 1. COLOR PER ARCHITECT.

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com
architect

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fw-co.com
www.fw-co.com
Engineers | Architects | Surveyors | Scientists
associated with

project: CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19
drawn RA
chkd CF

description: SCHEDULES

FOR BIDDING

number: M-601

GENERAL NOTES

A. REFER TO SHEET M-001 FOR ADDITIONAL MECHANICAL GENERAL NOTES.

B. LOCATION OF EXISTING DUCTWORK IS BASED ON REFERENCE CONSTRUCTION DRAWINGS. CONTRACTOR SHALL FIELD VERIFY ACTUAL LOCATION DURING DEMOLITION OPERATIONS.

KEYNOTES (#)

1 REMOVE AND RETAIN ELECTRIC HEATER FOR LAUNDRY ROOM.

2 VAV BOX TO BE REMOVED AND RELOCATED TO THE TRAINING/ARREST CONTROL (B25) ROOM AS SHOWN ON DRAWING M-101. INSTALL DUCTWORK WHERE UNIT IS REMOVED.

3 DEMO DUCTS AS SHOWN. REFER TO NEW WORK ON DRAWING M-101.

4 VAV BOX TO BE REMOVED AND RELOCATED TO CORRIDOR (B13) AS SHOWN ON DRAWING M-101. INSTALL DUCTWORK WHERE UNIT IS REMOVED. DEMO SUPPLY DUCTWORK AS SHOWN. REFER TO NEW WORK.

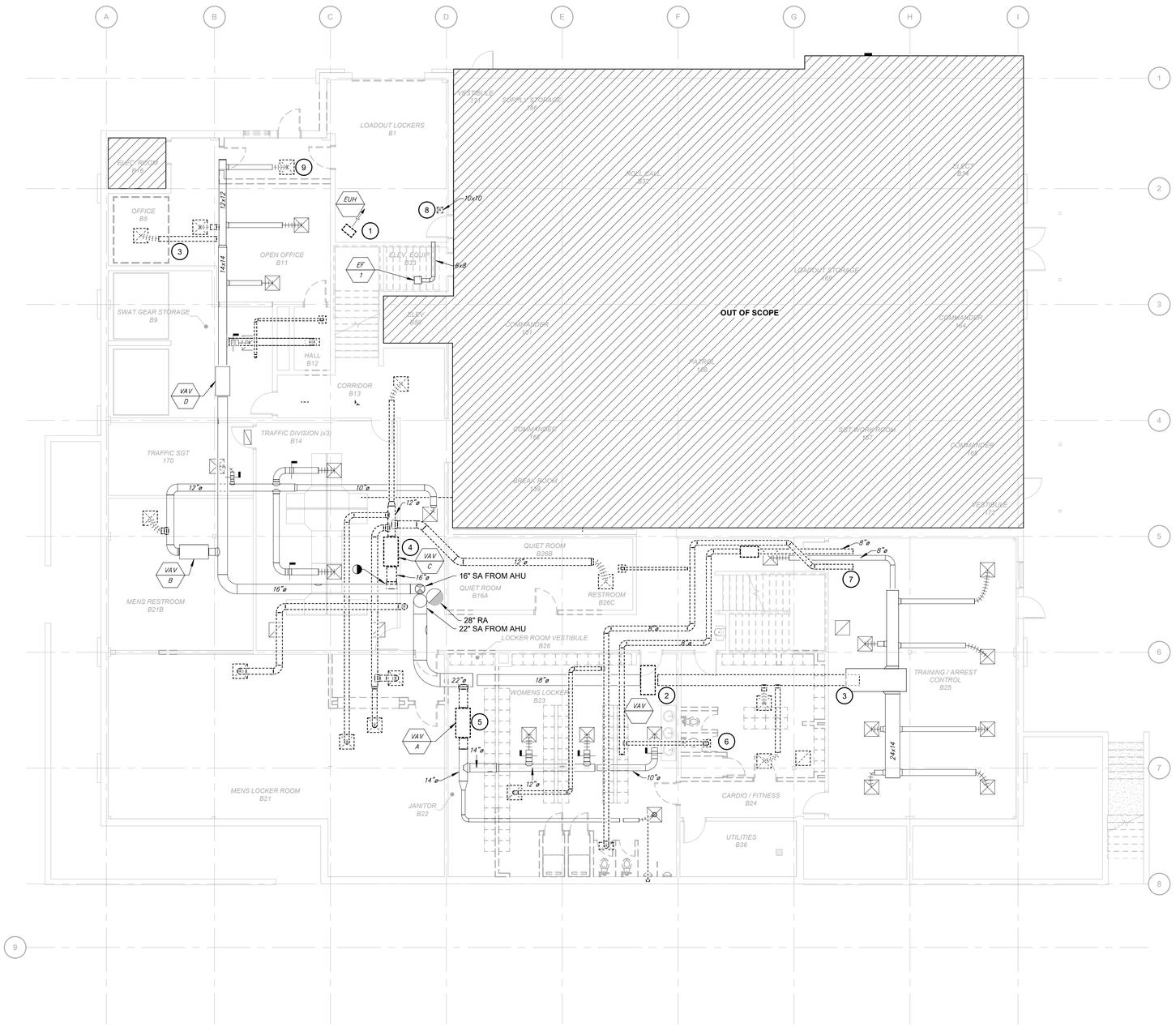
5 RELOCATE EXISTING VAV-A BOX AS SHOWN ON DRAWING M-101 TO MAKE ROOM FOR NEW WALL. FIELD-VERIFY CURRENT LOCATION. REFER TO NEW WORK.

6 DEMO EXHAUST SYSTEM FROM DIFFUSER TO BUILDING PENETRATION AND CAP.

7 DEMO EXISTING EXHAUST DUCTWORK AND FAN BACK TO WALL AND CAP.

8 DEMO AND CAP DUCT ABOVE CEILING.

9 DEMO AND RELOCATE. SEE SHEET M-101 FOR NEW LOCATION.



1 **BASEMENT HVAC DEMOLITION PLAN**

SCALE: 1/8" = 1'-0"

0 4 8 16

TRUE NORTH

HB&A Architecture AND Planning

102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fw-co.com
www.fw-co.com
Engineers | Architects | Surveyors | Scientists

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT

100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn RA

chkd CF

description

BASEMENT HVAC DEMOLITION PLAN

FOR BIDDING

number

MD-101

GENERAL NOTES

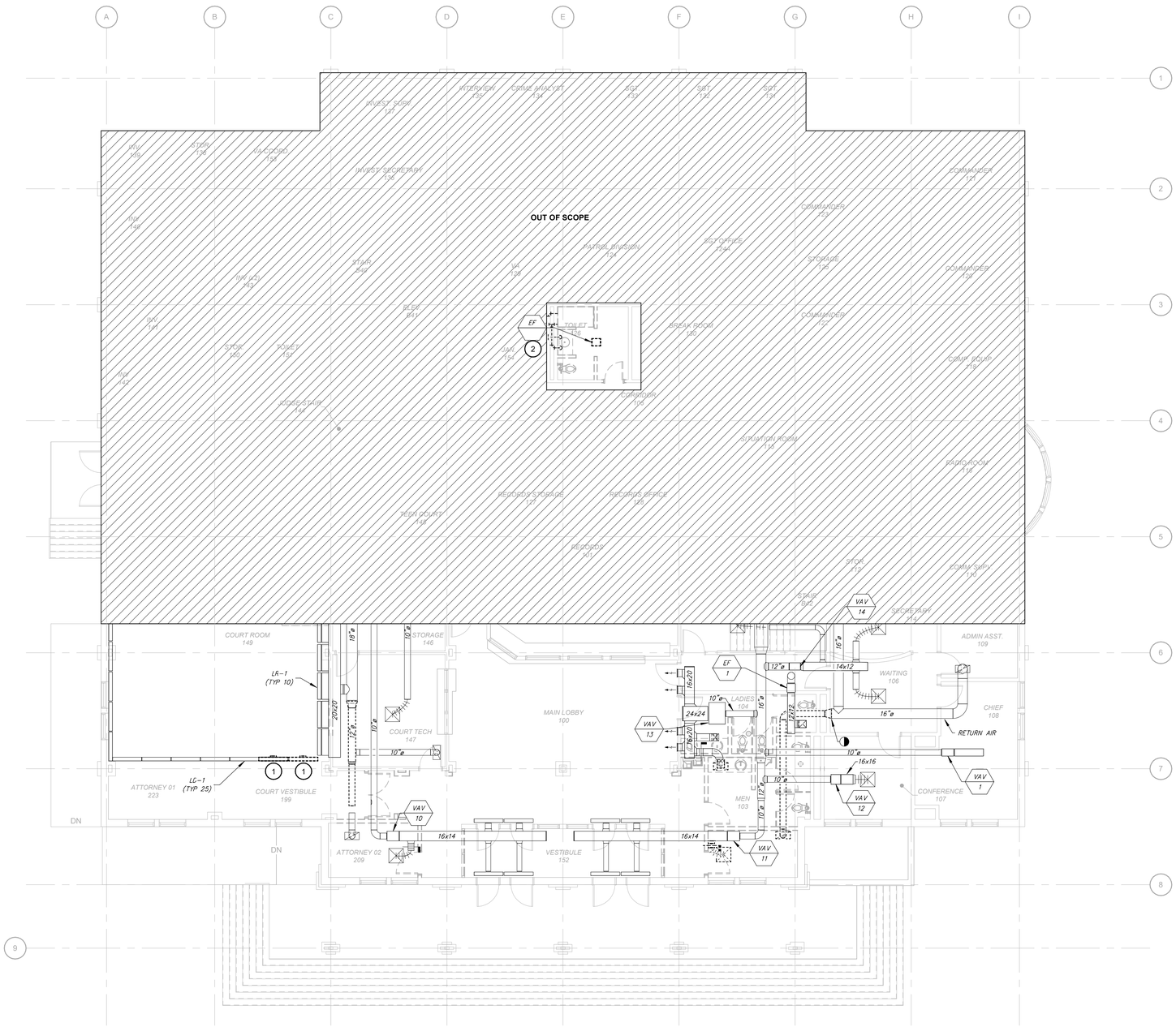
A. REFER TO SHEET M-001 FOR ADDITIONAL MECHANICAL GENERAL NOTES.

B. LOCATION OF EXISTING DUCTWORK IS BASED ON REFERENCE CONSTRUCTION DRAWINGS. CONTRACTOR SHALL FIELD VERIFY ACTUAL LOCATION DURING DEMOLITION OPERATIONS.

KEYNOTES (#)

1 DEMO LINEAR DIFFUSER.

2 DEMO EXISTING EXHAUST FAN AT CEILING. KEEP ALL EXISTING DUCTWORK AND PREPARE FOR REUSE. REFER TO NEW WORK.



1 **FIRST FLOOR HVAC DEMOLITION PLAN**
SCALE: 1/8" = 1'-0"

0 4 8 16

TRUE NORTH

HB&A Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com
architect

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fw-co.com
www.fw-co.com
Engineers | Architects | Surveyors | Scientists
associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19
drawn RA
chkd CF

description
FIRST FLOOR HVAC DEMOLITION PLAN

FOR BIDDING

number
MD-102

SYMBOLS LEGEND

NOTE: NOT ALL SYMBOLS ARE USED IN CONSTRUCTION DOCUMENTS

PIPING

- PIPE SLOPE ARROW
- FLOW ARROW
- CONCENTRIC REDUCER
- ECCENTRIC REDUCER
- 3-WAY CONTROL VALVE
- ANGLE GATE VALVE
- ANGLE GLOBE VALVE
- BALANCING/SHUTOFF VALVE
- BALL VALVE
- BUTTERFLY VALVE
- CALIBRATED BALANCING VALVE
- CHECK VALVE
- CONTROL VALVE
- EXPANSION VALVE
- GAS COCK
- GATE VALVE
- GLOBE VALVE
- PLUG VALVE
- PRESSURE REDUCING VALVE (WATER)
- PRESSURE REGULATOR (GAS)
- QUICK OPEN VALVE
- SAFETY RELIEF VALVE
- SOLENOID VALVE
- VACUUM RELIEF VALVE
- BACKFLOW PREVENTER
- HOSE BIBB / SILLCOCK
- AUTOMATIC AIR VENT
- PRESSURE GAUGE
- THERMOMETER
- (F) FLOW SWITCH
- (P) PRESSURE SWITCH
- (T) TEMPERATURE SWITCH
- PIPE UNION
- WYE STRAINER
- WYE STRAINER W/DRAIN VALVE
- PUMP
- OR FLOOR DRAIN - ROUND OR SQUARE
- OR FLOOR CLEANOUT - ROUND OR SQUARE
- CO SUSPENDED CLEANOUT
- WCO WALL CLEANOUT
- PIPE CAP
- PIPE TURNING DOWN
- PIPE TURNING UP
- TEE UP
- TEE DOWN
- DROP AND RUN
- DROP AND TURN
- TEE OFF TOP
- TEE OFF BOTTOM
- CROSS AND RISER
- PLAN 90° ELBOW
- PIPE TEE
- FLEXIBLE PIPE CONNECTOR
- PIPE ANCHOR
- PIPE GUIDES
- (M) WATER METER

GENERAL

- ## / # — DETAIL OR SECTION MARK; DETAIL # / SHEET #
- POINT OF NEW CONNECTION
- POINT OF TERMINATION/CAP
- L1 — PLUMBING EQUIPMENT DESIGNATION
- # — PLUMBING KEYNOTE
- K22 — KITCHEN EQUIPMENT DESIGNATION
- NEW — BOLD TEXT INDICATES NEW ITEM
- *EXISTING* — ITALIC TEXT INDICATES EXISTING ITEM
- - - - - - - — LINE STYLE INDICATES DEMOLISHED ITEM

PIPING SYSTEM

———	AW	ACID WASTE
	CA	COMPRESSED AIR
	CD	CONDENSATE DRAIN
	CO2	CARBON DIOXIDE
	G	NATURAL GAS
	GW	GREASE WASTE
	MA	MEDICAL AIR
	N2	NITROGEN
	N2O	NITROUS OXIDE
	OST	OVERFLOW STORM
	OW	OIL WASTE
	O2	OXYGEN
	PD	PUMP DISCHARGE
	ST	STORM
	VAC	VACUUM
	WAGD	WASTE ANESTHETIC GAS DISPOSAL
	W	SANITARY WASTE
— — —	AV	ACID VENT
	OV	OIL VENT
	V	SANITARY VENT
—·—·—	CW	DOMESTIC COLD WATER
	DI	DE-IONIZED WATER
	FCW	FILTERED COLD WATER
	LCW	LAB COLD WATER
	NPCW	NONPOTABLE COLD WATER
	RO	REVERSE OSMOSIS WATER
	SCW	SOFTENED COLD WATER
—·-·—	HW	DOMESTIC HOT WATER
	HW (---)	DOMESTIC HOT WATER (OTHER TEMP)
	LHW	LAB HOT WATER
	TW	TEPID WATER
—·--·—	HWC	DOMESTIC HW RECIRCULATION
	LHWC	LAB HW RECIRCULATION

ABBREVIATIONS

AC	ABOVE CEILING
AD	AREA DRAIN
AFF	ABOVE FINISHED FLOOR
BAS	BUILDING AUTOMATION SYSTEM
BF	BELOW FLOOR
BG	BELOW GRADE
BH	BOOSTER HEATER
BFP	BACKFLOW PREVENTION DEVICE
BJ	BETWEEN JOISTS
BOP	BOTTOM OF PIPE
BTUH	BRITISH THERMAL UNITS PER HOUR
CF	COMBINATION FIXTURE
COND	CONDENSATE
CP	CONDENSATE PUMP
CSS	CLINICAL SERVICE SINK
CV	CONTROL VALVE
DF	DRINKING FOUNTAIN
DN	DOWN
DS	DOWNSPOUT NOZZLE
DW	DISHWASHER
EC	ELECTRICAL CONTRACTOR
EEW	EMERGENCY EYE WASH
ESH	COMB. EMERGENCY EYE WASH/SHOWER
ET	EXPANSION TANK
EWC	ELECTRIC WATER COOLER
EWH	ELECTRIC WATER HEATER
FA	FROM ABOVE
FB	FROM BELOW
FBO	FURNISHED BY OTHERS
FCO	FLOOR CLEANOUT
FD	FLOOR DRAIN
FFA	FROM FLOOR ABOVE
FFB	FROM FLOOR BELOW
FPC	FIRE PROTECTION SUBCONTRACTOR
FS	FLOOR SINK
FT	FILL TANK
GD	GARBAGE DISPOSAL
GPM	GALLONS PER MINUTE
GWH	GAS WATER HEATER
GC	GENERAL CONTRACTOR
HAP	HIGH AS POSSIBLE
HB	HOSE BIBB (INTERIOR)
HS	HOSE STATION
HWCP	HOT WATER RECIRCULATION PUMP
IM	ICE MAKER
L	LAVATORY
LT	LAUNDRY TUB
MBH	THOUSANDS OF BTU PER HOUR
MC	MECHANICAL CONTRACTOR
MSB	MOP SINK BASIN
NTS	NOT TO SCALE
ORD	OVERFLOW ROOF DRAIN
P	PUMP
PC	PLUMBING CONTRACTOR
PRV	PRESSURE RELIEF VALVE
RD	ROOF DRAIN
SC	SILLCOCK (EXTERIOR)
SE	SEWAGE EJECTOR
SF	SQUARE FOOT
SH	SHOWER
SK	SINK
SP	SUMP PUMP
SS	SERVICE SINK
TFA	TO FLOOR ABOVE
TB	TO BELOW
TFB	TO FLOOR BELOW
TMV	THERMOSTATIC MIXING VALVE
TOP	TOP OF PIPE
UR	URINAL
VB	VACUUM BREAKER
VTR	VENT THRU ROOF
WB	WASHER BOX
WC	WATER CLOSET
WCO	WALL CLEANOUT
WF	WASH FOUNTAIN
WFL	WATER FILTER
WS	WATER SOFTENER
YCO	YARD CLEANOUT

GENERAL NOTES

COMMON REQUIREMENTS

A. WORK SHALL BE PERFORMED BY A LICENSED PLUMBER OF THE STATE OF COLORADO.

B. MATERIALS, INSTALLATION AND TESTING SHALL BE IN ACCORDANCE WITH THE LATEST ADOPTED EDITION OF STATE AND LOCAL CODE PROCEDURES, METHODS AND REQUIREMENTS, INCLUDING THE MOST STRINGENT OF HEALTH AND SAFETY STANDARDS AS REQUIRED AND AS INTERPRETED BY THE AUTHORITY HAVING JURISDICTION. APPLICABLE CODES AND STANDARDS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:
"COLORADO STATE PLUMBING CODE 2021"
"INTERNATIONAL PLUMBING CODE 2018"
"INTERNATIONAL FUEL GAS CODE 2018"
"INTERNATIONAL FIRE CODE 2018"
"INTERNATIONAL ENGERY CONSERVATION CODE 2015"
APPLICABLE LOCAL AND MUNICIPAL CODES AND ORDINANCES.

C. MEANING AND INTENT OF DRAWINGS: DRAWINGS ARE DIAGRAMMATIC AND PLUMBING SYSTEMS ARE SHOWN IN SCHEMATIC FORM. DRAWINGS DO NOT SHOW EVERY PLUMBING SYSTEM COMPONENT AND SHOULD BE FOLLOWED AS CLOSELY AS CIRCUMSTANCES WILL PERMIT. PLUMBING SYSTEM INSTALLATIONS RELATED TO THIS PROJECT SHALL BE PROVIDED TO MEET THE INTENT AND MEANING OF THE DRAWINGS IN COMPLIANCE WITH APPLICABLE CODES, AND STANDARDS. WHERE APPLICABLE THE PLUMBING CONTRACTOR SHALL FIELD VERIFY CONDITIONS PRIOR TO INSTALLATION. REPORT ANY QUESTIONS, OR CONCERNS TO THE ARCHITECT/ENGINEER PRIOR TO PROCEEDING WITH WORK. NOTED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. MINOR CHANGES IN LOCATIONS OF PLUMBING EQUIPMENT, &/OR SYSTEMS FROM THOSE INDICATED ON DRAWINGS SHALL BE MADE WITHOUT EXTRA COST. A COMPLETE AND OPERATIONAL PLUMBING SYSTEM SHALL BE PROVIDED.

D. THE PLUMBING CONTRACTOR SHALL REFER TO BOTH DRAWINGS AND SPECIFICATIONS FOR ALL PLUMBING CRITERIA REQUIRED FOR THIS PROJECT.

E. PLUMBING CONTRACTOR IS RESPONSIBLE FOR ALL PLUMBING UTILITY SERVICES FROM 5'-0" OUTSIDE BUILDING FOUNDATION WALL TO WITHIN THE BUILDING UNLESS NOTED OTHERWISE ON PLANS. SEE SITE UTILITY PLANS FOR RELATED SITE UTILITY WORK BY OTHERS.

F. COORDINATE ROUTING OF PIPING WITH ALL OTHER TRADES AND STRUCTURAL CONDITIONS TO AVOID ANY ROUTING CONFLICTS OR SERVICE INTERFERENCES.

G. MAINTAIN A MINIMUM CLEARANCE IN FRONT OF AND FROM EITHER SIDE OF ELECTRICAL PANELS, EQUIPMENT, ETC., AS OUTLINED IN NEC STANDARDS. PIPE SYSTEMS SHALL NOT BE ROUTED DIRECTLY OVER PANELS, EQUIPMENT, ETC.

H. INCLUDE IN BID, ALL LICENSE, PERMIT, INSPECTION AND OTHER FEES REQUIRED BY UTILITY COMPANIES OR AUTHORITIES HAVING JURISDICTION REQUIRED FOR COMPLETION OF WORK SO THAT NO UNEXPECTED ADDITIONAL EXPENSES ARE INTRODUCED TO OWNER.

I. ALL CLEANOUTS, VALVES, WATER HAMMER ARRESTORS, ETC. ARE TO BE ACCESSIBLE. EXTEND PIPING AND COORDINATE ACCESS PANEL SIZE AND LOCATION AS NECESSARY.

J. PLUMBING CONTRACTOR SHALL CLEAN WORK AREA OF ALL DUST AND DEBRIS GENERATED BY THEIR WORK AT THE END OF EACH WORK DAY.

K. ALL PLUMBING SYSTEM VALVES SHALL BE INSTALLED IN A LOCATION AND ORIENTATION THAT WILL PERMIT INTENDED USE.

L. PROVIDE STOPS AND/OR ISOLATION VALVES TO EACH INDIVIDUAL FIXTURE, FIXTURE GROUP OR PIECE OF EQUIPMENT PER APPLICABLE CODES TO ALLOW FOR INDIVIDUAL SERVICING UNLESS NOTED OTHERWISE ON PLANS.

M. SANITARY WASTE PIPING SHALL BE SLOPED AT 1/8-INCH PER FOOT MINIMUM FOR ALL PIPING 4-INCH AND LARGER AND AT 1/4-INCH PER FOOT MINIMUM FOR ALL PIPING 3-INCH AND SMALLER.

N. INDIRECT DRAIN PIPING FROM FIXTURES, SPECIALTIES, AND EQUIPMENT SHALL BE ROUTED TO FLOOR DRAIN OR OTHER APPROVED RECEPTACLE AND TERMINATED WITH AN AIR GAP 2 TIMES THE DIAMETER OF THE DRAIN PIPING, BUT NOT LESS THAN 1 INCH GAP. SUPPORT PIPING SO DRAIN PIPING CANNOT BE DEFLECTED FROM DRAIN SOURCE.

O. ALL VENTS FROM HORIZONTAL SOIL OR WASTE PIPE SHALL COME OFF TOP OR AT 45 DEGREE VERTICALLY FROM CENTER OF PIPE BEFORE OFFSETTING HORIZONTALLY TO RISER.

P. ALL VENT TERMINATIONS SHALL BE COORDINATED WITH BUILDING OPENINGS, AIR INTAKES AND AIR EXHAUST OPENINGS. ADJUST VENT THROUGH ROOF LOCATIONS TO COMPLY WITH APPLICABLE CODE.

Q. PLUMBING CONTRACTOR SHALL BE RESPONSIBLE FOR ASSURING ALL HANGERS AND SUPPORTS ARE SECURELY ANCHORED OR ATTACHED TO BUILDING ELEMENTS ADEQUATE FOR INTENDED PLUMBING SYSTEM OR EQUIPMENT.

R. PLUMBING CONTRACTOR TO PROVIDE AND INSTALL NAIL PLATES WHERE PIPING PASSES THROUGH STUD(S) WITHIN 2" OF NAILING SURFACE TO PROTECT PIPE FROM NAILS OR DRYWALL SCREWS.

S. PLUMBING CONTRACTOR SHALL PROVIDE APPROVED WATER HAMMER ARRESTORS IN WATER LINES SERVING QUICK-CLOSING VALVES, BATTERIED, OR BACK TO BACK FIXTURES WITH INDIVIDUAL ISOLATION VALVES.

T. ALL NEWLY INSTALLED CIRCULATED HOT WATER SHALL BE WITHIN THE MAXIMUM ALLOWABLE PIPE LENGTH TO TERMINATE AT EACH FIXTURE, OR APPLIANCE AS OUTLINED IN THE INTERNATIONAL ENERGY CONSERVATION CODE. SPECIAL ATTENTION SHOULD BE PAID TO PUBLIC LAVATORIES WHERE MAXIMUM PIPE LENGTHS ARE LIMITED. REFER TO PLUMBING PLANS AND DETAILS FOR CLARIFICATION.

U. ALL P-TRAPS FOR FLOOR DRAINS AND FLOOR SINKS SHALL BE DEEP SEAL TYPE. TRAPS SHALL MAINTAIN THE SEWER GAS SEALS BY MEANS OF A PRIMING DEVICE DESIGNED FOR SUCH PURPOSES OR BY OTHER METHODS AS ACCEPTABLE BY CODE AND AHJ.

V. PLUMBING CONTRACTOR TO INSTALL, TEST, AND FIELD BALANCE APPROVED EQUIPMENT PER MANUFACTURER'S WRITTEN INSTRUCTIONS AND RECOMMENDATIONS.

W. PROVIDE INSULATION FOR THE PLUMBING PIPING SYSTEMS DESCRIBED IN THESE DRAWINGS AS PER THE IPC AND THE IECC.

X. PLASTIC PIPING SHALL NOT BE ALLOWED IN ANY CAVITY THAT CAN BE USED AS AN AIR TRANSFER PLENUM.

DEMOLITION

A. THE PLUMBING CONTRACTOR SHALL BE RESPONSIBLE FOR THE DISCONNECTION AND REMOVAL OF ALL PLUMBING FIXTURES, PIPING, EQUIPMENT, AND ASSOCIATED APPURTENANCES. NO PERSON OTHER THAN A LICENSED PLUMBER SHALL REMOVE PLUMBING ITEMS FROM THEIR ORIGINAL LOCATION.

B. SHUTDOWN OF EXISTING SYSTEMS SHALL BE COORDINATED WITH OWNER TO LIMIT INTERFERENCE WITH OWNER'S OPERATION AND DOWNTIME. CONTRACTOR SHALL SUBMIT TO OWNER FOR REVIEW AND APPROVAL, THE PROPOSED PHASING PLAN FOR SHUTDOWN OF EXISTING SERVICES.

C. CONTRACTOR SHALL COMPLY WITH GENERAL CONDITIONS AND PROTECTION PROVISIONS SPECIFIED FOR JOINT OWNER/CONTRACTOR OCCUPANCY WORK AREAS.

D. CONTRACTOR SHALL PROTECT EXISTING UTILITIES TO REMAIN FROM DAMAGE DURING DEMOLITION. ANY UTILITIES AND SERVICES DAMAGED SHALL BE REPAIRED AT NO EXPENSE TO OWNER.

E. CONTRACTOR SHALL COORDINATE WITH ALL OTHER TRADES PRIOR TO TEMPORARILY MOVING OR TAKING EQUIPMENT OUT OF SERVICE AS NECESSARY TO COMPLETE WORK.

F. WHERE APPLICABLE, THE PLUMBING CONTRACTOR SHALL COORDINATE WITH THE OWNER AND GENERAL TRADE FOR ANY WALL AND CEILING OPENINGS IN WHICH PLUMBING WORK IS TO BE PERFORMED. GENERAL TRADE SHALL BE RESPONSIBLE FOR PATCHING SUCH WALL AND CEILING OPENINGS TO MATCH EXISTING ONCE PLUMBING INSTALLATION HAS BEEN COMPLETED. WHERE PLUMBING CONTRACTOR IS PRIME, THEY WILL BE RESPONSIBLE FOR ARRANGING ALL WORK DESCRIBED ABOVE AND INCLUDE RELATED COST IN BID.

G. WHERE APPLICABLE THE PLUMBING CONTRACTOR SHALL DEMARCATE EXISTING CONCRETE FLOOR AREAS FOR SAW CUT AND REMOVAL BY GENERAL TRADE. PLUMBING CONTRACTOR SHALL PROVIDE ALL EXCAVATION AND BACKFILL REQUIRED FOR INSTALLATION OF SYSTEM PIPING AND SPECIALTIES. GENERAL TRADE WILL BE RESPONSIBLE FOR PATCHING FLOOR AREAS FLUSH TO MATCH WITH EXISTING FLOOR ONCE PLUMBING INSTALLATION HAS BEEN COMPLETED. WHERE PLUMBING CONTRACTOR IS PRIME, THEY WILL BE RESPONSIBLE FOR ARRANGING ALL WORK DESCRIBED ABOVE AND INCLUDE RELATED COST IN BID.

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

associated with
Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fg-w.com
www.fg-w.com
Engineers | Architects | Surveyors | Scientists

project: CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

job #	163-19
drawn	BJ/BB
chkd	CF

description: GENERAL INFORMATION

number: P-001

FOR BIDDING

SPECIFICATIONS

GENERAL PLUMBING REQUIREMENTS

A. PLUMBING CONTRACTOR SHALL THOROUGHLY REVIEW PLUMBING PLANS AND CONTRACT DOCUMENTS TO DETERMINE SCOPE OF WORK. WHERE QUESTIONS ARISE, A WRITTEN REQUEST FOR INFORMATION SHALL BE SUBMITTED DURING THE BIDDING PROCESS.

B. FURNISH ALL MATERIALS, LABOR, INSURANCE, TRANSPORTATION, AND FACILITIES NECESSARY FOR COMPLETE INSTALLATION OF PLUMBING SYSTEMS INDICATED FOR THIS PROJECT.

REGULATORY REQUIREMENTS

A. PLUMBING INSTALLATION SHALL CONFORM TO APPLICABLE STATE AND INTERNATIONAL CODES AND STANDARDS AS ADOPTED BY THE AUTHORITIES HAVING JURISDICTION.

B. PLUMBING CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL PERMITS AND SCHEDULING INSPECTIONS PRIOR TO AND THROUGHOUT CONSTRUCTION.

C. PLUMBING CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING EACH UTILITY AND INCORPORATING COSTS ASSOCIATED WITH SERVICES, METERS, VAULTS AND SPECIALTIES REQUIRED FOR COMPLETE INSTALLATIONS UNLESS OTHERWISE INDICATED ON PLANS.

SUBMITTALS

A. SUBMIT PRODUCT DATA FOR THE FOLLOWING ITEMS WHERE INDICATED OR SCHEDULED ON PLANS:
1. PLUMBING FIXTURES INCLUDING: WATER CLOSETS, URINALS, SHOWERS, BATHS AND BATH/SHOWER ENCLOSURES, SINKS, MOP BASINS, WASH FOUNTAINS, EMERGENCY EYE/FACE FIXTURES, EMERGENCY SHOWERS, DRINKING FOUNTAINS, ELECTRIC WATER COOLERS, AND SECURITY FIXTURES.
2. PLUMBING DOMESTIC WATER SPECIALTIES INCLUDING: BACKFLOW PREVENTERS, TRAPS, PRESSURE REDUCING VALVES, BALANCE VALVES, MIXING VALVES, OUTLET BOXES, HOSE BIBBS, SILL COCKS, AND TRAP PRIMERS.
3. PLUMBING SANITARY WASTE AND STORM DRAINAGE SPECIALTIES INCLUDING: BACKWATER VALVES, CLEANOUTS, FLOOR DRAINS/SINKS, TRENCH DRAINS, CATCH BASINS, GREASE TRAPS, OIL SEPARATORS, SOLIDS INTERCEPTORS, BOTTLE TRAPS, ROOF DRAINS AND SECONDARY DRAIN OUTLETS.
4. PLUMBING EQUIPMENT INCLUDING: WATER HEATERS, DOMESTIC WATER HEAT EXCHANGERS, STORAGE TANKS, SOFTENERS (AND OTHER WATER CONIDITIONING EQUIPMENT), WATER FILTERS, AIR COMPRESSORS, AIR DRYERS, AIR FILTERS, VACUUM PUMPS, HOSE REELS, AIR REGULATORS/LUBRICATORS, QUICK-CONNECTS, MEDICAL GAS ALARMS AND OUTLETS, LABORATORY GAS TURRETS, AND STORM/SEWER/WATER PUMPS.
5. PLUMBING SYSTEMS INCLUDING DOMESTIC WATER, SANITARY WASTE AND VENT, STORM WATER, LABORATORY GAS, PROCESS, ACID WASTE AND VENT, GAS, AND MEDICAL GAS PIPING.
6. PLUMBING PIPE INSULATION: PRODUCT DESCRIPTION, THERMAL CHARACTERISTICS, LIST OF MATERIALS AND THICKNESSES FOR EACH SERVICE, AND LOCATIONS.
7. MISCELLANEOUS PRODUCT DATA INCLUDING: PIPE SYSTEM INSULATION; EQUIPMENT INSULATION; DOMESTIC WATER VALVES, THERMOMETERS, PRESSURE GAUGES, AND PIPE SYSTEM IDENTIFICATION (PIPE MARKERS, TAGS, ETC.).

B. SUBMIT EQUIPMENT DATA TO INCLUDE THE FOLLOWING WHERE APPLICABLE TO ITEM:
1. LABELING INCLUDING CODE, TESTING, AND AGENCY CERTIFICATIONS.
2. DIMENSIONAL DRAWINGS INCLUDING OVERALL SIZE, ANCHORAGE POINTS, REQUIRED CLEARANCES, UTILITY TYPE, SIZE AND LOCATION OF ALL UTILITY CONNECTIONS.
3. ELECTRICAL CHARACTERISTICS INCLUDING WIRING DIAGRAMS FOR POWER, SIGNAL AND CONTROL WIRING.
4. CONTROL PANEL DATA.
5. ACCESSORIES HIGHLIGHTED TO MATCH SPECIFICATION.
6. PUMP FLOW CURVE DATA AND/OR RATED CAPACITIES.
7. WARRANTY INFORMATION.

PROJECT CLOSEOUT

A. PLUMBING CONTRACTOR SHALL TRAIN OWNER’S REPRESENTATIVE IN THE PROPER OPERATION OF EACH PIECE OF EQUIPMENT AND FIXTURES.

B. TURN OVER MANUFACTURER INSTALLATION, PARTS, AND MAINTENANCE MANUALS TO OWNER’S REPRESENTATIVE.

EXECUTION

A. INSTALL PLUMBING SYSTEMS AND APPURTANANCES AS FOLLOWS WHERE APPLICABLE:
1. ALL PIPING SHALL BE INSTALLED PARALLEL WITH OR AT RIGHT ANGLES TO THE BUILDING WALLS WHENEVER POSSIBLE. ALL VERTICAL RISERS SHALL BE INSTALLED PLUMB AND STRAIGHT.
2. DOMESTIC WATER PIPING SHALL BE INSTALLED LEVEL AND WITHOUT PITCH UNLESS OTHERWISE NOTED ON PLANS.
3. INSTALL DIELECTRIC UNIONS, FITTINGS, FLANGES, ETC., WHERE CONNECTING DISSIMILAR METAL PIPE MATERIALS.
4. APPLY FIRE STOP FOR ALL PIPE PENETRATIONS THROUGH FIRE RATED WALLS, OR FLOORS. REFERENCE ARCHITECTURAL LIFE SAFETY PLANS FOR LOCATIONS.
5. INSTALL PIPE MARKERS ON PIPING 2-INCH AND LARGER WITH ONE MARKER ON HORIZONTAL RUNS EVERY 50 FEET, OR AT LEAST ONE IN EACH AREA SEPARATED BY FULL HEIGHT WALLS. INSTALL PER MANUFACTURER’S RECOMMENDATIONS WITH LABELING LEGIBLE FROM MOST CONVENIENT VANTAGE POINT AT COMPLETION OF PROJECT.
6. LOCATE MANUAL ISOLATION VALVES AT LOCATION AND IN ORIENTATION ACCESSIBLE FOR INTENDED USE. COORDINATE ACCESS PANEL SIZE AND LOCATION AS NECESSARY.
7. SET DOMESTIC HOT WATER RETURN BALANCE VALVES AND TEST SYSTEM TO ENSURE CIRCULATION FROM EACH LOOP.
8. PERFORM HYDROSTATIC TEST ON WATER PIPING SYSTEMS IN KEEPING WITH LOCAL AHJ REQUIREMENTS.
9. COORDINATE ROUGH-IN INSPECTION, TESTING AND APPROVAL OF SYSTEMS IN PRESENCE OF AUTHORITY HAVING JURISDICTION PRIOR TO BACKFILLING, OR ENCLOSING.
10. FLUSH AND DISINFECT DOMESTIC WATER PIPING AS OUTLINED BY STATE, OR INTERNATIONAL PLUMBING CODES AS APPLICABLE TO PROJECT LOCATION.
11. TEST WASTE AND VENT SYSTEMS TO WITHSTAND 10 FOOT OF HEAD PRESSURE.
12. INSTALL ESCUTCHEONS FOR PIPING PENETRATIONS OF WALLS, CEILINGS AND FLOORS.
13. INSTALL THERMOMETERS AT EACH DOMESTIC WATER HEATER OUTLET AND OTHER LOCATIONS WHERE INDICATED ON DRAWINGS. LOCATE AND ORIENTATE THERMOMETERS IN OPTIMUM LOCATION FOR READING.
14. LOCATE PIPE-MOUNTED AQUA-STATS UPSTREAM DOMESTIC HOT WATER CIRCULATION PUMPS AND HEAT TRAPS. ADJUST ACTIVATION SETTINGS AND TEST FOR PROPER OPERATION USING REMOTE FIXTURE, OR OUTLET.
15. INSTALL PRESSURE GAUGES UPSTREAM AND DOWNSTREAM OF EACH DOMESTIC WATER REGULATOR, AND AT THE OUTLET OF EACH AIR COMPRESSOR AND/OR RECEIVER AND OTHER LOCATIONS WHERE INDICATED ON DRAWINGS.
16. INSTALL MECHANICAL SLEEVE SEALS WHERE PLUMBING PIPING PASSES THROUGH ELEVATOR PIT WALLS, OR FOUNDATION WALLS BELOW GRADE WHERE SUB-GRADE LEVEL EXISTS.
17. TEST ALL EQUIPMENT CONTROL PANELS AND RELATED FLOATS, OR OTHER COMPONENTS FOR PROPER OPERATION. ENGAGE FACTORY REPRESENTATIVE WHEREVER NEEDED TO OBTAIN INTENDED OPERATION, AND TO TRAIN OWNER'S PERSONNEL WHERE INDICATED ON PLANS, OR SCHEDULES.
18. FILL GREASE AND OIL TRAPS AND INTERCEPTORS WITH COLD WATER UP TO INVERT AFTER INITIAL INSTALLATION AND PRIOR TO OWNER USE.
19. INSTALL SEISMIC RESTRAINTS ON ABOVE GROUND NATURAL GAS PIPING AND OTHER SYSTEMS WHERE APPLICABLE TO PROJECT LOCATION.
20. LEAK TEST COMPRESSED AIR PIPING AT SERVICE PRESSURE AND LET STAND FOR FOUR HOURS WITHOUT DROP IN PRESSURE. REPAIR LEAKS AND RETEST IF NEEDED.
21. ASSURE REDUCED PRESSURE AND DOUBLE CHECK BACKFLOW PREVENTERS HAVE BEEN TESTED BY AN ILLINOIS LICENSED PLUMBER HAVING "CROSS-CONNECTION CONTROL DEVICE INSPECTOR" CERTIFICATION. AFFIX COPY OF CERTIFICATION TO EACH DEVICE IN CLEAR PLASTIC SLEEVE AND ZIP TIE. DELIVER AN ADDITIONAL COPY OF EACH CERTIFICATION TO OWNER'S REPRESENTATIVE FOR THEIR RECORDS.

HOUSEKEEPING

A. PROVIDE AND MAINTAIN PROTECTIVE COVERS ON FIXTURES AND WATER COOLERS THROUGHOUT CONSTRUCTION. DO NOT PERMIT USE BY CONSTRUCTION PERSONNEL UNLESS APPROVED BY OWNER'S REPRESENTATIVE.

B. CLEAN WORK AREA AT THE END OF EACH WORK DAY. FIXTURES, EQUIPMENT, AND EXPOSED PIPE SYSTEMS SHALL BE CLEANED AT THE COMPLETION OF INSTALLATION. REMOVE PROTECTIVE PACKING FILM, LABELS, ETC. PRIOR TO TURNING OVER TO OWNER FOR USE.

C. MAINTAIN FLOOR DRAIN AND CLEANOUT PROTECTIVE COVERS, OR TAPE THROUGHOUT CONSTRUCTION. REMOVE PROTECTIVE MATERIAL AND CLEAN COVERS/STRAINERS AT SUBTANTIAL COMPLETION STAGE. REMOVE STRAINERS AND SHOP-VAC OUT P-TRAPS WHEREVER CONSTRUCTION DEBRIS, DIRT, GRAVEL, ETC. HAS MIGRATED INTO UNPROTECTED FLOOR DRAINS, CLEAN AND RE-INSTALL STRAINER.

PLUMBING PIPING

A. SANITARY WASTE AND VENT - UNDERGROUND AND ABOVE:
1. OPTION-1; NO HUB CISPI 301 CAST IRON PIPE AND FITTINGS WITH CISPI 310 NEOPRENE GASKETED JOINTS HAVING STAINLESS STEEL CLAMP AND SHIELD ASSEMBLY.
2. OPTION-2; ASTM D2665 OR ASTM D3034 SCHEDULE 40 PVC PIPE AND DWV FITTINGS WITH SOLVENT WELDED JOINTS WITH CLEAR CLEANER AND ASTM D2564 SOLVENT CEMENT.

B. DOMESTIC WATER SERVICE PIPING, 4-INCH NPS AND LARGER: DUCTILE IRON PIPE AWWA C151/A21.11 AND DUCTILE OR GRAY IRON FITTINGS, STANDARD THICKNESS; AND AWWA C111/A21.11, STYRENE BUTADIENE RUBBER (SBR) OR VULCANIZED SBR GASKET WITH 3/4" DIAMETER RODS AND THRUST BLOCK AT BASE OF RISER.

C. DOMESTIC WATER SERVICE PIPING, 3-INCH NPS AND SMALLER:
1. OPTION-1: TYPE K ASTM B42, HARD DRAWN COPPER PIPE WITH ASME B16.22 WROUGHT COPPER AND BRONZE FITTINGS AND SN95 SOLDERED JOINTS.
2. OPTION-2: ASTM F1281, OR ASTM F877 POLYETHYLENE (PE) COMPOSITE PIPE TESTED FOR POTABLE WATER AND RESIDUAL CHLORINE USE WITH BRASS COMPRESSION-TYPE FITTING.

D. DOMESTIC WATER PIPING - ABOVE GRADE/SLAB, 4-INCH AND LARGER: DUCTILE IRON PIPE AWWA C151/A21.11 AND ASME 16.1, CLASS 125 CAST IRON FLANGED FITTINGS.

E. DOMESTIC WATER PIPING - ABOVE GRADE/SLAB:
1. COPPER TUBE ASTM B88, TYPE L, DRAWN WITH ASME B13.18 CAST COPPER ALLOY, OR ASME B 13.22 WROUGHT COPPER AND BRONZE FITTINGS, AND ASTM B32 ALLOY SN95 SOLDER. COPPER PRESSURE SEAL JOINT FITTINGS AS MANUFACTURED BY VIEGA MAY BE UTILIZED AS AN ALTERNATIVE TO SOLDERED FITTINGS.
   a. OPTION-1: CPVC PIPE ASTM F 441/F 441M, SCHEDULE [40] [80] WITH CPVC SOCKET FITTINGS AND SOLVENT CEMENTED JOINTS.
   b. OPTION-2: PEX DISTRIBUTION ASTM F 877, SDR 9 TUBING COLOR RED - HOT, AND BLUE - COLD, WITH CRIMPED BRASS, OR PUSH-FIT C46500 LEAD FREE BRASS FITTINGS. PRE-MANUFACTURED BRASS, OR FIELD FABRICATED COPPER/BRASS MANIFOLDS ARE ACCEPTABLE. PLASTIC BODY PUSH-ON POLY FITTINGS WITH SINGLE CRIMP RING WILL NOT BE PERMITTED.

F. NATURAL GAS PIPING - UNDER GRADE/SLAB (DOWNSTREAM SERVICE METER):
1. SCHEDULE 40 BLACK ASTM A53/A53M PIPE WITH ASME B16.3 MALLEABLE IRON, OR ASTM A234/A234M WROUGHT STEEL WELDING TYPE FITTINGS, AND THREADED FITTINGS. ENCASE IN PVC SECONDARY CONTAINMENT PIPING UNDER FLOOR AS NOTED ON PLANS.
2. EXTERIOR (1-INCH AND UNDER - EXTERIOR ONLY): PE PIPE, ASTM D 2513 SDR11 WITH PE FITTINGS OF SOCKET-FUSION TYPE, OR ASTM D 3261 BUTT-FUSION TYPE DIMENSIONS MATCHING DIMENSIONS OF PE PIPE. INCLUDE FACTORY FABRICATED AND LEAK-TESTED ANODE-LESS RISER AT TRANSITION TO ABOVE GRADE PIPING HAVING: SCH. 40 STEEL CASING, THREADED, OR FLANGED OUTLET SUITABLE FOR WELDED CONNECTION, TRACER WIRE CONNECTION, ULTRAVIOLET SHIELD AND STAKE SUPPORTS WITH FACTOR FINISH TO MATCH STEEL PIPE CASING OR CARRIER PIPE. INSTALL NATURAL GAS PIPING WITH 24" MINIMUM BURY UNLESS NOTED OTHERWISE ON PLANS AND TRACER WIRE FROM RISER TO RISER.

G. NATURAL GAS PIPING (OR COMPRESSED AIR) - ABOVE GRADE/SLAB:
1. SCHEDULE 40 BLACK ASTM A53/A53M PIPE WITH ASME B16.3 MALLEABLE IRON, OR ASTM A234/A234M WROUGHT STEEL WELDING TYPE FITTINGS, AND THREADED (2.5-INCH NPS AND UNDER) OR WELDED (3-INCH AND ABOVE) JOINTS.
2. OPTION (1-INCH AND UNDER - ABOVE FLOOR ONLY): CORRUGATED STAINLESS STEEL TUBING, ASTM A 240/A 240M, SERIES 300 STAINLESS STEEL WITH FLAME RETARDANT PE COATING AND COPPER ALLOY MECHANICAL FITTINGS WITH ENDS MADE TO FIT AND LISTED FOR USE WITH CORRUGATED STAINLESS STEEL TUBING AND CAPABLE OF METAL-TO-METAL SEAL WITHOUT GASKETS.

H. BUILDING STORM (RAINWATER LEADERS, INTERIOR DOWNSPOUTS), AND UNDERGROUND STORM WATER PIPING TO 5 FEET OUTSIDE BUILDING FOUNDATION WALL:
1. OPTION-1: NO HUB CISPI 301 CAST IRON PIPE AND FITTINGS WITH CISPI 310 NEOPRENE GASKETED COUPLINGS HAVING STAINLESS STEEL CLAMP AND SHIELD ASSEMBLY.
2. OPTION-2: ASTM D2665 OR ASTM D3034 SCHEDULE 40 PVC PIPE AND DWV FITTINGS WITH SOLVENT WELDED JOINTS WITH CLEAR CLEANER AND ASTM D2564 SOLVENT CEMENT.

PLUMBING PIPE INSULATION

A. REGULATORY REQUIREMENTS - SURFACE BURNING CHARACTERISTICS: FLAME SPREAD INDEX/SMOKE DEVELOPED INDEX OF 25/50, MAXIMUM WHEN TESTED IN ACCORDANCE WITH ASTM E84, OR UL 723.

B. INSULATION MATERIALS:
1. GLASS FIBER: ASTM C547 AND ASTM C795 RIGID MOLDED, NONCOMBUSTIBLE; K VALUE OF 0.24 AT 75°F; MAXIMUM SERVICE TEMPERATURE 850°F; MAXIMUM MOISTURE ABSORPTION 0.2% BY VOLUME. INCLUDE VAPOR BARRIER CONSISTING OF WHITE KRAFT PAPER WITH GLASS FIBER YAM, BONDED TO ALUMINIZED FILM; MOISTURE VAPOR TRANSMISSION WHEN TESTED IN ACCORDANCE WITH ASTM E96/E96M. SECURE WITH VAPOR BARRIER LAP ADHESIVE COMPATIBLE WITH INSULATION, OR ASTM C195 INSULATING CEMENT/MASTIC HYDRAULIC SETTING ON MINERAL WOOL OR INSULATING CEMENT.
2. FLEXIBLE ELASTOMERIC CELLULAR INSULATION: PREFORMED FLEXIBLE ELASTOMERIC CELLULAR RUBBER INSULATION COMPLYING WITH ASTM C534/C534M GRADE 1; USE MOLDED TUBULAR MATERIAL WHEREVER POSSIBLE. MATERIAL SHALL HAVE SERVICE TEMPERATURE RANGE OF -40° TO 220°F AND BE SEALED WITH AIR DRIED, CONTACT ADHESIVE COMPATIBLE WITH INSULATION.

C. FITTINGS COVERS AND JACKETS:
1. INDOOR, FIELD APPLIED PIPE INSULATION JACKETS: WHITE, HIGH IMPACT UV RESISTANT PVC COMPLYING WITH ASTM D 1784, CLASS 1634-C; 0.10-INCH-THICK; ROLL STOCK READY FOR SHOP OR FIELD CUT AND FORMING.
2. FITTING COVERS: LIKE MATERIAL TO PIPE INSULATION JACKETS, FACTORY, OR FIELD FABRICATED TO 45 AND 90 DEGREE SHAPES, SHORT AND LONG RADIUS ELBOWS, TEES, VALVES, FLANGES, UNIONS, REDUCERS, AND END CAPS.
3. REFER TO PLUMBING SCHEDULES FOR P-TRAP AND SUPPLY COVER REQUIREMENTS FOR FIXTURES.

D. INSULATION SCHEDULE:
1. DOMESTIC HOT, TEMPERED, AND HOT WATER CIRCULATION PIPING:
   a. PIPE SIZES 3/4-INCH NPS AND UNDER: 1/2" THICK GLASS FIBER
   b. PIPE SIZES 1 1/4-INCH NPS AND ABOVE: 1" THICK GLASS FIBER
2. DOMESTIC COLD WATER:
   a. PIPE SIZES 1 1/4-INCH NPS AND UNDER: 1/2" THICK GLASS FIBER WITH VAPOR BARRIER, OR ELASTOMERIC.
   b. 1 1/2-INCH NPS AND ABOVE: 1" THICK GLASS FIBER WITH VAPOR BARRIER, OR ELASTOMERIC.
3. HORIZONTAL RAIN WATER LEADERS AND ROOF DRAIN SUMPS (WHERE APPLICABLE):
   a. PIPE SIZES 2 TO 3-INCH NPS: 1/2" THICK GLASS FIBER WITH VAPOR BARRIER, OR ELASTOMERIC.
   b. PIPE SIZES 4 TO 10 INCH NPS: 1" THICK GLASS FIBER WITH VAPOR BARRIER, OR ELASTOMERIC.
4. ABOVE FLOOR DRAIN TRAPS (INCLUDING MOP BASINS WHERE APPLICABLE): RECEIVING CONDENSATE, OR CHILLED CLEAR WATER: ALL PIPE SIZES: 1/2" THICK ELASTOMERIC.

PLUMBING PIPE, FITTINGS AND VALVES

A. BALL VALVES 3-INCH AND SMALLER - GENERAL USE: NO-LEAD TWO PIECE, FULL PORT BRONZE BODY AND TRIM; PRESSURE RATING NO LESS THAN 600 PSIG WOG NON-SHOCK, 125 PSIG WSP; 0 - 350°F TEMPERATURE RANGE; PTFE SEATS; BLOW-OUT PROOF BRONZE STEM; ADJUSTABLE PACKING NUT; CHROME-PLATED BRASS BALL; STANDARD LEVER HANDLE; AND THREADED OR SOLDERED ENDS. INSULATE BODY AND INCLUDE VALVE HANDLE EXTENSIONS FOR VALVES 2.5-INCH AND LARGER.

B. CHECK VALVES - DOMESTIC WATER APPLICATIONS: NO-LEAD BRONZE BODY Y-PATTERN HORIZONTAL SWING; 200 PSIG NON-SHOCK COLD WORKING PRESSURE; MAXIMUM PRESSURE/TEMPERATURE OF 100 PSIG AT 300°F. RENEWABLE SEAT AND BRONZE DISC; AND THREADED OR SOLDERED ENDS. VALVES MUST COMPLY WITH MSS SP-139 & NSF/ANSI-61-8 COMMERCIAL HOT 180°F.

C. BALANCING VALVES - DOMESTIC HOT WATER CIRCULATION PIPING (ALL SIZES): BRONZE BODY (NO-LEAD) CALIBRATED BALANCING VALVES, BALL VALVE TYPE WITH TWO READOUT PORTS AND MEMORY-SETTING INDICATOR CAPABLE OF READING IN INCHES OF HEAD.

D. STRAINERS: THREADED BRASS BODY FOR 175 PSI CWP, Y-PATTERN WITH 1/32 INCH STAINLESS STEEL PERFORATED SCREEN.

E. DIELECTRIC CONNECTIONS: UNION WITH GALVANIZED OR PLATED STEEL THREADED END, COPPER SOLDER END, WATER IMPERVIOUS ISOLATION BARRIER.

F. FLANGES: DOMESTIC WATER ALL SIZES: CLASS 125 SLIP-ON OR TAPPED/THREADED BRONZE WITH PREFORMED NEOPRENE GASKETS.

PIPING IDENTIFICATION

A. PIPE MARKERS: COMPLY WITH ASME A13.1 (UNLESS OTHERWISE DEFINED BY OWNER STANDARDS); FACTORY FABRICATION, FLEXIBLE SEMI-RIGID PLASTIC; PREFORMED TO FIT AROUND PIPE OR PIPE COVERING; MINIMUM INFORMATION INDICATING FLUID BEING CONVEYED.

HANGERS AND SUPPORTS

A. CARBON STEEL PIPE HANGERS AND SUPPORTS:
1. MSS SP-58, TYPES 1 THROUGH 58, FACTORY FABRICATED COMPONENTS.
2. GALVANIZED METALLIC COATINGS: PREGALVANIZED OR HOT DIPPED.
3. PADDED HANGERS: HANGER WITH FIBERGLASS OR OTHER PIPE INSULATION PAD OR CUSHION TO SUPPORT BEARING SURFACE OF PIPE.
4. HANGER RODS: CONTINUOUS THREADS, NUTS, AND WASHERS MADE OF CARBON, OR STAINLESS STEEL.

B. TRAPEZE PIPE HANGERS: MSS SP-69, TYPE 59, SHOP, OR FIELD FABRICATED PIPE SUPPORT ASSEMBLY MADE FROM STRUCTURAL CARBON STEEL SHAPES WITH MSS SP-58 CARBON STEEL HANGER RODS, NUTS, SADDLES, AND U-BOLTS.
1. MSS SP-69, TYPE 59; SHOP OR FIELD FABRICATED PIPE SUPPORT ASSEMBLY MADE FROM STRUCTURAL CARBON STEEL SHAPES.
2. MSS SP-58 CARBON STEEL HANGER RODS, NUTS, SADDLES, AND U-BOLTS.

C. METAL FRAMING SYSTEMS:
1. SHOP OR FIELD FABRICATED PIPE SUPPORT ASSEMBLY FOR SUPPORTING MULTIPLE PARALLEL PIPES.
2. STANDARD: MFMA-4.
3. CHANNELS: CONTINUOUS SLOTTED STEEL CHANNEL WITH INTURNED LIPS.
4. CHANNEL NUTS: FORMED OR STAMPED STEEL NUTS OR OTHER DEVICES TO FIT INTO CHANNEL SLOT AND, WHEN TIGHTENED, PREVENT SLIPPING ALONG CHANNEL.
5. HANGER RODS: CONTINUOUS THREAD ROD, NUTS, AND WASHER MAD OF CARBON, OR STAINLESS STEEL.
6. METALLIC COATING: GALVANIZED.

D. PIPE POSITIONING SYSTEMS: IAPMO PS 42, POSITIONING SYSTEM OF METAL BRACKETS, CLIPS, AND STRAPS FOR POSITIONING PIPING IN PIPE SPACES; FOR PLUMBING FIXTURES IN COMMERCIAL APPLICATIONS.

E. EQUIPMENT SUPPORTS: WELDED, OR SHOP/FIELD FABRICATED EQUIPMENT SUPPORTS MADE FROM STRUCTURAL CARBON STEEL SHAPES.

F. INSTALLATION:
1. METAL PIPE HANGERS: COMPLY WITH MSS SP-69 AND MSS SP 89. INSTALL HANGERS, SUPPORTS, CLAMPS, AND ATTACHMENTS AS REQUIRED TO PROPERLY SUPPORT PIPING FROM THE BUILDING STRUCTURE.
2. METAL TRAPEZE HANGERS: COMPLY WITH MSS SP69 AND MSS SP-89. ARRANGE FOR GROUPING OF PARALLEL RUNS OF HORIZONTAL PIPING, AND SUPPORT TOGETHER ON FIELD FABRICATED TRAPEZE PIPE HANGERS. WHERE SIZES VARY SUPPORT TOGETHER AND SPACE TRAPEZES FOR SMALLEST PIPE SIZE, OR INTERMEDIATE SUPPORTS FOR SMALLER DIAMETER PIPES AS SPECIFIED FOR INDIVIDUAL PIPE HANGERS.
3. INSTALL HANGERS AND SUPPORTS SO THAT PIPING LIVE AND DEAD LOADS AND STRESSES FROM MOVEMENT WILL NOT BE TRANSMITTED TO CONNECTED EQUIPMENT.
4. PIPE SLOPES: INSTALL HANGERS AND SUPPORTS TO PROVIDE INDICATED PIPE SLOPES AND TO NOT EXCEED MAXIMUM PIPE DEFLECTIONS ALLOWED BY ASME B32.9 FOR BUILDING SERVICES PIPING.
5. ADJUST HANGERS TO DISTRIBUTE LOADS EQUALLY ON ATTACHMENTS AND TO ACHIEVE INDICATED SLOPE OF PIPE.
6. TRIM EXCESS LENGTH OF CONTINUOUS THREAD HANGER AND SUPPORT RODS TO 1 1/2".
7. FASTENER SYSTEMS: INSTALL FASTENER IN COMPLETELY CURED CONCRETE SLABS PER MANUFACTURER'S WRITTEN INSTRUCTIONS, AND USING RECOMMENDED TOOL WHERE APPLICABLE.

G. FASTENER SYSTEMS:
1. SIDE-BEAM OR CHANNEL CLAMPS (MSS TYPE 20): FOR ATTACHING TO BOTTOM FLANGE OF BEAMS, CHANNELS, OR ANGLES.
2. CENTER-BEAM CLAMPS (MSS TYPE 21): FOR ATTACHING TO CENTER OF BOTTOM FLANGE OF BEAMS.
3. WELDED BEAM ATTACHMENTS (MSS TYPE 22): FOR ATTACHING TO BOTTOM OF BEAMS IF LOADS ARE CONSIDERABLE AND ROD SIZES ARE LARGE.
4. C-CLAMPS (MSS TYPE 23): FOR STRUCTURAL SHAPES.
5. TOP-BEAM CLAMPS (MSS TYPE 25): FOR TOP OF BEAMS IF HANGER ROD IS REQUIRED TANGENT TO FLANGE EDGE.
6. SIDE-BEAM CLAMPS (MSS TYPE 27): FOR BOTTOM OF STEEL I-BEAMS.
7. STEEL-BEAM CLAMPS WITH EYE NUTS (MSS TYPE 28): FOR ATTACHING TO BOTTOM OF STEEL I-BEAMS FOR HEAVY LOADS.
8. LINKED-STEEL CLAMPS WITH EYE NUTS (MSS TYPE 29): FOR ATTACHING TO BOTTOM OF STEEL I-BEAMS FOR HEAVY LOADS, WITH LINK EXTENSIONS.
9. MALLEABLE-BEAM CLAMPS WITH EXTENSION PIECES (MSS TYPE 30): FOR ATTACHING TO STRUCTURAL STEEL.
10. WELDED-STEEL BRACKETS: FOR SUPPORT OF PIPES FROM BELOW OR FOR SUSPENDING FROM ABOVE BY USING CLIP AND ROD. USE ONE OF THE FOLLOWING FOR INDICATED LOADS:
    a. LIGHT (MSS TYPE 31): 750 LB (340 KG).
    b. MEDIUM (MSS TYPE 32): 1500 LB (680 KG).
    c. HEAVY (MSS TYPE 33): 3000 LB (1360 KG).
11. SIDE-BEAM BRACKETS (MSS TYPE 34): FOR SIDES OF STEEL OR WOODEN BEAMS.

H. ROOF PIPE SUPPORTS:
1. ONE-PIECE UNIT WITH INTEGRAL ROD ROLLER, CLAMPS, OR V-SHAPED CRADLE TO SUPPORT PIPE, FOR ROOF INSTALLATION WITHOUT MEMBRANE PENETRATION.
2. LOW-TYPE, SINGLE-PIPE STAND: ONE-PIECE PLASTIC BASE UNIT WITH PLASTIC ROLLER, FOR ROOF INSTALLATION WITHOUT MEMBRANE PENETRATION.

I. HANGER AND SUPPORT SCHEDULE:
1. FURNISH AND INSTALL PIPE HANGERS AND SUPPORT AS PER THE LOCALLY ADOPTED CODE, MANUFACTURERS STANDARDIZATION SOCIETY (MSS) STANDARDS, THE LOCAL AHJ REQUIREMENTS AND/OR AS INDICATED IN THE FOLLOWING; WHICHEVER REQUIREMENTS ARE MORE STRINGENT IN TYPES OF SUPPORT REQUIRED, DISTANCES BETWEEN SPANS INDICATED, APPROVED ATTACHMENTS TO BUILDING CONSTRUCTION, ETC. ALL PIPING SHALL BE SUPPORTED TO BOTH MAINTAIN ALIGNMENT AND TO PREVENT SAGGING.
2. FURNISH AND INSTALL SUPPORTS FOR ALL PIPING WITHIN 18 INCHES OF EACH JOINT OR CHANGES IN DIRECTION EQUAL TO 90 DEGREES.
3. PROVIDE RIGID SUPPORT SWAY BRACING FOR CHANGES IN DIRECTION GREATER THAN 45 DEGREES FOR PIPING 4 INCHES IN DIAMETER AND LARGER.
4. WHERE EARTHQUAKE LOADS ARE STIPULATED IN THE LOCALLY ADOPTED BUILDING CODE, FURNISH AND INSTALL PIPING SUPPORTS FOR SEISMIC BRACING IN KEEPING WITH THE LOCAL REQUIREMENTS.
5. DRAIN PIPING SHALL BE ANCHORED TO RESTRAIN AXIAL MOVEMENT. FOR DRAIN PIPING 4 INCHES IN SIZE AND LARGER, RESTRAINTS SHALL BE PROVIDED AT ALL CHANGES IN DIRECTION AND CHANGES IN DIAMETER GRATER THAN 2 NOMINAL PIPE SIZES. PROVIDE BRACES, BLOCKS, AND/OR OTHER METHODS AS APPROVED BY COUPLING MANUFACTURER.
6. SUBMIT PRODUCT LITERATURE FOR HANGERS/SUPPORTS TO ENGINEER FOR REVIEW PRIOR TO PURCHASE.
7. WHERE ALTERNATIVE TYPES OR MANUFACTURER SPECIFIC HANGERS/SUPPORT SYSTEMS ARE DESIRED, SUBMIT PRODUCT LITERATURE TO ENGINEER FOR REVIEW PRIOR TO PURCHASE.
8. COPPER:
   a. HARD DRAWN PIPE, 1-1/2” DIAMETER OR SMALLER: PROVIDE HANGERS OR SUPPORTS AT A MAXIMUM HORIZONTAL SPACING OF 6 FEET.
   b. HARD DRAWN PIPE, 2” DIAMETER OR LARGER: PROVIDE HANGERS OR SUPPORTS AT A MAXIMUM HORIZONTAL SPACING OF 10 FEET.
   c. PROVIDE SUPPORT AT THE BASE OF VERTICAL PIPING AND AT A MAXIMUM VERTICAL SPACING OF EACH FLOOR BUT NOT TO EXCEED 10 FEET.
9. PVC:
   a. SCHEDULE 40/SCHEDULE 80 PIPE: PROVIDE HANGERS OR SUPPORTS AT A MAXIMUM HORIZONTAL SPACING OF 4 FEET AND AT EVERY HORIZONTAL BRANCH CONNECTION.
   b. PROVIDE SUPPORT AT THE BASE OF VERTICAL PIPING AND AT A MAXIMUM VERTICAL SPACING OF EACH FLOOR BUT NOT TO EXCEED 10 FEET. PROVIDE VERTICAL PIPING WITH MID-STORY GUIDES. PROVIDE FOR EXPANSION AT 30 FOOT INTERVALS IN BOTH HORIZONTAL AND VERTICAL PIPING.
10. STEEL PIPE:
   a. THREADED OR WELDED PIPE 1/2” DIAMETER OR SMALLER: PROVIDE HANGERS OR SUPPORTS AT A MAXIMUM HORIZONTAL SPACING OF 6 FEET. PROVIDE SUPPORT AT THE BASE OF THE VERTICAL PIPING AND AT A MAXIMUM VERTICAL SPACING OF 6 FEET.
   b. THREADED OR WELDED PIPE BETWEEN 3/4” AND 1-1/4” DIAMETER: PROVIDE HANGERS OR SUPPORTS AT A MAXIMUM HORIZONTAL SPACING OF 8 FEET. PROVIDE SUPPORT AT THE BASE OF THE VERTICAL PIPING AND AT A MAXIMUM VERTICAL SPACING OF 8 FEET.
   c. THREADED OR WELDED PIPE 1-1/2” DIAMETER OR LARGER: PROVIDE HANGERS OR SUPPORTS AT A MAXIMUM HORIZONTAL SPACING OF 10 FEET. PROVIDE SUPPORT AT THE BASE OF THE VERTICAL PIPING AND AT A MAXIMUM VERTICAL SPACING OF EACH FLOOR NOT TO EXCEED 15 FEET.
11. CAST IRON:
   a. HUB AND SPIGOT PIPE: PROVIDE HANGERS OR SUPPORTS WITHIN 18 INCHES OF EACH HUB OR JOINT, NOT TO EXCEED 5 FOOT INTERVALS. FOR PIPING EXCEEDING 5 FEET IN MANUFACTURED LENGTH, PIPING MAY BE SUPPORTED AT NOT MORE THAN 10 FOOT INTERVALS.
   b. HUBLESS/COMPRESSION PIPE: AT LEAST AT EVERY OTHER JOINT EXCEPT WHERE PIPING EXCEEDS 4 FEET OF MANUFACTURED LENGTH, THEN SUPPORT AT EVERY JOINT. WHERE PROVIDED, PLACE SUPPORT WITHIN 18 INCHES OF JOINT. WHERE THE TOTAL DEVELOPED LENGTH BETWEEN MULTIPLE JOINTS IN AN ASSEMBLY SPANS LESS THAN OR EQUAL TO 4 FEET IN LENGTH, SUPPORT THE ASSEMBLY WITHIN THE 4 FOOT LENGTH AND WITHIN 18 INCHES OF THE EXTREME END JOINTS.
   c. PROVIDE SUPPORT AT THE BASE OF THE VERTICAL PIPING AND AT A MAXIMUM VERTICAL SPACING OF EVERY FLOOR BUT NOT TO EXCEED 15 FEET VERTICALLY.

PHASING OF CONSTRUCTION

A. THIS PROJECT IS BEING PHASED TO MAINTAIN BUSINESS OPERATIONS. COORDINATE PLUMBING WORK IN CONJUNCTION WITH GENERAL CONTRACTOR AND ALL OTHER TRADES AND PLAN WORK ACCORDINGLY TO MINIMIZE DISRUPTION OF PLUMBING SYSTEMS SERVING OCCUPIED AREAS.

B. PLUMBING CONTRACTOR SHALL INSTALL PARTIAL NEW SYSTEMS, VALVES, FIXTURES, OR EQUIPMENT PRIOR TO DEMOLITION OF THE NEXT PHASE (IF REQUIRED) TO MINIMIZE DISRUPTIONS OF PLUMBING SYSTEMS SERVING OCCUPIED AREAS.

C. PLUMBING CONTRACTOR SHALL REVIEW THE PHASING REQUIREMENTS INDICATED IN THE BID DOCUMENTS AND/OR CONSULT THE CONSTRUCTION MANAGER. OBTAIN CLARIFICATIONS OF ANY WORK REQUIRED OFF NORMAL WORKING HOURS PRIOR TO BID. SUBMIT ALL WRITTEN CLARIFICATION REQUESTS TO ARCHITECT/ENGINEER PRIOR TO BID IN ALL INSTANCES.

D. PLUMBING CONTRACTOR SHALL COORDINATE WITH GENERAL CONTRACTOR, OWNER'S REPRESENTATIVE, AND ALL OTHER TRADES TO ENSURE THAT THE LOCATIONS OF STORED MATERIALS (AND PATHS OF TRAVEL USED TO TRANSFER MATERIALS TO AND FROM THE ACTIVE AND STAGED WORK AREAS) ARE ACCEPTABLE.

architect

HB&A Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

associated with

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@f-w.com
www.f-w.com
Engineers | Architects | Surveyors | Scientists

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

job # 163-19

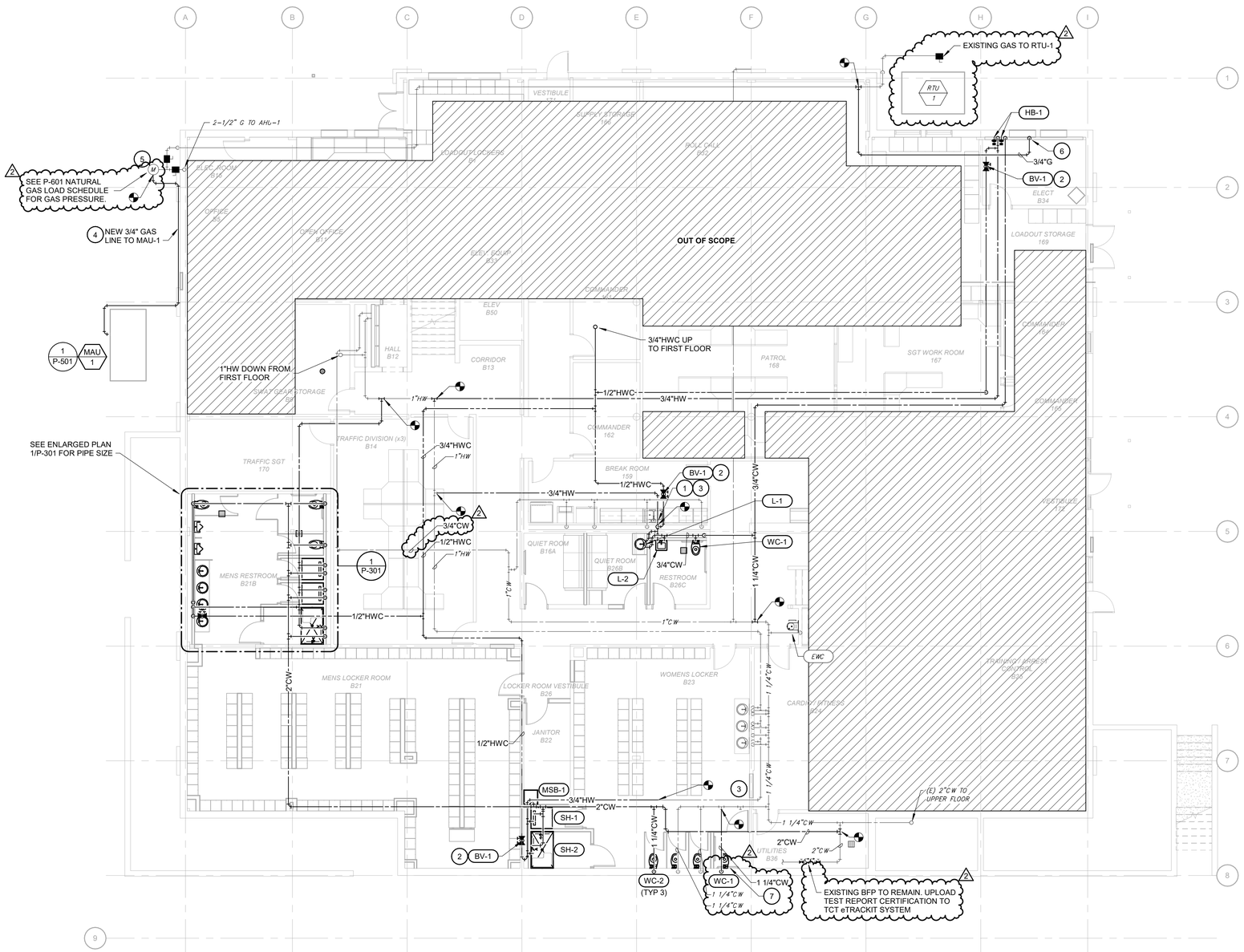
drawn BJ/BB

chkd CF

description SPECIFICATIONS

FOR BIDDING

number P-002



1 BASEMENT DOMESTIC PLUMBING PLAN

SCALE: 1/8" = 1'-0"

0 4 8 16

TRUE NORTH

GENERAL NOTES

A. REFER TO P-001 PLUMBING GENERAL NOTES FOR ADDITIONAL NOTES.

B. ALL NEW HOT, COLD, AND RECIRCULATED WATER SHALL BE INSULATED PER SPECIFICATIONS UNLESS NOTED OTHERWISE.

C. ALL DOMESTIC PIPING SHOWN DIAGRAMMATICALLY TO INDICATE INTENT . FIELD COORDINATE WITH ALL OTHER TRADES THE EXACT ROUTINGS OF ALL PIPING PRIOR TO INSTALLATION.

D. ALL SHALL BE SUSPENDED FROM STRUCTURAL FRAMING SYSTEM. REFERENCE STRUCTURAL DRAWINGS.

E. SUPPORT ALL PIPING AND EQUIPMENT FROM STRUCTURE ABOVE AS REQUIRED. PLUMBING CONTRACTOR SHALL PROVIDE ALL SUPPLEMENTAL STEEL TO SPAN BETWEEN PRIMARY BUILDING STRUCTURAL MEMBERS. PLUMBING CONTRACTOR SHALL BE RESPONSIBLE FOR THE COMPLETE DESIGN OF SUPPLEMENTAL STEEL AND PIPE SUPPORTS. INCLUDINGS REACTION LOADS TO PRIMARY BUILDING STRUCTURAL MEMBERS.

F. SEE PLUMBING FIXTURE SCHEDULE FOR PIPE SIZING TO INDIVIDUAL PLUMBING FIXTURES.

2 G. LAVS USE TMV-1 (WATTS LFUSG-B) TO SET WATER TEMPERATURE TO 105F.

KEYNOTES (#)

1 CONNECT EXISTING BREAK ROOM SINK INTO NEW 3/4 HW LINE.

2 SET BALANCE VALVE TO 0.5GPM

3 REUSE AS MUCH PIPING AS POSSIBLE.

4 SECURE GAS PIPING TO WALL EVERY 6FT OC. PAINT PIPING PER ARCHITECTS COLOR CHOICE.

5 CONTRACTOR TO VERIFY GAS METER SIZING FOR ADDITIONAL EQUIPMENT. NEW LOAD IS ~2000 CFH.

2 6 3/4" GAS LINE DOWN TO DRYER. PROVIDE APPLIANCE GAS SHUT OFF VALVE.

7 PROVIDE WATER HAMMER ARRESTOR NEAR WC WITH ACCESS PANEL.

architect

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

associated with

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fw.com
www.fw.com
Engineers | Architects | Surveyors | Scientists

project

CASTLE ROCK POLICE DEPARTMENT

100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

job #	163-19
drawn	BJ/BB
chkd	CF

description

BASEMENT DOMESTIC PLUMBING PLAN

FOR BIDDING

number

P-101

GENERAL NOTES

A. REFER TO P-001 PLUMBING GENERAL NOTES FOR ADDITIONAL NOTES.

B. ALL VENT AND WASTE PIPING SHOWN DIAGRAMMATICALLY TO INDICATE INTENT . FIELD COORDINATE WITH ALL OTHER TRADES THE EXACT ROUTINGS OF ALL PIPING PRIOR TO INSTALLATION.

C. ALL SHALL BE SUSPENDED FROM STRUCTURAL FRAMING SYSTEM.

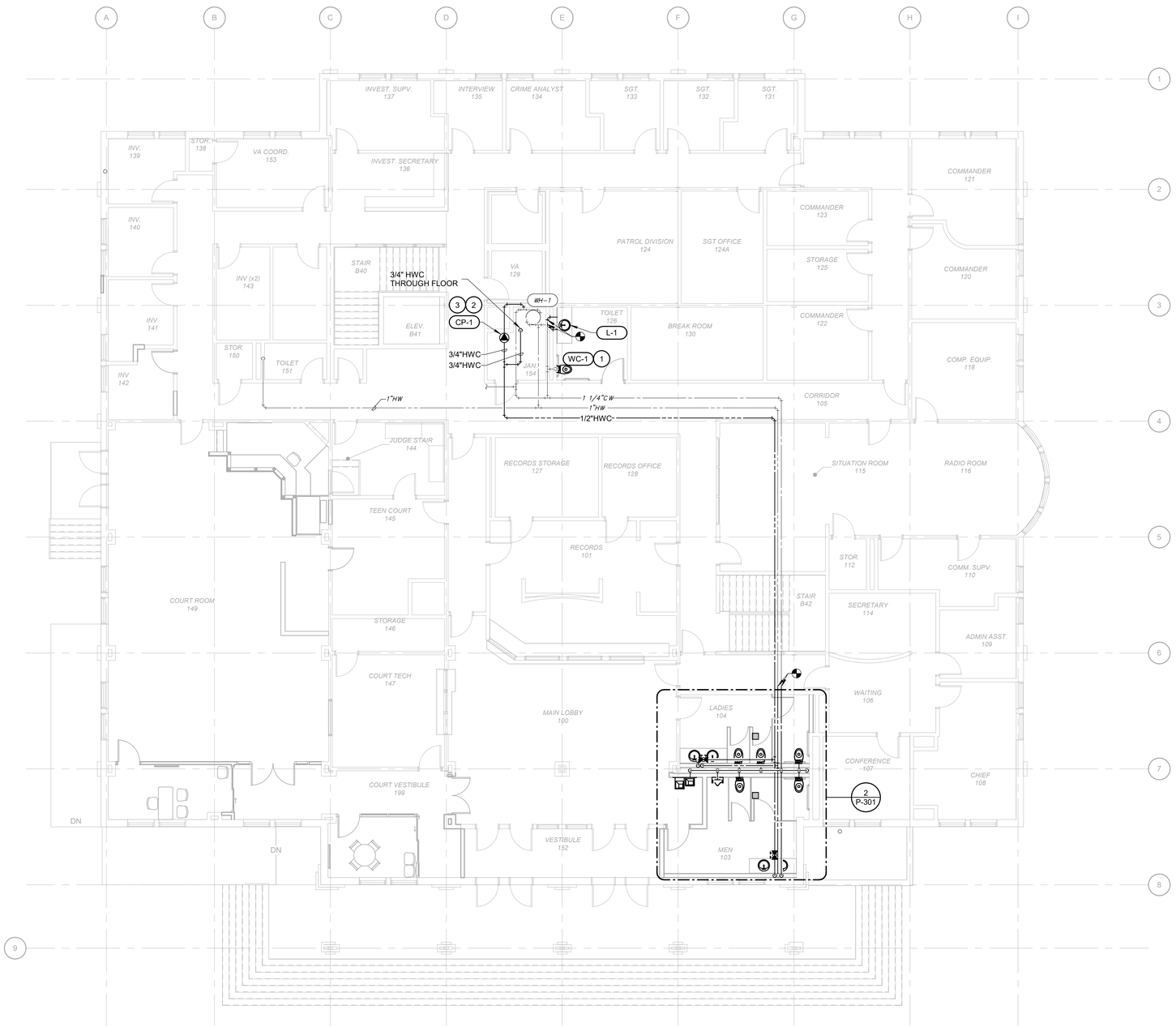
D. SEE PLUMBING FIXTURE SCHEDULE FOR PIPE SIZING TO INDIVIDUAL PLUMBING FIXTURES.

KEYNOTES (#)

1 PROVIDE WATER HAMMER ARRESTOR NEAR WC WITH ACCESS PANEL.

2 CONTRACTOR VERIFY IF HOT WATER RECIRC SYSTEM CAN BE INSTALLED AS SHOWN OR IF THERE IS AN EXISITING PUMP THAT CAN BE REUSED.

3 SUPPORT CIRCULATION PUMP TO WALL BELOW HARD LID CEILING IN THE JANITOR CLOSET USING UNI-STRUT AND CLAMPS. REFER TO INLINE CIRCULATION PUMP DIAGRAM ON SHEET P-501 FOR DETAILS.



1 **FIRST FLOOR DOMESTIC PLUMBING PLAN**

SCALE: 1/8" = 1'-0"

0 4 8 16

TRUE NORTH

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com
architect

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fw-co.com
www.fw-co.com
Engineers | Architects | Surveyors | Scientists
associated with

project: CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19
drawn BJ/BB
chkd CF

description: FIRST FLOOR DOMESTIC PLUMBING PLAN

FOR BIDDING

number: P-102

GENERAL NOTES

A. REFER TO P-001 PLUMBING GENERAL NOTES FOR ADDITIONAL NOTES.

B. ALL VENT AND WASTE PIPING SHOWN DIAGRAMMATICALLY TO INDICATE INTENT . FIELD COORDINATE WITH ALL OTHER TRADES THE EXACT ROUTINGS OF ALL PIPING PRIOR TO INSTALLATION.

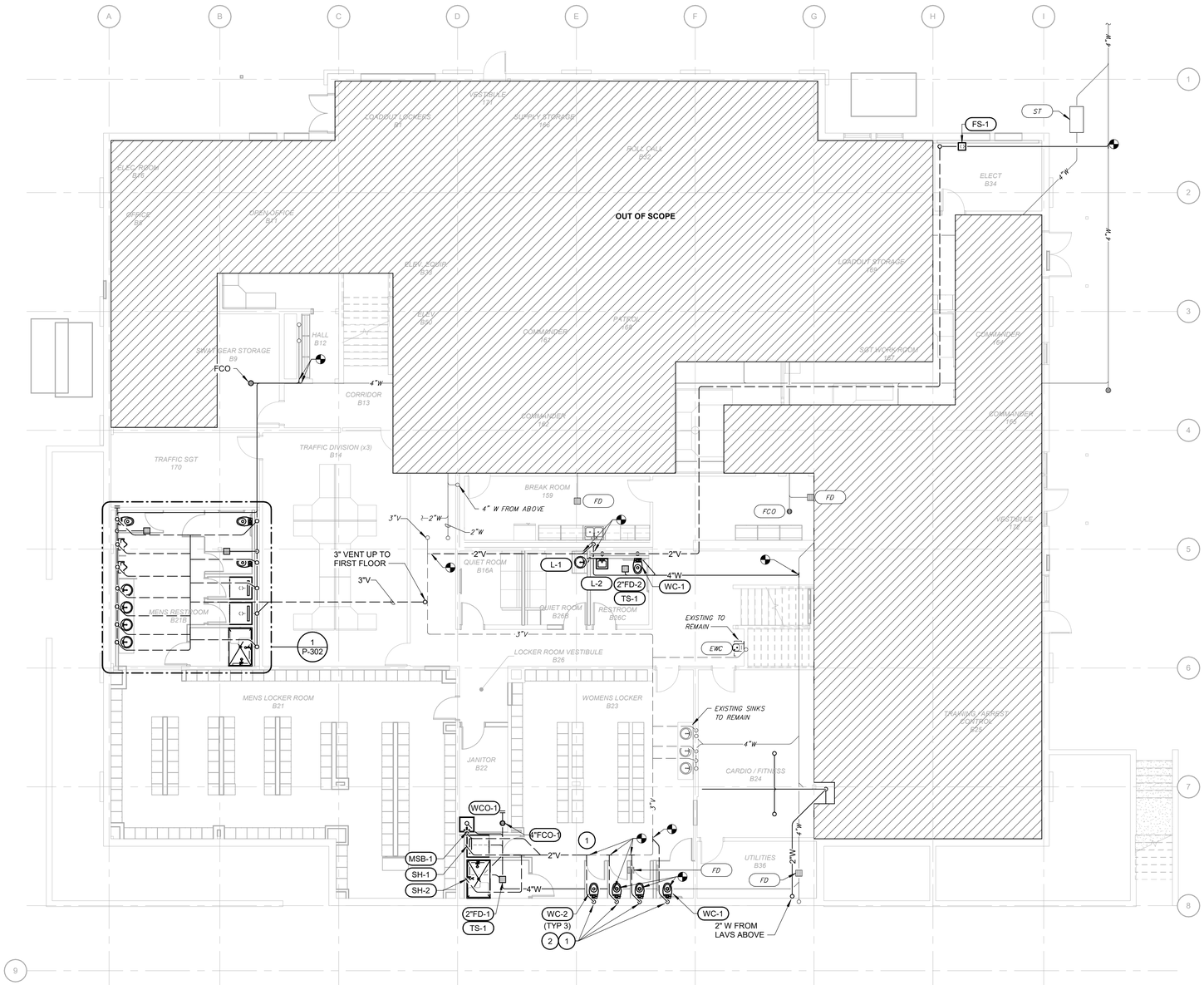
C. ALL SHALL BE SUSPENDED FROM STRUCTURAL FRAMING SYSTEM.

D. SEE PLUMBING FIXTURE SCHEDULE FOR PIPE SIZING TO INDIVIDUAL PLUMBING FIXTURES.

KEYNOTES (#)

1 REUSE AS MUCH PIPING AS POSSIBLE.

2 CONNECT NEW PLUMBING FIXTURE INTO EXISTING 4" SANITARY.



1 **BASEMENT DRAIN WASTE AND VENT PLAN**

SCALE: 1/8" = 1'-0"

0 4 8 16

TRUE NORTH

HB&A Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fw-co.com
www.fw-co.com
Engineers | Architects | Surveyors | Scientists

CASTLE ROCK POLICE DEPARTMENT

100 PERRY ST
CASTLE ROCK CO 80104

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

job # 163-19

drawn BJ/BB

chkd CF

BASEMENT DWV PLUMBING PLAN

P-201

FOR BIDDING

GENERAL NOTES

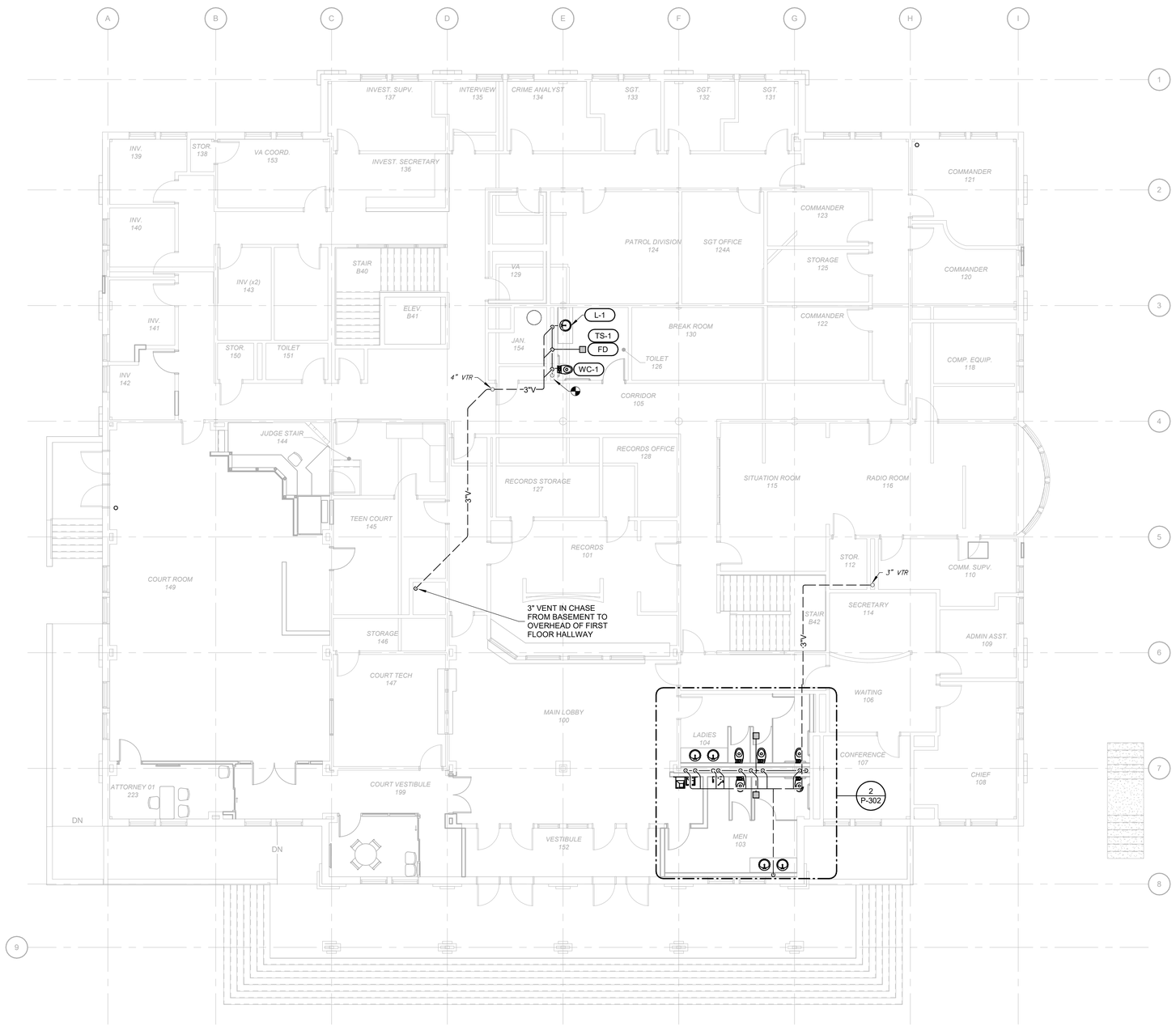
A. REFER TO P-001 PLUMBING GENERAL NOTES FOR ADDITIONAL NOTES.

B. ALL VENT AND WASTE PIPING SHOWN DIAGRAMMATICALLY TO INDICATE INTENT . FIELD COORDINATE WITH ALL OTHER TRADES THE EXACT ROUTINGS OF ALL PIPING PRIOR TO INSTALLATION.

C. ALL SHALL BE SUSPENDED FROM STRUCTURAL FRAMING SYSTEM.

D. SEE PLUMBING FIXTURE SCHEDULE FOR PIPE SIZING TO INDIVIDUAL PLUMBING FIXTURES.

KEYNOTES (#)



1 FIRST FLOOR DRAIN WASTE AND VENT PLAN

SCALE: 1/8" = 1'-0"

0 4 8 16

TRUE NORTH

HB&A Architecture AND Planning

102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

Farnsworth GROUP

associated with

project

CASTLE ROCK POLICE DEPARTMENT

100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn BJ/BB

chkd CF

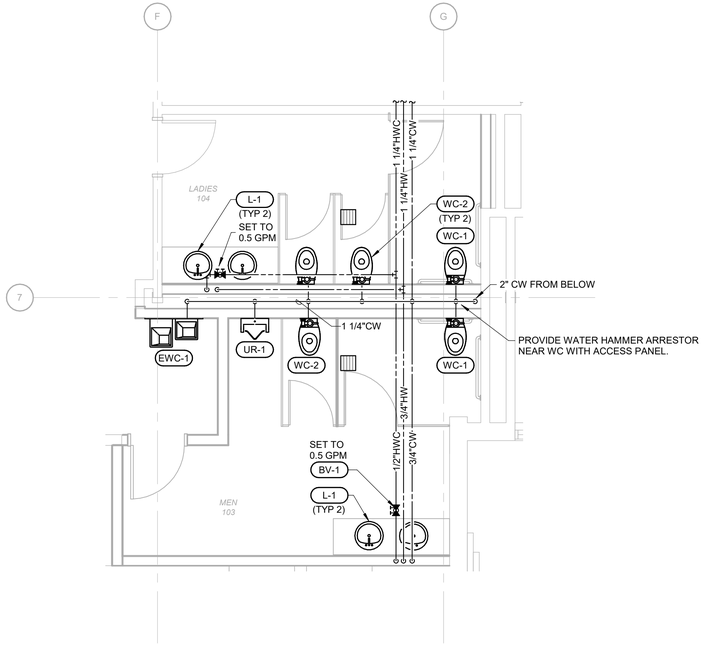
description

FIRST FLOOR DWV PLUMBING PLAN

FOR BIDDING

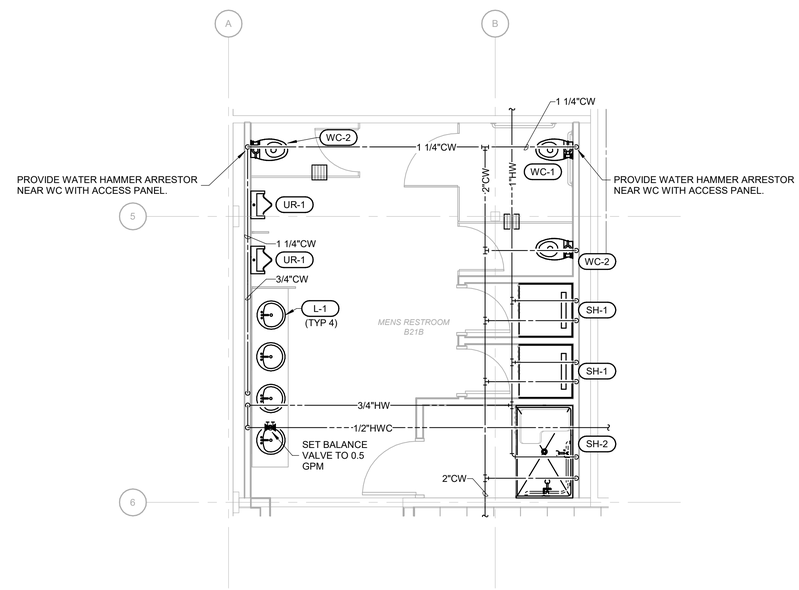
number

P-202



2 EAST RESTROOMS - DOMESTIC PLAN

SCALE: 1/4" = 1'-0"



1 MENS LOCKER ROOM - DOMESTIC PLAN

SCALE: 1/4" = 1'-0"

FOR BIDDING

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com
architect

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fw-co.com
www.fw-co.com
Engineers | Architects | Surveyors | Scientists
associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

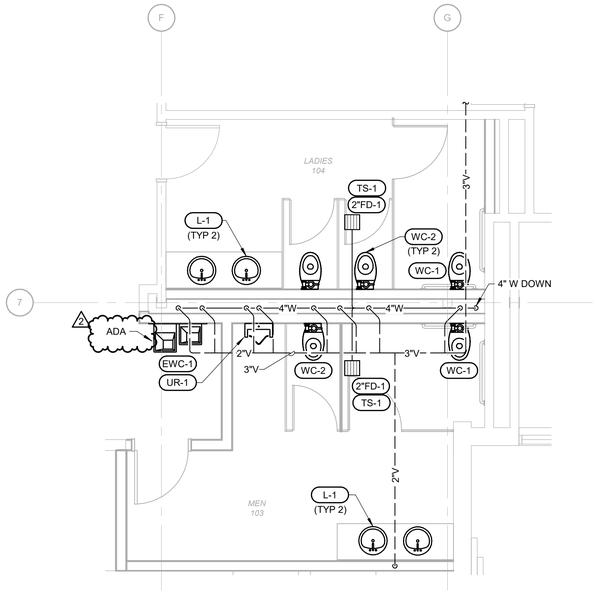
job # 163-19
drawn BJ/BB
chkd CF

description
ENLARGED DOMESTIC PLANS

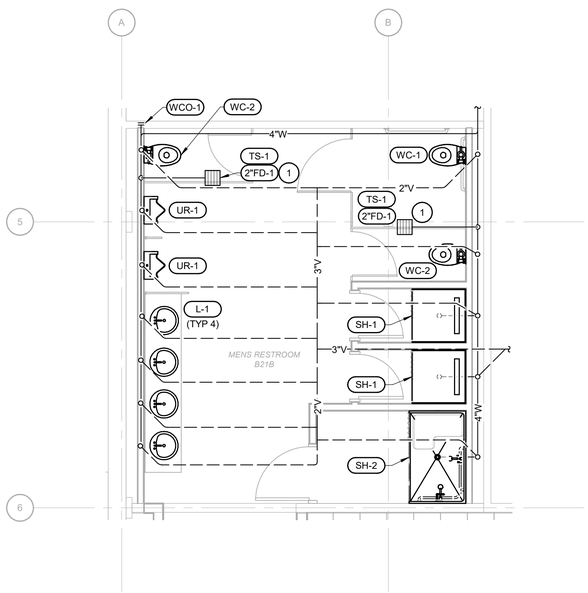
number
P-301

KEYNOTES

1 PIPING FOR FD-1 SHOULD BE IN ACCORDANCE WITH SECTION 915 COMBINATION WASTE AND VENT SYSTEMS OF THE IPC. A COMBINATION WASTE AND VENT SYSTEM SHALL NOT SERVE FIXTURES OTHER THAN FLOOR DRAINS, SINKS, LAVATORIES AND DRINKING FOUNTAINS 2018 IPS 915.1



2 **EAST RESTROOMS - DWV PLAN**
SCALE: 1/4" = 1'-0"



1 **MENS LOCKER ROOM - DWV PLAN**
SCALE: 1/4" = 1'-0"

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com
architect

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fw.com
www.fw.com
Engineers | Architects | Surveyors | Scientists
associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

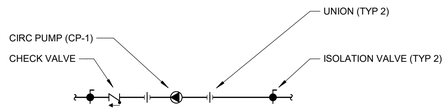
issue / revision

job # 163-19
drawn BJ/BB
chkd CF

description
ENLARGED DWV PLANS

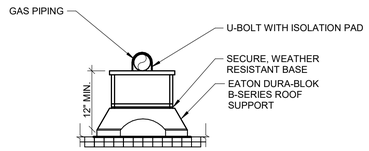
number
P-302

FOR BIDDING



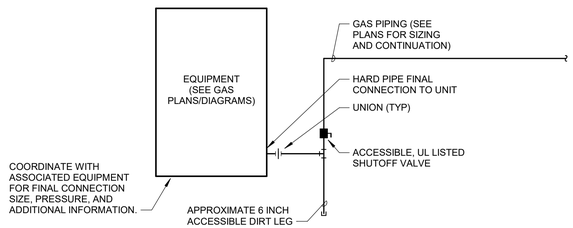
3 CIRCULATING PUMP DIAGRAM

SCALE: Not To Scale



2 ROOF PIPE SUPPORT DETAIL

SCALE: NOT TO SCALE



1 GAS CONNECTION TO EQUIPMENT

SCALE: NOT TO SCALE

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fw-co.com
www.fw-co.com
Engineers | Architects | Surveyors | Scientists

CASTLE ROCK POLICE DEPARTMENT

100 PERRY ST
CASTLE ROCK CO 80104

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

job # 163-19
drawn BJ/BB
chkd CF

DIAGRAMS

FOR BIDDING

P-501

NATURAL GAS LOAD SCHEDULE

	INPUT	INPUT
EXISTING	**(BTU/HR)**	**(CFH)**
AHU-1 (ROOF)	850,000	1,104
RTU-1 (BASEMENT)	250,000	325
WATER HEATER	199,000	259
	1,299,000	**1,687**
NEW EQUIPMENT		
MAU-1	125,000	162
GAS DRYER	125,000	162
NEW TOTAL	**1,549,000**	**2,012**
BTU/CF AT ALTITUDE (ESTIMATE)	**770**	**BTU/CF**
NOTES:		
SITE ALTITUDE ABOVE SEA LEVEL	6224	FT
TOTAL DEVELOPED LENGTH WITH 20% FITTING FACTOR	112.5	FT
GAS PRESSURE SUPPLIED BY UTILITY	14	IN W.C.
MAX ALLOWABLE PRESSURE DROP	0.5	IN W.C.
IFGC TABLE USED: TABLE 402.4(2)		

PLUMBING PIPING MATERIAL SCHEDULE

SYSTEM TYPE	MATERIAL SELECTION
DOM. CW ABOVE GRADE	TYPE L COPPER OR PEX PIPING. PEX PIPING ONLY ALLOWED FOR PIPING AT ONE INCH IN SIZE OR SMALLER.
DOM. HW ABOVE GRADE	TYPE L COPPER OR PEX PIPING. PEX PIPING ONLY ALLOWED FOR PIPING AT ONE INCH IN SIZE OR SMALLER.
DOM. HWC ABOVE GRADE	TYPE L COPPER OR PEX PIPING. PEX PIPING ONLY ALLOWED FOR PIPING AT ONE INCH IN SIZE OR SMALLER.
GAS PIPING	ASTM A53/A53M SCHEDULE 40, BLACK STEEL. THREADED PIPING IS ALLOWED FOR LESS THAN 1 PSI PRESSURE; PIPING INTERNAL TO BUILDINGS AND AT PRESSURES EQUAL TO OR GREATER THAN 1 PSI SHALL BE WELDED.
SANITARY ABOVE GRADE PIPING TO FIXTURES (NO PLASTIC PIPING IN RETURN AIR PLENUM SPACES.)	CAST IRON, CISPI 301 HUBLESS OR HUB AND SPIGOT PIPING; OR ASTM D2665 SCHEDULE 40 PVC.
SANITARY VENT PIPING (NO PLASTIC PIPING IN RETURN AIR PLENUM SPACES)	CAST IRON, CISPI 301 HUBLESS OR HUB AND SPIGOT PIPING; OR ASTM D2665 SCHEDULE 40 PVC.

NOTES:
PROVIDE ALL SOLDER COPPER PIPING WITH ASTM B88 (ASTM B88M) PIPING, ASME B16.18 OR ASME B16.22 PIPE FITTINGS, SOLDER AND FLUX (IF USED) THAT COMPLY WITH NSF 61 AND NSF 372 FOR MAXIMUM LEAD CONTENT FOR COPPER PIPING INSTALLATIONS.

PROVIDE ALL MECHANICAL PRESSED SEALED COPPER PIPING WITH DOUBLE PRESSED TYPE, NSF 61/NSF 372 APPROVED FITTINGS UTILIZING EDPM, NON-TOXIC RUBBER SEALING ELEMENTS.

PROVIDE ASTM F876 OR ASTM F877 PIPING (160 PSIG AT 73 DEGREES F.) WITH BRASS AND COPPER FITTINGS OR BRASS AND ENGINEERED POLYMER (EP) FITTINGS THAT COMPLY WITH ASTM F1960 AND ASTM F1960, OR COLD EXPANSION FITTINGS THAT CONFORM WITH ASTM F1960 FOR PEX PIPING INSTALLATIONS.

FOR ALL GAS THREADED PIPING APPLICATIONS, PROVIDE SEALANTS RATED FOR GAS PIPING SYSTEM USE.

PROVIDE ASTM D2564 SOLVENT FOR ANY PVC DRAIN PIPING.

FOR ALL PIPING, PROVIDE BRACING IN ACCORDANCE WITH MSS SP 58 ATTACHED TO STRUCTURE OR TRAPEZE HANGERS.

FOR ALL BELOW GRADE METALLIC PIPING, LAP AND DOUBLE WRAP BELOW GRADE PIPING AND PIPING THROUGH GRADE PENETRATIONS CONTINUOUSLY TO APPROXIMATELY THREE INCHES ABOVE GRADE WITH PROTECTIVE TAPE AND/OR PLASTIC WRAPPING TO PREVENT DAMAGE AND CORROSION. COORDINATE EXACT REQUIREMENTS WITH LOCAL AHJ PRIOR TO INSTALLATION.

GROUP PIPING WHENEVER PRACTICAL AT COMMON ELEVATIONS. PROVIDE DIELECTRIC INSULATORS FOR ANY DISSIMILAR METAL CONTACT BETWEEN PIPING, AND PIPING-AND-HANGERS IN ALL INSTANCES. PROVIDE CLEARANCE FROM HANGERS, FROM STRUCTURE, AND OTHER EQUIPMENT FOR INSTALLATION OF THE INSULATION AND TO PROVIDE ACCESS TO VALVES AND FITTINGS.

IN ALL CASES REFER TO PLUMBING SPECIFICATIONS.

FIXTURE UNIT SCHEDULE

WATER PIPE SIZING PER 2018 IPC APPENDIX E							SANITARY DRAIN SIZING PER CHAPTER 7 OF THE 2018 IPC	
FIXTURE	OCCUPANCY	TYPE OF CONTROL	QTY	SUPPLY LOAD VALUES (WSFU)			DRAIN LOAD VALUES (DFU)	
				TOTAL EA	TOTAL UNITS		DFU EA	TOTAL DFU
KITCHEN SINK	PRIVATE	FAUCET	1	1.4	**1.40**		2	**2.00**
LAVATORY	PUBLIC	FAUCET	13	2	**26.00**		1	**13.00**
SERVICE SINK	OFFICES ETC	FAUCET	1	3	**3.00**		3	**3.00**
WASHING MACHINE 15LB	PRIVATE	FAUCET	1	4	**4.00**		3	**3.00**
DRINKING FOUNTAIN	OFFICES ETC	3/8 IN VALVE	2	0.25	**0.50**		0.5	**1.00**
WATER CLOSET	PUBLIC OR PRIVATE	FLUSH VALVE	14	10	**140.00**		6	**84.00**
URINAL	PUBLIC OR PRIVATE	FLUSH VALVE	3	5	**15.00**		4	**12.00**
SHOWER HEAD		FAUCET	5	1.4	**7.00**		2	**10.00**
WALL HYDRANT			2	2.5	**5.00**		0	**0.00**
WALL HYDRANT (ADDITIONAL)				1	**0.00**		0	**0.00**
EMERGENCY DRAIN			13	N/A	N/A		0	**0.00**
FLOOR SINK				N/A	N/A		5	**0.00**
TOTAL FIXTURE UNITS				WSFU	**201.9**	WSFU	DFU	**128.0**
DEMAND LOAD BASED ON SYSTEM TYPE		FLUSH VALVES		GPM	90.0	GPM		
ADDITIONAL DOMESTIC WATER LOADS		IRRIGATION		GPM	20.0	GPM		
TOTAL DOMESTIC DEMAND LOAD				GPM	**110.0**	GPM		
DOMESTIC TAP AND METER SIZE REQUIRED					1.50	INCHES		
DOMESTIC TAP AND METER SIZE PROVIDED					2.00	INCHES		
INTERNAL DOMESTIC BUILDING DISTRIBUTION PIPE SIZE REQUIRED					2.00	INCHES		
INTERNAL DOMESTIC BUILDING DISTRIBUTION PIPE SIZE PROVIDED					2.00	INCHES		
BUILDING DRAIN SERVICE SIZE AND SLOPE REQUIRED							4 INCHES AT 1/8" PER FOOT	
BUILDING DRAIN SERVICE SIZE AND SLOPE PROVIDED							4 INCHES AT 1/8" PER FOOT	

PUMP SCHEDULE

TAG	SERVICE	LOCATION	TYPE	ARRANGEMENT	FLUID	GPM	FT HD	RPM	HP	VOLT/PH	MANUFACTURER	MODEL	NOTES
CP-1	DOMESTIC HOT WATER CIRCULATION	JANITOR CLOSET	INLINE	HORIZONTAL	WATER	1.5	8	3250	1/40	115/1	TACO	006B	1-5

NOTES:
1. ALL STAINLESS STEEL CONSTRUCTION SUCH THAT THE PUMP WILL BE NSF 61/372 COMPLIANT.
2. HORIZONTAL INLINE MOUNTED PUMP.
3. SYSTEM LUBRICATED INLINE CIRC PUMP.
4. PROVIDE PUMP WITHOUT SWEAT CONNECTIONS FOR EASE OF MAINTENANCE.
5. PROVIDE AND LOCATE LINE VOLTAGE TIME CLOCK ON WALL ADJACENT TO PUMP AND LABEL "HOT WATER RECIRC PUMP TIMER". COORDINATE OPERATING TIMES WITH OWNER.

PLUMBING FIXTURE SCHEDULE

PLAN MARK	FIXTURE DESCRIPTION AND REMARKS	MINIMUM INDIVIDUAL LINE SIZES				
		COLD WATER	HOT WATER	WASTE	VENT	ELEC
BV-1	BALANCE VALVE (CIRCUIT SETTER) - LEAD FREE BALL TYPE WITH INDICATOR AND MEASUREMENT PORTS. ACCEPTABLE MANUFACTURERS: WATTS (LFCSM-61-S), B&G, CALEFFI, TACO, OR MACON.	SEE PLANS	N/A	N/A	N/A	N/A
EWC-1	ELECTRIC WATER COOLER, ADA- SURFACE MOUNTED DOUBLE BASIN, BARRIER FREE, 20 GAUGE STAINLESS STEEL TOP; CHILLING CAPACITY EQUAL TO 8.0 GPH OF 50 DEGREE F WATER WITH AUTOMATIC BOTTLE FILL STATION MOUNTED ON UNIT TOP AGAINST THE ASSOCIATED WALL. ACCEPTABLE MANUFACTURERS: ELKAY (EZSTL8WSSK) ELECTRIC WATER COOLER TRIM: PROVIDE STAINLESS STEEL PERFORATED STRAINER WITH CONCEALED WASTE. QUARTER TURN ANGLE STOPS; 17 GAUGE 1-1/4" O.D. TAILPIECE; 17 GAUGE 1-1/4" P-TRAP. INSTALL PER THE UNIT PER THE MANUFACTURER'S WRITTEN INSTRUCTIONS. PROVIDE SUPPORTS AS REQUIRED TO SUPPORT EWC. MOUNT UNIT SECURELY TO WALL FOR HANDICAPPED USE.	1/2"	N/A	1-1/4"	1-1/4"	115V/ 60HZ/ 6.0 F.L.A.
FCO-1	FLOOR CLEANOUTS - STANDARD ROUND DUCO CAST IRON BODY, BRONZE ATTACHMENT SCREWS, SLEEVED FULL THICKNESS OF FLOOR SLAB. TOP SHAPE: SQUARE WHERE FLOOR COVERING HAS RECTANGULAR PATTERN, ROUND IN OTHER AREAS. TOP COVER; FOR VINYL TILE AND SIMILAR FLOOR COVERINGS, RECESSED TO RECEIVE INSET OF FLOOR MATERIAL, OTHER AREAS: NICKEL BRONZE SCORIATED FINISH. ACCEPTABLE MANUFACTURERS: ZURN, JAY R. SMITH, JOSAM.	N/A	N/A	SEE DWGS	N/A	N/A
FD-1	FLOOR DRAIN - POLISHED NICKEL-BRONZE FINISH, HEEL-PROOF, SQUARE GRATE FINISH AREA, PROVIDE WITH TS-1 TRAP SEAL. ACCEPTABLE MANUFACTURERS: ZURN (ZN-415S)	N/A	N/A	SEE DWGS	SEE DWGS	N/A
FS-1	FLOOR SINK - 8 INCH DEEP, CAST IRON BODY AND 12X12 INCH SQUARE AREA. PROVIDE WITH TRAP SEAL. ACCEPTABLE MANUFACTURERS: ZURN MODEL (Z1910), WADE, ZURN, OR JAY R SMITH.	N/A	N/A	SEE DWGS	SEE DWGS	N/A
TS-1	TRAP SEAL - ELASTOMERIC MATERIAL. SURE SEAL, MODEL SS2009V.	N/A	N/A	SEE DWGS	N/A	N/A
L-1	LAVATORY- ADA COMPLIANT WHITE VITREOUS CHINA, 20-3/8" X 17-3/8" INCH , DROP-IN LAVATORY WITH FRONT OVERFLOW. ACCEPTABLE MANUFACTURERS: AMERICAN STANDARD MODEL (AQUALYN), ELJER, CRANE, GERBER. LAVATORY TRIM: SINGLE HANDLE,SOLID BRASS BODY, CHROME PLATED FINISH, CONVENTIONAL SPOUT WITH 0.5 GPM VANDAL RESISTANT AERATOR. PROVIDE WITH THERMOSTATIC MIXING VALVE (WATTS MODEL LFUSG-B). SET OUTLET TEMPERATURE AT 105°F. ACCEPTABLE MANUFACTURERS: DELTA (520-DST) , MOEN, KOHLER SUPPLIES STOPS: QUATER TURN, SOLID BRASS, ANGLE STOPS, CHROME PLATED, COPPER RISER TUBES AND WALL ESCUTCHEONS.	1/2"	1/2"	1-1/2"	1-1/2"	N/A
L-2	LAVATORY- WHITE VITREOUS CHINA, 19 INCH x 17 INCH, WALL MOUNTED, 4"' CENTERS AND OVERFLOW. ACCEPTABLE MANUFACTURERS: ZURN (Z5354), KOHLER, AMERICAN STANDARD, ELJER, CRANE, GERBER. LAVATORY TRIM: SINGLE HANDLE,SOLID BRASS BODY, CHROME PLATED FINISH, CONVENTIONAL SPOUT WITH 0.5 GPM VANDAL RESISTANT AERATOR.PROVIDE WITH THERMOSTATIC MIXING VALVE (WATTS MODEL LFUSG-B). SET OUTLET TEMPERATURE AT 105°F. ACCEPTABLE MANUFACTURERS: DELTA (520-DST) , MOEN, KOHLER SUPPLIES STOPS: QUATER TURN, SOLID BRASS, ANGLE STOPS, CHROME PLATED, COPPER RISER TUBES AND WALL ESCUTCHEONS.	1/2"	1/2"	1-1/2"	1-1/2"	N/A
MSB-1	MOP SERVICE BASIN- FLOOR MOUNTED, MOLDED STONE 24 INCH x 24 INCH x 10 INCH DEEP. SPLASH PANEL - 20GA TYPE 304 STAINLESS STEEL, PROVIDE REINFORCING IN WALL FOR MOUNTING FAUCET SUPPORT BRACKET. MOUNT FAUCET 36 INCHES ABOVE FLOOR. ACCEPTABLE MANUFACTURERS: FLORESTONE (MSR-2424). MOP SERVICE BASIN TRIM: CHROME PLATED CAST BRASS VACUUM BREAKER SPOUT, 3/4 INCH HOSE THREADED OUTLET, PAIL HOOK WITH WALL SUPPORT, INTEGRAL SCREWDRIVER STOPS WITH COVERING CAPS, STRAIGHT SHANK WITH FLANGE AND CROSS TYPE HANDLES. ACCEPTABLE MANUFACTURERS: DELTA (28T9) ACCESSORIES: DOME STRAINER, 3 INCH CL TRAP. PROVIDE WITH 5 FEET OF 1/2 INCH PLAIN END REINFORCED RUBBER HOSE, HOSE CLAMP AND MOP HANGER.	1/2"	1/2"	3"	1-1/2"	N/A
SH-1	SHOWER - 36x36 ACRYLIC SHOWER FURNISHED BY CONTRACTOR AND INSTALLED BY PLUMBING CONTRACTOR. SHOWER TRIM: PRESSURE BALANCED MIXING VALVE SHALL BE FLUSH MOUNTED WITH CONCEALED PIPING, SINGLE LEVER HANDLE AND INTEGRAL SCREWDRIVER STOPS, ASSE 1016 PER 2018 IPC412. SET LIMIT STOPS AT 105 DEGREES F., 2.5 GPM FLOW CONTROL, DELUXE MULTI-STREAM SHOWER HEAD WITH UNIVERSAL BALL JOINT, BENT ARM AND WALL FLANGE AND BACK PLATE. ACCEPTABLE MANUFACTURERS: LEONARD (6700-S-H10-BP), SYMMONS. MOUNT SHOWER HEAD AT 7 FOOT ABOVE FLOOR.	1/2"	1/2"	2"	2"	N/A
SH-2	SHOWER - 60x36 ACRYLIC SHOWER FURNISHED BY CONTRACTOR AND INSTALLED BY PLUMBING CONTRACTOR. SHOWER TRIM: PRESSURE BALANCED MIXING VALVE SHALL BE FLUSH MOUNTED WITH CONCEALED PIPING, SINGLE LEVER HANDLE AND INTEGRAL SCREWDRIVER STOPS, ASSE 1016 PER 2018 IPC412. SET LIMIT STOPS AT 105 DEGREES F., 2.5 GPM FLOW CONTROL, DELUXE MULTI-STREAM SHOWER HEAD WITH UNIVERSAL BALL JOINT, BENT ARM AND WALL FLANGE AND BACK PLATE. ACCEPTABLE MANUFACTURERS: LEONARD (6700-S-H10-BP), SYMMONS. MOUNT SHOWER HEAD AT 7 FOOT ABOVE FLOOR.	1/2"	1/2"	2"	2"	N/A
UR-1	URINAL-ADA- WALL MOUNTED, WHITE VITREOUS CHINA, 3/4 INCH TOP SPUD INLET, MOUNT WITH LIP AT ADA REQUIRED HEIGHT. UNIT SHALL FLUSH ON 0.125 GPF OR LESS AND MUST BE WATER SENSE CERTIFIED. FLUSH VALVE - MANUALLY OPERATED, 0.125 GPM FLUSH VALVE SHALL BE EXPOSED, CHROME PLATED, ESCUTCHEON, SOLID SUPPORT RING, INTEGRAL SCREWDRIVER STOP AND VACUUM BREAKER. WALL SUPPORT/CARRIER: PROVIDE CARRIER FOR URINAL TO BE AT ABA REQUIRED HEIGHT.	3/4"	NA	2"	2"	NA
WC-1	WATER CLOSET- FLOOR MOUNTED, ADA, WHITE VITREOUS CHINA, SIPHON JET, PRESSURE ASSISTED CLOSET WITH ELONGATED BOWL. WATER CLOSET SHALL FLUSH ON 1.28 GPF OF WATER OR LESS. ACCEPTABLE MANUFACTURERS: ZURN (Z5561), KOHLER, AMERICAN STANDARD, ELJER, CRANE, GERBER. ACCESSORIES: PROVIDE WITH WHITE, OPEN FRONT SEAT LESS COVER, WITH STAINLESS	1"	N/A	4"	2"	N/A
WC-2	WATER CLOSET- FLOOR MOUNTED, STANDARD HEIGHT, WHITE VITREOUS CHINA, SIPHON JET, PRESSURE ASSISTED CLOSET WITH ELONGATED BOWL. WATER CLOSET SHALL FLUSH ON 1.28 GPF OF WATER OR LESS. ACCEPTABLE MANUFACTURERS: ZURN (Z5561), KOHLER, AMERICAN STANDARD, ELJER, CRANE, GERBER. ACCESSORIES: PROVIDE WITH WHITE, OPEN FRONT SEAT LESS COVER, WITH STAINLESS	1"	N/A	4"	2"	N/A
WCO-1	WALL CLEAN OUT - DUCO CAST IRON CLEANOUT TEE WITH GAS AND WATER TIGHT BRONZE PLUG, SMOOTH STAINLESS STEEL ACCESS COVER AND VANDAL PROOF SCREW. APPROVED MANUFACTURERS: JAY R. SMITH (9776), WADE, ZURN OR JOSAM.	N/A	N/A	SEE DWGS	SEE DWGS	N/A
WHA-1	WATER HAMMER ARRESTOR - PISTON TYPE, SIZED PER MANUFACTURERS RECOMMENDATIONS AND SHALL BE APPROVED FOR INSTALLATION AT ANY ANGLE. ACCEPTABLE MANUFACTURERS: SIOUX CHIEF (650 SERIES), ZURN, WADE, OR JOSAM.	SEE MFG RECS	N/A	N/A	N/A	N/A

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fg-w.com
www.fg-w.com
Engineers | Architects | Surveyors | Scientists

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision date:

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19
drawn BJ/BB
chkd CF

description
SCHEDULES

FOR BIDDING

number
P-601

GENERAL NOTES

A. DEMO AND REMOVE ALL EXISTING FIXTURES IN TENANT SPACE.

B. REFER TO COVER SHEET GENERAL DOMOLITION NOTES ON P-001.

C. REFER TO NEW WORK PLANS FOR NEW PIPE ROUTINGS AND EQUIPMENT.

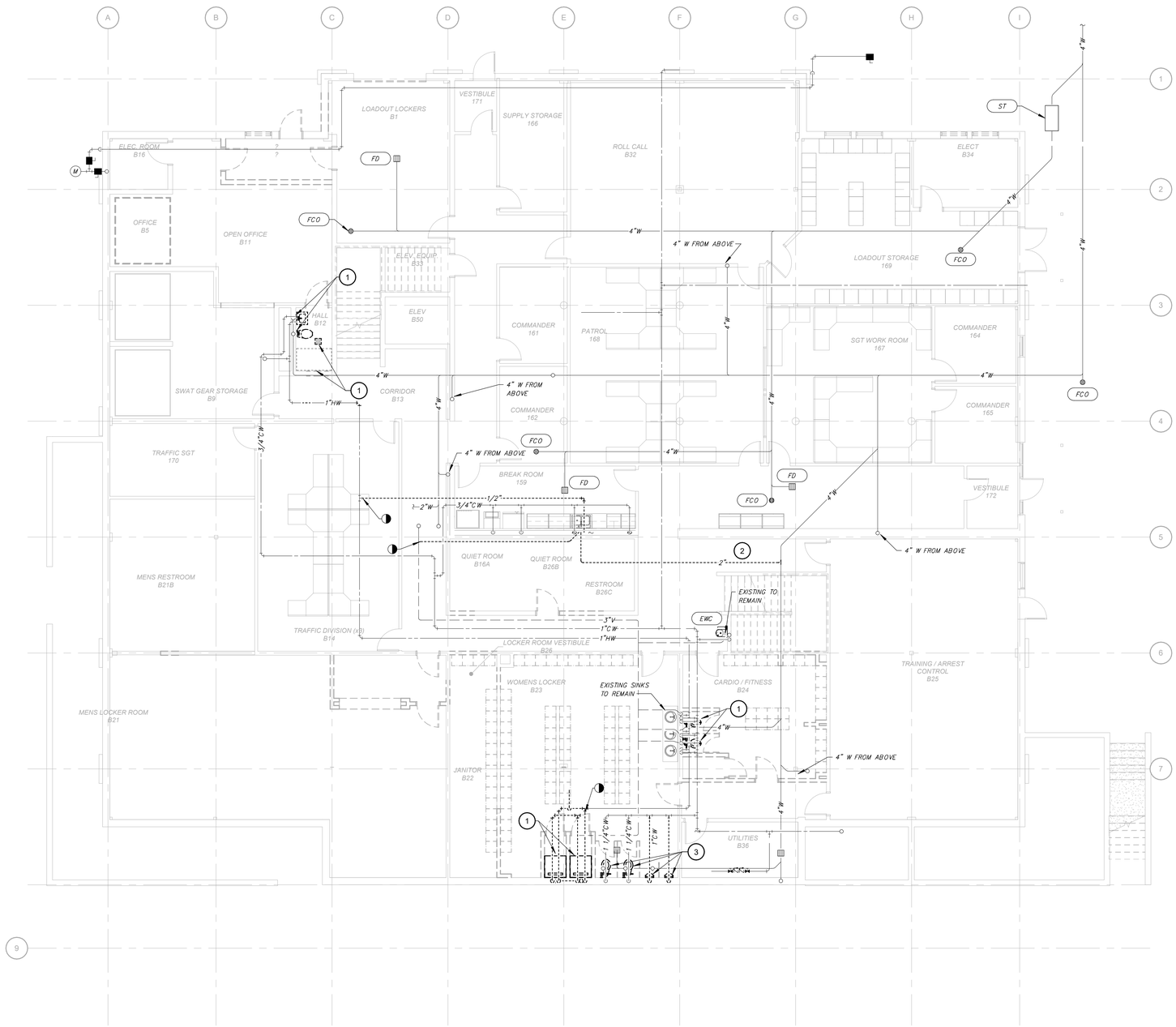
D. DEMOLISH WASTE PIPING ONLY WHERE DEEMED NECESSARY. CONTRACTOR SHALL REPORT TO ENGINEER ANY DISCREPENCIES WITH THE WASTE PIPING DEMOLITION.

KEYNOTES (#)

1 DEMOLISH AND REMOVE EXISTING PLUMBING FIXTURES. DEMOLISH ALL DOMESTIC WATER AND VENT PIPING BACK TO MAIN AND CAP. DEMOLISH WASTE PIPING BELOW GRADE AND CAP. SEE NEW WORK PLANS FOR DOMESTIC WATER, WASTE,VENT PIPING ROUTING IN AREA.

2 SAW CUT CONCRETE, DEMO 2" WASTE LINE AND PREPARE FOR LARGER WASTE LINE TIE IN.

3 DEMOLISH AND REMOVE EXISTING PLUMBING FIXTURE. PREPARE FOR NEW FIXTURE. REUSE AS MUCH EXISTING PIPING AS POSSIBLE.



1 **BASEMENT PLUMBING DEMOLITION PLAN**
SCALE: 1/8" = 1'-0"

0 4 8 16

TRUE NORTH

HB&A Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

Farnsworth GROUP
5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fw-co.com
www.fw-co.com
Engineers | Architects | Surveyors | Scientists

architect

associated with

project: CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn BJ/BB

chkd CF

description: BASEMENT PLUMBING DEMOLITION PLAN

FOR BIDDING

number: PD-101

GENERAL NOTES

A. DEMO AND REMOVE ALL EXISTING FIXTURES IN TENANT SPACE.

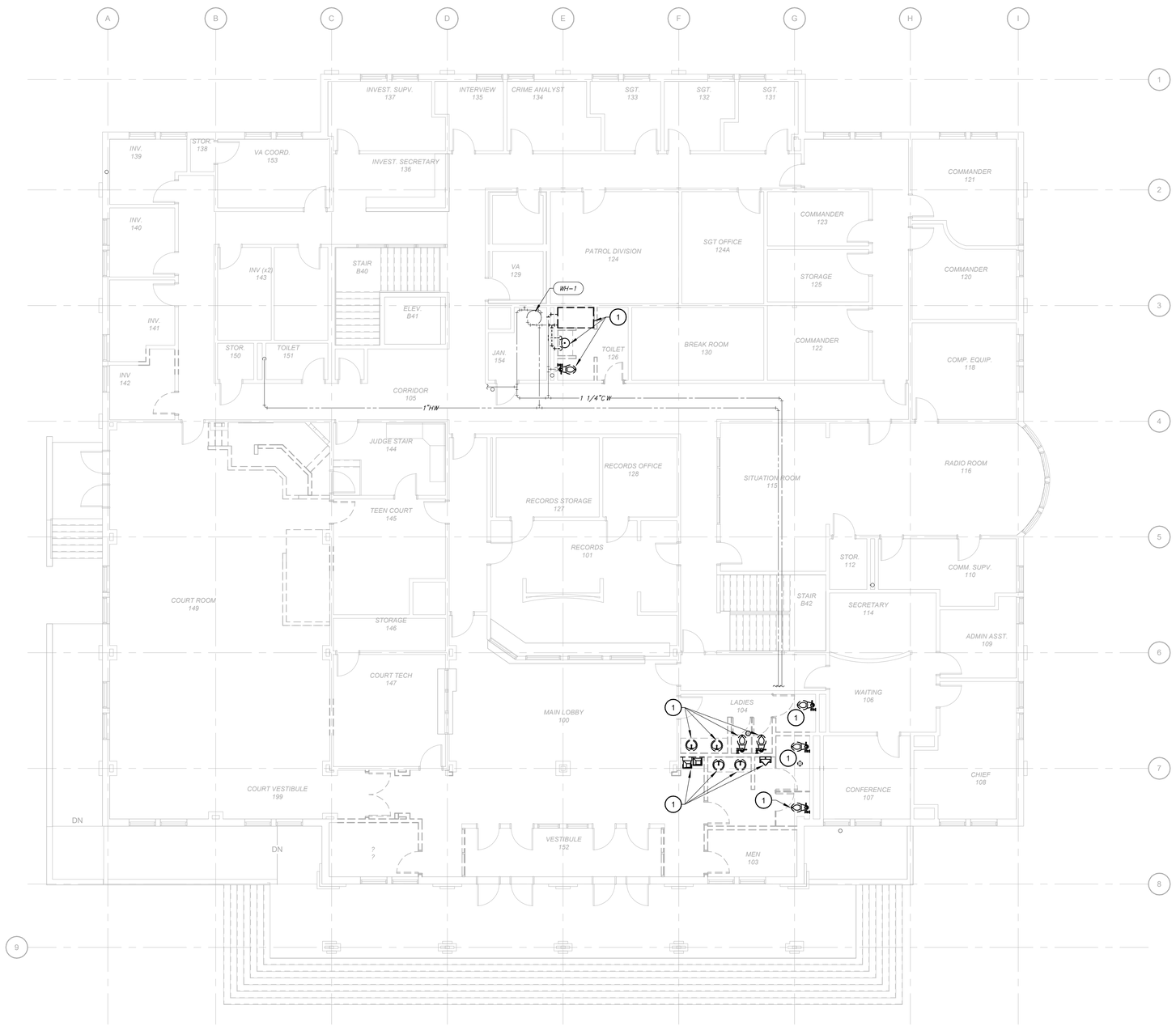
B. REFER TO COVER SHEET GENERAL DEMOLITION NOTES ON P-001.

C. REFER TO NEW WORK PLANS FOR NEW PIPE ROUTINGS AND EQUIPMENT.

D. DEMOLISH WASTE PIPING ONLY WHERE DEEMED NECESSARY. CONTRACTOR SHALL REPORT TO ENGINEER ANY DISCREPANCIES WITH THE WASTE PIPING DEMOLITION.

KEYNOTES (#)

1 DEMOLISH AND REMOVE EXISTING PLUBMING FIXTURES. DEMOLISH ALL DOMESTIC WATER AND VENT PIPING BACK TO MAIN AND CAP. DEMOLISH WASTE PIPINGBELOW GRADE AND CAP. SEE NEW WORK PLANS FOR DOMESTIC WATER, WASTE,VENT PIPING ROUTING IN AREA.



1 **FIRST FLOOR PLUMBING DEMOLITION PLAN**

SCALE: 1/8" = 1'-0"

0 4 8 16

TRUE NORTH

HB&A Architecture AND Planning

102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

Farnsworth GROUP

5775 MARK DABLING BLVD., SUITE 190
COLORADO SPRINGS, COLORADO 80919
(719) 590-9194 / info@fw-co.com

www.fw-co.com
Engineers | Architects | Surveyors | Scientists

associated with

project

CASTLE ROCK POLICE DEPARTMENT

100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	5/13/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn BJ/BB

chkd CF

description

FIRST FLOOR PLUMBING DEMOLITION PLAN

FOR BIDDING

number

PD-102

SYMBOLS LEGEND

NOTE: NOT ALL SYMBOLS ARE USED IN CONSTRUCTION DOCUMENTS

GENERAL

- AHU 1 — MECHANICAL EQUIPMENT CALL-OUT: REFER TO THE EQUIPMENT DATA SCHEDULE FOR DETAILS
- GWH1 — PLUMBING EQUIPMENT CALL-OUT: REFER TO THE EQUIPMENT DATA SCHEDULE FOR DETAILS
- # — KEYNOTE
- 100A4G — FEEDER CALL-OUT
- 1 — FOOD SERVICE EQUIPMENT DESIGNATION
- *Room name 101A* — ROOM NUMBER
- 1 — REVISION CALL-OUT
- NEW EQUIPMENT (TYPICAL)
- EXISTING EQUIPMENT (TYPICAL)
- DEMOLITION EQUIPMENT (TYPICAL)
- WALL MOUNT BRACKET (TYPICAL)

WIRING AND CONDUITS

- CONDUIT - CONCEALED IN SUSPENDED CEILING OR WALL
- CONDUIT - EXPOSED
- CONDUIT - CONCEALED BELOW SLAB OR GRADE
- CONDUIT - TURNING UP
- CONDUIT - TURNING DOWN
- CONDUIT - UP AND DOWN (CHANGE IN ELEVATION)
- CONDUIT - CONTINUED
- CONDUIT - FLEXIBLE
- CONDUIT - CAPPED
- J — JUNCTION BOX
- J — JUNCTION BOX - EMERGENCY POWER
- CONDUIT FITTING (CONDULET)
- EXPANSION FITTING
- SEALING FITTING
- CABLE TRAY

COMMUNICATIONS (FOR ROUGH-IN ONLY WITH 1" CONDUIT TO ACCESSIBLE CEILING

- TTB — TELEPHONE TERMINAL BACKBOARD (PROVIDE WITH 3/4" FIRE RATED PLYWOOD)
- TELEPHONE OUTLET - WALL MOUNTED
  - \- WALL MOUNTED
  - T TOUCH TONE DEVICE FOR THE DEAF
  - W WALL PHONE
  - D DEDICATED TELEPHONE OUTLET
- TELEPHONE OUTLET - ABOVE COUNTER
- TELEPHONE OUTLET - FLUSH FLOOR MOUNTED
- TELEPHONE OUTLET - CEILING MOUNTED
- DATA OUTLET - WALL MOUNTED
- DATA OUTLET - ABOVE COUNTER
- DATA OUTLET - FLUSH FLOOR MOUNTED
- DATA OUTLET - CEILING MOUNTED
- COMBINATION TELEPHONE/DATA OUTLET - WALL MOUNTED
- COMBINATION TELEPHONE/DATA OUTLET - ABOVE COUNTER
- COMBINATION TELEPHONE/DATA OUTLET - FLUSH FLOOR MOUNTED
- COMBINATION TELEPHONE/DATA OUTLET - CEILING MOUNTED
- WAP — WIRELESS ACCESS POINT

POWER

- BRANCH CIRCUIT PANELBOARD - SURFACE MOUNTED
- BRANCH CIRCUIT PANELBOARD - FLUSH MOUNTED
- DISTRIBUTION PANELBOARD OR SWITCHBOARD
- T — TRANSFORMER
- T — POLE MOUNTED TRANSFORMER
- MOTOR CONTROL CENTER
- CONTROL PANEL
- GROUND BAR
- M — UTILITY KILOWATT-HOUR METER
- SAFETY SWITCH - NON-FUSIBLE
- F — SAFETY SWITCH - FUSIBLE
- C — ENCLOSED CIRCUIT BREAKER
- MAGNETIC STARTER
- VFD — COMBINATION STARTER
  - VFD VARIABLE FREQUENCY DRIVE
- EQUIPMENT - MOTOR
- DUPLEX RECEPTACLE (NEMA 5-20R)
  - GFI GROUND FAULT CIRCUIT INTERRUPTER
  - SS SURGE SUPPRESSOR (ISOLATED GROUND TYPE)
  - WP WEATHERPROOF
  - HG HOSPITAL GRADE
  - TR TAMPER RESISTANT
  - C CONTROLLED
  - D DEDICATED
  - USB STANDARD DUPLEX WITH 2 USB PORTS
- DUPLEX RECEPTACLE - ABOVE COUNTER
- DUPLEX RECEPTACLE - SPLIT WIRED
- DUPLEX RECEPTACLE - EMERGENCY POWER
- DUPLEX RECEPTACLE - CEILING MOUNTED
- DUPLEX RECEPTACLE - FLUSH FLOOR MOUNTED
- QUADRUPLEX RECEPTACLE
- QUADRUPLEX RECEPTACLE - ABOVE COUNTER
- QUADRUPLEX RECEPTACLE - FLUSH FLOOR MOUNTED
- SINGLE RECEPTACLE
- SPECIAL PURPOSE RECEPTACLE
- SPECIAL PURPOSE RECEPTACLE - CEILING MOUNTED
- SPECIAL PURPOSE RECEPTACLE - FLUSH FLOOR MOUNTED
- J — FLOOR BOX - SEE SPECS OR KEYED NOTES ON PLAN FOR DETAILS
- PP — POWER POLE
- CEILING FAN
- HAND DRYER
- GAP — GENERATOR ANNUNCIATOR PANEL
- GFI J — DEAD FRONT GFI WIRING DEVICE

NURSE CALL

- LPA-1 NCCP — PANEL NAME-CIRCUIT NUMBER; NURSE CALL CONTROL PANEL
- N # — NURSE CALL DEVICE
  - P PULL CORD
  - B BED STATION
  - CB CODE BLUE
  - D DUTY STATION
  - M MASTER STATION
- NURSE CALL DOME LIGHT

LIGHTING

- A — LUMINAIRE TYPE
- LUMINAIRE - RECESSED (REFER TO LUMINAIRE SCHEDULE)
- 1LP-1a NL — CONNECTED FOR NIGHT LIGHT USE; CIRCUIT NUMBER AND SWITCH LEG (LUMINAIRES ARE CONTROLLED BY LOCAL SWITCH UNLESS DESIGNATION GIVEN); PANEL NAME
- LUMINAIRE - SURFACE MOUNTED
- RECESSED LUMINAIRE CONNECTED TO THE EMERGENCY POWER SYSTEM OR BALLAST/DRIVER
- OPEN INDUSTRIAL LUMINAIRE
- OPEN INDUSTRIAL LUMINAIRE EMERGENCY POWER SYSTEM OR BALLAST/DRIVER
- WALL MOUNTED LUMINAIRE
- RECESSED DOWNLIGHT - CEILING MOUNTED
- RECESSED DOWNLIGHT w/ EMERGENCY BALLAST/DRIVER - CEILING MTD.
- SURFACE MOUNTED DOWNLIGHT
- RECESSED ADJUSTABLE/WALLWASH - CEILING MOUNTED
- POLE MOUNTED SITE LIGHTING - SINGLE HEAD
- POLE MOUNTED SITE LIGHTING - DUAL HEAD
- POLE MOUNTED SITE LIGHTING - TRIPLE HEAD
- POLE MOUNTED SITE LIGHTING - QUAD HEAD
- LINEAR PENDANT
- PENDANT
- TRACK LIGHTING
- EXIT SIGN - SINGLE FACE, CEILING MOUNTED ARROW INDICATES DIRECTION OF EXIT
- EXIT SIGN - SINGLE FACE, WALL MOUNTED
- EXIT SIGN - DUAL FACE, CEILING MOUNTED
- EXIT SIGN - DUAL FACE, WALL MOUNTED
- EXIT SIGN WITH EMERGENCY LIGHT ARROW INDICATES DIRECTION OF EXIT
- EMERGENCY LIGHT
- $ a — TOGGLE SWITCH
  - 2 DOUBLE-POLE SINGLE-THROW (DPST)
  - 3 3-WAY
  - 4 4-WAY
  - b LOWER CASE LETTER DENOTES LTG. SWITCH GROUP
  - D DIMMER (WALL BOX TYPE)
  - F FAN SPEED CONTROLLER
  - K KEY OPERATED
  - LV LOW VOLTAGE SWITCH
  - MC MOMENTARY CONTACT SWITCH
  - OS WALL BOX OCCUPANCY SENSOR
  - OS2 WALL BOX OCCUPANCY SENSOR FOR TWO LEVEL SWITCHING
  - P PILOT LIGHT
  - T TIMER
  - TC TEACHER CONTROLS STATION
  - TE TEACHER ENTRY STATION
  - VS WALL BOX VACANCY SENSOR
  - WP WEATHERPROOF
- OS a — CEILING MOUNTED DUAL TECHNOLOGY OCCUPANCY SENSOR
  - a LOWER CASE LETTER DENOTES LTG. SWITCH GROUP
- DL a — CEILING MOUNTED DAYLIGHT SENSOR
  - a LOWER CASE LETTER DENOTES LTG. SWITCH GROUP
- VS a — CEILING MOUNTED DUAL TECHNOLOGY VACANCY SENSOR
  - a LOWER CASE LETTER DENOTES LTG. SWITCH GROUP
- PC — PHOTOCELL
- RC — ROOM CONTROLLER
- LC1 — LIGHTING CONTACTOR
- LPA-1 LRP — PANEL NAME-CIRCUIT NUMBER; LIGHTING RELAY PANEL
- INV — INVERTER

FIRE ALARM

- LPA-1 FCP — PANEL NAME-CIRCUIT NUMBER; MAIN CONTROL PANEL (FCP)
  - FCP F/A MAIN CONTROL PANEL
  - FSA FIRE SYSTEM ANNUNCIATOR
  - FTR F/A TRANSPONDER OR TRANSMITTER
  - ESR ELEVATOR STATUS RECALL
  - FRP F/A RELAY PANEL
  - FAC F/A COMMUNICATOR
  - FPS FIRE ALARM ANNUNCIATION CIRCUIT POWER SUPPLY
- F — MANUAL PULL STATION
- S P — SMOKE DETECTOR
  - P PHOTOELECTRIC
  - PL PLENUM SMOKE DETECTOR
  - S SOUNDER BASE
- D — DUCT DETECTOR HOUSING AND SAMPLING TUBE
- H R — THERMAL (HEAT) DETECTOR
  - R RATE OF RISE ONLY
  - F FIXED TEMPERATURE
  - L LINE TYPE FIXED TEMPERATURE CABLE
  - ALL HEAT DETECTORS SHALL BE 135°, COMBINATION TYPE UNLESS INDICATED OTHWERWISE.
- DP — SUPERVISORY SWITCH - DRY-PIPE PRESSURE SWITCH
- TS — SUPERVISORY SWITCH - TAMPER SWITCH
- WF — SUPERVISORY SWITCH - WATER FLOW SWITCH
- CONTROL DEVICE - DOOR HOLD OPEN
- F C — ADDRESSABLE INTERFACE MODULE
  - C CONTROL
  - M MONITORING
  - S SIGNALLING
  - V SOLENOID VALVE
- C — NOTIFICATION APPLIANCE
  - C CHIME
  - H HORN
  - LF LOW FREQUENCY
- 75 — NOTIFICATION APPLIANCE - STROBE ONLY
  - CANDELA VALUE AS SHOWN MINIMUM
- C 75 — NOTIFICATION APPLIANCE WITH STROBE
  - CANDELA VALUE AS SHOWN MINIMUM
  - C CHIME
  - H HORN
  - LF LOW FREQUENCY
- F — SHUNT TRIP PUSH BUTTON
- C 75 — NOTIFICATION APPLIANCE (CEILING)
  - C CHIME STROBE
  - H HORN STROBE
  - LF LOW FREQUENCY
  - CANDELA VALUE AS SHOWN MINIMUM
- CO — CARBON MONOXIDE DETECTOR
- S 75 — CEILING MOUNTED COMBINATION VOICE EVACUATION SPEAKER AND STROBE
  - CANDELA VALUE AS SHOWN MINIMUM
- 75 S — COMBINATION VOICE EVACUATION SPEAKER AND STROBE NOTIFICATION APPLIANCE
  - CANDELA VALUE AS SHOWN MINIMUM
- S — CEILING MOUNTED VOICE EVACUATION SPEAKER
- S — VOICE EVACUATION SPEAKER NOTIFICATION APPLIANCE
- $ RTS — REMOTE TEST SWITCH

SPECIAL SYSTEMS

- LPA-1 ACCP — PANEL NAME-CIRCUIT NUMBER; ACCESS CONTROL CONTROL PANEL
- DVR — DVR AND RACK
- CR — CARD READER - WITH 3/4" CONDUIT
  - K WITH KEY PAD
- ES — ELECTRIC STRIKE WITH 3/4" CONDUIT
- ML — ELECTRO-MAGNETIC LOCK WITH 3/4" CONDUIT
- VM — VIDEO MONITOR, FLAT SCREEN LCD WITH 3/4" CONDUIT
- DC — DOOR STATUS SWITCH WITH 3/4" CONDUIT
- MS — MOTION DETECTOR WITH 3/4" CONDUIT
- PS — POWER SUPPLY FOR PTZ CAMERA WITH 3/4" CONDUIT
- PS4 — 4-CHANNEL CAMERA POWER SUPPLY WITH 3/4" CONDUIT
- INDOOR FIXED CAMERA WITH 3/4" CONDUIT
  - PTZ PAN TILT ZOOM
  - WP WEATHERPROOF
- TV — TV OUTLET WITH 3/4" CONDUIT
- HANDICAP DOOR OPERATORS - SEE ARCHITECURALS WITH 3/4" CONDUIT
- GB — GLASS BREAK SENSOR WITH 3/4" CONDUIT
- V — VOLUME CONTROLLER - WITH 3/4" CONDUIT
- S — CEILING MOUNTED SPEAKER
- S — WALL MOUNTED SPEAKER
- IMS — INTERCOM MASTER STATION
- I — INTERCOM REMOTE STATION
  - P PEDESTAL MOUNT
  - S HIGH SECURITY
  - G GENERAL USE
- PUSH BUTTON
- DB — DOOR BELL SPEAKER/ CHIME
- C — CLOCK
- C C — DOUBLE SIDED CLOCK
- RX — REQUEST TO EXIT

ONE-LINE DIAGRAM

- SERVICE DROP
- PANEL ### — PANELBOARD
- T-1, 45 KVA 3Ø, 208Y/120VAC — DELTA-WYE TRANSFORMER
- G # KVA/KW, 480Y/277V, 3Ø, 4W — GENERATOR
- # A, # POLES — AUTOMATIC TRANSFER SWITCH
- GROUND
- # AF, # AT — CIRCUIT BREAKER
- # AF, # AT — DRAWOUT CIRCUIT BREAKER
- M # A — METER
- CURRENT TRANSFORMER
- POTENTIAL TRANSFORMER
- G — GROUND FAULT PROTECTED BREAKER
- ST — SHUNT TRIP BREAKER
- # A — SWITCH
- FUSE
- CONTACTOR
- THERMAL OVERLOAD
- 49 — ELECTRONIC OVERLOAD
- SPD — SURGE PROTECTION DEVICE
- VFD — VARIABLE FREQUENCY DRIVE
- K — KIRK KEY INTERLOCK
- DPM — DIGITAL POWER METER

HB&A Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project: CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn JAS

chkd APC

description: GENERAL INFORMATION

FOR BIDDING

number: E-001

GENERAL NOTES

COMMON REQUIREMENTS:

A. SEE ARCHITECTURAL DRAWINGS FOR ALL DIMENSIONS, ELEVATIONS, AND BUILDING DETAILS. VERIFY LOCATION OF ALL WALL OUTLETS, SWITCHES, ETC., WITH ARCHITECTURAL DRAWINGS AND ACTUAL CONDITIONS.

B. PRIOR TO ROUGH-IN AND FINAL CONNECTION OF EQUIPMENT, VERIFY ELECTRICAL REQUIREMENTS OF EQUIPMENT WITH OTHER TRADES CONSTRUCTION DOCUMENTS AND FINALIZED SHOP DRAWINGS. VERIFICATION SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING: VOLTAGE, AMPERAGE, TOTAL LOAD, OVER-CURRENT PROTECTION REQUIREMENTS, MOUNTING HEIGHT OF ELECTRICAL CONNECTION, CABLE TYPE AND SIZE, WIRING DIAGRAMS.

C. COORDINATE SCHEDULE OF CONSTRUCTION WITH THE OWNER, OTHER TRADES AND UTILITIES INVOLVED BEFORE TRENCHING AND INSTALLATION OF UNDERGROUND CONDUIT. USE EXTREME CAUTION DURING EXCAVATION TO LOCATE EXISTING UNDERGROUND PIPING, CONDUITS, ETC. LOCATE AND PROTECT ANY BURIED UTILITIES IN AREAS OF EXCAVATION.

D. GROUT AND SEAL ALL CONDUIT PENETRATIONS OF WALLS AND FLOOR SLABS TO PRESERVE FIRE RATING AND WATERTIGHT INTEGRITY.

E. REFER TO ARCHITECTURAL REFLECTED CEILING PLANS FOR ACTUAL LAYOUT OF LUMINAIRES AND CEILING TYPES. VERIFY CEILING TYPES PRIOR TO ORDERING LUMINAIRES.

F. REFER TO ARCHITECTURAL PLANS TO CONFIRM ALL FIRE-RATED CEILINGS AND WALLS.

1. ALL PENETRATIONS OF FIRE-RESISTIVE FLOORS OR SHAFT WALLS SHALL BE PROTECTED BY MATERIALS AND INSTALLATION DETAILS THAT CONFORM TO UNDERWRITERS' LABORATORIES LISTINGS FOR "THROUGH-PENETRATION FIRE STOP SYSTEMS." THE CONTRACTOR SHALL SUBMIT SHOP DRAWING DETAILS, FURNISHED BY THE MANUFACTURER OF THE FIRE STOP MATERIAL, WHICH SHOW COMPLETE CONFORMANCE TO THE UL LISTING AND SHALL BE SPECIFIC FOR EACH PENETRATION WITH ALL VARIABLES DEFINED. THESE FINAL AND APPROVED DRAWINGS SHALL BE READILY AVAILABLE TO THE LOCAL INSPECTORS AT ALL TIMES AT THE PROJECT SITE.

G. PRIOR TO ANY ROUGH-IN FOR ELECTRIC WATER COOLER RECEPTACLES, COORDINATE WITH THE ELECTRIC WATER COOLER INSTALLER THE EXACT LOCATION SO THAT THE ENTIRE ELECTRIC CORD WILL BE CONCEALED FROM ELECTRIC WATER COOLER TO RECEPTACLE.

H. ALL LIGHT FIXTURES SHALL BE EQUIPPED WITH A GREEN GROUND WIRE BONDED TO THE HOUSING.

I. FINISH OF ALL LIGHTING FIXTURES IS SUBJECT TO ARCHITECT'S APPROVAL. SUBMIT SAMPLES IF REQUESTED.

J. ALL LUMINAIRES WITH EMERGENCY BATTERIES SHALL HAVE THE BATTERY CHARGER CIRCUITED TO THE AMBIENT LIGHTING CIRCUIT IN THE SPACE BUT SHALL BE UNSWITCHED. IF THE LUMINAIRE IS INDICATED AS SWITCHED, ONLY THE LUMINAIRE SHALL BE CONTROLLED BY THE SWITCHED CONDUCTORS (BATTERY CHARGER SHALL REMAIN UNSWITCHED).

K. THE ELECTRICAL CONTRACTOR SHALL BE HELD FINANCIALLY RESPONSIBLE FOR ANY AND ALL COSTS OF THE ENGINEERS TIME REQUIRED TO REVIEW AND RESEARCH NON-SPECIFIED EQUIPMENT SUBMITTED FOR SUBSTITUTION BY THE ELECTRICAL CONTRACTOR. THESE COSTS SHALL BE AUTOMATICALLY INVOICED TO THE CONTRACTOR UNLESS SUCH SUBSTITUTIONS FOLLOW THE GUIDELINES FOR SUBSTITUTION AND ARE WITHIN THE PROPER TIME FRAME AS OUTLINED IN OTHER SECTIONS OF THIS SPECIFICATION.

L. FIELD ADJUST ALL LUMINAIRES REQUIRING AIMING WITH THE OWNER PRESENT AND TO THEIR SATISFACTION.

M. ON LINEAR WALL SLOT LUMINAIRES, LAMPS SHALL BE CONTINUOUS INCLUDING CORNERS.

N. PROVIDE AND INSTALL IN EACH PANEL, TYPEWRITTEN NEAT TWO-COLUMN CIRCUIT INDEX CARD SET UNDER PLASTIC COVERS ON INSIDE OF DOORS. EACH ODD-NUMBERED CIRCUIT SHALL BE IN SEQUENCE ON ONE COLUMN AND THE EVEN-NUMBERED CIRCUITS ON THE OTHER COLUMN (E.G. 1,3,5...,2,4,6...). EACH CIRCUIT SHALL BE IDENTIFIED AS TO THE USE AND ROOM NAME(S) OR AREA(S). THE CONTRACTOR SHALL CONFIRM ROOM NAMES AND/OR ROOM NUMBERS WITH THE ARCHITECT PRIOR TO PROJECT COMPLETION.

O. PRIOR TO SUBMITTING BID PROPOSAL, BIDDER SHALL EXAMINE ALL GENERAL CONSTRUCTION DRAWINGS AND VISIT CONSTRUCTION SITE TO BE FAMILIAR WITH EXISTING CONDITIONS UNDER WHICH THEY WILL HAVE TO OPERATE AND WHICH WILL IN ANY WAY AFFECT THE WORK UNDER THIS CONTRACT. NO SUBSEQUENT ALLOWANCE WILL BE MADE IN THIS CONNECTION ON BEHALF OF THE CONTRACTOR FOR ANY ERROR OR NEGLIGENCE ON HIS PART.

P. CONTRACTOR SHALL NOT SCALE DRAWING FOR QUANTITIES. CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING ALL MEASUREMENTS.

Q. IF POSSIBLE, ALL NEWLY INSTALLED RECEPTACLES SHALL BE INSTALLED IN SEPARATE OR ADJACENT STUD SPACES, TO AVOID SOUND TRANSMISSION AND WALL INTEGRITY ISSUES. ALL NEWLY INSTALLED RECEPTACLES LOCATED IN COMMON STUD SPACES OF FIRE-RESISTANT WALLS SHALL BE EQUIPPED WITH FIRE-RESISTANT PUTTY PADS AT THE BACK OF EACH BOX IN ACCORDANCE WITH NEC.

R. SECURE ALL LOW VOLTAGE DATA, SIGNALING AND CONTROL WIRING TO THE STRUCTURE AT INTERVALS NO MORE THAN 4 FEET.

S. ALL FLOOR MOUNTED SWITCH GEAR, UNIT SUBSTATIONS, BOXES AND TRANSFORMERS LARGER THAN 75 KVA SHALL BE INSTALLED ON A NOMINAL 4" HOUSEKEEPING PAD. PAD SHALL EXTEND FROM ELECTRICAL EQUIPMENT 6" IN ANY DIRECTION.

T. WHERE CONDUIT AND WIRING RUNS ARE NOT SHOWN ON FLOOR PLANS, THE CONTRACTOR SHALL DETERMINE AND PROVIDE THE REQUIRED CONDUIT AND WIRING FOR SPECIFIED CIRCUITING IN ACCORDANCE WITH NEC AND THE FOLLOWING MINIMUM REQUIREMENTS:

1. MINIMUM CONDUIT SIZE SHALL BE 3/4".
2. MINIMUM CONDUCTOR SIZE SHALL BE #12 AWG. #10 AWG SHALL BE USED FOR HOME RUNS OF 20 AMP BRANCH CIRCUITS OVER 100 FEET IN LENGTH.
3. EACH RACEWAY SHALL CONTAIN AN INSULATED EQUIPMENT GROUNDING CONDUCTOR PER NEC.
4. DERATING OF CONDUCTOR AMPACITY SHALL BE APPLIED PER NEC.
5. NO SHARING OF NEUTRALS ALLOWED. CIRCUIT SHALL HAVE DEDICATED NEUTRAL CONDUCTORS. ONE CIRCUIT, ONE NEUTRAL.
6. MAXIMUM SIX FOOT FLEXIBLE LUMINAIRE WHIP SHALL BE USED FOR FINAL CONNECTIONS TO LIGHT FIXTURES INSTALLED IN LAY-IN CEILINGS. MAXIMUM FOUR LUMINAIRE WHIPS SHALL BE CONNECTED FROM ONE JUNCTION BOX. FEED THRU BETWEEN LUMINAIRES SHALL NOT BE ALLOWED.
   a. EXCEPTION: ALL RECESSED LUMINAIRES IN HARD CEILINGS SHALL HAVE FEED-THRU JUNCTION BOXES.

RENOVATION NOTES:

A. RENOVATION OF ELECTRICAL FACILITIES WILL BE REQUIRED IN THE EXISTING BUILDING. EXISTING CONDUIT RUNS ARE GENERALLY NOT SHOWN, ALTHOUGH A FULL ATTEMPT HAS BEEN MADE TO SHOW SOME EXISTING CONDITIONS, OF WHICH INFORMATION HAS BEEN TAKEN FROM EXISTING RECORD DRAWINGS OF THIS PROJECT. THE DRAWINGS SHOWING LOCATION OF EXISTING EQUIPMENT, OUTLETS, LUMINAIRES, ETC., IN EXISTING AREAS ARE APPROXIMATE ONLY.

1. DRAWINGS SHOW EXISTING CONDITIONS OF THE SITE. AN ATTEMPT HAS BEEN MADE TO SHOW EXISTING BUILDING, SITE DETAILS, ETC., BUT ACCURACY CANNOT BE GUARANTEED. VERIFY EXACT LOCATIONS OF ALL CIRCUITS, CONDUITS, PIPING, EQUIPMENT, ETC. VERIFY ALL SITE AND BUILDING DETAILS.

B. BRANCH CIRCUITS SHALL BE REUSED WHERE PRACTICAL AND SHALL, IN ADDITION, BE REMODELED AS REQUIRED. THE CONTRACTOR SHALL CONCEAL ALL WORK WHERE POSSIBLE. WHERE EXPOSED WORK IS REQUIRED IN FINISHED AREAS, THE CONTRACTOR SHALL USE WIREMOLD RACEWAY WITH #500 BEING THE MINIMUM SIZE ACCEPTABLE.

C. EXISTING ELECTRICAL WIRING WHICH WILL NOT BE MADE OBSOLETE AND WHICH WILL BE DISTURBED DUE TO CONSTRUCTION CHANGES REQUIRED BY THIS CONTRACT SHALL BE RESTORED TO OPERATING CONDITION, AS REQUIRED AND/OR DIRECTED. WHERE REQUIRED, SHOWN AND/OR DIRECTED, OUTLETS AND CONDUIT RUNS SHALL BE RELOCATED. IN SOME CASES IT MAY BE NECESSARY TO EXTEND CONDUITS AND PULL IN NEW WIRING OR INSTALL JUNCTION BOXES AND SPLICE IN NEW WIRING OR REPLACE OLD WIRING WITH NEW.

D. OUTLETS FROM WHICH LUMINAIRES, SWITCHES, RECEPTACLES, AND/OR OTHER ELECTRICAL DEVICES ARE MOVED AND WHICH ARE NOT REPLACED OR REUSED SHALL BE REMOVED OR, IF IT IS NOT POSSIBLE TO REMOVE, PLACE A BLANK COVER ON THE OUTLET BOX. WHERE OUTLETS, BOXES, ETC., ARE COMPLETELY REMOVED, THE CONTRACTOR SHALL CUT OFF CONDUITS AND REMOVE WIRING.

E. WHERE EXISTING LUMINAIRES ARE TO BE REUSED, THE ELECTRICAL CONTRACTOR SHALL CLEAN AND REPLACE LAMPS, REPAIR OR REPLACE DEFECTIVE PARTS, LENS, BALLAST, ETC. AS REQUIRED.

F. WHERE EXISTING CONDUIT IS TO BE ABANDONED, THE CONDUIT SHALL BE REMOVED IF IT IS EXPOSED, IN A CRAWL SPACE OR IN AN ACCESSIBLE CEILING. WHERE IT IS IMPOSSIBLE TO REMOVE THE CONDUIT, IT SHALL BE CUT OFF AND CAPPED OR PLUGGED, THAT IT WILL NOT PROTRUDE BEYOND THE FINISHED SURFACE. WHERE CONDUITS EXTENDING THROUGH FLOORS ARE TO BE ABANDONED, THE CONTRACTOR SHALL CUT AND CAP OR PLUG CONDUIT, THAT IT WILL NOT PROTRUDE ABOVE THE FLOOR.

G. THE CONTRACTOR SHALL BE HELD FULLY RESPONSIBLE FOR THE PROPER RESTORATION OF ALL EXISTING SURFACES REQUIRING PATCHING, PLASTERING, PAINTING AND/OR OTHER REPAIR DUE TO THE INSTALLATION OF ELECTRICAL WORK UNDER THE TERMS OF THIS SPECIFICATION. CLOSE ALL OPENINGS, REPAIR ALL SURFACES, ETC., AS REQUIRED. THE CONTRACTOR SHALL EMPLOY QUALIFIED AND EXPERIENCED WORKMEN FOR THIS WORK. ALL RESTORATION WORK SHALL BE SUBJECT TO THE APPROVAL OF THE ARCHITECT AND/OR THE OWNER.

H. ALL TEMPORARY AND REMODELING WORK SHALL BE CONSIDERED A PART OF THIS CONTRACT AND NO EXTRA CHARGES WILL BE ALLOWED. THIS SHALL INCLUDE MINOR ITEMS OF MATERIAL OR EQUIPMENT NECESSARY TO MEET THE REQUIREMENTS AND INTENT OF THE PROJECT.

I. EXAMINE ARCHITECTURAL, STRUCTURAL, AND MECHANICAL DRAWINGS AND SPECIFICATIONS TO DETERMINE THE SEQUENCE OF CONSTRUCTION THROUGHOUT THE PROJECT, INCLUDING EXISTING, TEMPORARY, REMODELED AND NEW AREAS.

J. ALL ELECTRICAL CONNECTIONS REQUIRING AN OUTAGE SHALL BE MADE DURING AN APPROVED TIME LIMIT. CHANGEOVERS SHALL BE AS SHORT A DURATION AS POSSIBLE AND SHALL NOT INTERFERE WITH NORMAL OPERATION OF THE OWNER'S FACILITIES. NOTICE SHALL BE REQUIRED IN ADVANCE OF A SHUTDOWN OF ANY ELECTRICAL CIRCUIT FOR CHANGEOVER, AND SUCH A CHANGEOVER SHALL BE DONE DURING HOURS AS DIRECTED BY OWNER. WORK SHALL BE SCHEDULED SO THAT AT NO TIME WILL ANY EMERGENCY FEEDER, CIRCUIT, OR FIRE ALARM ZONE BE OUT OF SERVICE. PROVIDE NECESSARY TEMPORARY FEEDERS TO ACCOMPLISH THIS REQUIREMENT.

K. EXISTING LOW VOLTAGE WIRING WHICH WILL NOT BE MADE OBSOLETE AND WHICH WILL BE DISTURBED DUE TO CONSTRUCTION CHANGES REQUIRED BY THIS CONTRACT SHALL BE RESTORED TO CONDITION, OR POSITION, AS REQUIRED. PROPERLY RE-SECURE CABLE IN CHASES, CRAWL SPACES, TUNNELS, AND CEILING SPACES AS REQUIRED BY NEC. IN SOME CASES IT MAY BE NECESSARY TO ADD SUPPORTING HARDWARE TO ACCOMPLISH THIS REQUIREMENT.

DEMOLITION:

A. RETURN REMOVED MATERIAL DEEMED SALVAGEABLE BY OWNER'S REPRESENTATIVE. MATERIALS DEEMED NOT SALVAGEABLE SHALL BE REMOVED FROM THE PREMISES.

B. REMOVE ALL EXISTING WIRING DEVICES, LUMINAIRES, WIRE, CONDUIT, ETC., AS NOTED OR INDICATED WITHIN DEMOLITION AREA. (ALL ITEMS MAY NOT BE SHOWN). REWORK AS NECESSARY CIRCUITING WHICH REQUIRES CONTINUATION THROUGH THE AREA.

C. ELECTRICAL CONTRACTOR TO PROVIDE ALL NECESSARY LABOR, CONDUIT, WIRE, CONNECTIONS, ETC., FOR DEVICES, LUMINAIRES, ETC., NOTED AS "EXISTING TO REMAIN" SUCH THAT EXISTING CIRCUIT CONTINUITY IS MAINTAINED.

D. ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL WORK REQUIRED TO REMOVE/RELOCATE ANY EXISTING ELECTRICAL EQUIPMENT SUCH THAT ELECTRIC SHOCK HAZARDS TO WORKMEN ARE ELIMINATED DURING DEMOLITION AND NEW CONSTRUCTION.

E. ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL WORK IN REMOVING AND REPLACING "EXISTING TO REMAIN" LUMINAIRES, DEVICES, ETC., AS REQUIRED SO THAT THESE DEVICES ARE NOT DAMAGED DURING DEMOLITION. RELOCATED TO NEAREST APPROPRIATE LOCATION TO AVOID CONFLICTS WITH OTHER TRADES' WORK. REPLACE WITH NEW ANY "EXISTING TO REMAIN" LUMINAIRE, DEVICE, ETC., NOT DEEMED SALVAGEABLE BY OWNER'S REPRESENTATIVE.

F. REMOVED OR DAMAGED CONDUIT, WIRE, AND FITTINGS SHALL NOT BE REUSED FOR RELOCATED OR NEW DEVICES.

G. MAKE AS-BUILTS WITH NEW TYPED DIRECTORIES FOR ALL PANELBOARDS, INDICATING CIRCUIT DESCRIPTION (USED OR SPARE), CIRCUIT BREAKERS AND CIRCUIT LOAD.

H. WORK REQUIRED FOR EXISTING EQUIPMENT NOTED AS "EXISTING TO BE REMOVED" SHALL INCLUDE:

1. REMOVAL OF FEEDER FROM EQUIPMENT TO POINT OF FEED.
2. REMOVAL OR RE-CIRCUITING OF ALL BRANCH CIRCUITING.
3. REMOVAL OF ALL FITTINGS, SUPPORTS, BRACKETS, ETC.
4. PATCHING OF WALLS, FLOORS AND CEILINGS PER ARCHITECT'S INSTRUCTIONS.
5. CAPPING OF FEEDER CONDUIT AT 6" ABOVE OR BELOW FLOOR/CEILING AS REQUIRED AND MARKING LOCATION OF POINT OF FEED WITH AN ENGRAVED BRASS TAG.
6. REMOVAL OF FEEDER CONDUIT IF FOUND TO BE UNSALVAGEABLE BY ARCHITECT, ENGINEER OR OWNER'S REPRESENTATIVE.

I. EXISTING EQUIPMENT NOT IMPLICITLY SHOWN ON THE DRAWINGS IS INTENDED TO BE "EXISTING TO REMAIN UNCHANGED", UNLESS NOTED OTHERWISE.

ABBREVIATIONS

%Z	IMPEDANCE
(E)	EXISTING (ALSO COVERED BY TEXT WEIGHT)
(F)	FUTURE
(PART)	PARTIAL CIRCUIT
(R)	RELOCATE
A	AMPERES
AC	6" ABOVE COUNTER
ADA	AMERICANS WITH DISABILITIES ACT
AF	AMPERES FRAME
AFCI	ARC FAULT CIRCUIT INTERRUPTER
AFF	ABOVE FINISHED FLOOR
AFG	ABOVE FINISHED GRADE
AHJ	AUTHORITY HAVING JURISDICTION
AIC	AMPERES INTERRUPTION CAPACITY
AL	ALUMINUM
AT	AMPERES TRIP
ATS	AUTOMATIC TRANSFER SWITCH
AWG	AMERICAN WIRE GAUGE
BMS	BUILDING MANAGEMENT SYSTEM
C	CONDUIT
CAM	CAMERA
CB	CIRCUIT BREAKER
CCTV	CLOSED CIRCUIT TELEVISION
CCW	COUNTER CLOCKWISE
CKT	CIRCUIT
CL	CENTER LINE
CLG	CEILING
CO	CONDUIT ONLY
CRI	COLOR RENDERING INDEX
CT	CURRENT TRANSFORMER
CU	COPPER
CW	CLOCKWISE
D	DEDICATED
DIA	DIAMETER
DISC	DISCONNECT
DIST	DISTRIBUTION
DPDT	DOUBLE POLE DOUBLE THROW
DPST	DOUBLE POLE SINGLE THROW
DR	DUPLEX RECEPTACLE
DWG	DRAWING(S)
EC	ELECTRICAL CONTRACTOR
ELC	ELEVATOR CONTRACTOR
ELEC	ELECTRIC/ELECTRICAL
EM	EMERGENCY
EMT	ELECTRICAL METALLIC TUBING
EQUIP	EQUIPMENT
EWC	ELECTRIC WATER COOLER
F	FUSED
FA	FIRE ALARM
FAA	FIRE ALARM ANNUNCIATOR
FACP	FIRE ALARM CONTROL PANEL
FC	FOOTCANDLE
FLA	FULL LOAD AMPERES
FMC	FLEXIBLE METAL CONDUIT
FO	FIBER OPTIC
FPC	FIRE PROTECTION CONTRACTOR
FS	FUSED SWITCH
FSC	FOOD SERVICE CONTRACTOR
FSD	FIRE/SMOKE DAMPER
FT	FOOT/FEET
FVNR	FULL VOLTAGE, NON-REVERSING
FVR	FULL VOLTAGE, REVERSING
G/GND	GROUND/GROUNDING
GC	GENERAL CONTRACTOR
GEN	GENERATOR
GF	GROUND FAULT
GFI/GFCI	GROUND FAULT INTERRUPTER
H	HORIZONTALLY MOUNTED
HG	HOSPITAL GRADE
HH	HANDHOLE
HID	HIGH INTENSITY DISCHARGE
HOA	HAND-OFF-AUTO
HP	HORSEPOWER
HPS	HIGH PRESSURE SODIUM
HZ	FREQUENCY
I/O	INPUT/OUTPUT
ID	INSIDE DIAMETER
IDF	INTERMEDIATE DISTRIBUTION FRAME
IG	ISOLATED GROUND
IMC	INTERMEDIATE METAL CONDUIT
ISC	SHORT CIRCUIT CURRENT
JB	JUNCTION BOX
K	KELVIN (COLOR TEMPERATURE)
KCMIL	1000 CIRCULAR MILS
KV	KILOVOLTS
KVA	KILVOLT-AMPERES
KW	KILOWATTS
KWH	KILOWATT-HOUR
LAN	LOCAL AREA NETWORK
LC	LIGHTING CONTACTOR
LCP	LIGHTING CONTROL PANEL
LED	LIGHT EMITTING DIODE
LF	LINEAR FOOT
LFMC	LIQUID-TIGHT FLEXIBLE METAL CONDUIT
LM	LUMEN
LTG	LIGHTING
LV	LOW VOLTAGE
MAX	MAXIMUM
MC	MECHANICAL CONTRACTOR
MCA	MINIMUM CIRCUIT AMPERES
MCB	MAIN CIRCUIT BREAKER
MCC	MOTOR CONTROL CENTER
MCP	MOTOR CIRCUIT PROTECTOR
MDF	MAIN DISTRIBUTION FRAME
MDP	MAIN DISTRIBUTION PANEL
MEPFP	MECHANICAL, ELECTRICAL, PLUMBING, FIRE PROTECTION
MGB	MASTER GROUND BAR
MH	METAL HALIDE
MIN	MINIMUM
MLO	MAIN LUG ONLY
MOCP	MAXIMUM OVERCURRENT PROTECTION
MSB	MAIN SWITCHBOARD
MTG	MOUNTING
MTS	MANUAL TRANSFER SWITCH
MVA	MEGAVOLT-AMPERES
MW	MEGAWATT
MWH	MEGAWATT-HOURS
N	NEUTRAL
N/A	NOT APPLICABLE
NC	NORMALLY CLOSED
NEC	NATIONAL ELECTRIC CODE
NEMA	NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION
NF	NON-FUSED
NFPA	NATIONAL FIRE PROTECTION ASSOCIATION
NIC	NOT IN CONTRACT
NL	NIGHT LIGHT
NO	NORMALLY OPEN
NP	NAMEPLATE
NTS	NOT TO SCALE
OC	ON CENTER
OD	OUTSIDE DIAMETER
OH	OVERHEAD
OWN	OWNER
P	POLE
PA	PUBLIC ADDRESS
PB	PULL BOX
PC	PLUMBING CONTRACTOR
PF	POWER FACTOR
PH	PHASE
PIR	PASSIVE INFRARED
PLC	PROGRAMMABLE LOGIC CONTROLLER
PNL	PANEL
PR	PAIR
PRI	PRIMARY
PT	POTENTIAL TRANSFORMER
PV	PHOTOVOLTAIC
PVC	POLYVINYL CHLORIDE
PWC	PRE-WIRED CONTROLS
PWR	POWER
RCPT	RECEPTACLE
REQD	REQUIRED
RF	RADIO FREQUENCY
RM	ROOM
RMC	RIGID METAL CONDUIT
RNC	RIGID NON-METALLIC CONDUIT (SCH 40)
RVAT	REDUCED VOLTAGE - AUTOTRANSFORMER
SC	SHORT CIRCUIT
SCC	SHORT CIRCUIT CURRENT RATING
SDP	SUBDISTRIBUTION PANEL
SEC	SECONDARY
SHLD	SHIELD(ED) (AS IN CABLE)
SHT	SHEET
SPD	SURGE-PROTECTIVE DEVICE
SPDT	SINGLE POLE DOUBLE THROW
SPST	SINGLE POLE SINGLE THROW
SR	SINGLE RECEPTACLE
SS	SURGE SUPPRESSOR (ISOLATED GROUND TYPE)
ST	SHUNT TRIP
SW	SWITCH
SWBD	SWITCHBOARD
SWGR	SWITCHGEAR
TBD	TO BE DETERMINED
TC	TIMECLOCK
TCC	TEMPERATURE CONTROLS CONTRACTOR
TEMP	TEMPERATURE
TR	TAMPER RESISTANT
TT	THERMAL TRIP SWITCH
TTB	TELEPHONE TERMINAL BOARD
TYP	TYPICAL
U	UTILITY
UG	UNDERGROUND
UL	UNDERWRITERS LABORATORY
UON	UNLESS OTHERWISE NOTED
UPS	UNINTERUPTABLE POWER SUPPLY
USB	STANDARD DUPLEX WITH 2 USB PORTS
V	VOLTS
VA	VOLT-AMPERES
VAC	VOLTS ALTERNATING CURRENT
VDC	VOLTS DIRECT CURRENT
VFD	VARIABLE FREQUENCY DRIVE
VND	VENDOR
W	WATTS
W	WIRE
WHM	WATTHOUR METER
WP	WEATHERPROOF
XFMR	TRANSFORMER
XP	EXPLOSION PROOF

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project: CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn JAS

chkd APC

description: GENERAL INFORMATION

FOR BIDDING

number: E-002

WORK INCLUDED

A. THE WORK TO BE PERFORMED UNDER THIS DIVISION OF THE SPECIFICATIONS SHALL INCLUDE ALL LABOR, MATERIALS, EQUIPMENT, TRANSPORTATION, CONSTRUCTION, FACILITIES, AND INCIDENTALS NECESSARY FOR THE PROPER EXECUTION AND COMPLETION OF ALL ELECTRICAL WORK AS SHOWN AND INDICATED ON THE CONTRACT DRAWINGS, AND/OR HEREIN SPECIFIED WITH THE INTENT THAT THE INSTALLATION SHALL BE COMPLETE IN EVERY RESPECT, READY FOR USE. COMPLY WITH THE LATEST EDITION IN FORCE OF THE NFPA CODES INCLUDING THE NATIONAL ELECTRICAL CODE AND ALL APPLICABLE LOCAL, STATE, AND FEDERAL CODES.

SUBMITTALS

A. SUBMIT ELECTRONIC COPIES OF PRODUCT DATA, SHOP DRAWINGS, WIRING DIAGRAMS AND LITERATURE ON SYSTEMS INDICATED BELOW. LITERATURE SHALL BE MARKED TO INDICATE THE SIZE, TYPE OR MODEL BEING PROPOSED AND ALL ACCESSORIES TO BE PROVIDED.

WIRING DEVICES/COVER PLATES/FLOOR BOXES
OCCUPANCY/VACANCY SENSORS
GROUNDING PRODUCTS
SAFETY SWITCHES
MOTOR CONTROLLERS
LIGHTING
PANELBOARDS

B. SUBMIT ELECTRONIC COPIES OF PRODUCT DATA, SHOP DRAWINGS, WIRING DIAGRAMS, LAYOUT DRAWINGS , BATTERY CALCULATIONS PER CODE (IF SYSTEM REQUIRED), AND NICET CERTIFICATE FOR DESIGN TECHNICIAN (IF SYSTEM REQUIRED). LITERATURE SHALL BE MARKED TO INDICATE THE SIZE, TYPE OR MODEL BEING PROPOSED AND ALL ACCESSORIES TO BE PROVIDED:

FIRE ALARM
LIGHTING CONTROL SYSTEMS

C. SUBMIT ELECTRONIC COPIES OF OPERATING AND MAINTENANCE MANUAL/RECORD DOCUMENTS. MANUAL/RECORD DOCUMENTS SHALL CONSIST OF MANUFACTURER'S STANDARD PRODUCT DATA, MANUFACTURER'S CURRENT PRINTED OPERATING AND MAINTENANCE INSTRUCTIONS, LIST OF ORIGINAL SPARE PARTS, LIST OF SUPPLIERS DISTRIBUTING SPARE PARTS, RECOMMENDED QUANTITIES TO BE MAINTAINED IN STORAGE AND ALL WARRANTIES. MANUAL SHALL INCLUDE INFORMATION ON THE FOLLOWING:

WIRING DEVICES/COVER PLATES/FLOOR BOXES
OCCUPANCY/VACANCY SENSORS
GROUNDING PRODUCTS
SAFETY SWITCHES
MOTOR CONTROLLERS
LIGHTING
PANELBOARDS

D. SUBMIT ELECTRONIC COPIES OF OPERATING AND MAINTENANCE MANUAL/RECORD DOCUMENTS. MANUAL/RECORD DOCUMENTS SHALL CONSIST OF MANUFACTURER'S STANDARD PRODUCT DATA, MANUFACTURER'S CURRENT PRINTED OPERATING AND MAINTENANCE INSTRUCTION, LIST OF ORIGINAL SPARE PARTS, LIST OF SUPPLIERS DISTRIBUTING SPARE PARTS, RECOMMENDED QUANTITIES TO BE MAINTAINED IN STORAGE, TEST REPORTS AS REQUIRED BY CODE (IF SYSTEM REQUIRED), APPROVAL DOCUMENTATION OF THE AHJ (IF SYSTEM REQUIRED), PROGRAMING INFORMATION STORED ON A FLASH DRIVE (FIRE ALARM ONLY), PAPER COPIES OF ALL DOCUMENTATION STORED IN THE FIRE ALARM DOCUMENT CABINET (FIRE ALARM ONLY). MANUAL SHALL INCLUDE INFORMATION ON THE FOLLOWING:

FIRE ALARM
LIGHTING CONTROL SYSTEMS

GENERAL

A. "APPROVED EQUAL" INDICATES THE SPECIFYING ENGINEER SHALL APPROVE ALL CONTRACTOR PROPOSED ALTERNATE MATERIAL OR MANUFACTURERS. ENGINEER'S DECISION IS FINAL.

B. THE ELECTRICAL CONTRACTOR SHALL BE HELD FINANCIALLY RESPONSIBLE FOR ANY AND ALL COSTS OF THE ENGINEER'S TIME REQUIRED TO REVIEW AND RESEARCH NON-SPECIFIED EQUIPMENT SUBMITTED FOR SUBSTITUTION BY THE ELECTRICAL CONTRACTOR. THESE COSTS SHALL BE AUTOMATICALLY INVOICED TO THE CONTRACTOR UNLESS SUCH SUBSTITUTIONS FOLLOW THE GUIDELINES FOR SUBSTITUTION AND ARE WITHIN THE PROPER TIME FRAME AS OUTLINED IN OTHER SECTIONS OF THIS SPECIFICATION.

WARRANTY

A. CONTRACTOR'S WARRANTY ON COMPLETE ELECTRICAL INSTALLATION SHALL BE FOR A TIME PERIOD OF ONE (1) YEAR FROM SUBSTANTIAL COMPLETION.

B. MANUFACTURER'S WARRANTY ON ALL EQUIPMENT SHALL BE FOR A TIME PERIOD OF ONE (1) YEAR FROM SUBSTANTIAL COMPLETION UNLESS NOTED OTHERWISE.

COORDINATION

A. IN GENERAL, COORDINATE WORK THOROUGHLY WITH OTHER TRADES, OWNER AND UTILITY COMPANIES TO PROVIDE EFFICIENT FLOW OF THE WORK AND TIMELY COMPLETION OF THE CONTRACT.

BASIC MATERIALS

A. IN GENERAL ALL MATERIALS SHALL BE: NEW, U.L. LISTED FOR THE SPECIFIC APPLICATION AS SPECIFIED OR AS REQUIRED, AND INSTALLED PER MANUFACTURER'S INSTRUCTIONS.

B. IDENTIFICATION: LAMINATED PLASTIC LABELS ON ALL EQUIPMENT, SWITCHES, CONTROLS, ETC.

C. "APPROVED EQUAL" INDICATES THE SPECIFYING ENGINEER SHALL APPROVE ALL CONTRACTOR PROPOSED ALTERNATE MATERIAL OR MANUFACTURERS. ENGINEER'S DECISION IS FINAL.

CONDUIT

A. ELECTRICAL METALLIC TUBING (EMT): COMPLYING WITH ANSI C80.3 WITH COMPRESSION TYPE FITTINGS, SIZED AS SHOWN ON DRAWINGS OR IF NOT SIZED ON THE DRAWINGS, IN ACCORDANCE WITH NEC AND OTHER APPLICABLE PORTIONS OF CONTRACT DOCUMENTS.

B. RIGID GALVANIZED STEEL (RGS) CONDUIT: COMPLYING WITH ANSI C80.1, THREADED CONDUIT WITH APPROVED FITTINGS, SIZED AS SHOWN ON DRAWINGS OR IF NOT SIZED ON THE DRAWINGS, IN ACCORDANCE WITH NEC AND OTHER APPLICABLE PORTIONS OF THE CONTRACT DOCUMENTS.

C. RIGID NON-METALLIC (PVC) CONDUIT: SCHEDULE 40 PVC TYPE COMPLYING WITH NEMA TC2, U.L. 651, AND ARTICLE 347 OF NEC. FITTINGS SHALL BE PVC, CHEMICAL SOLVENT SEALING TYPE. SIZED AS SHOWN ON THE DRAWINGS OR IF NOT SIZED ON THE DRAWINGS, IN ACCORDANCE WITH NEC AND OTHER APPLICABLE PORTIONS OF THE CONTRACT DOCUMENTS.

D. FLEXIBLE METAL CONDUIT: FLEXIBLE STEEL CONDUIT WITH ZINC COATING AND APPROVED FITTINGS, SIZED AS SHOWN ON DRAWINGS OR IF NOT SIZED ON THE DRAWINGS, IN ACCORDANCE WITH NEC AND OTHER APPLICABLE PORTIONS OF THE CONTRACT DOCUMENTS.

E. LIQUIDTIGHT FLEXIBLE METAL (LT) CONDUIT: FLEXIBLE STEEL CONDUIT WITH PVC JACKET WITH APPROVED FITTINGS, SIZED AS SHOWN ON DRAWINGS OR IF NOT SIZED ON THE DRAWINGS, IN ACCORDANCE WITH NEC AND OTHER APPLICABLE PORTIONS OF THE CONTRACT DOCUMENTS.

F. MINIMUM CONDUIT SIZE SHALL BE 3/4".

G. EMT MAY BE USED WHERE PERMITTED BY NEC EXCEPT WHERE OTHER TYPE IS SPECIFIED HEREIN OR NOTED ON DRAWINGS.

H. RGS CONDUIT SHALL BE USED IN OUTDOOR EXPOSED LOCATIONS, INDOOR DAMP OR WET LOCATIONS, HAZARDOUS LOCATIONS, OR WHERE REQUIRED BY NEC AND WHERE NOTED ON DRAWINGS.

I. PVC CONDUIT SHALL BE USED IN UNDERGROUND INSTALLATIONS, BELOW CONCRETE FLOOR SLAB (WITH RGS CONDUIT STUB UPS), WHERE REQUIRED BY NEC AND WHERE NOTED ON THE DRAWINGS.

J. FLEXIBLE METAL CONDUIT SHALL BE USED FOR CONNECTION TO VIBRATING EQUIPMENT IN INDOOR DRY LOCATIONS, FOR CONNECTION TO INDOOR RECESSED LIGHT FIXTURES (SIX FOOT MAXIMUM LENGTH), WHERE REQUIRED BY NEC AND WHERE NOTED ON DRAWINGS.

K. LT CONDUIT SHALL BE USED FOR CONNECTION TO VIBRATING EQUIPMENT IN OUTDOOR LOCATIONS, IN DAMP OR WET INDOOR LOCATIONS, HAZARDOUS LOCATIONS, OR WHERE REQUIRED BY NEC AND WHERE NOTED ON THE DRAWINGS.

L. CONDUIT SHALL BE INSTALLED CONCEALED UNLESS NOTED OTHERWISE ON DRAWINGS.

M. WHEN NOTED ON DRAWINGS, CONDUIT SHALL BE INSTALLED EXPOSED WITH CONDUIT PARALLEL TO AND AT RIGHT ANGLES TO NEARBY SURFACES OR STRUCTURAL MEMBERS.

BOXES

A. ALL STANDARD INTERIOR OUTLET BOXES SHALL:

1. BE STAMPED, ONE PIECE, GALVANIZED STEEL.
2. BE OF PROPER SIZE AND SHAPE FOR CONDUITS ENTERING THEM.
3. BE U.L. LISTED AND NEC RATED FOR THEIR APPLICATION.
4. BE CAST TYPE FOR EXPOSED WORK BELOW 10'-0" AFF.

B. ALL PULL/JUNCTION BOXES AND ENCLOSURES SHALL:

1. BE NEMA TYPE 1 FOR INDOOR DRY LOCATIONS.
2. BE NEMA TYPE 3R OR NEMA TYPE 4 FOR INDOOR DAMP OR WET LOCATIONS AND OUTDOOR LOCATIONS.
3. BE OF PROPER SIZE AND SHAPE FOR CONDUITS ENTERING THEM.
4. BE U.L. LISTED AND LABELED FOR THEIR APPLICATION.

C. FLOOR BOXES:

1. BE CAST IRON, FULLY ADJUSTABLE (WITH INTERGRAL MEANS FOR LEVELING ADJUSTMENT PRIOR TO AND AFTER CONCRETE POUR).
2. PROVIDE COMPATIBLE FLOOR BOX SERVICE FITTINGS.
3. FURNISH WITH ALL COMPONENTS, ADAPTERS AND TRIMS REQUIRED FOR A COMPLETE INSTALLATION.

WIRE AND CABLES

A. ALL CONDUCTORS SHALL BE COPPER, 600 VOLT, TYPE THHN/THWN UNLESS OTHERWISE NOTED. MINIMUM WIRE SIZE SHALL BE #12 AWG FOR POWER WIRING AND #14 AWG FOR CONTROL WIRING.

B. ALL CONDUCTORS SHALL BE COLOR CODED WITH WIRE LABELS INSTALLED FOR EASY IDENTIFICATION.

C. ALL CONDUCTORS SIZE #10 AND SMALLER SHALL BE SOLID COPPER. CONDUCTORS SIZE #8 AND LARGER SHALL BE STRANDED.

D. ALL CONDUCTORS FOR BRANCH CIRCUITS SHALL BE COPPER.

E. MC CABLE SHALL NOT BE USED EXCEPT FOR FIXTURE WHIPS.

WIRE CONNECTIONS AND DEVICES

A. ALL CONNECTORS SHALL BE OF MATERIAL COMPATIBLE WITH THE MATERIAL OF THE CONDUCTORS TO PREVENT CORRODING, DIFFERENCES IN COEFFICIENTS OF EXPANSION AND ELECTROLYSIS AS MANUFACTURED BY IDEAL, BURNDY, THOMAS AND BETTS, AND 3-M.

IDENTIFICATION

A. ALL PANELBOARDS, SWITCHBOARDS, DISCONNECT DEVICES, CONTROLLERS, ETC., SHALL BE PROVIDED WITH A WHITE NAMEPLATE WITH BLACK ENGRAVED LETTERS MOUNTED IN A VISIBLE LOCATION ON THE DEVICE. PLATE SHALL INDICATE THE DEVICE TAG, THE SOURCE OF POWER AND THE CIRCUIT NUMBER.

B. ALL PANELBOARDS SHALL BE PROVIDED WITH A TYPEWRITTEN CIRCUIT DIRECTORY, LAMINATED AND MOUNTED INSIDE THE PANEL COVER.

C. RECEPTACLES SHALL HAVE LABELS IDENTIFYING THE PANEL AND CIRCUIT NUMBER.

D. WIRE SHALL BE COLOR CODED IN INDUSTRY STANDARD FORMAT, COLORED CONDUCTOR OR COLORED TAPE WRAPPING.

WIRE COLOR CODE FOR 120/208V, 3Ø, 4W
PHASE A: BLACK
PHASE B: RED
PHASE C: BLUE
NEUTRAL: WHITE
GROUND: GREEN

E. MARKERS FOR CONDUITS: USE FACTORY PRE-PRINTED SELF-ADHESIVE VINYL TYPE MARKERS.

F. MARKERS FOR BOX AND EQUIPMENT ENCLOSURES: USE FACTORY PRE-PRINTED SELF-ADHESIVE VINYL OR SELF-ADHESIVE VINYL CLOTH TYPE MARKERS.

G. MINIMUM SIZE:

1. MARKERS FOR EQUIPMENT: 1 1/8 BY 4 1/2 INCHES (29 BY 110mm).
2. MARKERS FOR CONDUITS: AS RECOMMENDED BY MANUFACTURER FOR CONDUIT SIZE TO BE IDENTIFIED.
3. MARKERS FOR PULL BOXES: 1 1/8 BY 4 1/2 INCHES (29 BY 110mm).
4. MARKERS FOR JUNCTION BOXES: 1/2 BY 2 1/4 INCHES (13 BY 57mm).

H. LEGEND:

1. MARKERS FOR VOLTAGE IDENTIFICATION: HIGHEST VOLTAGE PRESENT
2. MARKERS FOR SYSTEM IDENTIFICATION:
   a. EMERGENCY POWER SYSTEM: TEXT "EMERGENCY".
   b. OTHER SYSTEMS: TYPE OF SERVICE.

I. COLOR: BLACK TEXT ON ORANGE BACKGROUND UNLESS OTHERWISE INDICATED.

WIRING DEVICES

A. PROVIDE PRODUCTS LISTED AND CLASSIFIED BY UNDERWRITERS LABORATORIES INC. AS SUITABLE FOR THE PURPOSE SPECIFIED AND INDICATED.

B. APPROVED MANUFACTURERS:

1. HUBBELL WIRING DEVICES-KELLEMS
2. LEVITON
3. PASS & SEYMOUR/LEGRAND

C. COLOR SHALL BE DETERMINED BY THE DESIGN PROFESSIONAL DURING SHOP DRAWING REVIEW.

D. RECEPTACLES - GENERAL REQUIREMENTS: SELF-GROUNDING, COMPLYING WITH NEMA WD 1 AND NEMA WD 6, AND LISTED AS COMPLYING WITH UL 498, AND WHERE APPLICABLE, FS W-C-596; TYPES AS INDICATED ON THE DRAWINGS. WIRING PROVISIONS: TERMINAL SCREWS FOR SIDE WIRING OR SCREW ACTUATED BINDING CLAMP FOR BACK WIRING WITH SEPARATE GROUND TERMINAL SCREW.

1. STANDARD CONVENIENCE RECEPTACLES: INDUSTRIAL SPECIFICATION GRADE, 20A, 125V, NEMA 5-20R; SINGLE OR DUPLEX AS INDICATED ON THE DRAWINGS.
2. NEMA CONFIGURATIONS SPECIFIED ARE ACCORDING TO NEMA WD 6.
3. WEATHER RESISTANT CONVENIENCE RECEPTACLES: INDUSTRIAL SPECIFICATION GRADE, 20A, 125V, GFCI, NEMA 5-20R, LISTED AND LABELED AS WEATHER RESISTANT TYPE COMPLYING WITH UL 498 SUPPLEMENT SE SUITABLE FOR INSTALLATION IN DAMP OR WET LOCATIONS; SINGLE OR DUPLEX AS INDICATED ON THE DRAWINGS. RECEPTACLE SHALL BE PROVIDED WITH A WHILE-IN-USE COVER.
4. TAMPER RESISTANT CONVENIENCE RECEPTACLES: SHALL BE USED IN ALL RESIDENTIAL UNITS AND WHERE DICTATED BY NEC.
   a. INDUSTRIAL SPECIFICATION GRADE, 20A, 125V, NEMA 5-20R, LISTED AND LABELED AS TAMPER RESISTANT TYPE. SINGLE OR DUPLEX AS INDICATED ON THE DRAWINGS.
   b. TAMPER RESISTANT AND WEATHER RESISTANT GFCI RECEPTACLES: INDUSTRIAL SPECIFICATION GRADE, DUPLEX, 20A, 125V, NEMA 5-20R, RECTANGULAR DECORATOR STYLE, LISTED AND LABELED AS TAMPER RESISTANT TYPE AND AS WEATHER RESISTANT TYPE COMPLYING WITH UL 498 SUPPLEMENT SE SUITABLE FOR INSTALLATION IN DAMP OR WET LOCATIONS.
5. USB/DUPLEX RECEPTACLE: INDUSTRIAL SPECIFICATION GRADE, 20A, 125V, NEMA 5-20R; DUPLEX WITH TWO USB CHARGING PORTS. OVERALL, 3.1A USB CHARGING CAPABILITY.
6. USB CHARGING STATION RECEPTACLE: INDUSTRIAL SPECIFICATION GRADE, 125V, FOUR USB CHARGING PORTS. OVERALL, 4.2A USB CHARGING CAPABILITY.
7. GFCI RECEPTACLES:
   a. GENERAL REQUIREMENTS: SELF-TESTING, WITH FEED-THROUGH PROTECTION AND LIGHT TO INDICATE GROUND FAULT TRIPPED CONDITION AND LOSS OF PROTECTION; LISTED AS COMPLYING WITH UL 943, CLASS A. INDUSTRIAL SPECIFICATION GRADE, DUPLEX, 20A, 125V, NEMA 5-20R, RECTANGULAR DECORATOR STYLE.
   b. PROVIDE TEST AND RESET BUTTONS OF SAME COLOR AS DEVICE.
   c. WEATHER RESISTANT GFCI RECEPTACLES: INDUSTRIAL SPECIFICATION GRADE, DUPLEX, 20A, 125V, NEMA 5-20R, RECTANGULAR DECORATOR STYLE, LISTED AND LABELED AS WEATHER RESISTANT TYPE COMPLYING WITH UL 498 SUPPLEMENT SE SUITABLE FOR INSTALLATION IN DAMP OR WET LOCATIONS. RECEPTACLE SHALL BE PROVIDED WITH A WHILE-IN-USE COVER.

E. WALL SWITCHES - GENERAL REQUIREMENTS: AC ONLY, QUIET OPERATING, GENERAL-USE SNAP SWITCHES WITH SILVER ALLOY CONTACTS, COMPLYING WITH NEMA WD 1 AND NEMA WD 6, AND LISTED AS COMPLYING WITH UL 20 AND WHERE APPLICABLE, FS W-S-896; TYPES AS INDICATED ON THE DRAWINGS. STANDARD WALL SWITCHES: INDUSTRIAL SPECIFICATION GRADE, 20 A, 120/277 V WITH STANDARD TOGGLE TYPE SWITCH ACTUATOR AND MAINTAINED CONTACTS; SINGLE POLE SINGLE THROW, DOUBLE POLE SINGLE THROW, THREE WAY, OR FOUR WAY AS INDICATED ON THE DRAWINGS.

1. WIRING PROVISIONS: TERMINAL SCREWS FOR SIDE WIRING AND SCREW ACTUATED BINDING CLAMP FOR BACK.
2. WIRING WITH SEPARATE GROUND TERMINAL SCREW.

F. WALL PLATES: CONFIGURATION: ONE PIECE COVER AS REQUIRED FOR QUANTITY AND TYPES OF CORRESPONDING WIRING DEVICES. COMPLY WITH UL 514D. SIZE: STANDARD, SCREWS: METAL WITH SLOTTED HEADS, FINISHED TO MATCH COVER.

1. FINISH:
   a. NYLON WALL PLATES: SMOOTH FINISH, HIGH-IMPACT THERMOPLASTIC. TO BE USED IN ALL FINISHED SPACES, COLOR TO MATCH DEVICE.
   b. STAINLESS STEEL WALL PLATES: BRUSHED SATIN FINISH, TYPE 302 STAINLESS STEEL.
   c. BRASS WALL PLATES: BRUSHED SATIN FINISH, FACTORY-COATED TO INHIBIT OXIDATION.
   d. ALUMINUM WALL PLATES: SMOOTH SATIN FINISH, CLEAR ANODIZED, FACTORY-COATED TO INHIBIT OXIDATION.
   e. CHROME WALL PLATES: SMOOTH FINISH, CHROME PLATED STEEL.
   f. GALVANIZED STEEL WALL PLATES: ROUNDED CORNERS AND EDGES, WITH CORROSION RESISTANT SCREWS. TO BE USED IN ALL MECHANICAL ROOMS, ELECTRICAL ROOMS, ETC.
2. WEATHERPROOF COVERS FOR WET OR DAMP LOCATIONS.
   a. GASKETED, CAST ALUMINUM, WITH HINGED LOCKABLE COVER AND CORROSION-RESISTANT SCREWS; LISTED AS SUITABLE FOR USE IN WET LOCATIONS WHILE IN USE WITH ATTACHMENT PLUGS CONNECTED AND IDENTIFIED AS EXTRA-DUTY TYPE.

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19
drawn JAS
chkd APC

description
SPECS

FOR BIDDING

number
E-003

OCCUPANCY/VACANCY SENSORS

A. LIGHTING SYSTEM CONTROLS ARE DIAGRAMMATIC AND ARE GENERIC. SUCCESSFUL LIGHTING CONTROL SYSTEM VENDOR SHALL THOROUGHLY EXAMINE PLANS AND SHALL PROVIDE CONTRACTOR WITH DETAILED LAYOUT DRAWINGS AND BILL OF MATERIALS TO PROVIDE A COMPLETE AND OPERATIONAL SYSTEM WITHOUT REQUESTS FOR ADDITIONAL MONETARY COMPENSATION FOR "MISSING" COMPONENTS.

B. CEILING MOUNTED SYSTEMS

1. SYSTEMS SHALL BE LOW VOLTAGE WITH ALL COMPONENTS INTERCONNECTED VIA CAT 5 CABLE WITH RJ45 CONNECTORS.

a. CEILING SENSORS SHALL BE MULTI-TECHNOLOGY TYPE, 24 VDC, 20 mA, WITH 2 RJ45 PORTS, INDOOR USE, FCC PART 15 COMPLIANT AND UL LISTED WITH 5 YEAR WARRANTY

b. DIMMING DAY LIGHT SENSORS SHALL BE 0-10 VOLT DIMMING TYPE, 24 VDC, 30 mA, WITH 1 RJ45 PORT, INDOOR USE, FULL DIMMING RANGE (.2 VDC TO 10 VDC), SET POINTS 20-60 FTC, FCC PART 15 COMPLIANT AND UL LISTED WITH 5 YEAR WARRANTY

c. DIMMING SWITCHES SHALL BE 1 BUTTON, COMPATIBLE WITH ROOM CONTROLLER AND DAYLIGHT SENSOR.

d. OVERRIDE SWITCHES SHALL BE TWO BUTTON (ON/OFF), COMPATIBLE WITH OCCUPANCY SENSOR

e. ROOM CONTROLLER SHALL BE MULTIVOLT INPUT/OUTPUT (120/230/277 VAC 50/60HZ) WITH THREE RJ45 PORTS, INDOOR USE, FCC PART 15 COMPLIANT AND UL LISTED WITH 5 YEAR WARRANTY

f. PROVIDE ONE HAND HELD REMOTE CONTROL SETUP CONTROLLER FOR USE DURING COMMISSIONING AND TURN OVER TO OWNER.

2. BUILDING LAYOUTS SHALL BE CONFIRMED BY VENDOR ULTIMATELY BY CONTRACTOR CHOSEN FOR PROJECT.

3. COMMISSIONING AND INITAL STARTUP WILL BE PROVIDED BY FACTORY TRAINED REPRESENTATIVE.

C. SWITCH HEIGHT WALL BOX OCCUPANCY SENSORS SHALL BE MULTI-TECHNOLOGY TYPE, SINGLE RELAY WITH MANUAL OVERRIDE BUTTON.

D. APPROVED MANUFACTURERS:

1. WATTSTOPPER

2. ACUITY CONTROLS

3. HUBBELL CONTROLS

4. EATON CONTROLS

GROUNDING AND BONDING

A. ELECTRICAL INSTALLATION SHALL BE A COMPLETELY GROUNDED SYSTEM. ALL ELECTRICAL EQUIPMENT, SUPPORTS, CABINETS, ENCLOSURES, ETC. SHALL BE GROUNDED IN ACCORDANCE WITH THE NEC, AS SPECIFIED HEREIN AND AS SHOWN ON THE DRAWINGS.

B. ALL ELECTRICAL EQUIPMENT SHALL BE GROUNDED USING A GREEN INSULATED, COPPER, EQUIPMENT GROUNDING CONDUCTOR. CONDUIT SHALL NOT BE USED AS AN EQUIPMENT GROUNDING CONDUCTOR. EQUIPMENT GROUNDING CONDUCTOR SHALL BE SIZED AS SHOWN ON THE DRAWINGS AND IN ACCORDANCE WITH THE NEC AS A MINIMUM.

FUSES

A. SHALL BE U.L. LISTED FOR ITS SPECIFIC APPLICATION.

B. ACCEPTABLE MANUFACTURERS:

1. BUSSMANN

2. LITTELFUSE

SAFETY SWITCHES

A. SWITCHES SHALL BE PROPER NEMA ENCLOSURE AS REQUIRED BY LOCATION OR NOTED ON THE DRAWINGS.

B. SWITCHES SHALL BE HORSEPOWER RATED, HEAVY DUTY, QUICK-MAKE AND QUICK-BREAK TYPE.

C. ACCEPTABLE MANUFACTURERS:

1. SQUARE D CLASS 3110 'HEAVY DUTY'

2. GENERAL ELECTRIC 'APPROVED EQUAL'

3. EATON 'APPROVED EQUAL'

4. SIEMENS 'APPROVED EQUAL'

MOTOR CONTROLLERS

A. COORDINATE THE FEATURES OF EACH MOTOR CONTROLLER WITH THE RATINGS AND CHARACTERISTICS OF THE SUPPLY CIRCUIT, THE MOTOR AND THE CONTROL SEQUENCE. MOTOR CONTROLLERS SHALL BE HORSEPOWER RATED TO SUIT THE MOTOR CONTROLLED.

B. MANUAL MOTOR STARTERS SHALL BE QUICK-MAKE, QUICK-BREAK, TOGGLE ACTION WITH OVERLOAD DEVICES AND PILOT LIGHT.

C. MAGNETIC MOTOR STARTERS SHALL BE FULL VOLTAGE, NON-REVERSING, ACROSS-THE-LINE TYPE WITH OVERLOAD DEVICES, CONTROL POWER TRANSFORMER, PILOT DEVICES AND AUXILIARY CONTACTS AS REQUIRED. AS A MINIMUM, PROVIDE STARTER WITH H-O-A SWITCH, 'RUN' PILOT LIGHT, FOUR (4) NO/NC AUXILIARY CONTACTS, MANUAL RESET PUSHBUTTON AND CONTROL TRANSFORMER SIZED FOR SPECIFIED PILOT DEVICES PLUS 100 VA ADDITIONAL CAPACITY.

D. COMBINATION MOTOR STARTERS SHALL BE SWITCH TYPE, FUSED OR NON-FUSED AS INDICATED. MAGNETIC STARTER SHALL COMPLY WITH REQUIREMENTS INDICATED ABOVE. SWITCH SHALL BE QUICK-MAKE, QUICK-BREAK, HORSEPOWER RATED. ENCLOSURE SHALL BE PROPER NEMA ENCLOSURE AS REQUIRED BY LOCATION OR NOTED ON DRAWINGS.

E. STARTER SHALL BE FURNISHED WITH LOCKING PROVISIONS IN BOTH THE ON OR OFF POSITION.

F. ACCEPTABLE MANUFACTURERS:

1. SQUARE D

2. GENERAL ELECTRIC

3. CUTLER-HAMMER

4. SIEMENS

5. ALLEN BRADLEY

LIGHTING

A. LUMINAIRES SHALL BE:

1. FURNISHED WITH PROPER OUTLET BOXES, HANGERS, HARDWARE, SUPPORTS, CANOPY EXTENSIONS, PLUGS.

2. FURNISHED WITH 6'-0" OF FLEXIBLE CONDUIT PREWIRED (DROP IN ONLY). BE U.L. LISTED IN ACCORDANCE WITH THE NEC.

B. SEE LUMINAIRE SCHEDULE ON DRAWINGS FOR DESCRIPTION.

EXISTING FIRE ALARM SYSTEM

A. EXISTING FIRE ALARM SYSTEM IS KIDDE. VERIFY EXISTING CONFIGURATION.

B. ALL DEVICES AND EQUIPMENT ADDED TO THE EXISTING FIRE ALARM SYSTEM SHALL BE 100% COMPATIBLE WITH THE EXISTING SYSTEM. ALL NEW DEVICES AND EQUIPMENT SHALL BE U.L. LISTED AND SHALL CONFORM TO NFPA 72.

C. ALL NEW WIRING SHALL BE 100% COMPATIBLE WITH EXISTING FIRE ALARM SYSTEM AND SHALL BE AS DIRECTED BY THE MANUFACTURER OF THE EXISTING FIRE ALARM SYSTEM.

D. PROVIDE HARDWARE AND PROGRAMMING MODIFICATIONS REQUIRED TO THE EXISTING ALARM CONTROL PANEL AND ASSOCIATED ACCESSORIES TO EXPAND THE EXISTING SYSTEM AS INDICATED ON THE DRAWINGS. ALL MODIFICATIONS SHALL BE COMPLETE BY MANUFACTURER'S AUTHORIZED TECHNICIAN.

E. ALL WIRING SHALL BE VERIFIED WITH FIRE ALARM EQUIPMENT SUPPLIER AS TO QUANTITY, SIZE, ROUTING, CONDUIT, JUNCTION BOX REQUIREMENTS, ETC.

F. NEW VISUAL ALARM DEVICES SHALL BE 100% COMPATIBLE WITH THE EXISTING FIRE ALARM CONTROL PANEL; SHALL COMPLY WITH ADA REQUIREMENTS; SHALL BE LISTED AND LABELED PER U.L. STANDARD 1971; 15CD TYPE STROBE, UNLESS OTHERWISE NOTED. SURFACE MOUNT DEVICES AT 80" ABOVE FINISHED FLOOR OR AT 6" BELOW CEILING WHICHEVER IS LOWER. PROVIDE ASSOCIATED BACKBOX.

G. NEW AUDIBLE/VISUAL ALARM DEVICES SHALL BE 100% COMPATIBLE WITH THE EXISTING FIRE ALARM CONTROL PANEL; SHALL COMPLY WITH ADA REQUIREMENTS; SHALL BE LISTED AND LABELED PER U.L. STANDARD 1971; AND UL 464 15CD TYPE STROBE, UNLESS NOTED OTHERWISE. SURFACE MOUNT DEVICES AT 80" ABOVE FINISHED FLOOR OR AT 6" BELOW CEILING, WHICHEVER IS LOWER. PROVIDE ASSOCIATED BACKBOX.

H. NEW BOOSTER POWER SUPPLY (BPS) SHALL BE 100% COMPATIBLE WITH THE EXISTING FIRE ALARM CONTROL PANEL. PROVIDE BPS UNIT(S) IF EXISTING CONTROL PANEL DOES NOT HAVE CAPACITY FOR ADDITIONAL ALARM INDICATING DEVICES. BPS SHALL BE A SINGLE UNIT OR MULTIPLE UNITS AS REQUIRED TO MEET THE SPECIFIED REQUIREMENTS. BPS UNIT SHALL BE HOUSED IN AN ENCLOSURE WITH LOCKABLE DOOR. BPS SHALL BE EQUIPPED TO ALLOW ACTIVATION FROM AN EXISTING NOTIFICATION APPLIANCE CIRCUIT. BPS UNIT SHALL PROVIDE 6 TO 10 AMPS OF NOTIFICATION APPLIANCE POWER DISTRIBUTED BETWEEN FOUR TO SIX APPLIANCE CIRCUITS. BPS UNIT SHALL OPERATE FROM A 120 VAC INPUT AND BE EQUIPPED WITH BATTERY BACK UP WITH ASSOCIATED BATTERY CHARGER. BPS SHALL BE SUPERVISED FOR GROUND FAULT, OVERCURRENT, OPEN CIRCUITS AND LOW BATTERY CONDITIONS, OCCURRENCE OF ANY OF THE CONDITIONS SHALL CREATE TROUBLE SIGNAL ON THE FIRE ALARM CONTROL PANEL. BPS SHALL BE U.L. LISTED AND LABELED AS FIRE ALARM ACCESSORY FOR USE WITH U.L. LISTED FIRE ALARM CONTROL.

I. FIRE ALARM SYSTEM MODIFICATIONS AND EXPANSION SHALL BE INSTALLED AND FULLY TESTED UNDER THE SUPERVISION OF A MANUFACTURER'S SPECIFICATIONS AND THE APPROPRIATE NFPA REQUIREMENTS. REPORTS OF ALL TESTING DURING INSTALLATION SHALL BE SUBMITTED TO THE OWNER AND ENGINEER UPON REQUEST.

J. BEFORE REQUESTING FINAL APPROVAL OF THE INSTALLATION, THE INSTALLING CONTRACTOR SHALL FURNISH A WRITTEN STATEMENT TO THE EFFECT THAT THE SYSTEM HAS BEEN INSTALLED AND TESTED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS AND THE APPROPRIATE NFPA REQUIREMENTS.

K. PROVIDE DEMONSTRATION OF THE MODIFIED FIRE ALARM SYSTEM TO THE OWNER. PERFORM ALL THE FUNCTIONS SPECIFIED.

L. SUBMIT A CERTIFICATE OF COMPLETION PER NFPA 72.

FIELD QUALITY CONTROL

A. SEE SECTION 01 4000 - QUALITY REQUIREMENTS FOR ADDITIONAL REQUIREMENTS.

B. INSPECT EACH PRODUCT FOR DAMAGE AND DEFECTS.

C. OPERATE EACH LUMINAIRE AFTER INSTALLATION AND CONNECTION TO VERIFY PROPER OPERATION.

D. TEST SELF-POWERED EXIT SIGNS, EMERGENCY LIGHTING UNITS, AND REMOTE EMERGENCY POWER SUPPLY UNITS TO VERIFY PROPER OPERATION UPON LOSS OF NORMAL POWER SUPPLY.

E. CORRECT WIRING DEFICIENCIES AND REPAIR OR REPLACE DAMAGED OR DEFECTIVE PRODUCTS. REPAIR OR REPLACE EXCESSIVELY NOISY BALLASTS AS DETERMINED BY ARCHITECT.

F. PROVIDE "BLACK-OUT" TEST OF EMERGENCY LUMINAIRES UPON PROJECT COMPLETION IN THE PRESENCE OF THE AUTHORITY HAVING JURISDICTION.

TESTING

A. PERFORM COMPLETE OPERATIONAL TEST OF ELECTRICAL INSTALLATION BEFORE ACCEPTANCE BY OWNER. TEST SHALL BE PERFORMED IN PRESENCE OF OWNER'S REPRESENTATIVE.

B. 600 VOLT CABLE SHALL BE TESTED FOR PROPER PHASING AND CONTINUITY. CABLE SHALL BE GIVEN A MEGGER TEST USING A 1000 VOLT MOTOR DRIVEN MEGGER. MINIMUM ACCEPTABLE MEGGER READINGS SHALL BE 50 MEGAOHMS.

C. CONTRACTOR SHALL MAKE COMPLETE AND ACCURATE RECORDS OF ALL TESTS. TEST RESULTS SHALL BE SUBMITTED TO OWNER'S REPRESENTATIVE UPON REQUEST.

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn JAS

chkd APC

description SPECS

FOR BIDDING

number E-004

GENERAL NOTES

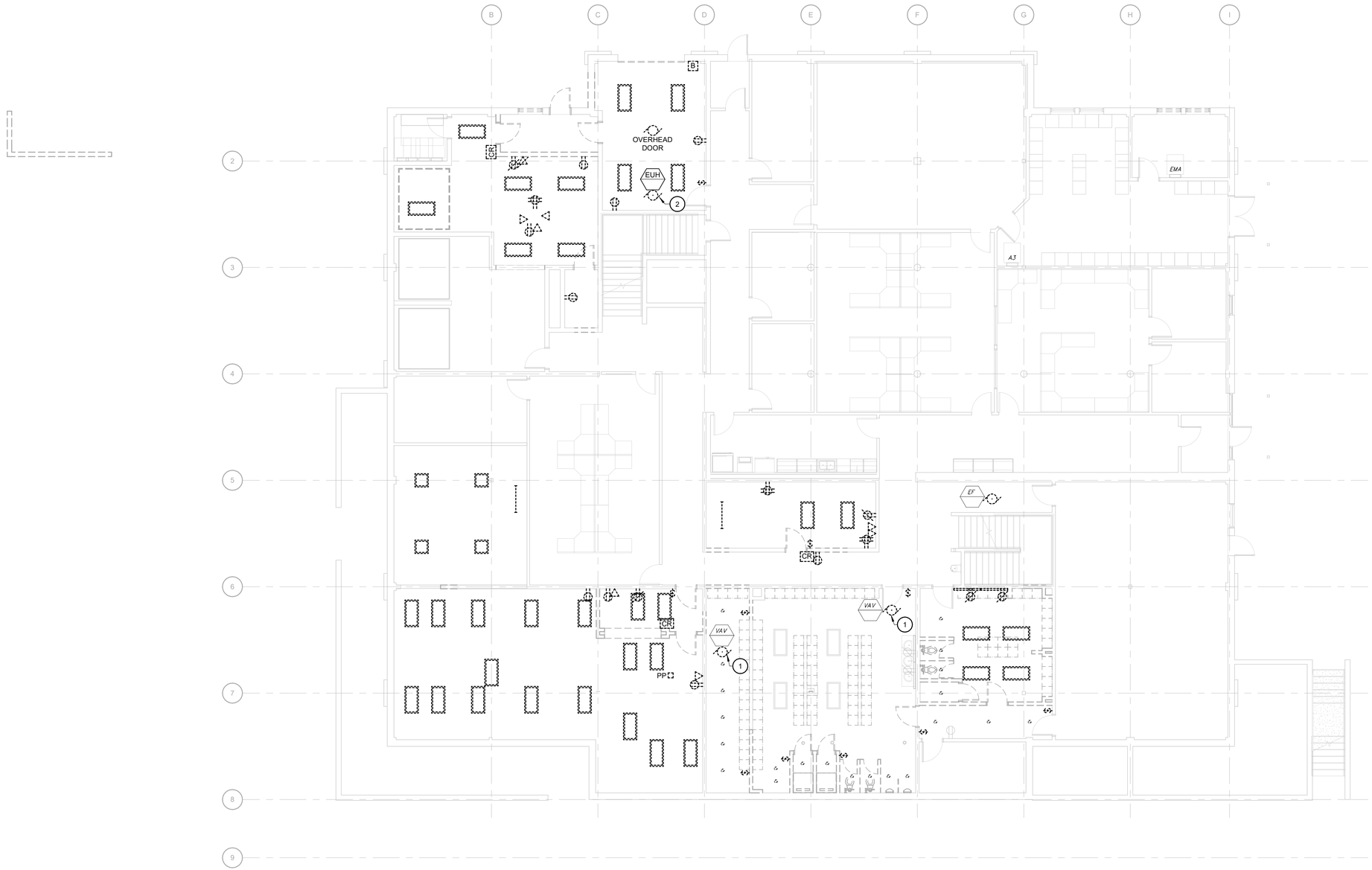
A. EXISTING CONDITIONS ARE BASED ON LIMITED SITE SURVEY AND SITE AVAILABLE DRAWINGS. CONTACT ARCHITECT OR ENGINEER IF ANY MAJOR DISCREPANCIES ARISE.

B. RE-USE EXISTING CIRCUITS AND CONDUIT AS NEEDED, IF DEEMED SALVAGEABLE, OTHERWISE PROVIDE NEW.

KEYNOTES (#)

1 VAV UNIT AND ASSOCIATED DISCONECT SHALL BE REMOVED AND RELOCATED TO THE TRAINING/ARREST CONTROL (B25) ROOM AS SHOWN ON DRAWING E-200.EXTEND WIRE AND CONDUIT AS REQUIRED. COORDINATE EXACT LOCATION WITH MECHANICAL.

2 EUH AND ASSOCIATED DISCONNECT TO BE REMOVED AND RELOCATED TO ELECT B35 ROOM AS SHOWN ON DRAWING E-200. EXTEND WIRE AND CONDUIT AS REQUIRED. COORDINATE EXACT LOCATION WITH MECHANICAL.



1 **BASEMENT ELECTRICAL DEMOLITION PLAN**
SCALE: 1/8" = 1'-0"

0 4 8 16

PLAN NORTH

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn JAS

chkd APC

description

BASEMENT ELECTRICAL DEMOLITION PLAN

FOR BIDDING

number

ED-100

GENERAL NOTES

A. EXISTING CONDITIONS ARE BASED ON LIMITED SITE SURVEY AND SITE AVAILABLE DRAWINGS. CONTACT ARCHITECT OR ENGINEER IF ANY MAJOR DISCREPANCIES...

B. RE-USE EXISTING CIRCUITS AND CONDUIT AS NEEDED, IF DEEMED SALVAGEABLE, OTHERWISE PROVIDE NEW.

KEYNOTES (#)

1 FIRST FLOOR ELECTRICAL DEMOLITION PLAN

SCALE: 1/8" = 1'-0"

0 4 8 16

PLAN NORTH

FOR BIDDING

HB&A Architecture AND Planning

102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT

100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn JAS

chkd APC

description

FIRST FLOOR ELECTRICAL DEMOLITION PLAN

number

ED-101

GENERAL NOTES

2

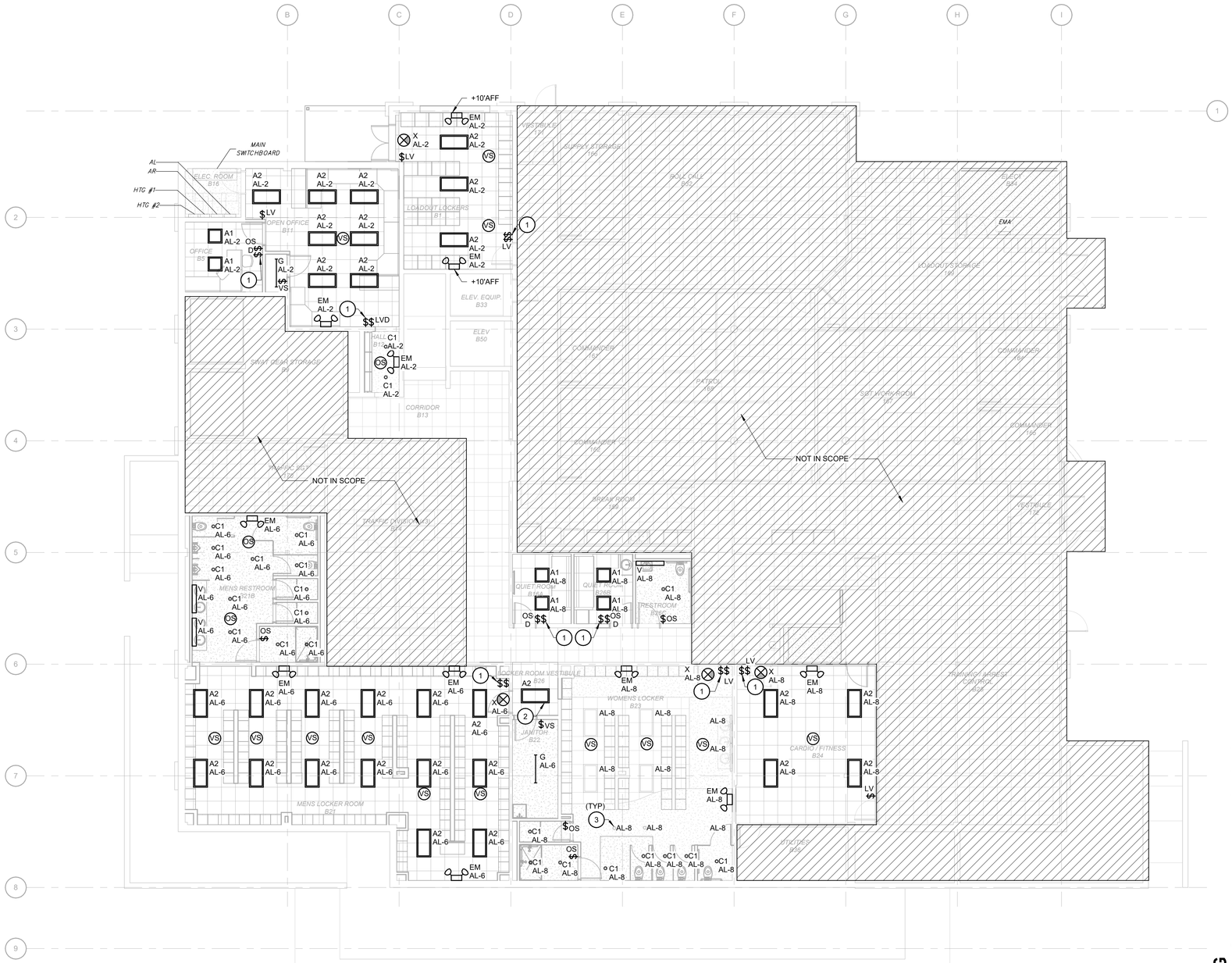
A. CODE REQUIRED EMERGENCY LIGHTING PROVIDED BY TYPE 'EM' LIGHTING IN REMODEL AREAS.

KEYNOTES

1 TUNABLE WHITE CONTROLLER. SIGMA LUMINOUS SLFPC-ACC-WS-V2.

2 CONNECT NEW LUMINAIRE TO EXISTING LIGHTING CIRCUIT AND CONTROLS SERVING THIS AREA.

3 RE-CIRCUIT EXISTING LUMINAIRES TO NEW LIGHTING CIRCUIT AND CONTROLS IN WOMENS LOCKER B23.



1 **BASEMENT LIGHTING PLAN**

SCALE: 1/8" = 1'-0"

0 4 8 16

PLAN NORTH

HB&A Architecture AND Planning

102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT

100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn JAS

chkd APC

description

BASEMENT LIGHTING PLAN

FOR BIDDING

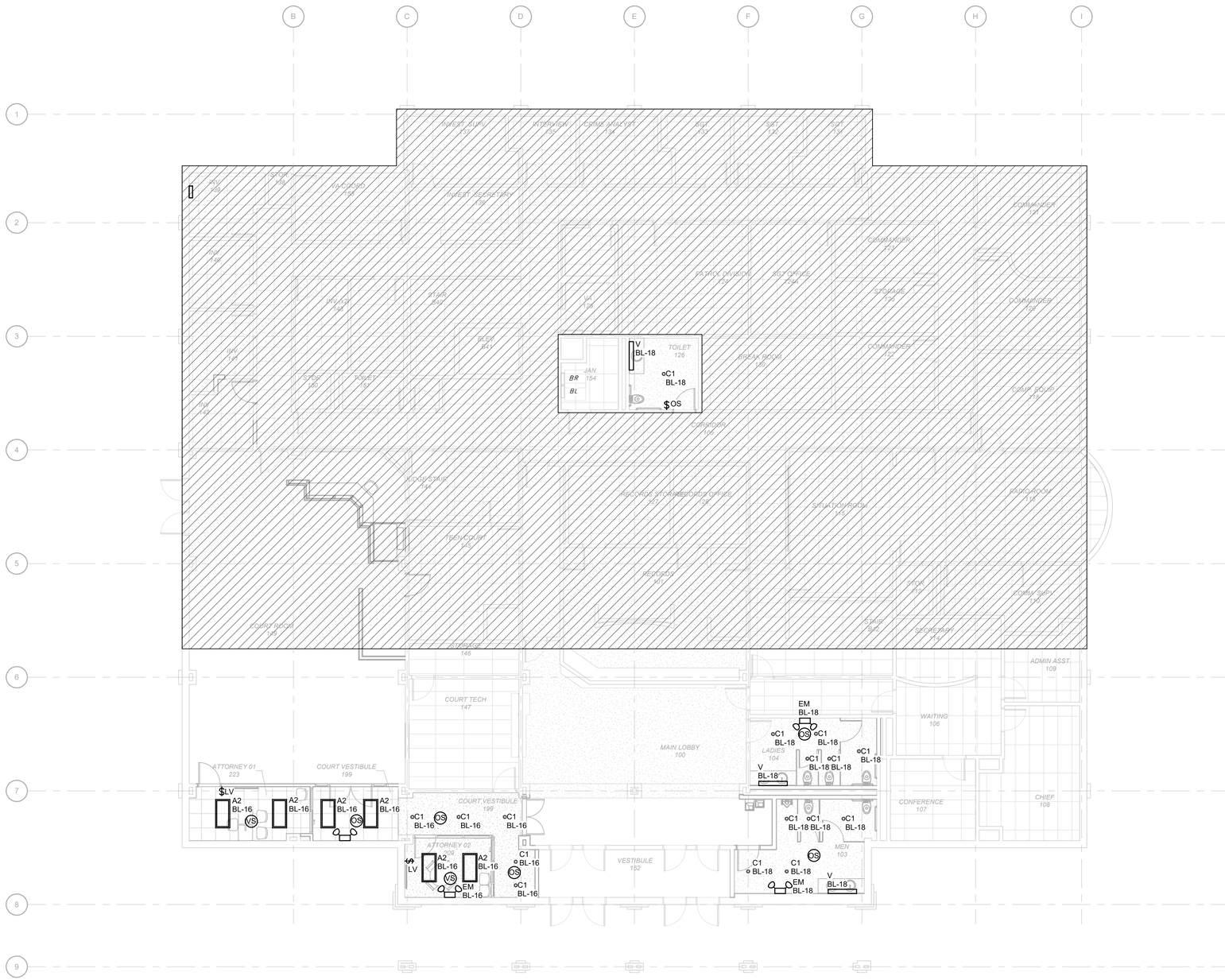
number

E-100

GENERAL NOTES

A. CODE REQUIRED EMERGENCY LIGHTING PROVIDED BY TYPE 'EM' LIGHTING IN REMODEL AREAS.

KEYNOTES (#)



1 FIRST FLOOR LIGHTING PLAN

SCALE: 1/8" = 1'-0"

0 4 8 16

PLAN NORTH

FOR BIDDING

HB&A Architecture AND Planning

102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT

100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn JAS

chkd APC

description

FIRST FLOOR LIGHTING PLAN

number

E-101

KEYNOTES (#)

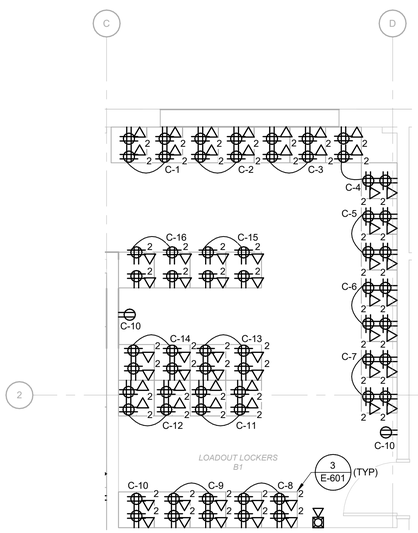
1. RELOCATE VAV TO NEW LOCATION, COORDINATE EXACT LOCATION WITH MECHANICAL. EXTEND WIRE AND CONDUIT LIKE FOR LIKE. SEE SHEET ED-100 FOR MORE INFORMATION.
2. COORDINATE EXACT REQUIREMENTS WITH OWNER FOR RECEPTACLE LOCATIONS IN DATA B11B.
3. EF- 6 SHALL BE CONTROLLED BY LIGHTING CONTROLS IN MEN'S LOCKER ROOM.
4. EF- 7 SHALL BE CONTROLLED BY LIGHTING CONTROLS IN WOMEN'S LOCKER ROOM.
5. RCECEPTACLE SHOWN FOR REFERENCE ONLY. PROVIDE 120V/20A CONNECTION FOR INTEGRAL RECEPTACLE ON MAU-1.
6. RELOCATE EUH TO NEW LOCATION. COORDINATE EXACT LOCATION WITH MECHANICAL. EXTEND WIRE AND CONDUIT LIKE FOR LIKE. SEE SHEET ED-100 FOR MORE INFORMATION.
7. PROVIDE 208V/15A CONNECTION FOR DRYER. WIRE SHALL BE 2#12, 1#12G, 3/4"C. COORDINATE EXACT REQUIREMENTS WITH OWNER.
8. PROVIDE 208V/20A CONNECTION FOR WASHER. WIRE SHALL BE 2#12, 1#12G, 3/4"C. COORDINATE EXACT REQUIREMENT WITH OWNER.

GENERAL NOTES

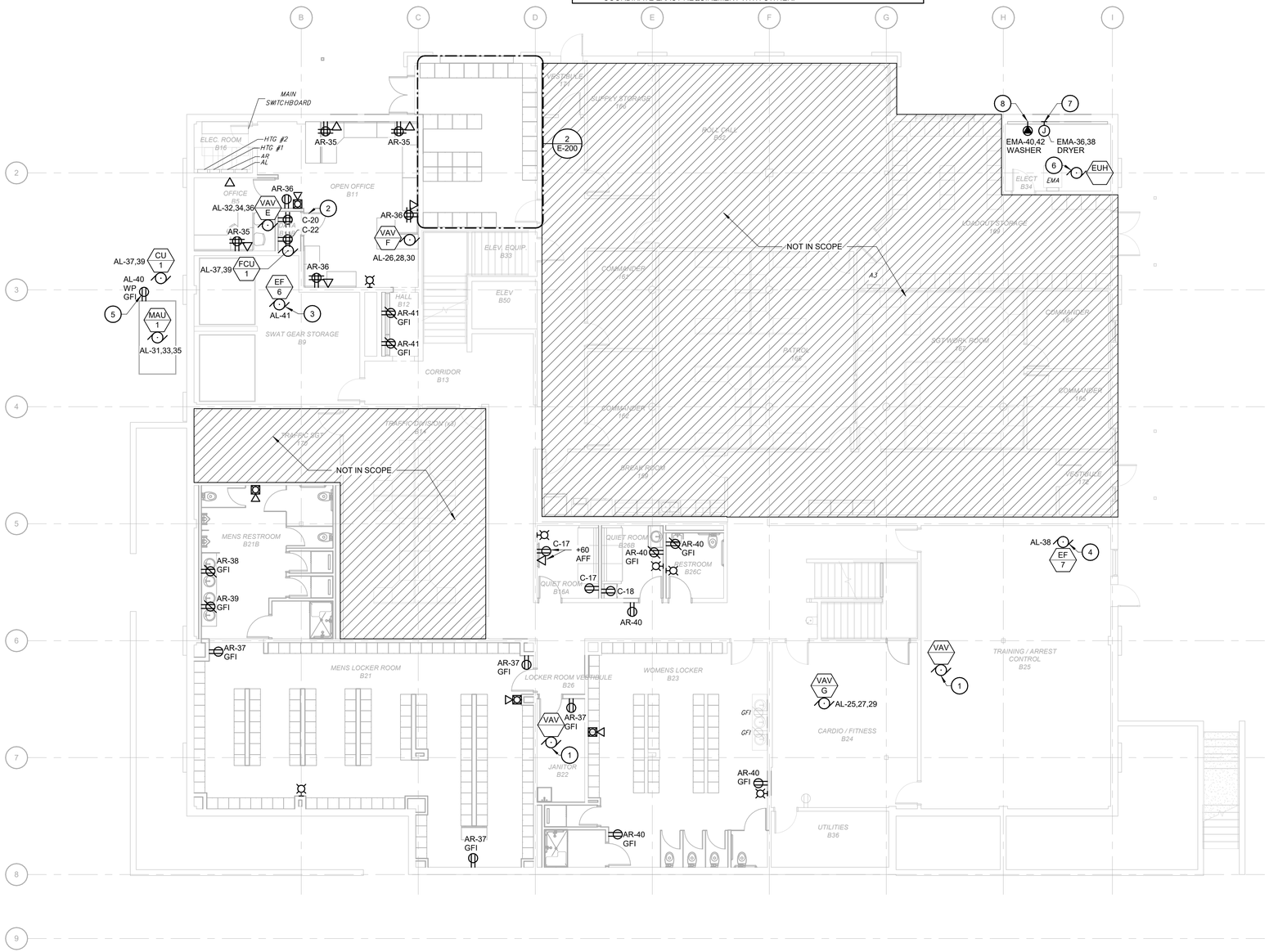
A. DATA OUTLETS SHALL BE ROUGH-IN ONLY. SEE DETAIL 5/E-601. ALL ASSOCIATED CABLING AND TERMINATIONS WILL BE PROVIDED BY THE OWNER.

B. ALL NETWORK DROPS ARE DUAL PORT, UNLESS NOTED OTHERWISE.

C. EXISTING CONDITIONS ARE BASED ON LIMITED SITE SURVEY AND SITE AVAILABLE DRAWINGS. CONTACT ARCHITECT OR ENGINEER IF ANY MAJOR DISCREPANCIES ARISE.



2 ENLARGED LOADOUT LOCKERS POWER AND SYSTEMS PLAN
SCALE: 1/4" = 1'-0"



1 BASEMENT POWER AND SYSTEMS PLAN
SCALE: 1/8" = 1'-0"

0 4 8 16

PLAN NORTH

HB&A Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project: CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn JAS

chkd APC

description: BASEMENT POWER AND SYSTEMS PLAN

FOR BIDDING

number: E-200

GENERAL NOTES

A. DATA OUTLETS SHALL BE ROUGH-IN ONLY. SEE DETAIL 5/E-601. ALL ASSOCIATED CABLING AND TERMINATIONS WILL BE PROVIDED BY THE OWNER.

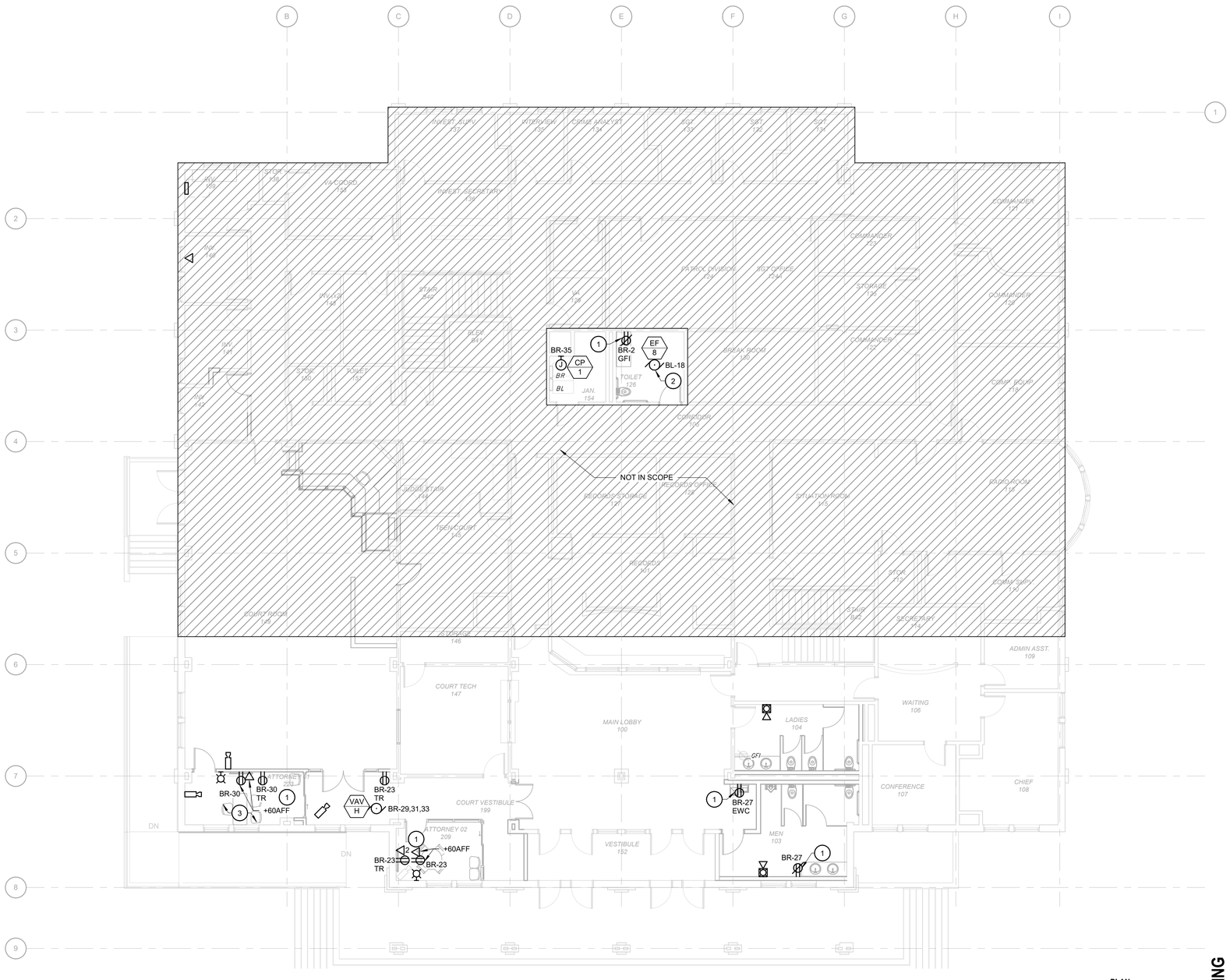
B. EXISTING CONDITIONS ARE BASED ON LIMITED SITE SURVEY AND SITE AVAILABLE DRAWINGS. CONTACT ENGINEER IF ANY MAJOR DISCREPANCIES ARISE.

KEYNOTES (#)

1 RE-CIRCUIT TO EXISTING CIRCUIT SERVING THIS AREA. EXTEND CONDUIT AND WIRES AS REQUIRED.

2 EF-8 SHALL BE CONTROLLED BY RESTROOM LIGHTING CONTROL.

3 RE-CIRCUIT TO EXISTING CIRCUIT SERVING THIS AREA. EXTEND CONDUIT AND WIRES AS REQUIRED.



1 **FIRST FLOOR POWER AND SYSTEMS PLAN**

SCALE: 1/8" = 1'-0"

0 4 8 16

PLAN NORTH

FOR BIDDING

HB&A Architecture AND Planning

102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT

100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn JAS

chkd APC

description

FIRST FLOOR POWER AND SYSTEMS PLAN

number

E-201

EQUIPMENT DATA SCHEDULE

DESCRIPTION					LOAD DATA			DISCONNECT AT EQUIP.					
MARK	EQUIPMENT	FURNISHED BY	INSTALLED BY	LOCATION	LOAD	VOLTAGE	PHASE	DISC. TYPE	DISC. SIZE	FURNISHED BY	INSTALLED BY	WIRE & CONDUIT	REMARKS
CP 1	CIRCULATION PUMP	MC	MC	JAN 154	200 VA	120	1	SW	--	EC	EC	2#12, 1l#12G. 3/4"C	
CU 1	CONDENSING UNIT	MC	MC	EXTERIOR	13.4 MCA	208	1	NF	30 A	VND	--	3#6, 1#10G, 1"C	
EF 6	EXHAUST FAN	MC	MC	SWAT GEAR STORAGE B9	3/4 HP	120	1	SW	--	VND	--	2#12, 14#12G. 3/4"C	
EF 7	EXHAUST FAN	MC	MC	TRAINING ARREST/CONTROL	3/4 HP	120	1	SW	--	VND	--	2#12, 1l#12G. 3/4"C	
EF 8	EXHAUST FAN	MC	MC	TOILET 126	.06 HP	120	1	SW	--	VND	--	2#12, 1l#12G. 3/4"C	
EUH	RELOCATED ELECTRIC UNIT HEATER	MC	MC	ELECT B34	5 KW	208	1	SW	--	--	EC		RELOCATED EUH, EXTEND CONDUIT AND WIRE AS REQUIRED TO NEW LOCATION
FCU 1	FAN COIL UNIT	MC	MC	DATA B11B	.5 MCA	208	1	SW	--	EC	EC	2#12, 1#12G. 3/4"C	POWERED FROM OUTDOOR UNIT CU-1
MAU 1	MAKE UP AIR UNIT	MC	MC	EXTERIOR	30.8 FLA	208	3	NF	60 A	VND	--	3#6, 1#10G, 1"C	
VAV	RELOCATED VARIABLE AIR VOLUME	MC	MC			208	3	NF	30 A	--	EC	3#12, 1#12G, 3/4"C	RELOCATED VAV, EXTEND CONDUIT AND WIRE AS REQUIRED TO NEW LOCATION
VAV E	VARIABLE AIR VOLUME	MC	MC	OFFICE B5	2.8 FLA	208	3	NF	30 A	VND	--	3#12, 1#12G, 3/4"C	
VAV F	VARIABLE AIR VOLUME	MC	MC	OFFICE B11	6.9 FLA	208	3	NF	30 A	VND	--	3#12, 1#12G, 3/4"C	
VAV G	VARIABLE AIR VOLUME	MC	MC	CARDIO/FITNESS B24	5.6 FLA	208	3	NF	30 A	VND	--	3#12, 1#12G, 3/4"C	
VAV H	VARIABLE AIR VOLUME	MC	MC	COURT VESTIBULE	8.3 FLA	208	3	NF	30 A	VND	--	3#12, 1#12G, 3/4"C	

EQUIPMENT DATA NOTES:

GENERAL NOTES:

A.

REMARKS:

1. INSTALL DISCONNECT SWITCH ON THE SIDE OF THE EQUIPMENT HOUSING.
2. PROVIDE DISCONNECT LOCKABLE IN ACCORDANCE WITH NEC 110.25.

GENERAL NOTES

A. NOT USED

KEYNOTES (#)

SHORT CIRCUIT SCHEDULE

POINT	DESCRIPTION	MIN. EQUIPMENT BRACING (KA)	CALCULATED SHORT CIRCUIT CURRENT (KA SYM. RMS)	OPD LET THRU RMS SYMM KSCA
1	1600A MAIN	65	20.040	--
2	ATS	65	19.720	--
3	MAIN SWITCHBOARD	65	19.110	--
4	RTU	--	29.682	600A LPN: 15.750
5	PANEL AR	10	32.938	200A LPN: 6.750
6	PANEL BR	10	16.062	200A LPN: 6.750
7	PANEL H2	22	45.327	400A LPN: 11.70
8	PANEL A3	10	15.584	CLASS J: <10
9	PANEL EMA	10	13.131	250 LPN: 8.70
10	**PANEL C**	**10**	**12.089**	**60A LPN: 5.0**

NOTES:

A. CONTRACTOR IS RESPONSIBLE FOR ALL QUANTITIES, FEEDER ROUTING AND INSTALLATION. INDICATED FEEDER LENGTH WAS USED TO CALCULATE FAULT CURRENT AND IS AN APPROXIMATE QUANTITY. IF THE INSTALLED FEEDER LENGTH IS 10% SHORTER OR LONGER THAN THE INDICATED...

EXISTING FEEDER SCHEDULE

MARK	CONDUIT & CONDUCTORS (SEE NOTE 1)	REMARKS
E60A3G	3#6, 1#10G, 1"C	
E100A4G	4#1, 1#6G, 1-1/2"C	
E200A4G	4#3/0, 1#6G, 2"C	
E225A4G	4#3/0, 1#4G, 2"C	
E250A4G	4#250, 1#4G, 3"C	
E400A4G	2 SETS(4#3/0, 1#3G, 2"C)	
E600A4G	2 SETS(4#350, 1#1G, 3"C)	
E1200A4G	4 SETS (4#350, 1#3/0G, 3"C)	
E1500A4	4 SETS(4#500, 3-1/2"C)	
E1500A4G	4 SETS(4#500, 1#4/0G, 3-1/2"C)	

FEEDER SCHEDULE

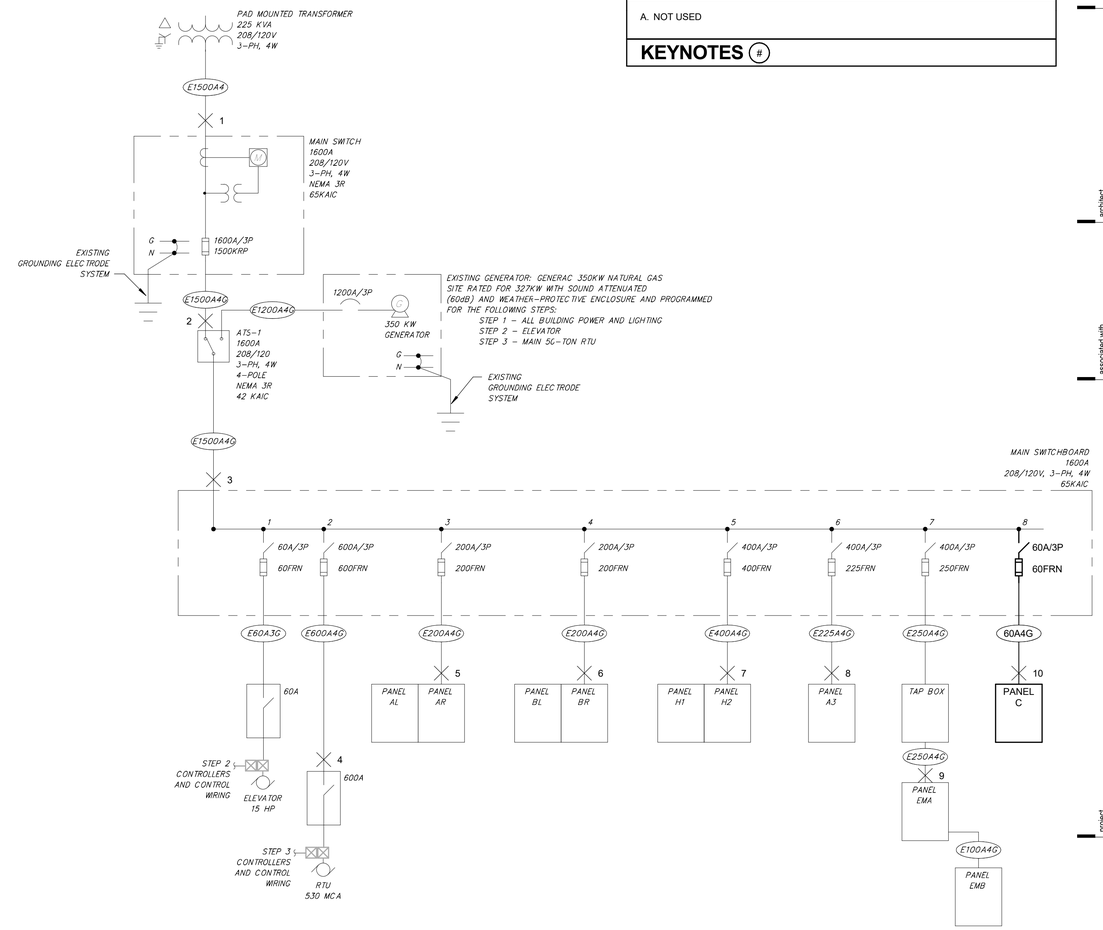
MARK	CONDUIT & CONDUCTORS (SEE NOTE 1)	REMARKS
60A4G	4#4, 1#10G, 3/4"C	

REMARKS:

1. THIS FEEDER SCHEDULE IS BASED ON 60 DEGREE CENTIGRADE (TYPE TW) WIRE AND TERMINATIONS FOR SIZES #12 TO #1, AND 75 DEGREE CENTIGRADE (TYPE THHN/THWN) WIRE AND TERMINATIONS FOR SIZES #1/0 AND LARGER. UNLESS NOTED OTHERWISE, CONDUIT IS SIZED BASED ON TYPE EMT CONDUIT. USE OF OTHER CONDUIT TYPES REQUIRES RESIZING OF CONDUIT.

LOAD SUMMARY

EXISTING MAIN SWITCHBOARD, 1600 A, 120/208V			
	DEMAND KVA	DEMAND FACTOR PER NEC 220.87 (125%)	AMPS @ 208V
UTILITY PEAK DEMAND (5/26/2022)	221.3	276.625	768
LOAD ADDED	62.1		172.6
TOTAL LOAD	283.4		940.6
EXISTING PANELBOARD AL/AR, 200A, 120/208V			
MEASURED PEAK DEMAND(5/31/2022)	25.92	32.4	90
LOAD ADDED	28.4		78.9
TOTAL LOAD	54.32		150.1



1 **ONE-LINE DIAGRAM**

SCALE: NOT TO SCALE

HB&A Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
Developmt Svcs Rvw	7/20/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn JAS

chkd APC

description ONE-LINE DIAGRAM

FOR BIDDING

number E-401

COM*check* Software Version 4.1.5.1

Interior Lighting Compliance Certificate

Project Information

Energy Code: 2018 IECC
Project Title: CASTEL ROCK POLICE DEPARTMENT
Project Type: Alteration

Construction Site:
100 PERRY ST.
CASTLE ROCK, CO 80104

Owner/Agent:

Designer/Contractor:
FARNSWORTH GROUP
5775 MARK DABLING BLVD.
SUITE 190
CASTLE ROCK, CO 80104

Allowed Interior Lighting Power

A Area Category	B Floor Area (ft2)	C Allowed Watts / ft2	D Allowed Watts (B X C)
1-Common Space Types:Restrooms	907	0.85	771
2-Common Space Types:Locker Room	2222	0.48	1067
3-Gymnasium/Fitness Center:Exercise Area	460	0.50	230
4-Common Space Types:Office - Open Plan	416	0.81	337
5-Common Space Types:Office - Enclosed	339	0.93	315
6-Common Space Types:Corridor/Transition <8 ft wide	287	0.66	189
7-Common Space Types:Storage >=50 - <=1000 sq.ft.	92	0.46	42
8-Common Space Types:General Seating Area	168	0.42	71
		Total Allowed Watts =	3022

Proposed Interior Lighting Power

A Fixture ID : Description / Lamp / Wattage Per Lamp / Ballast	B Lamps/ Fixture	C # of Fixtures	D Fixture Watt.	E (C X D)
Common Space Types:Restrooms (907 sq.ft.)				
LED 1: C1, C1E: 8" DOWNLIGHT: Other:	1	24	17	408
LED 2: V: 4' LED VANITY: Other:	1	6	16	96
Common Space Types:Locker Room (2222 sq.ft.)				
LED 3: A2,A2E: 2'X4' FLAT PANEL: Other:	1	17	50	850
LED 1 copy 1: C1, C1E: 8" DOWNLIGHT: Other:	1	8	17	136
Gymnasium/Fitness Center:Exercise Area (460 sq.ft.)				
LED 3 copy 1: A2,A2E: 2'X4' FLAT PANEL: Other:	1	4	50	200
Common Space Types:Office - Open Plan (416 sq.ft.)				
LED 3 copy 2: A2,A2E: 2'X4' FLAT PANEL: Other:	1	7	50	350
Common Space Types:Office - Enclosed (339 sq.ft.)				
LED 7: A1: 2'X2' FLAT PANEL: Other:	1	2	40	80
Common Space Types:Corridor/Transition <8 ft wide (287 sq.ft.)				
LED 3 copy 3: A2,A2E: 2'X4' FLAT PANEL: Other:	1	4	50	200
LED 1 copy 1: C1, C1E: 8" DOWNLIGHT: Other:	1	7	17	119

A Fixture ID : Description / Lamp / Wattage Per Lamp / Ballast	B Lamps/ Fixture	C # of Fixtures	D Fixture Watt.	E (C X D)
Common Space Types:Storage >=50 - <=1000 sq.ft. (92 sq.ft.)				
LED 8: G: 4' STRIP LIGHT: Other:	1	1	20	20
Common Space Types:General Seating Area (168 sq.ft.)				
LED 7 copy 1: A1: 2'X2' FLAT PANEL: Other:	1	4	40	160
		Total Proposed Watts =		2619

Interior Lighting PASSES

Interior Lighting Compliance Statement

Compliance Statement: The proposed interior lighting alteration project represented in this document is consistent with the building plans, specifications, and other calculations submitted with this permit application. The proposed interior lighting systems have been designed to meet the 2018 IECC requirements in COM*check* Version 4.1.5.1 and to comply with any applicable mandatory requirements listed in the Inspection Checklist.

Name - Title _____ Signature _____ Date _____

LUMINAIRE SCHEDULE

TYPE	MANUFACTURER	CATALOG NUMBER	LAMP DESCRIPTION	VOLTAGE	LOAD (VA)	FINISH	MOUNTING	DESCRIPTION
A1	SIGMA LUMINOUS	SLFPC SERIES	LED 80 CRI	120 V	40	WHITE	RECESSED	2'X2' LED FLAT PANEL WITH TUNABLE COLOR TEMPERATURE, 5760 LUMENS, WITH WIRELESS WALL CONTROLLER
A2	SIGMA LUMINOUS	SLFPC SERIES	LED 80 CRI	120 V	50	WHITE	RECESSED	2'X4' LED FLAT PANEL WITH TUNABLE COLOR TEMPERATURE, 5760 LUMENS, WITH WIRELESS WALL CONTROLLER
C1	GREEN CREATIVE	INNOFIT GEN 2 SERIES	4000K LED 80 CRI	120 V	17	WHITE	RECESSED	8" DOWNLIGHT WITH FIELD SELECTABLE LUMEN OUTPUT, SET LUMEN OUTPUT TO 2000
EM	HE WILLIAMS	EMER/MR SERIES	LED	120 V	3.6	WHITE	WALL MOUNT 7'-0"	EMERGENCY LIGHT
G	HE WILLIAMS	75R SERIES	4000K LED 80 CRI	120 V	20	WHITE	SURFACE	4' LED NARROW STRIP, 3000 LUMENS
V	HE WILLIAMS	WMA SERIES	4000K LED 80 CRI	120 V	16	WHITE	WALL MOUNT	2' ARCHITECTURAL WALL MOUNT, 2000 LUMENS, FROSTED ACRYLIC LENS
X	HE WILLIAMS	EXIT SERIES	RED LED	120 V	4	WHITE	WALL/CEILING	ARROWS AND QUANTITY OF FACES AS INDICATED ON DRAWINGS

NOTES:
A. REMOVE ALL FINGER PRINTS FROM LENSES, REFLECTORS, AND LOUVERS FOLLOWING LIGHT FIXTURE INSTALLATION.
B. FOR CONTINUOUS FIXTURES, COORDINATE WITH SUPPLIER ON LENGTH AND REQUIRED FITTINGS, AND INSTALL WITH UNIFORM ILLUMINATION ALONG FIXTURE INCLUDING CORNERS.
C. FOR APPROVAL OF FIXTURES FROM MANUFACTURERS OTHER THAN THOSE LISTED, PROPOSED FIXTURES SHALL BE SUBMITTED TO THE ARCHITECT/ENGINEER TEN BUSINESS DAYS PRIOR TO BID FOR REVIEW. FINAL DETERMINATION OF 'EQUAL' STATUS FOR BIDDING SHALL BE THE SOLE DETERMINATION OF THE ARCHITECT/ENGINEER.

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision date:
Developmt Svcs Rvw 7/20/22
Construction Doc. 6/10/22
Design Development 3/11/22
Schematic Design 1/21/22

issue / revision

job # 163-19
drawn Author
chkd Checker

description
SCHEDULES

FOR BIDDING

number
E-501

EXISTING PANELBOARD AL

VOLTAGE:	208/120V	CONNECTED LOAD PER PHASE	ISOLATED GROUND BUS (Y/N): N
PHASE / WIRE:	3Ø / 4W		BUSSING: SEE SPEC
RATED AMPERAGE:	225 A	A / B / C	MOUNTING: SURFACE
MAIN:	225 A MLO		MCB GROUND FAULT PROTECTION (Y/N): N
SCC RATING (SYM):	10K	15270 VA / 15329 VA / 13279 VA	MCB SHUNT TRIP (Y/N): N
	200A FEEDER WITH AR	130 A / 130 A / 111 A	MCB 100% RATED (Y/N): N

CKT	IDENTIFICATION	TYPE (*)	BKR SIZE	POLES	A		B		C		POLES	BKR SIZE	TYPE (*)	IDENTIFICATION	CKT
1	EXTERIOR WALL LIGHTS		20 A	1	1920	655					1	20 A		OFFICE/OPEN OFFIC/LOADOUT...	2
3	EXTERIOR SOFFIT LIGHTS		20 A	1			1920	1920			1	20 A		EVIDENCE ROOM	4
5	ENTRANCE LIGHTS		20 A	1					1920	977	1	20 A		MENS LOCKER/RR LTG	6
7	EXTERIOR SOFFIT LIGHTS		20 A	1	1920	862					1	20 A		WOMENS LOCKER/ CARDIO LTG	8
9	PARKING LOT LIGHTS		20 A	1			500	1920			1	20 A		SPARE	10
11	PARKING LOT LIGHTS		20 A	1					500	0	1	20 A		SPARE?	12
13	PARKING LOT LIGHTS		20 A	1	250	0					1	20 A		SPARE?	14
15	PARKING LOT LIGHTS		20 A	1			250	0			1	20 A		SPARE?	16
17	SIGN AND FLAG POLE LIGHTS		20 A	1					1920	0	1	20 A		SPARE?	18
19	SECURITY GATE		20 A	1	1920	0					1	20 A		SPARE?	20
21	SPARE?		20 A	1			0	1664			2	20 A		TREADMILL RCPT	22
23	SPARE?		20 A	1					0	1664					24
25					672	828									26
27	VAV-G		15 A	3			672	828			3	15 A		VAV-F	28
29									672	828					30
31					3695	336									32
33	MAU-1		50 A	3			3695	336			3	15 A		VAV-E	34
35									3695	336					36
37	CU-1, FCU-1		20 A	2	1446	768					1	15 A		EF-7	38
39							1446	180			1	20 A		EXERIOR RCPT	40
41	EF-6		15 A	1					768	0	1	20 A		SPARE	42

Load Classification	Connected Load	Demand Factor	Demand Load	PANEL TOTALS	
Motor	21016 VA	113.19%	23787 VA		
Lighting - Continuous	2494 VA	125.00%	3118 VA	TOTAL CONNECTED LOAD:	43878 VA
Receptacle	180 VA	100.00%	180 VA	TOTAL DEMAND:	47273 VA
				TOTAL CONNECTED CURRENT:	122 A
				TOTAL DEMAND CURRENT:	131 A

NOTES:
1. ALL BREAKERS ARE STANDARD UNLESS OTHERWISE NOTED
2. (*) NUMBER INDICATES BREAKER TYPE: 1 = AFCI, 2 = CLASS A 5mA GFCI, 3 = 30mA GFPE, 4 = SHUNT TRIP ACTIVATED, 5 = PANELBOARD FEEDER SERVING UNIT SHALL BE LOCKABLE USING A PADLOCK, IN ACCORDANCE WITH OSHA LOCK-OUT-TAG RULES, 6 = LSI, 7 = LSIG.

EXISTING PANELBOARD AR

VOLTAGE:	208/120V	CONNECTED LOAD PER PHASE	ISOLATED GROUND BUS (Y/N): N
PHASE / WIRE:	3Ø / 4W		BUSSING: SEE SPEC
RATED AMPERAGE:	225 A	A / B / C	MOUNTING: SURFACE
MAIN:	225 A MLO		MCB GROUND FAULT PROTECTION (Y/N): N
SCC RATING (SYM):	10K	9100 VA / 10260 VA / 14220 VA	MCB SHUNT TRIP (Y/N): N
	200A FEEDER WITH AL	76 A / 87 A / 120 A	MCB 100% RATED (Y/N): N

CKT	IDENTIFICATION	TYPE (*)	BKR SIZE	POLES	A		B		C		POLES	BKR SIZE	TYPE (*)	IDENTIFICATION	CKT
1	DRINKING FOUNTAIN		20 A	1	600	1080					1	20 A		GENERAL USE BASE RCPT	2
3	WEIGHT ROOM RCPTS		20 A	1			1080	720			1	20 A		ELEVATOR EQUIPMENT ROOM	4
5	WEIGHT ROOM RCPTS		20 A	1					1920	1080	1	20 A		GENERAL USE BASE RCPTS	6
7	DESK HOLD AREA RCPTS		20 A	1	1080	1080					1	20 A		GENERAL USE BASE RCPTS	8
9	DEDICATED RCPTS		20 A	1			180	1080			1	20 A		GENERAL USE BASE RCPTS	10
11	GENERAL USE BASE RCPTS		20 A	1					1080	1080	1	20 A		GENERAL USE BASE RCPTS	12
13	RADIO BATTERY CHARGER		20 A	1	1000	0					1	20 A		SPARE	14
15	LTG		20 A	1			1920	1200			1	20 A		OVERHEAD DOOR POWER	16
17	LTG		20 A	1					1920	1200	1	20 A		OVERHEAD DOOR POWER	18
19	SPARE?		20 A	1	0	1200					1	20 A		OVERHEAD DOOR POWER	20
21	BATH GFI		20 A	1			720	1200			1	20 A		OVERHEAD DOOR POWER	22
23	OFFICE RCPTS		20 A	1					1080	1080	1	20 A		OVERHEAD DOOR POWER	24
25	OFFICE RCPTS		20 A	1	1080	1080					1	20 A		GENERAL USE BASE RCPTS	26
27	OFFICE RCPTS		20 A	1			1080	0			1	20 A		SPARE	28
29	OFFICE RCPTS		20 A	1					1080	1080	1	20 A		RESTROOM HOLDER AREA	30
31	STORAGE RCPTS		20 A	1	0	0					2	30 A		GENSET POWER	32
33	STORAGE RCPTS		20 A	1			0	0							34
35	OPEN OFFICE RCPTS		20 A	1					540	720	1	20 A		OPEN OFFICE RCPTS	36
37	MENS LOCKER RCPTS		20 A	1	720	180					1	20 A		MENS RESTROOM RCPTS	38
39	MENS RESTROOM RCPTS		20 A	1			180	900			1	20 A		WOMENS LOCKER RCPTS	40
41	HALL RCPTS		20 A	1					360	0	1	20 A		SPARE	42

Load Classification	Connected Load	Demand Factor	Demand Load	PANEL TOTALS	
Receptacle	3600 VA	100.00%	3600 VA		
				TOTAL CONNECTED LOAD:	33580 VA
				TOTAL DEMAND:	33580 VA
				TOTAL CONNECTED CURRENT:	93 A
				TOTAL DEMAND CURRENT:	93 A

NOTES:
1. ALL BREAKERS ARE STANDARD UNLESS OTHERWISE NOTED
2. (*) NUMBER INDICATES BREAKER TYPE: 1 = AFCI, 2 = CLASS A 5mA GFCI, 3 = 30mA GFPE, 4 = SHUNT TRIP ACTIVATED, 5 = PANELBOARD FEEDER SERVING UNIT SHALL BE LOCKABLE USING A PADLOCK, IN ACCORDANCE WITH OSHA LOCK-OUT-TAG RULES, 6 = LSI, 7 = LSIG.

EXISTING PANELBOARD HTG #1

VOLTAGE:	208/120V	CONNECTED LOAD PER PHASE	ISOLATED GROUND BUS (Y/N): N
PHASE / WIRE:	3Ø / 4W		BUSSING: SEE SPEC
RATED AMPERAGE:	400 A	A / B / C	MOUNTING: SURFACE
MAIN:	400 A MLO		MCB GROUND FAULT PROTECTION (Y/N): N
SCC RATING (SYM):	22K	23100 VA / 23460 VA / 21660 VA	MCB SHUNT TRIP (Y/N): N
	400A FEEDER WITH H2	194 A / 197 A / 181 A	MCB 100% RATED (Y/N): N

CKT	IDENTIFICATION	TYPE (*)	BKR SIZE	POLES	A		B		C		POLES	BKR SIZE	TYPE (*)	IDENTIFICATION	CKT
1					1800	2700									2
3	VAV-1 ,12		20 A	3			1800	2700			3	30 A		VAV-5-B	4
5									0	2700					6
7					1800	1800									8
9	VAV-2, 14,15,16		20 A	3			1800	1800			3	20 A		VAV-10	10
11									1800	1800					12
13					3600	1800									14
15	VAV-9		40 A	3			3600	1800			3	20 A		VAV-6,7	16
17									3600	1800					18
19					1800	1800									20
21	VAV-17		20 A	3			1800	1800			3	20 A		VAV-8	22
23									1800	1800					24
25					1800	1800									26
27	HU-2		20 A	3			1800	1800			3	20 A		HU-1	28
29									1800	1800					30
31	HAIR DRYER		20 A	1	1200	1200					1	20 A		EXISTING LOAD	32
33	HAIR DRYER		20 A	1			1200	1560			2	30 A		GARAGE BAY HEATER	34
35	HAIR DRYER		20 A	1					1200	1560					36

Load Classification	Connected Load	Demand Factor	Demand Load	PANEL TOTALS	
				TOTAL CONNECTED LOAD:	68220 VA
				TOTAL DEMAND:	68220 VA
				TOTAL CONNECTED CURRENT:	189 A
				TOTAL DEMAND CURRENT:	189 A

NOTES:
1. ALL BREAKERS ARE STANDARD UNLESS OTHERWISE NOTED
2. (*) NUMBER INDICATES BREAKER TYPE: 1 = AFCI, 2 = CLASS A 5mA GFCI, 3 = 30mA GFPE, 4 = SHUNT TRIP ACTIVATED, 5 = PANELBOARD FEEDER SERVING UNIT SHALL BE LOCKABLE USING A PADLOCK, IN ACCORDANCE WITH OSHA LOCK-OUT-TAG RULES, 6 = LSI, 7 = LSIG.

EXISTING PANELBOARD HTG #2

VOLTAGE:	208/120V	CONNECTED LOAD PER PHASE	ISOLATED GROUND BUS (Y/N): N
PHASE / WIRE:	3Ø / 4W		BUSSING: SEE SPEC
RATED AMPERAGE:	400 A	A / B / C	MOUNTING: SURFACE
MAIN:	400 A MLO		MCB GROUND FAULT PROTECTION (Y/N): N
SCC RATING (SYM):	22K	25200 VA / 23700 VA / 22700 VA	MCB SHUNT TRIP (Y/N): N
	400A FEEDER WITH H1	211 A / 199 A / 189 A	MCB 100% RATED (Y/N): N

CKT	IDENTIFICATION	TYPE (*)	BKR SIZE	POLES	A		B		C		POLES	BKR SIZE	TYPE (*)	IDENTIFICATION	CKT
1					1800	2700									2
3	VAV-18		20 A	3			1800	2700			3	20 A		VAV-3	4
5									1800	2700					6
7					1800	1800									8
9	VAV-15,16,2,14		20 A	3			1800	1800			3	20 A		VAV-5-B	10
11									1800	1800					12
13					4500	0									14
15	VAV-13		20 A	3			4500	0			3	20 A		SPARE?	16
17									4500	0					18
19	EH-1		20 A	2	2500	1800									20
21							2500	1800			3	20 A		VAV-BASEMENT	22
23	EH-2		20 A	2					1500	1800					24
25					1500	1800									26
27	SPACE		--	1			--	1800			3	20 A		VAV-BASEMENT	28
29	SPACE		--	1					--	1800					30
31					2500	2500									32
33	GARAGE UNIT HEATER		20 A	3			2500	2500			3	20 A		GARAGE UNIT HEATER	34
35									2500	2500					36

Load Classification	Connected Load	Demand Factor	Demand Load	PANEL TOTALS	
				TOTAL CONNECTED LOAD:	71600 VA
				TOTAL DEMAND:	71600 VA
				TOTAL CONNECTED CURRENT:	199 A
				TOTAL DEMAND CURRENT:	199 A

NOTES:
1. ALL BREAKERS ARE STANDARD UNLESS OTHERWISE NOTED
2. (*) NUMBER INDICATES BREAKER TYPE: 1 = AFCI, 2 = CLASS A 5mA GFCI, 3 = 30mA GFPE, 4 = SHUNT TRIP ACTIVATED, 5 = PANELBOARD FEEDER SERVING UNIT SHALL BE LOCKABLE USING A PADLOCK, IN ACCORDANCE WITH OSHA LOCK-OUT-TAG RULES, 6 = LSI, 7 = LSIG.

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project: CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision date:
Developmt Svcs Rvw 7/20/22
Construction Doc. 6/10/22
Design Development 3/11/22
Schematic Design 1/21/22

issue / revision

job # 163-19
drawn JAS
chkd APC

description: SCHEDULES

FOR BIDDING

number: E-502

EXISTING PANELBOARD BL

VOLTAGE:	208/120V	ISOLATED GROUND BUS (Y/N):	N
PHASE / WIRE:	3Ø / 4W	BUSSING:	SEE SPEC
RATED AMPERAGE:	225 A	MOUNTING:	SURFACE
MAIN:	225 A MLO	MCB GROUND FAULT PROTECTION (Y/N):	N
SCC RATING (SYM):	10K	MCB SHUNT TRIP (Y/N):	N
	200A FEEDER WITH BR	MCB 100% RATED (Y/N):	N

					CONNECTED LOAD PER PHASE										
					A		B		C						
					6415 VA		7182 VA		7488 VA						
					53 A		61 A		63 A						
CKT	IDENTIFICATION	TYPE (*)	BKR SIZE	POLES	A		B		C		POLES	BKR SIZE	TYPE (*)	IDENTIFICATION	CKT
1	RM 149 (D1)		20 A	1	1000	1250					1	20 A		LOBBY LTG	2
3	RM 149 (D2)		20 A	1			1000	1250			1	20 A		LOBBT LTG	4
5	RM 149 (D3)		20 A	1					1000	1250	1	20 A		RECORD LTG	6
7	RM 149 (D4)		20 A	1	1000	1250					1	20 A		OFFICE LTG	8
9	RM 149 (D5)		20 A	1			1000	1375			1	20 A		OFFICE LTG	10
11	RM 149 (D6)		20 A	1					1000	1500	1	20 A		OFFICE LTG	12
13	SPARE		20 A	1	0	1375					1	20 A		OFFICE LTG	14
15	COURT RM LTG		20 A	1			1800	**397**			**1**	**20 A**		**COURT VESTIBULE LTG**	16
17	OFFICE LTG		20 A	1					1725	**293**	**1**	**20 A**		**MENS/WOMENS RR LTG**	18
19	SPARE		20 A	1	0	0					1	20 A		SPARE	20
21	SPARE		20 A	1			0	0			1	20 A		SPARE	22
23	SPARE		20 A	1					0	0	1	20 A		SPARE	24
25	ENTRY ROOF RCPT		20 A	1	540	--					1	--		SPACE	26
27	PLANTER RCPT		20 A	1			360	--			1	--		SPACE	28
29	EXTERIOR POLE RCPT		20 A	1					720	--	1	--		SPACE	30
31	SPACE		--	1	--	--					1	--		SPACE	32
33	SPACE		--	1			--	--			1	--		SPACE	34
35	SPACE		--	1					--	--	1	--		SPACE	36
37	SPACE		--	1	--	--					1	--		SPACE	38
39	SPACE		--	1			--	--			1	--		SPACE	40
41	SPACE		--	1					--	--	1	--		SPACE	42

Load Classification	Connected Load	Demand Factor	Demand Load	PANEL TOTALS	
Motor	50 VA	125.00%	63 VA		
Lighting - Continuous	640 VA	125.00%	800 VA	TOTAL CONNECTED LOAD:	21085 VA
				TOTAL DEMAND:	21258 VA
				TOTAL CONNECTED CURRENT:	59 A
				TOTAL DEMAND CURRENT:	59 A

NOTES:
1. ALL BREAKERS ARE STANDARD UNLESS OTHERWISE NOTED
2. (*) NUMBER INDICATES BREAKER TYPE: 1 = AFCI, 2 = CLASS A 5mA GFCI, 3 = 30mA GFPE, 4 = SHUNT TRIP ACTIVATED, 5 = PANELBOARD FEEDER SERVING UNIT SHALL BE LOCKABLE USING A PADLOCK, IN ACCORDANCE WITH OSHA LOCK-OUT-TAG RULES, 6 = LSI, 7 = LSIG.

EXISTING PANELBOARD BR

VOLTAGE:	208/120V	ISOLATED GROUND BUS (Y/N):	N
PHASE / WIRE:	3Ø / 4W	BUSSING:	SEE SPEC
RATED AMPERAGE:	225 A	MOUNTING:	SURFACE
MAIN:	225 A MLO	MCB GROUND FAULT PROTECTION (Y/N):	N
SCC RATING (SYM):	10K	MCB SHUNT TRIP (Y/N):	N
	200A FEEDER WITH BL	MCB 100% RATED (Y/N):	N

					CONNECTED LOAD PER PHASE										
					A		B		C						
					8541 VA		8916 VA		8516 VA						
					71 A		74 A		71 A						
CKT	IDENTIFICATION	TYPE (*)	BKR SIZE	POLES	A		B		C		POLES	BKR SIZE	TYPE (*)	IDENTIFICATION	CKT
1	SPARE		20 A	1	0	**900**					**1**	**20 A**		**TOILET/EF-8/ JAN RCPTS**	2
3	105 EWC & RCPT		20 A	1			720	720			1	20 A		OFFICE RCPT	4
5	GEN USE RCPT		20 A	1					540	720	1	20 A		PATROL DIV RCPT	6
7	RECORDS RCPT		20 A	1	720	720					1	20 A		PATROL DIV RCPT	8
9	RECORDS RCPT		20 A	1			720	720			1	20 A		COMM POLICE RCPT	10
11	RECORDS RCPT		20 A	1					540	720	1	20 A		OFFICE RCPT	12
13	SITUATION RCPT		20 A	1	360	1080					1	20 A		OFFICE RCPT	14
15	SECRETARY RCPT		20 A	1			540	1080			1	20 A		OFFICE RCPT	16
17	CONFERENCE RCPT		20 A	1					720	900	1	20 A		OFFICE RCPT	18
19	OFFICE RCPT		20 A	1	900	720					1	20 A		OFFICE RCPT	20
21	OFFICE RCPT		20 A	1			540	900			1	20 A		OFFICE RCPT	22
23	**ATTORNEY 209 RCPTS**		**20 A**	**1**					**540**	900	1	20 A		OFFICE RCPT	24
25	LADIES RCPT		20 A	1	945	480					1	20 A		COURT ROOM AMP	26
27	**EWC/RESTROOM RCPT**	**2**	**20 A**	**1**			**360**	900			1	20 A		COURT ROOM RCPT	28
29									**996**	**540**	**1**	**20 A**		**ATTORNEY 223 RCPTS**	30
31	**VAV-H**		**15 A**	**3**	**996**	720					1	20 A		JUDGE RCPT	32
33							**996**	720			1	20 A		JURY RCPT	34
35	HVAC		20 A	1					500	900	1	20 A		CLERK RCPT	36
37						0					1	20 A		SPARE	38
39								0			1	20 A		SPARE	40
41										0	1	20 A		SPARE	42

Load Classification	Connected Load	Demand Factor	Demand Load	PANEL TOTALS	
Motor	2987 VA	125.00%	3734 VA		
HVAC	500 VA	100.00%	500 VA	TOTAL CONNECTED LOAD:	25972 VA
Receptacle	2340 VA	100.00%	2340 VA	TOTAL DEMAND:	26719 VA
				TOTAL CONNECTED CURRENT:	72 A
				TOTAL DEMAND CURRENT:	74 A

NOTES:
1. ALL BREAKERS ARE STANDARD UNLESS OTHERWISE NOTED
2. (*) NUMBER INDICATES BREAKER TYPE: 1 = AFCI, 2 = CLASS A 5mA GFCI, 3 = 30mA GFPE, 4 = SHUNT TRIP ACTIVATED, 5 = PANELBOARD FEEDER SERVING UNIT SHALL BE LOCKABLE USING A PADLOCK, IN ACCORDANCE WITH OSHA LOCK-OUT-TAG RULES, 6 = LSI, 7 = LSIG.

EXISTING PANELBOARD EMA

VOLTAGE:	208/120V	ISOLATED GROUND BUS (Y/N):	N
PHASE / WIRE:	3Ø / 4W	BUSSING:	SEE SPEC
RATED AMPERAGE:	400 A	MOUNTING:	SURFACE
MAIN:	225 A MLO	MCB GROUND FAULT PROTECTION (Y/N):	N
SCC RATING (SYM):	-	MCB SHUNT TRIP (Y/N):	N
	225A FEEDER	MCB 100% RATED (Y/N):	N

					CONNECTED LOAD PER PHASE										
					A		B		C						
					27998 VA		27729 VA		24051 VA						
					238 A		236 A		200 A						
CKT	IDENTIFICATION	TYPE (*)	BKR SIZE	POLES	A		B		C		POLES	BKR SIZE	TYPE (*)	IDENTIFICATION	CKT
1	LTG - GARAGE		20 A	1	650	720					1	20 A		RCPT - GENERATOR	2
3	LTG- GARAGE		20 A	1			1730	600			1	20 A		BATTERY CHARGER	4
5	LTG - BASEMENT		20 A	1					1730	1000	1	20 A		NORTH SHOP	6
7	LTG - BASEMENT		20 A	1	1220	600					1	20 A		SOUTH GATE	8
9	CONTROL CIRCUIT		20 A	1			500	0			1	20 A		SPARE	10
11	SPRINKLER COMP		20 A	2					1500	1000	1	20 A		MAINTENANCE SHOP SOUTH	12
13					1500	1300									14
15	LAWN		20 A	1			1000	1300			3	20 A		EF-5	16
17	SPARE		20 A	1					0	1300					18
19	AHU-1		30 A	2	2250	1340									20
21							2250	1340			3	20 A		CU-1	22
23	SPACE		--	1					--	1340					24
25	AHU-2		40 A	2	2660	1920									26
27							2660	1920			3	30 A		CU-2	28
29	SPARE		20 A	1					0	1920					30
31					2773	1000					1	20 A		DNA FREEZER	32
33	EXISTING LOAD		50 A	3			2773	1000			1	20 A		DNA FREEZER	34
35									2773	**832**					36
37					9233	**832**					**2**	**15 A**		**DRYER**	38
39	EMB		125 A	3			9233	**1423**							40
41									9233	**1423**	**2**	**20 A**		**WASHER**	42

Load Classification	Connected Load	Demand Factor	Demand Load	PANEL TOTALS	
Receptacle	4509 VA	100.00%	4509 VA		
				TOTAL CONNECTED LOAD:	80777 VA
				TOTAL DEMAND:	80777 VA
				TOTAL CONNECTED CURRENT:	224 A
				TOTAL DEMAND CURRENT:	224 A

NOTES:
1. ALL BREAKERS ARE STANDARD UNLESS OTHERWISE NOTED
2. (*) NUMBER INDICATES BREAKER TYPE: 1 = AFCI, 2 = CLASS A 5mA GFCI, 3 = 30mA GFPE, 4 = SHUNT TRIP ACTIVATED, 5 = PANELBOARD FEEDER SERVING UNIT SHALL BE LOCKABLE USING A PADLOCK, IN ACCORDANCE WITH OSHA LOCK-OUT-TAG RULES, 6 = LSI, 7 = LSIG.

PANELBOARD C

VOLTAGE:	208/120V	ISOLATED GROUND BUS (Y/N):	N
PHASE / WIRE:	3Ø / 4W	BUSSING:	SEE SPEC
RATED AMPERAGE:	60 A	MOUNTING:	SURFACE
MAIN:	60 A MLO	MCB GROUND FAULT PROTECTION (Y/N):	N
SCC RATING (SYM):	5K	MCB SHUNT TRIP (Y/N):	N
	60A FEEDER	MCB 100% RATED (Y/N):	Y

					CONNECTED LOAD PER PHASE										
					A		B		C						
					8820 VA		8460 VA		6620 VA						
					76 A		73 A		55 A						
CKT	IDENTIFICATION	TYPE (*)	BKR SIZE	POLES	A		B		C		POLES	BKR SIZE	TYPE (*)	IDENTIFICATION	CKT
1	LOADOUT LOCKERS RCPTS		20 A	1	1440	1440					1	20 A		LOADOUT LOCKERS RCPTS	2
3	LOADOUT LOCKERS RCPTS		20 A	1			1440	1440			1	20 A		LOADOUT LOCKERS RCPTS	4
5	LOADOUT LOCKERS RCPTS		20 A	1					1440	1440	1	20 A		LOADOUT LOCKERS RCPTS	6
7	LOADOUT LOCKERS RCPTS		20 A	1	1440	1440					1	20 A		LOADOUT LOCKERS RCPTS	8
9	LOADOUT LOCKERS RCPTS		20 A	1			1440	1080			1	20 A		LOADOUT LOCKERS RCPTS	10
11	LOADOUT LOCKERS RCPTS		20 A	1					1440	1440	1	20 A		LOADOUT LOCKERS RCPTS	12
13	LOADOUT LOCKERS RCPTS		20 A	1	1440	1440					1	20 A		LOADOUT LOCKERS RCPTS	14
15	LOADOUT LOCKERS RCPTS		20 A	1			1440	1440			1	20 A		LOADOUT LOCKERS RCPTS	16
17	QUIET ROOM RCPTS		20 A	1					360	500	1	20 A		QUIET ROOM FRIDGE	18
19	SPARE		20 A	1	0	180					1	20 A		DATA/IT RCPT	20
21	SPARE		20 A	1			0	180			1	20 A		DATA/IT RCPT	22
23	SPARE		20 A	1					0	0	1	20 A		SPARE	24

Load Classification	Connected Load	Demand Factor	Demand Load	PANEL TOTALS	
Receptacle	23900 VA	70.92%	16950 VA		
				TOTAL CONNECTED LOAD:	23900 VA
				TOTAL DEMAND:	16950 VA
				TOTAL CONNECTED CURRENT:	66 A
				TOTAL DEMAND CURRENT:	47 A

NOTES:
1. ALL BREAKERS ARE STANDARD UNLESS OTHERWISE NOTED
2. (*) NUMBER INDICATES BREAKER TYPE: 1 = AFCI, 2 = CLASS A 5mA GFCI, 3 = 30mA GFPE, 4 = SHUNT TRIP ACTIVATED, 5 = PANELBOARD FEEDER SERVING UNIT SHALL BE LOCKABLE USING A PADLOCK, IN ACCORDANCE WITH OSHA LOCK-OUT-TAG RULES, 6 = LSI, 7 = LSIG.

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project
CASTLE ROCK POLICE DEPARTMENT
100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision date:
Developmt Svcs Rvw 7/20/22
Construction Doc. 6/10/22
Design Development 3/11/22
Schematic Design 1/21/22

issue / revision

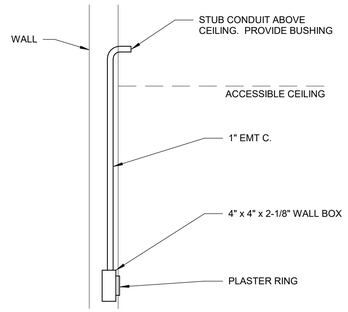
job # 163-19
drawn JAS
chkd APC

SCHEDULES

description

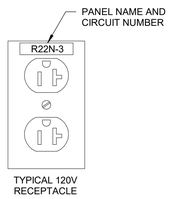
FOR BIDDING

number
E-503



5 TELE/DATA OUTLET

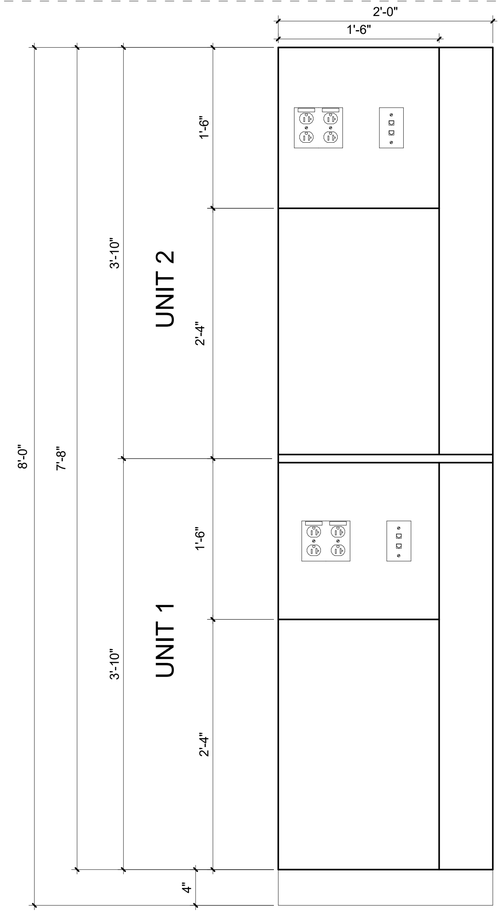
SCALE: NOT TO SCALE



NOTE: UTILIZE ONLY CLEAR LABELS

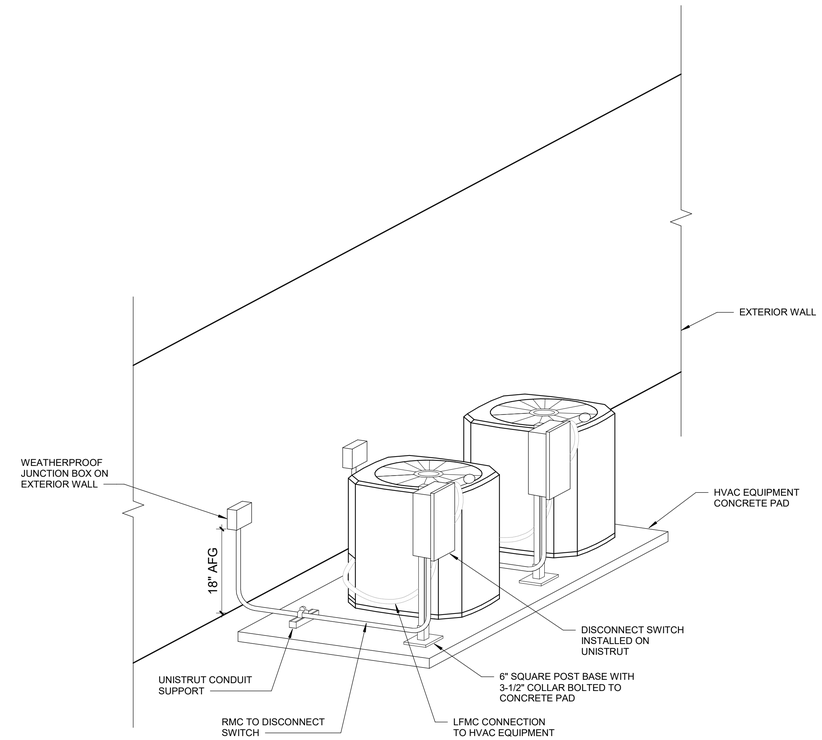
4 PLATE LABELING DETAIL

SCALE: NOT TO SCALE



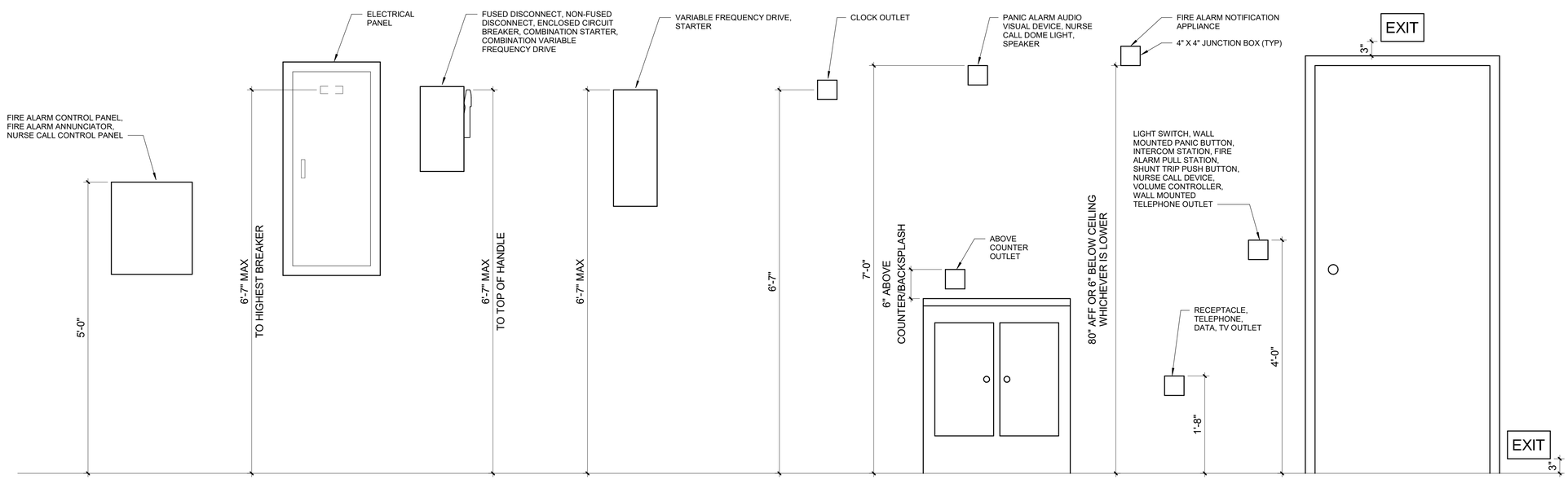
3 LOAD OUT LOCKERS

SCALE: 1 1/2" = 1'-0"



2 CONDENSING UNIT DISCONNECT INSTALLATION DETAIL

SCALE: NOT TO SCALE



1 TYPICAL MOUNTING HEIGHT DETAIL

SCALE: NOT TO SCALE

HB&A
Architecture AND Planning
102 E. Moreno Avenue
Colorado Springs, CO 80903
719.473.7063
www.hbaa.com

architect

associated with

project

CASTLE ROCK POLICE DEPARTMENT

100 PERRY ST
CASTLE ROCK CO 80104

seal

issue / revision	date:
2 Developmt Svcs Rvw	7/20/22
Construction Doc.	6/10/22
Design Development	3/11/22
Schematic Design	1/21/22

issue / revision

job # 163-19

drawn JAS

chkd APC

description

DETAILS

number

E-601

FOR BIDDING

EXHIBIT 2

CONTRACTOR'S CERTIFICATE OF INSURANCE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/15/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
CRS Insurance Brokerage
9780 S Meridian Blvd Suite 400
Englewood CO 80112

CONTACT NAME: Rebecca Leatherman
PHONE (A/C, No, Ext): 303-996-7800 FAX (A/C, No): 303-757-7719
E-MAIL ADDRESS: rleatherman@crsdenver.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Pinnacol Assurance	41190
INSURER B : Westfield Insurance	24112
INSURER C : RSUI Indemnity	22314
INSURER D :	
INSURER E :	
INSURER F :	

INSURED MWGOL-1
MW GOLDEN CONSTRUCTORS
1700 Park Street
Castle Rock CO 80109

COVERAGES **CERTIFICATE NUMBER:** 1288293341 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY	Y	Y	CMM081943G	4/1/2022	4/1/2023	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY	Y		CMM081943G	4/1/2022	4/1/2023	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
C	UMBRELLA LIAB X OCCUR			NHA253483	4/1/2022	4/1/2023	EACH OCCURRENCE	$ 5,000,000
	X EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 5,000,000
	DED X RETENTION $ NONE							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		4028014	4/1/2022	4/1/2023	X PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
B	Leased/Rented Equipment			CMM081943G	4/1/2022	4/1/2023	Limit Deductible	100,000 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Town of Castle Rock, its officers and employees are included as additional insured for ongoing operations on the General Liability and included as additional insured on the Auto Liability with respect to operations of the named insured for the certificate holder as required by written contract. General Liability and Auto Liability coverage is primary and non-contributory.

CERTIFICATE HOLDER

Town of Castle Rock
100 North Wilcox
Castle Rock CO 80104

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

EXHIBIT 3

TOWN OF CASTLE ROCK
AFFIDAVIT OF INDEPENDENT CONTRACTOR STATUS

I, _____ (print name), an authorized representative of **MW Golden Constructors**, holding legal authority to sign this Affidavit declare under oath that I am 18 years or older and have the capacity to sign this Affidavit.

In accordance with Section 8-70-115, C.R.S., I certify the following:

- With respect to the Agreement, I represent and warrant that it is my express intention to be employed as an independent contractor of the Town of Castle Rock (the "Town") for purposes of performing the work or services which are the subject of the Agreement. I understand and confirm that the Town reasonably relied on this intention in entering into the Agreement.

- The Town does not require I work exclusively for the Town, except that I may choose to work exclusively for the Town for a finite period of time specified in the document.

- The Town does not establish a quality standard for the work or services performed pursuant to the Agreement, except that the Town may provide plans and specifications regarding the work but cannot oversee the actual work or provide instruction as to how the work is performed.

- The Town does not pay a salary or hourly rate but rather a fixed or contract rate, as noted in the terms and conditions of the Agreement, and any Exhibits made part of the Agreement.

- The Town cannot terminate the work or services performed during the contract period unless otherwise agreed to in the terms and conditions of the Agreement.

- I am not provided with anything, if at all, more than minimal training from the Town.

- The Town does not provide me with tools or benefits for the performance of the work or services which are the subject of the Agreement, except materials and equipment may be supplied.

- The Town does not dictate the time of performance, except that a completion schedule and a range of mutually agreeable work hours may be established in the Agreement.

- The Town does not pay me personally but rather makes checks payable to the trade or business name of the entirety for which I am employed and who is a party to the Agreement; and the Town does not combine their business operations in any way with the entity's business, but instead maintains such operations as separate and distinct.

- I understand that if a professional license to practice a particular occupation under the laws of the State of Colorado requires the exercise of a supervisory function with regard to the work of services performed under this Agreement, such supervisory role shall not affect the independent contractor relationship with the Town.

- **I UNDERSTAND THAT I AM NOT ENTITLED TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS UNEMPLOYMENT COMPENSATION COVERAGE IS PROVIDED BY ME OR THE ENTITY FOR WHICH I AM EMPLOYED.**

- **I UNDERSTAND THAT I AM OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON MONEYS PAID PURSUANT TO THE AGREEMENT.**

CONTRACTOR/CONSULTANT/VENDOR

MW Golden Constructors

By: _____

Name

Digitally signed by Jason Golden
DN: C=US, E=jgolden@mwgolden.com, O=MW GOLDEN CONSTRUCTORS, CN=Jason Golden
Date: 2022.09.08 18:11:41-06'00'

STATE OF COLORADO)

) ***ss.***

COUNTY OF _____)

CARRIE LEA HULL
Notary Public
State of Colorado
Notary ID # 20194036191
My Commission Expires 09-20-2023

The foregoing instrument as acknowledged before me this _8_ day of __September____, 2022 by _Jason Golden___ as _President_ of the above mentioned Contractor/Consultant/Vendor.

Witness my official hand and seal.

My commission expires:

09/20/2023

Carrie Lea Hull

Notary Public

RESOLUTION APPROVING A CONSTRUCTION CONTRACT WITH MW GOLDEN FOR POLICE DEPARTMENT IMPROVEMENTS

SEPTEMBER 20, 2022

TOWN OF CASTLE ROCK
COLORADO

PD RENOVATIONS

- Coordinated effort with Police, Municipal Court and Facilities departments to improve the facility as efficiently as possible
- Maximize unused Police Department space to accommodate additional staffing
- Courtroom, public restroom and other ADA improvements

PD RENOVATIONS

IMPACTED SPACES - 1ST FLOOR AND BASEMENT

PD RENOVATIONS

IMPROVEMENT OVERVIEW

Basement Improvements

- Convert old evidence room to expanded locker room facilities – increase of 58 men's lockers (140 total)
- Renovate old locker room facilities – increase of 34 women's lockers (52 total)
- Expand fitness space
- Repurpose sally port and holding cell areas – add 62 load-out lockers
- Repurpose space to add two quiet rooms to benefit officer wellness
- Additional restroom

First Floor Improvements

- Expand public restroom facilities to ensure proper ADA accessibility
- Relocate one prosecutor office (due to restroom expansion)
- Addition of courtroom vestibule to reduce noise intrusion from lobby
- Courtroom ADA improvements including judge's dais and jury box areas
- Accessibility improvements to women's restroom in secured area

PD RENOVATIONS

BIDS & BUDGET IMPACT

Bids:

- Architect's estimate (May 2022): $2,073,612
- RFP Process occurred in July/August 2022
- Five bids received:

MW Golden	$1,778,493.00
Owen Ames Kimball	$1,816,000.00
GH Phipps	$2,124,957.00
AD Miller	$2,298,470.00
Kahn Construction	$2,397,142.75

- MW Golden lowest qualified bidder

Budget:

- $2,000,000 of 2021 TABOR surplus funds approved for this use in July 2022 and appropriated as part of 2nd Budget Amendment in August 2022
- Project funding request:

Construction Contract	$ 1,778,493
Contingency	$ 177,849
Total Authorization	$ 1,956,342

- Additional expenditures for materials testing, furniture, fixtures and equipment outside of this contract

PD RENOVATIONS

RECOMMENDATION

- Staff recommends approval of a construction contract with MW Golden Constructors for Police Department improvements
- Logistical planning following Council approval (building security, project phasing, etc.)
- Construction estimated to take approximately seven months
- Improvements result in ADA accessible facility that will accommodate Patrol officer needs for the next 10-15 years

QUESTIONS?

Proposed Motion

"I move to approve the Resolution as introduced by title."

Alternate Motions

"I move to approve the Resolution as introduced by title, with the following conditions: (list conditions)."

"I move to continue this item to the Town Council meeting on ___date to allow additional time to (list information needed)."

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 20. **File #:** DIR 2022-019

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Trish Muller, CPA, Finance Director

Discussion/Direction of Applications for the 2022 Third Quarter Council Community Grant Program, Four Applications

Executive Summary

The Council Community Grant Program (CCGP) has an annual budget of $8,000 funded by the Town Council Non-profit Grants account in the General Fund. The Town disburses funds for the grants quarterly in $2,000 increments to non-profit organizations within the Castle Rock community. Individual grants cap at $500 per request. The Town of Castle Rock Finance Department receives the applications, reviews them for eligibility, and presents the grant requests to Town Council.

Qualified applications received for the Third Quarter CCGP **(Attachment A)**:

Organization	Amount Requested	Purpose
A Precious Child	$500	Provide 44 additional children with basic essentials
Castle Rock Band	$500	Rehearsal space for free concerts performed in Town
Clothes to Kids Denver	$500	“Underwrite Our Underwear” initiative to provide new undergarments for nearly 100 students
Douglas County High Schools Academic & Athletic Association	$500	Baseball scholarship program which ensures all players can afford to fully participate

This memo intends to present four (4) applications to Council for consideration and approval.

Discussion

The General Fund acts as the source of monies for the Council Community Grant Program. Specific non-profit organizations for community-based projects receive CCGP funds. Organizations may apply

on an as-needed basis, and staff reviews applications quarterly.

Eligible project areas for CCGP include projects that contribute to Castle Rock's "quality of life" with special emphasis on programs and activities for:

- Youth
- Seniors
- Community based environment and sustainability
- Community based performing and visual arts

Qualifying applications not approved in the previous quarter would remain eligible for approval upon resubmission by the applicant, if the request remains valid upon the next quarterly review.

Attachment B lists the amounts awarded for the 2020-2022 Council Community Grant Program.

Brief Overview of Application:

A Precious Child, $500 - A one-stop shop resource center for families in crisis is requesting funds to expand their reach in Castle Rock to provide 44 additional children with basic essentials.

Castle Rock Band, $500 - The all-volunteer band that spans all age groups requests funds to cover costs for rehearsal space. The band performs in various venues throughout the Town of Castle Rock at no charge to the community.

Clothes To Kids Denver (CTKD), $500 - CTKD provides new and quality used clothing in a boutique setting to students from low-income or in-crisis families. Funds requested will support the "Underwrite Our Underwear" initiative to provide new undergarments for nearly 100 students.

Douglas County High Schools Academic & Athletic Association, $500 - An organization of parents, coaches and players is requesting funds to support their need-based scholarship program that is in place to ensure that all players can afford to join and fully participate in the baseball program at Douglas County High School.

Budget Considerations

The 2022 budget includes $8,000, $2,000 available for each quarter, in the Town Council Non-profit Grants account in the General Fund for the 2022 Council Community Grant Program.

Staff Recommendation

Staff recommends that Council approve a $500 award to each of the non-profit organizations presented in this grant cycle.

Proposed Motion

"I move to award funding to the following organizations:

A Precious Child	*$500*
Castle Rock Band	*$500*
Clothes to Kids Denver	*$500*
Douglas County High Schools Academic & Athletic Association	*$500"*

Alternative Motions

"I move to award funding to the following organization(s) for a different amount:

Organization *(New Amount)*

"I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed)."

Attachments

Attachment A: Applications
Attachment B: Award History

2022 COUNCIL COMMUNITY GRANT PROGRAM APPLICATION

Third Quarter - Due by Fri., August 19, 2022

Name of organization:	**A Precious Child**
Address:	7051 W. 118th Ave.
City:	Broomfield
State:	CO
Zip:	80020
Contact name:	Lisa Jameson-Shea
Telephone number:	13034664272x107
Email address:	Lisa@APreciousChild.org
Website of organization:	https://apreciouschild.org/
Description of organization:	A Precious Child is more than a Resource Center; it is a one-stop shop for families in crisis to receive the goods, opportunities and resources they need, including financial housing assistance. These additional resources provide more than a bandage of services; they provide the foundation families require to become empowered to achieve their full potential, for children to grow up to be a secure, self-reliant, contributing member of their community. Fortunately, breaking the poverty cycle is possible when families can access the resources and support they need. Since 2008, A Precious Child has aided more than 405,000 children throughout the Denver Metro eight-county area, helping families begin the path to becoming self-sustaining and end multigenerational poverty. Through five Cradle to Career Initiatives and eleven programs, A Precious Child provides basic essentials to children challenged by poverty, abuse, neglect, or crisis situations with resource navigation and case management services, as well as basic essentials including clothing, diapers, formula, coats, food, shoes, hygiene items, school supplies, gifts for the holidays, mentoring, workforce development,

	educational opportunities and access to extracurricular activities that are often not available to children faced with their family's economic hardship and other difficult life challenges. In 2021, A Precious Child provided 48,514 economically disadvantaged children with basic essentials alongside 6,015 of their caregivers who received wrap-around services such as translation services, housing opportunities, shelter assistance, food pantry access, and detailed case management services with referrals to the community. A Precious Child works to ensure children have community-based support to end multigenerational poverty; these include the Precious Mentor program, the Precious Perks Social- Enterprise Workforce program and our Financial Housing Assistance opportunity.
Non-profit status:	501(c)(3)
Please attach proof of non-profit status as PDF:	APC IRS 501c3 determination letter 3-1-2016.pdf
Amount requested ($500 maximum):	500
Additional attachments as PDF (optional):	2022_At-A-Glance.pdf
Description of specific project for requested funds:	In 2021, A Precious Child helped 394 Castle Rock low-income individuals with basic essentials and wrap-around supports. These supports helped the most vulnerable families in Castle Rock and includes 392 children. A Grant of $500 would help us expand our reach in Castle Rock to include 44 additional children.
Eligible project area(s), programs and activities for:	Youth
Town Council is dedicated to ensuring that funds contribute to Castle Rock's quality of life. How will funds directly benefit residents in the Town? Please support your answer with specific examples that include	In 2021, 392 children and 2 adults from Castle Rock were provided basic essentials at no cost. These include items such as clothing, hygiene items, formula, food, diapers, wipes, baby gear, bedding, backpacks and school supplies. The items received by the children and caregivers in Castle Rock were valued at $19,640.00 and additionally, 4 individuals received case management services worth a value of $1,640, helping them access housing assistance, employment, child care and other essential services in their community. A Precious Child is

quantitative metrics. For example, “In 2019, 137 Castle Rock students in-need received hand-selected apparel at no cost to them.” If available, include feedback provided by participants.	looking at similar results more focused on infants and toddlers with this funding.

Please submit completed application, or print and deliver to:
Town of Castle Rock - Finance Department, 100 N. Wilcox Street, Castle Rock, CO 80104

Email not displaying correctly? View it in your browser.

2022 COUNCIL COMMUNITY GRANT PROGRAM APPLICATION

Third Quarter - Due by Fri., August 19, 2022

Name of organization:	**Castle Rock Band**
Address:	PO Box 1632
City:	Castle Rock
State:	CO
Zip:	80104
Contact name:	Denise Beisel
Telephone number:	303-726-4199
Email address:	dkbeisel@gmail.com
Website of organization:	www.castlerockband.org
Description of organization:	The Castle Rock Band is the Town's Band! We are an all volunteer group of musicians who perform concerts in various venues throughout the Town of Castle Rock for the community at no charge. The band was founded in 1999 by the late local historian and retired DCHS music teacher, Kent Brandebery. We work with groups such as the Rotary, Castle Rock Parks and Recreation, the American Legion, and the Chamber of Commerce. We do not charge members to join, nor do we require auditions. All are welcome. We have members that range from middle school to senior citizens.
Non-profit status:	501(c)(3)
Please attach proof of non-profit status as PDF:	Castle Rock Band IRS Designation.PDF
Amount requested ($500 maximum):	500.00
Additional attachments as PDF (optional):	*Field not completed.*

Description of specific project for requested funds:	Although our membership is all volunteer, we do pay Faith Lutheran for rehearsal space, and we borrow music from the Chatfield Lending Library. We are requesting funds to cover these two expenses.
Eligible project area(s), programs and activities for:	Youth , Seniors, Community-based performing visual arts
Town Council is dedicated to ensuring that funds contribute to Castle Rock's quality of life. How will funds directly benefit residents in the Town? Please support your answer with specific examples that include quantitative metrics. For example, "In 2019, 137 Castle Rock students in-need received hand-selected apparel at no cost to them." If available, include feedback provided by participants.	Castle Rock Band provides an opportunity for local musicians to rehearse and perform in a non competitive environment. The majority of our members are seniors, some of whom have not played in several years. We publicize all concerts via signs, Facebook and the News Press, and invite the community to attend free of charge. Our annual Memorial Day Weekend concert features the local American Legion Post for the presentation of the Colors. This has become a tradition in Castle Rock and this concert routinely attracts 100 or more people who come to listen to patriotic music and celebrate Memorial Day.

Please submit completed application, or print and deliver to:
Town of Castle Rock - Finance Department, 100 N. Wilcox Street, Castle Rock, CO 80104

Email not displaying correctly? View it in your browser.

2022 COUNCIL COMMUNITY GRANT PROGRAM APPLICATION

Third Quarter - Due by Fri., August 19, 2022

Name of organization:	**Clothes To Kids of Denver**
Address:	2890 S. Colorado Blvd., Suite M3
City:	Denver
State:	CO
Zip:	80222
Contact name:	Katie Jones Jadwin
Telephone number:	303-868-3389
Email address:	katie@clothestokidsdenver.org
Website of organization:	https://clothestokidsdenver.org/
Description of organization:	The mission of Clothes To Kids of Denver (CTKD) is to provide new and quality used clothing in a boutique setting to students from low-income or in-crisis families in the Denver Metro Area, free of charge. Our vision is that all students will have the clothing they need to feel comfortable, confident and prepared to thrive. CTKD proudly provides free school clothing and a shopping experience for students in need throughout the 11-county Denver Metro Area. Central to the CTKD mission is our boutique, a 3,000 square foot space where student shoppers are invited to browse our wide selection of clothing for a 21-23 piece school wardrobe, which includes five outfits, new underwear, new socks, a bra, shoes and a coat. Shoppers are also encouraged to take home extra items, which may include winter items, accessories, sports equipment, toys, toiletries, books and school supplies. In addition to shopping in person, students can now use Curbside Service, which was created in response to the COVID-19 pandemic and allows wardrobe requests to be submitted by phone or email for contactless

	pick-up. No matter how they choose to shop, students are invited to select a wardrobe every 4 months. CTKD's attractive store-like setting combined with our emphasis on providing shoppers with the best quality, selection and customer experience possible make CTKD the preeminent clothing resource for students in need in the 11 county Metro Denver. In this time of tremendous hardship for so many, CTKD has continued to meet a pressing need and serve as a nurturing, happy place for children and youth in our community. The clothing we provide not only removes a barrier to school attendance, participation and achievement for our students, but also frees up funds families can devote to other necessities, such as medical care, bills, groceries and rent. CTKD has built a strong reputation among hundreds of schools, agencies and faith-based communities across the Denver Metro Area, which have come to rely on CTKD to meet the clothing needs of students from low-income families. As of July 31, 2022, CTKD has provided a fun shopping experience in a boutique environment to 86,262 students since September 2008. In 2021 alone, CTKD distributed 9,150 wardrobes and 22,541 pounds of extra items, with 93 percent of shoppers selecting a complete wardrobe (all 21 non-optional pieces).
Non-profit status:	501(c)(3)
Please attach proof of non-profit status as PDF:	ClothesToKids501 (c)(3).pdf
Amount requested ($500 maximum):	$500
Additional attachments as PDF (optional):	CTKD_2021_AR_Pages_final.pdf
Description of specific project for requested funds:	We are seeking support from the Town of Castle Rock for our "Underwrite Our Underwear!" initiative. Demand for new socks and underwear at CTKD is at an all-time high due to our continued growth. Individuals and community groups donate the majority of the inventory available to our shoppers, but undergarments remain notoriously difficult to obtain in that manner since they must be new. CTKD has negotiated bulk discounts on these important basics and has reached out to

	donors for contributions through our annual “Undie 500” drive and “Socks in the City” campaign, yet still spends thousands of dollars each year to meet the need for these items. A grant of $500 from the Town of Castle Rock will provide new undergarments for nearly 100 students*. This gift would make a huge impact considering that CTKD currently serves an average of 834 shoppers per month and anticipates providing approximately 10,500 wardrobes in 2022. CTKD's 2022 budget for these items is $55,000. *CTKD’s current cost to provide 5 pairs each of new socks and new underwear is $5.59/student. The students who shop at CTKD are experiencing some of the most difficult circumstances imaginable – poverty, homelessness, displacement and home removal. CTKD has built a strong reputation among hundreds of schools, human service agencies and faith-based communities across the Denver Metro Area, which have come to rely on CTKD to meet the clothing needs of students. New socks and new underwear are the foundation of the wardrobe that we provide at CTKD: Last fall, I attended a back-to-school event in Douglas County. The event is targeted towards middle and high school students from low-income families who are considered at risk of dropping out of school. At the event, a 7th grade boy casually walked past our booth a few times before stopping to say quietly to me, "Everything I'm wearing I got at your store." Then he smiled and said, "And I mean EVERYTHING, even my socks and shoes. I get to come back next month to shop again!" His outfit was very sharp and you could tell he felt truly confident. I asked him how he was doing in school and he said his teacher had recently told him that he was "really turning things around this year." It was so exciting to see that shopping at CTKD had helped this student put his best foot forward.
Eligible project area(s), programs and activities for:	Youth
Town Council is dedicated to ensuring that funds contribute to Castle Rock’s quality of life. How will funds directly benefit residents in the	CTKD serves preschool-12th grade students residing in the 11 county Denver Metro Area, including the Town of Castle Rock and all of Douglas County. Since 1/1/2019, 1,014 students from Castle Rock and neighboring areas have received free school wardrobes from CTKD.

Town? Please support your answer with specific examples that include quantitative metrics. For example, “In 2019, 137 Castle Rock students in-need received hand-selected apparel at no cost to them.” If available, include feedback provided by participants.	Since January 2021, CTKD has been administering an ongoing survey designed to collect data about customer satisfaction, customer experience and the quality of the shopping experience we provide. Results of the customer survey described above were very favorable, with 86 percent of respondents saying that CTKD was “Much Better Than” or “The Best” compared to other clothing resources. A majority of respondents (94 percent) “Strongly Agreed” that they were treated with respect during their visit. 91 percent said they would “Strongly Recommend” shopping at CTKD to their friends and family members. Also notable, 94 percent of respondents “Agreed” or “Strongly Agreed” that their child found clothes that he/she likes wearing at CTKD, and 92 percent “Strongly Agreed” that volunteers and staff provided them with good customer service during their visit. Full survey results are available upon request. CTKD was fortunate to receive funding from the Town of Castle Rock in 2017, 2018, 2020 and 2021. This funding has enabled CTKD to create additional appointments for shoppers and grow its both its paid and volunteer staff. With your continued support, we will be able to keep expanding our reach and serve even more students in 2022. Thank you for your generous past support and for your consideration of this proposal. We look forward to continuing our partnership with you to improve the lives of children and youth!

Please submit completed application, or print and deliver to:
Town of Castle Rock - Finance Department, 100 N. Wilcox Street, Castle Rock, CO 80104

Email not displaying correctly? View it in your browser.

2022 COUNCIL COMMUNITY GRANT PROGRAM APPLICATION

Third Quarter - Due by Fri., August 19, 2022

Name of organization:	**Douglas County High Schools Academic and Athletic Association**
Address:	2842 Front Street
City:	Castle Rock
State:	CO
Zip:	80104
Contact name:	Michelle Gianesses
Telephone number:	205-331-6771
Email address:	communications@dcbaseballbooster.org
Website of organization:	https://www.dchuskies.org/page/show/2639811-booster-club
Description of organization:	The Douglas County High Schools Academic and Athletic Association (informally known as "DC Baseball Booster") is an organization of parents, coaches and players who promote and support the baseball program at Douglas County High School.
Non-profit status:	501(c)(3)
Please attach proof of non-profit status as PDF:	IRS determination letter.pdf
Amount requested ($500 maximum):	$500.00
Additional attachments as PDF (optional):	*Field not completed.*
Description of specific project for requested funds:	We respectfully request Council Community Grant funding from the Town of Castle Rock to support our need-based scholarship program that is in place to ensure that all players can afford to join and fully participate in the baseball program at Douglas County High School, regardless of their family's

	financial situation. We offer need-based scholarships, waive fees for players on the free and reduced lunch program and provide payment plans for families of players in our program. Between Summer 2021 and today, we provided $7,000 in need-based support for eight players. Unfortunately, we will be unable to fully fund our scholarship program in the coming season because we are going to incur substantial costs to either repair or replace our batting cages which are in complete disrepair and pose a threat to safety. The requested grant funding will allow us to continue our much-needed scholarship program.
Eligible project area(s), programs and activities for:	Youth
Town Council is dedicated to ensuring that funds contribute to Castle Rock's quality of life. How will funds directly benefit residents in the Town? Please support your answer with specific examples that include quantitative metrics. For example, "In 2019, 137 Castle Rock students in-need received hand-selected apparel at no cost to them." If available, include feedback provided by participants.	The $500 requested in this application will directly sponsor a Castle Rock resident who is a youth baseball player and who will otherwise be unable to afford the required participation fees, including the $200 mandatory district fee, $500 baseball program fee, and player apparel pack which typically costs $40. We will offset the $500 program fee with the requested funding.

Please submit completed application, or print and deliver to:
Town of Castle Rock - Finance Department, 100 N. Wilcox Street, Castle Rock, CO 80104

Email not displaying correctly? View it in your browser.

COUNCIL COMMUNITY GRANT PROGRAM
AWARD HISTORY 2020-2022

	2020 AWARDS	2021 AWARDS	2022 AWARDS
American Legion Post 1187		4th Qtr $2,000	
A Precious Child		3rd Qtr $667	
Castle Rock Band		3rd Qtr $667	
Castle Rock Orchestra	1st Qtr $500	1st Qtr $667	2nd Qtr $667
Castle View Band Boosters		2nd Qtr $1,000	
Castle View Gridiron Club		1st Qtr $667	
Castle View High School After Prom	1st Qtr $500		
Clothes To Kids Denver	3rd Qtr $500	3rd Qtr $667	
Douglas County High School After Prom	1st Qtr $500		1st Qtr $1,000
Douglas Land Conservancy	2nd Qtr $500	2nd Qtr $1,000	2nd Qtr $667
Help & Hope Center			2nd Qtr $667
Lady Trailblazer Incorporated	2nd Qtr $500	1st Qtr $667	1st Qtr $1,000
Parkinsons Association-Castle Rock Support Group	1st Qtr $500		
TOTAL	$3,500*	$8,002	$4,001

*** Remaining 2020 funds of $4,500 were reallocated to 2021 Philip S. Miller**

COUNCIL COMMUNITY GRANT PROGRAM

2022 THIRD QUARTER APPLICATIONS

TOWN COUNCIL MEETING
SEPTEMBER 20, 2022

TOWN OF CASTLE ROCK
COLORADO

OVERVIEW OF CURRENT POLICY

THIS PROGRAM AIMS TO SUPPORT PROJECTS THAT CONTRIBUTE TO CASTLE ROCK'S QUALITY OF LIFE WITH EMPHASIS ON PROGRAMS AND ACTIVITIES FOR:

- Youth
- Seniors
- Community based environmental and sustainability
- Community based performing and visual arts

For more information, please visit: CRgov.com/finance

OVERVIEW OF COUNCIL COMMUNITY GRANT BUDGET

- Funded through the Town Council Non-profit Grants account in the General Fund
- Annual budget of $8,000
- Quarterly disbursements up to $2,000
- Historically, $500 awarded per organization

2022 3RD QUARTER APPLICANTS

ORGANIZATION	AMOUNT REQUESTED	PURPOSE
A Precious Child	$500	• Provide 44 additional children with basic essentials
Castle Rock Band	$500	• Rehearsal space for free concerts performed in Town
Clothes to Kids Denver	$500	• “Underwrite Our Underwear” initiative to provide new undergarments for nearly 100 students
Douglas County High Schools Academic & Athletic Association	$500	• Baseball scholarship program which ensures all players can afford to fully participate

PROPOSED MOTION

I move to award funding to the following organizations:

ORGANIZATION	RECOMMENDED
A Precious Child	$500
Castle Rock Band	$500
Clothes to Kids Denver	$500
Douglas County High Schools Academic & Athletic Association	$500

ALTERNATIVE MOTIONS

- *I move to award funding to the following organization(s) for a different amount:*
  Organization (New Amount)
- *I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed).*

QUESTIONS?

THANK YOU

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 21. **File #:** ORD 2022-019

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Daniel Sailer, P.E., Public Works Director

Ordinance Adding Chapter 10.12 of the Castle Rock Municipal Code Regarding Truck Routes (Second Reading - Approved on First Reading on September 6, 2022, by a vote of 6-1)

Executive Summary

Town Staff are continuously evaluating the transportation system for recommended safety improvements with the goal of maximizing the values our community desires which are as follows:

- High Safety
- Low Total Lifecycle Cost
- Reliability
- Low Downtime
- Low Environmental Impacts

In the Fall of 2021, Town staff received feedback at the Gilbert Street Speed Management public open house to consider designated truck routes as a result of a high number of trucks using collector roadways as their primary routes. Currently, the Town does not have rules and regulations regarding safe access to Town roadways or a Designated Truck Route Program which results in trucks of any size or weight utilizing any Town street unless otherwise posted. This has created safety, and quality of life issues near and in residential areas. In addition, roads are built to different pavement specifications depending on roadway classification so when a heavier volume of trucks travel on a collector or local road there is concern for the road's pavement lifespan. Based on public request and the factors listed above, staff began to look into establishing town wide designated truck routes and rules to govern them for Castle Rock similar to programs in Castle Pines and Parker.

This Ordinance establishes the maximum gross vehicle weight that can operate on any Town roadway, and if in excess which roadways are designated as the truck route. It designates that Town Council is authorized to establish the routes by resolution, which designation shall become effective and enforceable by the Police Department when appropriate signs are in place giving notice to the public. This Ordinance also states the penalty for violation of the weight limit and

traveling through Town off the route without local business in the vicinity. A proposed route and resolution, creating the designated truck route (**Attachment B)**, which the Public Works Commission has already reviewed and is recommended to be approved on second reading with this ordinance. By approving this the Town eliminates the need for creating localized no truck traffic areas. Trucks would be required to utilize designated truck routes unless they have a specific origin or destination that requires the use of a street outside of designated routes.

Staff is recommending approval of the Ordinance and any feedback on the proposed truck routes to be approved with a separate resolution. This resolution will be scheduled for action upon second reading of this ordinance.

Notification and Outreach Efforts

Staff presented the program and its possible impacts to community stakeholders. These stakeholders include Town staff, CDOT, Douglas County, emergency services, local Economic Development Council, Colorado Motor Carriers Association, the trucking business community, local businesses, developers, and Castle Rock residents. The program's purpose and goals were outlined with the desired outcome to successfully communicate to truck drivers the routes that shall be taken through Town to eliminate cut through truck traffic in predominantly residential areas.

Staff also went to individual businesses along Gilbert St in January 2022 to hand deliver notification of the proposed Designated Truck Route Program and provide notification of public open house.

Public outreach has been a continued focus for this program assessment. Feedback from the community was gathered using various collection methods, including the Town's website, feedback forms, and an open house. On April 18th, 2022, Town staff hosted an open house for the community to come and provide comments on the proposed truck route. Town staff gathered all feedback from stakeholders to provide an inclusive and thoughtful recommendation for the truck route. Feedback included comments from Councilmembers, HOA's, businesses, and residents. General themes of concern included:

- Reducing the speed limit on Founders Pkwy (Hwy 86)
- Degradation of the roadway due to additional truck traffic
- Engine and road noise along the proposed routes
- Ability to enforce the routes and perceived violations due to engine noise

CDOT is reviewing the speed limit on the section of Founders Parkway between Fifth Street and Crowfoot Valley Road, and the section of State Highway 86 between Ridge Road and Enderud Boulevard. They will be collecting data in the next month and providing staff with a summary and recommendation over the summer.

History of Past Town Council, Boards & Commissions, or Other Discussions

On June 6, 2022, a Designated Truck Route Resolution, defining the route, was presented to Public

Works Commission. Commissioners inquired about certain roadway segments like Crystal Valley Parkway and Plum Creek Parkway west of Interstate 25. It was explained that these two roadways were not on the truck route plan as there was not a commercial area and more preferred routes like S Lake Gulch to Plum Creek Parkway, and Wolfensberger Road are better suited for trucks. Trucks on these two roadways therefore would be cut-through traffic unless they had local business in these areas. There was also a question about the penalty for violating the truck route without local business on non-truck route roadways. We did not have that information at that time of the meeting. After review by Legal Department we thought it was best to establish this Ordinance first, as well as state how the route would be established by resolution, and thus to be amended would also need a new resolution. Without an Ordinance, the current applicable penalty by the Police Department would be via CRS 42-4-106, “Drove truck/commercial vehicle where prohibited” or “Vehicle exceeded posted weight limitation”. It is a zero point violation and in the Town’s Municipal Court would be a $40.00 fine. The Town could designate a higher penalty with this Ordinance similar to Parker and Castle Pines. Commissioners unanimously approved the motion recommending Town Council approve aresolution designating a Truck Route.

There was a presentation on July 11, 2022 to the Public Works Commission to obtain the Commission’s recommendation to Town Council for the Ordinance as introduced by title. Public Works Commission voted unanimously to recommend approval.

Discussion

Before establishing routes, staff reviewed other jurisdiction's policies, ordinances, and codes to guide what was working for other communities. We discovered that several municipalities of a similar size currently have within their municipal code a designated truck routes map approved by their council, and a designated mechanism to allow changes to that truck route map. Castle Pines and Parker, Colorado have programs most similar to what is being recommended with this Ordinance and we have used elements from both in drafting it. Details regarding what the definition of a “truck” for purposes of determining weight limits 10,000 pounds GVW, exempt vehicles like emergency services, approving the specific route via Town Council resolution, information drivers need to have for traveling off route, and the penalties for violations were used. Both Parker and Castle Pines have a maximum fine of up to $1,000.

Vehicle types and loading contribute to wear on the pavement, as do environmental factors. Pavement sections for state highways and major arterials are designed for this type of wear from large vehicles. The Town has a Pavement Maintenance Program (PMP) that will continue to evaluate and make repairs. The proposed truck routes are all major arterials or state highways. The Town doesn't have a substantial amount of truck traffic that a significant industrial or manufacturing center would generate. The selected routes are major arterials which are the routes the Town encourages trucks to use today for both trucks passing through Town and for internal haul routes.

The Town currently has a Haul Route Permit review, approval, and inspection process for trucks performing site grading as a part of site construction work. Staff reviews routes and directs trucks to follow these truck routes as close as reasonable, and they are required to follow that route as condition of their permit. In this Ordinance, trucks with a valid Town issued construction permit

would be able to use any roadway to get to their destination.

Traffic counts were taken in April 2022. The counts show that of the total average daily traffic (ADT) on corridors, trucks were less than 5% of overall traffic on state highways and between 1% and 3% on the Town's major arterials. This is below typical percent trucks of 3% to 6% on these types of roadways. Since the overall total number of trucks routing through Town will not be influenced by the implementation of a Designated Truck Route program, truck volumes are not anticipated to change on Wolfensberger Road, Lake Gulch Road, Highway 86 east of Founders Parkway/Ridge Road, or Highway 86 north of Meadows Parkway. With the implementation of truck restrictions on Gilbert Street and Wilcox Street, there will be a very small increase in the number of trucks along Founders Parkway, Plum Creek Parkway, and Ridge Road. However, the increase of trucks along these roads is anticipated to less than 100 trucks per day. In addition, the implementation of the truck route would result in a reduction of trucks on Gilbert Street and through downtown Castle Rock by 130 or less trucks per day.

Table 1 shows the existing truck volume and percent of trucks, and the projected truck volume and percent trucks, along routes where implementation of the Designated Truck Route program will increase or decrease overall truck traffic. A map of the data shown in Table 1 is included as **Attachment A**.

Table 1 Existing and Projected Truck Traffic with Implementation of the Designated Truck Route Program

Roadway	Location	Average Daily Traffic (ADT)	Existing Truck Volume (April 2022)	Existing Percent Trucks of ADT	Project Truck Volume with Designated Truck Routes	Projected Percent Trucks with Designated Truck Routes
Founders Pkwy	North of Hwy 86	20,826	360	1.7%	427	2.1%
Ridge Road	North of Enderud Blvd	14,366	140	1.0%	207	1.4%
St Hwy 86	East of Founders Pkwy	17,635	315	1.8%	315	1.8%
Plum Creek Pkwy	East of Gilbert	21,749	168	0.8%	235	1.1%
Plum Creek Pkwy	Near Perry Street	22,938	174	0.8%	241	1.1%
Fifth Street	East of Woodlands	11,711	134	1.1%	5	0.04%
Wolfensberger Rd	West of Prairie Hawk	5,656	69	1.0%	69	1.0%

As shown in the table, the overall percent of truck traffic is expected to increase by 0.3% on Plum Creek Parkway, 0.4% on Ridge Road, and 0.4% on Founders Parkway, and reduce by 0.7% on Gilbert Street. Note that the above figure is an estimation and the projected five trucks on Gilbert St are representative of local deliveries still being allowed under the Designated Truck Route program.

Members of the Police Department have also been involved in our outreach effort. They have reviewed the proposed designated truck route program, and feel it is a great way to keep trucks on the major thoroughfares and out of neighborhoods and residential streets. We continue to coordinate with Police to address noise complaints associated with truck traffic using decibel meters. The volume level of truck noise is not likely to change.

If approved, Police would focus their efforts on enforcement and education of motorists on the law. If

truck drivers are traveling off route, they would need to provide Police evidence of business in the area to justify their presence. If needed, Police could dedicate members of their team for directed enforcement which can speed the educational process. Police does not have an opinion on penalty fines, points on license, etc. The common belief regarding increased penalties is that the Police should not be involved in those types of decisions. Enforcement from Police would occur as person-hours allow. Communications will continue with Castle Rock Police Department as the program matures.

This Ordinance states a penalty of $500 for the first violation, and up to $1,000 for a third or subsequent violations. This penalty is the same as nearby community of Castle Pines, Colorado for their truck route violations.

If the Ordinance is approved, Town staff will coordinate with Community Relations to provide an update to businesses and the community about the routes. Following approval, Town Staff will install signage to guide drivers to the appropriate routes and give notice to the public.

Budget Impact

Currently this Ordinance and program have no budget impacts. Staff is anticipating that new signage to mark the route will be funded from our current traffic maintenance account budget, and future maintenance needs will be adjusted to support this program. The Police Department will continue to assess their resource needs as part of their annual budgeting process.

Staff Recommendation

Staff recommends approval of the attached Ordinance that will establish the authority to designate vehicles, penalties, and process for creating a designated truck route. The resolution for the truck route has already been approved by Public Works Commission and will be presented if the Ordinance is approved.

Proposed Motion

"I move to approve the attached Ordinance as introduced by title."

Alternative motions:

“I move to approve the Ordinance as introduced by title, with the following conditions: (list conditions)”

“I move to continue this item to the Town Council meeting on (date) to allow additional time to (list information needed)”

Attachments

Ordinance
Attachment A: Existing and Projected Truck Traffic with Implementation of the Designated Truck Route Program Map

Attachment B: Proposed Designated Truck Routes Map

ORDINANCE NO. 2022-

AN ORDINANCE AMENDING THE CASTLE ROCK MUNICIPAL CODE BY THE ADDITION OF A NEW CHAPTER 10.12 REGARDING TRUCK ROUTES

WHEREAS, the Town of Castle Rock ("Town") Public Works Department has a Truck Routes Standard Operating Procedure ("Truck Routes SOP"); and

WHEREAS, the Truck Routes SOP sets forth the procedure for the adoption of truck routes through the Town; and

WHEREAS, the Castle Rock Municipal Code ("Code") does not currently address the process for the approval or enforcement of truck routes; and

WHEREAS, in order to protect the health, safety, and welfare of the community and decrease the negative impacts of truck traffic on residential areas, Town staff recommends that the Town Council adopt these proposed amendments to the Code.

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

Section 1. **Legislative Findings.** The recitals of this ordinance are adopted as findings of the Town Council in support of the enactment of this Ordinance.

Section 2. **Amendment.** The Castle Rock Municipal Code is hereby amended by the addition of a new Chapter 10.12, which Chapter shall read as follows:

Chapter 10.12 – Truck Routes

10.12.010 – Purpose.

The purpose of this Chapter is to protect public health, safety, and welfare and decrease the negative impacts from truck traffic on residential areas by reducing roadway wear and maintenance costs, noise, and pollution.

10.12.020 – Definitions.

For the purposes of Chapter 10.12, the following terms shall have the following meanings:

Authorized emergency vehicle means such vehicles of the Fire Department, police vehicles, ambulances, and other special-purpose vehicles as are publically owned and operated by or for a governmental agency to protect and preserve life and property in accordance with state laws regulating emergency vehicles; said term also means such privately owned vehicles as are designated by the State motor vehicle licensing agency, necessary to the preservation of life and property, to be equipped and to operate as emergency vehicles in the manner prescribed by state law.

Truck means a motor vehicle with a gross vehicle weight of ten thousand (10,000) or more pounds, which is designed to transport property. The term includes vehicles of the trailer type so designed and used in conjunction with a motor vehicle that some part of its own weight and that of its own load rests upon or is carried by another vehicle, which may or may not be motorized. The term also includes road machinery, construction equipment, and any type of tractor that meets the weight limit in this Section 10.12.020.

10.12.030 – Truck routes.

No person shall operate a truck, as defined by Section 10.12.020, on any street in the Town unless such street is designated as a truck route. The Town Council is authorized to determine and designate truck routes by resolution, which designation shall become effective when appropriate signs are in place giving notice of the designation to the public.

10.12.040 – Exceptions.

This Chapter 10.12 shall not prohibit:

A. The operation of any authorized emergency vehicles upon any street in the Town;

B. Trucks making local deliveries and pickups. For the purposes of this Subsection, local deliveries and pickups are allowed only on those streets where the loads do not exceed the posted limits; and

C. Trucks operated by local governments or political subdivisions; and

D. The operation of a truck utilized for construction, repairs, or maintenance at the direction of, or subject to a permit issued by, the Town or on any property owned by the Town.

10.12.050 – Evidence of points of origin and destination.

Any person operating a truck on those streets not designated as a truck route shall have in their possession a log book, delivery slip or other evidence of points of origin and destination to justify the presence of the truck upon such street. Failure to produce evidence of a log book, delivery slip, or other evidence of points of origin and destination shall be deemed prima facie evidence of a violation of this Chapter.

10.12.060 – Violation; penalty.

A violation of this Chapter shall be considered a traffic infraction within the meaning of Section 10.04.040.A. Every person convicted of a violation of the provisions of this Chapter shall be subject to the following minimum fines:

A. First offense: Five hundred dollars ($500.00).

B. Second offense within any twelve (12) consecutive months: Seven hundred and fifty dollars ($750.00).

C. Third or subsequent offense within any twelve (12) consecutive months: One thousand dollars ($1,000.00).

Section 3. **Severability.** If any clause, sentence, paragraph, or part of this ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgement shall not affect the remaining provisions of this ordinance.

Section 4. **Safety Clause.** The Town Council finds and declares that this ordinance is promulgated and adopted for the public health, safety and welfare and this ordinance bears a rational relation to the legislative object sought to be obtained.

APPROVED ON FIRST READING this 6th day of September, 2022, by a vote of __ for and __ against, after publication in compliance with Section 2.02.100.C of the Castle Rock Municipal Code; and

PASSED, APPROVED AND ADOPTED ON SECOND AND FINAL READING this _____ day of _____, 2022, by the Town Council of Castle Rock by a vote of __ for and __ against.

ATTEST:

_____
Lisa Anderson, Town Clerk

TOWN OF CASTLE ROCK

_____
Jason Gray, Mayor

Approved as to form:

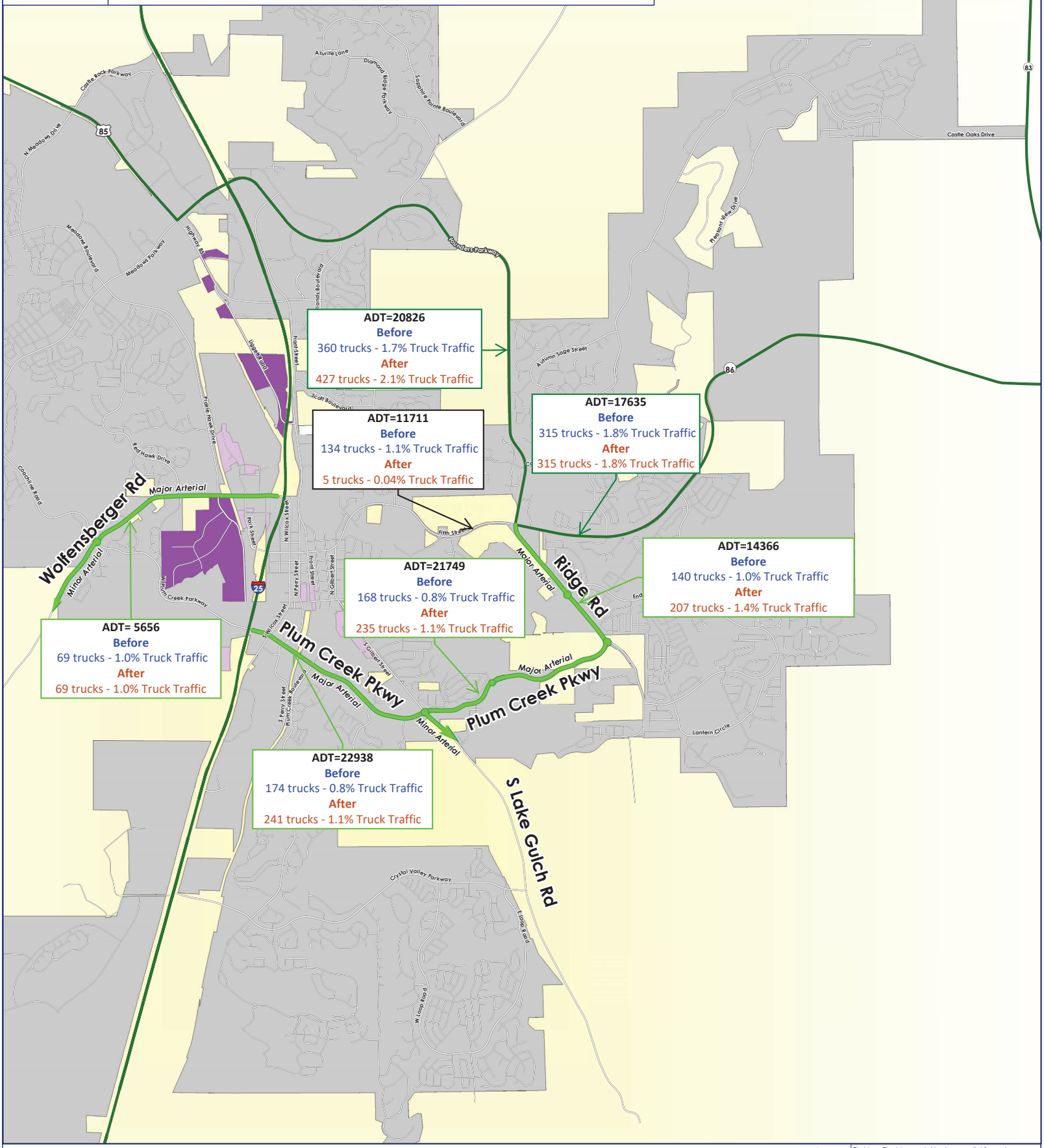
_____
Michael J. Hyman, Town Attorney

Approved as to content:

_____
Daniel Sailer, Director of Public Works

TOWN OF CASTLE ROCK

Designated Truck Routes



Town Truck Routes

CDOT Managed Truck Routes

Light Industrial Zoning

General Industrial Zoning

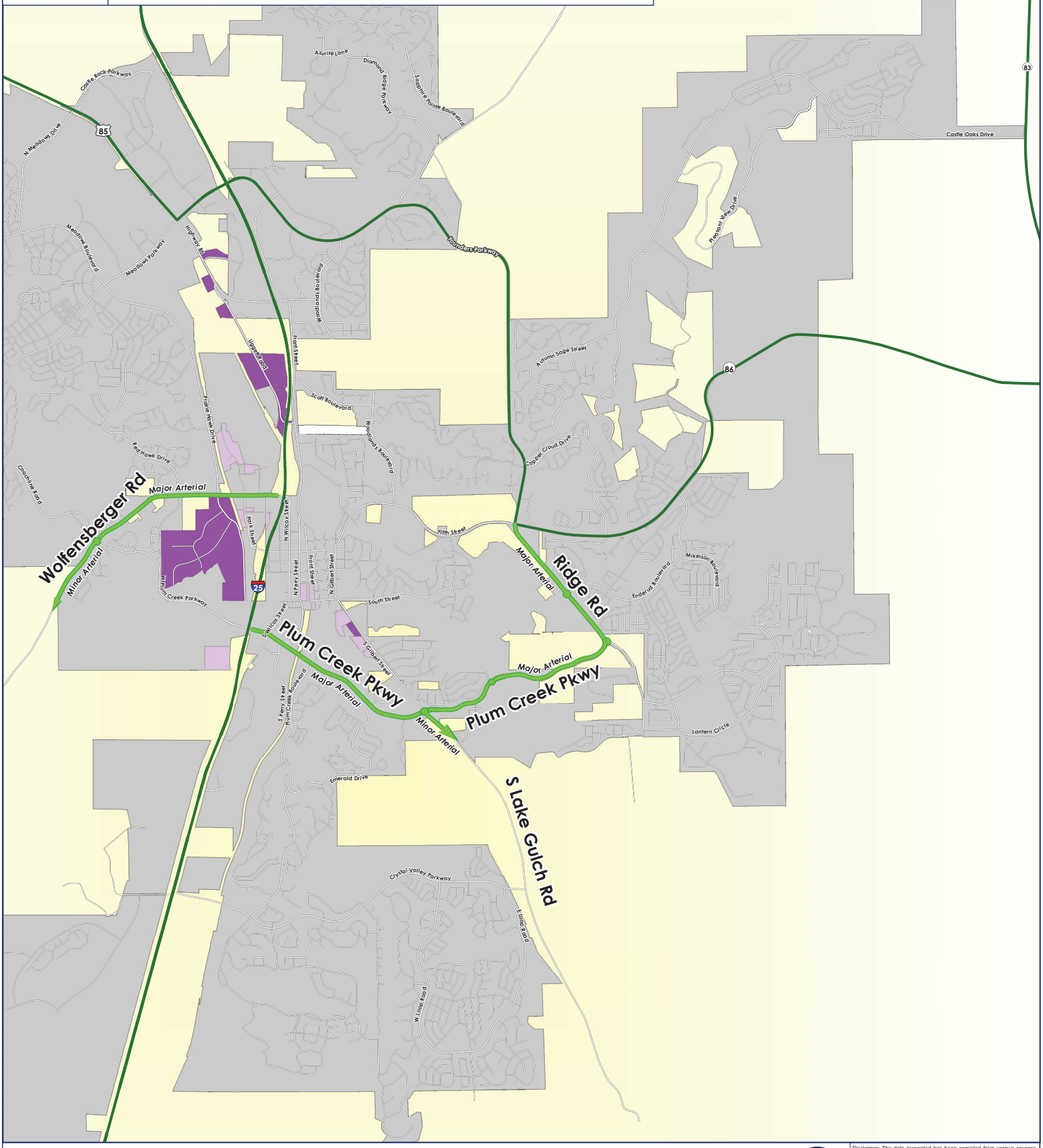
Town Limits

0 0.5 1 2 Miles

Disclaimer: The data presented has been compiled from various sources, each of which introduces varying degrees of inaccuracies or inconsistencies. Such discrepancies in data are inherent and in supplying this product to the public the Town of Castle Rock assumes no liability for its use or accuracy. For questions or comments regarding omissions, corrections, or updates please visit CRgov.com/ ntact information.
Copyright 2022, Town of Castle Rock

TOWN OF CASTLE ROCK

Designated Truck Routes



Town Truck Routes

CDOT Managed Truck Routes

Light Industrial Zoning

General Industrial Zoning

Town Limits

0 0.5 1 2 Miles

Disclaimer: The data presented has been compiled from various sources, each of which introduces varying degrees of inaccuracies or inconsistencies. Such discrepancies in data are inherent and in supplying this product to the public the Town of Castle Rock assumes no liability for its use or accuracy. For questions or comments regarding omissions, corrections, or updates please visit CRgov.com/ or contact information.

Copyright 2022, Town of Castle Rock

From: Loretta Johnson
Sent: Friday, September 2, 2022 4:32 PM
To: Caryn Johnson
Cc: Jason Gray; Jack Cauley
Subject: Re: Freight Route

I just read the Town Council agenda about "Designated Truck Routes" in Castle Rock. I can not believe what I was reading! Plum Creek is no longer underdeveloped territory! It is currently one of the most--if not the MOST congested streets in town! Hello! There are established neighborhoods on either side of this street and more being developed as I write this! It is currently dangerous enough to try to get across 4 lanes of traffic to get out of The Oaks Subdivision the way it is, let alone trying to compete with road space with semis! Has anyone looked at how many accidents have been occurring because of the round-abouts? The sirens fly through here all the time! Then there's the sound factor--those big trucks have air brakes that make very distinctive loud noises and with the current speed limits, homeowners on either side of this road will get the delight of listening to this on an hourly basis. Douglas County Schools also ha.s buses that stop on that road. I really wonder if semis will have the response time to prepare for that. There are also numerous "flashing light" pedestrian crosswalks that I don't think a semi could respond to fast enough, especially in situations like I saw today, where an elderly man on a bicycle punched the crosswalk light and then proceeded to walk his bike across the street without looking. Plus the width of a semi is considerably larger than that of a car and at this point I don't see any accommodations to enlarge the current lane widths. Regarding those round-abouts that abound on Plum Creek, I don't foresee a semi being able to navigate them using only one lane. What happens when events like the County Fair are held and we have a large amount of traffic on that road anyway, not to mention the many bike races that disrupt driving traffic flow when they are held? What about the fair parade that blocks that road for a good portion of the day? One more thought...as one is headed from Highway 86 onto Plum Creek and they decide they want to purchase gas or diesel at the 7-11 at Gilbert/Lake Gulch Road, is there enough room in the "turn lane" for a trucker to effectively pull their vehicle out of traffic? This is a disaster waiting to happen should this come to fruition!

Also the weed cutting issue from Gilbert up to The Oaks has not been addressed. Both sides of Plum Creek look very sad and it looks like this area is a deserted slum trailer park, rather than neighborhoods that people can be proud of...especially by the park at Gilbert and Plum Creek. No homeowner would be able to get by with that, why does the Town?

On a positive note, I want to THANK the team that worked on the remilling and asphalting of the road to my sub-division. Those men labored hard in unrelenting heat, working hard to complete their task with as little interruption to my street's occupants as possible, and did a nice job of "clean-up" afterwards! Please be sure to let them know how much they are appreciated! It's nice to ride on smooth roads and not have the big hole at the bottom of Live Oak Road and Willow Oak Road!
Sincerely,
Loretta Johnson

AN ORDINANCE ADDING CHAPTER 10.12 OF THE CASTLE ROCK MUNICIPAL CODE REGARDING TRUCK ROUTES

SEPTEMBER 6TH, 2022

TOWN OF CASTLE ROCK COLORADO

PROJECT OVERVIEW

- **Purpose**: To establish a comprehensive Town of Castle Rock Designated Truck Route Program.

- **Goal:** Balance needs of trucking community with community quality of life needs and pavement lifespan maximization.

TOWN OF
CASTLE ROCK
COLORADO
PUBLIC WORKS
ELEVATING VALUE
Low Environmental Impacts
Low Downtime
High Safety
Low Lifecycle Cost
Reliability

PROJECT EXPECTATIONS

Minimize pedestrian/truck interaction on non-arterials

Decrease noise along non-arterials

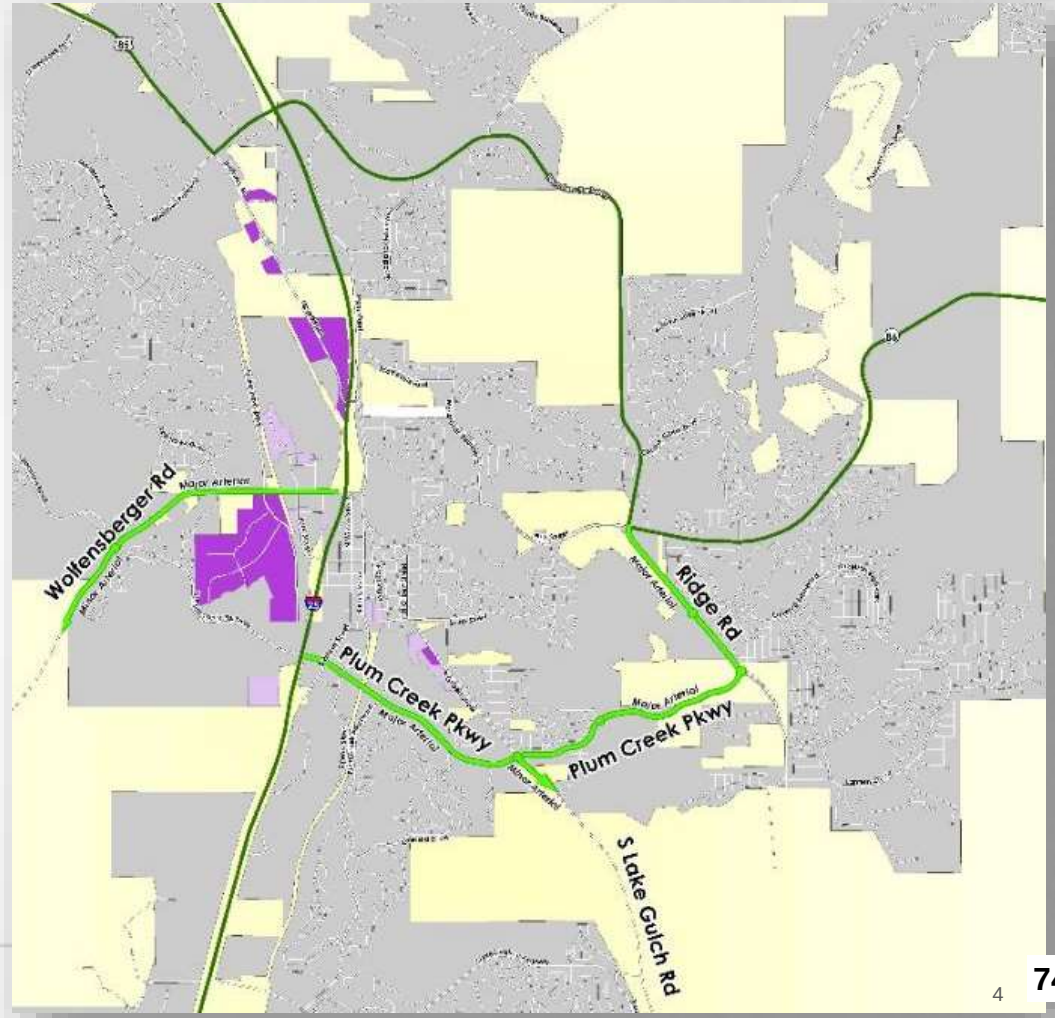
Increasing pavement life on roads not intended to have a lot of heavy truck traffic

MUNICIPAL CODE CHAPTER

- Purpose:
  - Protect public health, and safety, and decrease negative impacts from truck traffic to residential areas by reducing roadway wear and maintenance cost, noise, and pollution
- Truck Route Determination:
  - Definition of truck is a vehicle with gross weight of 10,000 or more pounds.
  - Town Council is authorized to determine and designate truck routes by resolution
- Exceptions:
  - Emergency vehicles, vehicles making local deliveries, vehicles operated by the Town, and trucks for construction, repairs, or maintenance of Town ROW
- Evidence of local business:
  - Drivers need to show delivery slip or other evidence of destination on non-truck route streets
  - Drivers with a valid Town issued construction permit would be able to use any roadway
- Violation:
  - First offense, $500; Second offense, $750; Third and subsequent offense, $1000

TRUCK ROUTES

- Existing CDOT Routes
- Proposed Town Routes



PUBLIC & STAKEHOLDER ENGAGEMENT

- Stakeholders include:
  - Residents
  - Town Staff
  - CDOT
  - Douglas County
  - Emergency services
  - Economic Development Council
  - Colorado Motor Carriers Association
  - Trucking business community
  - Local businesses
  - Developers
- Engagement activities:
  - January 2022 – Hand delivered notifications to businesses on Gilbert St
  - February 2022 – Letter delivered to Colorado Motor Carriers Association
  - April 18th, 2022 – Public Open House at Town Hall
  - April – May 2022 – Online form submittals

FEEDBACK SUMMARY

- Summary of feedback:
  - Supportive of keeping truck traffic from cutting through neighborhoods
  - Concern for the ability to enforce the routes and perceived violations due to engine noise
  - Concern of degradation of the roadway due to additional truck traffic
  - Concern of added engine and road noise along the proposed routes
  - Requests to lower the speed limit on Founders Pkwy
  - Concern over roundabouts being too small for trucks to navigate
  - Concerns over added trucks to the Town

EXISTING AND FORECASTED TRUCK TRAFFIC

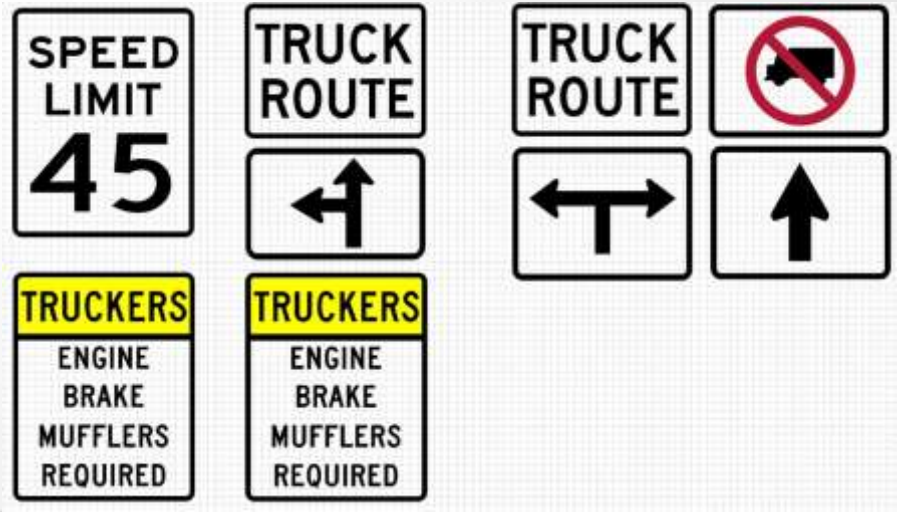
Roadway	Location	Average Daily Traffic (ADT)	Existing Truck Volume (April 2022)	Existing Percent Trucks of ADT	Projected Truck Volume with Designated Truck Routes	Projected Percent Trucks with Designated Truck Routes
Founders Pkwy	North of Hwy 86	20,826	360	1.7%	427	2.1%
Ridge Road	North of Enderud Blvd	14,366	140	1.0%	207	1.4%
St Hwy 86	East of Founders Pkwy	17,635	315	1.8%	315	1.8%
Plum Creek Pkwy	East of Gilbert	21,749	168	0.8%	235	1.1%
Plum Creek Pkwy	Near Perry Street	22,938	174	0.8%	241	1.1%
Fifth Street	East of Woodlands	11,711	134	1.1%	15	0.12%
Wolfensberger Rd	West of Prairie Hawk	5,656	69	1.0%	69	1.0%

PLANNED NEXT STEPS

- Planned Implementation Outreach:
  - Update website information on the Truck Route project page
  - Issue a News Release regarding route approval, online and in social media
  - Email update to stakeholders: Chamber, EDC, Colorado Motor Carriers Association, CDOT, and DC to help distribute news release
  - Letter and email update to business stakeholders, announcing implementation, remind them of truck routes and fines for violations
  - Public a notice in Your Town Talk (November edition)
  - Attend other stakeholder meetings for project update as needed

PLANNED NEXT STEPS

- Planned Implementation Schedule:
  - September – begin gathering necessary material and finalize sign locations
  - October thru December – install signs between other on-going priorities



RECOMMENDATION

Public Works Commission unanimously recommended that Council approve the Ordinance by title and as presented by Staff.

PROPOSED MOTION

"I MOVE THAT TOWN COUNCIL APPROVE THE ORDINANCE AS INTRODUCED BY TITLE."

ALTERNATIVE MOTIONS:

"I MOVE THAT TOWN COUNCIL APPROVE THE ORDINANCE AS INTRODUCED BY TITLE WITH THE FOLLOWING CHANGES _____"

"I MOVE THAT THIS ITEM BE MOVED TO A FUTURE TOWN COUNCIL AGENDA"

Town of Castle Rock

Agenda Memorandum

Agenda Date: 9/20/2022

Item #: 22. **File #:** ORD 2022-025

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Mark Marlowe, PE, Director of Castle Rock Water
Matt Benak, PE, Water Resources Manager
David van Dellen, PE, Stormwater Manager
Rick Schultz, Water Efficiency Supervisor
Linda Gould, Water Efficiency Specialist
Tina Close, Plan Review Supervisor

Ordinance Amending Chapters 4.04, 13.12, and 15.48 of the Castle Rock Municipal Code and Adopting by Reference as a Primary Code the 2022 Town of Castle Rock Landscape and Irrigation Criteria Manual (First Reading) [*Entire Castle Rock service area*]

Executive Summary

The purpose of this memorandum is to seek Town Council approval of an Ordinance on first and second readings to amend Sections 4.04, 13.12, and 15.48.020 of the Town of Castle Rock Municipal Code related to water dedication, public services, and the Landscape and Irrigation Criteria Manual (see ***Attachment A***). A summary of the code changes is provided as ***Attachment B***.

One of Castle Rock Water's strategic goals is to achieve a per capita demand of 100 gallons per capita per day (gpcd) by 2050. With the current 5-year average at 118.4 gallons per person per day, this would account for an additional 15.5% decrease in water use and essentially would act as a new source of supply.

The one water conservation measure that likely will have the most impact will be a major limitation of turf grass for lawns. This conservation measure was identified in the 2021 Water Resources Strategic Master Plan adopted by Town Council on April 19, 2022. The Town already prohibits the use of Kentucky bluegrass (*Poa pratensis*) for all new construction turf grass areas. However, with nearly half of the Town's annual water use still going to outdoor demands, major limitations on turf grasses for new development will be an important way to reduce demands going forward. Instead of turf grass for yards, Castle Rock Water recommends a *ColoradoScape* design be installed in the front and back yards of new homes. As defined in the Landscape and Irrigation Criteria Manual, ColoradoScape is "[a] natural landscape which uses low to very low water [less than ten (10) inches

of water per year] plant material which blends in with the native Castle Rock landscapes. Plant material must be maintained in its natural form, utilizing a combination of hardscape and landscape materials which provide a variety of colors, textures, sizes, shapes and seasonal interest."

Staff has estimated the reduction in outdoor irrigation necessary to meet the Town's water conservation goal. If the Town no longer allows turf grass for any new front yards (it is the intention going forward that residential front yards will only be allowed to have a ColoradoScape design); limits backyards to no more than 500 square feet (sf) of irrigated turf; and the assumption is made that 125,000 people will be the ultimate population served, then the Town could see a reduction of 52% of future outdoor water use (based on what the outdoor water use would be without further turf limitations than today). This kind of reduction will allow the Town to achieve its water conservation goal. When present, swimming pools and water features will reduce the total amount of turf allowed by an equal area.

For non-residential customers, including apartment complexes, condominiums, townhomes, home-owners associations (HOA) common areas, and commercial businesses, the focus will be to eliminate non-functional turf. Non-functional turf is defined as those areas of turf where play or recreational activities cannot or do not take place. Passive use areas still will be necessary to walk dogs, recreate, or simply gather informally. Smaller areas of turf still can be installed for these passive uses although other options certainly will be encouraged and considered. ColoradoScape will be required where passive use areas are not in place. ColoradoScape areas will utilize point-source drip, inline drip tubing, or sub-surface drip irrigation.

If the Town's existing customers (approximately 80,000 people) are able to reduce water consumption from 118 gallons per person per day to 100 gallons per person per day, the water use savings would represent approximately 1,610 acre feet per year (AF/yr). This kind of savings would reduce the need to develop new water supplies, potentially avoiding $56 million to over $72 million in future investments.

The new turf limits would go into effect on January 1, 2023 for all new homes issued building permits after that date. Because the new turf limits would take water conservation for new homes to a much higher level than current standards in the Town, the incentive programs currently being offered for water efficient new homes would become irrelevant. This includes Castle Rock Water's 0.67 Single Family Equivalent (SFE) tap program and the Water Efficiency Plan (WEP) program. As part of the change to the new turf limits, Castle Rock Water recommends the discontinuation of these two programs. Instead, new homes after January 1, 2023, would pay reduced system development fees (SDFs) consistent with the fact that these homes will use less water than the current SFE. Staff proposes that all new homes after January 1, 2023 will have the potential to pay SDFs consistent with the 0.6 of an SFE which is the equivalent amount of water that these new homes are expected to use. Final SDFs will still be calculated based on equivalent flow through the meter, and as such, houses with significantly more fixtures may see SDFs above 0.6 of an SFE. SDFs will be calculated on a prorated scale from 0.67 SFE to 1.0 SFE similar to how they are currently calculated for WEPs. This will result in a potential savings of over $16,000 per new home on SDFs based on proposed 2023 SDFs for the various enterprise funds.

Castle Rock Water also recommends changes to the groundwater bank tracking requirements.

Homes built under these new code changes will debit the water bank for a typical development based on the water demand requirement determined at the time of plat or site development plan approval and would be amended if changes are made after approval.

Due to the importance of ensuring the correct landscape is installed for both the front and backyards of new homes, Castle Rock Water will be strongly incentivizing that home builders install both the front and back yards. This is because it will cost Castle Rock Water staff significant labor and time to ensure that backyards, when installed by new residents, meet the new requirements. It is much more cost effective from a Castle Rock Water labor standpoint to have this work done by the home builder instead of the new home owner. In addition, this approach will ensure that landscapers that have the Qualified Water Efficient Landscaper (QWEL) training and registration with the Town do the work. Finally, having the home builders install the backyards will ensure that the water budget for each home actually matches the landscape installed. If home builders choose not to install both the front and backyards, then they will not receive the above described discounted SDF and will instead be required to pay the full fees associated with 1.0 SFE. In addition, these home builders will still be required to provide a backyard landscape design for the house that will set the initial water budget for the house and that the new homeowner can have installed.

Notification and Outreach Efforts

Castle Rock Water staff presented the information to:

- The Economic Development Council (EDC) on May 10, 2022 and June 17, 2022
- The EDC Water Subcommittee on December 17, 2021, January 21, 2022, February 18, 2022, March 18, 2022, April 15, 2022, May 20, 2022, June 17, 2022, July 15, 2022, August 19, 2022 and September 1, 2022.
- Town of Castle Rock Contractor's Luncheon, introduced on December 15, 2021, re-introduced on March 16, 2022, with a formal presentation on May 18, 2022, and additional outreach on August 17, 2022.
- The Homebuilders Association on May 10, 2022 and May 24, 2022.
- The Developer's Roundtable on August 17, 2022.
- The Economic Development Council Executive Board on August 18, 2022.

The concept also was part of presentations made to different organizations on the 2021 Water Resources Strategic Master Plan, including the Rotary Club of Castle Rock, the Chamber of Commerce's Government Interest Committee, the Republican Breakfast, the Developers Roundtable several times and at an Open House at Castle Rock Water.

History of Past Town Council, Boards & Commissions, or Other Discussions

The concept was presented to the Castle Rock Water (CRW) Commission on February 23, 2022 and March 23, 2022 as part of presentations on the 2021 Water Resources Strategic Master Plan. The CRW Commission was supportive of the concept.

This concept was first introduced to Town Council on April 19, 2022 as part of the discussion and approval of the 2021 Water Resources Strategic Master Plan.

CRW Commission reviewed the ordinance at the August 31, 2022 meeting and recommended Council approval of the ordinance as introduced by staff.

Discussion

The Town of Castle Rock resides in a semi-arid, high desert climate receiving only 15 inches of annual precipitation on average. Much of the turf grass that has been planted around the community may require twice that amount of water to survive. Because of the demand that irrigating turf grass places on our water resources, Castle Rock Water has been offering rebates for turf removal since 2009. Other entities around the front range have similar programs, such as Centennial Water and Sanitation District serving Highlands Ranch, and the City of Aurora. In fact, Aurora has passed an ordinance requiring no turf in front yards and a 500 sf limit of turf in backyards similar to what Castle Rock is proposing. The turf replacement trend has now found state-wide support with the passage of House Bill HB22-1151 in June 2022. This new law provides an estimated four million dollars to be spent over the next two years to help land owners convert their yards from turf to xeriscape (similar to the Town's ColoradoScape) landscapes. Some of the monies will be allocated to local governments (such as Castle Rock), who have existing turf replacement programs.

Reducing the amount of plant material that requires irrigation in Castle Rock's service area also will help with water demand management. The Town has used mandatory water management for landscape irrigation since 1985 by providing an alternating irrigation schedule. Castle Rock's water demands in the summer often spike to 4 to 5 times of what the demands are during the winter months putting strain on the water treatment, pumping, storage, and distribution infrastructure around the community.

For many years, Castle Rock Water has offered what is called the "0.67 SFE program." Under this current program, a home that is not covered under a Water Efficiency Plan (WEP), that has a potential maximum flow rate through a meter of 20 gallons per minute (gpm) or less (which includes fixture counts for in-home and outdoor irrigation) and less than 1,400 square feet (sf) of total irrigated area will currently save $12,297 in system development fees (SDF). **Homes built under the 0.67 SFE program require the home builder to install both the front yard and the backyard landscaping at the time of construction.** Currently, there are 1,957 homes with a 0.67 SFE designation in Castle Rock.

A WEP home is given a 2 gpm credit for the indoor domestic water, which in many cases, allows them to meet a 0.67 single family equivalent (SFE) category. If the total indoor gpm, with 2 gpm credit plus outdoor irrigation is less than 20 gpm, they are charged for 0.67 SFE. If a home is over 20 gpm, the Town prorates the system development fee (SDF) between the actual SFE and 1 SFE. Those savings could be up to $12,297. To date, the Town has not had a WEP home go over 0.79 SFE, which equates to a savings of $7,826. **WEP homes also have to provide front and back yard landscape**, but do not have to meet the 1,400 sf total irrigated area, since they follow the water efficiency plan stipulations. To date, there are 345 homes with a WEP designation. Both the 0.67 SFE and WEP programs no longer will be relevant with the proposed changes to the landscape requirements. As such, the ordinance amendments described in this memorandum recommend discontinuation of the programs and removal of the incentives offered under them.

It is important to note that there will be an incentive under the new landscape criteria that will replace these existing incentives. Most houses under the new landscape criteria will achieve a 0.6 SFE designation by achieving a maximum flow rate through the meter of 18 gpm and will pay SDFs consistent with 0.6 of an SFE. SDFs will still be calculated based on the maximum calculated flow rate through a meter so homes with more fixtures may not achieve 18 gpm. CRW is recommending that we prorate fees between 0.67 SFEs and 1.0 SFE similar to what is currently done for houses built under a WEP. Potential savings on proposed 2023 SDFs could be as high as $16,000, higher than the maximum savings offered today under the 0.67 SFE Program and the WEP. **This incentive will only be offered if a home builder installs both the front and backyard landscape consistent with Castle Rock Water's existing incentive programs.**

Castle Rock Water contracted with Norris Design, a local landscape and irrigation design and consulting firm, to prepare a series of lot-specific typical designs and water use analysis for ColoradoScape designs. Their scope includes a comprehensive design guideline (see ***Attachment C***). These typical designs were used to estimate actual water use for the new homes. The calculated values are approximately half of a typical home in Castle Rock.

From this design guideline, cost estimates were solicited from several local production installation contractors. The preliminary estimates received have indicated the cost of ColoradoScape to be equal to or less than the cost of a similar traditional turf-centric landscape (see ***Attachment D***). An in -depth landscape and irrigation design has been created and currently is being distributed to the same group of contractors for further cost comparison. The reduced SDF will also help cover any additional costs for home builders to install a ColoradoScape.

During the public outreach process for the proposed landscaping changes, some stakeholders expressed concerns regarding potential impacts to foundation design for residential construction. The Town has consulted with Ground Engineering to provide a geotechnical opinion regarding this matter. Based on this consultation, Castle Rock Water believes home builders can develop appropriate designs for foundations based on the new turf limits.

Finally, Castle Rock Water retained Wright Water Engineers, Inc., to perform an engineering analysis of stormwater implications due to the proposed limitations of irrigable turf area. This analysis is necessary to understand the potential impacts to storm drainage infrastructure and water quality on residential development as a result of restricting the maximum allowable turf and implementing ColoradoScape landscape standards. Castle Rock Water should have the results of their study by December 2022.

Budget Impact

There is no significant anticipated additional cost to the Town if Council approves the proposed code amendment. Some minor administrative work may be needed. The major impacts are to revenues from SDFs and savings on future water resources capital project needs. Since homes built under the new code will use significantly less water, a reduced SDF as low as 0.6 of the current SDF is being proposed. This will reduce SDF revenues by millions of dollars. If Castle Rock Water achieves its goal in additional water conservation, however, the savings in future capital investment needs could be $56 to $72 million based on present values. The proposed changes will help reduce outdoor

water usage and, therefore, reduce the total amount of renewable water needed in the future and reduce the future peak water demands placed on the system to meet the summer irrigation demands of the community. The changes will also push some capital investments further out into the future. All of these impacts will save both existing rate payers and future customers on rates and fees. This is because less infrastructure and smaller infrastructure can be installed which ultimately will be less costly to operate and maintain and rehabilitate and replace in the long term.

For 2022, the SDFs for 0.67 SFE homes are $24,771 and for a standard ¾" tap home are $37,068. Average monthly water use for 0.67 SFE homes has been 5.04 kgal/month and for a standard ¾" tap home is 7.72 kgal/month. Preliminary calculations for the proposed new residential program indicate that estimated outdoor annual water usage will be 12,550 gallons on average. This is about 41% of the current estimated outdoor annual water use of a current 0.67 SFE home and the new program would have an estimated total annual water use of approximately 70% of a current 0.67 SFE home. This means new houses under the program will be approximately 0.47 SFE homes relative to our standard ¾" tap assuming the estimates by Norris Design hold true. In recognition of this, staff is proposing to allow the system development fee for new homes subject to the new requirements after January 1, 2023, to go as low as $25,231.80 which is 60% the proposed 2023 standard ¾" tap for Water, Wastewater and Renewable Water. Castle Rock Water will continue with our annual rates and fees study and update future SDFs for homes meeting the new standard in accordance with the result of the future studies.

In 2021, there were 404 homes of the total 959 built that were 0.67 and WEP homes. If we assume the same percentage of homes will be 0.67 and WEP homes in 2023, then system development fee revenues will be reduced by an estimated $7.4 million assuming that SDFs in 2023 are the same as they are in 2022. The good news is future capital costs also will be reduced significantly to serve the new homes as a result of the large reduction in water use. Furthermore, operating revenues will be reduced for new homes constructed after 2023 relative to existing homes due to the reduced outdoor usage and the fact that indoor water rates are lower than outdoor water rates. Revenues for these future houses are estimated to be 60% of current typical homes. These revenues and the required capacities for new capital projects will be incorporated into future rates and fees studies.

Staff Recommendation

Staff recommends approval of the Ordinance as presented.

Proposed Motion

"I move to approve the Ordinance as introduced by title."

Alternative Motions

"I move to approve the Ordinance as introduced by title, with the following conditions: (list conditions).

"I move to continue this item to the Town Council meeting on _____ date to allow additional time to (list information needed)."

Attachments

Attachment A:	Ordinance
Attachment A-1:	Manual
Attachment B:	Summary of Changes to the Manual
Attachment C:	ColoradoScape Design Guidelines
Attachment D:	Cost Evaluations on Coloradoscape verse Turf

ORDINANCE NO. 2022-

AN ORDINANCE AMENDING CHAPTERS 4.04, 13.12, AND 15.48 OF THE CASTLE ROCK MUNICIPAL CODE AND ADOPTING BY REFERENCE AS A PRIMARY CODE THE 2022 TOWN OF CASTLE ROCK LANDSCAPE AND IRRIGATION CRITERIA MANUAL

WHEREAS, the Town of Castle Rock, Colorado (the "Town") is a home rule municipal corporation and the Town Council is empowered to adopt such ordinances as are necessary and convenient to protect the health, safety and welfare of the community; and

WHEREAS, the Town Council has determined the necessity of adopting regulations and standards pertaining to landscape and irrigation installation and construction in the Town; and

WHEREAS, additionally, Town staff recommends certain changes to the Town Municipal Code (the "Code") related to water dedication and public services to assist Castle Rock Water in achieving its long-term strategic goals; and

WHEREAS, the Castle Rock Water Commission has reviewed the 2022 Town of Castle Rock Landscape and Irrigation Criteria Manual ("Landscape Manual") and the proposed Code changes and has recommended that both be adopted by the Town Council; and

WHEREAS, water scarcity in the arid west and Colorado is an important issue for the future development of the Town; and

WHEREAS, water used in outdoor turf grass irrigation severely limits the amount of water that can be recaptured by the Town's indirect potable water reuse system; and

WHEREAS, low water-use landscapes are attractive, require less maintenance, save water, and can better withstand drought; and

WHEREAS, the elimination of high water use in nonfunctional and aesthetic landscapes maximizes the amount of available reusable water which is a primary goal of the Town; and

WHEREAS, the changes to the Landscape Manual are being made in order to promote water conservation by reducing: (i) the peak demand on infrastructure; (ii) the total renewable water supply needed for future use; and (iii) the long-term cost of water for the community; and

WHEREAS, the changes to the Landscape Manual are applicable only to new homes and new non-residential development permitted by the Town on or after January 1, 2023; and

WHEREAS, a copy of the Landscape Manual has been filed with the Town Clerk and a public hearing has been held regarding its adoption before the Town Council as required by Town regulations and Section 31-16-203, C.R.S.

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

Section 1. **Amendment.** Section 4.04.050.A of the Castle Rock Municipal Code is amended to read as follows:

4.04.050 - Required dedication of groundwater rights with land use approval.

A. Annexation. All groundwater rights to the Denver Basin groundwater underlying the annexed property shall be conveyed to the Town concurrently with and as a condition to the annexation. The severance of ownership or control of the groundwater rights from the annexed property shall preclude its annexation as the Town Council may determine in its sole discretion. The total development entitlements granted annexed property through concurrent zoning approval shall be limited to the development credit (as calculated pursuant to Section 4.04.080) realized from the required groundwater rights conveyance, absent a finding of the Town Council that the exceptional nature of the development proposed warrants special dispensation, such as preservation of open space, landforms or vistas of community-wide significance or interest, significant primary employment generation, or enhanced urban design and community amenities and aesthetics. ~~Regardless of any other conditions, implementation of a water efficiency plan in accordance with Section 4.04.120 is a requirement of annexation.~~ In the event that the Town Council finds that the development proposal merits special dispensation, the development agreement shall prescribe the supplemental water resource dedication and/or cash-in-lieu payment required to support full development of the annexed property.

Section 2. **Amendment.** Section 4.04.080.B of the Castle Rock Municipal Code is amended to read as follows:

4.04.080 - Manner of compliance.

B. Water demand. The gross water production required to support the Town's service commitment to annexed property shall be calculated at 0.55 AF per single-family equivalent (SFE) assignment made under Subsection 13.12.080.A of ~~the Municipal~~ THIS Code; provided, however, that for purposes of calculating water rights dedication requirements~~ within an area governed by a water efficiency plan~~, ~~the SFE assignment for calculated water demand under Section 13.12.080 shall not be limited to the .67 SFE minimum assignment prescribed in Section 13.12.080. Consequently,~~ an SFE assignment of less than ~~.67~~ 0.60 SFE may be utilized under this section, if otherwise qualifying under the applicable ~~water efficiency plan and the~~ engineering criteria adopted administratively by the Director.

Section 3. **Amendment.** Section 4.04.120 of the Castle Rock Municipal Code is hereby repealed in its entirety.

Section 4. **Amendment.** Sections 4.04.150.A and B of the Castle Rock Municipal Code are amended to read as follows:

4.04.150 - Renewable water resource fee.

A. In order to defray the cost incurred by the Town in the acquisition and development of renewable water resources consistent with the water plan and this Chapter, there is imposed a renewable water resource fee as a condition to the right to connect to the municipal water system. The renewable water resource fee is established at the following schedule of fees in effect as of the date of a complete building permit application~~, provided however, in order to qualify for the 0.67 SFE, the applicant must meet additional engineering criteria beyond meter capacity as established by Castle Rock Water~~:

Renewable Water Resource Fee

Meter Size	*SFE*	*Meter Capacity (GPM*)*	*~~2022~~ 2023 and thereafter*
7/16” x 3/4”**	.60	18	$18,230
5/8" × 3/4"**	.67	20	~~$17,683~~ $20,306
3/4" × 3/4"	1.00	30	~~$26,458~~ $30,383
1"	1.67	50	~~$44,076~~ $50,615
1.5"	3.33	100	~~$87,888~~ $100,926
2" C2	6.67	200	~~$176,042~~ $202,157
2" T2	8.33	250	~~$219,853~~ $252,467
3" C2	16.67	500	~~$439,972~~ $505,241
3" T2	21.67	650	~~$571,936~~ $656,782
4" C2	33.33	1,000	~~$879,679~~ $1,010,177
4" T2	41.67	1,250	~~$1,099,796~~ $1,262,949
6" C2	66.67	2,000	~~$1,759,621~~ $2,020,658

6" T2	83.33	2,500	~~$2,199,328~~ $2,525,594

* Potential flow capacity in gallons per minute.

** ONLY AVAILABLE TO BUILDERS THAT INSTALL THE FRONT AND BACKYARD LANDSCAPING

B. ~~Irrespective of the SFE assignment under subsection A, connections within an area governed by a water efficiency plan shall be assigned an SFE by applying~~ FOR SINGLE-FAMILY CUSTOMERS WHERE FRONT AND BACKYARD LANDSCAPING IS INSTALLED BY THE BUILDER, RENEWABLE WATER RESOURCE FEES WILL BE PRORATED, WITH THE SFE ASSIGNMENT TO BE APPLIED BASED ON the ACTUAL engineering criteria adopted by Castle Rock Water ~~to the~~ specific TO THE water savings measures ~~mandated by the water efficiency plan with 0.67 SFE being the lowest available assignment under this section~~ IN PLACE FOR THOSE SINGLE-FAMILY RESIDENCES WITH A CALCULATED DEMAND BETWEEN 0.67 SFE AND 1.00 SFE.

Section 5. **Amendment.** Section 13.12.020 of the Castle Rock Municipal Code is amended to read as follows:

13.12.020 Utilization of municipal services required.

No individual or separate water systems shall be permitted. Except when authorized by the Town Council with approval of a final subdivision plat and upon finding that connection to the municipal wastewater system will create an extraordinary hardship, no individual residence, business or other property development shall be permitted to create a separate septic system. Such separate wastewater system shall require the approval of the ~~Tri-County~~ DOUGLAS COUNTY Health Department and any other permitting jurisdiction and shall be abandoned and connection made to municipal services in accordance with the terms and conditions of the resolution of the Town Council authorizing the system(s).

Section 6. **Amendment.** Section 13.12.040 of the Castle Rock Municipal Code is amended to read as follows:

13.12.040 - Extension of services outside municipal boundaries.

Pursuant to contract, the Town may make available municipal water and sewer services to properties outside the Town's corporate boundaries; provided, however, that such service shall not impair services to resident users. The contract for extraterritorial service shall specify the terms and conditions for service extension, including the system development, tap and connection charges to be imposed, the charges for service, and the requirements for annexation, if any. As a condition to such service extension, the property owner shall be subject to all ordinances and regulations of the Town governing water and wastewater use and service. Extraterritorial service shall be charged ~~at~~ UP TO AND INCLUDING one hundred twenty-five percent (125%) of the rate established under Section 13.12.110.

Section 7. **Amendment.** Section 13.12.080 of the Castle Rock Municipal Code is amended to read as follows:

13.12.080 System development fees.

A. In order to defray the capital costs of utilizing, expanding and developing municipal facilities for the provision of water, system development fees shall be assessed in accordance with the following schedule of rates in effect as of the date of submission of a complete building permit application~~, provided however, in order to qualify for the 0.67 SFE system development fee, the applicant must meet additional engineering criteria beyond meter capacity as established by Castle Rock Water~~:

Water System Development Fee

Meter Size	*SFE*	*Meter Capacity (GPM*)*	*~~2022~~ 2023 and thereafter*
7/16” x 3/4”**	0.60	18	$3,762
5/8" x 3/4"**	0.67	20	~~$3,809~~ $4,190
3/4" x 3/4"	1.00	30	~~$5,700~~ $6,270
1"	1.67	50	~~$9,476~~ $10,423
1.5"	3.33	100	~~$18,894~~ $20,784
2" C2	6.67	200	~~$37,846~~ $41,630
2" T2	8.33	250	~~$47,624~~ $51,991
3" C2	16.67	500	~~$94,586~~ $104,044
3" T2	21.67	650	~~$122,956~~ $135,251
4" C2	33.33	1,000	~~$189,114~~ $208,026
4" T2	41.67	1,250	~~$236,436~~ $260,080

6" C2	66.67	2,000	~~$378,286~~ $416,115
6" T2	83.33	2,500	~~$472,815~~ $520,096

* Potential flow capacity in gallons per minute.

** ONLY AVAILABLE TO BUILDERS THAT INSTALL THE FRONT AND BACKYARD LANDSCAPING

B. ~~Irrespective of the SFE assignment under subsection A, connections within an area governed by a water efficiency plan shall be assigned an SFE by applying~~ FOR SINGLE-FAMILY CUSTOMERS WHERE FRONT AND BACKYARD LANDSCAPING IS INSTALLED BY THE BUILDER, WATER SYSTEM DEVELOPMENT FEES WILL BE PRORATED, WITH THE SFE ASSIGNMENT TO BE APPLIED BASED ON the ACTUAL engineering criteria adopted by Castle Rock Water ~~to the~~ specific TO THE water savings measures ~~mandated by the water efficiency plan with 0.67 SFE being the lowest available assignment under this section~~ IN PLACE FOR THOSE SINGLE-FAMILY RESIDENCES WITH A CALCULATED DEMAND BETWEEN 0.67 SFE AND 1.00. SFE.

C. In order to defray the capital costs of utilizing, expanding and developing municipal facilities for the provision of wastewater, system development fees shall be assessed in accordance with the following schedule of rates in effect as of the date of submission of a complete building permit application:

Wastewater System Development Fee*

Meter Size	*SFE*	*Meter Capacity (GPM*)*	*~~2022~~ 2023 and thereafter*
7/16" x 3/4"**	.60	18	$3,240
5/8" x 3/4"**	.67	20	~~$3,279~~ $3,607
3/4" x 3/4"	1.00	30	~~$4,909~~ $5,400
1"	1.67	50	~~$8,173~~ $8,991
1.5"	3.33	100	~~$16,299~~ $17,929
2" C2	6.67	200	~~$32,646~~ $35,911

2" T2	8.33	250	~~$40,772~~ $44,850
3" C2	16.67	500	~~$81,592~~ $89,752
3" T2	21.67	650	~~$106,065~~ $116,672
4" C2	33.33	1,000	~~$163,137~~ $179,451
4" T2	41.67	1,250	~~$203,957~~ $224,353
6" C2	66.67	2,000	~~$326,322~~ $358,954
6" T2	83.33	2,500	~~$407,867~~ $448,654

* Does not apply to SFEs served by Pinery Water and Wastewater District.

** ~~Potential flow equivalency in gallons per minute, with the exception of the 0.67 SFE the applicant must meet additional engineering criteria as established by Castle Rock Water.~~ ONLY AVAILABLE TO BUILDERS THAT INSTALL THE FRONT AND BACKYARD LANDSCAPING.

D. FOR SINGLE-FAMILY CUSTOMERS WHERE FRONT AND BACKYARD LANDSCAPING IS INSTALLED BY THE BUILDER, WASTEWATER SYSTEM DEVELOPMENT FEES WILL BE PRORATED, WITH THE SFE ASSIGNMENT TO BE APPLIED BASED ON THE ACTUAL ENGINEERING CRITERIA ADOPTED BY CASTLE ROCK WATER SPECIFIC TO THE WATER SAVINGS MEASURES IN PLACE FOR THOSE SINGLE-FAMILY RESIDENCES WITH A CALCULATED DEMAND BETWEEN 0.67 SFE AND 1.00 SFE.

~~D~~ E. Payment of the applicable system development fees shall be a condition to the issuance of the building permit.

~~E~~ F. The applicant for a building permit shall furnish the certification of a registered professional engineer reasonably qualified to make such certification, that the building, improvements or development can be adequately serviced to established and recognized standards. The water supply required for any building and/or irrigation shall be determined by total load at peak demand in terms of water supply fixture units and gallons per minute (gpm).

~~F~~ G. *Nonpotable* refers to Town-produced untreated or "raw" Denver Basin groundwater delivered exclusively for the purpose of irrigation. Unless otherwise specifically provided

to the contrary, the provision of this Chapter pertaining to potable water service shall be similarly applicable to nonpotable water service.

~~G~~ H. If the required system development fees are not paid for whatever reason, upon discovery of such nonpayment, the Town may revoke any and all outstanding development approvals, including building permits, or certificates of occupancy, and/or terminate municipal services, subject to the due process requirements of Chapter 13.14.

~~H~~ I. With payment of the required system development fee and the renewable water resource fee imposed under Section 4.04.150 of this Code and issuance of a building permit, the permittee is granted a reservation of water and wastewater service in the amount of the specified SFE for a period coinciding with the term that a building permit is valid under Section 15.04.030 of this Code. Reservation of water, renewable water and wastewater service by prepurchase of SFE through contract with the Town shall be subject to specific service commitment and reservation terms contained therein, irrespective of the foregoing provision.

~~I~~ J. A fee credit may be approved by the Town Manager. A fee credit may be considered in the event that the applicant commits, pursuant to a development agreement, subdivision improvement agreement or other legally binding instrument approved by the Town, to provide public capital facilities for which an applicable system development fee would otherwise be utilized. The eligibility and amount of the fee credit shall be determined by the Town Manager, taking into consideration the intent and purpose of the applicable system development fee and the monetary value of the public capital facilities to be provided by the applicant which otherwise would be paid for from system development fee proceeds. No fee credit shall be granted for public capital facilities otherwise required by any applicable Town Code or ordinance. An application for a fee credit shall be submitted to the Town Manager utilizing a form and information as may be required by the Town Manager. The Town Manager's decision on a fee credit application may be appealed to the Town Council.

~~J~~ K. A qualifying attainable housing project shall be eligible to receive up to a one-hundred-percent reduction, per qualifying attainable housing unit, in the amount of the otherwise applicable system development fees. A qualifying attainable housing project and unit shall be defined as a housing project or unit participating in an attainable or affordable housing program through the Douglas County Housing Partnership, Colorado Housing Finance Authority or other certified local, state or federal attainable housing program. An application for this attainable housing fee reduction must be approved by the Town Council.

~~K~~ L. The Town Manager may approve reductions or waivers in otherwise applicable system development fees up to a maximum of one hundred thousand dollars ($100,000.00) for qualifying economic development priority projects, subject to the project incentive cap as defined in Section 2.25.020 of this Code. Economic development priority project fee reduction in an amount greater than one hundred thousand dollars ($100,000.00) shall

require the approval of the Town Council. The Town Manager may also approve deferrals of system development fees pursuant to Subsection 2.25.030.D.

Section 8. **Adoption.** The Town Council hereby adopts the 2022 Town of Castle Rock Landscape and Irrigation Criteria Manual in the form on file with Town Clerk and as presented to the Town Council at the public hearing.

Section 9. **Amendment.** Section 15.48.010 of the Castle Rock Municipal Code is amended to read as follow:

15.48.010 - Adoption.

The Town adopts by reference the 2022 Town of Castle Rock Landscape and Irrigation Criteria Manual and all secondary codes referenced therein ("Landscape Manual"). One copy of the Landscape Manual shall be maintained on file in the office of the Town Clerk and may be inspected during normal business hours.

Section 10. **Severability.** If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect the remaining provisions of this Ordinance.

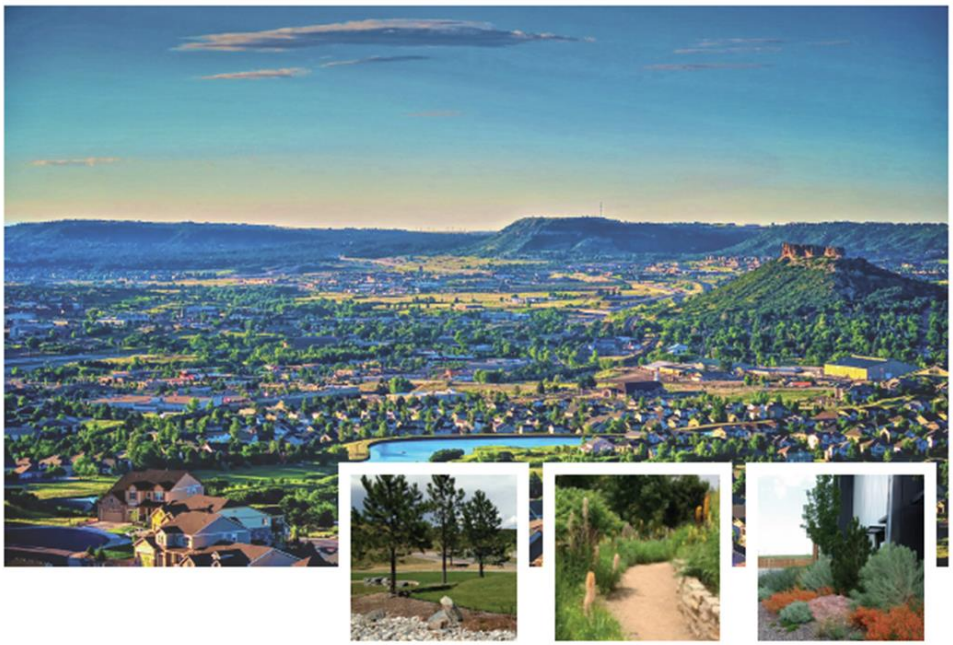
Section 11. **Safety Clause.** The Town Council finds and declares that this ordinance is promulgated and adopted for the public health, safety and welfare and this ordinance bears a rational relation to the legislative object sought to be obtained.

Section 12. **Effective Date**. This Ordinance shall take effect on January 1, 2023.

APPROVED ON FIRST READING this 20th day of September, 2022, by a vote of __ for and __ against, after publication in compliance with Section 2.02.100.C of the Castle Rock Municipal Code; and

PASSED, APPROVED AND ADOPTED ON SECOND AND FINAL READING this ___ day of _____, 2022, by the Town Council of the Town of Castle Rock by a vote of __ for and __ against.

ATTEST:	**TOWN OF CASTLE ROCK**
_____	_____
Lisa Anderson, Town Clerk	Jason Gray, Mayor
Approved as to form:	**Approved as to content:**
_____	_____
Michael J. Hyman Town Attorney	Mark Marlowe, Director Castle Rock Water



TOWN OF CASTLE ROCK

Landscape and Irrigation Criteria Manual

Date, 2022

TOWN OF CASTLE ROCK
COLORADO
100 N. Wilcox St. / Castle Rock, CO 80104

Acknowledgements

The changes to this Landscape and Irrigation Criteria Manual was a collaborative stakeholder effort led by staff at Castle Rock Water. The following people have made significant contributions of time and input on this document:

- Matt Benak, PE, Water Resources Manager
- Brad Boland, AICP, Planner II
- Tina Close, PE, Plan Review Supervisor
- Tim Friday, PE, Assistant Director of Castle Rock Water
- Linda Gould, Water Efficiency Specialist
- Pam Hall, Planner I
- Ian Hamilton, Parks/Open Space Supervisor
- Julie Kirkpatrick, PLA, ASLA, Plan Review Project Coordinator
- Mark Marlowe, PE, Director of Castle Rock Water
- Rick Schultz, Water Efficiency Supervisor
- Ruth Stadler, Water Conservation Plan Reviewer
- Sandy Vossler, Senior Planner
- Stacey Weaks, Norris Design

Published by
Town of Castle Rock
100 N. Wilcox St.
Castle Rock, CO 80104

Deleted: April 1

Deleted: 1

Contents

Section 1 General Provisions

Section 2 Professional Registration

Section 3 Landscape and Irrigation Submittal Requirements

Section 4 General Requirements

Section 5 Multi-Family Residential

Section 6 Single Family and Two-Family Residential

Section 7 Non-Residential Properties

Section 8 Urban Areas

Section 9 Streetscapes, Rights-of-Way, and Tracts along Rights-of-Way

Section 10 Parks, Sports Fields, and Golf Courses

Section 11 Appendix A

Deleted: and B

Deleted: April 1

Deleted: 1

Section 1: General Provisions

These performance standards, criteria, and regulations, together with all future amendments, shall be known as the Town of Castle Rock Landscape and Irrigation Criteria Manual (hereafter called "Criteria"). All landscape and irrigation design, installation, and maintenance performed as a requirement of Castle Rock Municipal Code, Town of Castle Rock Development Procedures Manual, Building and Construction Code, and any other regulation, policy, or criteria adopted by the Town of Castle Rock, shall comply with these Criteria.

All new or qualifying renovated landscaping within the Town limits, including remodels requiring an irrigation, building, or plumbing permit which change irrigation demands or water quality control, shall comply with these Criteria. It is the purpose and intent of these Criteria to establish landscape and irrigation performance standards and criteria that will reflect Town identity and the desire of the community, as expressed through the Town's Vision and Comprehensive Master Plan, and that will:

Promote water conservation

- Demonstrate and recognize the need to invest future water and other resources as efficiently as possible
- Assist in reducing the overall per capita use of water within the Town's service area
- Reduce peak summer water usage
- Reduce or eliminate outdoor water waste
- Assist with water budget rate structure compliance
- Promote the conservation of water supplies through the use of landscape and irrigation design and materials that can have a beneficial effect upon water conservation

Encourage appropriate use of materials

- Promote the values and benefits of natural and indigenous landscapes for new landscape projects within the Town's service area
- Provide for the protection of and implementation of native vegetation
- Promote the conservation of energy resources through the use of landscape design and material that can have a beneficial effect upon energy conservation

Increase public safety

- Increase street safety by reducing or eliminating the potential of water and ice on all paved surfaces resulting from irrigation-related water waste
- Reduce damage to publicly owned streets caused by irrigation-related water waste
- Increase awareness of defensible space for fire mitigation

Facilitate successful projects

- Establish a procedure for designing, installing, and maintaining water efficient landscapes in new projects
- Establish a regulatory framework for the administration of landscape and irrigation design, plan review, installation, inspection, and maintenance

Deleted: April 1

Deleted: 1

Section 1: General Provisions

1.1 GOVERNING REGULATIONS

Unless the Town expressly approves a specific technical criteria variance or deviation, these Criteria and all applicable Town of Castle Rock secondary codes shall govern in all cases where plans or approvals are required.

The Town of Castle Rock makes every attempt to provide a thorough and accurate landscape and irrigation plan review and inspection. In the event an item or items are missed in plan review or during inspections, it does not relieve the applicant or permit holder from meeting all requirements as identified in the Landscape and Irrigation Criteria Manual, the Water Use Management Plan, or Municipal Code.

Deleted: ease

1.2 JURISDICTION

These Criteria shall apply to all public and private lands located within or served by the Town of Castle Rock, including:

1. New development or construction
2. Currently approved development plans which are changed by amendments subsequent to the effective date of this document
3. Any change of land use and conversion of land, whether residential or non-residential, public or private
4. When conditions exist for joint or multiple land uses concurrent on a single site or development property, landscaping that is most consistent with the primary, prescriptive land use shall apply
5. Projects which impact twenty-five (25) percent or greater of landscaped area associated with a single water service connection (one tap)
6. Projects which impact ten-thousand (10,000) square feet or greater of landscaped area associated with one or more service connection (one or more taps)
7. Irrigation maintenance: Through the course of routine maintenance, all replacement irrigation equipment shall meet current Criteria

These Criteria shall govern over privately enforced guidelines or requirements related to landscaping and irrigation (i.e. business association, metropolitan district, homeowner association design guidelines, regulations and requirements, etc.)

1.3 PURPOSE

Presented in these Criteria are the policies, procedures, performance standards, and minimum criteria for the design, installation, and maintenance of landscaping and irrigation within the Town's service area. These Criteria provide comprehensive water efficient design, installation, and maintenance standards for landscaping and irrigation within the Town's service area in a manner that balances quality of life and social awareness with the overall responsibilities of the Town as the water provider.

All landscaping and irrigation plans submitted for approval under the provisions of these Criteria shall include appropriate landscape and irrigation planning, analysis, and design. All landscaping and

Deleted: April 1

Deleted: 1

irrigation plans shall meet or exceed these Criteria.

Deleted: Such planning, analysis, and design shall conform with or exceed these Criteria.

1.4 AMENDMENT

These Criteria may be amended as new technology or other industry related standards or best management practices are developed, or if experience gained in the use and application of these Criteria indicates a need for revision. Minor revisions will require the approval of the Director of Castle Rock Water.

Deleted: performance standards and

All major revisions will require Town Council adoption, by Resolution, following a Public Hearing thereon. The Director of Castle Rock Water, or designee thereof, shall monitor the performance and effectiveness of these Criteria and will recommend amendments and revisions as necessary.

1.5 ENFORCEMENT RESPONSIBLITY

The Town shall review all landscape, irrigation, and maintenance reports, plans, analysis, design, and installations for compliance with these Criteria. The Criteria are enforced by the Town or authorized representative.

1.6 REVIEW AND APPROVAL

The Town shall review all submittals for general compliance with these Criteria. An approval by the Town does not relieve the owner, designer, installer, or maintenance contractor from the responsibility of ensuring the design, plans, specifications, construction, maintenance, and record drawings are in compliance with these Criteria.

1.7 INTERPRETATION

The following shall govern the interpretation and application for the provisions of the Criteria:

1. These provisions shall be regarded as the minimum Criteria for design, installation, and maintenance of landscape and irrigation.
2. Whenever a provision of these Criteria and any other provision of the Town of Castle Rock Municipal Code or any provision in any law, ordinance, resolution, rule or regulation of any kind, contains any requirements covering any of the same subject matter, the requirements that are more restrictive or impose higher standards shall govern. In the event that there is a discrepancy in the interpretation of these Criteria, the Director of Castle Rock Water, or designee thereof, shall make the final determination of the intent of these Criteria.
3. These Criteria shall not abrogate or annul any binding agreements, issued permits, or approved landscape and irrigation construction plans, either recorded or approved by the Town, prior to the effective date of these Criteria.

Deleted: requirements and performance standards

1.8 RELATIONSHIP TO OTHER CRITERIA

If the State, Federal government, or other applicable regulatory agency imposes stricter criteria, standards, or requirements than those contained herein, such provisions shall apply, and shall be subsequently incorporated into the Town's requirements after due process and public hearing(s) to

Deleted: April 1

Deleted: 1

modify the Town's regulations and these Criteria.

1.9 VARIANCE AND DEVIATION

Refer to the Town Development Procedures Manual for information regarding deviations and technical criteria variances and deviations to these Criteria.

1.10 SUPPLEMENTAL INFORMATION TO THESE CRITERIA

Supplemental information, forms, checklists, notes, etc., listed below, are available on the Town of Castle Rock website (CRgov.com) and shall be referenced or submitted in accordance with the requirements set forth in these Criteria. Contact the Director of Castle Rock Water, or designee thereof, with any questions regarding the downloading of these files. It is the responsibility of the owner / applicant and designer, installer, or maintenance contractor to obtain the latest version of any submitted document, as the Town will periodically update these items.

1. Checklists and Forms
2. Composite Landscape Water Use Rating Chart (CLWUR)
3. Drawing Submittal Requirements
4. Electronic Data Submittal Layer Requirements
5. General Construction Drawing Cover Sheet Notes
6. Overlay Districts (Municipal Code Chapter 17)
7. Record Drawing Checklists
8. Registered Landscape Professional list
9. Signature Block
10. Site Development Plan General Notes
11. Standard Construction Notes
12. Standard Details
13. Technical Criteria Variance Request Form
14. Temporary Irrigation Criteria
15. Town of Castle Rock Approved Plant List
16. Water Use Management Plan

Deleted: <#>Contact List¶

1.11 VIOLATIONS AND PENALTIES

Refer to the Castle Rock Municipal Code for information regarding violations and penalties.

1.12 ACRONYMS

As used in the Town's Landscape and Irrigation Criteria Manual, the following acronyms shall apply:

BMP, BMPs Best Management Practice(s)

Deleted: April 1

Deleted: 1

CD, CDs	Construction Document(s)
CLWUR	Composite Landscape Water Use Rating
CO	Certificate of Occupancy
ET	Evapotranspiration
FPS	Feet per Second, referencing velocity
GPM	Gallons per Minute
IA	Irrigation Association
K	Potassium
LWUR	Landscape Water Use Rating
N	Nitrogen
P	Phosphorus
PD	Planned Development
PDP	Planned Development Plan
PLA	Professional Landscape Architect
PRV	Pressure Regulating Valve
PSI	Pounds per Square Inch
QWEL	Qualified Water Efficient Landscaper
RLP	Registered Landscape Professional
ROW	Right-of-way
RP, RPA	Reduced Pressure Principle Assembly
SDI	Subsurface Drip Irrigation
SDP	Site Development Plan
SDT	Sight Distance Triangle
TCO	Temporary Certificate of Occupancy
TCR, TOCR	Town of Castle Rock
TESC	Temporary Erosion and Sediment Control
WEP	Water Efficiency Plan

1.13 DEFINITIONS OF TERMS

ACTIVE PARK: A public common area with an active/programmable sports field.

ALTERNATIVE TURF: Grasses cultivated in very close proximity, to form a living surface at the ground plane, generally intended to be mowed regularly, forming a dense growth of leaf blades and roots, including grasses other than bluegrass or bluegrass blends. These may include fescue hybrids, blue grama, and buffalo grasses propagated as turf.

ANNUAL: A type of plant material, typically flowers, that require replanting each season.

APPLICANT: The individual or organization applying for land use or permitting action.

APPLICATION RATE: The amount and frequency water is applied to landscaping by the irrigation system, usually measured in inches per hour.

ARTIFICIAL TURF: A non-living material typically used in lieu of a living turf / lawn. The appearance mimics a green, living turf during the growing season.

AS-BUILT DRAWINGS: The approved Town of Castle Rock stamped landscape and irrigation construction plans updated electronically with any changes or deviations. Final disposition, location, with dimensions of the installed landscape and irrigation equipment shall be shown on as-built drawing and submitted at project completion.

Deleted: April 1

Deleted: 1

Section 1: General Provisions

BACKFLOW PREVENTION ASSEMBLY: A mechanical device installed at the beginning of the irrigation system to prevent a reverse water flow and contamination of the potable water supply.

BERM: An earthen mound intended for visual interest or screening of undesirable views. A berm is effective in buffering between differing land uses and reducing noise. The maximum slope of berms shall not exceed 4:1 (twenty-five (25) percent).

BLUEGRASS: Any grass of the genus Poa, having dense tufts of bluish-green blades and creeping rhizomes. Examples include, but are not limited to: Kentucky bluegrass, Poa pratensis and Canada bluegrass, Poa compressa.

CALIPER: The measurement in diameter of a tree trunk measured six (6) inches above the ground.

Deleted: for trees up to four (4) inch size and twelve (12) inches above the ground for larger sizes.

CERTIFIED IRRIGATION AUDITOR: A person who has successfully completed formal training, certification, licensing, or other similar qualifications by the Irrigation Association or Qualified Water Efficient Landscaper (QWEL) to perform irrigation audits.

CHECK VALVE: A device that prevents a reverse water flow in pipes and sprinkler heads, commonly used in sprinkler heads or emitter systems to prevent low head drainage.

COLORADOSCAPE: A natural landscape which uses low to very low water (less than ten (10) inches of water per year) plant material which blends in with the native Castle Rock landscapes. Plant material must be maintained in its natural form, utilizing a combination of hardscape and landscape materials which provide a variety of colors, textures, sizes, shapes and seasonal interest.

COMMON AREA: Land area within a development, intended for joint, private or public, ownership and use, including pocket parks, passive parks, and active parks. These areas are often maintained by a homeowner's association, business association, or in some instances, the Town. Pocket parks, passive use areas, and active parks are considered a common area for the purposes of these standards and Criteria.

COMPOSITE LANDSCAPE WATER USE RATING (CLWUR): The area of weighted average of the landscape water use ratings for all landscape zones within a project or the Town as a whole. It is defined as the sum of the products of the landscape water use rating and the irrigated area (in square feet) for each landscape zone divided by the total area of all zones. The composite landscape water use rating is expressed by the following formula:

Formula CLWUR = Σ^{N} k=1
$LWUR_k$*IA_k/TA
Where CLWUR = Composite landscape water use rating $LWUR_k$ = Landscape water use rating for each landscape zone IA_k = Irrigated area (in square feet) for each landscape zone
TA = Total area (in square feet) for all landscape zones included in the composite

The composite landscape water use rating is computed for a project using all landscape zones shown on the landscape design and management plan. The composite rating is computed using all zones for all irrigated public areas within the Town's service area. Non-irrigated native seed areas are not included in CLWUR calculations. See the Town website at CRgov.com for the CLWUR chart for the Town of Castle Rock Municipal Code 13.20.030.

COMPOST: Fully finished, stabilized, and mature product, derived from organic materials such as

Deleted: April 1

Deleted: 1

leaves, grass clippings, wood chips, and other yard wastes. Finished compost is dark and crumbly, does not resemble the original contents, and has an earthy smell. Acceptable compost will not contain any human or animal waste.

CONIFEROUS: A tree or shrub that bears cones and evergreen foliage.

CONTROLLER: An electric timing device that operates each zone of an irrigation system for a predetermined time and frequency.

CONTROL VALVE: Valves that turn water on and off to the individual zones of sprinklers or drip emitters.

COVERAGE: The extent of area where water is applied by sprinkler heads. This is used in the context of proper head spacing.

CROSS CONNECTION: Any point in a water distribution system where chemical, biological, or radiological contaminants may come into contact with potable water. During a backflow event, these contaminants can be drawn or pushed back into the potable water system. A backflow prevention device installed at every point of cross connection prevents contaminated water from entering the potable water distribution system.

CU-Structural Soil™ (U.S. Patent # 5,849,069): A two-part system comprised of a rigid stone "lattice" to meet engineering requirements for a load-bearing soil, and a quantity of soil, to meet tree requirements for root growth. The lattice of load-bearing stones provides stability as well as interconnected voids for root penetration, air and water movement.

CYCLE: An interval of time during which an irrigation system is operated for one sequence of a regularly recurring succession of watering events.

DECIDUOUS: A plant or tree with foliage that is shed annually.

DEVELOPED AREAS: Any area on which a site improvement or change is made including buildings, landscaping, parking, streets, and/or utilities.

DEVELOPER: Person, persons, or organization that is responsible for the development of land, buildings, and/or related improvements – often for the purpose of sale to a subsequent owner. The developer may be the property owner.

DOWNTOWN STREETSCAPE: A Combination of window boxes, planters, trees, shrubs, perennials, annuals, and groundcovers, as appropriate to enhance building entries and buffer street.

DRAIN VALVE: A valve used to drain an irrigation system for repairs or freeze protection.

DRIP EMITTER: A small irrigation device that emits a drop of water at very low pressure with flows measuring in gallons per hour.

DRIPLINE: An imaginary vertical line extending downward from the tips of the outermost branches of a tree or shrub to the ground.

DROUGHT: Periods or seasons with below average precipitation.

Deleted: April 1

Deleted: 1

Section 1: General Provisions

DROUGHT RESISTANT: A plant's ability to endure drought being unstressed and maintaining normal appearance and health, similar to drought avoidance.

DROUGHT TOLERANT: A plant's ability to withstand drought without dying.

DRYLAND SEED MIXTURE: A native seed mixture that does not require ongoing supplemental irrigation, but may benefit from temporary irrigation for establishment.

DWELLING: Any building or portion thereof which provides complete independent living facilities for a family or individual, including permanent provisions for living, sleeping, eating, cooking, and sanitation, but not including hotels, motels, tourist courts, clubs, hospitals, or similar uses.

DWELLING, MULTI-FAMILY: A building, or portion thereof, designed for occupancy by three or more families living independently of each other.

APARTMENT: A building containing three or more suites of rooms, with toilet and culinary accommodations, used or designed for use as a dwelling by a family or individual with shared areas and facilities.

CONDOMINIUM: A building containing three or more suites of rooms, with toilet and culinary accommodations, used or designed for use as a dwelling by a family or individual with shared areas and facilities. Each dwelling is individually owned and shared areas and facilities are commonly owned.

TOWNHOME: A building containing three or more dwellings, which is part of a structure in which each dwelling has a private entrance and each dwelling is attached horizontally, in a linear arrangement, and having a totally exposed front and rear wall to be used for access, light and ventilation.

DWELLING, TWO-FAMILY: A building designed exclusively for occupancy by two families, living independently of each other.

DUPLEX: A building containing two dwellings attached by a wall or floor.

PAIRED HOME: A building containing two dwellings attached by a wall.

SINGLE-FAMILY ATTACHED: A building containing two dwellings attached by a wall.

DWELLING, SINGLE-FAMILY: A building designed exclusively for occupancy by one family.

SINGLE-FAMILY DETACHED: A building containing one dwelling unit.

EASEMENT: The right to use lands owned by other parties for the purposes of maintenance, access, drainage, or other use, as specified in an agreement between parties.

ENTRY STREET: A main access to a subdivision.

ESTABLISHMENT IRRIGATION: Supplemental irrigation required during the establishment period.

ESTABLISHMENT PERIOD: The period of time required for a plant to seed, germinate and establish a healthy root system, which promotes long-term health and growth.

Deleted: April 1

Deleted: 1

Section 1: General Provisions

EVAPORATION: The change by which water is converted from a liquid to a vapor.

EVAPOTRANSPIRATION (ET): A calculation of water loss due to evaporation from the soil surface and transpiration through plant foliage.

EVERGREEN: A plant with foliage that persists and remains green year-round.

EVERGREEN TREES: A tree with foliage that persists and remains green year-round.

FABRIC: A porous geotextile material installed underneath mulch that is manufactured specifically to reduce the growth of weeds within planting bed areas. Also known as weed barrier.

FIELD CHANGE ORDER (FCO): Paperwork and justification for a change to landscape and/or irrigation construction documents once a project is under construction.

FINAL GRADE: The finished ground surface or contour after construction, prepared for plants.

FINAL PD SITE PLAN: Final Planned Development (PD) Site Plan and is the detailed development plan of a property which generally indicates the final planned use of the property, building and parking locations, building elevations, service connections, landscape and other site improvements. Now known as Site Development Plan (SDP).

FLOW SENSOR: A device that measures the rate of water flow in an irrigation system quantified in gallons per minute (GPM).

GALLONS PER MINUTE (GPM): The flow rate of water, volume for a period of time.

GOLF COURSE: The ground or course over which golf is played.

GROSS SITE AREA: The total square footage of the property associated with a development plan that includes landscape and/or irrigation installation and/or renovation.

GROUNDCOVER: Living plant material that grows low to the ground, usually under twelve-inches in height, often of a spreading nature.

GROWING SEASON: The five-month period of May through September.

HARDSCAPE: Non-living site improvements at the ground plane such as a building, pavement, walkways, and parking areas – including those of crushed stone, patios, decks, mulch area (exclusive of mulch area in shrub and perennial beds), and other similar improvements as determined by the Town. Hardscape area does not include artificial turf unless as otherwise approved in this document.

HEAT ISLAND EFFECT: An “island” of higher temperatures caused by changing surfaces from permeable to impermeable as a result of development. See the United States Environmental Protection Agency website at www.epa.gov for more information.

HEIGHT: for the purposes of these Criteria, is determined as typically measured by National Nursery Association Standards.

HIGH WATER USE: A plant material that requires over fifteen (15) inches of supplemental irrigation

Deleted: April 1

Deleted: 1

during each growing season (May through September).

HYDROZONE: Landscape, containing vegetation requiring similar water needs and exposure. For the purposes of this document, hydrozones are broken into four (4) categories:

VERY LOW HYDROZONE: Plant materials that require five-inches or less of supplemental water applied during the growing season. The plant materials within this zone are typically drought-tolerant natives. This hydrozone is designated by the letter "V" and has a landscape water use (LWU) rating of zero (0) to one and one half (1.5).

LOW HYDROZONE: Plant materials that require over five-inches and up to or equal to ten (10) inches of supplemental water applied during the growing season. This hydrozone shall be designated by the letter "L" and has a landscape water use (LWU) rating of greater than one and one half (1.5) and less than or equal to three (3.0.)

MODERATE HYDROZONE: Plant materials that require over ten (10) inches or up to or equal to fifteen (15) inches of supplemental water applied during the growing season. The plant materials within this zone are typically native hydrophilic or exotic species. This hydrozone is designated by the letter "M" and has a landscape water use (LWU) rating greater than three (3) and less than or equal to four and one half (4.5).

HIGH HYDROZONE: Plant materials that require over fifteen (15) inches of supplemental water applied during the growing season. The plant materials within this zone are intended for high-pedestrian traffic areas such as sports fields or community gathering spaces. Plant materials using up to nineteen (19) inches may be used in qualifying passive use common areas, with approval. There are limits to the amount of high water use plant materials that may be used on a single family residential property. The landscape water use (LWU) for high water use plant material is 4.5.

INORGANIC MATTER: A non-naturally occurring and/or manufactured product such as perlite, used to enhance the soil texture and/or water holding capacity of soils.

INTERFACE LANDSCAPING: Landscaping between changing land uses, such as between residential and commercial, residential and industrial, or dissimilar residential properties. Such areas shall require increased landscaping to create buffers between uses.

IRRIGABLE AREA: All pervious surfaces within the lot.

IRRIGATED AREA: The actual area covered by plant material at mature size and permanently installed irrigation.

IRRIGATED PUBLIC AREA: Land area that is not native or natural open space and in which healthy vegetative growth is maintained by the application of water through an irrigation system. Irrigated public areas shall include, but are not limited to, any and all irrigated areas associated with irrigated public lands and easements owned by the Town and/or any metropolitan district or homeowner's association within the Town. Irrigated public areas include public street entrances, parking lots, rights-of-way, public parks, and recreation areas, and all areas whether owned, maintained, or irrigated at public expense by the Town, metropolitan district, or homeowner's association.

IRRIGATION: An automatic, permanent or temporary, watering system designed to transport and distribute water to landscape plants.

Deleted: April 1

Deleted: 1

Section 1: General Provisions

IRRIGATION ASSOCIATION: A non-profit North American organization formed to improve the products and practices used to manage water resources and to help shape the business environment of the irrigation industry.

IRRIGATION AUDIT: A procedure to collect and present information concerning the uniformity of application, precipitation rate, and general condition of an irrigation system and its components. This procedure, according to the Irrigation Association includes a visual site inspection of the installed irrigation system for performance according to design criteria.

IRRIGATION DESIGN: Creation of a drawing and associated information depicting irrigation system components and details.

IRRIGATION EFFICIENCY: A quantitative measurement of distribution uniformity as determined through an irrigation audit.

IRRIGATION PLAN: A plan drawn to scale that indicates the irrigation components and their specifications as related to a specific landscape plan. This is a two-dimensional plan drawn to scale that shows the layout of irrigation components, specifications, and hydrozones.

IRRIGATION SEASON: The period during which supplemental irrigation is used to maintain plant health, for purposes of these Criteria shall mean May through September.

INVASIVE PLANT: Plant that is non-native and able to establish, growing quickly, and spreading to the point of disruption of plant communities and/or ecosystems.

LANDSCAPE: Any combination of living plants, such as trees, shrubs, vines, groundcovers, flowers and/or grass, natural features such as land and water forms, rock, stone, bark chips or shavings, and structural features including but not limited to fountains, pools, outdoor art work, walls, fences or benches.

LANDSCAPE ARCHITECT: A professional licensed to practice landscape architecture by the State of Colorado. Also referred to as a Professional Landscape Architect (PLA).

LANDSCAPE AREA: The area within a lot or property not comprised of hardscape, measured at the ground plane. Landscape area will not include bare dirt or weeds. Landscape area will consist of living groundcover, including turf or other groundcover, or shrub bed area which is permanently irrigated.

LANDSCAPE BUFFER: A landscape area intended to physically and visually separate one land use from another.

LANDSCAPE DESIGNER: A professional who has successfully completed formal study or training in the field of landscape design, culminating in either certification, licensing, or degree.

LANDSCAPE GRADING PLAN: A plan drawn to scale that shows the designed landscape gradient and elevation using one-foot or two-foot contour lines with numeric notation of elevations.

LANDSCAPE IMPROVEMENTS: All elements typically used or existing in the designed landscape such as, but not limited to, soil, compost, rock, plant material, edging, weed barrier, mulch, and irrigation system.

Deleted: April 1

Deleted: 1

LANDSCAPE ISLAND: Shall refer to a landscape area in a parking lot typically surrounded on four sides by parking spaces or drives.

LANDSCAPE PLAN: A plan drawn to scale that shows the layout of all landscape components and their specifications for a development site.

LANDSCAPE PROFESSIONAL: A landscape or irrigation designer, installer, or maintenance contractor that possesses the qualifications associated with the specific discipline of landscape or irrigation design, installation, or maintenance of landscape and irrigation systems.

LANDSCAPE SETBACK: An area reserved for the primary use of landscaping measured by the horizontal distance between two points of reference. Oftentimes landscape setback area refers to a distance of landscape area located between the property line and a building, parking area or other hardscape. Sidewalks located within a landscape setback area will necessitate a corresponding increase in the setback.

LANDSCAPE WATER USE RATING: A numeric rating assigned to a landscape zone that represents the irrigation water requirement. The LWU rating is computed by dividing the irrigation water requirement (in inches) for the zone by five (5.0) and is expressed by the following formula:

Formula LWUR = IWR/5.0
Where LWUR = Landscape water use rating
IWR = Irrigation water requirement

The four (4) defined landscape zone types have LWU ratings within the following ranges:

Landscape Zone	LWU Rating Range
Very low water use	0.0 to 1.5
Low water use	+1.5 to 3.0
Moderate water use	+3.0 to 4.5
High water use	+4.5

LAND USE: The designation in these Criteria such as single-family, two-family, multi-family, non-residential, or other type of land use designation, as defined by the Town of Castle Rock in master planning and/or municipal code.

LARGE CANOPY DECIDUOUS SHADE TREE: A deciduous tree that has a mature height equal to or greater than thirty (30) feet and provides shade.

LATERAL: Piping between the control valve and the sprinkler head.

LOW HEAD DRAINAGE: A situation where water drains partially or completely out of the lateral line through the sprinkler head after each irrigation cycle is complete. This causes water waste, and check valves should be used in heads to mitigate this situation.

LOW WATER USE PLANT MATERIAL: Plants that require more than five-inches and up to ten (10) inches of supplemental irrigation per season, May through September, to maintain optimum health and appearance.

MAINLINE: Piping upstream of the control valve in an irrigation system.

Deleted: of

Deleted: -one

Deleted: 1

Deleted: April 1

Deleted: 1

MAINTENANCE: Any activity undertaken to prevent the deterioration, impairment, or need for repair of an area, structure, rights-of-way, or land use, including but not limited to management, repair or replanting of plant materials, landscape materials, and/or irrigation system.

MAJOR MODIFICATION: Changes in live plant material coverage and/or square footage; and/or changes to irrigation service line sizes, drastic relocation of irrigation mainlines, changes in irrigation water application methods between overhead and sub-surface, and irrigation head types.

MAJOR REVISION: A revision to this manual that involves policy changes, technical criteria variances, and / or major construction detail revisions.

MASTER VALVE: The valve that turns water on and off for the entire irrigation system.

MEDIAN: An area that separates lanes of traffic traveling in opposing directions.

MINOR REVISION: A change to this manual that involves grammar, submittal requirement changes, clarifications and construction detail revisions for clarification, and / or minor modifications.

MOBILE HOME: A transportable structure suitable for year-round single-family occupancy and having water, electrical, and sewage connections similar to those of conventional single-family dwellings.

MODERATE WATER USE PLANT MATERIAL: A plant material that requires over ten (10) inches and less than fifteen (15) inches of supplemental irrigation per season, May through September, to maintain optimum health and appearance.

MULCH: Non-living organic or inorganic material such as bark or rock material typically in a loose condition, used in the landscape industry to cover bare ground.

NATIVE AREA: An area of plant materials that are indigenous to Castle Rock. Such area may or may not include permanent irrigation, depending on the use.

NATIVE PLANT: A plant that is part of the balance of nature that has developed over hundreds or thousands of years in a particular region or ecosystem.

NATIVE SEED: Seed of native grasses.

NATIVE SOIL: Soil that is indigenous to Castle Rock that has developed over hundreds or thousands of years.

NATURALIZED PLANT: A non-native plant that does not need human help to reproduce and maintain itself over time in an area where it was not native.

NITROGEN (N): As used in the context of these Criteria, refers to this nutrient as used by plants as part of photosynthesis, promoting green plant growth.

NON-LIVING ORNAMENTAL: Area covered by rock mulch, which does not contain plant material.

NON-NATIVE PLANT: A plant that is introduced with human help (intentionally or accidentally) to a new place or new type of habitat where it was not previously found.

NON-RESIDENTIAL: Commercial development, such as a business, industrial, governmental, school,

Deleted: April 1

Deleted: 1

religious institution, or mixed uses (see **Section 7**). HOA or common areas are defined as non-residential for watering schedule purposes.

NOXIOUS WEED: An alien plant or parts of an alien plant that have been designated by rule as being noxious or has been declared a noxious weed by a state, county, or local regulatory agency, meeting one or more of the following criteria:

- Aggressively invades or is detrimental to economic crops or native plant communities;
- Is poisonous to livestock;
- Is a carrier of detrimental insects, diseases, or parasites;
- The direct or indirect effect of the presence of this plant is detrimental to the environmentally sound management of natural or agricultural ecosystems.

NOZZLE: A short duct that is used to direct the flow of water from a sprinkler head.

OPERATING PRESSURE: The pressure at any point in the irrigation system when the system is functioning. Operating pressure is measured with flow in the line. Also known as dynamic pressure.

ORGANIC MATTER: Leaves, grass clippings, wood chips, and other yard wastes.

ORNAMENTAL TREE: A small canopy deciduous tree providing variety and interest by flower display, attractive fruit, or fall color.

PARK: An area of land offered for public use and rest and recreation.

PARKING LOT: The paved area used to accommodate vehicles associated with non-residential and multi-family uses. The area of the parking lot used to calculate parking area landscape requirements excludes roadway, aisles leading to and from the parking lot, and landscape area abutting the parking lot. It is measured from back of curb to back of curb, and may include landscape islands between parking spaces or drive areas, and peninsulas (measured from ground plane back of abutting curb).

PARKING LOT CORNER: A landscape area in a parking lot surrounded on two (2) sides by parking.

PARKING LOT ISLAND: A landscape area in a parking lot surrounded on four (4) sides by parking spaces or drive isles.

PARKING LOT PENINSULA: A landscape area typically surrounded on three (3) sides by parking spaces or drive isles.

PASSIVE PARK: A public common area park used for passive activities such as walking, hiking, biking, picnicking, and wildlife viewing.

PASSIVE RECREATION AREA: A common area used by multi-family complexes, or localized neighborhoods that are used for non-programmed athletic activities, picnic areas, playground equipment or other recreational / play areas.

PERENNIAL: A herbaceous plant that blooms and produces seed for each year, exceeding two years. A short-lived perennial lives for approximately three (3) to five (5) years. Long-lived perennials are likely to live much longer and can remain for over twenty (20) years.

Deleted: commercial

Deleted: April 1

Deleted: 1

PERFORMANCE STANDARD: Outlines an expectation of results, through identification of a benchmark against which performance is measured.

PERMITTEE: The party making application for permit.

PHOSPHORUS (P) (Used in the context of these Criteria): A nutrient as used by plants as part of photosynthesis, nutrient transport, and energy transfer. Phosphorus assists with stable root system development, growth, and flowering.

PLANT HEIGHT (for the purposes of this document): Is determined as typically measured by the National Nursery Association Standards. See Town of Castle Rock plant list for plant heights.

PLANTING AREA: An area in which plants are to be installed, surrounded by mulch, and separated from other planting areas. Such areas may be irrigated on the same zone but are required to have individual operational indicators.

PLANT MATERIALS: Living plants such as trees, shrubs, groundcovers, and vines, and shall not include weeds or other undesirable plants as determined by the Town.

POTABLE WATER: Water that has been treated and is suitable for drinking.

POTASSIUM (K) (as used in the context of these Criteria): A nutrient as used by plants to assist with water uptake and drought resistance, as well as to promote strong roots, stems, leaves, and fruits.

PRECIPITATION RATE: The quantity of water applied to the ground measured in inches per hour; also used in lieu of “application rate”.

PRESSURE (PSI): The force that moves water through a pipe or piping system and is measured in pounds per square inch (PSI) or feet of head. One foot of water depth equals 0.433 PSI, and one PSI equals 2.31 feet of head.

PRESSURE GAUGE: A device used for indicating water pressure.

PRESSURE REGULATING VALVE (PRV): A valve used to control pressure within a piping system.

PUBLIC IRRIGATION WATER ORDINANCE: Chapter 13.20 in the Municipal Code which references limitation on high water use plant materials by using a formula to calculate the CLWUR or composite landscape water use rating for a landscape project.

QUALIFIED WATER EFFICIENT LANDSCAPER (QWEL): An individual who has successfully completed the Qualified Water Efficient Landscaper training and certification program. The QWEL program is a comprehensive in-depth training and certification program, emphasizing irrigation, landscape, water management and horticultural best management practices.

RAIN SENSOR OR RAIN SHUTOFF DEVICE: A device connected to an irrigation controller that interrupts scheduled irrigation when precipitation has been detected.

RECORD DRAWINGS: Town approved construction plan that depicts the final disposition, location, with dimensions of the installed landscape and irrigation equipment. Contractor shall keep record drawings current as project progresses.

Deleted: April 1

Deleted: 1

REDEVELOPMENT: Any man-made change to improved or unimproved real estate including any material change in the use or appearance of any structure, physical improvement, grading, landscaping, or in the land itself.

REGISTERED LANDSCAPE COMPANY: Landscape and irrigation design, installation, or maintenance company, working on non-residential / commercial properties within the Town of Castle Rock service area. Company must register with Castle Rock Water, designate one or more Responsible Landscape Professional(s), and indicate current properties under their control.

REGISTERED LANDSCAPE PROFESSIONAL: Landscape and/or irrigation design, installation and maintenance professionals that hold a current registration issued by Castle Rock Water.

RESPONSIBLE LANDSCAPE PROFESSIONAL (RLP): The person or persons designated by a landscape design, installation, or maintenance company to represent and ensure all activities comply with Town of Castle Rock regulations.

RETROFIT: An umbrella term that refers to the modification of something for more efficiency. In the case of water conservation, retrofit refers to modifications to plumbing fixtures, landscaping and/or irrigation to increase water use efficiency.

RIGHT-OF-WAY: A public street, way, alley, sidewalk, easement, tract, and Town-owned lands, or any other public property owned and controlled by the Town, or dedicated to public use.

RISER: An upright piece of pipe used to support nozzles, heads, emitters, backflow preventers, and valves.

ROOT ZONE: The depth of the plant roots in the soil; the area in which plant roots grow.

ROUGH GRADE: The ground surface or contour that is not the final preparation for plants.

ROUND-A-BOUT: A circular junction in which road traffic must travel in one direction around a central island.

SCOPE OF WORK AREA: The gross site area of a parcel, and/or the property to which landscape improvements are being proposed. See definition of “gross site area”. If a project involved public or common area that is not referenced by a parcel or lot, scope of work areas may be referenced by the area served by a single dedicated irrigation service, or as identified by right-of-way, and/or public common areas.

SEMI-ARID CLIMATE: A climate characterized by ten (10) to fifteen (15) inches of annual precipitation; very dry with little rainfall and scrubby vegetation. Castle Rock is located in a semi-arid climate.

SERVICE LINE: A privately owned and maintained small diameter pipe used to connect from a water main through a small tap to a water meter at user’s location. Also known as “tap”.

SETBACK: The required minimum horizontal distance between the location of structures or uses and the front, side, or rear lot line measured perpendicular to such lot line.

SHRUB: A self-supporting woody plant either evergreen or deciduous of low to medium height with multiple stems arising at or near the ground.

Deleted: April 1

Deleted: 1

SHUT OFF VALVE (isolation valve): A valve within an irrigation system that shuts off the entire system or isolates a portion of the system.

SIGHT DISTANCE TRIANGLE: The minimum visibility clearance provided at all access point locations, intersection of adjoining streets, and entrance drives. Landscape type, height, and opacity are limited in these areas. Also known as visibility distance triangle.

SITE DEVELOPMENT PLAN (SDP): The purpose and intent of the Site Development Plan is to depict the general layout of a residential subdivision or the site layout, site improvements and building configuration of a multi-family residential, commercial, industrial, or mixed-use development.

SLOPE: The degree of change from the horizontal plane. Often slope is calculated as a ratio of "horizontal run" to "vertical rise", or as a fraction ("run" over "rise") in which run is the horizontal distance and rise is the vertical distance.

SMALL CANOPY DECIDUOUS TREE: A tree of smaller size that has a mature height of less than thirty (30) feet. Also known as "ornamental tree".

SMART IRRIGATION CONTROLLER: A controller that automatically adjusts the programmed run time or watering frequency based on changes in weather or soil moisture.

SOIL AMENDMENT: Organic material added to the soil to improve texture, moisture holding capacity, nutrient capacity, water and air infiltration.

SPORTS FIELD: A field on which sports are played.

STREET: Any public or private road.

STREETSCAPE: Pedestrian and landscape improvements parallel to the roadway, which include at minimum the required width sidewalk, and the minimum required planting strip for trees, shrubs, and irrigation. The streetscape is typically located within the ROW but may be located on adjacent private property as appropriate.

STREET TREE PLANTING STRIP: The area intended for planting to include street trees, between a detached sidewalk and street curb. Also known as "planting strip".

SUB-SURFACE DRIP IRRIGATION (SDI): Drip tubing with inline emitters, evenly spaced in a grid pattern, usually installed under turf or groundcover.

TECHNICAL CRITERIA VARIANCE: A design or portion of a design, for landscape and/or irrigation that is a diversion from criteria contained in these Criteria. The variance request shall meet the intent of the Criteria. A variance requires formal approval by the Director of Castle Rock Water and/or Director of Development Services.

TEMPORARY EROSION AND SEDIMENT CONTROL (TESC): The TESC Permit Program is mandated by legislation, including the Federal Clean Water Act's National Pollutant Discharge Elimination System (NPDES) Stormwater Phase II Regulations, and the Colorado Water Quality Control Act. See Temporary Erosion and Sediment Control manual.

TEMPORARY IRRIGATION: A temporary watering system designed to transport and distribute water

Deleted: in the right-of-way

Deleted: generally occurring between the curb and the ROW line. Streetscape is parallel with the roadway, and generally includes sidewalks, street trees, and street tree planting strips, and abutting area between back of sidewalk, and private lots, with all associated landscape and irrigation.

Deleted: tree lawn

Deleted: April 1

Deleted: 1

to landscape plants.

TEXAS HYBRID BLUEGRASS: A hybrid turf variety created by combining Kentucky Bluegrass (Poa pratensis L.) and Texas Bluegrass (Poa arachnifera Torr.). Such hybrids demonstrate lower water use requirements than Kentucky Bluegrass (Poa pratensis L.), while being drought and heat tolerant.

TOPSOIL: Native soil, may also refer to imported soil material where native is substandard or non-existent, that is used for soil material in landscaped areas, not considered an organic component for soil amendment or soil preparation.

TOWN (in reference to these Criteria): The Town of Castle Rock.

TRACT: A parcel of land which is created for the purposes of common ownership and use by two (2) or more property owners; ownership and use by an association or government entity; or an impermanent status where property intended for further division can be platted and transferred, but where no building permits can be issued.

TRANSPIRATION: The process of water moving through the leaf surface of a plant and vaporizing, and is utilized by the plant to cool its leaves.

TREE: A woody plant with leaves or needles that grows to achieve height usually above the human form, often providing shade.

TURF: A grouping of grasses that grow in very close proximity to form a living surface at the ground plane, is regularly mowed forming a dense growth of leaf blades and roots.

Deleted: See **Appendix B**.

URBAN AREA: A focused development that has limited open space, primarily contains a variety of non- residential uses, but may also integrate residential uses, that combines the uses in a way which considers character, local identity, heritage, pedestrians, and traffic. Urban Areas include the Downtown Overlay District, the Wolfensberger North Zoning Overlay District, or other dense mixed use areas as determined by the Town.

USDA Hardiness Zone: A geographically defined area in which a specific category of plant life is capable of growing as defined by climatic conditions, including its ability to withstand the minimum temperatures of the zone. Castle Rock is a USDA Hardiness zone 5b (See **Section 4.6.7**).

VEGETATION: Plants, in general, or the sum total of plant life in an area.

VELOCITY (for the purposes of these Criteria): The rate of water flow calculated in feet per second (FPS).

VERY LOW WATER USE PLANT MATERIAL: Plant materials that require five (5) inches or less of supplemental water applied during the growing season, May through September.

Deleted: WATER EFFICIENCY PLAN (WEP): A document which is part of the Development Agreement (DA) that has landscape and irrigation design requirements that exceed current Town of Castle Rock landscape and irrigation standards that use water more efficiently. The plan also outlines the homeowner education required for maintenance of the landscaping and irrigation systems.¶

WATERING RESTRICTIONS: Limitations on when irrigation may take place, and may include day and time.

WATER WASTE: The application of water to impervious surfaces, over irrigation resulting in runoff or pooling, and non-beneficial use of water.

Deleted: April 1

Deleted: 1

Section 1: General Provisions

WEED: Plant materials identified by local or county code, or state statute.

YARD OR YARD AREA: All portions of a lot not covered by impervious area. Yard area is typically broken down to front, rear, and side yard areas.

ZONE (IRRIGATION): A group of heads connected to a control valve.

ZONE (LANDSCAPE OR PLANT HARDINESS): Zones that are broadly defined by the plant communities that occur at approximate elevations. Colorado State University defines five (5) life zones. The United States Department of Agriculture references hardiness zones. Plants used in Castle Rock shall be consistent with the appropriate life or hardiness zone, and shall be on the Town's approved plant list.

Deleted: April 1

Deleted: 1

Section 2: Professional Registration

2.0 INTRODUCTION

This Section describes the classifications, associated qualifications, and the Town's registration process for landscape and irrigation design, installation, and maintenance professionals. It outlines the responsibilities and compliance aspects of being a Registered Landscape Professional in the Town.

2.1 GENERAL REQUIREMENTS

State of Colorado Professional Landscape Architect license is required for landscape design (with the exception of single-family and multi-family up to four (4) units – not including common area).

Registration with the Town of Castle Rock, through Castle Rock Water, is required to conduct:

- Landscape design (unless licensed by the State of Colorado)
- Irrigation design
- Supervision of landscape or irrigation installation
- Supervision of landscape or irrigation maintenance of non-residential properties

A landscape company working on non-residential properties in Castle Rock is required to be registered through Castle Rock Water and designate one or more Responsible Landscape Professional(s) (RLP) who represent the company and is directly responsible to ensure compliance with all criteria set forth in the Water Use Management Plan and the Landscape and Irrigation Criteria Manual. The Responsible Landscape Professional must obtain, and keep current, a Qualified Water Efficient Landscaper (QWEL) certification and be registered through Castle Rock Water.

A Registered Landscape Professional (RLP) designation applies to individuals, not companies or organizations. The registered individual (RLP) is responsible for all work conducted on a project under his/her supervision.

2.1.1 REGISTRATION REQUIRED

1. Registration of Landscape Professionals expedites plan review, permitting, inspection, and approval of qualifying landscapes. Landscape Professionals are required to have a working knowledge of current industry related best management practices and technologies. They are also required to have a working knowledge of these Criteria and other applicable codes and policies and be able to incorporate them into landscape and irrigation design, installation, and maintenance.
2. All land uses, with the exception of installations done by individual residential homeowners (individual residential homeowners do not include developers/home builders), require a State Licensed or Town registered professional for landscape and irrigation design, installation, and maintenance of landscaping and irrigation systems.
3. Any landscape designer, irrigation designer, or installation contractor performing work or service in the design, construction, installation, maintenance, addition, alteration, repair, equipping, moving, removal, conversion, or demolition of any landscape or irrigation governed by these Criteria must possess a current Colorado Professional Landscape Architect license or be registered through Castle Rock Water. The type and size of landscape designs are governed by the State of Colorado.
4. Permits for construction will only be issued to registered professionals.
5. A current professional (Colorado State or Castle Rock Water) registration number and name shall be present on all applications, drawings, and permits.

Deleted:

Deleted: construction

Deleted: tract

Deleted: April 1

Deleted: 1

Section 2: Professional Registration

2.1.2 REGISTERED PROFESSIONAL CLASSIFICATIONS

Landscape Design Professional

In order to register as a Landscape Professional, an applicant must certify they meet the requirements for plan preparation by providing professional qualifications. Colorado State law governs the sizes and types of projects that unlicensed individuals can design independent of Town requirements. For those projects exempt from State licensure, applicants must successfully complete a Town registration workshop, and obtain the Qualified Water Efficient Landscaper (QWEL) certification.

Irrigation Design, Landscape and Irrigation Installation, and Maintenance Professionals

To be eligible to perform irrigation design, landscape and irrigation installation, or maintenance, an applicant must certify they are qualified to prepare the type of plans they submit by completing the following requirements:

1. Attendance at a registration workshop; and
2. Passing score (seventy-five (75) percent or better) on a test formatted to identify level of knowledge of the Water Use Management Plan and Town of Castle Rock Landscape and Irrigation Criteria Manual.
3. All Town of Castle Rock updates and revisions will be emailed to currently Registered Landscape Professionals and must be acknowledged and accepted.
4. Successful completion of the Qualified Water Efficient Landscaper (QWEL) training and certification program.
5. QWEL certification must remain current and in good standing.

2.2 EXPIRATION

All registrations in good standing shall be valid through April 30th of the following year.

In order to keep registration in good standing, qualifying Landscape Professionals shall comply with all requirements identified in these Criteria.

2.2.1 RENEWAL

A fee may be charged for registration renewal, and shall be set forth in the applicable fee schedule.

For Registered Landscape Professionals in good standing, renewal may be issued upon receipt of acknowledgment of revisions to policies, criteria, or other applicable codes, in lieu of seminar attendance and testing.

Non-compliance with these Criteria may deem a Registered Landscape Professional ineligible for renewal. In such cases, seminar attendance and testing will be required prior to registration renewal.

2.3 COMPLIANCE

The Registered Landscape Professional is responsible for performing the activity authorized in a proficient manner consistent with industry standards, these Criteria, and related Town policies and codes. Failure to comply with this requirement shall be cause for the denial, suspension, revocation, or restriction of registration.

Deleted: April 1

Deleted: 1

Section 2: Professional Registration

2.3.1 WORK WITHOUT CURRENT REGISTRATION

When design, installation, or maintenance work is commenced without first obtaining a Landscape Professionals registration through Castle Rock Water, or when the registration is expired, a special investigation may be conducted. An investigation fee equal to the amount of the registration fee may be assessed.

Landscape or irrigation plans submitted by individuals without a current Colorado Professional Landscape Architect license or Landscape Professionals registration through Castle Rock Water will not be accepted for review. Landscape or irrigation construction or maintenance performed by individuals without a current registration shall not be eligible for inspection or additional permit issuance.

2.3.2 DENIAL, SUSPENSION, REVOCATION OR RESTRICTION OF REGISTRATION

The Director of Castle Rock Water, or designee thereof, shall have the authority to deny, suspend, revoke, or place restrictions on a Landscape Professional's registration under any of the following circumstances:

1. False or misleading information was provided on the registration application.
2. Fails to provide reasonable information or documentation of knowledge and experience required by the registration classification applied for.
3. Provides false or misleading information on permit applications.
4. Fails to comply with any of these Criteria.
5. Knowingly allows the registration to be used by another person, firm, or corporation.
6. Commits any conduct constituting fraud in or connected with any activity relating to construction, which is governed by these Criteria or other Town policies, regulations and/or code.
7. The Responsible Landscape Professional and the Registered Landscape Professional will be notified of any instance of non-compliance and given the opportunity to correct all inconsistencies.
8. Non-residential areas shall complete necessary repairs within twenty-four (24) hours of notification or at a minimum before the system is used again.
9. Failure to correct inconsistencies, or more than one notice of non-compliance, will result in suspension of the Landscape Professionals Registration.
10. Providing false or misleading permit fee charges to a customer or to the Town.

When the Director of Castle Rock Water, or designee thereof, deems that such registration shall be denied, suspended, revoked, or restricted, the procedures shall be as follows:

1. The applicant or registrant shall be notified in writing, at least seven (7) calendar days prior to the denial, suspension, revocation or restriction. Notice shall include the reason for the action and shall be delivered to the address of record.
2. The applicant or registrant may appeal the suspension or revocation. Such request shall be in writing and delivered to the Director of Castle Rock Water, or designee thereof, within ten (10) calendar days of the receipt of the notice. The appeal letter shall include a thorough explanation of why the Registered Landscape Professional believes it was issued in error. Any appeal received after this time will not be considered.
3. The Director of Castle Rock Water, or designee thereof, shall provide the applicant or registrant with written findings and a ruling within fifteen (15) business days after review of the appeal.

Deleted: or permit application.

Deleted: April 1

Deleted: 1

4. Any decision rendered by the Director of Castle Rock Water, or designee thereof, shall take effect upon expiration of the ten (10) day appeal period.

Emergency suspension

If the Director of Castle Rock Water, or designee thereof, finds an emergency cause exists for suspension or revocation of a registration, he/she may enter an order for immediate suspension of such registration, pending further investigation.

Period of suspension

If a registration is revoked, the applicant shall not be eligible to register with the Town for a period of six (6) months after the revocation or any final decision from an appeal thereof.

Effect of revocation

Registration reinstatement can be accomplished by successfully completing the landscape professionals test and paying the associated registration fee.

Provisions concerning work in progress

The suspension or revocation of a registration may include reasonable orders or conditions with which the Landscape Professional must comply in order to protect the work in progress as well as the intent of these Criteria.

Deleted: April 1

Deleted: 1

Section 3: Landscape and Irrigation Submittal Requirements

3.0 INTRODUCTION

The requirements presented in this Section shall be used to aid the applicant, designer, installer, and maintenance contractor in the analysis, design, installation, and maintenance of landscape and irrigation. The requirements presented herein are the minimum necessary for landscape and irrigation plan submittals, and should be considered in conjunction with the requirements set forth by the Town's Development Services Department.

3.1 REVIEW PROCESS

3.1.1 PRE-APPLICATION MEETING

A pre-application meeting with the Town's Development Services Department is required for any type of development, redevelopment, or renovation. The purpose of this meeting is to discuss general information about the project, pertinent aspects of the Criteria, the required scope, and any special procedures, analyses, and submittal requirements that may be applicable.

3.1.2 LANDSCAPE AND IRRIGATION SUBMITTAL REQUIREMENTS

Landscaping shall be designed as an important part of the overall site design. Landscaped area shall enhance the building design and public views, provide buffers and transitions between adjacent land uses, and provide screening. A general landscape plan shall be included with the Site Development Plan (SDP) submittal and a more detailed landscape and irrigation plan shall be submitted with the Construction Document (CD) submittal. All plans shall include the designer's name, contact information, State license number, and Landscape Professionals registration number, where applicable. Plans must be scaled, electronically reviewable, and printable at a twenty-four (24) inch x thirty-six (36) inch size with a scale of one (1) inch = twenty (20) feet and no greater than one (1) inch = forty (40) feet.

All forms, checklists, and plant list can be found online at the Town's website (CRgov.com/landscapeforms),

3.1.2.1 SITE DEVELOPMENT PLAN (SDP)

1. Landscape plan. A general landscape plan is to be provided with the SDP submittal and is considered along with the overall development goals for the project, sets forth design parameters, and recognizes special conditions that may exist within the proposed project. The general landscape plan shall establish tree and shrub quantities, tree and shrub locations, tree and shrub types, and hydrozones. The following site and use analysis should be considered:

   a. Site Analysis

      Site analysis consists of inventory and analysis of all existing features that may influence landscape design. This includes direction of prevailing winds, exposures, topography (slopes and swales), drainage areas, existing features (utilities, trees, shrubs, walkways, and structures), and views. The site analysis must consider local zoning and codes related to utility easements, site distance requirements, and interface buffering. Hatch keys, north arrow, and scale are required.

Deleted: minimum

Deleted: , (these are required and should be organized using the Town of Castle Rock site inventory form applicable to the type of project)

Deleted: April 1

Deleted: 1

b. Use Analysis

Use analysis consists of identifying the typical functions and activities that occur on the site and assists with landscape material selection and irrigation design. This includes the overall theme of the site and neighborhood, identifying future building projects, onsite traffic patterns, activity areas, service areas, and any other use that will affect the landscape design. Interface landscaping, when necessary, shall be shown on the SDP.

2. Irrigation Plan. A complete irrigation plan is not required with the SDP submittal. A complete irrigation design is necessary in order to determine water service connection and meter size.

3. Required forms, charts, and notes to be included on the general landscape plan:

a. Landscape Site Inventory form

i. Non-residential shall complete and include the Commercial Landscape Site Inventory Form.

ii. Multi-family residential shall complete the Multi-family Landscape Site Inventory form.

b. Streetscape landscape chart

c. Tract landscape chart

d. Composite Landscape Water Use Rating (CLWUR) chart

e. Town of Castle Rock standard landscape notes for site development plans

3.1.2.2 CONSTRUCTION DOCUMENTS (CD)

1. Landscape Plan. A detailed landscape plan is to be provided with the CD submittal. The detailed landscape plan shall conform to the tree and shrub quantities, tree and shrub locations, and hydrozones established in the landscape plan in the approved SDP. The landscape plan will also include tree and shrub species as well as other plant species and landscape material.

a. Design elements shall include (as applicable):

i. Plant materials (trees, shrubs, living groundcovers, grasses, vines, annuals, and perennial flowers) - locate, identify, and draw at mature size

ii. Structures (buildings, fences, retaining walls, gazebos/patios, pavements, decks, sidewalks, parking structures, and other visual features) – locate and identify

iii. Grading and contours (all slopes equal to 3:1 are to be called out on landscape sheets. Slopes greater than 3:1 are not permitted)

iv. Minimum soil amendments as required by the Town

v. Special features

vi. Mulch types (inorganic or organic) and depth in inches

Deleted: /

Deleted: properties

Deleted: Town of Castle Rock

Formatted

Deleted: projects

Deleted: minimum

Deleted: April 1

Deleted: 1

b. Include Town of Castle Rock standard landscape notes for construction documents and planting details.

c. Within the plant schedule, list quantities, types, and sizes at planting of plant material to be used, including specific species in seed mixes. Plant material shall be listed by both common and scientific name. Complete Town of Castle Rock Plant Schedule. Plants are to be called out by legend abbreviation and quantities in parenthesis on the landscape plan.

d. Include summary table identifying square footage of each area by type of landscape cover (e.g., non-irrigated native, turf, groundcover, shrubs, trees, and mulches). Non-residential properties shall complete the Town of Castle Rock Commercial Landscape Site Inventory form and multi-family residential projects shall complete the multi-family Landscape Site Inventory form.

e. Town of Castle Rock planting details are required and can be found online at the Town's website (CRgov.com/1711/Landscape-Forms), including methods of soil preparation, soil and vegetation removal, and stockpiling and reuse.

f. Locate and identify all significant areas of existing natural vegetation, specimen trees, wildlife habitat, and landscape features to be preserved and/or improved. See CD checklist for additional requirements.

g. Where a site abuts a natural amenity such as a floodplain, trail corridor, park, or other open space, the landscape plan shall complement the natural character and integrity of the amenity.

h. Show and label all property lines and right-of-way areas.

i. Show and label all existing and proposed easements and utility lines. Wet utilities such as water, sanitary sewer, and stormwater lines shall be labeled. Wet utility or drainage easements shall be called out with dimensions.

j. Show sight distance triangles - these areas must be kept free of visually obstructing landscape features (thirty (30) inches or taller) at mature size. All plant material within sight distance triangles shall be labeled with common and scientific name and mature height as shown on the Town of Castle Rock plant list.

k. Label all existing plant material to be removed or to remain then delineate on Construction Documents.

2. Irrigation Plan to include:

a. Plan elements

Irrigation diagram showing:

i. Head layout
ii. Drip layout
iii. Hydrozones

Deleted: April 1

Deleted: 1

iv. Scaled appropriately to match the landscape plan
v. Irrigation legend
vi. Service line location and size
vii. Irrigation meter location and size
viii. Backflow location and size
ix. Existing and proposed utility easement location and information

b. TCR standard construction document irrigation notes and details.

c. TCR Hydraulic Worksheet.

d. TCR Irrigation Chart.

3. Record Drawings. Landscape and irrigation improvements shall be approved by the Town. Drawings reflecting final installation of landscape and irrigation components shall be submitted in accordance with the Town's Regulations and "Drawing and Digital Submittal Requirements" prior to final approval. Such record drawings shall contain all required information as set forth in the latest version of the applicable checklist. The digital submittal shall include the geospatial layer reflecting the irrigated area(s).

3.1.3 CHECKLISTS AND FORMS

Required checklists and forms are available on the Town of Castle Rock website (CRgov.com), and must be included with each plan submittal. Appropriate notations shall be provided with the checklist to assist the reviewer in determining whether the submittal is complete. For example, if a specific item is not addressed or not applicable, an explanation must be provided.

3.1.4 SUBMITTAL ADEQUACY

Any submittal with incomplete or missing information may result in the plan being returned without review. The Town reserves the right to request additional information pertaining to specific landscape and irrigation plans beyond the general requirements in these Criteria.

3.2 APPROVAL

3.2.1 FINAL LANDSCAPE AND IRRIGATION PLAN REQUIRED FOR CONSTRUCTION

The final landscape and irrigation plan shall be included in the CDs, and shall be approved by Castle Rock Water prior to the construction of any landscape and irrigation improvements.

3.2.2 ONE YEAR APPROVAL LIMITATION FOR FINAL LANDSCAPE AND IRRIGATION PLAN

The final landscape and irrigation plan shall be valid for one year from the date of Town approval of the final approved construction documents. If the improvements have not been constructed and accepted by the Town within one year, or extended in conformance with the Town requirements, the plan shall be deemed invalid and resubmittal required. In order to be re-approved, it must be demonstrated that the concepts, designs, analyses, and calculations presented in the plan are consistent with current Town's Criteria.

Deleted: April 1

Deleted: 1

Section 4: General Requirements

4.0 INTRODUCTION

This Section describes minimum necessary general performance standards and Criteria of landscape and irrigation for all land uses. State licensed and Town Registered Landscape Professionals, homebuilders, and homeowners shall use this information for design, construction, installation, and maintenance of all land uses. All forms, checklists, and plant list can be found online at the Town's website (CRgov.com),

4.1 APPLICATION

This Section applies to all properties within the Town's service area.

Deleted: limits or served by Castle Rock Water.

4.1.1 APPLICABLE USES

1. Multi-family properties as outlined in **Section 5**
2. Single-family and two-family residential properties as outlined in **Section 6**
3. Non-residential properties / business / industrial / governmental / schools / religious institutions / mixed-use properties as outlined in **Section 7**
4. Urban Areas as outlined in **Section 8**
5. Streetscape, rights-of-way, and tracts along rights-of-way, as outlined in **Section 9**
6. Parks, Sports Fields, and Golf Courses as outlined in **Section 10**

4.1.2 APPLICABLE LANDSCAPE AND IRRIGATION

1. Gross site area
2. Front, back, and side yard, including setbacks and utility easements.
3. Parking lot
4. Common areas
5. Streetscape

These Criteria shall apply when there is a renovation of any non-residential landscaped property in existence prior to the adoption of these Criteria.

1. Projects which impact twenty-five (25) percent or greater of landscaped area associated with a single water service connection (one tap)
2. Projects which impact ten thousand (10,000) square feet or greater of landscaped area associated with one or more water service connections (taps).

Deleted: April 1

Deleted: 1

The area that shall be considered toward development of the percentage of impacted area shall include:

1. By lot – All landscape improvements on one (1) lot.
2. By metered service – All landscape improvements irrigated by a single meter.
3. By approved site plan - The percentage shall not be calculated on the entire approved site plan, unless the entire project is served by a single irrigation meter.

Town reserves the right to require renovations meet current Criteria, regardless of impacted area. Current Criteria must also be met where additional interface is required, or there is a change to existing final approved construction documents or plans for the lot, project, or site plan.

4.1.3 NOT APPLICABLE. This Section shall not apply to:

1. Homeowner repair of an existing irrigation system.
2. Renovation of existing irrigation systems that does not include addition of an irrigation zone.
3. Renovated areas less than twenty-five (25) percent of the existing landscaped area. Existing landscaped area shall mean the landscaped area on a single lot, or serviced by a single irrigation meter. Existing landscaped area shall not mean the entire approved site plan area, unless the project is served by a single irrigation meter.

4.2 GENERAL DESIGN REQUIREMENTS

This Section identifies the minimum general performance standards and criteria for landscape design, irrigation design, and maintenance.

4.3 GENERAL PERFORMANCE STANDARDS AND DESIGN CRITERIA

All landscape and irrigation design, installation, and maintenance shall be evaluated against these performance standards and Criteria. Project approval is based on meeting the intent, performance thresholds, requirements, expectations, and level of quality defined within the performance standards, and the specific Criteria.

4.3.1 PERFORMANCE STANDARD #1: Efficient Water Use

1. Conserve water through application of water-wise, ColoradoScape design principles, and current industry-related best management practices.
2. Water allocation for irrigation shall be consistent with plant material requirements.
   a. No individual plant may have water demand greater than fifteen (15) inches per growing season.

Deleted: April 1

Deleted: 1

b. Water allocation for the irrigation of parks, sports fields, and golf courses shall vary by use of the area. Parks and passive recreation areas may be allocated up to nineteen (19) inches, such allocations are by approval only. No individual plant may have a higher water demand than fifteen (15) inches. Uses in this category shall be subject to the Composite Landscape Water Use Rating (CLWUR) analysis, and shall have a value for all irrigated public areas of no greater than two and one half (2.5). All allocations refer to inches of irrigation allocation per growing season. See Town Municipal Code Chapter 13.20 Irrigated Public Area Water Conservation for more information on CLWUR calculations.

c. Schools may be allowed additional seasonal irrigation of up to nineteen (19) inches for approved passive use common areas that facilitate high public use. These areas shall meet specific criteria in order to qualify for this additional seasonal irrigation (See **Section 10**).

3. Allocated water shall be used as efficiently as possible. When an overhead irrigation system is installed, system efficiency shall achieve a distribution uniformity of seventy-five (75) percent or greater. This level of efficiency shall be demonstrated through an independent audit performed after installation by a Certified Irrigation Auditor or as certified by the Irrigation Designer and accepted via the Town's Irrigation Design Affidavit.

4. The irrigation system shall be designed, installed, and maintained to eliminate run-off from landscaped areas and shall not damage street, sidewalk, or utility infrastructure.

5. Water waste is not allowed. Water shall not be applied to impervious surfaces.

4.3.2 PERFORMANCE STANDARD #2: Environmental Sustainability

1. The project shall conserve water, and use the water that is applied efficiently.

2. The project shall seek to apply Low Impact Development (LID) stormwater mitigation techniques. Refer to the Town's Stormwater requirements.

3. The project shall alleviate the urban heat island effect by shading paved surfaces and rooftops where possible, as well as embracing and promoting other techniques and technologies to achieve this goal, as approved by the Town.

4.3.3 PERFORMANCE STANDARD #3: Aesthetics and Quality of Life

1. The design, installation, and maintenance of the project shall enhance the visual aesthetics of the landscape.

2. The project shall provide for an enriched quality of life by promoting an enhanced level of design, installation, and maintenance that fits the unique natural character and beauty of the Town, coupled with high quality land development.

3. The project shall preserve Castle Rock's natural resources, such as, but not limited to: views, nature, wildlife, habitat, flora, and fauna.

Deleted: April 1

Deleted: 1

4. The project shall provide year round diversity of color and texture in plant material.

4.4 LANDSCAPE DESIGN

Unless otherwise specified within a particular land use, the Criteria within this Section shall apply to all land uses.

4.4.1 SOIL EVALUATION

Soil testing determines the condition of the soil related to texture, acidity, salts, and plant nutrient availability.

1. A soil analysis shall be conducted by a professional soil scientist at a certified soils laboratory.
2. Soil sample(s) shall be taken after over-lot grading, if applicable, and prior to landscaping.
3. The soil sample must represent a uniform area. Differences in texture (sand, silt, or clay), color, slope, degree of erosion, drainage, past management practices, types of plant material designed for each area should be taken into account when collecting the sample. The soil scientist shall determine the sample sites, depth, and frequency necessary to reflect a representative sample of the site and to coincide with the plant material intended for the area in the design. Recommended sampling frequency is no less than one sample per five thousand (5,000) square feet. Any sampling less than this frequency shall be justified by the soil scientist.
4. The soil analysis shall determine the organic and inorganic composition of native / indigenous soil in landscaped areas, and shall include:
   a. Soil texture
   b. Total exchange capacity
   c. Conductivity
   d. Organic matter
   e. Acidity
   f. Content of Nitrogen, Phosphorus, Potassium, Zinc, Iron, Copper, Manganese, and Lime

4.4.2 STOCKPILING

When stripping of topsoil occurs, stockpiling shall be required during construction (except as waived by Town staff). The replacement of this soil, plus additional soil amendments are critical to successful plant material establishment, ongoing health, and efficient use of water through the life of the project.

Deleted: indigenous

Deleted: (topsoil)

Deleted: April 1

Deleted: 1

4.4.3 SOIL AMENDMENT

1. The soil analysis shall include specific recommendations based on the soil test results for the type of plant material to be grown in each landscaped area. The type and volume of soil amendment shall be determined by the soil scientist and be consistent with the indigenous soil and the needs of the plant material in each area of the landscape.

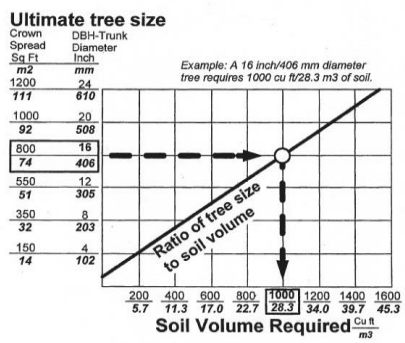
2. A minimum of four cubic yards of organic matter soil amendment per one thousand (1,000) square feet of landscaped area shall be required for turf grass, trees, shrubs, perennials, and annuals. See **Table 4-1** for soil volumes for trees. Soil amendments for native seed areas must be consistent with TESC detail #17.

3. Soil amendment organic matter shall consist of compost, as defined in **Section 1**.

4. Source water, such as non-potable water should be considered.

TABLE 4-1

Tree Soil Volume



Calculating soil volumes for each tree

4.4.4 SOIL PREPARATION

1. Amendment shall be tilled to a minimum depth of six (6) inches.

2. Site shall be graded to within two-tenths (2/10th) of a foot.

3. Slopes greater than 3:1 are not permitted.

4. Site shall be free of rocks, dirt clods, and debris over three-quarter inch (3/4-inch) diameter in size.

5. Dry-land seed areas may contain dirt clods up to two (2) inch diameter in size.

Deleted: April 1

Deleted: 1

4.4.5 STRUCTURAL SOIL

Deleted: 6

1. Cornell University (CU) Structural Soil™ is required for all approved narrow tree planting strips less than eight (8) feet in width (measured back of curb to edge of walk), as well as in tree grates. Minimum tree planting area is six (6) feet in width. See standard Details for structural soil requirements.

Deleted: or otherwise approved narrow areas,

2. All applicable soil Criteria and standards shall be noted on drawings.

4.4.6 INSPECTIONS

Deleted: 5

1. Inspections are required prior to installation of plant material, and shall include review of adherence to all Criteria. Written documentation reflecting approved volume and type of soil amendment is required upon request. See CRgov.com/landscapeforms for current inspection requirements.

   a. Residential inspections include, but are not limited to the following:

      i. Compost and finish grade inspection, to include soil till depth

      ii. WI-FI enabled smart controller

      iii. Rain sensor

      iv. No overhead irrigation in any area less than ten (10) feet

      v. Curb stop box must be installed no more than one and one half (1 ½) inches above finish grade.

   b. Non-residential inspections include, but are not limited to the following:

      i. Pre-construction meeting

      ii. Point of connection (IR-9 detail)

      iii. Compost

      iv. Finish grade inspection, to include soil till depth

      v. No slopes greater than 3:1

      vi. No overhead irrigation in any area less than ten (10) feet

      vii. Sub-surface irrigation, as necessary

      viii. Final landscape

      ix. Final irrigation

2. All landscape and irrigation inspections are weather dependent. Due to the extreme variability and unpredictability in temperatures, precipitation, and reduced daylight hours inspections will not be performed between November 1st and March 1st.

Deleted: April 1

Deleted: 1

a. Certificate of Occupancy (CO) will not be issued until all inspections have been completed, punch list items have been addressed, final letter of acceptance has been issued, and irrigation permit has been closed.

b. In order to receive the CO, prior to completion of all permit requirements, the applicant may post a surety.

   i. Surety amount will be determined as a percentage of the owner's landscape and irrigation construction contract for items incomplete as determined by the approved plans unless a lower surety amount is outlined in the Subdivision Improvement Agreement (SIA) or Property Improvement Agreement (PIA).

      1. Bond: 100% of owner's landscape and irrigation construction contract

      2. Letter of credit: 75% of owner's landscape and irrigation construction contract

      3. Cash / Escrow: 65% of owner's landscape and irrigation construction contract

4.4.7 PLANT MATERIAL SPECIFICATIONS AND PLANTING STANDARDS

1. Minimum plant material quality

   a. Plant material shall be selected from the Town of Castle Rock approved plant list. Any plant material not on the approved plant list must be submitted for review and approval. Submissions must be consistent with Development Services procedures and shall include water requirements and USDA hardiness zone information. Plant material shall be adaptable to the local environment and capable of naturalizing.

   b. A minimum coverage of seventy-five (75) percent living plant material, at maturity, is required. No more than twenty-five (25) percent may be non-living material, to include organic mulch and rock. Plant material shall meet or exceed the plant quality and species standards of the current American Standard for Nursery Stock and be consistent with the Colorado Nursery Act.

   c. Selected plant material shall be nursery-grown in accordance with proper horticultural practice. Plants shall be healthy, well-branched vigorous stock with a growth habit normal to the species and variety, free of disease, insects, and injuries.

   d. Plant material that is banned for use by the Town of Castle Rock, Douglas County, and / or the State of Colorado shall not be used. This applies to all builders, installers, owners, and, individual homeowners. Please see the Colorado Department of Agriculture website (https://www.colorado.gov/pacific/agconservation/noxiousweeds) for a detailed list of restrictions.

   e. Plants are to be hydrozoned with plants that have a similar water requirement. Plants of a very low hydrozone are not to be planted in a moderate to high hydrozone.

Deleted: April 1

Deleted: 1

2. Minimum plant material size - All plant material shall meet the following requirements:

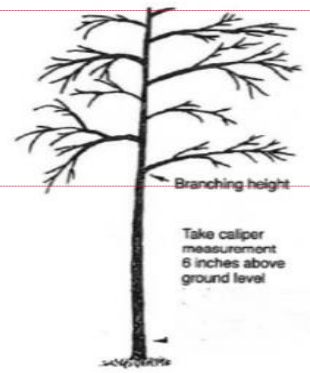
   a. Large canopy deciduous shade trees shall be a minimum of two (2) inch in caliper, measured six (6) inches above the ground. Large canopy deciduous shade trees shall be three (3) inch caliper when in a grate, or planted in areas less than eight (8) feet in width.

   b. Ornamental and flowering trees shall be a minimum of one and one half (1½) inch in caliper measured six (6) inches above the ground.

   c. Evergreen trees shall be a minimum of six (6) feet tall, measured to the mid-point of the most recent year's growth.

   d. Shrubs shall be fully rooted, a minimum of five (5) gallon container in size, and spaced to provide seventy-five (75) percent ground cover within five (5) growing seasons. See Town of Castle Rock Plant List for specific growth characteristics.

FIGURE 4-2



Measuring deciduous tree caliper

   e. Ornamental grasses may be used to meet the shrub requirement; all plant material must meet the minimum size requirements for shrubs listed above.

   f. Perennials, ground covers, and vines shall be a minimum of one (1) gallon container in size. Such shall be spaced to provide seventy-five (75) percent ground cover within three (3) growing seasons.

   g. Annuals shall be sized shall be appropriate to application, whether flats, four (4) inch pots or larger and spaced to provide seventy-five (75) percent ground cover.

   h. Grass seed planting quality and quantity in irrigated areas shall be in compliance with nursery standards and shall provide a minimum ground cover of eighty (80) percent within the first growing season. For non-irrigated native areas, see Temporary Erosion and Sediment Control Requirements.

3. Minimum planting standards

   a. Landscaping shall comply with the Town of Castle Rock planting details.

   b. Plant materials shall be spaced appropriately to allow adequate room for root zone and vegetation at maturity.

   c. A minimum distance of ten (10) feet shall be provided between large canopy trees and buildings or trees and fences. Space provided must allow adequate room for mature tree.

   d. Tree rings shall be provided for all trees within turf areas subject to mowing

Formatted: Not Highlight

Deleted:

Deleted: April 1

Deleted: 1

operations. Tree rings for evergreen trees shall extend to the dripline of the tree to avoid limbing up of evergreen trees.

e. Standard planting areas for large canopy deciduous shade trees shall be no less than eight (8) feet in width.

f. When an eight (8) foot width planting area is not possible, such as in urban areas or overlay districts, large canopy deciduous shade trees may be planted in areas less than eight (8) feet wide and shall require CU-Structural Soil™.

g. Small canopy trees shall be planted in a landscape strip no less than six (6) feet in width (not including curb and gutter).

4. Minimum amount of plant material.

a. Tree requirements cannot be exchanged for other types of plant material. Fifty (50) percent of the gross site area tree requirement must include large canopy deciduous shade trees.

b. Diversity requirements for trees and shrubs are contained in **Table 4-3**.

Deleted: April 1

Deleted: 1

TABLE 4-3 **Diversity Requirement**

Deciduous Tree or Shrub Plant Diversity Scale

1-5	Can have 100% of one species
6-10	Maximum of 50% of any one species
11-15	Maximum of 33% of any one species
16-20+	Maximum of 25% of any one species

Evergreen Tree or Shrub Plant Diversity Scale

# of Plants	Maximum % of Single Species
1-2	Can have 100% of one species
3-6	Maximum of 50% of any one species
7-12	Maximum of 33% of any one species
13-40	Maximum of 20% of any one species

Deleted: Recommendations

Deleted: ~~Deciduous Tree or Shrub Plant Diversity Scale~~¶

4.4.8 NON-LIVING LANDSCAPE MATERIAL

1. Organic mulch, includes bark and wood chips

   a. Shall be applied at one (1) cubic yard per eighty (80) square feet at a depth of four (4) inches, and as appropriate to each species.

   b. Shall be applied to the soil surface, not against the plant stem or base of tree trunks, to minimize disease.

   c. For all applications including residential and commercial, wood mulch is not allowed in drainage swales or areas of ponding water such as detention ponds. Rock mulch or other approved means of stabilization designed in accordance with the Storm Drainage Design and Technical Criteria Manual is required in areas of concentrated runoff.

2. Inorganic mulch includes rock, gravel, or cobble.

Deleted: April 1

Deleted: 1

a. Rock mulch shall have a minimum depth of two (2) inches.

b. Recycled rubber for landscape use is discouraged, however, may be considered for playground use.

3. Landscape fabric may be used underneath mulch to reduce weeds. Plastic is not allowed.

4. Artificial plant material is permitted. Materials such as artificial turf may be used. Homeowners Associations and other private restrictions may apply.

   a. Artificial turf must be installed and maintained per manufacturers specifications.

5. Edging shall be consistent with industry standards. Metal edging shall be rolled or capped to eliminate sharp edges.

6. Water features shall recirculate water and be designed to reduce evaporation. Water features shall be on a separate service connection from the domestic water service. Water demand for the feature shall be defined and included in service connection sizing requirements. Wind shut off devices are required.

4.5 IRRIGATION DESIGN

This Section identifies Criteria for irrigation service connections, control, methods, equipment, and system efficiency.

4.5.1 GENERAL DESIGN

Unless otherwise specified within a particular land use, the Criteria within this Section shall apply to all land uses.

1. Landscaped areas five hundred (500) square feet or less, including pots and planters, do not require permanent irrigation. These areas may be watered by bulk water service or from the building through a combined service line and must be well-maintained.

2. Landscaped areas greater than five hundred (500) square feet require permanent irrigation systems.

   a. Irrigated areas between five hundred (500) and five thousand (5,000) square feet shall be served from the building through a combined service line.

   b. Irrigated areas greater than five thousand (5,000) square feet shall require a dedicated irrigation service line. This requirement does not apply to single family lots.

   c. Irrigation shall be hydrozoned, grouping similar water demands by irrigation zone.

3. Irrigation is not allowed in areas less than four (4) feet in width.

4. Only drip and subsurface irrigation systems are allowed in areas between four (4) feet

Deleted: in active sports fields

Deleted: less than five hundred (500) square feet

Deleted: P

Deleted: are required in landscaped areas greater than five hundred (500) square feet

Deleted: April 1

Deleted: 1

and ten (10) feet in width.

5. Generally, trees, shrubs, perennials, and groundcover shall be irrigated with drip irrigation. See Irrigation System Design for additional specific criteria. Native grass may be permanently irrigated on slopes not to exceed 3:1 (Slopes steeper than 3:1 are not permitted).

6. Native grass may be temporarily irrigated for establishment purposes. See the Town of Castle Rock Temporary Irrigation for non-irrigated native areas criteria (Appendix A). This Criteria is required to be shown on the landscape or irrigation sheets submitted for construction document review.

Deleted: ¶
Irrigation is not allowed in areas less than four (4) feet in width. unless approved in an Urban Area.¶
¶

4.5.2 WATER SERVICE CONNECTION

Water service connections for irrigated areas greater than five thousand (5,000) square feet shall be completed consistent with all Town regulations.

1. Irrigation shall be served from a dedicated irrigation service connection to the Town's water distribution system, separate from the domestic water service.

2. All irrigation water shall be metered and have appropriate backflow prevention as identified by Town regulations. Backflow prevention assemblies must be installed no further than five (5) feet from the irrigation meter.

3. The irrigation water service connection shall be sized appropriately to accommodate irrigation during the hours and days outlined in the Town's Water Use Management Plan.

4. The mainline or lateral line from a single irrigation service connection shall not cross lot lines.

5. Maximum velocity shall not exceed seven and one half (7.5) feet per second through the service line and meter.

6. Mainline pressure

   a. System design shall consider minimum and maximum allowable mainline pressure as provided by the Town.

   b. Minimum pressure provided shall be forty-three (43) psi, maximum pressure shall be one hundred and twenty-five (125) psi.

   c. Site water pressure shall be identified by Castle Rock Water prior to irrigation system design and shall be noted on irrigation plans. Actual on-site pressure may vary based on water system demand at the time of the pressure test, subsequent development placing additional demand on the water system, etc.

7. Irrigation service connections (taps) shall not interconnect downstream of the meter. Irrigation mains cannot intersect with other irrigation mains serviced off another service connection.

8. The irrigation service line shall be the same size as the tap from the Town water main

Deleted: April 1

Deleted: 1

through the point of connection, as outlined in the IR-9 detail.

Deleted: o ten (10) pipe diameters downstream of the meter.

4.5.3 IRRIGATION SYSTEM CONTROL

1. Smart irrigation controllers are required and shall be installed according to manufacturer recommendations. They shall apply the appropriate amount of water to maintain healthy growing conditions.

2. Due to common power outages, battery back-up or non-volatile memory is required on all controllers.

3. Central Control Systems are recommended for larger irrigated areas, ten thousand (10,000) square feet or larger.

4.5.4 IRRIGATION SYSTEM DESIGN

1. Resilient shut off valve with manual drain, or stop and waste valve, is required downstream of the meter.

2. All irrigation systems shall be contained by the appropriate backflow prevention assembly. See the Town's Cross-Connection Control requirements in Town code and associated policy manual(s). A passing backflow prevention test is required for issuance of certificate of occupancy.

3. Master valves are required on non-residential service connections.

4. Flow sensors are required on non-residential service connections.

5. Rain sensors are required.

6. Overhead irrigation.

   a. Overhead irrigation is not allowed in areas less than ten (10) feet in width/length.

   b. Temporary irrigation is allowed on slopes not to exceed 3:1. Refer to Temporary Irrigation Criteria in Appendix A.

   c. There shall be no overhead irrigation in parking lot peninsulas, islands or entryways.

   d. Pop-up height shall be consistent with the mature height of the plant material being irrigated. Pop-up height of six (6) inches is required for turf areas. Pop up height of twelve (12) inches is required for native, wildflower, or perennial areas.

   e. Pop-up spray heads shall be equipped with internal check valves, internal pressure regulation (Pressure regulation must be consistent with manufacturer's recommendations for the selected nozzle), and matched precipitation rate spray or rotary nozzles. Variable arc spray nozzles are not allowed.

   f. Rotors shall be equipped with internal check valves and pressure regulation.

Deleted: or

7. Drip irrigation

Deleted: April 1

Deleted: 1

a. Drip irrigation is required in areas greater than four (4) feet, and less than ten (10) feet.

b. Drip irrigation shall be point-source drip or sub-surface drip irrigation for all trees, shrubs, perennials, and annual beds.

c. Drip emitters and sub-surface drip shall be equipped with internal check valves at each emitter.

d. All (Residential and non-residential) point-source drip, sub-surface drip, dripper line, and bubblers must be installed with an operational indicator in each planting area and a flush valve, with operational indicator at every dead end.

e. All drip emitters shall be installed on stakes and placed above the mulch, around the perimeter of the plant.

8. Bubblers may be substituted for drip emitters where necessary to provide adequate supplemental irrigation to plant material in certain locations (i.e., trees in native grass areas).

9. There shall be no irrigation within street medians or round-a-bouts.

   a. All material proposed within street medians or round-a-bouts shall be designed to minimize dislodging and obstructing travel lanes, and be compatible with Town maintenance operations. Proposed material must be shown on plan submittals. Final selected material must be approved by the Town.

10. Irrigation charts and hydraulic worksheets are required for irrigation plan submittal on construction documents.

4.5.5 IRRIGATION SYSTEM INSTALLATION

Installation of irrigation system shall be consistent with approved plans, and meet Town performance standards and Criteria prior to issuance of certificate of occupancy or other Town approval. Release of bonding or surety (if applicable) shall be withheld until approval is given.

1. Irrigation system installation shall be consistent with approved system design.

2. Irrigation system efficiency

   a. The irrigation system shall achieve a seventy-five (75) percent distribution uniformity efficiency rating as demonstrated through an independent audit performed after installation by a Certified Irrigation Auditor, or as certified by the Irrigation Designer and accepted via the Town's Irrigation Design Affidavit.

   b. The irrigation audit shall result in a representative sample of the irrigation zones, and at a minimum shall include evaluation of a random sampling of no less than twenty-five (25) percent of overhead irrigation zones, to include a minimum of two (2) spray zones and two (2) rotor zones. At the discretion of Castle Rock Water, the minimum

Deleted: April 1

Deleted: 1

number of zones may be increased depending on the size and complexity of the irrigation system.

c. The Town reserves the right to conduct follow up audits as deemed necessary at the expense of the customer.

d. The irrigation system shall consist of high efficiency nozzles, with an application rate not to exceed one and one quarter (1.25) inches / hour.

e. When nozzles are installed on spray head bodies (either fixed spray nozzles or rotary nozzles), the spray head body must be equipped with internal pressure regulation consistent with the manufacturer's recommended design pressure.

f. The irrigation system design and installation must include head to head coverage, without overspray onto impervious surfaces at final inspection.

3. Backflow prevention assembly testing

a. A passing backflow prevention assembly test is required prior to issuance of a certificate of occupancy. This shall include a mechanical test of the assembly, validation of protection for the degree of hazard present, and proper installation according to manufacturer's recommendations and Town of Castle Rock requirements.

4.5.6 IRRIGATION SYSTEM OPERATION

All irrigation shall occur according to the specifications of the Town's Water Use Management Plan, including hours, days, and application rates. Irrigation systems shall be operated and maintained in a manner that meets efficient irrigation performance standards. Temporary establishment and permanent irrigation methods, as well as timing and application rates, shall be included on irrigation plans.

1. Establishment Irrigation – To be defined for each plant material type (including turf types, naturalized grasses, trees, shrubs, perennials, annuals, ground covers, etc.)

a. Identify temporary, establishment irrigation method.

b. Identify application rates, monthly, and annual water demand totals for establishment period.

2. Permanent irrigation – To be defined for and by each plant material type (including turf types, naturalized grasses, trees, shrubs, perennials, annuals, ground covers, etc.).

a. Dedicated water service connections have designated watering days determined by address or location.

b. Permissible hours of irrigation will be consistent with those outlined in the Water Use Management Plan.

c. Seasonal application rates shall be consistent with plant water requirements

Deleted:

Deleted: ,

Deleted: as observed

Deleted: April 1

Deleted: 1

identified in the Town of Castle Rock Plant List.

4.6 WATER EFFICIENCY PLAN

A Water Efficiency Plan (WEP) is a component of the codes, covenants and restrictions of the development.

1. Developments with an approved Water Efficiency Plan (WEP) shall have landscape and irrigation designs exceeding current Town of Castle Rock landscape and irrigation standards.

2. Landscape Section of Water Efficiency Plans shall contain:

   a. Model landscape plans for single-family homes.

   b. Landscape typical for streetscapes.

   c. Plantings along public streets, common areas, and open space frontages, visible to the public, must be limited to native species originally found in the existing landscape. Landscape may include non-native plants specifically approved in the Town of Castle Rock Plant list and designated approved for Water Efficiency Plans.

   d. Landscape typical for development entries.

   e. Landscape typical for both public and private parks.

   f. Landscape typical for open space.

3. Irrigation Section of Water Efficiency Plans shall contain:

   a. Conceptual irrigation plans, matching corresponding landscape plans in “a” through “f” above.

4. All landscape and irrigation plans, as part of a Water Efficiency Plan, must be approved by Castle Rock Water, Conservation Plan Review.

Deleted: <#>An irrigation chart for each service connection.

Deleted: <#>¶

Commented [LG2]: This water efficiency plan information will be removed, if approved.

4.7 GENERAL MAINTENANCE

4.7.1 IRRIGATION

1. Regular maintenance of the irrigation system includes backflow prevention assembly testing, leak repair, damaged part replacement, head adjustment, filter & strainer cleaning / replacement, and application rate adjustment.

2. A completed, passing backflow prevention assembly test, consistent with the parameters outlined in the Town’s cross-connection control standards is required within ten (10) days of irrigation system start-up each season. Proper assembly operation shall also be verified through a passing backflow prevention assembly test when the assembly is taken out of service for maintenance or repair.

4.7.2 LANDSCAPE

Deleted: April 1

Deleted: 1

1. All landscape improvements, indigenous plant material, and irrigation system components shall meet performance standards and supporting criteria. Violation of these standards or Criteria shall be considered a Code violation.

2. Maintenance requirements shall be noted on landscape and irrigation plans.

3. Regular maintenance shall be consistent with the needs of the plant material and may include pruning, mowing, fertilization, and weeding.

4.7.3 TURF, WOODY PLANTS, AND FERTILIZATION

1. Turf

   a. Turf shall be maintained in a manner consistent with its growth characteristics and intended use. It shall optimize sustainability through maintenance practices that encourage root development and overall plant health.

   b. Preferred mowing height is three and one-half (3-1/2) inches, in order to promote root growth and reduce water requirements.

   c. Adjust mowing frequency throughout the growing season to remove between one quarter (1/4) and one third (1/3) of the grass height per mowing, improving turf condition and reducing mowing equipment emissions.

   d. Maintain mowing equipment by sharpening mower blades, or checking reel-type mowers for proper blade to bed knife adjustment

   e. Thatch build-up shall be addressed for plant health purposes and to reduce run-off.

   f. Spring and fall aeration is recommended.

2. Woody plant material

The mature size of woody plant material shall be considered during the design process so that pruning should only be necessary due to damage or health conditions, and to encourage a natural growth habit for hedges and topiaries.

   a. Pruning practices consistent with type of tree or shrub. It is recommended to not remove more than one-third 1/3 of the branch growth.

   b. Eliminate dead and diseased plant material. If this causes significant disfigurement, replacement is necessary.

   c. Encourage naturalistic habit and reduce crowding, while controlling scale related to landscape and size relative to safety parameters (site distances, etc.).

3. Fertilization

   a. Fertilizer composition is consistent with soil test recommendations, amended soil condition, and plant material requirements.

Deleted: April 1

Deleted: 1

b. Fertilizer is applied on an as-needed basis, and excess application is avoided. Low phosphorus fertilizers are recommended.

c. The fertilization program shall be submitted with construction document landscape plans.

4.7.4 WEED, PEST, AND DISEASE CONTROL

Shall be consistent with the approved maintenance plan for the property, and shall be in compliance with all Town, County, and State regulations.

1. All landscape areas shall be installed and maintained free of invasive species and noxious weeds.

2. Pest and disease control measures shall be taken when needed.

4.7.5 DEAD PLANT MATERIAL

Dead plant material shall be removed and replaced with healthy plant material of comparable size and species that meet the original intent of the approved landscape design within forty-five (45) days of Town being notified of a problem, or sooner in the event of a contagious disease or invasive insect species. If seasonal conditions prohibit removal and replacement, property owner may request deferral of installation.

Deferral request shall be in written form with estimated date of installation, and must be approved by the Town.

Nonliving landscape material such as rock, stone, bark chips, and shavings which no longer cover the area in which they were originally installed, shall be regularly replenished to maintain the full coverage to a minimum depth of two (2) inches for rock mulch and four (4) inches for wood mulch.

Town is not responsible for plant damage due to insects, disease, winter injury, irrigation malfunctions, or other environmental factors.

Deleted: April 1

Deleted: 1

Section 5: Multi-Family Residential

5.0 INTRODUCTION

This Section describes minimum necessary performance standards and Criteria for multi-family residential land uses. Unless specifically called out in this Section, the general performance standards and criteria in **Section 4** shall apply.

Deleted: and single-family attached

5.1 APPLICATION

5.1.1 APPLICABLE DWELLINGS

This Section applies to multi-family residential properties within the Town limits, or served by Castle Rock Water, and includes the following:

Deleted: (including dwellings, parking, and common areas)

1. Apartment complexes
2. Townhomes and condominiums
3. Mobile home dwelling complexes or parks
4. Residential properties found in the R-3 Multi-Family Residence District or as similarly zoned by a Planned Development. See Town of Castle Rock Municipal Code Title 17 for zoning information.

Deleted: This includes the types of r

Deleted: following zoning districts:

5.1.2 APPLICABLE LANDSCAPE AND IRRIGATION

1. Gross site area
2. Front, back, and side yard, including setbacks and utility easements
3. Parking lot
4. Common area
5. Associated facilities

Deleted: Passive recreation areas

Streetscapes, rights-of-way (ROW), included with the project shall adhere to the performance standards and Criteria in **Section 9**.

5.2 DESIGN REQUIREMENTS

This Section identifies the minimum performance standards and Criteria for landscape design for this land use.

5.2.1 LANDSCAPE DESIGN

Deleted: April 1

Deleted: 1

5.2.1.1 SITE REQUIREMENTS

1. Gross Site Requirements
   A minimum of twenty (20) percent of the gross site area shall receive landscape improvements. Gross site area shall exclude the right-of-way. ROW landscaping is required for adjacent streets, but is not included in the required calculation for the site. See **Section 9** for associated ROW and streetscape requirements. Gross site area may include the area required for parking lot landscaping improvements. The area required for parking lot landscaping improvements must be provided independent of other required improvements.

5.2.1.2 PARKING LOT REQUIREMENTS

1. Performance Standards

   a. Trees shall reduce urban heat-island effect.

   b. Trees shall not cause snow build-up or ice problems.

   c. Plant material shall accommodate environmental conditions associated with parking lots, including heat-island effect and snow storage.

   d. Trees shall not interfere with driver visibility of pedestrians or drive-aisle traffic.

   e. Design, plant materials, and hardscape material shall consider levels of foot traffic and shall not create pedestrian safety hazards.

2. Criteria

   a. A minimum of ten (10) percent of the parking lot area shall be landscaped. (This requirement is included within and counts toward the minimum gross site area requirements).

   b. A minimum of two (2) large canopy deciduous shade trees and four (4) shrubs for each one thousand (1,000) square feet of required landscaped area shall be provided. See Table 5-1.

TABLE 5-1

Required trees/shrubs

Formatted: Space After: 12 pt

Deleted: 2

Deleted: 2

Deleted: April 1

Deleted: 1

Section 5: Multi-Family Residential

AREA	TOTAL AREA IN Square Feet (sf)	REQUIRED LANDSCAPE AREA	REQUIRED TREES *	PROPOSED TREES	REQUIRED SHRUBS **	PROPOSED SHRUBS
Gross Site	50,000 sf	20% = 10,000 sf	(10,000 sf /1,000 sf) x 2= 20	20	(10,000 sf / 1,000 sf) x 4 = 40	40
Parking	5,000 sf	10% = 500 sf	(500 sf / 1,000) x 2 = 1	1	(500 sf / 1,000 sf) x 4 = 2	2

Required trees/shrubs calculation example

* Required Trees = one (1) tree per one thousand (1,000) sf of landscaped area

** Required Shrubs = four (4) shrubs per one thousand (1,000) sf of landscaped area

Deleted: two

Deleted: 2

Deleted: s

c. Parking lots containing more than forty (40) spaces shall provide parking lot islands and/or peninsulas. When required, there shall be no more than fifteen (15) adjacent parking stalls between parking lot islands and peninsulas.

i. A minimum of one (1) large canopy deciduous shade tree and four (4) shrubs shall be provided for each parking lot island and peninsula.

1. One (1) additional large canopy deciduous shade tree may be substituted in lieu of each of the four (4) required shrubs.

2. Large canopy deciduous shade tree requirements cannot be exchanged for small canopy trees.

ii. A minimum width of eight (8) feet is required for parking lot islands and peninsulas.

3. Measuring the parking lot area and parking lot landscape area

a. The measured parking lot area includes the paved area and parking lot curb. It does not include right-of-way and aisles leading to and from the parking lot. See Figure 5-1

b. The measured parking lot landscaped area includes parking lot islands, peninsulas, and corners (not including curbs) and may include a three (3) foot wide landscaped area abutting the parking lot. It does not include right-of-way or detention areas.

i. Islands may only be considered part of the parking lot landscaped area when surrounded on four (4) sides by parking spaces or drive aisles.

Deleted: April 1

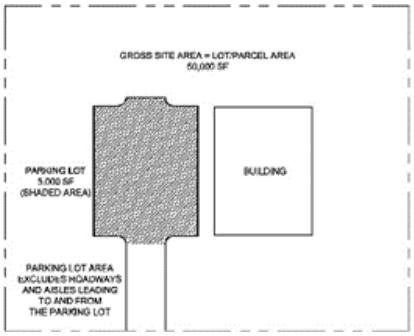
Deleted: 1

ii. Peninsulas may only be considered part of the parking lot landscaped area when surrounded on three (3) sides by parking spaces or drive aisles.

iii. Corners may only be considered part of the parking lot landscaped area when surrounded on two (2) sides by parking. Landscaped corners are calculated creating a triangle using the two sides adjacent to the parking lot spaces or drive aisle and making the third triangle leg by connecting the curb corners.

iv. A three (3) foot wide landscaped area may only be considered when abutting the parking lot as measured from the back of the parking lot curb. See Figure 5-2

FIGURE 5-1

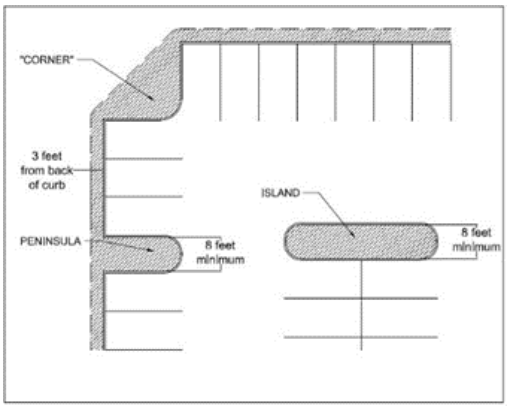


Calculation area example

Deleted: April 1

Deleted: 1

FIGURE 5-2



Shaded areas may be counted towards parking lot landscape requirement

4. Other

a. Evergreen trees shall not be located in parking lot islands, peninsulas or any area that would cause snow or ice buildup on the parking lot.

b. Evergreen trees shall not be located in parking lot islands, peninsulas or any area that would block sight lines.

c. Landscape plantings at mature size and landscape features over thirty (30) inches high above the flow line are not permitted in sight distance triangles adjacent to parking space access aisles.

d. Plant material located within snow storage areas shall be chosen for tolerance to snow storage.

5.2.1.3 PASSIVE RECREATION AREA

Passive Recreation Areas: Multi-family land uses may have Passive Recreation Areas, a type of Common Area, for their residents. Such areas may be used for non-programmed athletic activities, and may include picnic areas, small pavilions, benches, playgrounds, recreation, or play areas. These areas shall be designed to support such intended activities of the area, including pedestrian access and layout. **See Section 10.**

Deleted: <#>The measured parking lot area includes the paved area and curb. Measured area excludes roadways and aisles leading to and from the parking lot. Areas to be incorporated in the calculation include landscaped islands, peninsulas, and corners internal to the parking lot (not including curb). Measured parking lot area shall not be comprised of right-of-way or detention areas. See **Figure 5-1**.¶
<#>¶
<#>A minimum of ten (10) percent of the parking lot area shall be landscaped. (This requirement is included in and counts towards the landscape requirements for the gross site).¶
<#>¶
<#>Minimum planting requirements are two (2) large canopy trees and four (4) shrubs for each one thousand (1,000) square feet of landscaped area. One (1) additional large canopy tree may be substituted in lieu of each four (4) shrubs. See **Table 5-2**.¶
<#>The parking lot area landscape plan shall include large canopy deciduous shade trees to reduce urban heat island effect. The landscape plan shall include a selection of large canopy deciduous shade trees that result in shade covering at least fifty (50) percent of the parking lot area at seven (7) years growth.¶
<#>Multi-family residential projects shall use the Town of Castle Rock Multi-family Landscape Site Inventory form for landscape submittal.¶
<#>¶
<#>Interior parking lot area landscaping (islands and peninsulas).¶
<#>Shall be a minimum of eight (8) feet in width. Width does not include the curb.¶
<#>Parking areas containing more than forty (40) spaces shall provide interior landscape islands.¶
<#>When parking islands or peninsulas are required, there shall be no more than fifteen (15) adjacent parking spaces between landscaped islands or peninsulas.¶
<#>Each landscaped island or peninsula shall provide shade through a minimum of one (1) large canopy deciduous shade tree.¶
<#>Tree requirements cannot be exchanged for ...

Deleted: access and layout of these areas shall be designed to support Passive Recreation Area activities, including pedestrian access.¶
¶
Passive recreation areas shall be a minimum of three thousand (3,000) square feet. The square footage configuration shall be such to support non-programmed athletic activities, such as volleyball, softball, or other recreational activities.¶
¶
The following uses do not qualify as passive recreation areas: streetscapes, is- lands, or medians, landscape buffers, setbacks, parking areas, or other areas not intended or designed for recreational use.¶ ...

Deleted: April 1

Deleted: 1

Section 6: Single-Family and Two-Family Residential

6.0 INTRODUCTION

This Section describes minimum necessary performance standards and criteria for single and two-family residential land uses and recommendations for existing dwellings owned by individual homeowners. Unless specifically called out in this Section, the general performance standards and criteria in **Section 4** shall apply.

6.1 APPLICATION

6.1.1 APPLICABLE DWELLINGS

Applicable dwellings are new homes constructed by a developer, residential homebuilder, organization, custom homebuilder, semi-custom homebuilder, and homeowners.

This Section applies to single-family and two-family residential properties within the Town limits, or served by Castle Rock Water, and includes the following:

1. Single-family dwelling, detached
2. Single-family dwelling, attached
3. Paired home
4. This includes the types of residential properties found in the R-1 and R-2 Single-family Residence District or as similarly zoned by a Planned Development. (See Town of Castle Rock Municipal Code Title 17 for zoning information).

6.1.2 APPLICABLE LANDSCAPE AND IRRIGATION

1. Front, back, and side yards where landscape or irrigation are provided in new home construction, renovation, or maintenance.
2. All setbacks and utility easements where provided in new home construction, renovation, or maintenance.

6.2 DESIGN REQUIREMENTS

This Section identifies the minimum performance standards and Criteria for landscape design, irrigation design, and maintenance for this land use.

Landscaping or landscape materials shall be no more than thirty (30) inches above the flow line when located in a sight distance triangle.

Front, back, and side yard landscape and irrigation must be designed and installed through the homebuilder as part of the construction process. All landscape and irrigation installation must be completed by a Registered Landscape Professional.

6.2.1 LANDSCAPE DESIGN

1. Site Requirements
   a. Trees

Deleted: property

Deleted: attached

Deleted: detached

Deleted: <#>Duplex¶

Deleted: following zoning districts:

Deleted: and R-2 Single-family and Duplex Residence District

Moved (insertion) [1]

Deleted: April 1

Deleted: 1

i. All pervious areas equal to or greater than four hundred (400) square feet shall have a minimum of one (1) large canopy deciduous shade tree provided in the setback. All pervious areas less than four hundred (400) square feet shall have a minimum of one (1) small canopy deciduous shade tree. Tree requirements cannot be exchanged for other types of plant material. Small canopy trees cannot be exchanged for required large canopy deciduous shade trees. NOTE: Sizing requirements for single-family residential front yard tree shall be adhered to by all builder installations.

b. Front yard

i. No turf allowed in front yards. Front yard landscape shall utilize a ColoradoScape design. Minimum 75% plant coverage at maturity (3 years).

c. Traditional front yard:

i. Less than 400 square feet: A minimum of four (4) shrubs and sixteen (16) perennials are required.

ii. 400 square feet or more: A minimum of nine (9) shrubs and twenty-four (24) perennials are required.

d. Corner lot:

i. Less than 400 square feet: A minimum of five (5) shrubs and fifteen (15) perennials are required.

ii. 400 square feet or more: A minimum of ten (10) shrubs and thirty (30) perennials are required.

e. Alley loaded:

i. Less than 400 square feet: A minimum of four (4) shrubs and Sixteen (16) perennials are required.

ii. 400 square feet or more: A minimum of nine (9) shrubs and twenty-four (24) perennials are required.

iii. Diversity requirements for trees and shrubs are contained in **Section 4**, and are applicable to installation of tract home landscaping.

f. Back yard:

i. Turf (live or artificial): 500 Square feet maximum

1. A minimum of one (1) tree.

2. A minimum of ten (10) shrubs.

3. A minimum of four (4) ornamental grasses or perennials.

ii. Reduced Turf (live or artificial): Two hundred and fifty square feet maximum.

Deleted: ¶
Shrubs - A minimum of four (4) shrubs are required for each large canopy deciduous shade tree.¶

Deleted: April 1

Deleted: 1

1. A minimum of one (1) tree.
2. A minimum of fourteen (14) shrubs.
3. A minimum of eight (8) ornamental grasses or perennials.

iii. ColoradoScape: No turf

1. A minimum of one (1) tree.
2. A minimum of fourteen (14) shrubs.
3. A minimum of sixteen (16) ornamental grasses or perennials.
4. Irrigated Turf Areas are only allowed in back yards and cannot exceed 500 square feet. Approved moderate and low water use turf or alternative turf are required. 100% Kentucky Bluegrass, and turf varieties that use more than nineteen (19) inches of water per growing season are not allowed.

TABLE 6-1 Diversity Requirement

Deciduous and Evergreen Tree or Shrub Plant Diversity Scale

# of Plants	Maximum % of Single Species
1-3	Can have 100% of one species
4-7	Maximum of 50% of any one species
8-12	Maximum of 33% of any one species
12+	Maximum of 25% of any one species

Areas devoted to the cultivation of native or naturalized grasses shall be exempt from square footage limitations. These areas can be temporarily irrigated for establishment only. Establishment period not to exceed one full growing season.

6.2.2 IRRIGATION DESIGN

This Section identifies performance standards and Criteria for single-family and two-family residential irrigation systems including control, methods, equipment, and system efficiency.

1. General Design

Unless otherwise specified within a particular land use, the Criteria within this Section shall apply to design and installations by developers, home builders, and homeowners.

a. Landscaped areas shall have a permanent water efficient irrigation system providing full coverage to all plant material. Unless otherwise approved, this irrigation shall be an automatic irrigation system.

Deleted: Lot Size

Deleted: Large lots are encouraged to use irrigated native grass to reduce inorganic mulches (e.g. crushed granite, cobble)¶

Moved up [1]: Landscaping or landscape materials shall be no more than thirty (30) inches above the flow line when located in a sight distance triangle.¶

Deleted: April 1

Deleted: 1

b. The water service connection that provides water for irrigation shall be sized appropriately to accommodate irrigation during the hours and days outlined in the Town's Water Use Management Plan.

c. All water used for irrigation shall be metered and have appropriate backflow prevention as identified by Town regulations. Cross-connection control requirements shall be adhered to by all installations within this category, including homeowner installations.

d. Maximum velocity should be determined by American Water Works Association standards, Town water Criteria, Town adopted plumbing code, and meter manufacturer operating standards. Flow rates should average no more than five (5) feet per second and shall not exceed seven and one half (7½) feet per second for intermittent flow.

e. Irrigation mains cannot intersect with other irrigation mains serviced off another service connection.

f. Irrigation shall be hydrozoned, grouping similar water demands and exposure by irrigation zone.

g. Irrigation methods:

   i. Only drip or sub-surface irrigation systems will be allowed in areas less than ten (10) feet in width.

   ii. Irrigation is not allowed in areas less than four (4) feet in width.

2. Irrigation System Control

   a. WI-FI enabled smart irrigation controllers, capable of interval watering, are required. This requirement shall be adhered to by all installations within this category, including homeowner installations.

   b. Due to common power outages, battery back-up or non-volatile memory is required on all controllers. This requirement shall be adhered to by all installations within this category, including homeowner installations.

   c. Upon installation the landscape / irrigation installer shall program the controller to meet Water Use Management Plan requirements.

   d. Irrigation exemptions for establishment of plant material may be granted. Should the installer set the controller in accordance with an irrigation exemption for plant material establishment, the installer shall return to re-program the controller upon expiration of exemption, or instruct the homeowner to do so.

   e. The builder or landscaper should assist in educating the customer about watering restrictions in Castle Rock. The homeowner shall be responsible for compliance with water restriction regulations.

3. Irrigation System Design

Deleted: April 1

Deleted: 1

a. Resilient shut off valve with manual drain, or stop and waste, is required to isolate the irrigation system from the domestic plumbing system.

b. All irrigation systems shall be contained by the appropriate backflow prevention assembly. See the Town's Cross-Connection Control requirements in the Town Municipal Code Chapter 13.06.

c. Backflow prevention assemblies shall not exceed sixty (60) inches above the ground.

d. A Pressure Vacuum Breaker (PVB) shall be installed a minimum of twelve (12) inches higher than the highest possible outlet.

e. Master valves are required.

f. Rain sensors are required.

g. Flow sensors are recommended.

h. Overhead irrigation.

   i. Overhead irrigation is not allowed in areas less than ten (10) feet.

   ii. Pop-up height shall be consistent with the mature height of the plant material being irrigated. Minimum pop-up height of six (6) inches or higher is required for plant material unless the plant material is natively maintained native grass or wildflowers, where a minimum pop-up height of twelve (12) inches is required.

   iii. Pop-up spray heads shall be equipped with internal check valves, internal pressure regulation and matched precipitation rate spray or rotary nozzles. Pressure regulation must be consistent with manufacturer's recommendations for the selected nozzle.

   iv. Rotors shall be equipped with internal check valves and pressure regulation.

i. Drip irrigation

   i. Drip irrigation shall be point source drip or sub-surface drip irrigation for all trees, shrubs, perennial, and annual beds.

   ii. Drip emitters and sub-surface drip shall be equipped with internal check valves at each emitter.

   iii. Sub-surface drip irrigation may be used for turf or grass areas, and is required in areas less than ten (10) feet in width.

   iv. All point-source drip, sub-surface drip, dripper line, and bubblers must be installed with an operational indicator in each planting area and a flush valve, with operational indicator at every dead end.

j. Bubblers may be substituted for drip emitters where necessary to provide adequate irrigation to plant material in certain locations (i.e. trees in native grass areas).

Deleted: April 1

Deleted: 1

k. Irrigation charts and hydraulic worksheets may be required for plan submittal.

4. Irrigation system installation

Irrigation system shall meet Town performance standards and Criteria prior to issuance of certificate of occupancy or other Town approval. Release of bonding or surety shall be withheld until approval is given.

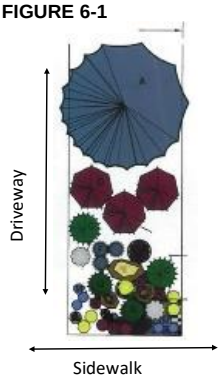
a. Irrigation system installation shall be consistent with approved system design.

b. A passing backflow prevention assembly test is required prior to issuance of a Certificate of Occupancy or other Town approval. The results shall include a mechanical test of the assembly, validation of protection for the degree of hazard present, and proper installation according to manufacturer's recommendations and Town of Castle Rock requirements. Homeowner installations shall adhere to Cross-Connection Control requirements.

5. Irrigation system operation

All irrigation shall occur according to the specifications of the Town's Water Use Management Plan including hours, days, and application rates. Irrigation systems shall be operated and maintained in a manner that meets efficient irrigation performance standards. Temporary establishment, and permanent irrigation methods, timing, and application rates shall be included on irrigation plans.

FIGURE 6-1



Potential narrow strip design options featuring ColoradoScape plant materials and drip irrigation.

a. Temporary irrigation (establishment) is defined for each plant material type (including turf types, naturalized grasses, trees, shrubs, perennials, annuals, ground covers, etc.).

i. Identify temporary establishment irrigation method.

ii. Duration of establishment period to be determined by the temporary irrigation criteria.

Deleted: ¶
¶
¶
¶
¶

Deleted: to be

Deleted: and by

Deleted: April 1

Deleted: 1

iii. Identify application rates, monthly and annual water demand totals for establishment period.

b. Permanent irrigation is to be defined for and by each plant material type (including turf types, naturalized grasses, trees, shrubs, perennials, annuals, ground covers, etc.).

i. Watering days and times to be outlined in the Town of Castle Rock Water Use Management Plan.

ii. Seasonal application rates shall be consistent with the Town of Castle Rock Plant List.

Deleted: April 1

Deleted: 1

Section 7: Non-Residential Properties

7.0 INTRODUCTION

This Section describes minimum necessary standards and criteria for non-residential properties such as business / commercial development, such as a business, industrial, governmental, school, religious institution, or mixed uses. Unless specifically called out in this Section, the general performance standards and criteria in **Section 4** shall apply.

7.1 APPLICATION

7.1.1 APPLICABLE USES

This Section applies to non-residential properties and zoning districts within the Town limits, and / or served by Castle Rock Water, such as, but not limited to the following:

1. Business/commercial district uses
2. Industrial
3. Governmental
4. Schools
5. Religious institutions
6. Mixed use containing one or more of the above uses
7. This includes the types of Non-residential properties found in the following zoning districts: B Business Commercial District, I-1 Light Industrial District, I-2 General Industrial District, similarly zoned by a Planned Development or an Overlay District. (See Town of Castle Rock Municipal Code Title 17 for zoning information).

7.1.2 APPLICABLE LANDSCAPE

1. Gross site area
2. Areas, including setbacks and utility easements
3. Parking lot
4. Common areas.

Deleted: Front, back, and side yards

Streetscapes included with the project shall adhere to the performance standards and criteria in **Section 9**.

Dependent on design, schools with passive parks or passive recreation areas and / or active sports fields, may require adherence to the performance standards and criteria in **Section 10**.

7.2 DESIGN REQUIREMENTS

Deleted: April 1

Deleted: 1

Section 7: Non-Residential Properties

7.2.1 LANDSCAPE DESIGN

Unless otherwise specified within a particular land use, the performance standards and Criteria shall apply to all non-residential land uses within this Section.

7.2.1.1 SITE REQUIREMENTS

1. Performance Standards

   a. Plant material diversity creates visual appeal and limits disease and other environmental problems.

   b. Plant material diversity creates a seasonal appearance of greenery throughout the year.

2. Criteria

   a. A minimum of ten (10) percent of the gross site area shall receive landscape improvements.

      i. Gross site area does not include adjacent streetscapes or rights-of-way. Plantings in these areas must follow the standards in **Section 9**.

      ii. Plantings in adjacent streetscapes, rights-of-way, or tracts along rights-of-way do not count toward the site requirements herein.

      iii. Landscaping in the parking lot may be counted toward the minimum gross site area requirement.

   b. A minimum of two (2) trees and four (4) shrubs for each one thousand (1,000) square feet of required landscaped area shall be provided. See example in **Table 7-1.**

      i. Fifty (50) percent of the tree requirement must include large canopy deciduous shade trees.

      ii. One (1) additional large canopy deciduous shade tree may be substituted in lieu of each four (4) required shrubs.

      iii. Tree requirements cannot be exchanged for other types of plant material.

   c. Plant material requiring more than ten (10) inches of water is not allowed.

      i. Native grasses can be temporarily irrigated for establishment.

      ii. Permanently installed overhead irrigation is not allowed.

Deleted: large canopy deciduous shade

7.2.1.2 PARKING LOT REQUIREMENTS

1. Performance Standards

Deleted: April 1

Deleted: 1

a. Trees shall reduce urban heat-island effect.

b. Trees shall not cause snow build-up or ice problems.

c. Plant material shall accommodate environmental conditions associated with parking lots, including heat-island effect and snow storage.

d. Trees shall not interfere with driver visibility of pedestrians or drive-aisle traffic.

e. Design, plant materials, and hardscape material shall consider levels of foot traffic and shall not create pedestrian safety hazards.

Deleted: Stormwater

Deleted: d

Deleted: and

2. Criteria

a. A minimum of ten (10) percent of the parking lot area shall be landscaped. (This requirement is included within and counts toward the minimum gross site area requirements).

b. A minimum of two (2) large canopy deciduous shade trees and four (4) shrubs for each one thousand (1,000) square feet of required landscaped area shall be provided. **See Table 7-1.**

Table 7-1 **Required trees/shrubs**

AREA	TOTAL AREA IN SQUARE FEET (sf)	REQUIRED AREA (10%)	REQUIRED TREES *	PROPOSED TREES	REQUIRED SHRUBS **	PROPOSED SHRUBS
Gross Site	50,000 sf	5,000 sf	(5,000 sf /1,000 sf) x 2 = 10	10	(5,000 sf / 1,000 sf) x 4 = 20	20
Parking	5,000 sf	500 sf	(500 sf / 1,000) x 2 = 1	1	(500 sf / 1,000 sf) x 4 = 2	2

Required trees/shrubs calculation example

* Required Trees = 2 trees per 1,000 sf of required area

** Required Shrubs = 4 shrubs per 1,000 sf of required area

c. Parking lots containing more than forty (40) spaces shall provide parking lot islands and/or peninsulas. When required, there shall be no more than fifteen (15) adjacent parking stalls between parking lot islands and peninsulas.

i. A minimum of one (1) large canopy deciduous shade tree and four (4) shrubs shall be provided for each parking lot island and peninsula.

1. One (1) additional large canopy deciduous shade tree may be substituted in lieu of each of the four (4) required shrubs.
2. Large canopy deciduous shade tree requirements cannot be exchanged for small canopy trees.

ii. A minimum width of eight (8) feet is required for parking lot islands and peninsulas.

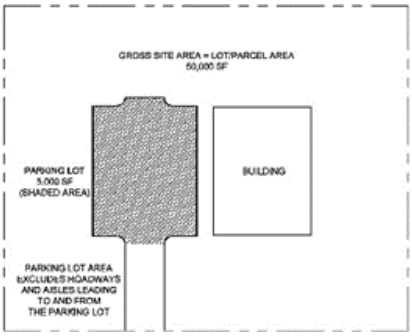
Deleted: April 1

Deleted: 1

3. Measuring the parking lot area and parking lot landscape area

a. The measured parking lot area includes the paved area and parking lot curb. It does not include right-of-way and aisles leading to and from the parking lot. **See Figure 7-1**

FIGURE 7-1



b. The measured parking lot landscape area includes parking lot islands, peninsulas, and corners (not including curbs) and may include a three (3) foot wide landscaped area abutting the parking lot. It does not include right-of-way or detention areas.

i. Islands may only be considered part of the parking lot landscaped area when surrounded on four (4) sides by parking spaces or drive aisles.

ii. Peninsulas may only be considered part of the parking lot landscaped area when surrounded on three (3) sides by parking spaces or drive aisles.

iii. Corners may only be considered part of the parking lot landscaped area when surrounded on two (2) sides by parking. Landscaped corners are calculated creating a triangle using the two sides adjacent to the parking lot spaces or drive aisle and making the third triangle leg by connecting the curb corners.

iv. A three (3) foot wide landscaped area may only be considered when abutting the parking lot as measured from the back of the parking lot curb. See **Figure 7-2**.

c. Other

i. Evergreen trees shall not be located in parking lot islands, peninsulas, or any area that would cause snow or ice buildup on theparking lot.

ii. Evergreen trees shall not be located in parking lot islands, peninsulas, or any area that would block sight lines.

iii. Landscape plantings at mature size and landscape features over thirty (30) inches high above the flow line are not permitted in sight distance triangles adjacent to parking space access aisles.

Deleted: roadways

Deleted: 5

Deleted: The measured parking lot area excludes roadways and aisles leading to and from the parking lotspace. Areas to be incorporated in the parking lot landscape area calculation include landscaped islands, peninsulas, and corners internal to the parking lot (not including curb). Right-of-way or detention areas shall not be incorporated in the parking lot landscape calculation.

Deleted: all

Deleted: of the peninsula are within the parking lot area

Deleted: the corner is

Deleted: planting

Deleted: or

Deleted: s

Deleted: block sight lines.

Deleted: April 1

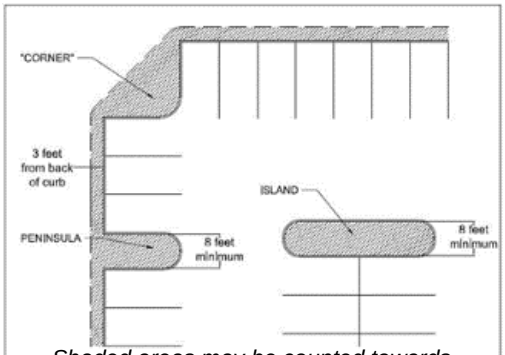
Deleted: 1

iv. Plant material located within snow storage areas shall be chosen for tolerance to snow storage.

v. The parking lot area landscape plan shall include large canopy deciduous shade trees to reduce urban heat island effect.

vi. Water features are not allowed.

FIGURE 7-2



Shaded areas may be counted towards parking lot landscape requirement

Deleted: <#>Plant material and hardscape features over thirty (30) inches high above the flow line are not permitted in sight distance triangles adjacent to parking space access aisles.¶

Deleted: April 1

Deleted: 1

Section 8: Urban Areas

8.0 INTRODUCTION

An Urban Area is a focused development that has limited open space, primarily contains a mix of non-residential uses, but may integrate residential uses, that combines the uses in a way which considers character, local identity, heritage, pedestrians, and traffic. Urban Areas include the Downtown Overlay district, the Wolfensberger North Zoning Overlay district, or other dense mixed-use areas as determined by the Town.

This Section describes minimum necessary performance standards and Criteria for site and streetscape landscaping for Urban area uses not specifically addressed within the Castle Rock Municipal Code. Unless specifically called out in this Section, the general performance standards and Criteria in **Section 4**, **Section 5**, **Section 7**, and **Section 9** shall apply.

8.1 APPLICATION

8.1.1 APPLICABLE USES

This Section applies to Urban Areas as determined by the Town, or served by Castle Rock Water. Urban and vertical uses with approved Overlay District Criteria shall adhere to all standards and Criteria herein unless otherwise called out in approved Overlay District Criteria. Refer to Municipal Code for specific Overlay District requirements.

8.2 DESIGN REQUIREMENTS

8.2.1 LANDSCAPE DESIGN

Unless otherwise specified within a particular land use, the Criteria within this Section shall apply to all land uses within this Section.

1. Performance Standards

   a. Landscaping shall create an aesthetically pleasing, pedestrian friendly, urban environment for people to live, work, and shop.

   b. Landscape plantings shall focus on building frontage and pedestrian corridors.

   c. Streets shall be lined with trees, focusing on large canopy deciduous shade trees.

   d. A tree canopy between on-street parking and store fronts creates a separation between cars and sidewalks and provides shade.

   e. Shrubs provide for screening.

   f. Perennials provide color and texture.

   g. Groundcovers provide texture, depth and soil cooling.

   h. Adequate growing space and soil amendment support the establishment and mature growth of plant material.

Deleted: walk

Deleted: April 1

Deleted: 1

2. Criteria

a. Minimum Planting Requirements

i. For minimum plant material and quantity requirements for the Downtown Overlay District, see Municipal Code 17.46.

ii. For minimum plant material and quantity requirements for the Wolfensberger North Zoning District, see Municipal Code 17.42.

iii. For other Urban Areas, as determined by the Town, see **Section 7** for minimum tree and shrub requirements for the site, and **Section 9** for minimum tree and shrub requirements for the streetscape.

b. Trees

i. Large canopy deciduous shade trees shall be spaced no more than forty (40) feet apart in the streetscape.

ii. Tree planting strips less than eight (8) feet wide shall have CU™ Structural Soil.

iii. Minimum tree planting width is six (6) feet.

c. Street Trees

i. There shall be four (4) shrubs for every tree.

d. Tree Grates

i. Tree grates or similar planting sections are allowed in Urban Area streetscapes only and shall accommodate mature tree canopy.

ii. Tree grates shall be a minimum of six (6) feet by six (6) feet.

iii. All trees in grates shall be a minimum of three (3) inch caliper, measured six (6) inches above the ground.

iv. Tree species is limited to trees identified in the approved Town of Castle Rock plant list (hydrozone 1 or 2), as appropriate for urban environments and narrow street tree planting strips.

e. Overlay District potted plant requirement:

i. One percent of the total landscaped area is required to be planted in a summer flowering xeric perennial or annual plant.

ii. Flowering plants should be planted in window boxes, clay pots, or raised beds.

Deleted: <#>If an Overlay District requires potted plants the following apply:¶
<#>One percent of the total landscaped area is required to be planted in a summer flowering xeric perennial or annual plant.¶
<#>Flowering plants should be planted in window boxes, clay pots, or raised beds.¶
<#>Containers shall be able to drain water and contain the necessary amount of soil to grow healthy plants, however should not create water waste.¶
<#>Flowers should face the street or sidewalk adjacent to the property or the business entrance.¶

Deleted: five

Deleted: five

Deleted: April 1

Deleted: 1

iii. Containers shall be able to drain water and contain the necessary amount of soil to grow healthy plants, however should not create water waste.

iv. Flowers should face the street or sidewalk adjacent to the property or the business entrance.

f. Other

i. Plant material, other than trees, may be installed in areas less than four feet in width. Mature plant sizes shall be utilized to design urban planting areas. See Town of Castle Rock Plant list for mature plant sizes.

ii. Provide adequate plant material for eighty (80) percent coverage within five (5) years.

iii. Provide a mechanism for the specific needs for long-term maintenance of landscaping within the urban environment.

iv. Provide regularity of watering, especially in planting vault situations with CU™ Structural Soil, as CU™ Structural Soil does not hold water as well as standard soil.

v. Areas less than four (4) feet in width along collector or arterial streets shall be hardscaped with stamped concrete, unit pavers, grouted cobble, or flagstone.

vi. Permanently irrigated planters shall not be less than three (3) feet in width.

8.2.2 IRRIGATION DESIGN

i. See **Section 4**.

Deleted: April 1

Deleted: 1

Section 9: Streetscapes, Rights-of-Way, and Tracts along the Rights-of-Way

9.0 INTRODUCTION

This Section describes minimum necessary performance standards and Criteria for streetscapes, rights-of-way, and tracts along rights-of-way. Unless specifically called out in this Section, the general performance standards and Criteria in **Section 4** shall apply. For minimum necessary performance standards and Criteria for Urban Area streetscapes see **Section 8**. This Section shall not apply to Town of Castle Rock Capital Improvement Program projects.

9.1 APPLICATION

9.1.1 APPLICABLE USES

This Section applies to all Streetscapes, Rights-of-way, and Tracts along Rights-of-Way within the Town limits or served by Castle Rock Water.

1. Streetscapes
2. Rights-of-way
3. Tracts along rights-of-way within the Town limits and / or areas served by Castle Rock Water

9.1.2 APPLICABLE LANDSCAPE AND IRRIGATION

1. Street Tree Planting Strips
2. Right-of-way area between sidewalk and private property
3. Tracts along rights-of-way
4. Planting strips on private property, along rights-of-way
5. Entry streets

9.2 DESIGN REQUIREMENTS

This Section identifies the minimum performance standards and Criteria for landscape design and irrigation design for streetscapes, rights-of-way, and tracts along rights-of-way.

9.2.1 LANDSCAPE DESIGN

Unless otherwise specified within a particular land use, the Criteria within this Section shall apply to all land uses within this Section. In addition, Overlay Districts shall adhere to these performance standards and Criteria unless specifically called out otherwise in the Overlay District.

1. Overall
   a. Performance Standards
      i. Plant material diversity creates visual appeal and limits disease and other environmental problems.

Deleted: April 1

Deleted: 1

ii. Plant material shall create a seasonal appearance of greenery throughout the year.

iii. Plant material shall accommodate environmental conditions associated with streetscapes and rights-of-way, including heat, salts, chemicals, pollution, and snow removal.

iv. Sight distance triangles are free from visual obstructions and provide a safe view of traffic and pedestrians.

v. Town water, sanitary sewer, and drainage infrastructure are protected and able to be maintained or replaced.

vi. Design shall accommodate efficient irrigation and eliminate run-off.

vii. Medians and round-a-bouts in rights-of-way provide visual appeal, using inorganic material.

viii. Plant material for entry streets enhance neighborhood character.

ix. Promote ColoradoScape design elements.

x. Water features are not allowed.

b. Criteria

i. Living plant material, which requires irrigation, is not permitted within medians and round-a-bouts in rights-of-way.

xi. Traditional turf grass is prohibited. Native grasses must be maintained in their natural form.

xii. Plant material within the streetscape must be hydrozone one (1) or two (2) from the Town of Castle Rock plant list.

ii. Maximum number of species per deciduous and evergreen plantings shall follow diversity requirements in **Section 4**.

iii. Slopes steeper than 3:1 are not permitted.

iv. Landscaping or landscape features over thirty (30) inches high above the flow line are not permitted in sight distance triangles. Length of sight distance triangles are dependent upon street classification. For length calculation information see Intersection Safety Triangles in the Transportation Design Criteria Manual.

v. Trees, large shrubs, or permanent objects are not permitted within wet utility easements.

Deleted: permanent

Deleted: April 1

Deleted: 1

vi. Landscape design shall meet the requirements of the Composite Landscape Water Use Rating (CLWUR) per Town of Castle Rock Municipal Code Chapter 13.20.

vii. When implementing ColoradoScape design, soil amendment shall be four (4) cubic yards of organic material per one thousand (1,000) square feet, rototilled to a minimum depth of six (6) inches.

viii. A minimum coverage of 75 percent live plant material (at maturity) is required; no more than 25 percent may be non-living materials, including organic mulch and rock.

2. Street Trees

a. Performance Standards

i. Tree type and spacing provides a continuous tree canopy over the streetscape.

ii. Trees do not interfere with driver visibility of pedestrians, oncoming traffic, traffic control devices, or regulatory signs.

iii. Trees are planted within adequate space and soil to provide for healthy mature spread.

iv. A clear and safe walking zone between trees and pedestrians, and trees and structures, including buildings and fences, is provided.

v. Trees provide shade, but do not cause snow build-up or icing on the street, sidewalk, or right-of-way, particularly for north facing areas.

b. Criteria

i. Required Street Trees.

1. A minimum of one (1) deciduous tree for every forty (40) linear feet of landscaped area within ROW is required.

2. A tree planted within the front yard of a private property may be counted toward the minimum tree requirement.

a. For streets with attached sidewalks, a tree planted within sixteen (16) feet from back of street curb.

b. For streets with detached sidewalks, a tree planted within twelve (12) feet from back of sidewalk. See **Figure 9-1**.

3. 75% of street trees shall be large canopy deciduous shade trees.

4. Alternative plant material cannot be substituted for any tree requirement.

5. All deciduous large and small canopy trees must be permanently irrigated.

ii. Street Tree Spacing.

Deleted: April 1

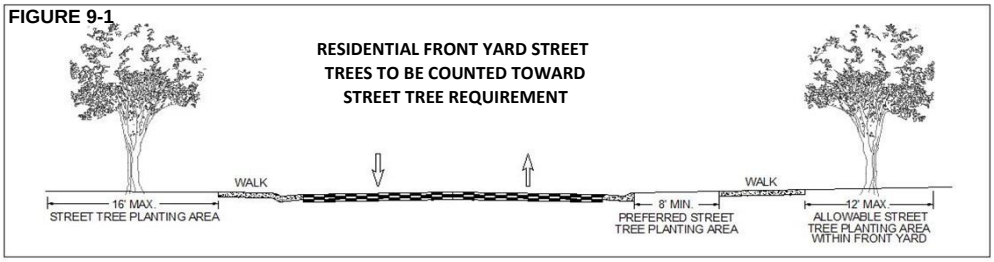
Deleted: 1

1. Trees, when possible, shall be regularly spaced no more than forty (40) feet apart.

2. Deciduous ornamental (small canopy) trees shall be spaced no more than twenty-five (25) feet apart.

3. Spacing may be adjusted for driveways and streetlights.

FIGURE 9-1



4. Grouping of trees may be permitted where regular spacing cannot be accomplished or to achieve a desired design aesthetic.

5. There shall be no gap between trees greater than one hundred and twenty (120) feet.

iii. Street Tree Planting Location

1. Trees shall be planted on both sides of a detached sidewalk, where feasible.

2. Trees shall be planted a minimum of forty-two (42) inches from the face of a street curb, whenever possible.

3. Trees shall not be planted closer than thirty (30) feet from the face of a street curb at intersections and street corners.

4. Under no circumstance shall trees be planted within sight distance triangles. Evergreen trees shall be planted away from sight distance triangles to not cause encroachment of branches into sight distance triangles.

5. For non-residential properties, trees shall not be planted closer than ten (10) feet from streetlights.

6. Evergreen trees shall be planted away from the street and sidewalk edge and should be positioned north of sidewalks to not cause snow build-up or icing problems.

7. A minimum distance of ten (10) feet shall be provided between trees and buildings or trees and fences.

8. Trees and large shrubs shall not be planted in wet utility easements, or within ten (10) feet of water, wastewater, or stormwater infrastructure.

Deleted: April 1

Deleted: 1

9. Trees planted near sidewalks shall be fruitless.

iv. Street Tree Branching Height

1. On the traffic side of the sidewalk, the branching height of mature trees shall be no less than thirteen and one half (13 ½) feet above the street.

2. On the non-traffic side of the sidewalk, the branching height of mature trees shall be no less than eight (8) feet above the sidewalk. See **Figure 9-2**.

v. Street Tree Planting Strips

1. Large Canopy Deciduous Shade Trees

   a. For local streets the minimum width of planting strips, to include large canopy deciduous shade trees, shall be eight (8) feet. See **Figure 9-3**.

   b. For collector and arterial streets, the minimum width of planting strips, to include large canopy deciduous shade trees, shall be ten (10) feet. See **Figure 9-4**.

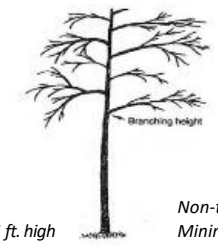
   c. If and when permitted, large canopy deciduous shade trees planted in areas less than eight (8) feet are required to use CU™ Structural Soil. For Urban Areas, see **Section 8**.

   d. Minimum tree planting width is six (6) feet.

2. Ornamental Trees

   a. For local, collector, and arterial streets the minimum width of planting strips for ornamental trees shall be six (6) feet

FIGURE 9-2



Traffic side
Minimum 13.5 ft. high

Non-traffic side
Minimum 8 ft. high

Branching height requirements to create a clear zone

Deleted: April 1

Deleted: 1

FIGURE 9-3

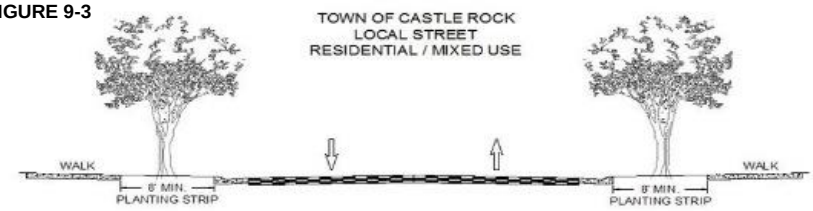
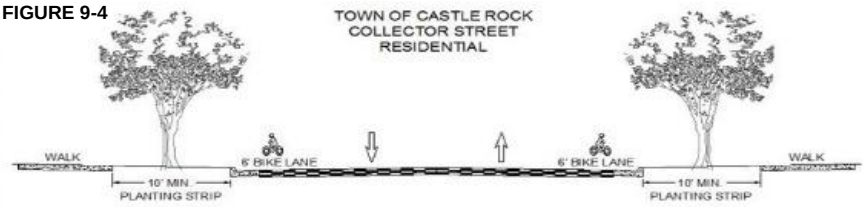


FIGURE 9-4



3. Streetscape Shrubs

   a. Performance Standards

      i. Shrubs shall not interfere with driver visibility of pedestrians, oncoming traffic, traffic control devices, or regulatory signs.

      ii. Shrubs shall provide a variety of height and color variations to create visual appeal, limit disease, and other environmental problems.

      iii. Shrubs shall be planted within adequate space and soil to provide for healthy mature spread.

   b. Criteria

      i. Required Shrubs

         1. A minimum of four (4) shrubs per one (1) tree is required.

         2. One (1) ornamental grass of equal size at planting may be substituted for one (1) shrub.

         3. One (1) additional tree may be substituted for four (4) shrubs.

         4. Large shrubs shall not be planted in vehicular access easements or wet utility easements.

         5. Where an easement does not exist, large shrubs must not be within ten (10) feet of water, wastewater, or stormwater infrastructure.

Deleted: April 1

Deleted: 1

4. Groundcover

   a. Performance Standards

      i. Groundcover design and materials shall consider levels of foot traffic and shall not create pedestrian safety hazards.

      ii. Ground cover shall create a consistent coverage of material.

   b. Criteria

      i. Traditional turf grass is prohibited. A native hydrozone one (1) or two (2) plant material is required.

      ii. Areas less than four (4) feet in width along local streets shall contain inorganic mulch, (rock, gravel, or cobble).

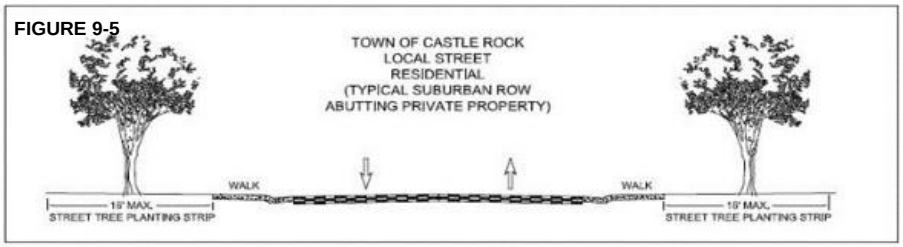
      iii. Cobble is discouraged in areas of pedestrian ingress and egress.

      iv. Cobble shall be grouted for safety as determined by the Town.

9.2.2 IRRIGATION DESIGN

This Section describes minimum necessary performance standards and Criteria for streetscapes, rights-of-way, and tracts along rights-of-way land uses. Unless specifically called out in this Section, the general irrigation design requirements in **Section 4** shall apply.

FIGURE 9-5



1. Overall

   a. Performance Standards

      i. All plant material shall be irrigated per hydrozone as listed in the Town of Castle Rock Plant List.

      ii. Irrigation provides appropriate amount of water based on water demands of groups of plantings. These groups of plantings shall maintain optimal health and appearance.

      iii. The irrigation design accommodates efficient irrigation and eliminates run-off onto streets or sidewalks.

Deleted: minimizes

Deleted: April 1

Deleted: 1

b. Criteria

i. A permanent water efficient irrigation system, providing full coverage to all plant material is required.

ii. Drip or sub-surface irrigation is required in areas greater than four (4) feet and less than ten (10) feet in width. Overhead irrigation is not permitted in these areas.

iii. Permanent irrigation is not permitted in areas less than four (4) feet in width.

iv. Permanent irrigation is not permitted in medians or round-a-bouts.

v. Irrigation shall be hydrozoned, grouping similar water demands by irrigation zone.

vi. Irrigation design shall meet the requirements of the Composite Landscape Water Use Rating (CLWUR) per Town of Castle Rock Municipal Code Chapter 13.20.

9.3 RESPONSIBLE PARTY

This Section describes who is responsible for the design, installation, and maintenance of landscape and irrigation of streetscape, rights-of-way and tracts along rights-of-way land uses by street type.

9.3.1 DESIGN AND INSTALLATION OF LANDSCAPE AND IRRIGATION RESPONSIBILITY

Design and installation of utility and irrigation sleeving is the responsibility of the initial Developer and must be completed prior to the construction of streets, curb and gutter, and sidewalk.

1. Local streets

   a. Residential

      i. With attached sidewalk – the Builder or adjacent homeowner

      ii. With detached sidewalk – the Developer or Builder

   b. Non-residential including Mixed use / residential – the Developer or Builder

2. Arterial and Collector streets – the vertical Developer of the individual parcel adjacent to the right-of-way.

3. Entry streets, Medians and Round-a-bouts – the vertical Developer of the individual parcel adjacent to the right-of-way.

Deleted: April 1

Deleted: 1

9.3.2 MAINTENANCE OF LANDSCAPE AND IRRIGATION

Maintenance of Landscape and Irrigation shall comply with approved plans and adhere to all standards and Criteria herein.

1. Local streets
    a. Residential
        i. With attached sidewalk – the adjacent homeowner shall be responsible for maintenance of the streetscape in the right-of-way area, between sidewalk and private property and / or planting strips on private property along the right-of-way (see **Figure 9-5**).
        ii. With detached sidewalk – an HOA, Metro District or other similar entity.
    b. Non-residential, including Mixed use / residential – the adjacent property owner or a property maintenance association, Metro District, or other similar entity.
2. Arterial and Collector streets – an HOA, Metro District, or other similar entity.
    a. Entry Streets, Medians, and Round-a-bouts – an HOA, Metro District, or other similar entity.

Deleted: April 1

Deleted: 1

Section 10: Parks, Sports Fields, and Golf

10.0 INTRODUCTION

This Section describes minimum necessary performance standards and Criteria for design, and maintenance responsibility for park, sport field, and golf course land uses. Unless specifically called out in this Section, the general performance standards and Criteria in **Section 4** shall apply.

10.1 APPLICATION

10.1.1 APPLICABLE USES

This Section applies to public or private parks, sports fields, and golf courses within the Town limits or served by Castle Rock Water, and includes the following:

1. Passive Parks
2. Passive Recreation Areas
3. Active Parks
4. Sports Fields
5. Golf courses

Deleted: , public or private

Deleted: , public or private

10.1.2 APPLICABLE LANDSCAPING AND IRRIGATION

1. Passive Parks
2. Passive Recreation Areas
3. Active Parks
4. Sports Fields
5. Golf Courses
6. Trails within these areas

10.2 DESIGN REQUIREMENTS

This Section identifies the minimum performance standards and Criteria for landscape and irrigation design for parks, sports fields, and golf courses.

10.2.1 LANDSCAPE DESIGN

Unless otherwise specified within a particular land use, this Criteria shall apply to all land uses within this Section. Urban and vertical uses with approved overlay district criteria shall adhere to all standards and criteria unless called out in approved overlay district criteria.

1. Passive Parks and Passive Recreation Areas.
    a. Performance Standards
        i. These areas shall be designed to support such intended activities of the area, including layout and pedestrian access.

Deleted: April 1

Deleted: 1

ii. Tree type and placement is intended to provide shade.

iii. A seasonal appearance of greenery throughout the year shall be provided.

b. Criteria

i. Publicly owned and managed passive use areas shall meet the minimum site requirement of no less than three thousand (3,000) square feet. The following uses may not be counted toward the square foot requirement: streetscapes, islands, buffers, building setbacks, parking areas, detention ponds, or other areas not intended and designed for these uses.

ii. Privately owned and managed passive use areas shall meet the minimum site requirement of no less than one thousand (1,000) square feet and no more than three thousand (3,000) square feet. The following uses may not be counted toward the square foot requirement: streetscapes, islands, buffers, building setbacks, parking areas, detention ponds, or other areas not intended and designed for these uses.

iii. The square footage configuration shall be such to support non-programmed athletic activities, such as volleyball, softball, or other recreational activities.

iv. The following uses do not qualify as passive recreation areas: streetscapes, medians, landscape buffers, setbacks, parking areas, or other areas not intended or designed for recreational use.

v. Plant material used in passive recreation areas shall be consistent with the level of use by the residents.

vi. Water requirements for turf used for passive recreation areas shall not exceed nineteen (19) inches of irrigation per growing season. Other plant material water demands shall not exceed fifteen (15) inches of irrigation per growing season.

vii. A minimum of one (1) large canopy deciduous shade tree per one thousand (1,000) square feet of permanently irrigated area shall be provided.

viii. Where native grasses are permitted, trees and shrubs must have the same Hydrozone as the native grasses.

2. Active Parks and Sports Fields public or private. Such areas are used for programmed athletic activities, and may include baseball, softball, football, soccer, or other programmed sports activities.

a. Performance Standards

i. These areas shall be designed to support such intended activities of the area, including layout and pedestrian access.

ii. Tree type and placement is intended to provide shade.

Deleted: These areas

Deleted: ¶

Deleted: April 1

Deleted: 1

iii. A seasonal appearance of greenery throughout the year shall be provided.

iv. The use of artificial turf on sports fields is encouraged.

v. Plant material shall tolerate high traffic and active use.

vi. Surrounding areas may be used for more passive recreation activities and site access.

b. Criteria

i. For Active Parks, a minimum of one (1) large canopy deciduous shade tree per one thousand (1,000) square feet of permanently irrigated area is required.

ii. Where native grasses are permitted, trees and shrubs must have the same Hydro-zone as the native grasses.

3. Golf Courses. The Performance Standards and Criteria for Golf Courses are approved on a case by case basis, usually through a development agreement.

10.2.2 IRRIGATION DESIGN

1. Passive Parks and Passive Recreation Areas.

a. Criteria

i. All plant material in these areas shall be permanently irrigated by a dedicated irrigation service connection with an automatic irrigation system.

ii. All water requirements for turf shall not exceed nineteen (19) inches of irrigation per growing season.

iii. Aesthetic and ornamental plant material water demands shall not exceed fifteen (15) inches of irrigation per growing season. Note: Area shall be included in the Composite Landscape Water Use Rating (CLWUR) development.

2. Active Parks and Sports Fields.

a. Criteria

i. All plant material in these areas shall be permanently irrigated by a dedicated irrigation service connection with an automatic irrigation system.

ii. Water allocation for Active Parks and Sports Fields shall provide for plant materials that tolerate high traffic and active use. Note: Area shall be included in CLWUR development.

3. Golf Courses.

a. Criteria

i. All plant materials in golf courses shall be permanently irrigated by a dedicated

Deleted: April 1

Deleted: 1

irrigation service connection with an automatic irrigation system.

ii. Irrigation of golf courses shall be accomplished by a non-potable water source, as approved by the Town.

10.3 MAINTENANCE

10.3.1 PASSIVE PARKS AND PASSIVE RECREATION AREAS

1. Areas owned by a homeowner's association (HOA), a metro district, or other similar entity shall maintain landscape and irrigation to standards and Criteria contained herein.
2. Areas owned and maintained by the Town shall maintain landscape and irrigation to the standards and Criteria defined by the Town Parks and Recreation Department.

10.3.2 ACTIVE PARKS AND SPORTS FIELDS

1. Areas owned and maintained by a homeowner's association (HOA), a metro district, or other similar entity shall maintain landscape and irrigation to standards and Criteria contained herein.
2. Areas owned and maintained by the Town shall maintain landscape and irrigation to standards and Criteria defined by the Town Parks and Recreation Department.
3. Areas owned and maintained by a school district shall maintain landscape and irrigation to the standards and Criteria contained herein.

10.3.3 GOLF COURSES

1. Areas owned and maintained by a homeowner's association (HOA), a metro district, or other similar entity shall maintain landscape and irrigation to standards and Criteria contained herein.
2. Areas owned and maintained by the Town shall maintain landscape and irrigation to the standards and Criteria defined by the Town Parks and Recreation Department.

Deleted: April 1

Deleted: 1

Appendix

Appendix A: Temporary Irrigation Criteria

Deleted: Appendix B: Turf Grasses¶

Formatted: Indent: Left: 0.5"

Deleted: April 1

Deleted: 1

TEMPORARY IRRIGATION

1. Criteria

The purpose of temporary irrigation is to germinate native seed and establish native vegetation, it is not intended for continuous use during establishment period (assumed to be two (2) years). This means that the temporary system will not be operated on a three (3) day per week watering schedule after the initial thirty (30) day irrigation exemption period.

a. The native soil must be amended with three (3) cu yds. of organic compost per one thousand (1,000) sq. ft.
b. This amendment must be incorporated into the soil via tractor ripping.

2. Seeding

Seeding shall take place as recommended by Town. Seasonal weather conditions shall be taken into consideration when scheduling seed and mulch installation. Seeding shall not occur between June 15th and September 1st. Coordinate with Castle Rock Water's Conservation Division for guidance. Generally, if a Red Flag Warning and/or local fire restriction has been issued, no seeding shall commence until such time that the warnings/restrictions have been released.

a. Drill seeding is required.
b. Slopes steeper than 3:1 are not permitted.
c. Temporary irrigation systems and irrigation exemptions will meet the following specifications:

    i. The irrigation system must be above ground and removed at the end of the approved establishment period.
    ii. Sprinkler heads used for temporary irrigation must have an application rate not to exceed .75”/hour. Traditional spray heads/nozzles are not allowed.
    iii. The irrigation exemption shall not exceed thirty (30) days.
    iv. Seed ticket(s) for areas temporarily irrigated are to be provided to Castle Rock Water.
    v. Town of Castle Rock hydraulic worksheet (required on construction documents) will show both permanent and temporary irrigated areas. These should be listed separately and not combined.
    vi. Tap sizing will be determined by the permanent irrigated plant material.

3. Irrigation

Watering shall occur between the hours of 12 a.m. and 8 a.m. No watering will be permitted outside of these times.

Formatted: Indent: Left: 0.5"
Deleted: April 1
Deleted: 1

a. A hydrant meter issued by the Town may be used to meter temporary irrigation water. Hydrant meter assembly shall be secured with anti-theft cage and protected from freezing. Hydrant meter shall be connected to 2" fitting on hydrant. The 4" fitting shall be reserved for the fire department to use in fighting fires. Hydrant meter assembly will be removed at end of growing season and returned to the Town. Applicant will follow hydrant meter permit requirements.
b. Water will be billed at the applicable tier two (2) irrigation rate (see current year rates and fees). An establishment water budget will be implemented as follows:

   i. For the first four weeks:
      - Two 9 minute cycles per zone @ .4”/hour = .12” of water per day
      - .12”/day x 7 days/week = .84”/week
      - .84”/week x 4 weeks = 3.36” for the first 4 weeks
      - 3.36” x .62 = 2.0832 gallons / square foot
      - 2.0832 gallons/square foot x 43,560 square feet in an acre = 90,744 gallons/acre
   ii. For the second four weeks (transition to fixed three days per week as indicated on the standard non-residential schedule):
      - One 15 minute cycle per zone @ .4”/hour = .1” of water per day
      - .1”/day x 3 days/week = .3”/week
      - .3”/week x 4 weeks = 1.2” for the second 4 weeks
      - 1.2” x .62 = .744 gallons / square foot
      - .744 gallons/square foot x 43,560 square feet in an acre = 32,409 gallons/acre
   iii. Moving forward continue to transition to as-needed only, not to exceed 1” per month:
      - 1” per month x .62 = .62 gallons per square foot
      - .62 gallons per square foot x 43,560 square feet in an acre = 27,007 gallons per acre

   All water used in excess of the budget will be billed at the applicable tier three (3) excess rate. These rates are subject to change annually based on an annual rates and fees study by the Town.

c. A waterproof sign measuring a minimum of 2 feet by 2 feet shall be visible from each adjacent road. The sign shall contain:
   - **TEMPORARY IRRIGATION**.
   - Dates of the temporary irrigation.
   - Contractor’s contact information.

   (See example on next page)

4. Conclusion

a. The contractor must contact Castle Rock Water, Stormwater hotline at 720-733-2235, a minimum of one week prior to the expiration of the temporary irrigation exemption to evaluate the level of establishment.
b. Upon expiration of the approved establishment period, all components of the temporary irrigation system must be removed. Equipment to be removed includes: irrigation controller, control valves, manual ball valves, all fittings used to connect valves to mainline, valve boxes, above ground lateral piping, sprinkler heads, and all associated staking materials. Below ground irrigation mainline and wiring can be abandoned in place.

Formatted: I
Deleted: A
Deleted: 1

TEMPORARY IRRIGATION

05/01/2023 - 05/21/2023

ABC BUILDER, 303-555-5555

Formatted: Indent: Left: 0.5"

Deleted: April 1

Deleted: 1

Appendix B

Deleted: Turf Grass Varieties Recommended for Single Family Homes¶
¶
Type ...

Formatted Table

Formatted Table

Formatted Table

Formatted: Indent: Left: 0.5"

Deleted: July 1

Deleted: 0

2022 Landscape and Irrigation Criteria Manual Summary of Changes

These changes are pending Water Commission and Town Council approval

The manual was reformatted and "cleaned up" to correct clarification, typos, etc. Some additional formatting changes may be completed to this manual.

All tracking changes are shown in red in the revised manual. Anything that may affect the current Criteria is listed below.

Section 1 General Provisions

Updated names/titles of people involved with document revision.

Definitions of Terms

- Several definitions were added, deleted, or updated for clarification
- We're choosing to use the term "planting strip" instead of "tree lawn" as we feel referring to the strip between a sidewalk and street as a "tree lawn" suggests that it should be grass.

Section 4 General Requirements

- Added:
    - A minimum distance of ten (10) feet shall be provided between trees and buildings or trees and fences. Space provided must allow adequate room for mature tree.
    - Artificial turf must be installed and maintained per manufacturers specifications.
- Changed:
    - Plant diversity requirements
- Deleted:
    - Water Efficiency Plan. If landscape revisions are approved, the water efficiency plan would no longer be required.

Section 5 Multi-Family Residential

- Parking lot requirements were revised for clarification purposes and formatting.
- Removed passive recreation area information and refer to Section 10.

Section 6 Single Family and Two-Family Residential

- **Added:**
    - Landscape design criteria changes for residential front, side, and back yards. These changes will be incentivized through a reduction in system development fees as proposed in the 2023 rates and fees.

        - Front, back, and side yard landscape and irrigation must be designed and installed through the homebuilder as part of the construction process. All landscape and irrigation installation must be completed by a Registered Landscape Professional.
        - No turf allowed in front yards. Front yard landscape shall utilize a ColoradoScape design. Minimum 75% plant coverage at maturity (3 years).
    - Backflow prevention assembly criteria.
    - Master valves are required.
    - All point-source drip, sub-surface drip, dripper line, and bubblers must be installed with an operational indicator in each planting area and a flush valve, with operational indicator at every dead end.

Section 7 Non-Residential Properties

- **Added:**
    - Plant material requiring more than ten (10) inches of water is not allowed.
    - Native grasses can be temporarily irrigated for establishment.
    - Permanently installed overhead irrigation is not allowed.
    - Water features are not allowed.
- Parking lot requirements were revised for clarification purposes and formatting.

Section 8 Urban Areas

- **Added:**
    - Permanently irrigated planters shall not be less than three (3) feet in width.

Section 9 Streetscapes, Rights-of-Way, and Tracts along Rights-of-Way

- **Added:**
    - Minimum tree planting width is six (6) feet.
    - Water features are not allowed.

Section 10 Parks, Sports Fields, and Golf Courses

- Revised the square feet for passive use areas

Appendix A

- Removed Appendix B: Turf Grasses. This will be located on www.CRgov.com to allow for revisions as deemed necessary.

Town of Castle Rock | ColoradoScape Guidelines

June 17, 2022

NORRIS DESIGN

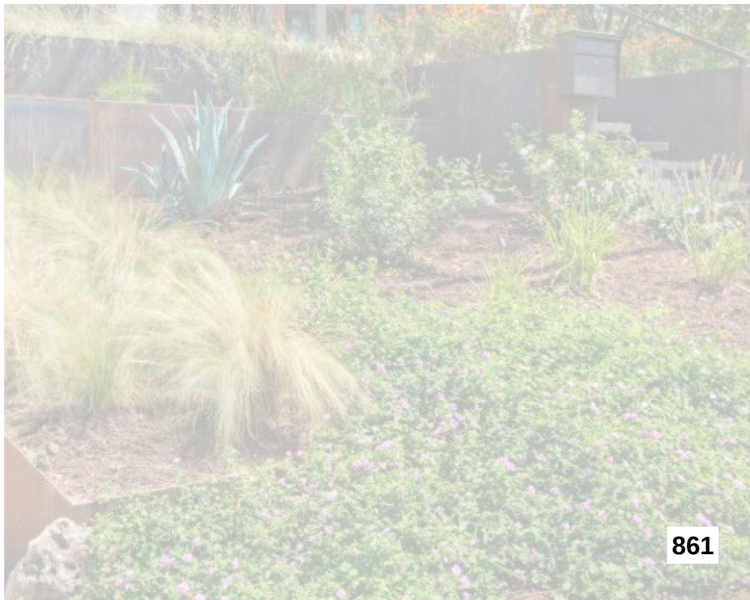
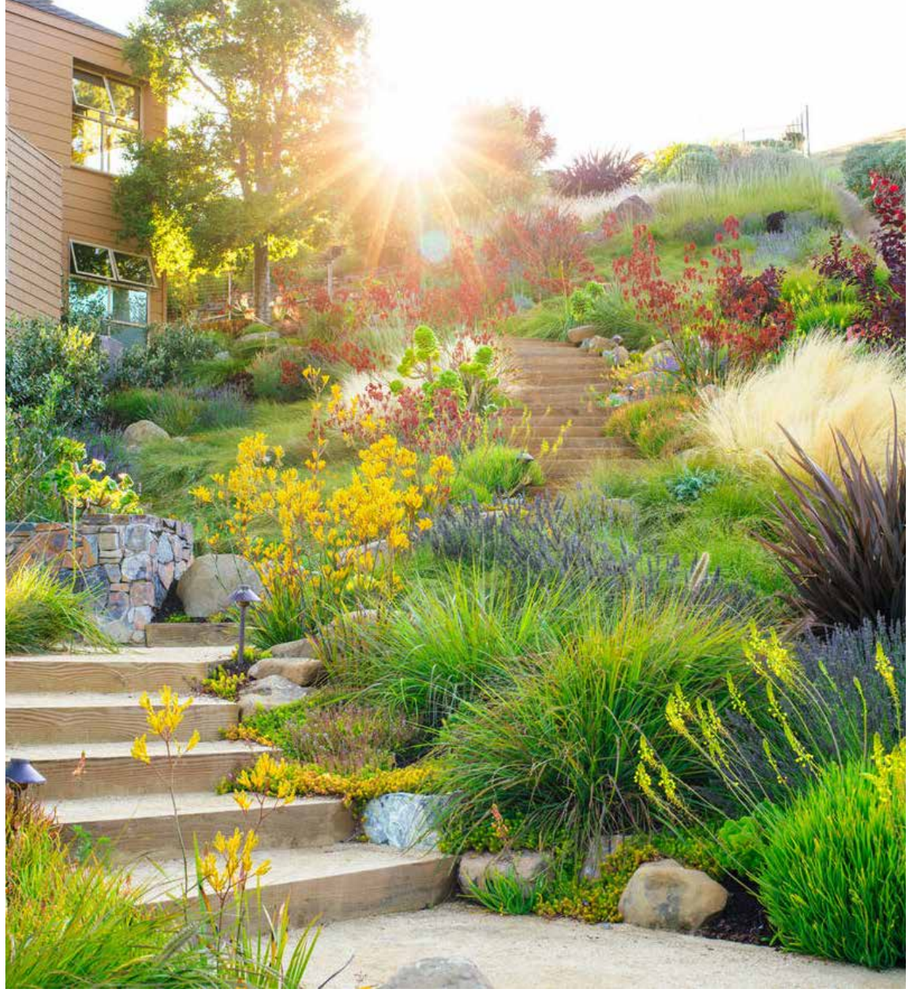


Table of Contents

01 Introduction
04 Water Conservation Vision
05 Design Review

02 Lot Typicals
07 General Landscape and Irrigation Notes
08 Lot Definitions
09 Front Landscape Lot Typicals
13 Rear Landscape Lot Typicals
16 Landscape Plan Example
17 Irrigation Plan Example

03 Landscape and Irrigation Materials
19 Landscape and Irrigation Materials
20 Plant Palette
32 Estimated Water Use Calculations



01 Introduction

The Town of Castle Rock is striving to reduce irrigation demands for each homeowner. These designs propose solutions to help achieve that goal by reducing lawn areas.

Water Conservation Vision

The Town of Castle Rock is proposing to transform the front and rear landscapes of homes to make significant strides in reducing water usage throughout the town. The transformation happens by removing sod from the front yards, and reducing or removing sod in the rear yards. The sod reduction will be implemented at the homebuilding stage as well as renovations to existing landscapes. This will reduce irrigation demands per homeowner, therefore reducing the Town's water demand.

The goal is to reduce daily water consumption while using plantings that will liven the streetscapes and create a unique character to each home. Currently, a majority of Castle Rock homes have sod as their primary front and rear landscaping, creating high water demands for each homeowner and the town.

Design Review

Homes within a Home Owners Association (HOA), or a community with a Design Review Board (DRB), require owners to submit landscape and irrigation plans for approval through the appropriate party, prior to submitting plans to the Town of Castle Rock. Once approved by HOA or DRB, the homeowner shall proceed with the Town's approval process.

All planting and irrigation plans must be submitted through the Town of Castle Rock Water Department and be approved prior to installation. All necessary forms can be found on the Town of Castle Rock's Water Department website.

Planting and irrigation plans shall include the following:

- Scale, 1'=10'0" recommended
- Planting Plan Layout
- List of all plant species and quantities
- Irrigation methods and locations
- Edging and mulch type

02 Lot Typicals

Typical lot designs have been created to demonstrate common lot layouts. These examples can be implemented for water-wise design solutions.

General Landscape Notes

Proposed landscaping is intended to be a waterwise solution while fostering visual interest and biodiversity within each neighborhood. Removing sod and replacing it with low to medium water use plants shall significantly reduce the irrigation demands of each lot.

By utilizing the typical lot designs with the planting layout, plant quantities, and plant palette provided in this document, homeowners and builders can implement cost effective and water-wise landscapes for front and rear landscapes. Lot sizes will vary, so designs may need to be adapted to fit each condition. These concepts can be implemented across existing or proposed lots.

General Irrigation Notes

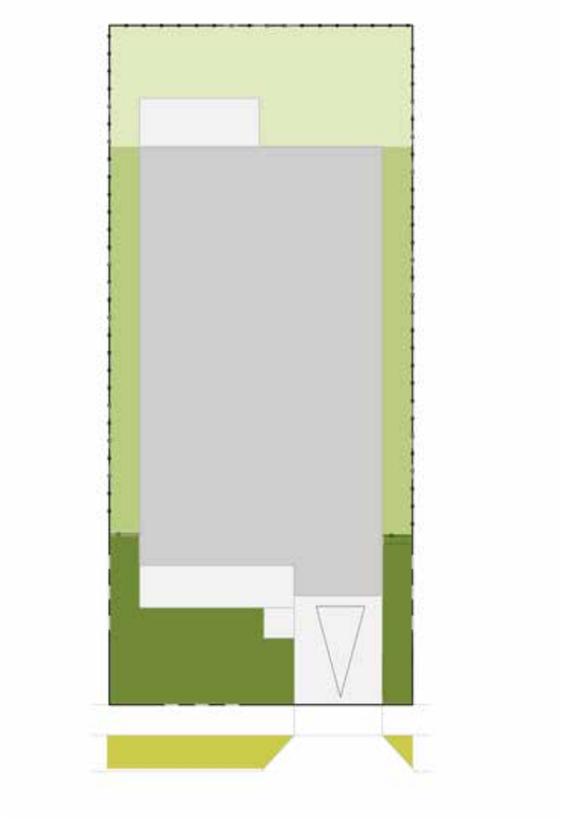
Irrigated turf is among the largest water users of all plant species common to Front Range landscapes. During peak season, its demand is roughly 1.75” of water per week (1.10 gallons/sf/week) in this climate. Low and very low water use shrubs and perennials use less than half of this amount of water while artificial turf uses zero water. Artificial turf may require some water for cleaning and cooling.

The water use portion of this study is intended to estimate the annual water use of current residential landscape scenarios and compare their water use to proposed lot typicals that utilize sustainable native plant species in lieu of turf.

Lot Definitions

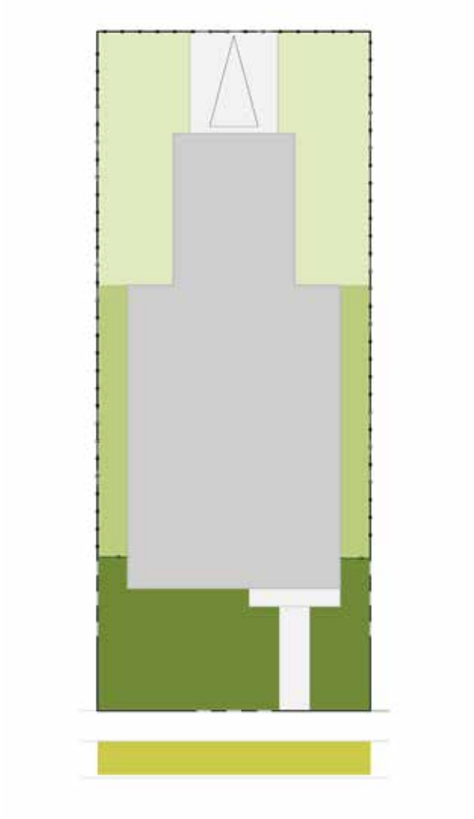
Lot 1

- Single-family
- Front-loaded garage



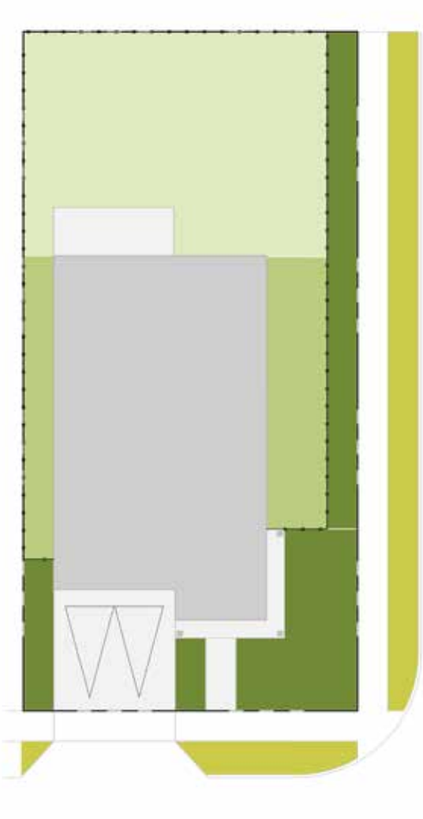
Lot 2

- Single-family or Townhome
- Alley-loaded garage



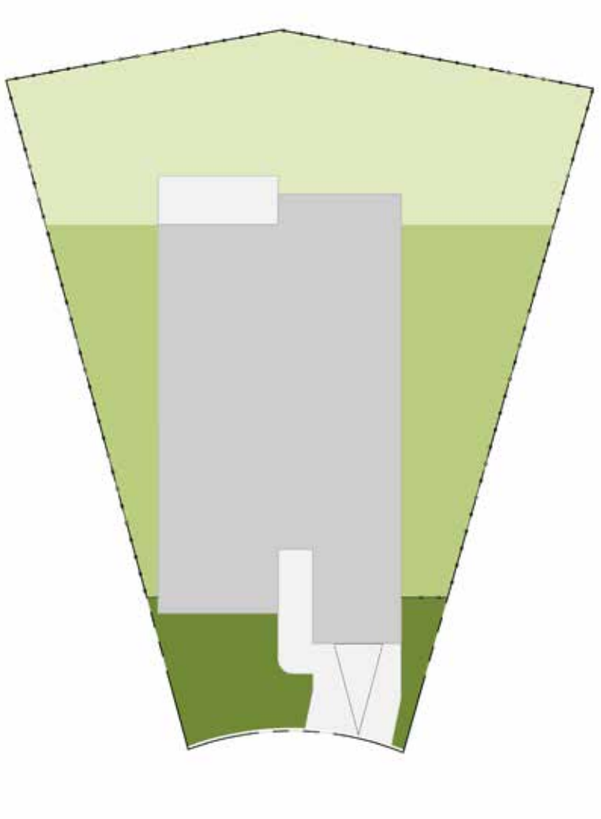
Lot 3

- Single-family
- Corner lot
- Front-loaded garage



Lot 4

- Cul-de-sac
- Front-loaded garage

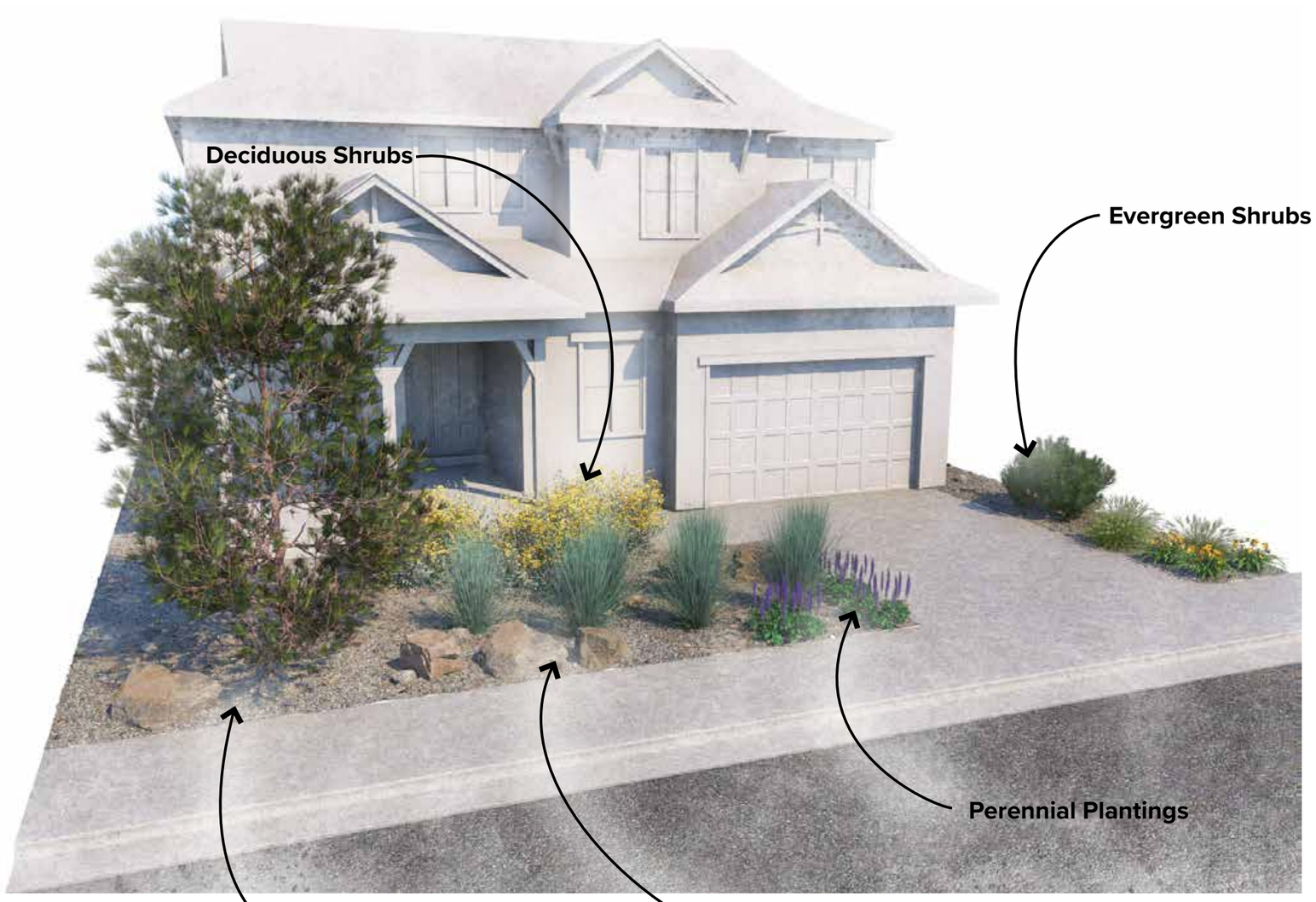


Legend

- Front Landscape
- Side Landscape
- Rear Landscape
- Tree Lawn

Maintenance Note: Landscape areas are to be installed by homeowner or builder and maintained by the homeowner.

Lot 1

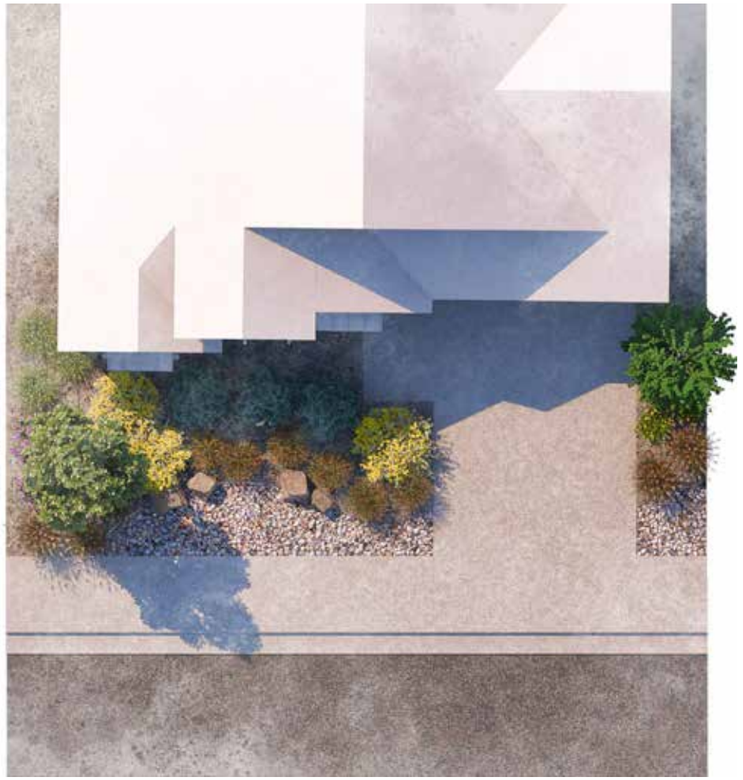


Cobble Mulch
Replace traditional bluegrass/sod

Boulders
Use for visual interest

Item	Quantity
Deciduous Tree	0
Evergreen Tree	1
Evergreen Shrubs	1
Deciduous Shrubs	3
Ornamental Grasses	10
Perennials	6
Boulders	4

Lot 2

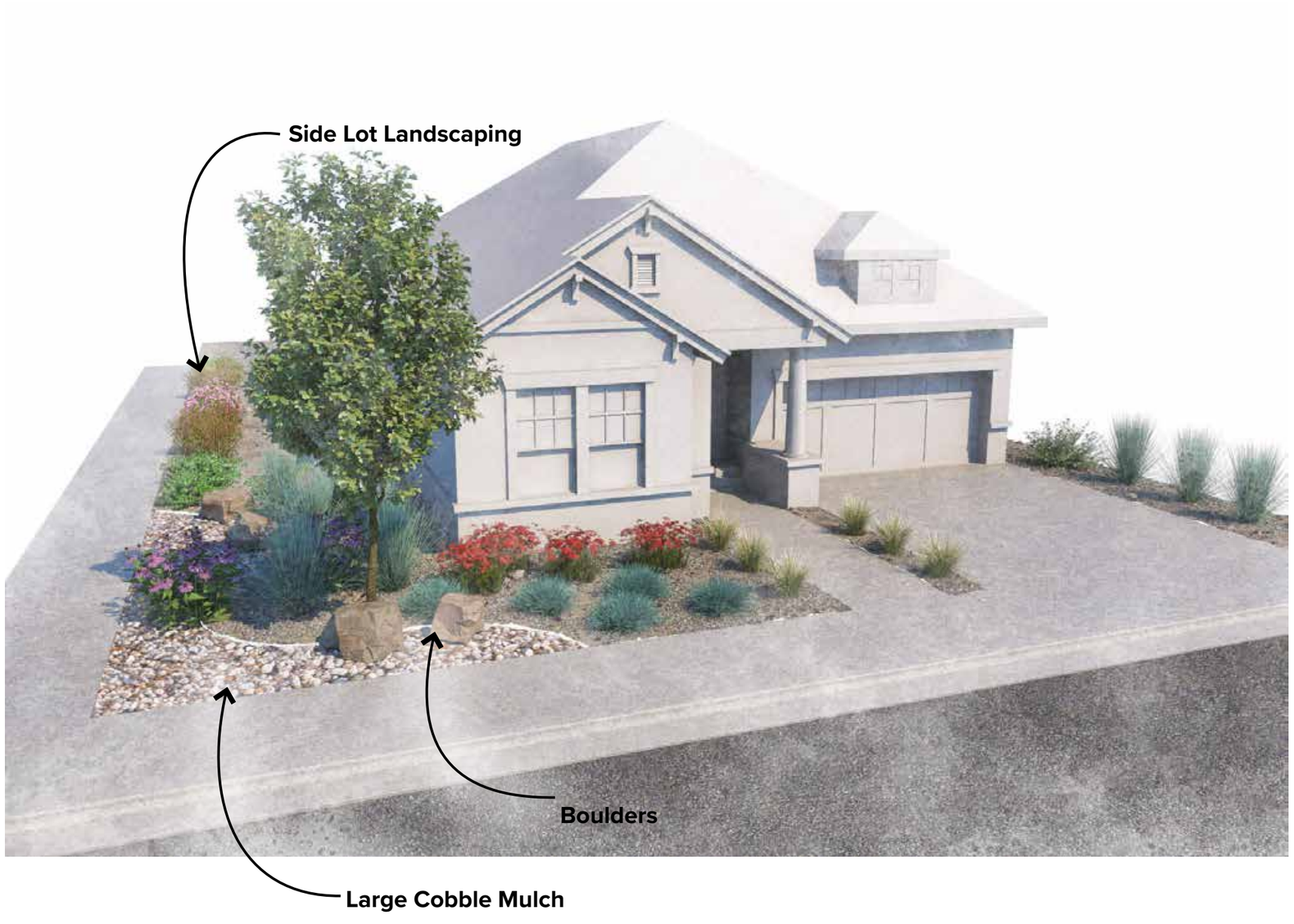


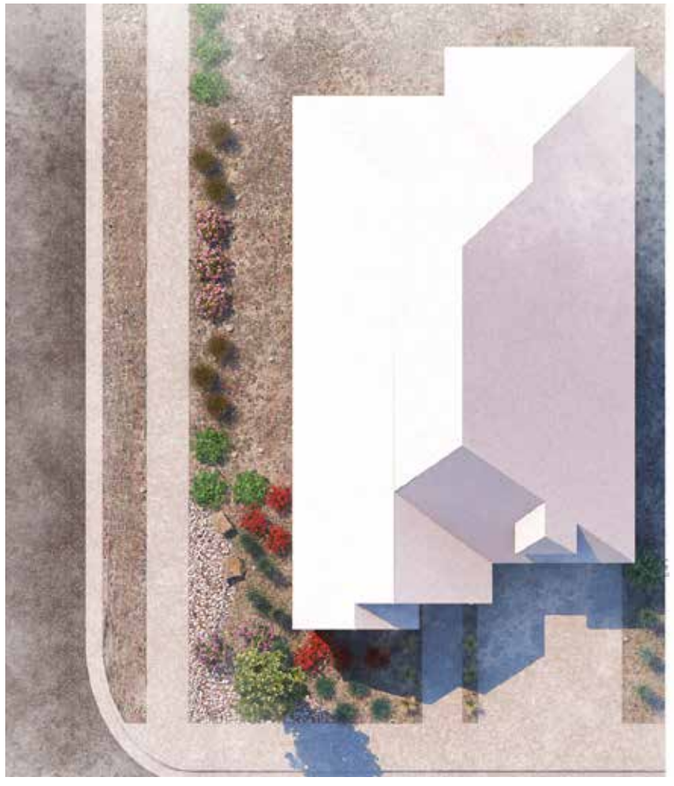
Item	Quantity
Deciduous Tree	1
Evergreen Tree	0
Evergreen Shrubs	4
Deciduous Shrubs	5
Ornamental Grasses	14
Perennials	6
Boulders	6

Lot 3

Item	Quantity
Deciduous Tree	1
Evergreen Tree	0
Evergreen Shrubs	0
Deciduous Shrubs	9
Ornamental Grasses	16
Perennials	8
Boulders	0

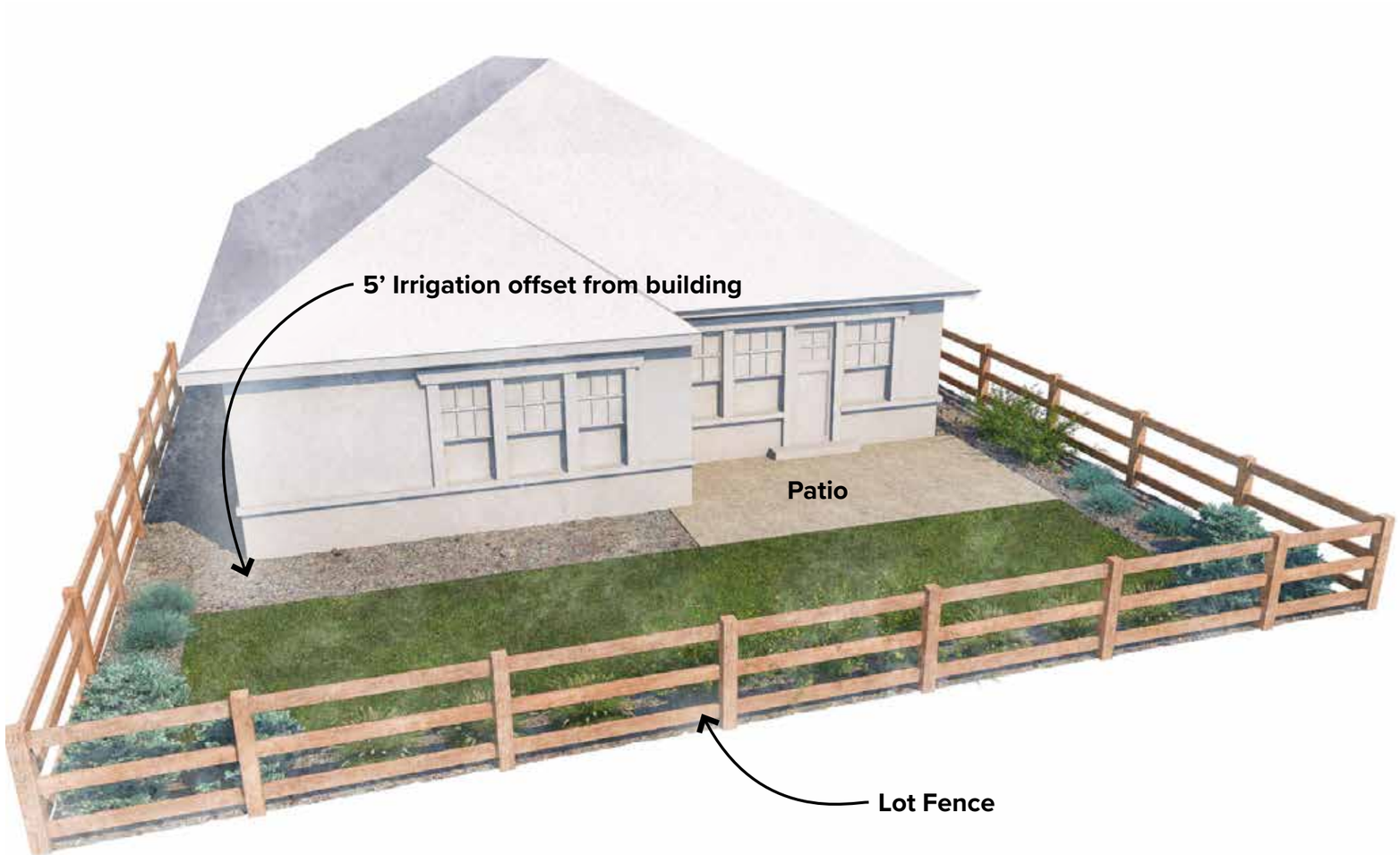
Lot 4 - Corner Lot

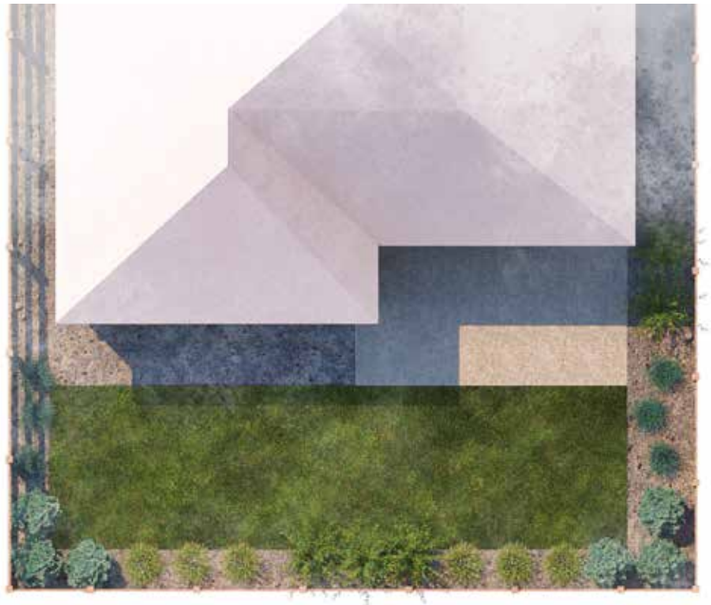




Item	Quantity
Deciduous Tree	1
Evergreen Tree	0
Evergreen Shrubs	6
Deciduous Shrubs	4
Ornamental Grasses	21
Perennials	9
Boulders	4

Rear Yards - 500 SF Lawn

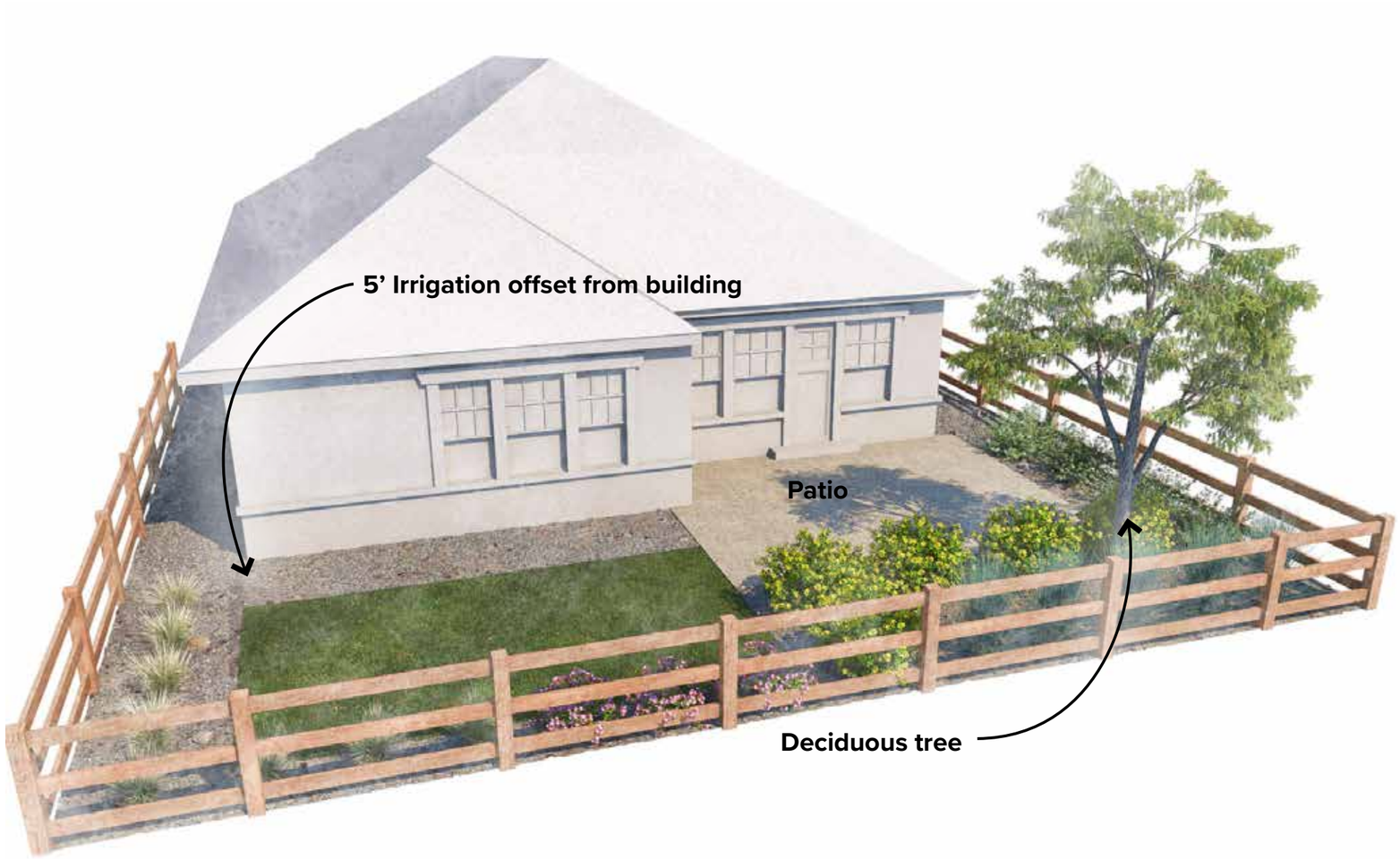




Item	Quantity
Deciduous Tree	0
Evergreen Tree	0
Evergreen Shrubs	6
Deciduous Shrubs	5
Ornamental Grasses	12
Perennials	0
Boulders	0

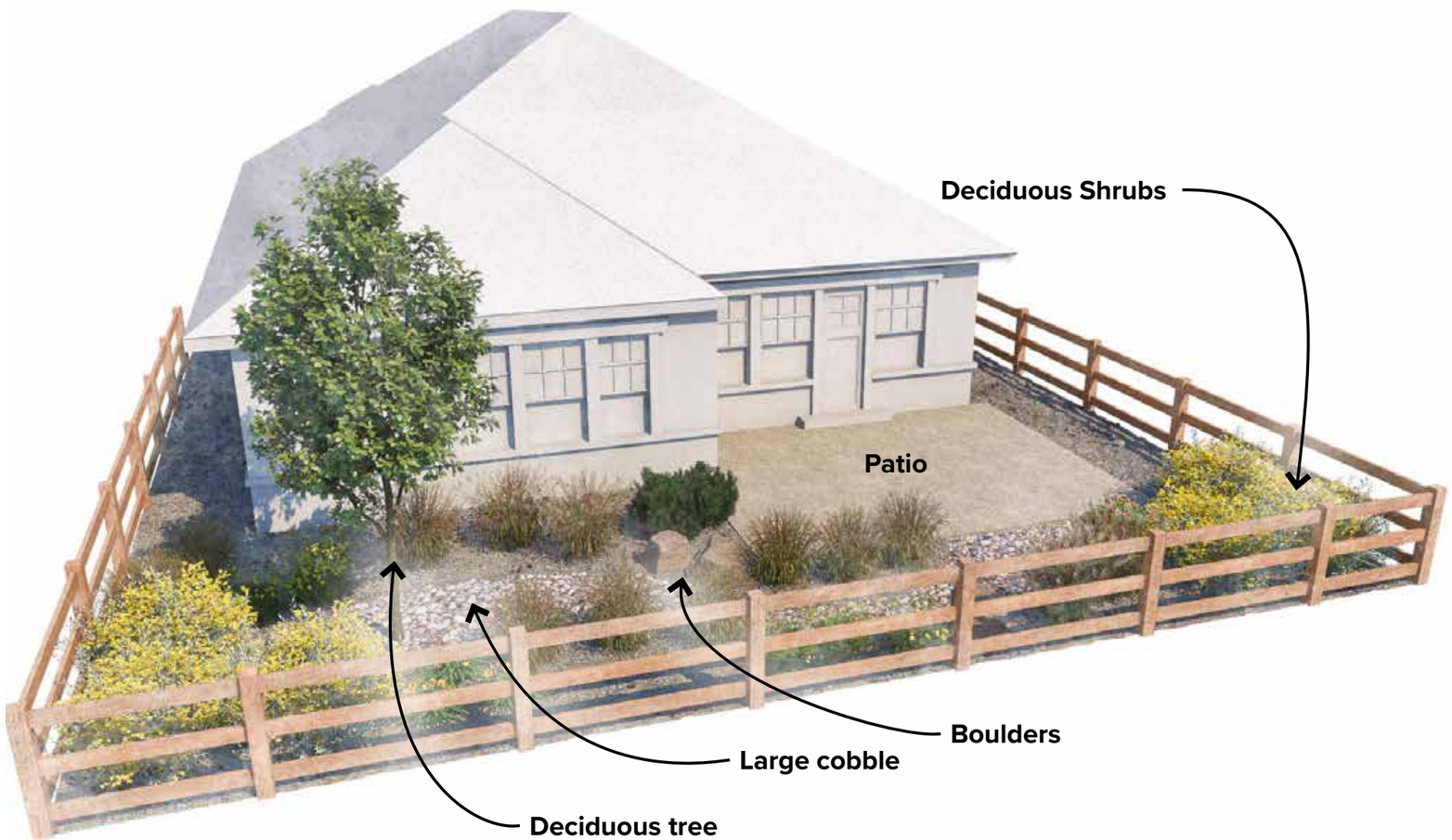
873

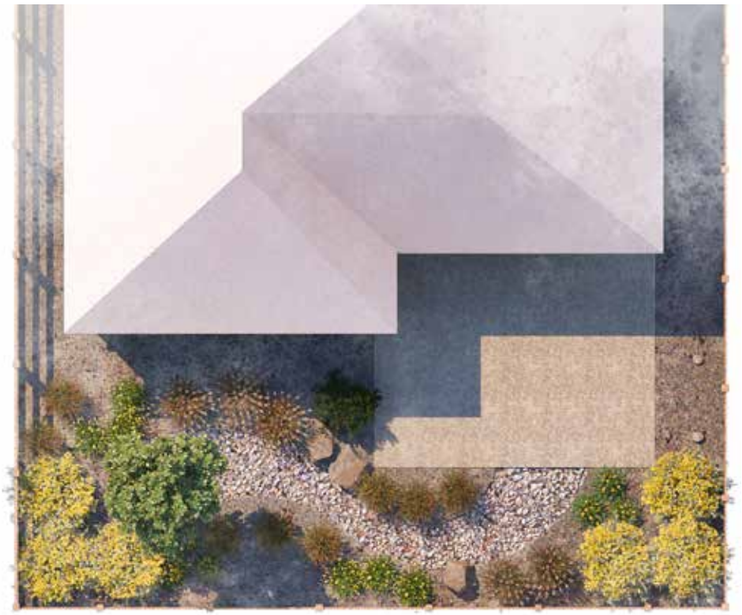
Rear Yards - 250 SF Lawn or 250 SF Artificial Turf



Item	Quantity
Deciduous Tree	1
Evergreen Tree	0
Evergreen Shrubs	4
Deciduous Shrubs	8
Ornamental Grasses	13
Perennials	0
Boulders	0

Rear Yards - ColoradoScape





Item	Quantity
Deciduous Tree	1
Evergreen Tree	0
Evergreen Shrubs	1
Deciduous Shrubs	6
Ornamental Grasses	13
Perennials	12
Boulders	0

875

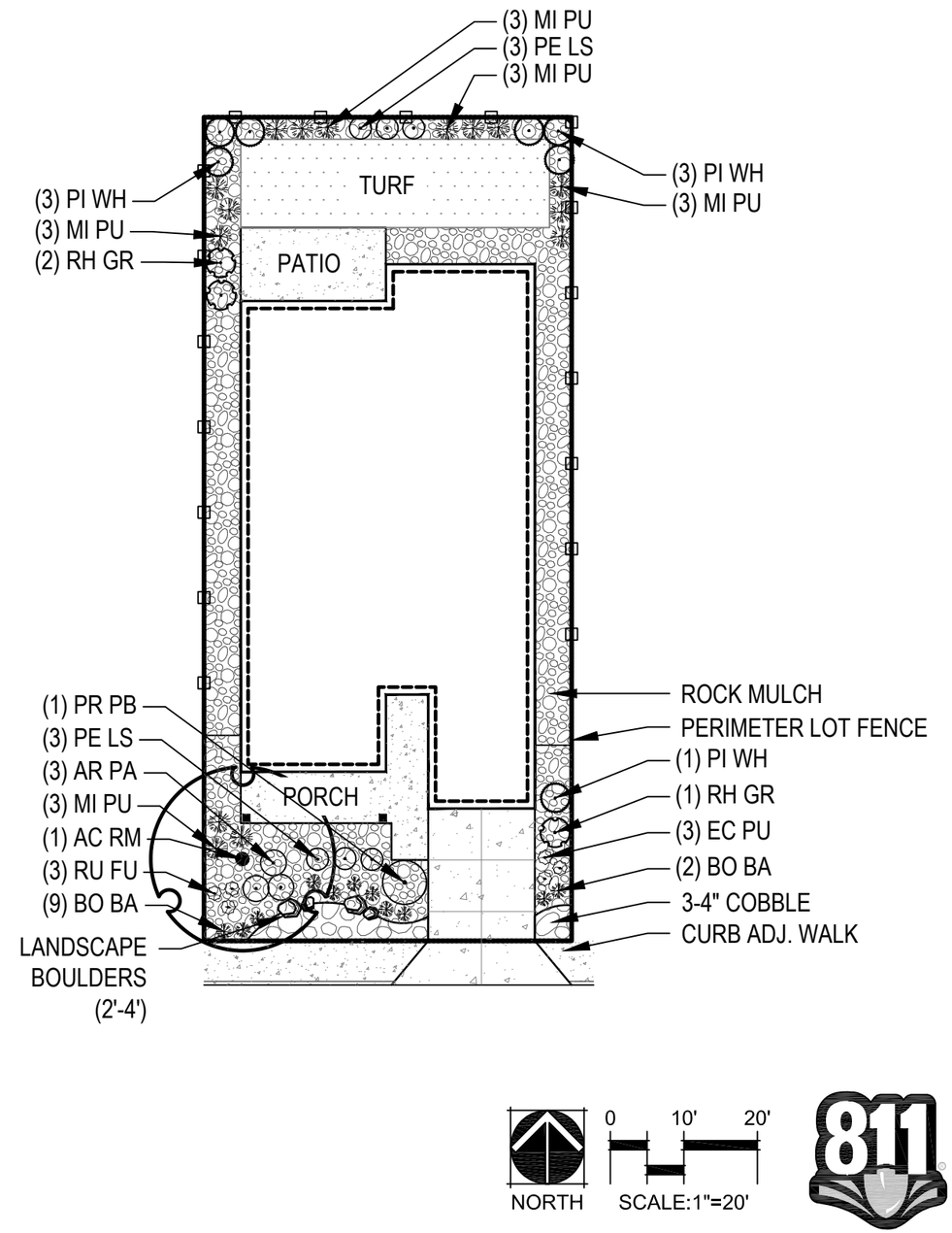
Landscape Plan Example

LANDSCAPE GENERAL NOTES

1. MAINTAIN FIVE (5) FOOT NO IRRIGATION ZONE AROUND PRINCIPAL STRUCTURE PER GEOTECHNICAL RECOMMENDATIONS. WHERE FRONT AND SIDE YARD SLOPES ARE 12% OR GREATER, EVERGREEN PLANT MATERIAL WITH A MINIMUM HEIGHT OF THREE (3) FEET, IS ENCOURAGED AT THE EDGE OF THE FIVE (5) FOOT NO IRRIGATION SETBACK.
2. ALL IRRIGATED AREAS ARE TO BE MIN. 18" FROM ALL HOUSE FLATWORK AND FOUNDATION COMPONENTS.
3. ALL BEDS TO BE MULCHED WITH MIN 4" OF COBBLE OR SHREDDED WOOD MULCH.
4. ALL LANDSCAPE AREAS TO BE TILLED TO A MIN DEPTH OF 6" AND AMENDED WITH ORGANIC MATTER WITH A MIN OF 4 CUBIC YARDS PER 1000 SF. ORGANIC MATTER TO BE COMPRISED OF PLANT MATERIAL ONLY AND CANNOT CONTAIN ANY ANIMAL OR HUMAN WASTE.
5. ALL LAWN AND BED AREAS TO BE SEPARATED WITH 4" ROLLED TOP STEEL EDGER.
6. LANDSCAPE INSPECTION IS REQUIRED AND THE GRADE WILL BE WITHIN +/- 1/10TH OF ONE INCH FINISHED GRADE AND FREE OF ROCKS AND DEBRIS LARGER THAN 3/4 OF AN INCH.
7. TEXAS HYBRID BLUEGRASS OR OTHER APPROVED LOW WATER TURF ARE ALLOWED. NO BLUEGRASS TURF ALLOWED.
8. A TOWN OF CASTLE ROCK REGISTERED LANDSCAPE PROFESSIONAL SHALL ACCOMPLISH INSTALLATION.
9. ALL INSTALLED PLANT MATERIAL SHALL BE APPROVED BY THE TOWN OF CASTLE ROCK, HYDROZONE 1 AND 2 ONLY.
10. MAX ALLOWED IRRIGATED TURF SHALL NOT EXCEED: 500 SF

PLANT SCHEDULE TYPICAL LANDSCAPE PLAN

DECIDUOUS TREES	CODE	BOTANICAL NAME	COMMON NAME	ROOT	SIZE	QTY
	AC RM	ACER GRANDIDENTATUM ROCKY MOUNTAIN GLOW	ROCKY MOUNTAIN GLOW MAPLE	B & B	2"CAL	1
DECIDUOUS SHRUBS	**CODE**	**BOTANICAL NAME**	**COMMON NAME**	**ROOT**	**SIZE**	**QTY**
	PE LS	PEROVSKIA ATRIPLICIFOLIA `LITTLE SPIRE` TM	LITTLE SPIRE RUSSIAN SAGE	CONT	5 GAL	6
	PR PB	PRUNUS BESSEYI PAWNEE BUTTES	CREEPING WESTERN SAND CHERRY	CONT	5 GAL	1
	RH GR	RHUS AROMATICA 'GRO-LOW'	GRO-LOW FRAGRANT SUMAC	CONT.	5 GAL.	3
EVERGREEN SHRUBS	**CODE**	**BOTANICAL NAME**	**COMMON NAME**	**ROOT**	**SIZE**	**QTY**
	AR PA	ARCTOSTAPHYLOS X COLORADOENSIS `PANCHITO`	PANCHITO MANZANITA	CONT	5 GAL	3
	PI WH	PINUS MUGO 'WHITE BUD'	WHITE BUD MUGO PINE	CONT.	5 GAL.	7
ORNAMENTAL GRASSES	**CODE**	**BOTANICAL NAME**	**COMMON NAME**	**ROOT**	**SIZE**	**QTY**
	BO BA	BOUTELOUA GRACILIS `BLONDE AMBITION`	BLOND AMBITION BLUE GRAMA GRASS	CONT	1 GAL	11
	MI PU	MISCANTHUS SINENSIS `PURPURASCENS`	FLAME GRASS	CONT	1 GAL	15
PERENNIALS	**CODE**	**BOTANICAL NAME**	**COMMON NAME**	**ROOT**	**SIZE**	**QTY**
	EC PU	ECHINACEA PURPUREA	PURPLE CONEFLOWER	CONT	1 GAL	3
	RU FU	RUDBECKIA FULGIDA `GOLDSTURM`	BLACK-EYED SUSAN	CONT	1 GAL	3



Irrigation Plan Example

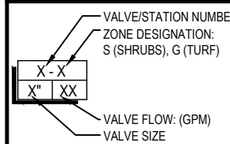
IRRIGATION GENERAL NOTES

1. THE CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY TO INSTALL THE IMPROVEMENTS SHOWN ON THE PLANS.
2. THE CONTRACTOR SHALL COORDINATE AS NECESSARY WITH THE GENERAL CONTRACTOR AND OWNER'S REPRESENTATIVE FOR SUCCESSFUL COMPLETION OF THIS WORK.
3. ALL IRRIGATION EQUIPMENT IS TO BE AS SPECIFIED OR APPROVED EQUAL PER THE DISCRETION OF THE OWNER'S REPRESENTATIVE. THE CONTRACTOR ASSUMES ALL LIABILITY ASSOCIATED WITH THE MODIFICATION OF THE IRRIGATION SYSTEM DESIGN WITHOUT NOTIFYING THE OWNER'S REPRESENTATIVE.
4. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONDUCT A THOROUGH SITE INSPECTION AND REVIEW OF THE PROJECT CONSTRUCTION DOCUMENTS INCLUDING BUT NOT LIMITED TO THE FOLLOWING: LANDSCAPE PLAN, UTILITY PLAN, CIVIL UTILITY PLAN, ARCHITECTURE PLAN, GRADING AND DRAINAGE PLAN AND ALL OTHER ASSOCIATED PLANS AND SPECIFICATIONS THAT AFFECT THIS WORK PRIOR TO START OF WORK. IF THE AND CONTRACTOR OBSERVES ANY DISCREPANCIES AMONG THE CONSTRUCTION DOCUMENTS AND THE EXISTING CONDITIONS ON SITE, IT IS THEIR RESPONSIBILITY TO CONTACT THE OWNER'S REPRESENTATIVE IMMEDIATELY.
5. THE CONTRACTOR MUST VERIFY THE LOCATION OF ALL PUBLIC AND PRIVATE UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION. IF THE CONTRACTOR FAILS TO DO SO AND DAMAGES ANY UNDERGROUND UTILITIES. THE CONTRACTOR SHALL PAY FOR ANY REPAIR WORK ASSOCIATED WITH SAID DAMAGES.
6. THE CONTRACTOR SHALL CONFORM TO ALL LOCAL AND STATE REGULATIONS AND INSTALL THE IRRIGATION SYSTEM AND ITS COMPONENTS PER MANUFACTURER'S SPECIFICATIONS. THE CONTRACTOR SHALL OBTAIN AND PROVIDE PAYMENT FOR ALL PERMITS REQUIRED BY ANY LOCAL AND STATE AGENCIES AND UTILITY COMPANIES HAVING JURISDICTION OVER THIS SITE.
7. THE CONTRACTOR IS RESPONSIBLE FOR SCHEDULING AND PAYING FOR CERTIFICATION OF THE BACKFLOW PREVENTER BY A STATE CERTIFIED INSPECTOR. THE CONTRACTOR SHALL PROVIDE CERTIFICATES TO OWNER'S REPRESENTATIVE PRIOR TO PROJECT ACCEPTANCE.
8. IT IS THE INTENT OF THIS DESIGN THAT ALL IRRIGATION EQUIPMENT BE INSTALLED WITHIN LANDSCAPE AREAS AND WITHIN THE PROJECT LIMITS. EQUIPMENT SHOWN OUTSIDE OF THESE LIMITS IS SHOWN FOR GRAPHIC CLARITY ONLY. IF THERE IS A QUESTION REGARDING THE LOCATION OF ANY COMPONENT OF THE IRRIGATION SYSTEM, IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE OWNER'S REPRESENTATIVE. IF THE CONTRACTOR NEGLECTS TO NOTIFY THE NECESSARY PARTIES, THE CONTRACTOR SHALL PAY FOR ANY REPLACEMENT OR MODIFICATION TO ENSURE PROPER LOCATION AND OPERATION OF THE IRRIGATION SYSTEM AND ITS COMPONENTS.
9. ALL IRRIGATION DISTRIBUTION LINES AND EQUIPMENT INCLUDING BUT NOT LIMITED TO, MAINLINE, LATERALS, SPRAY HEADS, DRIP EMITTERS SHALL BE KEPT A MINIMUM DISTANCE OF 6' AWAY FROM ALL BUILDING AND WALL FOUNDATIONS, OR AS STIPULATED IN THE GEOTECHNICAL REPORT , WHICHEVER IS GREATER. EQUIPMENT MAY BE SHOWN IN THIS AREA FOR GRAPHIC CLARITY. COORDINATE ALL REQUIRED SETBACKS WITH OWNER'S REPRESENTATIVE PRIOR TO START OF WORK.
10. PLANT MATERIAL LOCATIONS TAKE PRECEDENCE OVER ROUTING OF IRRIGATION PIPING. COORDINATE INSTALLATION OF IRRIGATION EQUIPMENT SO THAT IT DOES NOT INTERFERE WITH THE PLANTING OF TREES OR OTHER LANDSCAPE MATERIAL.
11. CONTRACTOR SHALL FINE TUNE AND ADJUST NOZZLE DIRECTION AND RADIUS TO REDUCE OVERSPRAY ONTO PAVING OR HARD SURFACES.
12. THIS IRRIGATION SYSTEM HAS BEEN DESIGNED TO OPERATE DURING A THREE (3) NIGHT PER WEEK, EIGHT (8) HOUR PER NIGHT WATERING WINDOW. DRIP IRRIGATION ZONES MAY BE ALLOWED TO RUN ON A SEPARATE SCHEDULE FROM THIS WATER WINDOW DEPENDING JURISDICTION. LANDSCAPE ESTABLISHMENT WILL REQUIRE INCREASED IRRIGATION WATER FOR DURATION OF THE ESTABLISHMENT PERIOD AND MAY REQUIRE TWICE THE AMOUNT OF WATER AS ESTABLISHED PLANT MATERIAL. THE CONTRACTOR SHALL COORDINATE WATERING SCHEDULES AND APPLICATION RATES WITH THE OWNER'S REPRESENTATIVE PRIOR TO FINAL ACCEPTANCE.
13. THE DESIGN IS BASED ON THE FOLLOWING PROJECTED PEAK SEASON WEEKLY APPLICATION RATES AFTER ESTABLISHMENT. THESE FIGURES WILL NEED TO BE ADJUSTED DUE TO SEASONAL CHANGES AND VARIABLE WEATHER CONDITIONS.
    - FESCUE/BLUEGRASS BLEND TURF 1.75" PER WEEK PEAK SEASON
    - TREE, SHRUB, AND PERENNIAL PLANT MATERIAL 1.00" PER WEEK PEAK SEASON
    - NATIVE DROUGHT TOLERANT SEED MIX 0.75" PER WEEK PEAK SEASON
21. THE CONTRACTOR SHALL PROVIDE A SEASONAL MAINTENANCE SCHEDULE WHICH SHALL BEGIN ON APRIL 15TH AND END ON OCTOBER 15TH TO ENSURE THE EFFICIENCY AND LONGEVITY OF THE IRRIGATION SYSTEM. THE MAINTENANCE SCHEDULE SHALL INCLUDE BUT IS NOT LIMITED TO THE FOLLOWING LIST OF BEST MANAGEMENT PRACTICES:
    - CHECK HEADS FOR COVERAGE AND LEAKAGE.
    - CHECK CONTROLLER PROGRAMMING AND ADJUST FOR SEASONAL CHANGES AS NECESSARY.
    - VERIFY THAT THE WATER SUPPLY AND PRESSURE ARE AS STATED IN THE DESIGN.
    - CERTIFY THE BACKFLOW PREVENTION DEVICE AND SUBMIT TEST RESULTS TO THE PROPERTY MANAGER.
    - PERIODICALLY VERIFY THE THE SENSORS IN THE IRRIGATION SYSTEM ARE OPERATING CORRECTLY.
    - WINTERIZATION AND SPRING START UP PROCEDURES.

IRRIGATION SCHEDULE

SYMBOL	DESCRIPTION	MODEL NO. DESCRIPTION
POC1	POINT OF CONNECTION	**3/4" IRRIGATION STUB-OUT**
C	IRRIGATION CONTROLLER	**RAIN BIRD ESP-ME3 W/ LNKWIFI MODULE** 120VAC POWER REQUIRED - SEE PLANS FOR LOCATION(S)
	RAIN SENSOR	**RAIN BIRD WR2-48** REFER TO CONTROLLER NOTES
	BACKFLOW PREVENTER	**FEBCO 3/4" 765 OR 825YA (DEPENDING ON BACKFLOW ASSY. ELEVATION)** SEE ENCLOSURE SPECIFICATIONS BELOW
D	MANUAL DRAIN VALVE	**MATCO-NORCA 1/2" 201X** INSTALLED IN AEP 910L-1G2G VALVE BOX
MV	MASTER VALVE	**HUNTER ICV-101-G** INSTALLED IN AEP 1015-1G2G VALVE BOX
FS	FLOW SENSOR	**FLOMEC QS100** INSTALLED IN AEP 1015-1G2G VALVE BOX
	TURF VALVE ASSEMBLY	**RAIN BIRD 100-DV** INSTALLED IN AEP 1015-1G2G VALVE BOX, SIZED PER PLAN
	DRIP VALVE ASSEMBLY	**RAIN BIRD XCZ-100-FLOW** INSTALLED IN AEP 1015-1G2G VALVE BOX, SIZED PER PLAN
Q T H F	TURF SPRAY (FIXED)	**HUNTER PROS-06-PRS30-CV WITH TORO PRECISION NOZZLE** NOZZLE PER PLAN
	SLEEVING	**CLASS 200 PVC** REFER TO SLEEVING NOTES
	SERVICE LINE	**TYPE K COPPER** SIZE: MATCH POC UNLESS OTHERWISE NOTED
	PVC MAINLINE	**CLASS 200 PVC BE** SIZE: 1" UNLESS OTHERWISE NOTED
	TURF LATERAL	**80# NSF POLYETHYLENE** SIZE: 3/4" MINIMUM UNLESS OTHERWISE NOTED
	DRIP LATERAL	**UV RESISTANT POLYETHYLENE** SIZE: 3/4" MINIMUM UNLESS OTHERWISE NOTED
	FLUSH VALVE/OPERATIONAL INDICATOR	**SCH 40 BALL VALVE & HUNTER ECO INDICATOR** INSTALLED IN AEP 910L-1G2G VALVE BOX

VALVE CALLOUT

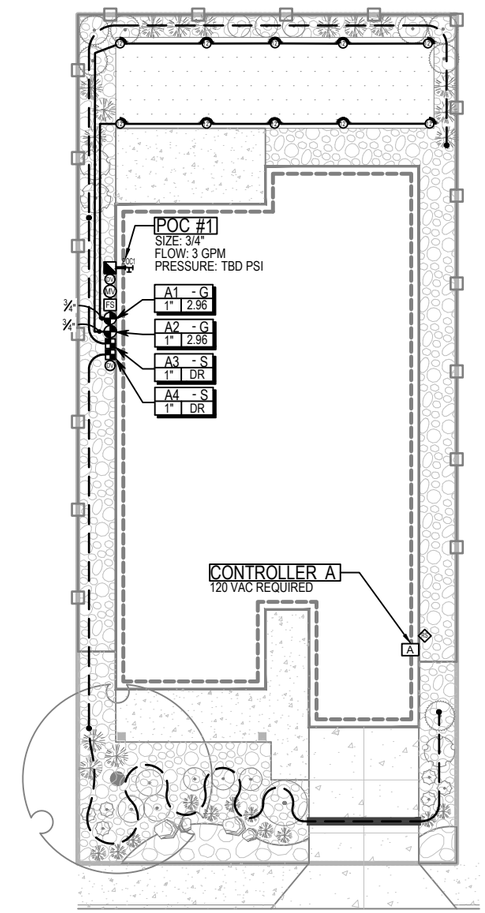


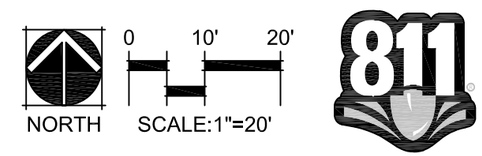
EMITTER SCHEDULE

PLANT TYPE	EMITTER	QTY.	TOTAL GPH
PERENNIAL / GRASSES	0.5 GPH	TWO EACH	1.0 GPH
DECIDUOUS SHRUBS	1.0 GPH	TWO EACH	2.0 GPH
EVERGREEN SHRUBS	1.0 GPH	TWO EACH	2.0 GPH
DECIDUOUS TREE	1.0 GPH	EIGHT EACH	8.0 GPH
EVERGREEN TREE	1.0 GPH	EIGHT EACH	8.0 GPH

EMITTER NOTES

1. ALL PLANT MATERIAL SHALL BE IRRIGATED WITH RAIN BIRD XB SERIES PRESSURE COMPENSATING EMITTERS.
2. EMITTER SCHEDULE IS FOR REFERENCE ONLY. THE CONTRACTOR SHALL ADJUST EMITTER AND NUMBER OF EMITTERS BASED ON THE NEEDS OF INDIVIDUAL PLANTS OR PLANT HYDROZONES.
3. 1/4" DISTRIBUTION TUBING NOT TO EXCEED 8' IN LENGTH.
4. RAIN BIRD DBC-025 DIFFUSER BUG CAP AND TS-025 STAKE ON ALL 1/4" DISTRIBUTION TUBING EMISSION POINTS.





03 Landscape + Irrigation Materials

Plant species, mulch types, and irrigation methods have been selected to decrease water usage within landscapes. These selections will increase the efficiency of each landscape and bring the Town closer to their water saving goals.

Irrigation

All residential landscapes within the Town of Castle Rock shall be irrigated with an automatic underground irrigation system providing full coverage to all plant material. All irrigation systems shall be connected to a Wi-Fi enabled smart controller with a non-volatile memory and rain sensor. Flow sensors and master valves are recommended to be installed on the irrigation mainline piping. Plants shall be zoned (grouped) in areas with similar water requirements and aspects. Turf areas shall be irrigated separately from all plants. Turf areas can be irrigated via overhead spray with a 6" minimum height pop-up. Subsurface in-line drip irrigation shall be utilized in turf areas below ten (10) feet in width. All trees, shrubs and perennials shall utilize point source drip or in-line drip irrigation. It is recommended that trees be zoned separately from shrubs and perennials to ensure long term viability of larger plant types. No irrigation will be permitted in areas smaller than four (4) feet in width. Contractors and property owners shall comply with the Town of Castle Rock Landscape and Irrigation Criteria Manual.

Planting Beds and Mulches

Planting beds are essential to good design and shall be densely and purposefully planted. Use plants to create visual depth, interest and to screen foundations and outside utilities. All planting is recommended to be set back at minimum five (5) feet from the building foundation. Piping downspouts by extending them underground to designated drainage areas in the yard is recommended. Mulching planting beds is necessary in Colorado to conserve moisture and to discourage weeds.

All planting areas should have a minimum of four (4) inches of rock mulch or shredded cedar mulch meeting the following standards:

- Shredded, fibrous material capable of "knitting" together to form a mat that is wind and erosion resistant. Generally the shredded mulch or peelings are three (3) inches in length on average. Bark and wood chip mulches are not allowed.
- With the exception of drainage areas, only ¾" river rock or crusher fines mulch will be acceptable. Mulches with artificial coloring will not be allowed.
- Weed barrier is not required. If used, plastic weed barrier is not permitted.
- Turf is limited to 500 SF maximum in the rear yards. High water use turf and Kentuckey Bluegrass is not allowed.

Soil Preparation

For proper plant growth, Colorado soils shall be amended with organic material. A minimum of four cubic yards of organic material shall be added to topsoil per 1000 square feet of planting area. Organic material shall be aged compost; wood humus from soft, non-toxic trees. Proper amendments as specified will improve drainage and, as a result, conserve water. Plants will flourish and live longer, healthier lives. A soil analysis should be performed prior to planting for proper micro-nutrient recommendations.

Plant Palette

Common Hackberry
Celtis occidentalis

Japanese Pagoda Tree
Styphnolobium japonicum

Sunburst Honeylocust
Gleditsia t.i. 'Sunburst'

Chinkapin Oak
Quercus muehlenbergii

Northern Red Oak
Quercus rubra

Botanic Name	Common Name	Mature Height	Mature Width	Water Usage	Sun	Filtered Shade	Full Shade	Flower Color/ Feature	Early Spring	Mid Spring	Late Spring	Early Summer	Mid Summer	Late Summer	Early Fall	Mid Fall	Late Fall	Early Winter	Mid Winter	Late Winter	Winter Interest
Deciduous Canopy Trees																					
Catalpa speciosa	Catalpa	40-60'	30-50'	Low	X			White			X	X									
Celtis occidentalis	Common Hackberry	50-60'	40-50'	Low	X																
Gleditsia t.i. 'Imperial'	Imperial Honeylocust	30-40'	30-40'	Low	X																
Gleditsia t.i. 'Shademaster'	Shademaster Honeylocust	40-50'	30-40'	Low	X																
Gleditsia t.i. 'Skyline'	Skyline Honeylocust	40-50'	30-40'	Low	X																
Gleditsia t.i. 'Sunburst' *	Sunburst Honeylocust *	30-35'	30-35'	Low	X			Bright yel-low-green leaves													
Gymnocladus dioica 'Espres-so'	Espresso Kentucky Coffee-tree	50-60'	40-50'	Low	X																
Quercus bicolor	Swamp White Oak	40-60'	40-60'	Low	X	X															
Quercus 'Crimson Spire' *	Crimson Spire Oak *	40-60'	15-20'	Med	X																
Quercus macrocarpa	Bur Oak	50-80'	50-80'	Med	X																
Quercus muehlenbergii *	Chinkapin Oak *	35-50'	35-50'	Low	X																
Quercus rubra	Northern red oak	40-60'	40-60'	Med	X																
Quercus 'Streetspire' *	Streetspire Oak *	35-45'	12-14'	Med	X																
Styphnolobium japonicum	Japanese Pagoda Tree	35-50'	35-50'	Med	X	X		Creamy white					X	X							

Bakeri Spruce
Picea pungens 'Bakeri'

Bristlecone Pine
Pinus aristata

Pinyon Pine
Pinus edulis

Ponderosa Pine
Pinus ponderosa

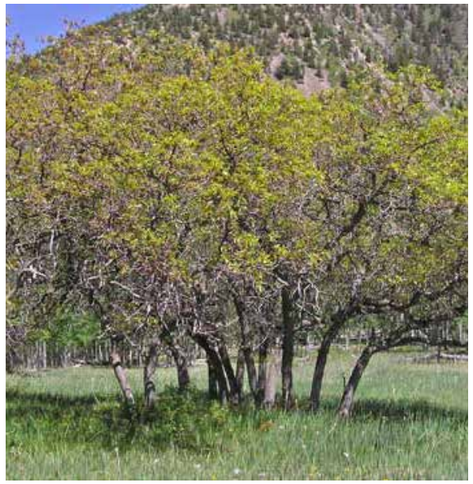
Vanderwolf's Pyramid Pine
Pinus flexilis 'Vanderwolf's Pyramid'

Botanic Name	Common Name	Mature Height	Mature Width	Water Usage	Sun	Filtered Shade	Full Shade	Flower Color/ Feature	Early Spring	Mid Spring	Late Spring	Early Summer	Mid Summer	Late Summer	Early Fall	Mid Fall	Late Fall	Early Winter	Mid Winter	Late Winter	Winter Interest
Evergreen Trees																					
Picea pungens	Colorado Spruce	40-60'	20-30'	Med	X	X		Green to silvery blue													
Picea pungens 'Bakeri' *	Bakeri Spruce *	35-40'	15-20'	Med	X	X		Silvery blue													
Picea pungens 'Fastigiata' *	Fastigiate Spruce *	25-40'	10-15'	Med	X	X		Steel blue													
Pinus aristata	Bristlecone Pine	20-40'	10-20'	Low	X			Deep green													
Pinus edulis	Pinyon Pine	20-30'	10-20'	Very low	X	X		Deep green													
Pinus flexilis 'Vanderwolf's Pyramid'	Vanderwolf's Pyramid' Limber Pine	30-50'	15-30'	Low	X	X		Bluish-green													
Pinus nigra	Austrian Pine	40-60'	30-40'	Low	X			Dark green													
Pinus ponderosa	Ponderosa Pine	60-80'	30-40'	Low	X			Light green													
Pinus strobiformis	Southwestern White Pine	40-50'	20-30'	Low	X			Bluish-green													

Ginnala Maple
Acer ginnala 'Flame'

Rocky Mountain Glow Maple
Acer grand. 'Rocky Mtn. Glow'

Russian Hawthorn
Crataegus ambigua



Gambel Oak
Quercus gambelii

Japanese Tree Lilac
Syringa reticulata 'Ivory Silk'

Botanic Name	Common Name	Mature Height	Mature Width	Water Usage	Sun	Filtered Shade	Full Shade	Flower Color/ Feature	Early Spring	Mid Spring	Late Spring	Early Summer	Mid Summer	Late Summer	Early Fall	Mid Fall	Late Fall	Early Winter	Mid Winter	Late Winter	Winter Interest
Ornamental Trees																					
Acer ginnala 'Flame'	Ginnala Maple	15-20'	15-20'	Low	X			Greenish-yellow		X											
Acer grand. 'Rocky Mtn. Glow'	Bigtooth Maple	20-30'	20-30'	Low	X			Greenish-yellow	X	X	X										
Amelanchier laevis 'Autumn Brilliance'	Autumn Brilliance Serviceberry	15-25'	15-20'	Low	X			White	X	X	X										
Crataegus ambigua	Russian Hawthorn	15-25'	15-20'	Low	X	X		White	X	X	X										
Crataegus crus-galli inermis	Thornless Cockspur Hawthorn	15-25'	15-20'	Low	X			White	X	X	X										
Crataegus phaenopyrum	Washington Hawthorn	20-25'	15-25'	Low	X	X		White	X	X	X										
Koelreuteria paniculata	Goldenrain Tree	20-30'	20-30'	Low	X			Yellow				X	X	X							
Malus	Crabapple	varies	varies	Med	X			Pink, white, deep pink, deep red	X	X	X										
Prunus Sucker Punch	Sucker Punch Canada Red Chokecherry	20-30'	15-25'	Low	X			White	X	X	X										
Prunus virginiana 'Shubert'	Shubert Chokecherry	20-30'	15-25'	Low	X			White	X	X	X										
Pyrus calleryana 'Chanticleer'	Chanticleer Pear	20-30'	15-20'	Med	X			White	X	X	X										
Quercus gambelii	Gambel Oak	8-20'	6-12'	Low	X	X															
Syringa reticulata 'Ivory Silk'	Japanese Tree Lilac	15-25'	15-20'	Low	X	X		White			X										

Nanking Cherry
Prunus tomentosa

Pawnee Butees Sand Cherry
Prunus b. 'Pawnee Buttes'

Staghorn Sumac
Rhus typhina

Green Mound Currant
Ribes alpinum 'Green Mound'

Woods Rose
Rosa woodsii

Botanic Name	Common Name	Mature Height	Mature Width	Water Usage	Sun	Filtered Shade	Full Shade	Flower Color/ Feature	Early Spring	Mid Spring	Late Spring	Early Summer	Mid Summer	Late Summer	Early Fall	Mid Fall	Late Fall	Early Winter	Mid Winter	Late Winter	Winter Interest
Deciduous Shrubs																					
Amelanchier alnifolia	Saskatoon Serviceberry	6-20'	6-8'	Low	X	X		White		X											
Amelanchier alnifolia 'Regent'	Regent Serviceberry	6-8'	6-8'	Low	X			White	X	X	X										
Amorpha canescens	Leadplant	2-4'	2-4'	Very Low	X			Violet-purple					X	X							
Amorpha fruticosa	False Indigo	6-15'	5-15'	Low	X			Purple				X	X	X							
Aronia melanocarpa 'Iroquois Beauty'	Iroquois Beauty Dwarf Black Chokeberry	4-5'	2-3'	Low	X	X	X	White			X										
Artemisia tridentata *	Big Sagebrush *	3-12'	3-6'	Very low	X			Dull yellow					X	X							
Atriplex canescens	Fourwing Saltbush	3-6'	2-4'	Very low	X			Light yellow						X							X
Berberis thunbergii (various)	Japanese Barberry	Varies	Varies	Low	X	X															
Caragana arborescens	Siberian Peashrub	10-15'	8-12'	Low	X			Yellow			X										
Caryopteris x clandonensis (varies)	Blue Mist Spirea	2-4'	18-36"	Low	X			Blue					X	X							
Cercocarpus intricatus *	Littleleaf Mountain Mahogany *	3-6'	3-5'	Very low	X	X		Yellow-ish-white		X											
Cercocarpus montanus	Common Mountain Mahogany	6-8'	4-6'	Very low	X			Creamy white		X											

Botanic Name	Common Name	Mature Height	Mature Width	Water Usage	Sun	Filtered Shade	Full Shade	Flower Color/ Feature	Early Spring	Mid Spring	Late Spring	Early Summer	Mid Summer	Late Summer	Early Fall	Mid Fall	Late Fall	Early Winter	Mid Winter	Late Winter	Winter Interest
Deciduous Shrubs Cont.																					
Chaenomeles speciosa 'Cameo' *	Cameo Quince *	3-4'	4-6'	Low	X	X		Apricot	X	X	X										
Chamaebatiaria millefolium	Fernbush	3-5'	3-6'	Very low	X			White		X	X										
Cotoneaster lucidus	Peking Cotoneaster	6-12'	6-10'	Low	X	X		Pinkish-white	X	X	X										
Ericameria nauseosa ssp. nauseosa v. speciosa	Tall Blue or Green Rabbit-brush	2-6'	2-6'	Very low	X			Golden yellow					X	X							
Ericameria nauseosus ssp. Nauseosa v. nauseuosus	Baby Blue Rabbitbrush	1-4'	1-4'	Very low	X			Golden yellow					X	X							
Forestiera pubescens (neo-mexicana)	New Mexico Privet	8-12'	6-8'	Low	X	X		Yellow	X	X	X										
Frangula alnus 'Columnaris' *	Tall Hedge Buckthorn *	8-15'	3-4'	Low	X			Green-ish-white			X										
Hypericum f. 'Sunburst'	Sunburst St. John's Wort	3-4'	3-4'	Med	X	X		Yellow			X	X									
Kolkwitzia amabilis 'Pink Cloud'	Pink Cloud Beauty Bush	6-10'	6-10'	Low	X	X		Pink	X	X	X										
Ligustrum vulgare 'Chey-enne'	Cheyenne Privet	6-8'	4-6'	Low	X	X		White				X									X
Lonicera tatarica 'Arnold's Red'	Arnold's Red Honeysuckle	6-12'	6-12'	Low	X	X		Reddish-pink			X										
Lonicera xylosteum 'Emerald Mound'	Emerald Mound Honey-suckle	2-3'	3-4'	Low	X	X		Yellow-ish-white			X										
Philadelphus lewisii	Lewis Mockorange	6-8'	6-8'	Low	X			White				X	X	X							
Physocarpus (varies)	Ninebark	Varies	Varies	Low	X			White, Pink-ish-white	X	X	X										
Prunus b. 'Pawnee Buttes'	Pawnee Buttes Sandcherry	15-30"	4-6'	Low	X			White	X	X	X										
Prunus pumila besseyi	Western Sand Cherry	4-7'	4-6'	Low	X			White			X										
Prunus x cistena	Purple Leaf Sand Cherry	6-8'	4-6'	Med	X			Pale pink		X											
Prunus tenella	Dwarf Russian Almond	2-5'	2-4'	Low	X			Pink	X	X											
Prunus tomentosa	Nanking Cherry	6-10'	6-12'	Low	X			White	X	X											
Rhus aromatica 'Gro-low'	Gro-low Fragrant Sumac	2-3'	6-8'	Low	X			Yellow	X												
Rhus glabra	Smooth Sumac	8-15'	8-10'	Low	X			Greenish-yel-low				X									
Rhus glabra cicmontana	Rocky Mountain Sumac	2-3'	2-3'	Low	X	X		Creamy yel-low				X									
Rhus trilobata	Three-leaf Sumac	3-8'	3-6'	Very low	X			Yellow	X												

Botanic Name	Common Name	Mature Height	Mature Width	Water Usage	Sun	Filtered Shade	Full Shade	Flower Color/ Feature	Early Spring	Mid Spring	Late Spring	Early Summer	Mid Summer	Late Summer	Early Fall	Mid Fall	Late Fall	Early Winter	Mid Winter	Late Winter	Winter Interest
Deciduous Shrubs Cont.																					
Rhus trilobata 'Autumn Amber'	Autumn Amber Sumac	12-18"	6-10'	Very low	X			Yellow	X												
Rhus typhina	Staghorn Sumac	10-25'	10-15'	Low	X			Greenish-yellow				X									
Ribes alpinum 'Green Mound'	Green Mound Currant	3-4'	2-3'	Low	X	X		Yellow		X											
Ribes aureum	Golden Currant	4-6'	4-6'	Low	X	X		Yellow			X										
Ribes cereum	Wax Currant	2-4'	2-4'	Low	X			Greenish-white			X										
Ribes uva-crispa 'Pixwell'	Pixwell Gooseberry	3-4'	3-4'	Low	X	X		Pale green		X											
Rosa Knock Out 'Radrazz' *	Knock Out Rose *	2-3'	2-3'	Med	X			Cherry red				X	X	X							
Rosa woodsii	Woods Rose	3-6'	3-6'	Low	X			Pink				X									
Rubus deliciosus	Boulder Raspberry	3-6'	3-6'	Low	X	X	X	White			X										
Sheperdia argentia	Silver Buffaloberry	8-15'	6-12'	Very low	X			Yellowish-white			X										
Symphoricarpos albus	Common Snowberry	3-5'	3-5'	Low - Med	X	X		Whitish-pink				X									X
Symphoricarpos x chenaultii 'Hancock'	Hancock Snowberry	2-3'	3-6'	Low	X	X		Pinkish-white				X									
Syringa m. 'Palibin'	Dwarf Korean Lilac	4-6'	4-6'	Low	X	X		Lavender-pink			X										
Syringa p. 'Miss Kim' *	Miss Kim Dwarf Lilac *	3-5'	3-5'	Low	X	X		Pale lavender			X										
Syringa vulgaris	Common Purple Lilac	10-15'	8-12'	Low	X	X		Purple		X											
Syringa v. 'Alba'	Common White Lilac	10-20'	8-12'	Low	X	X		White		X											
Syringa v. 'Charles Joly'	Double Red French Lilac	8-12'	6-8'	Low	X	X		Purplish-red		X	X										
Syringa v. 'Sensation' *	Sensation French Lilac *	8-10'	8-12'	Low	X	X		Purple w/ white margins			X										
Quercus gambelii	Gambel Oak	8-20'	6-12'	Very low	X	X															
Viburnum lantana 'Mohican'	Mohican Viburnum	6-8'	6-8'	Low	X	X		White			X										

Moonglow Juniper
Juniperus s. 'Moonglow'

Panchito Manzanita
Arctostaphylos panchito

Creeping Oregon Grape Holly
Mahonia repens

Slowmound Juniper
Pinus m. 'Slowmound'

Bright Edge Yucca
Yucca f. 'Bright Edge'

Botanic Name	Common Name	Mature Height	Mature Width	Water Usage	Sun	Filtered Shade	Full Shade	Flower Color/ Feature	Early Spring	Mid Spring	Late Spring	Early Summer	Mid Summer	Late Summer	Early Fall	Mid Fall	Late Fall	Early Winter	Mid Winter	Late Winter	Winter Interest
Large Evergreen Shrubs (up to 20' height)																					
Juniperus c. 'Spartan'	Spartan Juniper	15-20'	4-6'	Low	X			Rich green													
Juniperus s. 'Medora' *	Medora Juniper *	15-18'	3-5'	Very Low	X			Blue-green													
Juniperus s. 'Moonglow'	Moonglow Juniper	12-15'	6-8'	Very Low	X			Silvery blue													
Juniperus s. 'Skyrocket'	Skyrocket Juniper	15-20'	2-4'	Low	X			Silvery blue-green													
Juniperus s. 'Wichita Blue'	Wichita Blue' Juniper	15-20'	4-6'	Very Low	X			Silvery blue													
Picea glauca 'Conica'	Dwarf Alberta Spruce *	10-14'	4-5'	Med	X	X		Muted green													
Picea p. 'Iseli Fastigiate'	Fastigiate Blue Spruce *	12-15'	5-6'	Med	X			Steel blue													
Picea p. 'Montgomery'	Montgomery Blue Spruce *	8-12'	8-12'	Med	X			Silvery-blue													
Evergreen Shrubs																					
Arctostaphylos c. 'Panchito'	Panchito Manzanita	15-24"	3-5'	Low	X	X		Evergreen	X											X	
Juniperus h. Blue Chip	Blue Chip Juniper	8-12"	6-8'	Low	X	X		Slate blue													
Juniperus horizontalis 'Hughes'	Hughes Juniper	1-2'	5-8'	Low	X			Silvery-blue													

Botanic Name	Common Name	Mature Height	Mature Width	Water Usage	Sun	Filtered Shade	Full Shade	Flower Color/ Feature	Early Spring	Mid Spring	Late Spring	Early Summer	Mid Summer	Late Summer	Early Fall	Mid Fall	Late Fall	Early Winter	Mid Winter	Late Winter	Winter Interest
Evergreen Shrubs Cont.																					
Juniperus horizontalis 'Wiltonii'	Wilton Carpet Juniper	4-6"	6-8'	Low	X			Silvery-blue													
Juniperus sabina 'Buffalo'	Buffalo Juniper	12-18"	6-8'	Low	X	X		Bright, olive-green													
Juniperus squamata 'Blue Star'	Blue Star Juniper	15-18"	2-3'	Low	X	X		Blue													
Juniperus v. 'Grey Owl'	Grey Owl Juniper	2-3'	4-6'	Low	X			Silvery-grey													
Mahonia aquifolium 'Compacta'	Compact Oregon Grape Holly	2-3'	2-3'	Low	X	X		Yellow		X											
Mahonia repens	Creeping Oregon Grape Holly	12-18"	12-18"	Low	X	X	X	Yellow		X											
Picea abies 'Little Gem'	Little Gem Norway Spruce	18-24"	2-3'	Med	X																
Pinus m. 'Mops'	Mops Mugo Pine	2-3'	2-3'	Low	X	X		Dark green													
Pinus m. 'Slowmound'	Slowmound' mugo pine	3-5'	5-7'	Low	X	X		Dark green													
Pinus m. 'Whitebud'	Whitebud Mugo Pine	2-3'	3-4'	Low	X			Dark green with white tips													
Yucca baccata	Banana Yucca	3-4'	3-5'	Very low	X			Creamy white					X	X							
Yucca filamentosa	Adam's Needle Yucca	3-4'	3-5'	Low	X			White				X	X	X							
Yucca f. 'Bright Edge' *	Bright Edge Yucca *	2-3'	2-4'	Low	X	X		White				X	X	X							
Yucca f. 'Color Guard' *	Color Guard Yucca *	2-3'	2-4'	Low	X	X		White					X								
Yucca flaccida 'Golden Sword' *	Golden Sword Yucca *	2-3'	2-4'	Low	X			White	X	X	X										
Yucca flaccida 'Ivory Tower' *	Ivory Tower Yucca *	3-6'	3-4'	Low	X			White				X	X	X							
Yucca glauca	Soapweed	2-4'	2-4'	Very low	X			White					X	X							

Big Bluestem
Andropogon gerardii

Little Bluestem
Schizachyrium scoparium

Indiangrass
Sorghastrum nutans

Prairie Dropseed
Sporobolus heterolepis

Blonde Ambition Blue Grama Grass
Bouteloua g. 'Blonde Ambition'

Botanic Name	Common Name	Mature Height	Mature Width	Water Usage	Sun	Filtered Shade	Full Shade	Flower Color/ Feature	Early Spring	Mid Spring	Late Spring	Early Summer	Mid Summer	Late Summer	Early Fall	Mid Fall	Late Fall	Early Winter	Mid Winter	Late Winter	Winter Interest
Ornamental Grass																					
Andropogon gerardii	Big Bluestem	4-6'	2-3'	Low	X			Purple				X	X	X							X
Bouteloua curtipendula	Sideoats Grama	8-24"	8-12"	Low	X									X							X
Bouteloua gracilis	Blue Grama Grass	1-2'	1-2'	Very Low	X							X	X	X	X	X	X				X
Bouteloua g. 'Blonde Ambition'	Blonge Ambition Grama Grass	2-3'	1-2'	Very Low	X			Light tan				X	X	X	X	X	X				X
Chasmanthium latifolium *	Northern Sea Oats *	2-3'	18-24"	Med	X	X	X	Green-tan					X								X
Miscanthus sinensis purpurascens	Purple Flame Grass	3-4'	2-3'	Med	X	X		Bronze-silvery white					X	X							X
Miscanthus sinensis zebrinus	Zebra Grass	6-8'	4-6'	Med	X	X		Silvery-white					X	X							X
Schizachyrium scoparium	Little Bluestem	varies	varies	Low	X			varies						X	X	X	X				X
Sorghastrum nutans	Indiangrass	3-5'	3-4'	Sun	X			Tan						X	X	X	X				X
Sorghastrum nutans 'Indian Steel'	Indian Steel Indiangrass	5-7'	2-3'	Low	X			Tan				X	X	X							X
Sorghastrum nutans 'Thin Man'	Thin Man Indiangrass	5-7'	2-3'	Low	X			Yellow				X	X	X							
Sporobolus heterolepis	Prairie Dropseed	24-30"	18-24"	Low	X			Gray-green				X	X	X	X	X	X				X
Sporobolus wrightii *	Giant Sacaton *	3-6'	2-3'	Low	X			Tan				X	X	X							X

Yarrow
Achillea

Hyssop
Agastache

Blue Harebells
Campanula rotundifolia

Gazania 'Colorado Gold'
Gazania l. 'Colorado Gold'

Sedum Voodoo
Sedum

Botanic Name	Common Name	Mature Height	Mature Width	Water Usage	Sun	Filtered Shade	Full Shade	Flower Color/ Feature	Early Spring	Mid Spring	Late Spring	Early Summer	Mid Summer	Late Summer	Early Fall	Mid Fall	Late Fall	Early Winter	Mid Winter	Late Winter	Winter Interest
Perennials																					
Achillea	Yarrow	18-30”	18-36”	Low	X			Yellow, white, pastel, brick red, peach				X	X	X							
Agastache	Hyssop	varies	varies	Low	X	X		Orange, yellow, rose pink, violet blue, blue, rich pink, pink, red					X	X	X	X	X				
Alyssum saxatilis ‘Goldkugel’	Basket of Gold	6-12”	12-18”	Low	X			Mustard yellow		X											
Antennaria dioica	Pussytoes	1-4”	8-12”	Low	X			Pink				X									
Aquilegia chrysantha	Yellow Columbine	23’	18-24’	Low	X	X		Yellow, white, pastel, brick red, peach			X	X									
Aquilegia coerulea	Rocky Mountain Columbine	18-24”	12-18”	Med		X	X	Blue with white			X	X									
Armeria maritima ‘Splendens’	Sea Thrift	6-12”	6-12”	Med	X			Deep pink			X	X									
Armeria ‘Vicor Reiter’	Victor Reiter Sea Thrift	2-4”	4-6”	Med	X			Soft pink				X									
Artemisia ‘Powis Castle’	Powis Castle Artemisia	2-3’	2-3’	Low	X			Silvery foliage													
Asclepias tuberosa	Milkweed	18-36”	18-24”	Low	X			Orange, yellow					X	X							

Botanic Name	Common Name	Mature Height	Mature Width	Water Usage	Sun	Filtered Shade	Full Shade	Flower Color/ Feature	Early Spring	Mid Spring	Late Spring	Early Summer	Mid Summer	Late Summer	Early Fall	Mid Fall	Late Fall	Early Winter	Mid Winter	Late Winter	Winter Interest
Perennials Cont.																					
Aster	Aster	12-24”	12-24”	Med	X	X		Purple, light blue, red, pink, white						X	X	X	X				
Aster alpinus ‘Goliath’	Alpine Aster	6-12”	15-18”	Low	X	X		Lavender			X	X									
Baptisia australis	Blue False Indigo	3-4’	2-3’	Low	X	X		Indigo				X									
Berlandiera lyrata	Chocolate Flower	1-2’	12-18”	Low	X			Yellow				X	X	X	X	X	X				
Calamintha nepeta ssp. Nepeta	Lesser Calaminth	12-18”	12-18”	Low	X			White				X	X	X	X	X	X				
Callirhoe involucrata	Prairie Wine Cups	6-12”	2-3’	Low	X			Magenta				X	X	X	X	X	X				
Campanula rotundifolia	Blue Native Harebell	6-18”	12-18”	Low	X	X	X	Light blue	X	X	X	X	X	X							
Centranthus ruber	Red Valerian	2-3’	18-24”	Low	X			Reddish-pink				X	X	X							
Cerastium tomentosum	Snow-in-Summer	6-12”	12-18”	Low	X			White			X	X									
Ceratostigma plumbaginoi-des	Plumbago	8-12”	18-24”	Low	X	X	X	Blue					X	X							
Coreopsis	Tickseed	6-24”	12-24”	Low	X			Yellow, gold, red,			X	X	X	X	X	X	X				
Delosperma	Hardy Ice Plant	1-4”	10-18”	Low	X			Rose, white, lavender, pink, yellow, red, purple				X	X	X							
Echinacea	Coneflower	varies	varies	Low	X			Varies				X	X	X							
Epilobium garrettii ‘Orange Carpet’	Orange Carpet Humming-bird Trumpet	4-6”	15-20”	Low	X			Orange						X	X	X	X				
Erigeron speciosus *	Showy Daisy *	18-24”	18-24”	Low	X			Lavender				X	X	X							
Gaillardia aristata	Native Blanketflower	18-24”	18-24”	Low	X			Yellow w/ red center					X								
Gallium odoratum	Sweet Woodruff	6-8”	8-12”	Med		X	X	White			X										
Gazania l. ‘Colorado Gold’	Colorado Gold Gazania	2-4”	8-10”	Low	X	X		Yellowish-or-ange				X	X	X	X	X	X				
Geranium	Cranesbill	12-18”	1-2’	Med	X	X	X	Violet-blue			X	X	X								
Geum trifolium	Prairie Smoke	6-12”	6-12”	Low	X	X		Creamy white			X										
Hemerocallis	Daylily	varies	varies	Low	X	X		Varies			X	X	X	X							
Knautia macedonia	Knautia	18-24”	18-24”	Low	X			Burgundy				X	X	X							
Kniphofia uvaria	Torch Lily	varies	varies	Low	X			Yellow, red, orange					X	X							

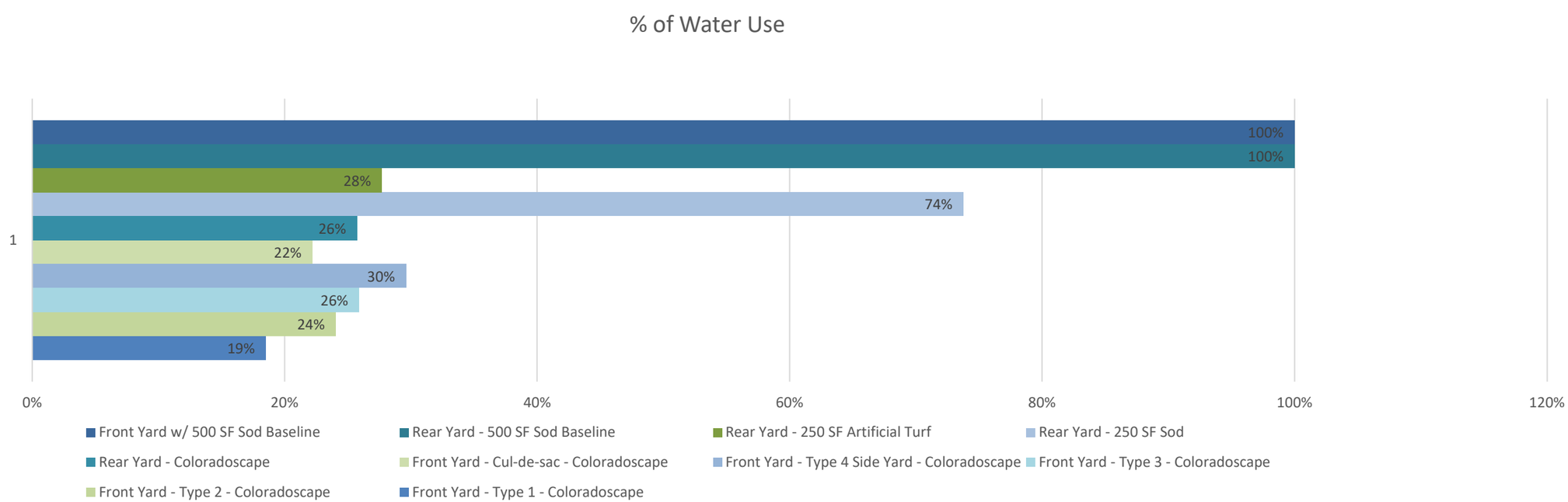
Botanic Name	Common Name	Mature Height	Mature Width	Water Usage	Sun	Filtered Shade	Full Shade	Flower Color/ Feature	Early Spring	Mid Spring	Late Spring	Early Summer	Mid Summer	Late Summer	Early Fall	Mid Fall	Late Fall	Early Winter	Mid Winter	Late Winter	Winter Interest
Perennials Cont.																					
Lavandula angustifolia	English Lavender	12-20”	15-20”	Low	X			Lavender		X	X	X	X	X							
Liatris	Gayfeather	varies	varies	Low	X			Purple, white					X	X							
Marrubium rotundifolium	Silvery Horehound	6-8”	12-18”	Very low	X																
Mirabilis multifora	Desert Four O’Clock	15-18”	2-4’	Very low	X			Purplish-red					X	X							
Monarda fistulosa menthifolia	Wild Bergamot	2-3’	18-24”	Low	X			Lavender					X								
Nepeta	Catmint	varies	varies	Low	X			Lavender-blue			X	X	X	X							
Oenothera berlandieri	Mexican Evening Primrose	12”	18-24”	Low	X			Pale pink				X	X	X							
Penstemon	Penstemon	varies	varies	Low	X			Varies		X	X	X	X	X							
Perovskia a. ‘Little Spire’	Little Spire Russian Sage	2-3’	2-3’	Low	X			Blue					X	X							
Phlox subulata	Creeping Phlox	3-6”	12-24”	Low	X	X		Varies	X	X											
Potentilla neumanniana	Apline Cinquefoil	2-4”	12-18”	Low	X			Yellow			X	X									
Ratibida columnifera	Prairie Coneflower	18-24”	18-24”	Very low	X			Yellow, red				X	X	X							
Rudbeckia	Black-eyed Susan	varies	varies	Low	X			Golden yellow					X								
Salvia May Night	May Night’ Sage	18-24”	12-18”	Low	X			Purple-blue				X	X	X							
Sedum ‘Autumn Joy’	Autumn Joy Stonecrop	18-24”	12-18”	Low	X			Dusty pink						X	X	X	X				X
Sedum (groundcover)	Stonecrop	4-6”	12-18”	Low	X			Varies				X	X	X	X	X	X				X
Solidago ‘Goldenkind’	Golden Baby Goldenrod	1-3’	18-24”	Low	X	X		Golden yellow				X	X	X							
Tanacetum densum amani	Partridge Feather	6-8”	8-12”	Very low	X			Yellow				X									
Tancetum niveum	Silver Tansy	18-24”	18-24”	Low	X			White				X	X	X							
Veronica pectinata	Woolly Speedwell	1-2”	12-18”	Low	X			Blue				X									X

Estimated Water Use Calculations

Project Name - #: Town of Castle Rock Lot Typicals Landscape and Irrigation Study
Project Location: Castle Rock, CO
Client Name: Town of Castle Rock
Date Updated: 5/17/2022

NORRIS DESIGN
Planning | Landscape Architecture | Branding

Area Name	Spray Manicured Turf (SF)	Drip / Low Flow Trees & Shrubs (SF)	Rotor / Rotary Native Seed (SF)	Spray Hybrid Turf (SF)	Drip / Low Flow Annuals / Color (SF)	Estimated Annual Water Use (Gal)	% of Water Use of **Bold** Baseline
Front Yard - Type 1 - Coloradoscape	0.00	435.60	0.00	0.00	0.00	2,484	**19%**
Front Yard - Type 2 - Coloradoscape	0.00	566.28	0.00	0.00	0.00	3,229	**24%**
Front Yard - Type 3 - Coloradoscape	0.00	609.84	0.00	0.00	0.00	3,477	**26%**
Front Yard - Type 4 Side Yard - Coloradoscape	0.00	696.96	0.00	0.00	0.00	3,974	**30%**
Front Yard - Cul-de-sac - Coloradoscape	0.00	522.72	0.00	0.00	0.00	2,981	**22%**
Rear Yard - Coloradoscape	0.00	566.28	0.00	0.00	0.00	3,229	**26%**
Rear Yard - 250 SF Sod	0.00	609.84	0.00	250.00	0.00	9,256	**74%**
Rear Yard - 250 SF Artificial Turf	0.00	609.84	0.00	0.00	0.00	3,477	**28%**
Rear Yard - 500 SF Sod Baseline	**0.00**	**174.24**	**0.00**	**500.00**	**0.00**	**12,550**	**100%**
Front Yard w/ 500 SF Sod Baseline	**0.00**	**206.00**	**0.00**	**530.00**	**0.00**	**13,425**	**100%**



B&M Turf Quote:

The Coloradoscape plan on this lot would cost $11,950.00

A standard front and back would have 1 tree and 5 shrubs and a moderately sized sod patch in front and none of the plants in the rear yard. This would cost $8,500 on the same lot.

I know I would rather have the Coloradoscape if I were buying a new house, hopefully this will get some traction.

Please let us know if you need anything additional.

Date: August 18, 2022

To: City of Castle Rock

Attn: Linda Gould

Re: **Castle Rock – Xeric vs Standard Landscape**

Xeric Landscape Example Front and Rear Yard:

$9,325.00

Standard Landscape with City Standard Front Yard Install and Rear Yard per Xeric plan with Sod:

$8,265 .00

- Budgets provided are based on a Xeric landscape typical provided by City of Castle Rock for the comparison versus Standard front yard install. For budget purposes only and does not reflect an actual landscape install.

Submitted By: Brightview Date: August 18, 2022

DCM&R LANDSCAPING
303-688-3267

Office 303.688.3267
www.dcmandr.com

P.O. Box 1087
Castle Rock, CO 80104

August 26, 2022

Town of Castle Rock Water Department
Linda Gould

Price Comparison

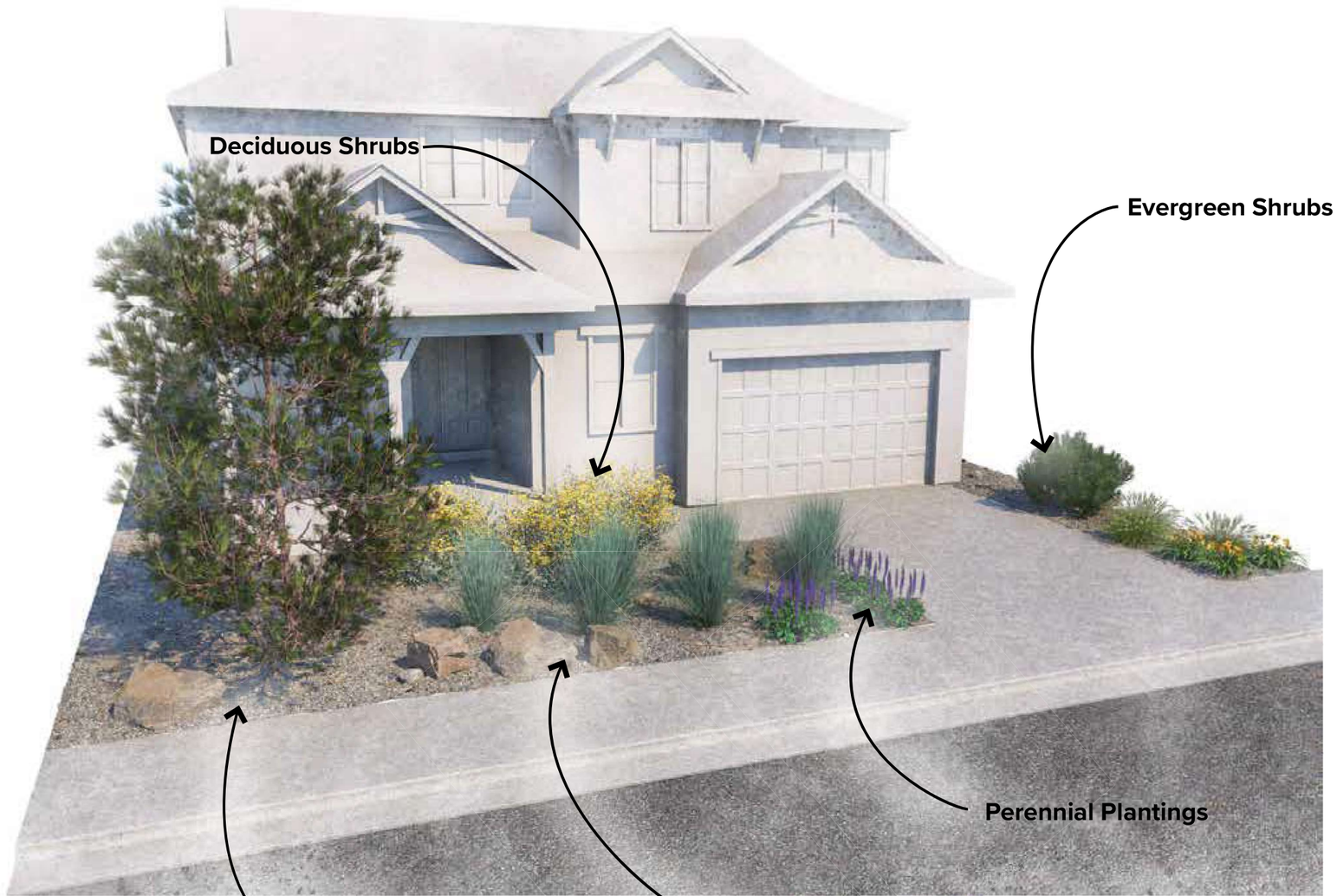
Standard Landscape Design with Front Yard Turf –

Irrigation - $3400.00
Rock/mulch/cobble - $4000.00
Sod - $675.00
Plants - $2240.00
Soil prep - $1000.00
TOTAL - $11,315.00

Colorado Scape Design –

Irrigation - $3400.00
Rock/mulch/cobble - $3625.00
Sod - $1050.00
Plants - $2075.00
Soil prep - $1000.00
TOTAL - $11,480.00

Lot 1



Cobble Mulch
Replace traditional bluegrass/sod

Boulders
Use for visual interest

Item	Quantity
Deciduous Tree	0
Evergreen Tree	1
Evergreen Shrubs	1
Deciduous Shrubs	3
Ornamental Grasses	10
Perennials	6
Boulders	4

For a better quality of life.

HOME BUILDERS ASSOCIATION of METRO DENVER®

September 20, 2022

Town of Castle Rock
Mayor Jason Gray
Town Council
110 N. Wilcox St.
Castle Rock, CO 80104

Dear Mayor Gray and Members of Town Council:

I am writing to share our concerns regarding the Town of Castle Rock's consideration of a new water conservation ordinance scheduled to be implemented on January 1, 2023.

These comments are being provided on behalf of the Home Builders Association (HBA) of Metro Denver. HBA of Metro Denver represents over 400 homebuilders, developers, remodelers, architects, mortgage lenders, title companies, subcontractors, suppliers, and service providers in the eight metro-area counties we serve.

In the Town of Castle Rock, HBA of Metro Denver represents many builders and developers currently active within the municipality with 475 registered permit applications approved so far this year.

Based on the information presented before the Town Council on September 6th and conversations we have had with Castle Rock Water over the course of this year, it is our understanding that the Town is interested in improving water conservation within the municipality by prohibiting the use of turf on front yards and limiting the use of turf in backyards to 500 SF of the total surface area in new residential developments.

First, our association would like to commend the Town of Castle Rock on the exemplary work the municipality has already accomplished on water conservation thus far. Over the past 20 years, the Town has set a sustainability standard that other cities and towns across Colorado and the country have worked to emulate – creating a multiplier effect with impacts felt far beyond the Town's limits.

We also appreciate Castle Rock's stakeholder and outreach efforts both with our association and the other civic, business and development community within its' borders - to make sure decisions are made and implemented thoughtfully, and in a manner that considers all of Castle Rocks shared goals and values.

9033 E. Easter Place, Suite 200
Centennial, Colorado 80112
telephone: (303) 778-1400
facsimile: (303) 733-9440
hbadenver.com

While we support the core objectives of this ordinance and the town's commitment to conservation, we still have some unresolved concerns that warrant further consideration by the Town Council.

Our first concern is the Water Department's insistence that builders install backyard landscaping for homeowners. A rear-yard landscaping requirement would be unprecedented in Colorado and most builders simply do not have the resources or expertise to perform this work in a manner that will be accepted by the market. This provision has created a real predicament for Castle Rock builders, as we don't believe it has been fully contemplated.

In order to opt-out of this provision, homeowners would no-longer be eligible for any of the water savings incentives related to new ordinance even if they fully comply with the new landscaping requirements. Conversely, the considerable cost of installing a "Coloradoscape" backyard that meets the Town's guidelines would negate much if not all of the savings associated with the incentives, significantly increasing the purchase price of a home. Furthermore, the cost related to providing individual landscape designs for backyards (which may never actually be constructed) is unnecessarily burdensome and will add further costs to aspiring homeowners.

It should be noted that all of these costs are based on estimates that a number of our active builders in Castle Rock found questionable at best and are insufficient to convey the true cost homeowners will incur to install front and rear yard Coloradoscape. We request Castle Rock Water provide a more thorough analysis into the costs provided to Council to illustrate the true scope of the financial burden.

Secondly, our Association has repeatedly requested flexibility for alley-loaded home designs that inhibits rear-yard landscaping. As an alternative solution, we are requesting an exemption to the ordinance by allowing front yard landscaping up to 500 square feet. From a new urbanist design perspective, the entire incentive of moving the garages of single-family homes into the backyard is to offer additional space in the front yard - encouraging greater community interaction within suburban neighborhoods.

Some developments in Metro Denver (Central Park, Painted Prairie, etc.) further encourage this type of community building by merging front yards together - creating quality common areas for kids to play and neighbors to interact with one another. This proposed ordinance needlessly prohibits any flexibility in this regard, even if the community design substantially meets all the ordinance's conservation goals.

While other municipalities have already started proposing and implementing similar water conservation ordinances, it is worth noting that only the Town of Castle Rock is imposing these strict mandates upon the building community. In fact, the City of Aurora recently passed a similar ordinance earlier this month that does not require builders to landscape the backyard and offers an exemption for alley-loaded homes – providing the needed flexibility to meet needs of Castle Rock residents.

We would like to reiterate that the Home Builders Association supports water conservation policy both in Castle Rock and across the metro area when reasonably implemented. With thoughtful evaluation of

9033 E. Easter Place, Suite 200
Centennial, Colorado 80112
telephone: (303) 778-1400
facsimile: (303) 733-9440
hbadenver.com

proposed conservation policies, they can be employed in a manner that conserves water, lowers utility bills and ensures Colorado's most precious resource remains viable for future generations.

Given Castle Rock's role as a leader in water conservation across the metro area, we hope the Town Council will consider including these amendments and provide the residential construction industry the flexibility it needs to meet the Town's water conservation goals, while continuing to meet the long-term housing needs of Castle Rock residents.

Thank you for your time and consideration of our concerns.

Sincerely,

Ted Leighty
Chief Executive Officer
Home Builders Association of Metro Denver

Cc: David Corliss, Town Manager
Mark Marlow, Director of Castle Rock Water

9033 E. Easter Place, Suite 200
Centennial, Colorado 80112
telephone: (303) 778-1400
facsimile: (303) 733-9440
hbadenver.com

CASTLE ROCK WATER

FIRST READING OF AN ORDINANCE AMENDING SECTIONS 4.04, 13.12, AND 15.48.020 OF THE CASTLE ROCK MUNICIPAL CODE RELATED TO WATER DEDICATION, PUBLIC SERVICES, AND LANDSCAPE AND IRRIGATION CRITERIA MANUAL

SEPTEMBER 20, 2022

TOWN OF CASTLE ROCK COLORADO

LANDSCAPE ORDINANCE

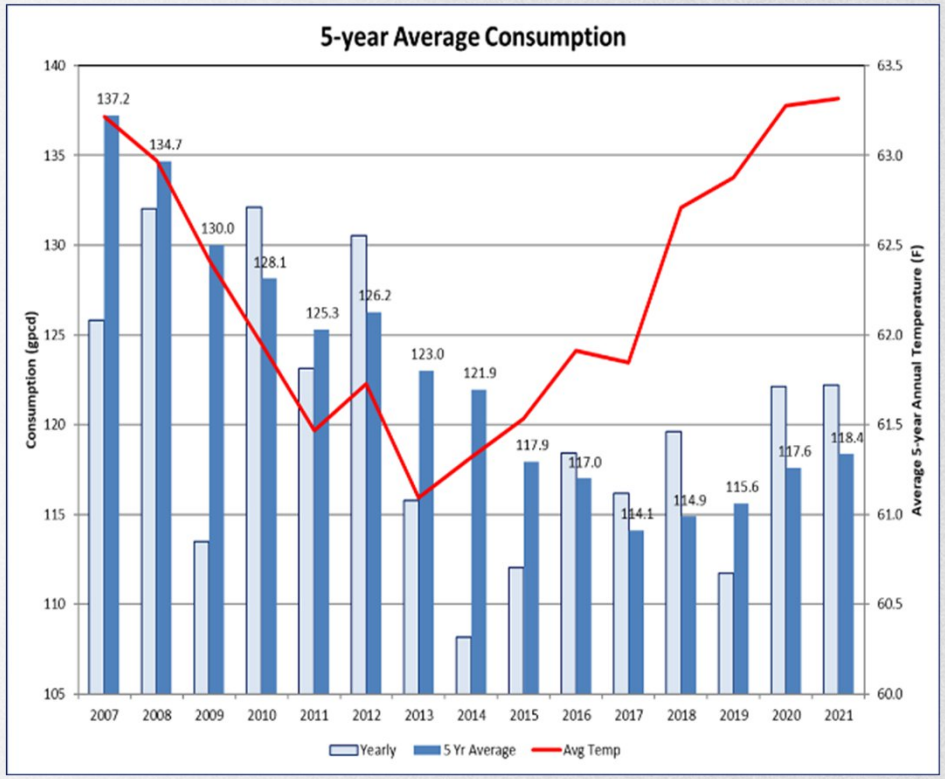
BACKGROUND

- State of Colorado and Western Context
  - Agriculture
  - Frequent droughts / changing weather patterns
  - Colorado River
  - State Legislation
  - Aurora
  - Memo of Understanding by biggest Western water providers
  - State Water Plan
- Castle Rock Context
  - Half of water demand used outdoors
  - Peak demands 4 to 5 times winter demand
  - Infrastructure for peak demand – very expensive, will drive rates and fees up over time
  - Irrigation water is lost (not available for reuse even though our water rights allow for it)
  - Most turf grass in Castle Rock "non-functional"
  - Over 3,000 acres of irrigated landscape

LANDSCAPE ORDINANCE

STRATEGIC GOALS

- Reduce per capita demand to 100 gallons per capita per day (gpcd) by 2050
- Reduce peak demands
- Implement ColoradoScapes Plan and reduce high water using turf
- Turf reductions for new development - has greatest usage reduction benefit
- Water budgets set by plant type and irrigated area for new development



LANDSCAPE ORDINANCE

OVERVIEW OF RESIDENTIAL CHANGES

- No turf in front yards for new homes
- Backyards for new homes no more than 500 square feet of irrigated turf
- ColoradoScape design instead
- Swimming pools and water features will reduce total allowed turf
- Incentivize front yard and backyard landscapes to be installed by home builder

500 square feet of experimental Tahoma Bermuda Grass (super low water using turf) at Castle Rock Water Administration Building

LANDSCAPE ORDINANCE

COLORADOSCAPE

ColoradoScape: is a natural landscape, comprised of low to very-low water-use-plant material, which blends in with the native Castle Rock landscape. This landscaping utilizes a combination of hardscape and plant materials, providing a variety of colors, textures, sizes, shapes, and seasonal interest.

2020 Winner

2019 ColoradoScape Contest Winner

LANDSCAPE ORDINANCE

OVERVIEW OF NONRESIDENTIAL CHANGES

- For non-residential
  - Eliminate non-functional turf
- Non-functional = areas of turf where play or recreational activities cannot or do not take place.
- Passive use areas still necessary
- This includes apartments, condominiums, townhomes, HOA common areas, and commercial businesses.

Castlewood Ranch (at Mikelson Street) after a ColoradoScape project

LANDSCAPE ORDINANCE

TIMELINE AND IMPACTS

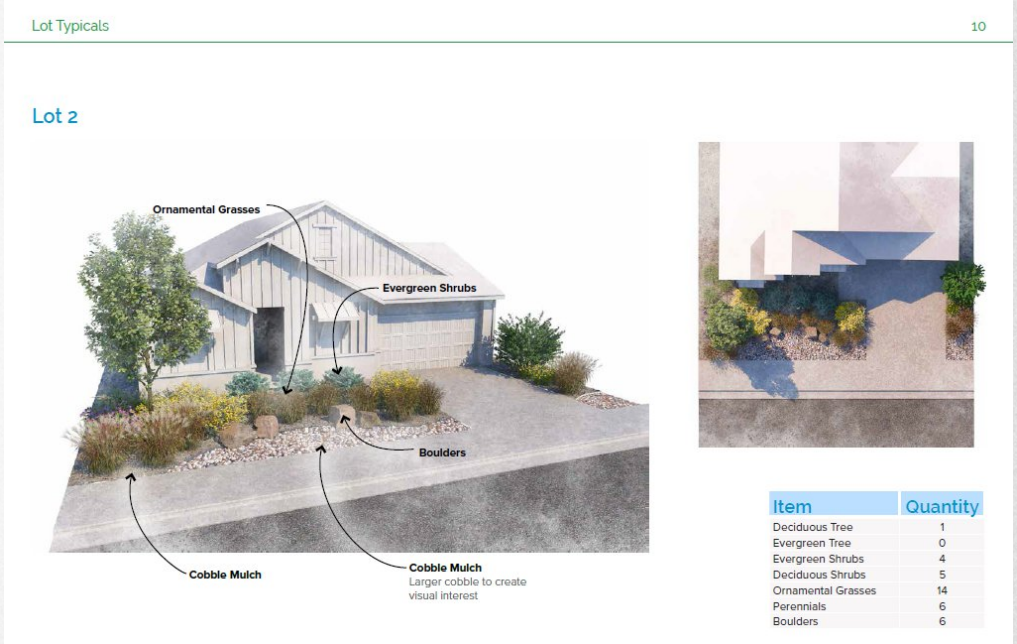
- New turf limits in effect January 1st 2023
- 0.67 program and WEP would be discontinued
- System Development Fees (SDFs) lowered for new homes for home builders that install front and back yard including proration like under current WEP program
- For home builders that do not install both front and back, they get no SDF discount & must still design back yard
- Costs for Coloradoscape appear competitive with current landscape types
- Positive impact on long term rates and fees

During construction and post-completion of a ColoradoScape in Town

LANDSCAPE ORDINANCE

OUTREACH

- Economic Development Committee Water Subcommittee meetings monthly since November 2021
- Developer's Roundtable
- Part of Water Resources Strategic Master Plan discussion and approvals
- Economic Development Council Executive Committee
- Economic Development Council Board
- Homebuilders luncheons



Item	Quantity
Deciduous Tree	1
Evergreen Tree	0
Evergreen Shrubs	4
Deciduous Shrubs	5
Ornamental Grasses	14
Perennials	6
Boulders	6

LANDSCAPE ORDINANCE

BUDGET & RECOMMENDATIONS

- Budget:
  - Lower SDF revenues and lower future customer revenues
  - Reduced O&M costs for peak demand infrastructure
  - Future savings on CRW CIP Projects: $56-$72 million
- Recommendations
  - Castle Rock Water Commission
  - Staff

RECOMMENDED MOTION:

"I move to approve Ordinance #2022-025 on First Reading as introduced by title."

ALTERNATIVE MOTIONS:

"I move to approve Ordinance #2022-025 on First Reading, with the following conditions or changes: (list conditions or changes)."

"I move to continue this item to the Town Council meeting on ___date to allow additional time to (list information needed)."

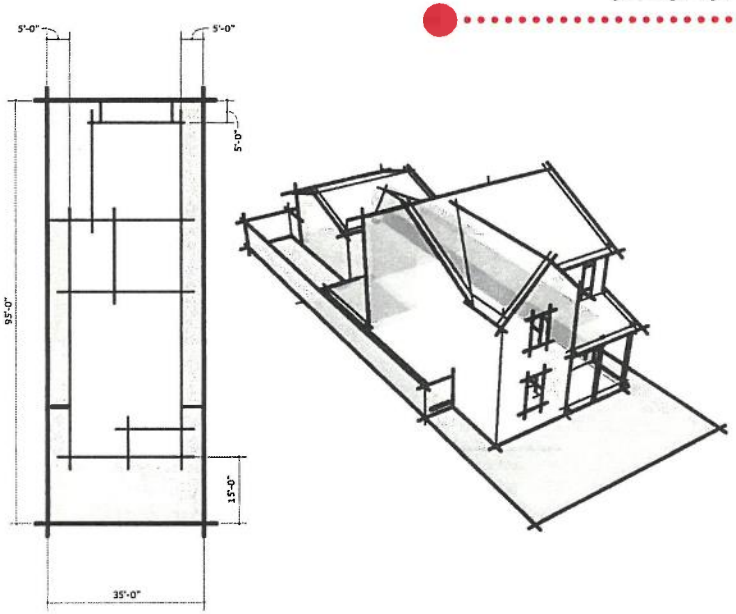
ANY QUESTIONS?

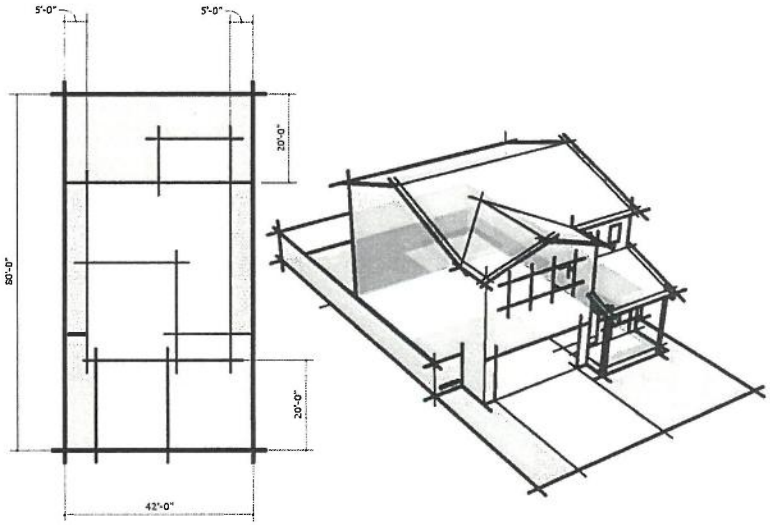
house		1845	55.5%	upper	total
	footprint	1093	32.9%	853	1946
	patio	160	4.8%		
	porch	72	2.2%		
	garage	440	13.2%		
	driveway	80	2.4%		
open space		1480	44.5%		

house		1760	52.4%	upper	total
	footprint	768	22.9%	1208	1976
	patio	160	4.8%		
	porch	72	2.1%		
	garage	440	13.1%		
	driveway	320	9.5%		
open space		1600	47.6%		
rear					

similar
primary usable yard size

similar lot size



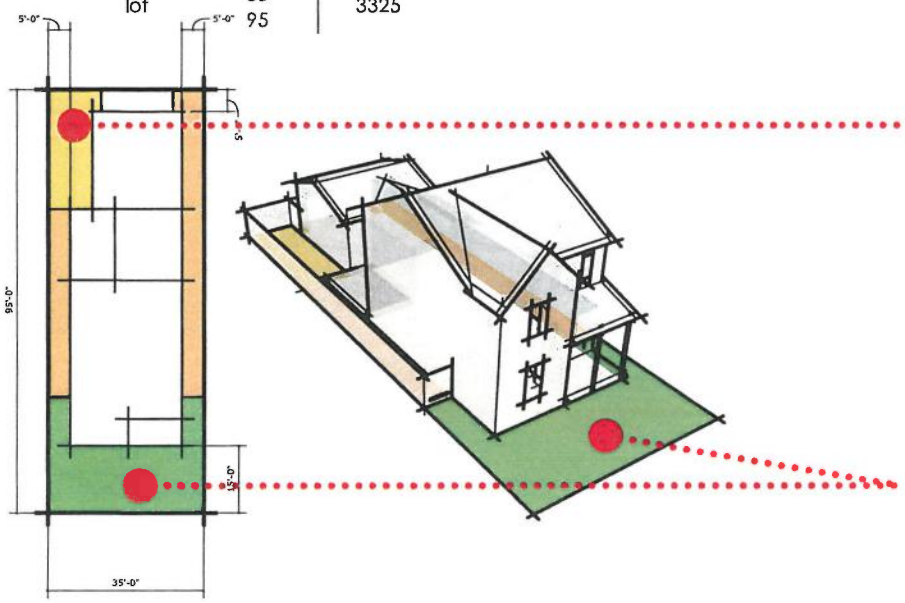


ideate

ideate

2 September 2022

				upper	total
house		1845	55.5%		
	footprint	1093	32.9%	853	1946
	patio	160	4.8%		
	porch	72	2.2%		
	garage	440	13.2%		
	driveway	80	2.4%		
open space		1480	44.5%		
front yard	primary	635	19.1%		
	secondary	280	8.4%		
	tertiary	565	17.0%		
lot	35	3325			
	95				



alley-accessed lot: secondary usable open space: rear yard

alley-accessed lot: primary usable open space: front yard

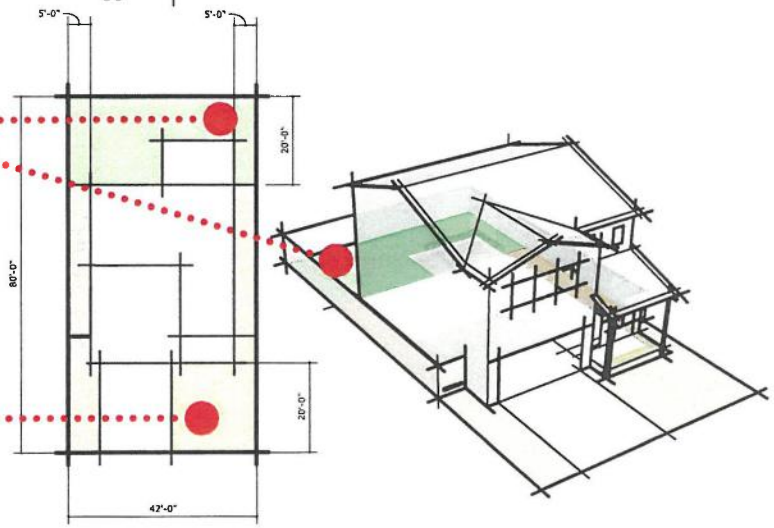
ideate

2 September 2022

house		1760	52.4%	upper	total
	footprint	768	22.9%	1208	1976
	patio	160	4.8%		
	porch	72	2.1%		
	garage	440	13.1%		
	driveway	320	9.5%		
open space		1600	47.6%		
rear yard	primary	680	20.2%		
	secondary	410	12.2%		
	tertiary	510	15.2%		
lot	42 80	3360			

street-accessed lot: primary usable open space: rear yard

street-accessed lot: secondary usable open space: front yard



ideate

2 September 2022