



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, November 1, 2022

6:00 PM

Town Hall Council Chambers

100 North Wilcox Street

Castle Rock, CO 80104

Phone in: 720-650-7664

Meeting code: 2480 646 8544

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 2480 646 8544 (if prompted for a password enter "Nov1Council"). 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. November 1, 2022, to be included in the public record.

5:00 pm COUNCIL DINNER & INFORMAL DISCUSSION

6:00 pm INVOCATION - Pastor Tate Thronndson, Castleview Baptist Church

6:05 pm CALL TO ORDER / ROLL CALL

- PLEDGE OF ALLEGIANCE
- COUNCIL COMMENTS
- 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

1. [ID 2022-112](#) Update: Calendar Reminders

2. [ID 2022-113](#) Update: Staff Review of Traffic Calming Programs
3. [ID 2022-114](#) Update: Third Quarter Major Projects
4. [ID 2022-115](#) Development Services Project Updates
5. [ID 2022-116](#) Update: Quasi-Judicial Projects
6. [ID 2022-117](#) Update: Residential Unit Data (through September 30, 2022)
with Potential Buildout Estimates
7. [ID 2022-118](#) Update: Undeveloped Property Inquiries (through October 24, 2022)

- **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.

8. [PROC 2022-010](#) Proclamation Supporting Small Business Saturday [For Council Action: Presentation on November 15, 2022]
9. [RES 2022-126](#) Resolution Approving a Construction Contract with O-A-K Colorado, LLC, for the Town Hall Office Renovation Project [100 N. Wilcox Street - First and Second Floors]
10. [RES 2022-127](#) Resolution Approving a Spot Water Lease Agreement Between the Town of Castle Rock and Central Colorado Conservancy District [Chatfield Reservoir, Douglas County]
11. [APPT 2022-008](#) Appointment Approving Staff Appointment of Heather Justus to the Cherry Creek Project Water Authority (CCPWA) as Board Alternate
12. [MIN 2022-018](#) Minutes: October 18, 2022 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. November 1, 2022, to be included in the public record.

13. [ORD](#) **Ordinance Amending Ordinance No. 2019-008 Regarding the**
[2022-029](#) **Exercise of the Town's Powers of Eminent Domain to Acquire**
 Certain Real Property Interests Necessary for the Crystal Valley
 Interchange Project (*Hyperian Fund, L.P. Property*)
14. [RES](#) **Resolution Waiving Formal Written Bidding Requirement on the**
[2022-128](#) **Basis of Sole Source and Approving a Services Agreement with**
 W.W. Wheeler & Associates, Inc., for the Lawn Irrigation Return
 Flows Quantification Project [*various sites throughout Town*]

- **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: 11/1/2022

Item #: 1. **File #:** ID 2022-112

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
NOVEMBER 1, 2022



UPCOMING CALENDAR ITEMS

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
16 NOV	Douglas County 2022 State of the County – 12 p.m. Program, 11:30 a.m. Lunch (RSVP) Denver Marriott South at Park Meadows, 10345 Park Meadows Drive, Lone Tree
16 NOV	Open House: CDBG Consolidated Annual Performance Evaluation Report – 6 p.m. Town Hall Council Chambers
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
6 DEC	Town Council Meeting – 6 p.m., hybrid format (dinner at 5 p.m.) Council Chambers, online or phone-in
20 DEC	Town Council Meeting – 6 p.m., hybrid format (dinner at 5 p.m.) Council Chambers, online or phone-in
26 DEC	Town Offices Closed for Christmas Holiday MAC and Recreation Center modified hours



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/1/2022

Item #: 2. **File #:** ID 2022-113

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Update: Staff Review of Traffic Calming Programs

Executive Summary

Council, as we have been discussing individually in several cases, I believe we will benefit from a review of our neighborhood traffic calming program. Please see attached program (**Attachment A**). This staff work will include a review of best practices on this topic from other communities, the appropriateness of broadening the current program including streets with additional traffic (e.g. collectors), vehicle noise issues, funding levels and educational efforts with the public. Other related issues to review are also very likely. We will be engaging Council in the future to seek guidance on any changes to the program.



Revised Neighborhood Traffic Calming Program

Adopted by Town Council on: October 20, 2015

Resolution #: 2015- 85

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1.0 INTRODUCTION

In response to concerns about vehicle speeds and cut through traffic on residential streets, the Town of Castle Rock has developed this Neighborhood Traffic Calming Program. This guide outlines the Program, its objectives and goals, and the process that should be followed when working with a neighborhood on the development of a traffic calming plan. Also included are examples of "tools" that may be used on the streets as part of a traffic calming project.

This program is only for traffic calming issues within existing neighborhoods and on existing streets. Information regarding traffic calming devices that are being installed as part of a new development is included within the Public Works Department's "Transportation Design Criteria Manual".

2.0 PROGRAM MISSION STATEMENT AND OBJECTIVES

The Mission of the Town of Castle Rock Neighborhood Traffic Calming Program is:

To provide a consistent, feasible, and manageable procedure for addressing neighborhood traffic concerns on residential streets where documented speeding problems or other traffic factors exist that may adversely affect the overall residential quality of life.

The objectives of the Neighborhood Traffic Calming Program (NTCP) are to:

- To provide for a "neighborhood driven" process to address concerns about cut through traffic and speeds on residential streets.
- Improve neighborhood livability by reducing the impact of vehicular traffic on residential streets.
- Encourage appropriate driver behavior and reduce the number of vehicles exceeding the posted speed limit on residential streets.

The objectives of this policy are to:

- Ensure a consistent approach to the initiation and approval of a traffic calming study and development of a traffic calming project.
- Define the existing traffic conditions on the street or within the neighborhood that warrant the initiation of a traffic calming study and project.
- Integrate aspects of education, enforcement and engineering in the development of traffic calming projects.
- Encourage citizen involvement in developing solutions to neighborhood traffic concerns.
- Effectively balance the goal of reducing traffic impacts with the needs of the Town's emergency response personnel.
- Efficiently allocate the use of Town funding and resources.

3.0 POLICIES

The following policies provide detail on different aspects of the Neighborhood Traffic Calming Program.

3.1 Compatibility with Existing Policies

Neighborhood traffic projects should be implemented in a manner that is consistent with current Town plans, policies, and practices. Town staff will follow the warrants and placement guidelines contained in the Manual on Uniform Traffic Control Devices (MUTCD) when considering the installation of any new traffic signs and markings. Implementation of measures will also adhere to the American Association of State Highway and Transportation Officials (AASHTO) policy manuals and Town engineering standards.

3.2 Comprehensive Approach

Depending upon the type of problems being addressed and the street configuration within a neighborhood, the traffic calming study may often need to include adjacent streets to the one that is the object of the neighborhood complaint. This must be done to ensure that the solution to the traffic problems on one street isn't simply shifting the problem to an adjacent one.

When reviewing neighborhood traffic issues and developing mitigation plans, a team of Town staff members (Staff Team) led by the Public Works Department will determine where on the street in question the speed and volume data will be collected. The Staff Team will also define the project study area using logical boundaries, such as the roadway system (collectors, arterials, etc.), drainage-ways, or the neighborhood boundaries.

The Staff Team that defines this area will be made up of members from the Fire, Police, Community Relations, Public Works, and Development Services departments. If needed, members of other departments may be asked to join the team. The Staff Team will also identify the streets that are eligible to receive physical street treatments.

The focus of this program is to address concerns that residents have about the cut through volume and speed of traffic on their streets. It is not intended to address access, noise, congestion or other street related issues. The program is also not meant to be used for intersection issues or safety problems. All of these types of concerns and problems will be addressed through the Town's normal operational efforts and its capital improvement program.

3.3 Emergency Response

It is important that any physical device or treatment installed as part of a traffic calming project not interfere with emergency vehicle access or unreasonably reduce response times. To achieve this goal, example devices in the "traffic calming toolbox" that negatively impact emergency response times have been identified. The Town of Castle Rock's Fire and Police departments will be involved in the design of each project and their input will be considered before any plan is finalized or approved. The local emergency responders (Fire and Police departments) will be invited to each neighborhood meeting when implementation of any physical devices is being considered so that they may explain to the neighborhood their concerns about possible impacts on emergency response times.

3.4 Eligible Streets

Streets are typically grouped into three classifications:

- arterials
- collectors
- residential streets, also referred to as local streets

These classifications relate to the volume and nature of traffic using the streets and to the function that they have been designed to provide. For example, residential streets serve neighborhoods and have the lowest posted speed limits and the highest number of driveways.

Collector streets are generally used to "collect" traffic from residential streets and take it to nearby arterials. Collectors are also used within commercial areas. Collector streets will generally have more lanes, be wider and have a higher posted speed limit than residential streets.

Arterial streets are designed to move large amounts of traffic at higher speeds. They will generally be at least four lanes wide, have only a limited number of driveways to adjacent properties and have a higher posted speed limit than other types of streets. They often form the boundaries of neighborhoods, but rarely have any house frontage. Arterial and collector roadways are often further categorized as being either a "minor or major" facility.

The emergency responders generally refer to this classification system when they select their emergency response routes. Physical traffic calming devices that may cause delay to emergency vehicles ("delay inducing" devices) such as traffic circles and speed humps will not be considered for use on roadways that have been identified as critical emergency response routes without the approval of the Police and Fire departments. These streets would still be eligible for other traffic calming elements, such as "neck-downs", radar feedback signs, and the educational programs. As a clarification, while the roundabouts that have been installed throughout town are similar to traffic circles, they have been installed to control traffic, just as a traffic signal or stop sign does. They have not been installed to control speeding.

This traffic calming program is intended to address excessive speeding and cut through traffic on local residential streets. Traffic calming projects on collector roadways will only be considered when at least 50% of the platted lots fronting the collector street are residential, either a school or public facility that generates high pedestrian traffic is present, and the collector street must have a posted speed limit of 30 mph or less. Arterial streets are not eligible for traffic calming treatments as they serve as critical emergency response and snow removal routes and typically do not have residential frontage. The Staff Team that defines the project area will also identify the streets that are not eligible to receive physical street treatments.

In order to be eligible for the NTCP, the traffic studies conducted by the Town must show that the following "thresholds" are met or exceeded:

- The 85th percentile speed must be 30 miles per hour (mph) or greater, or, in the case of streets with posted speeds higher than 25 mph, the 85th percentile speed must be at least 5 mph over the posted speed limit. And a residential street must have a traffic volume greater than 500 vehicles per day (vpd), or, at least 20% of the traffic on the street must be determined to be "cut through traffic" by the Staff Team.
- A collector street within a residential area must have a traffic volume greater than 1,500 vpd.

3.5 Keeping Traffic on Appropriate Facilities

The traffic calming program is also intended to discourage traffic from "cutting through" a neighborhood on a residential street rather than using the arterial and collector street system. Collector or arterial roadways are the most desirable facilities for through traffic, but traffic will sometimes use residential streets to bypass congested intersections or to take a shorter route. Traffic calming treatments may be used to discourage traffic that, in the opinion of the Town's Traffic Engineer, should be using adjacent arterial and collector streets instead of neighborhood residential streets.

3.6 System of Devices vs. a Single Device

Traffic calming treatments are more effective when they are installed as part of a "system" rather than individually. Spot reductions in speed have been shown to lead to increased speeding at other points on a street. A traffic calming plan should be designed so as to calm traffic along an entire street, and not simply at the location where the study was taken. Generally physical treatments should be spaced approximately 400 to 600 feet apart to keep traffic speeds fairly consistent along the length of the street.

3.7 Landscaping and Aesthetics

Landscaping and other aesthetic treatments are critical components in the effectiveness of certain neighborhood traffic calming tools and in providing neighborhood enhancements.

A number of the devices, such as raised medians, traffic circles, and curb extensions are more effective when landscaping or other elements have been installed so as to change the appearance of the street and break up a driver's "view". By having these vertical, aesthetic treatments, the devices are more effective in changing drivers' perceptions and their

behavior. Landscaping and other treatments will be included in designs whenever possible.

Landscaping materials used in the designs must comply with the current Town policies regarding water demands. Maintenance of landscaping will be performed by either the property owner adjacent to the traffic calming devices, the neighborhood homeowners association (HOA) or by a civic association (CA), under a maintenance and licensing agreement with the Town. If an agreement cannot be reached, only non-irrigated vertical features will be installed. The Town will not be responsible for watering the landscaping elements installed as part of the project.

3.8 Permanent vs. Temporary Installations

Temporary installations are generally not as attractive or effective as permanent installations, making it difficult to test their effectiveness or public acceptance; therefore temporary installations will not be permitted. However, the temporary installation of radar speed feedback signs will be permitted during Phase 1 of the program.

3.9 Drainage Considerations

When designing a traffic calming feature, it is important that storm drainage within the area be carefully considered and accommodated. Physical treatments must not impede storm drainage within the street or create drainage problems for adjacent property owners. In some cases, the potential for drainage problems or changes in drainage patterns may limit or restrict the use of certain physical treatments.

3.10 Neighborhood Involvement

As stated in Section 2.0, "Program Mission Statement and Objectives", the NTCP is a neighborhood "driven" process that allows residents living along the street and in the study area to help identify and solve issues along their street(s). One of the most critical issues when developing an effective traffic calming plan is the involvement of residents in the study area. Residents of the area must be able to provide input on the extent of the traffic problem and to help in identifying appropriate solutions. Each neighborhood will have its own set of concerns, with some being more apparent than others. It becomes much clearer as to how complex many traffic issues are when neighbors meet and share their various perspectives and experiences.

The Town's staff will facilitate a series of meetings that will allow residents to participate in the creation of the traffic calming plan for their neighborhood. The person bringing the issue to the Town will be the "point of contact" (POC) responsible for circulating a petition; this is the initial step that must be taken before the process is started. The POC will also assist Town staff in organizing meetings and notifying the affected homeowners.

3.11 Minimum Threshold Determination

Documented traffic conditions, that either meet, or exceed, defined minimum traffic volume and speed thresholds, must be present in order for a street to be eligible for the traffic calming program. Studies will be conducted by Town staff to measure vehicle speeds and daily traffic volumes to determine if a traffic calming project may be initiated.

The minimum thresholds within this program are not intended to imply the number of vehicles (volume) that a street can handle (capacity). It is not the intention of this program to reduce the volume of traffic on a particular street to the thresholds established.

3.12 Approval of a Neighborhood Traffic Calming Plan

The traffic calming plan, developed to address the traffic issues on the street, or for other streets within the study area, must be approved by at least 50% of the property owners along the streets where the traffic calming features will be installed. If the plan is not approved then the project will be closed, and become eligible for the program in one year.

3.13 Commitment of Funding

Although no commitment can be made, the Town of Castle Rock may include funding in each year's budget for the implementation of traffic calming projects. Traffic calming studies will be initiated once an approved neighborhood petition has been received, and while the projects may move on to the design stage, the commitment of funding for the construction of any physical treatments will be based upon the order in which final designs have been approved by the homeowners along the street(s) where the traffic calming measures will be installed. Projects that have been designed and approved, but for which funding is not available, will have the highest priority for any future Town funding.

3.14 Use of Private Funding

A neighborhood homeowners' association, special district, or other organized entity may elect to provide funding for an approved traffic calming project, or even to contract for the construction of the project themselves.

The following conditions must be met in order for a privately funded project to be implemented, or constructed, by the Town:

- Town staff will prepare a preliminary cost estimate that will include design, permitting, construction and inspection costs.
- An additional 15% will be added to the project cost estimate to cover possible "over-runs".
- The Town and the funding entity will enter into a contract that will specify all of the conditions and responsibilities of each party for completion of the project. The contract will also specify the responsibilities and funding for any necessary maintenance activities.
- All agreements must be approved by Town Council.
- It will be the responsibility of the neighborhood to raise the funds needed to complete the project. All funding must be received by the Town before the Town will schedule construction. Once the project has been completed, any unused funds will be returned to the funding entity.
- If the neighborhood elects to design and construct the project, Town staff will work with the group on the design, review, permitting and construction process that must be followed.

3.15 Device Removal

This section refers only to the removal of traffic calming devices that have been installed through this program and cannot be used to remove traffic calming devices that were installed as part of a new development.

If after a minimum period of one (1) year, the property owners along the street(s) where the traffic calming devices were installed desire that the traffic calming devices be removed; the Town will require that a vote be taken. The area that will be included in the voting process will be the same as that participating in the initial vote approving the installation of the devices.

More than 50% of the properties returning a ballot must vote in favor of the removal. As with the vote to install the devices, the ballots must be signed by property owners. If the vote passes, devices will be scheduled for removal when funding is available.

All of the traffic calming devices that were installed as part of the project must be removed. Devices, installed as part of a system, will not be removed individually. If after at least one year following completion of the removal, the property owners along the street(s) where the traffic calming devices were installed should then decide if they want the Town to re-install the devices, and studies show the minimum thresholds for installation are still met, the entire cost of the design and installation will be paid by the property owners along the street where the devices had been removed per the conditions outlined in Section 3.14.

The Town will always have the authority to revise, remove or maintain a traffic calming device if it believes such actions are needed in the interest of public safety.

3.16 Device Modification

If an individual, neighborhood group, or homeowner association (point of contact) want to modify the existing traffic calming plan then the point of contact needs to reach out to the homeowners who previously voted on the plan, or live on the street with the traffic calming measures to determine if other homeowners share the same concerns. This will be accomplished through a petition. More than 50% of homeowners who live on the street with the traffic calming measures will need to sign the petition seeking a modification to the traffic calming plan. Town staff will provide the petition.

Upon receipt of the petition staff will verify names on the petition and then work with the point of contact and homeowners in the study area to facilitate new meetings to discuss possible modifications of the plan.

A new working group will be selected from homeowners in the study area. A preferred plan will be created and voted upon by the homeowners that live along the street where the modifications are proposed to be made. More than 50% of the homeowners on the street where the traffic calming is to be installed/modified must return the ballot and vote to approve the plan. If less than 50% of the homeowners vote in favor of the plan then the current plan will remain.

Staff will develop costs of modifications and budget based on availability of program funds if modifications are approved.

3.17 Toolbox of Physical Features that May be Used

A "toolbox" of devices that may be used for neighborhood traffic calming projects in the Town of Castle Rock is included as Appendix B of this guide. The toolbox includes a variety of treatments that, depending upon the specific traffic issues (speeding, or cut-through traffic) needing to be addressed, may be considered. Since some of the devices are intended to address very specific types of traffic conditions they may not all be suitable for every project. The toolbox contains a brief discussion of the pros and cons for each device, their possible impacts to emergency response and their estimated costs. Additional traffic calming techniques not included in the "toolbox" may also be added by the Staff Team as part of the plan.

3.18 Physical Features that May Not be Used

Some devices have been intentionally excluded from the Toolbox and shall not be considered for use within the Town of Castle Rock. The devices, as well as reasoning for their exclusion, are as follows:

Speed "Dips"

Speed "dips" are basically drainage cross pans that are being installed for speed control instead of for drainage purposes. "Dips" can cause undue delays and damage to fire department equipment. They can actually lead to new speeding issues since many newer automobiles are more comfortable when crossing the "dips" at higher speeds.

Speed "Bumps"

A speed "bump" is a parking-lot style treatment designed for very slow traffic speeds. Speed bumps are very damaging to fire equipment and don't allow for streets to be plowed following snow falls. They can also be very dangerous to bicyclists. A speed bump shouldn't be confused with a "speed hump", which has been approved for use on town streets. A "speed hump" has a much wider base and doesn't pose any of the safety issues that a "bump" does.

Rumble Strips

Rumble strips are not suitable for residential use due to the noise that they produce.

Stop Signs

Stop signs are traffic control devices, not speed control devices. They are used to assign "right-of-way" at an intersection according to the requirements of the Manual of Uniform Traffic Control Devices, the Federal manual that regulates signing, signalization and markings on a public street. Studies have shown that when stop signs have been installed to control speeds, there is an increase in number of intentional violations at the intersections, creating a very dangerous condition. Drivers tend to know when a stop sign has been installed for speed control, and they become frustrated by the unnecessary stop. They may even speed up when pulling away from the intersection to "make up for lost time". This behavior is just the opposite of that desired. Improper use of stop signs can create pedestrian safety issues, increased vehicular accidents, increased speeds between intersections, increased noise and air pollution, and can breed disrespect for all traffic control devices. Additionally, unwarranted stop signs create an enforcement problem and penalize all motorists, even the ones who travel within the posted speed limit.

4.0 ESTABLISHING A NEIGHBORHOOD TRAFFIC CONTROL PROGRAM

This section explains how a traffic calming project may be requested and the steps that should be followed in its implementation. Generally the process is divided into 3 steps:

- Project initiation, studies, and public outreach
- The implementation of a neighborhood education program, increased police enforcement, and other passive treatments
- The design and construction of physical treatments

These steps will include a number of tasks that will need to be completed and are more fully described as follows:

4.1 Project Initiation and Studies

This section describes how a project is approved for study and the speed and volume thresholds must be met in order for traffic calming techniques to be warranted.

4.1.1 Project Initiation

Traffic calming projects may be requested by individuals, neighborhood groups, homeowners associations, or anyone who feels that a problem exists on a residential street. When a request has been made of the Town to reduce speeding and cut through traffic on a street, staff will begin the process of determining the conditions that exist and the degree of concern that exists among residents along the street.

The first step that staff will take is to discuss the traffic situation and concerns with the person(s) making the request in order to better understand their concerns and the reasons they feel that a problem exists. This person will be the neighborhood "point of contact" (POC) during the process and help Town staff organize meetings and distribute information. At the request of the original POC another resident may be asked to be the POC later in the process. The POC's role is simply to help Town staff in the process. A packet of informational material concerning the Town's traffic calming program will be given to the person. This packet will include a guide to the NTCP, some brochures about the program that can be given to other residents of the neighborhood, and a petition form.

Undertaking a traffic calming project requires a significant expenditure of staff time and, in some cases, town funds. The Town wants to know that at least five (5) other homeowners along the street of concern believe that a traffic problem exists before traffic speed and volume studies are scheduled. A petition will be given to the POC, and it must be returned to the Town with the signatures of at least 5 other homeowners (one signature per property) living along the street in addition to that of the POC. When giving the POC the blank petition, staff will discuss with the POC

the boundary in which the petition is to be circulated.

While circulating the petition, we encourage residents to discuss their observations and concerns with each other to see if there is a desire to undertake a project. As can be seen from this guide, a significant amount of time may be required of the neighborhood during the process.

The POC shall notify the president of the homeowner's association, or the association's management company of their intention to circulate the petition and explain the issues that the POC is hoping to resolve. The POC will be asked to verify on the petition that this has been done. This step is not required if no HOA exists.

Once a petition has been submitted to the Town, staff will discuss with the POC the next steps that will be taken in evaluating the request.

4.1.2 Data Collection

Once a petition has been received and approved, the Town's Traffic Engineering Division will collect traffic volume and speed data to determine the conditions that presently exist on the street. The study data will be collected on weekdays so as to determine the normal traffic loads. If a school is located within the area, and the Staff Team believes that it would have an impact on the traffic conditions present on the street, the study will be conducted when the school is in session. If a commercial center, a recreation center, park or other significant traffic generator creates an impact within the study area, traffic counts on Saturday and Sunday may be conducted as well. Staff will attempt to schedule the study during a time when there are no special events being planned along the street.

4.1.3 Minimum Threshold Determination

In order to qualify for the implementation of the NTCP, the traffic conditions on the street must meet both of the following minimum "thresholds":

- 1) The street must have an 85th percentile speed (see the definition in Appendix A) of 30 miles per hour or greater or at least 5 miles per hour above the posted speed limit if the limit is higher than 25 miles per hour. Most residential streets within the Town limits are posted at 25 miles per hour, and
- 2) The street must have a traffic volume of at least 500 vehicles per day, or at least 20% of the traffic on the street must be found to be "cut through", as determined by Town staff.

For eligible collector streets, the traffic volume must be greater than 1,500 vpd.

For neighborhoods that are not "built out", the Staff Team will consider the specific traffic issues and concerns relative to the rate of development to determine if a project should be immediately pursued or if it should be delayed until the neighborhood is closer to completion.

4.1.4 Determination of the Study Area

If after evaluating the data, Town staff determines that the street is eligible for the traffic calming program. The Staff Team will meet to determine if other streets need to be included within the study area. The Staff Team will also determine the study area limits so that residents within the area can be notified of meetings and given an opportunity to participate.

4.1.5 Presentation of the Results to the POC and Identification of the Next Steps

Town staff will meet with the POC to discuss the information that was collected and if it has met the minimum thresholds. If the street qualifies for the program, the POC will be asked to help organize a meeting of residents within the study area.

If the thresholds are not met, the Town will not proceed with the traffic calming project, but Staff will notify the POC and work with the POC and other residents from the Study area on other possible approaches, such as driver awareness and educational programs. The street may be "re-studied" after one year to determine if the thresholds are then met.

If the POC so chooses, an appeal of staff's decision may be made by submitting a written request. This request must be signed by at least 5 of the people who signed the initial petition submitted by the POC. The request must be submitted to the Director of Public Works for an evaluation. Public Works will then present the request to the Public Works Commission for its review and recommendation. This meeting is open to the public and a time will be offered to anyone wanting to speak. Staff will then present the appeal to the Town Council. At this meeting, the recommendations of staff and the Commission will be presented. As at the Commission meeting, time is available for the public to present their information and observations.

If Town Council denies the appeal, the process will stop and the street(s) will be eligible for reevaluation after one year. If Council approves the appeal, the project will move forward.

4.1.6 Meeting with the Study Area to Discuss Traffic Study

Town staff will meet with POC and residents from the study area, if the minimum threshold criterion is met, to discuss the results of the traffic study. At the meeting staff will also discuss what actions may be taken during the Program, and how the process will proceed. The first steps taken to reduce the traffic impacts on the street will focus on Education, Enforcement and Passive Treatments, as described in Section 4.2, below.

4.2 Phase 1 – Driver Education, Police Enforcement and Passive Treatments

The first action that will be taken is to first initiate driver awareness and educational programs; to work with the Police Department on targeted speed enforcement; and to identify possible changes in street signing and markings (passive treatments). This will be done to see if reductions in vehicle speeds and cut through traffic can be achieved before moving on to the more expensive, physical treatments. These actions will be decided upon by the residents of the study area, in cooperation with the Staff Team and may occur either separately or concurrently.

4.2.1 Educational Efforts

Town staff will provide educational, and driver awareness tools to help reduce traffic speeds and volumes. These tools may include:

- Yard signs
- "Traffic treaties" – *A petition championed by the POC or assistants who gather pledges from neighborhood residents to drive the speed limit.*
- "Traffic" awareness campaign

4.2.2 Passive Treatments Installed

Depending upon the nature of the traffic issues staff may decide to implement passive treatments either on the street, at intersections where the street being

studied connects to another, or both. These treatments may include the following:

- Regulatory signage, such as turn restrictions and other operational changes
- Pavement markings (parking lanes, bicycle lanes, or visual narrowing)
- Changes in parking restrictions

4.2.3 Targeted Police Enforcement and Advisory Signing

At the discretion of Town's Police Department, "targeted" police enforcement may be used to control speeding problems. It should be noted that targeted enforcement may be initiated at any time during this process as part of the Department's enforcement procedures.

The Town may also install temporary radar speed feedback signs that provide feedback to the driver about their speeds.

4.2.4 Re-evaluation

Within four months following the initiation of the efforts described above, Town staff will re-evaluate the neighborhood traffic conditions to determine if the traffic problems still exist. Additional data will be collected to see if speeds and traffic volumes have changed and if the thresholds are still met. If the thresholds are still met, the project is eligible to proceed on to implementation of physical treatments.

If the speed and traffic volume thresholds are no longer met, the project will be considered complete and no additional actions will be taken.

The Staff Team will also meet with the POC and residents from the study area to present the results of the re-evaluation. If the street is eligible for the NTCP, the residents will be asked if they want to proceed with the development of a traffic calming plan. If they do, the Staff Team will begin the steps outlined in Section 4.3 for Phase 2 - Project Development and Implementation.

4.3 Phase 2 - Project Implementation

If the thresholds are still met after the follow-up study, and the neighborhood chooses to proceed, staff will begin to work with them on the development of a traffic calming plan.

4.3.1 Determination of Project Limits, Possible Restrictions, and Conceptual Plan

Town staff will establish the boundaries of the project area in order to identify the streets that will need some type of traffic calming features. This area may be a single street or may involve a wider area, as discussed in Section 3.2. During this meeting, the street classification(s) and the emergency response corridors within the area will be identified. Staff members from the Police Department, the Fire Department, Public Works, Community Relations, and Development Services will be asked to attend this meeting.

Once the project limits have been established, staff will prepare a conceptual plan showing the minimum number and approximate locations of the traffic calming devices that will be needed. This will be done to prevent a problem on one street from simply being shifted to another. This information will provide the basis of the plan that will be developed by the neighborhood working group.

Conditions that exist within the area that may restrict the use of some of the devices in the "toolbox" will also be identified and discussed.

4.3.2 Facilitated Neighborhood Meetings and Plan Development

Staff Team will develop a public outreach plan to facilitate neighborhood meetings

with residents and other stakeholders on the development of a traffic calming plan. It is important that everyone have an opportunity to express their different perspectives of the traffic issues in the study area.

Public meetings will be held to allow residents an opportunity to share their experiences and to learn about the issues facing their neighbors. Each of the properties within the study area will receive either an email, or mailing, about the project meetings. If the study area is included within an HOA, the president of the HOA will be notified of any meetings and invited to attend. The schedule for all public meetings will also be posted on the Town's website and on the street of concern to notify all Town residents and people driving on the street(s).

Although a street may seem to be the "property" of the residents living along it, the street is actually "public property" and available for use by everyone. Because of this, people who must use this street, but don't actually live along it, will be notified about the meeting via the Town's website or signs posted along the street(s) of concern. These additional "stakeholders" may include representatives of nearby schools, users of area park and recreation facilities, public organizations, or simply residents living along adjacent streets. The boundary of the study area that could possibly be impacted by the traffic calming plan will be used to determine who is invited to the meetings. Of course, the meetings will be open to anyone, invited or not.

If at all possible, the meetings should be held within the study area to make it easier for anyone interested to participate. Town staff will work with the POC to find a suitable location and time for the meeting. Town staff will attend and help facilitate the public meetings.

4.3.3 Development and Approval of a Traffic Calming Plan

The steps for development and approval of the plan will generally be as follows:

Step #1 – Meeting to identify the traffic problems and possible actions

Once the Staff Team has completed their conceptual design, the POC will be contacted to help assist the Town in arranging a meeting of residents within the study area. Prior to the meeting, Town staff will distribute information to all of the properties within the study area, which will include details of the issues being discussed, a map showing the limits of the study area, and the results of the traffic study. A copy of the NTCP policy will also be included along with an agenda of items to be discussed at the meeting. This information will be sent to the HOA, and posted on the Town's website announcing the meeting the project.

The first meeting will be held to solicit input from residents and other stakeholders in the study area regarding their observations and concerns with existing traffic patterns on the street(s).

A presentation on the various traffic calming measures contained in the "toolbox" will be made in order to explain the "pros and cons" of each, how they may be used and what changes each are designed to produce. Staff will show the project limits and explain how they were developed.

Town staff will present their conceptual plan with the understanding that it has not been finalized and that it won't be without the input and approval of the residents within the study area. The plan showing the Staff's recommendation of approximate number and locations of the devices will be presented, along with an explanation of how the base plan was developed. It is also important to be aware of the Town's budget limitations and how and when their project could be implemented. Town staff will also discuss any other traffic calming projects presently underway and how this could affect implementation of the neighborhood's project.

At this meeting, the attendees will be asked to select a "working group". This group will meet and prepare a traffic calming plan for the study area's consideration. The Town feels that this group should be made up of residents from the street of concern and the broader study area who:

- Have different opinions about the need for traffic calming
- May have knowledge about traffic calming devices/treatments
- Live in different parts of the study area on streets where traffic calming devices may be installed
- Live within the study area on streets where no devices are being installed

Town staff will also attend and help facilitate these meetings.

Step #2 – Meeting to refine the preferred traffic calming plan

Once the Working Group has been selected, it will meet to prepare a draft traffic calming plan. This meeting may occur during the meeting discussed in Step #1, or later, depending upon the decision of the group. The working group will present their proposed traffic calming plan and solicit input from those attending the meeting(s). Proposed modifications to the plan will be discussed and the measures to be included in the final plan will be identified and approved by those present. While the plan may differ from the Town's conceptual plan, it should be developed using the traffic calming treatments included in the Toolbox shown in Appendix B and within the parameters for device spacing and emergency response requirements incorporated in the Town's conceptual plan. Treatments not listed in the Toolbox may be considered if approved by the Staff Team.

Once the draft plan has been prepared, it will be distributed to residents within the study area and also posted on the Town's website for the general public.

Step #3 – Neighborhood approval

A ballot will be mailed to each property fronting the street where the devices will be installed. The ballot will ask if the proposed plan should be implemented.

More than 50% of the returned ballots must vote to approve the plan before it can be scheduled for implementation. Ballots must be signed by property owners and may not be completed by renters. There will be a 30 day voting period before the ballots are counted.

Should the ballot measure fail to get more than 50%, the project will come to an end without any traffic calming measures being installed. The street will then become eligible for the program again one year from the end of the 30-day voting period.

Step #4 – Study area notification of the voting results and the "next steps" in the program

Once the ballots have been counted, the study area will be notified of the results and the next steps that will be taken. The HOA will also be notified of the results and requested to distribute the information to the remainder of the study area.

4.3.4 Final Design and Implementation

Once the preferred plan has been approved for implementation, final engineering plans, specifications, and cost estimates will be prepared by Town Staff. If sufficient funding exists in the Town's budget, construction will then be scheduled. The study area will be kept informed as to the estimated schedule for completion of the project.

4.3.5 Order of Project Implementation

Although several traffic calming requests may be in the design and approval process at any one time, the commitment of any Town funding for the implementation of any project will not be made until the plan has been approved. Town funding for these projects will be limited to the amount included in the Town's approved budget. It may be possible that only one project per year can be constructed. Any project that has gone through the process and received the required approvals, after the Town has already obligated its available funding, will be given priority for any future Town funding that is made available for the Traffic Calming program. A project may remain on the "waiting for funding list" for a maximum of 3 years before having to be re-evaluated.

Should there not be sufficient Town funding available, the residents will have the option of funding the installation themselves.

4.3.6 Follow-up Study.

In order to gauge the effectiveness of the program, Town staff will conduct a "follow-up" study to determine what traffic changes have occurred since the traffic calming features were installed. The study will not only gather data from the street that was the subject of the program, but other adjacent streets as well to see if any shifts in traffic patterns has occurred. This data will be useful in grading the effectiveness of the project, as well as identifying how best to plan and implement future projects.

The data will be collected within 6-12 months following the completion of the project. If the data shows that the measures have not reduced the 85th percentile speed and/or cut through traffic volumes to a level below the Program's thresholds, the Town will notify the residents of the study area to see if a majority of them want to pursue other measures.

Appendix A: Glossary of Terms

85th Percentile Speed

The 85th percentile speed is the speed at or below which 85 percent of the motorists drive on a given road. This speed indicates the speed that most motorists on the road consider safe and reasonable under ideal conditions. It is often used by traffic engineers as a guideline for the setting speed limit on a roadway.

Arterial Street

Arterial streets are major roadways designed to carry high volumes of traffic at higher speeds. They not only move traffic between the different areas and neighborhoods of Castle Rock, but also connect to the major roadways leading into and out of town. Examples of arterial streets within Castle Rock include Wolfensberger Rd., Meadows Pkwy., Founders Pkwy., and Ridge Rd.

Collector Street

Collector streets are designed to provide a balance between traffic movement and land access within residential, commercial, and industrial areas. Collector streets often do not provide direct residential frontage but do often provide access to schools and parks. Collectors typically link arterial streets with neighborhood (local) streets and fall between the two in the roadway classification hierarchy. They will generally have higher traffic volumes and speeds than local streets but less than arterials. Examples of collector streets are Scott Blvd, Mikelson Blvd, Enderud Blvd. and Gilbert St.

Cut-Through Traffic

Cut-through traffic is defined as traffic using neighborhood streets that has no "origin or destination" on the residential street(s) or in the neighborhood, and is not required to use the street. For example, travel through a neighborhood in order to avoid a congested arterial or intersection. These trips generally are simply passing through the neighborhood and do not have either an origin or a destination within a neighborhood.

Daily Traffic

This is the number of vehicles passing a certain point on a roadway during a 24-hour period. These counts are two-directional and usually obtained from a mechanical traffic counter placed on the roadway for a continuous 48 hour period. The counting period will be conducted between Tuesday and Thursday and may include weekends if the Study Area is near a park, recreation area, or other weekend traffic generator.

Emergency Response Route

Emergency responders, such as Fire, Police, and ambulance, must be able to respond to calls throughout the community. Emergency response routes are those commonly used routes that allow responders to reach residents and businesses in a safe and efficient manner.

Physical Devices

Physical devices refer to traffic calming devices placed within the street. Examples of these are raised medians, traffic circles, curb extensions, speed cushions and speed humps. Nonphysical devices would include such things as signage, roadway striping, etc. that may guide, but not restrict, traffic movement.

Point of Contact (POC)

This refers to the person who made the initial request to the Town that traffic speeds and/or cut through traffic on a residential street are a concern. This person will be asked to circulate a petition along the street in question to determine if other residents have the same concern. The POC will also be asked to assist Town staff in setting up neighborhood meetings and in distributing information. The POC may be changed during the course of the study. The POC has the same rights and influence as other residents within the Study Area.

Residential Streets

Residential streets carry traffic within a neighborhood and provide access to residences along the street. These streets generally are designed for lower volumes and lower speeds. They will usually have on-street parking and direct driveway access.

Study Area

The study area will be defined by the Staff Team for each traffic calming project. It will include the street of concern, but may also include other streets that may be impacted by the installation of traffic calming features, such as traffic diversion that may occur when traffic calming features are installed on another street. It may also include residents that live on other streets but have to use the street(s) that are a concern.

Traffic Treaties

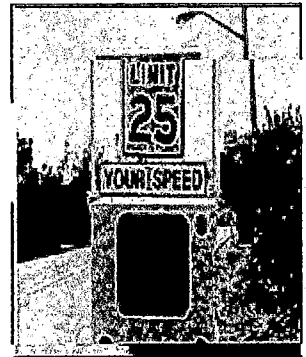
A petition championed by the POC, or assistants who gather pledges from neighborhood residents that pledge to drive the speed limit.

Traffic Calming Toolbox

Toolbox Overview

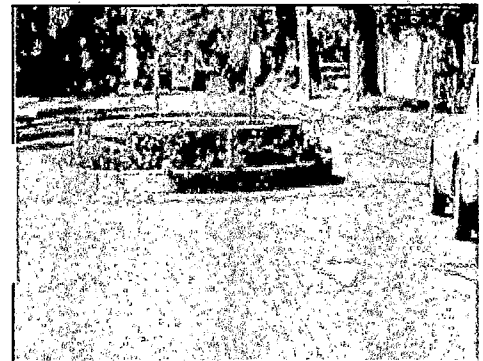
EDUCATION, ENFORCEMENT, & LOW-COST TOOLS:

- *Neighborhood Education Programs*
- *Speed Limit Signing*
- *Striping / Visual Narrowing*
- *Speed Monitoring Display*
- *Traditional Police Enforcement*



ENGINEERING (PHYSICAL) TOOLS:

- *Entry Islands*
- *Speed Cushions*
- *Raised Pedestrian Crossing*
- *Curb Extensions*
- *Partial Medians*
- *Traffic Circles*



Traffic Calming Toolbox Overview



Traffic Mitigation Tool		Relative Effectiveness		Associated Impacts						
		Speed Reduction	Cut-Through Reduction	Emergency Response	Enforcement Needs	Loss of On-Street Parking	Restricts Access	Maintenance	Noise	Relative Cost
Education, Enforcement, and Low-Cost Tools	Neighborhood Education Programs	Minimal	Minimal	No change	None	None	None	None	No change	Low (varies)
	Speed Limit Signing	Minimal	No	No change	Requires Enforcement	None	None	Minimal	No change	Low (\$200 and up)
	Striping / Visual Narrowing	Minimal	No	No change	None	Possible	None	Yes	No change	Low-Med (\$1K-\$5K)
	Speed Monitoring Display	Yes	No	No change	None	None	None	Minimal	No change	Med (\$2500)
	Traditional Police Enforcement	Yes	Minimal	No change	Requires Enforcement	None	None	None	No change	High
Engineering (Physical) Tools	Entry Islands	Yes	Minimal to Moderate	No change	None (Self-Enforcing)	Possible	None	Yes	No change	Med (\$10K-\$20K)
	Speed Cushion	Yes	Moderate (w/system of devices)	Minimal	None (Self-Enforcing)	Possible	None	Yes	Increases noise	Low-Med (\$1K-\$5K)
	Raised Pedestrian Crossing	Yes	Moderate (w/system of devices)	Increases time	None (Self-Enforcing)	Yes	None	Yes	Increases noise	Med (\$10K-\$40K)
	Curb Extensions	Yes	Minimal (w/system of devices)	No change	None (Self-Enforcing)	Possible	None	Yes	No change	Med (\$25K-\$40K)
	Partial Medians	Yes	Minimal (w/system of devices)	Minimal	None (Self-Enforcing)	Yes	Dependent Upon Application	Yes	No change	Med (\$25K-\$40K)
	Traffic Circles	Yes	Moderate (w/system of devices)	Increases time	None (Self-Enforcing)	None	None	Yes	No change	Med-High (\$25K-\$60K)

NEIGHBORHOOD EDUCATION PROGRAMS



DESCRIPTION:

PROGRAMS DESIGNED TO INCREASE DRIVER AWARENESS OF NEIGHBORHOOD TRAFFIC SAFETY ISSUES

APPLICATION:

Neighborhoods where speeding or other traffic safety concerns have been identified. Programs may include educational signing and stickers, speed pledges, and other means of increasing driver awareness and commitment to safety when driving in neighborhoods.



Effectiveness:

- Educational programs have been shown to produce some reduction in traffic speeds among residents of the targeted neighborhood. Results vary widely based on the type of program and neighborhood.

Other Advantages:

- Can be implemented often much sooner than physical treatments
- Relatively low cost
- Can often affect a much larger area (entire neighborhood) than a targeted, physical treatment

Delay to Emergency Vehicles:

- None

Other Disadvantages:

- Results may be minimal and may decrease after initial use
- Not self enforcing
- If signs are used, increased visual pollution from signs in the neighborhood



Special Considerations:

- None

Cost:

- Dependent upon programs used

SPEED LIMIT SIGNING



DESCRIPTION:

SIGNS THAT DEFINE THE LEGAL DRIVING SPEED UNDER NORMAL CONDITIONS. SPEED LIMITS ARE SET BASED ON ENGINEERING STUDY AND DETERMINATION OF APPROPRIATE SPEED FOR A GIVEN ROADWAY.

APPLICATION:

Streets where additional notification of the speed limit may assist with awareness.



Effectiveness:

- Motorists will generally drive at the speed at which they feel comfortable given the existing roadway conditions, regardless of posted speed

Other Advantages:

- Provides clear definition of legal speed limit
- Provides context for enforcement efforts
- Provides goal for traffic calming efforts

Delay to Emergency Vehicles:

- None

Other Disadvantages:

- Typically not effective in and of themselves
- Not self enforcing
- Requires on-going police enforcement
- Unrealistically low speed limits are difficult to enforce and tend to be disregarded
- More visual pollution from signs in the neighborhood

Special Considerations:

- Speed limits set by an engineering analysis tend to be higher than limits set by political pressures

Cost:

- \$200 per installation
- Additional cost may be required for study to determine what posted speed should be



STRIPING / VISUAL NARROWING

DESCRIPTION:

UNIQUE STRIPING ADDED TO STREETS TO VISUALLY NARROW THE LANE.

APPLICATION:

- *Wide streets where physical narrowing is either not feasible or cost-prohibitive*
- *Can be used in conjunction with on-street bicycle lanes and/or parking lane designation*

Effectiveness:

- Can result in minor reductions to vehicular speed.



Variations:

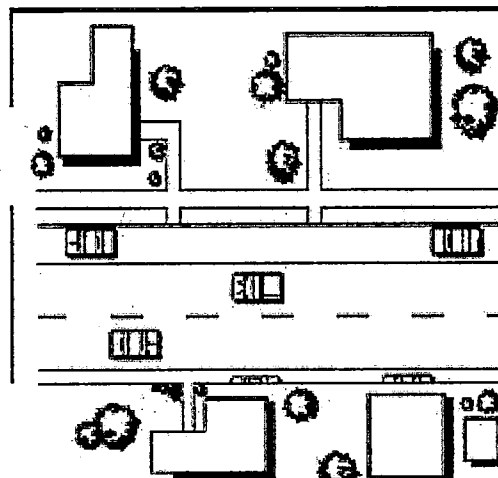
- On-street bicycle lanes
- Parking lane designation

Special Considerations:

- None

Cost:

- \$1,000-\$5,000 depending upon striping configuration and length of roadway segment



Other Advantages:

- Can be used to alert drivers to pedestrians and bicycles
- Does not require removal of on-street parking
- Can be used with other devices
- Easy to install

Delay to Emergency Vehicles:

- None

Other Disadvantages:

- Generally not as effective in reducing speeds as physical narrowing
- May require frequent maintenance/re-striping if lines are ignored by drivers

SPEED MONITORING DISPLAY



DESCRIPTION:

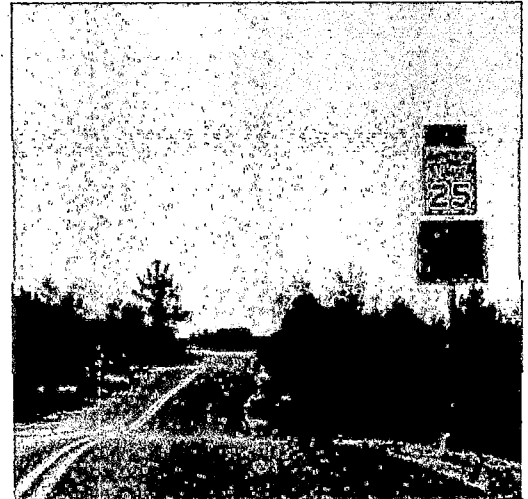
PERMANENTLY MOUNTED RADAR DISPLAY THAT INFORMS DRIVERS OF THEIR SPEED COMPARED TO THE SPEED LIMIT.

APPLICATION:

Any street where speeding is a problem

Effectiveness:

- May cause responsible drivers to slow down in the vicinity
- May cause unfamiliar drivers to slow down in the vicinity



Other Advantages:

- Educational tool
- Some drivers may assume it is linked to photo radar

Delay to Emergency Vehicles:

- None

Other Disadvantages:

- Not self enforcing
- Ongoing maintenance needed
- May lose effectiveness on familiar motorists
- Display may detract from neighborhood character

Special Considerations:

- Vandalism may be an issue

Cost:

- \$2,500 per installation

TRADITIONAL SPEED ENFORCEMENT



DESCRIPTION:

POLICE PRESENCE TO MONITOR SPEEDS AND ISSUE CITATIONS.

APPLICATION:

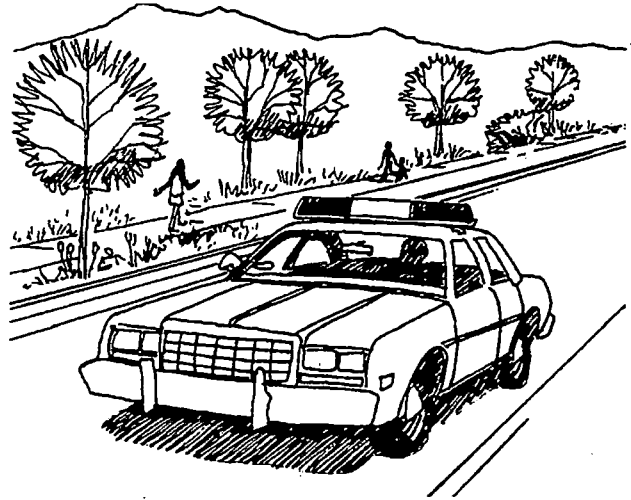
- Streets with documented speeding problem and need for quick mitigation
- Locations where restrictions are being violated

Effectiveness:

- Motorists generally slow down in the areas of active enforcement

Other Advantages:

- Flexible measure that can be implemented in almost any location at short notice



Delay to Emergency Vehicles:

- None

Other Disadvantages:

- Not self enforcing; temporary measure
- Fines do not typically cover cost of enforcement
- Disrupts efficient traffic flow on high volume streets
- Short "memory effect" on motorists when enforcement officers no longer present

Special Considerations:

- Often helpful in school zones
- May be used during "learning period" when new devices or restrictions first implemented

Cost:

- High cost primarily due to the staffing requirements

ENTRY ISLAND

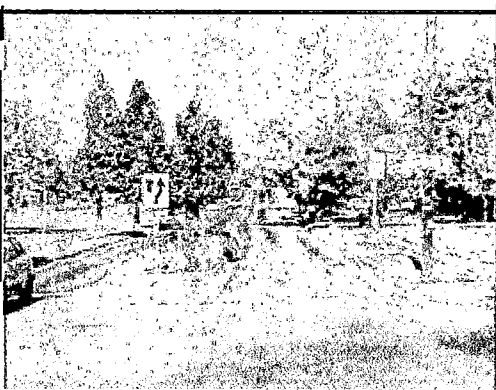
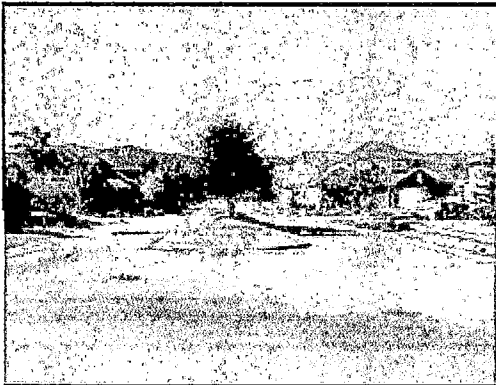
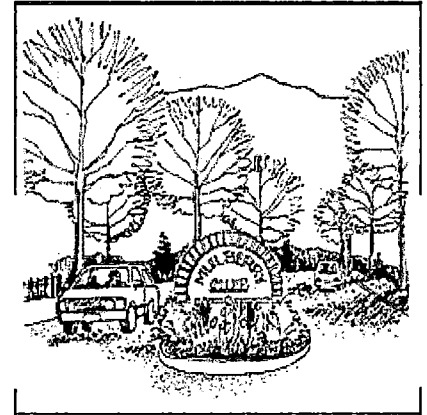
(Also known as: ENTRY MEDIAN or NEIGHBORHOOD IDENTIFICATION ISLAND)

DESCRIPTION:

A RAISED ISLAND IN THE CENTER OF A TWO-WAY STREET ADJACENT TO AN INTERSECTION, TYPICALLY AT THE PERIMETER OF A NEIGHBORHOOD.

APPLICATION:

Placed in a roadway to define the entry to a residential area and/or to narrow each direction of travel and interrupt sight distance along the center of the roadway



Effectiveness:

- Vehicles may slow down as they pass through the narrowed section

Other Advantages:

- Can notify motorists of change in roadway character
- Opportunity for landscaping and/or monumentation for aesthetic improvements
- May discourage cut-through traffic

Delay to Emergency Vehicles:

- 1 to 2 seconds typically

Other Disadvantages:

- Need for maintenance (and irrigation)
- May necessitate removal of on-street parking
- Snow plows must negotiate device

Variations:

- Can incorporate neighborhood identification signing and monumentation

Special Considerations:

- Care should be taken not to restrict pedestrian visibility at adjacent crosswalk

Cost:

- \$10,000 to \$20,000 depending on landscape type, intensity, irrigation needs, etc.

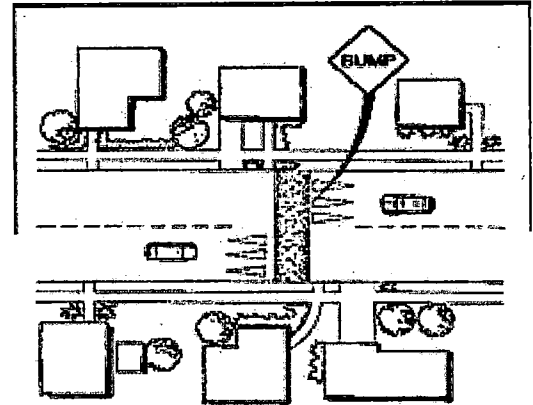
SPEED HUMP

DESCRIPTION:

SPEED HUMPS ARE AREAS OF PAVEMENT RAISED A MAXIMUM OF 4 INCHES IN HEIGHT OVER A LENGTH OF 12 FEET. THEY WORK BY FORCING MOTORISTS TO SLOW DOWN TO COMFORTABLY PASS OVER THEM. THEY ARE MARKED WITH SIGNS AND PAVEMENT MARKINGS.

APPLICATION:

Local or collector streets where speed control is desired

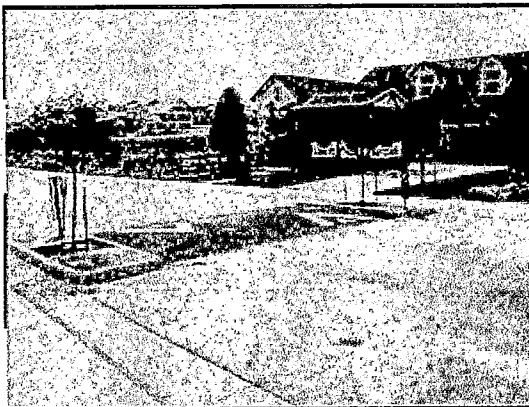


Effectiveness:

- Demonstrated reduction in average speed of 2-8 mph

Other Advantages:

- Self Enforcing
- Requires minimum maintenance; pavement markings must be maintained



Delay to Emergency Vehicles:

- 3 to 6 seconds per hump

Other Disadvantages:

- May damage emergency response vehicles if not carefully designed
- May increase traffic noise in vicinity of hump
- Snow plows must negotiate device

Special Considerations:

- Should not be used on critical emergency response routes
- Longer designs can minimize impact on long wheelbase vehicles

Cost:

\$1,000-\$5,000

RAISED PEDESTRIAN CROSSING

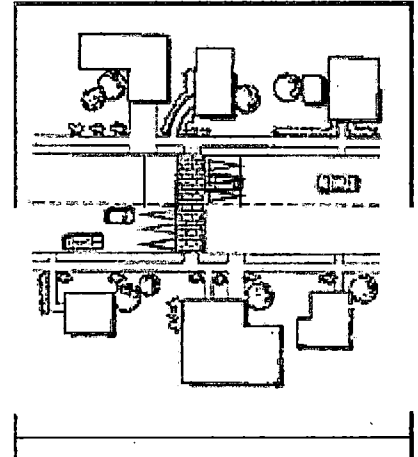
(Also known as: RAISED CROSSWALK)

DESCRIPTION:

FLAT-TOPPED SPEED TABLE BUILT AS A PEDESTRIAN CROSSING. COMMONLY INCLUDES A MEDIAN REFUGE ISLAND, OR CURB EXTENSIONS, OR BOTH TO SHORTEN CROSSING AND IMPROVE SAFETY.

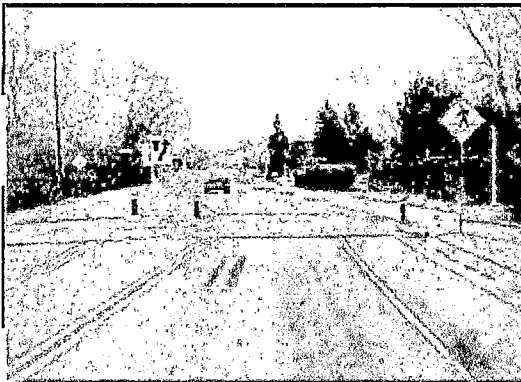
APPLICATION:

- Local or collector streets where speed control and pedestrian crossing designation are desired



Effectiveness:

- Demonstrated reduction in average speed of 2-8 mph



Other Advantages:

- Increases pedestrian visibility in the crosswalk
- Clearly designates the crosswalks
- Opportunity for landscaping in median
- Requires minimum maintenance; pavement markings must be maintained

Delay to Emergency Vehicles:

- 4 to 6 seconds per raised crossing

Other Disadvantages:

- May damage emergency response vehicles if not carefully designed
- May increase traffic noise in vicinity of crosswalk
- May create drainage issues where raised crossing extends from curb to curb
- May necessitate the reduction of on-street parking in certain configurations
- Snow plows must negotiate device

Variations:

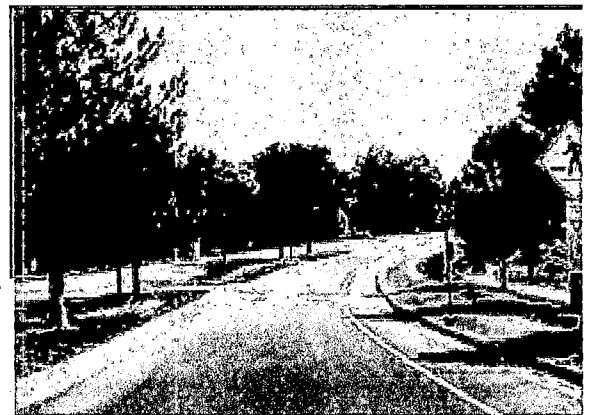
- Specialty pavement treatments
- With median refuge island
- With curb extensions
- With median island and curb extensions

Special Considerations:

- Appropriate near schools and recreation facilities

Cost:

- \$10,000 to \$40,000 depending on median, curb extensions, pavement type, and irrigation needs



CURB EXTENSION

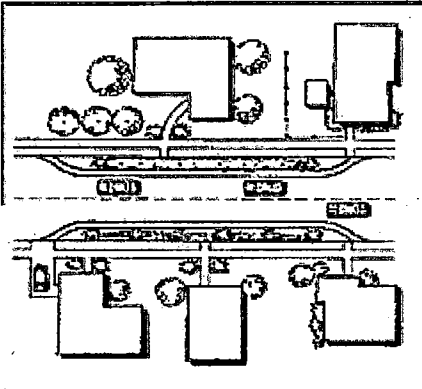
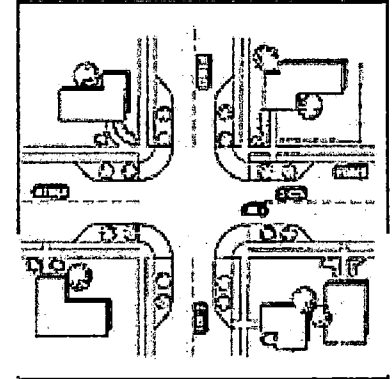
(Also known as: NECKDOWN)

DESCRIPTION:

SEGMENTS OF ROADWAY NARROWING WHERE ROADWAY EDGES OR CURBS ARE EXTENDED TOWARD THE CENTER OF THE ROADWAY. VEHICLES MAY SLOW AS THEY PASS THROUGH THE NARROWED SECTION.

APPLICATION:

- Typically used adjacent to intersections where parking is restricted
- Can be used to narrow roadway and shorten pedestrian crossings
- Can be used mid-block



Effectiveness:

- May slow traffic by changing the character of a wide street to a narrow street

Other Advantages:

- Pedestrian visibility increased and crossing distance reduced
- Can "reclaim" pavement for pedestrian and streetscape amenities or landscaping

Delay to Emergency Vehicles:

- Estimated to be less than 2 seconds

Other Disadvantages:

- Creates drainage issues where curb and gutter exist
- May result in the loss of on-street parking
- Snow plows must negotiate device

Variations:

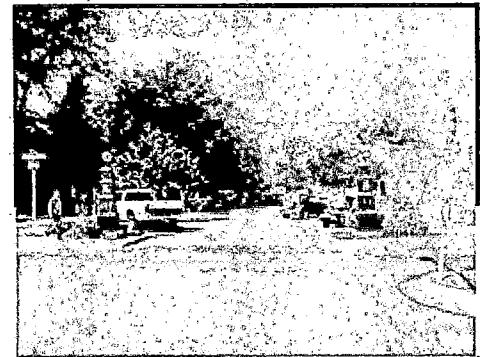
- Mid-block curb extensions often used in conjunction with pedestrian crossing treatments
- Can be designed with a curb chase to maintain existing flowline

Special Considerations:

- Curb extensions should not extend into bicycle lanes where present

Cost:

- \$25,000 and up depending on landscaping, pavement treatments and storm drainage considerations (need for new inlets)



PARTIAL MEDIANS

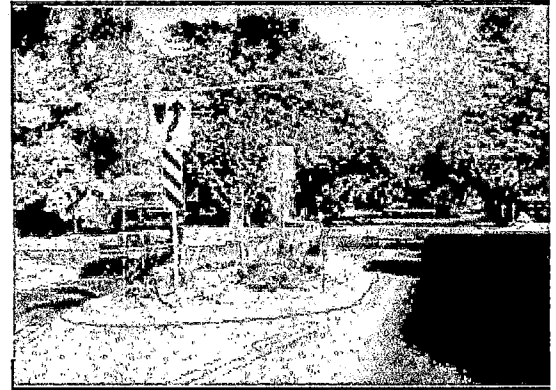


DESCRIPTION:

RAISED ISLAND IN THE CENTER OF THE ROADWAY WITH ONE-WAY TRAFFIC ON EACH SIDE.

APPLICATION:

Used on wide streets to narrow each direction of travel and to interrupt sight distances down the center of the roadway



Effectiveness:

- Narrowed travel lanes provide "friction" and can slow vehicle speeds

Other Advantages:

- Changes the character of the roadway to a place where slower speeds are appropriate
- Significant opportunity for landscaping and visual enhancement of the neighborhood
- Can utilize space which otherwise would be "unused" pavement
- Can be used to control traffic access to adjacent properties if desired

Delay to Emergency Vehicles:

- Estimated 1 to 2 seconds or more depending on length of median, narrowness, parking etc.



Other Disadvantages:

- Long medians may impact emergency access potential and reduce staging area
- May interrupt driveway access and result in U-turns
- May necessitate removal of on-street parking
- Snow plows must negotiate device

Variations:

- Medians of various lengths can be constructed
- Can be constructed mid-block only to allow all turning movements at intersection
- Can be extended through intersections to preclude left turning access, or side street through movement if desired

Special Considerations:

- Vegetation should be carefully designed not to obscure visibility between motorists, bicyclists and pedestrians at intersection and pedestrian crossing areas
- Maintain 18 foot wide space on each side where parking exists, or 11' wide space without parking

Cost:

- \$25,000 for short (30' +/-) landscaped median
- Cost increases with length, landscaping, etc.



TRAFFIC CIRCLE

DESCRIPTION:

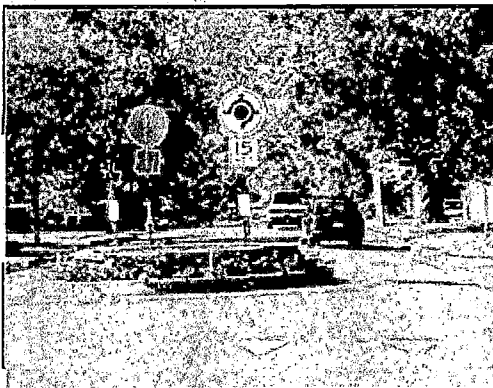
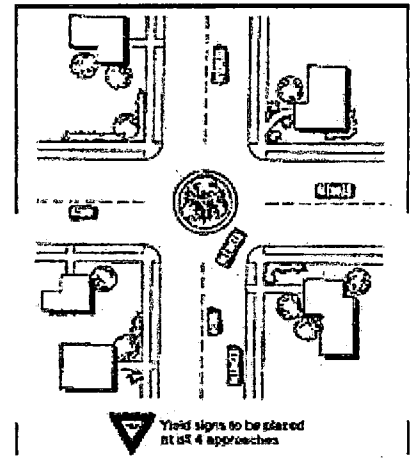
TRAFFIC CIRCLES ARE RAISED CIRCULAR MEDIANS IN AN INTERSECTION WITH COUNTERCLOCKWISE TRAFFIC FLOW. VEHICLES MUST CHANGE THEIR TRAVEL PATH TO MANEUVER AROUND THE CIRCLE AND ARE TYPICALLY CONTROLLED BY "YIELD ON ENTRY" ON ALL APPROACHES.

APPLICATION:

- Streets where speed control is desired
- Intersections where improved side street access is desired

Effectiveness:

- 2 to 13 mph reduction in average automobile speed one block from the circle
- Vehicles slowed to 15 or 20 mph through the circle



Other Advantages:

- Provides increased access to street from side street
- Breaks up sight-lines on straight streets
- Opportunity for landscaping in the intersection

Delay to Emergency Vehicles:

- 2 to 10 seconds per circle depending on the design

Other Disadvantages:

- Definition of right-of-way is contrary to the "yield to the vehicle on the right" rule
- Relatively expensive if curb extensions are required
- May impede left turns by large vehicles
- On streets with bicycle facilities, bikes must merge with traffic around circle
- Snow plows must negotiate device

Variations:

- With or without curb extensions on the corners
- With or without diverter islands
- Different sizes and dimensions affect magnitude of speed reduction
- Island with barrier curb and gutter face or tapered/mountable face

Special Considerations:

- Requires extensive signing
- Maintenance concerns associated with plowing, sweeping and asphalt maintenance around circle
- Minimum 20' clearance is required around circle
- May require educational campaign and learning period

Cost:

- \$10,000 to \$40,000



Town of Castle Rock

100 North Wilcox Street
Castle Rock, CO 80104

Agenda Memorandum

Agenda Date: 10/20/2015

Item #: 6. File #: RES 2015-85

To: Honorable Mayor and Members of Town Council

From: Thomas Reiff, Transportation Planner

Resolution: Repealing and Reenacting the Neighborhood Traffic Calming Program

Executive Summary

The purpose of this item is to review and gain approval from Town Council on proposed revisions to the Town's Neighborhood Traffic Calming Program (NTCP). This is a follow up to the April 28, 2015 meeting when Council directed Staff to amend the current NTCP based on feedback and experience gained from previous projects.

This program was originally established to uniformly assist residents of a local residential Town street where vehicle speeds or cut through traffic is perceived by them to negatively impact their quality of life. The program is resident driven meaning they decide whether to proceed if a concern is verified by a formal study as well as which traffic calming measures to implement. The proposed Program revisions are based on experiences of Staff while managing and implementing the Program since it was last revised in 2012.

The following bullet points reflect the main subject matter of the proposed changes.

- Amend the public outreach and involvement approach in the program, including Home Owners Associations
- Establishment of the study area and impacted residents
- Revision of the data collection methods
- Clarification of what happens to a traffic calming project that does not get approved by residents
- Process for how to modify an existing traffic calming plan
- More clearly define the term Point of Contact and role in the process
- Clarification of program terms and definitions

To better review the proposed changes, a redlined copy of all the proposed changes is attached for your review (**Attachment B**).

Budget Impact

Item #: 6. File #: RES 2015-85

No budgetary impacts are expected.

Staff Recommendation

Staff recommends that Town Council approve the proposed resolution repealing and reenacting the NTCP. This item was reviewed with the Public Works Commission at their August meeting. The Commission unanimously voted to recommend approval of the proposed program amendments.

Proposed Motion

"I move to approve a Resolution Repealing and Reenacting the Neighborhood Traffic Calming Program as presented by staff. "

Attachments

Staff Report

Attachment A Resolution

Attachment B Redline Version of the Proposed Revisions to the NTCP



STAFF REPORT

To: Honorable Mayor and Members of Town Council
From: Thomas Reiff, Transportation Planner
Title: A Resolution Repealing and Reenacting the Neighborhood Traffic Calming Program

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

On April 28, 2015, the program was discussed with Town Council seeking direction on the future of the program. Staff asked Council if the program should be amended, left unchanged, or eliminated. After deliberating the issue Council directed staff to amend the existing program.

The proposed revisions were presented to the Public Works Commission on August 3, 2015. At the meeting Staff discussed the revisions and provided the Commissioners with a redlined version of the document with all the proposed changes. The Commissioners agreed with the changes and provided additional modifications that are discussed below. The Commissioners ultimately decided to recommend that Town Council adopt the proposed changes which includes the modifications provided by the Commissioners.

Discussion

Following the Town Council's direction from April 28, 2015, Staff has amended the existing NTCP based on lessons learned from recent traffic calming projects, in addition to the proposed changes from the Public Works Commissioners. The last time the program was revised was in 2012. The revisions are primarily based on experiences that staff has encountered while managing and implementing the NTCP. More recently, during the Appleton Way traffic calming project, staff learned several lessons and identified a number of potential adjustments to the current program. These potential areas for revisions include:

- Process related issues such as public outreach and involvement, which was a primary concern recognized during the Appleton Way project
- Ascertaining the study area and impacted residents, which is key to the success of the program
- Working with the appropriate Home Owner's Association (HOA) was also identified as an issue with the program. Currently, there is no requirement to contact the HOA and include it in the process
- Data collection methods also need to be better defined, such as length of time and location of traffic counters based on adjacent land uses

- Another shortcoming of the program is the lack of direction in how to address a situation where the working group's proposed traffic calming plan is not approved by the residents along the street of concern. Currently the program does not address this issue.

These were the primary concerns identified with the current program during the Appleton Way project and should be accounted for in future project requests by residents.

Some of the proposed changes include the following;

1. The public outreach and involvement will include not only homeowners living along the street of concern, but also include people who need to drive on the street to get in and out of the neighborhood, as well as homeowners along other streets that may be impacted due to traffic calming installed on the street of concern. Residents in the study area will receive either email, or mailings, about project meetings. Notice will also be presented on the Town's website and on the street of concern.
2. The Point of Contact (POC) will also need to notify the President of the governing Homeowners Association (HOA), or the management company, if an HOA exists. The POC is the resident who initiates the contact and brings the concern to Town staff's attention. The term is more clearly defined in the amended Glossary of Terms.
3. Data collection is proposed to occur during an average weekday, but may include weekend counts if staff believes nearby commercial, parks, or other traffic generators create an impact in the study area.
4. It is proposed that should a traffic calming plan not receive the required 50 percent or more approval of property owners on the street of concern then the project comes to an end with no treatments being installed. The street becomes eligible for the program again in one year.
5. Additional clarification is proposed to be added that better explains the public meeting process should a project qualify and also how the public meetings will be noticed (e.g. Town's web site, and street signs)
6. Language will be added stating that additional traffic calming treatments not identified in the Toolbox of Appendix B may be used upon staff approval.
7. A section to modify an existing traffic calming plan is also proposed should a homeowner want the traffic calming treatments on the roadway modified.

Revisions proposed by the Public Works Commission include the following;

1. The term "Traffic Treaty" needs to be defined within the document. Staff added the term and definition to the Program's Glossary of Terms.
2. Regarding the work by the "Staff Team", the Commission requested that the document to identify what department leads the team. The document was revised to show that Public Works would lead the staff team.
3. In Section 3.4 of the document a question was raised if the 50% threshold for the number of properties fronting the collector refers to individually platted lots or the total street frontage. Staff amended the document to read 50% of the platted lots.

4. Under Device Modifications section, the text should read that current homeowners along the street sign the petition. The text was revised and no longer refers to previous homeowners who voted on the plan.

The last issue from the Commission was asking what happens to a current on-going traffic calming project should this document get amended prior to the project being complete. What policies would apply? All current projects in process will follow the guidelines that were in place when the application was made.

To better review the proposed changes, a redlined copy of all the proposed changes is attached for your review (**Attachment B**). The proposed changes from the Commission are also included and highlighted yellow in the attachment.

RESOLUTION NO. 2015-85

**A RESOLUTION REPEALING AND REENACTING THE NEIGHBORHOOD
TRAFFIC CALMING PROGRAM**

WHEREAS, Town Council adopted the existing Neighborhood Traffic Calming Program on May 15, 2012 by Resolution No. 2012-31 ("2012 Program"); and

WHEREAS, it has been determined that it is appropriate and necessary to make certain revisions and updates to the 2012 Program as presented in the 2015 Neighborhood Traffic Calming Program,

WHEREAS, the proposed revisions to the policy have been discussed and approved by the Town Council.

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


Section 1. Repeal and Reenactment. The 2012 Program is hereby repealed and reenacted as the 2015 Neighborhood Traffic Calming Program in the form attached as *Exhibit 1*, is hereby adopted by Town Council as a policy for use by the Public Works Department.

PASSED, APPROVED AND ADOPTED this 20th day of October 2015, 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.

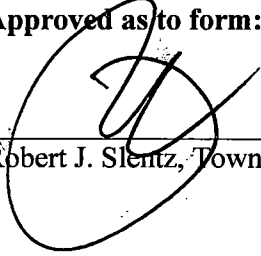
ATTEST:


Sally A. Misare Town Clerk

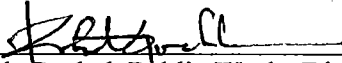
TOWN OF CASTLE ROCK


Paul Donahue, Mayor

Approved as to form:


Robert J. Slentz, Town Attorney

Approved as to content:


Bob Goebel, Public Works Director



Date: _____

This request is being made to the Town to study traffic speeds and volumes for the Traffic Calming Program on:

Street Name

In accordance with the Town's procedures stated within the ***Town of Castle Rock Neighborhood Traffic Calming Program***, a minimum of 5 signatures, in addition to the point of contact, are required from homeowners along the affected street to demonstrate support for this request. By signing this petition, you are showing support for the potential installation of traffic calming treatments on this street, and possibly others within the neighborhood.

Signing this petition does not mean devices will be installed. Eligibility requirements as listed in the above referenced document must be met prior to any treatment installations. For a clear understanding of the full procedures, please see the Town's program document that can be found on the Town's website: www.crgov.com.

One person must agree to be the Neighborhood Point of Contact. This person will be responsible for conveying information between the Town and the residents. The designated Point of Contact is: _____

Please include street address, phone number and email address for the Point of Contact.

ONLY ONE SIGNATURE PER ADDRESS

Name (Please Print)

Address

Phone #

Signature

1.			
2.			
3.			
4.			
5.			



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/1/2022

Item #: 3. **File #:** ID 2022-114

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Update: Third Quarter Major Projects

Executive Summary

Please see attached report.

Attachments

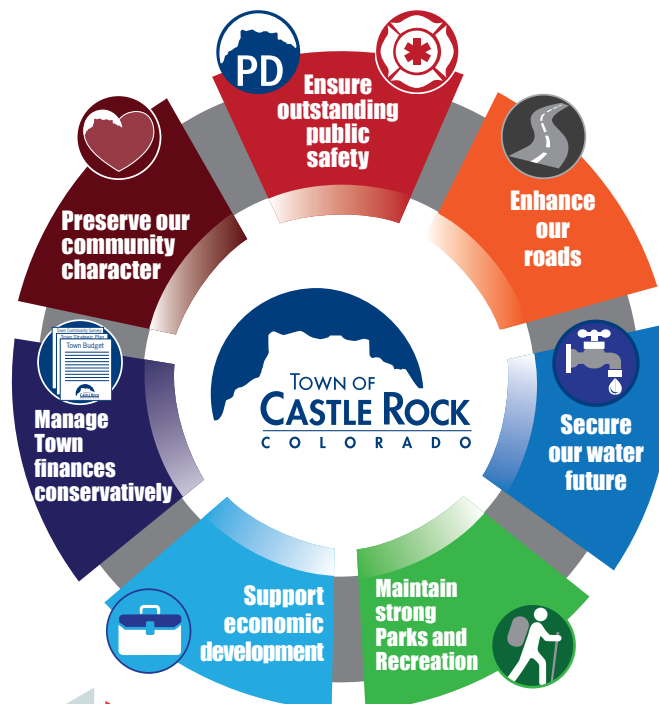
Attachment A: Third Quarter 2022 Major Projects Update

MAJOR PROJECTS UPDATE

THIRD QUARTER

Each year, the Town undertakes a major projects work program to accomplish priority projects.

Each quarter, Town staff prepares a status report regarding the projects for Town Council and community review. These reports are archived at CRgov.com/MajorProjects.



Public input was sought, and multiple Town Council discussions occurred, before Town Council approved seven key priorities for 2022. Listed under each priority are key 2022 action items; the lines beneath each action item provide updates.



2022 PROJECT UPDATES

Third Quarter

ENSURE OUTSTANDING PUBLIC SAFETY

- **Continue dialogue with the community regarding options for fully funding the Town's long-term public safety needs over the next five years**

To help address this issue, the Town's 2023 Budget provides for a permanent shift in sales tax allocations, moving more funding to the General Fund (that supports the Police and Fire departments) and reducing the sales tax allocation going toward the Transportation Fund

- **Add four firefighter/paramedics; these positions would eventually be folded into Fire Station 156**

The positions were hired, and the recruits graduated from the fire academy and fully joined the department in June

- **Add four Patrol officers in the Police Department**

Completed. In addition to these four officers, three positions were added at midyear to the Police Department, for a total of seven new positions in 2022

- **Review and adopt a Community Wildfire Protection Plan**

Town Council adopted the plan in January; public education and mitigation work coming out of the plan is ongoing

- **Implement an enhanced pay-for-performance program to bring public safety employees' compensation more in line with their peers**

Complete

PRESERVE OUR COMMUNITY CHARACTER

- **Continue appropriate planning for the community, including continued review of existing entitlements on currently undeveloped properties**

Staff continues to seek improvements to development-related communications, as well as to the Town's development code and processes; learn more at CRgov.com/DevelopmentActivity and CRgov.com/DevelopmentSteps

- **Implement a wayfinding signage program to assist pedestrians, bicyclists and motorists in Downtown Castle Rock**

A consultant has been brought on board, and this project will be kicking off in fourth quarter

- **Begin planning for a program to enhance the entryways into Castle Rock using signage and other means, using proceeds from the voter-approved lodging tax**

Efforts toward this project are expected to begin in the fourth quarter of 2022

2022 PROJECT UPDATES

Third Quarter

ENHANCE OUR ROADS

- **Continue making significant progress on our top infrastructure priority, a new interchange on Interstate 25 at Crystal Valley Parkway, by budgeting \$13.6 million toward the project**
This project remains on schedule. Significant preconstruction activities are moving forward, and construction is planned to begin in 2023 if all needed funding can be secured
- **Complete an aggressive annual Pavement Maintenance Program, focused in 2022 on southern Castle Rock**
Pavement maintenance is proceeding well. Some supply chain delays have occurred, with concrete material primarily, but the team is making strides toward completing this project's full scope
- **Begin construction to widen Plum Creek Parkway between Eaton Street and Ridge Road**
Construction is underway
- **Begin construction to widen Ridge Road from Plum Creek Parkway to the "Four Corners" intersection**
Construction is underway
- **Begin construction on intersection improvements at "Four Corners"**
Design and right of way acquisition activities are wrapping up; the timing in which to begin construction is still being assessed
- **Begin construction to widen Crowfoot Valley Road from Knobcone Drive to Macanta Boulevard**
An open house for this project is scheduled in October. Douglas County is likely to complete design near summer 2023 and will then place the project out for bid for construction
- **Begin construction on intersection improvements at Crystal Valley Parkway and Plum Creek Boulevard**
This project remains on track – construction bids are projected to be received in fourth quarter
- **Once authorized, oversee construction of the Downtown Railroad Quiet Zone**
The Town has awarded a construction contract for the work for which it is responsible and is coordinating with Union Pacific on the schedule for their portion of the work. The Colorado Public Utilities Commission is requiring an adjustment to the construction and maintenance agreement between the Town and UP related to future maintenance payment responsibilities
- **Implement roundabout and streetscape plans**
This project is envisioned to be engaged in the second half of 2022 or beyond, as staffing resources allow
- **Add an operator and a lead operator**
The Lead Operator position has been filled; staff continues to fill vacancies for open Operator positions
- **Purchase an asphalt patch truck**
Supply chain issues are being experienced on this item, which continues being pursued



2022 PROJECT UPDATES

Third Quarter

SECURE OUR WATER FUTURE

Continue projects, programs and policies to advance the goals of securing 75% renewable water by 2050; reducing per-capita water consumption to 100 gallons per day; and maintaining affordable rates and fees, including:

- **Begin construction of a pipeline along Newlin Gulch to connect the Town's water system to Rueter-Hess Reservoir**
Preliminary design of the pipeline is complete, and surveying and easement acquisition are underway. Completion of the design is anticipated in October 2023
- **Continue advancing long-term renewable water efforts including the imported water projects WISE and Alternative Source of Supply (Box Elder); specifically in 2022, complete a pipeline through Parker to increase future WISE capacity**
Construction of the pipeline through Parker remains scheduled for substantial completion in September 2023. The contractor plans to begin installing erosion control measures and complete some initial grading work in November. Pipeline materials are expected to begin arriving on site in January
- **Undertake construction of a new reservoir along Plum Creek at the diversion in Sedalia and upgrade the Town's reservoirs along Plum Creek**
The State Engineer's Office provided comments on the project's design, which staff has addressed. Staff is awaiting final approval from the State. Bidding is scheduled for early 2023, with Council approval anticipated in February
- **Begin implementing advanced metering infrastructure**
Radio towers and software have been purchased, and installation of the towers will occur in November. Testing of the system is scheduled for December. Meter replacements, where necessary, will start in 2023
- **Complete conversion to a new modern billing system that will accommodate future growth and new process efficiencies**
The system is still in testing, and staff training is ongoing. Roll out has been moved to January
- **Complete water, sewer, stormwater and street improvements in the Craig & Gould neighborhood and complete water line rehabilitations and replacements in the Glovers neighborhood**
Construction is ongoing in Craig & Gould. The project remains on budget, and all underground work has been completed. Road paving will continue through this year, with substantial completion scheduled for summer 2023. Water line rehabilitation in Glovers is on budget and scheduled for completion by year end
- **Complete construction of a new water tank in Liberty Village/Cobblestone Ranch**
Construction is on budget and on schedule, with substantial completion expected in January
- **Complete stream stabilization in McMurdo Gulch and Omni Tributary**
Omni Tributary is on budget and on schedule, with substantial completion expected in October 2022. McMurdo completed on schedule and on budget in June
- **Add a meter technician, a system operator and a plant operator**
Complete

2022 PROJECT UPDATES

Third Quarter

MAINTAIN STRONG PARKS AND RECREATION

- **Complete construction of Cobblestone Ranch Park**

A grand opening event was held June 29; staff continues working with the general contractor to address remaining issues

- **Open for public access the Metzler Family Open Space**

Design for the parking lot and public entrance was completed, and the project was placed out to bid. Town Council has approved a construction contract, and work is expected to be substantially complete yet this year

- **Construct three segments of the Colorado Front Range Trail to complete the project within Castle Rock**

Town Council approved a construction contract with Native Sun Construction for this work, which is expected to be completed in September 2023

- **Complete improvements to Butterfield Crossing, Mitchell Gulch and Plum Creek South parks**

Renovations at Butterfield Crossing Park are moving along, and significant progress has been made on the playground. The concrete in the plaza is nearing completion, and the restrooms are complete except fixtures. The basketball and pickleball courts are also nearing completion. Contracts have been awarded for work at Mitchell Gulch Park, with completion expected in 2023. Construction documents for Plum Creek South Park are being finalized so that project can be placed out for bid

- **Continue planning for indoor recreation facility needs**

Town Council has approved a nonbinding memorandum of understanding with CD-Acme LLC/Confluence Companies to signal the Town's formal pursuit of a potential sports development center. Additionally, Council authorized an agreement with architecture firm Barker Rinker Seacat to complete a schematic design for the potential facility

- **Replace the cardio equipment at the Recreation Center and the synthetic turf at Gemstone Park**

Gemstone Park's synthetic turf has been replaced. The new cardio equipment is scheduled for a mid-November delivery

- **Add a parks maintenance worker using proceeds from the voter-approved lodging tax**

Complete



2022 PROJECT UPDATES

Third Quarter

SUPPORT ECONOMIC DEVELOPMENT

- **Fulfill existing economic incentive agreements and maintain capacity for new agreements**

Strong sales tax indicates prior strategies to attract retailers is assisting funding Town services; as such, staff intends to continue supporting efforts to attract new businesses to Castle Rock

MANAGE TOWN FINANCES CONSERVATIVELY

- **Receive lodging tax revenues and “excess” TABOR revenues into dedicated new funds to ensure the monies are used only in the manner approved by voters**

A Lodging Tax Fund was established, and lodging tax revenues are being used for parks and recreation purposes as approved by voters. Town Council approved transferring \$14.6 million in “excess” TABOR revenues from the General, Transportation and Fire Capital funds into the TABOR Fund to retain and spend as voters approved on police, fire/EMS and roads purposes

- **Plan for the Town’s use of its American Rescue Plan funds**

Council in April approved the use of the Town’s American Rescue Plan Act funds on the Ridge Road project, along with the project to widen Plum Creek Parkway between Eaton Street and Ridge Road. The use of this \$5.7 million in federal funds on these projects will provide additional budget capacity to complete other road projects sooner than currently planned

- **Continue pursuing grants and other opportunities, including use of volunteers and donations, to stretch the Town’s tax dollars as far as possible**

The Castle Rock Parks and Trails Foundation has been raising money to fully fund the Possibilities Playground at Butterfield Crossing Park, which is being renovated; the group has received pledges for nearly \$910,000 of a \$1.3 million goal to date. Council approved the Town’s 2022 CDBG Annual Action Plan in July, and HUD has accepted it. The 2022 program year started Oct. 1, and funds will continue to be used to support senior programs and ADA accessibility improvements and to offset administrative costs

- **Complete the 2023 Budget, along with the annual five-year balanced financial plan and Capital Improvement Program**

Council has approved the 2023 Budget, five-year balanced financial plan and Capital Improvement Program

- **Continue seeking opportunities for Town energy cost savings**

Fire station LED improvements will proceed in fourth quarter pending budget capacity; electric vehicles are in use at CRPD and Public Works and will be evaluated to determine future use in the Town fleet; and staff is meeting with CORF in October to review the rate structure for Town accounts



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/1/2022

Item #: 4. **File #:** ID 2022-115

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.

AGENDA MEMORANDUM

To: David L. Corliss, Town Manager
From: Tara Vargish, PE, Director of Development Services
Title: **Town Manager Report – Development Project Updates**

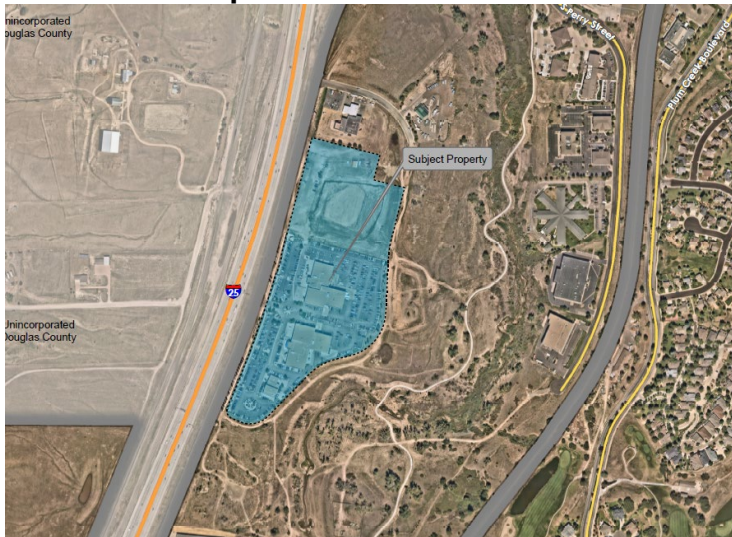
This report contains development updates and new submittals or requests that have been submitted to staff since the last update to Town Council. The high-growth nature of Castle Rock results in numerous and diverse questions from individuals seeking information about existing conditions and future plans and 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

No new formal applications have been submitted since the last report.

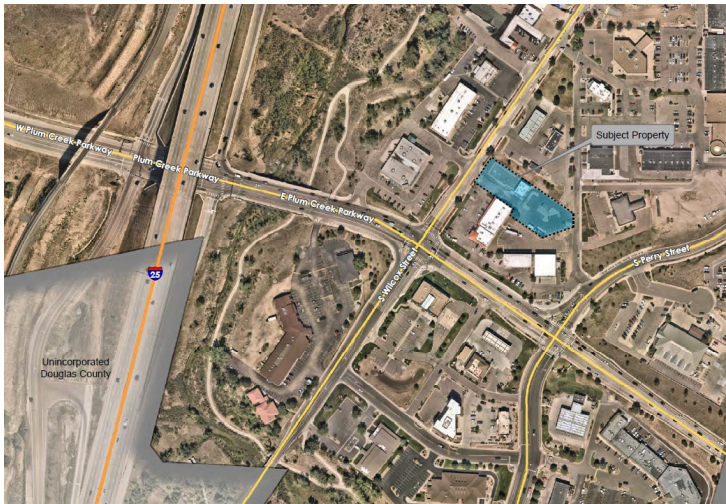
New Pre-Application Meeting Requests

Ford Dealership Addition



A pre-application meeting request was submitted seeking information on application and submittal requirements for a Site Development Plan proposing an 8,600 square foot building addition to the existing Ford dealership and service center located at 1404 South Wilcox Street. The proposed addition would include 12 new service bays and a new drive-thru car wash. The proposed addition would be added to the east side of the existing service area and the exterior facade will match the painted CMU. 26 existing parking spaces will be removed in the area of the proposed addition. The project is located in Councilmember Dietz's district.

Grandmere Plaza Re-Plat



A pre-application meeting request was submitted from Kimley-Horn, on behalf of Grand Mere Restaurant Group, seeking information on application and submittal requirements for re-platting the 0.86-acre property at 340 S. Wilcox Street. The applicant is proposing to divide the parcel into two properties. The 0.57-acre Lot 1 would include the existing 1653 square foot Pizza Hut restaurant and the 0.29-acre Lot 2 would include a 4,359 square foot retail building. The building under construction on Lot 2 would be shrunk by approximately 200 square feet from what was previously approved to allow for a five-foot building separation. The proposal is located in Councilmember LaFleur's District.

South Gilbert Street Dry Storage Building



A pre-application meeting request was submitted seeking information on application and submittal requirements to build a 1,500 square foot dry storage building on a 0.71-acre vacant parcel directly south of 523 South Gilbert Street. The building would be used to store equipment and paperwork for a U-Haul rental and a landscaping and snow removal company. A port-o-let is being proposed on-site with no running water at this time. The office work for this business is conducted remotely. This building will not be accessible to the general public. The current conditions of the lot consist of recycled asphalt that U-Haul rental trucks and landscaping vehicles are being stored on. The proposal is located in Councilmember Dietz's District.

Verizon Wireless Facility in Sapphire Point



A pre-application meeting request from Q3 Consulting was submitted on behalf of Verizon Wireless seeking information on application and submittal requirements for the installation of a wireless facility and cabinet base to an existing Excel transmission tower located in Tract H in Sapphire Point. The proposal is located in Councilmember Cavey's District.

Ongoing Development Activity:

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.
- 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 existing parking 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 construction 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, building 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 and plat approved, located on vacant commercial lots north of the AMC theatre.
- The Learning Experience, revised site development plan and construction plan review 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 and construction document 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 and construction document 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, building and 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 review for infrastructure for future mixed-use building, with 28 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 and construction document review to create a mini entertainment district, 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 documents approved for improvements 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 approved 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 Rock Auto Dealerships, site development plan approved for service center expansion, located at 1100 South Wilcox Street.
 - Castle Rock Auto Dealerships, building construction for façade changes to the Ford Dealership, located at 1404 South Wilcox Street.
 - Castle View Baptist Church, Construction plan approved for water main extension per IGA, located north of Macanta on Crowfoot Valley Road in unincorporated Douglas County.
 - Founders Marketplace, Dunkin Donuts, site plan review for new restaurant with drive-through, located at the northeast corner of Founders Parkway and Aloha Court.
 - 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, building and 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 construction for 2.4-acre site, located south of The Plum Creek Community Church. The future use is a facility for distribution of heating and plumbing equipment.
 - Sanders Business Park, site construction 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 approved for demolition of existing building on 4.5 acres, located on the south end of Prairie Hawk Drive.
- The Brickyard Planned Development Plan and Zoning Regulations, under review for a mixed-use development with a maximum of 600 multi-family dwelling units, 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.
- Verizon small cell sites, construction documents for multiple locations in public right-of-way: 1) Factory Shops Boulevard and New Beale Street, 2) Promenade Parkway and 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.
- 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.
- 544 Senter Drive, use by special review for new two-story accessory dwelling unit with garage.
- Auburn Heights Apartments, rezoning application to amend the zoning and the currently approved site development plan for Lot 2 of Auburn Ridge.
- Avilla at Founders, site plan and construction document review, for 105 for-rent single-family dwellings, located on the northwest corner of Mikelson Boulevard and Mitchell Street.
- 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 mains for 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 approval for a recreation facility that will serve the new single-family home project, located at the southeast corner of West Loop Road and Crystal Valley Parkway.
- 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 to complete 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 construction, 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 and west 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 three 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 on 165+/- acres, located south of Plum Creek Parkway and east of Eaton Circle.
- Oakwood Apartments, site construction and building permits, for senior housing project 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 Loop Road in Crystal Valley Ranch.
- Sunset Point, site plan review for 525 single-family homes on 293 acres, located northeast of Mesa Middle School.
- Terrain North Basin, Phase 1, site construction for approximately 96 single-family home 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 Upper Sunstone, home construction, 261 single-family home project, located south of State Highway 86 and east of King Soopers/Ridge Road.

DEVELOPMENT ACTIVITY HIGHLIGHTS

TOWN COUNCIL
NOVEMBER 1, 2022



NEIGHBORHOOD MEETINGS

Scheduled on Town Calendar:

2 NOV	Avilla at Founders Village Site Development Plan, 6:00 p.m., Virtual, 3rd Meeting Proposing a Site Development Plan for 105 for-rent single-family/paired homes on 9 acres. Located at the northwest corner of Mikelson Blvd and N. Mitchell St.
3 NOV	Perry St. Social Downtown Site Development Plan, 6:00 p.m., Virtual, 3rd Meeting Proposed “entertainment district”, including a craft beer taproom and multiple additional food & beverage concepts anchored by a common covered area. Located at the northeast corner of N. Perry St. and Fourth St.
14 NOV	544 Senter Dr. ADU, 6:00 p.m., Virtual, 2nd Meeting Proposing a two-story, 1,112 sq. ft. garage with ADU on a 0.477-acre residential lot.

* These items are tentative:

28 NOV	*Meadows Town Center Mixed-Use SDP, 6:00 p.m., Virtual, 3rd Meeting Proposing 85 multi-family dwelling units and approximately 6,200 square feet of retail/restaurant space on 4 acres in the Meadows Town Center. The site consists of 3 lots located NE, SE, and SW of Mercantile St. and Future St.
29 NOV	*Meadows Filing 16, Parcel 6 Site Development Plan, 6:00 p.m., Hybrid, Location TBD, 3rd Meeting Proposing 77 single-family detached dwelling units on approximately 136 acres. Approximately 114 acres, 87% of the site, will be dedicated as open space. The property is located east of Coachline Road, north of Wolfensberger Road, and south of the Red Hawk Golf Course.
30 NOV	*Dunkin Donuts Site Development Plan, 6:00 p.m., Virtual, 2nd Meeting Proposing a 2,340 square foot single-story building for a Dunkin Donuts restaurant with a drive-thru and a parking lot, located on Aloha St. in Founder's Marketplace.

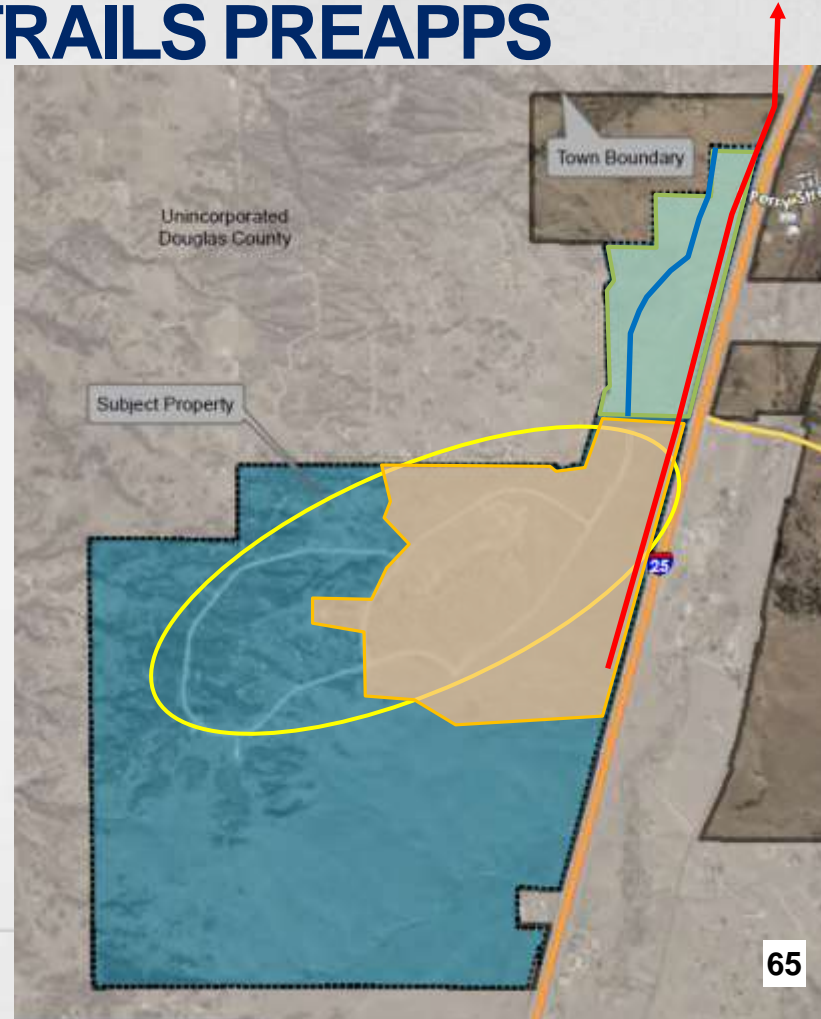
PROPOSED CORE UNDERGROUNDING LINES FOR CRYSTAL VALLEY INTERCHANGE

- Pre-application - No formal submittal at this time
- Rerouting and conversion of overhead electric distribution facilities to underground to support the CDOT Crystal Valley, I-25 Interchange
- Proposing to place the electric lines underground in Town Right of Way
- Located in Councilmember Dietz's district



PROPOSED DAWSON TRAILS PREAPPS

- 5 Pre-applications - No formal submittals at this time
- Located west of I-25, generally north and south of Territorial Road
 1. Remove existing infrastructure
 2. Early Grading north of Territorial – for roadway and development pads (Costco), 134 acres
 3. Early Grading south of Territorial – for roadway and several development areas, 365 acres
 4. Dawson Trails Blvd north Phase 1 plat, construction of roadway, and infrastructure to pad sites
 5. Construction of over 3.3 miles of Sanitary Sewer line, extending north of Plum Creek Parkway
- Located in Councilmember Dietz's district



PROPOSED DOUGLAS COUNTY FAIRGROUNDS REZONE

- Pre-application - No formal submittal at this time
- Located at 500 Fairground Drive
- Proposing a zoning change to the Douglas County Fairgrounds,
- Currently zoned for single-family, proposing to change zoning to align with their existing facilities and uses
- Located in Councilmember Dietz's district



PROPOSED DRY STORAGE U-HAUL BUILDING

- Pre-application - No formal submittal at this time
- Located south of 523 South Gilbert Street
- Proposing to build a 1,500-square-foot dry storage building on a 0.71-acre vacant parcel. It would be used to store equipment and paperwork for a U-Haul rental and a landscaping and snow removal company. Not accessible to the general public
- Located in Councilmember Dietz's district



PROPOSED FORD DEALERSHIP ADDITION

- Pre-application - No formal submittal at this time
- Located at 1404 S. Wilcox Street, Castle Rock Autoplex
- Proposing to 8,600 square foot building addition to the existing Ford dealership and service center, add 12 new service bays and drive-thru car wash
- Located in Councilmember Dietz's district



PROPOSED GRANDMERE PLAZA RE-PLAT

- Pre-application - No formal submittal at this time
- Located on a 0.86-acre property at 340 South Wilcox Street
- Proposing to divide the parcel into two properties. Lot 1 is the existing Pizza Hut, Lot 2 would become a 4,359-square-foot retail building
- Located in Councilmember LaFleur's district



PROPOSED HAMPTON INN SDP AMENDMENT

- Pre-application - No formal submittal at this time
- Located at 4830 Castleton Way
- Proposing to amend building materials on approved Site Development Plan by replacing wood cladding accent with copper/orange stucco
- Located in Councilmember LaFleur's district



PROPOSED VERIZON WIRELESS FACILITY

- Pre-application - No formal submittal at this time
- Located in Tract H in Sapphire Point
- Proposing an installation of a wireless facility and cabinet base to an existing Xcel transmission tower
- Located in Councilmember Cavey's district



NEW QUASI-JUDICIAL APPLICATIONS

WELLSPRING AND CASTLE OAKS CHURCH ANNEXATION

- Annexation petition submitted
- 498 E. Wolfensberger Road
- Requesting to annex 2.07 acre parcel for proposed Wellspring facility and Castle Oaks Covenant Church uses
- Located adjacent to Mayor Pro Tem Bracken's district



THANK YOU

QUESTIONS?





Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/1/2022

Item #: 5. File #: ID 2022-116

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 Quasi-Judicial Applications

No new quasi-judicial applications have been submitted since the last update.

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: November 1, 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

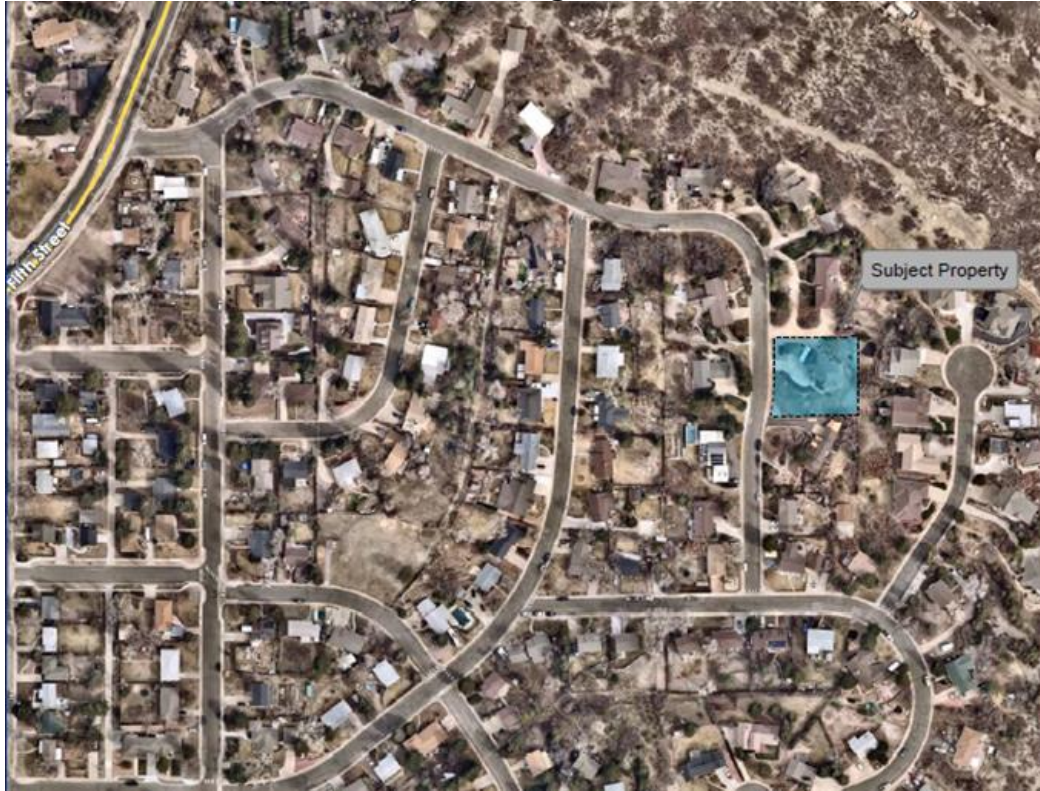
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New Quasi-Judicial Applications

No formal applications received since the last report to Town Council.

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

544 Senter Drive Accessory Dwelling Unit:



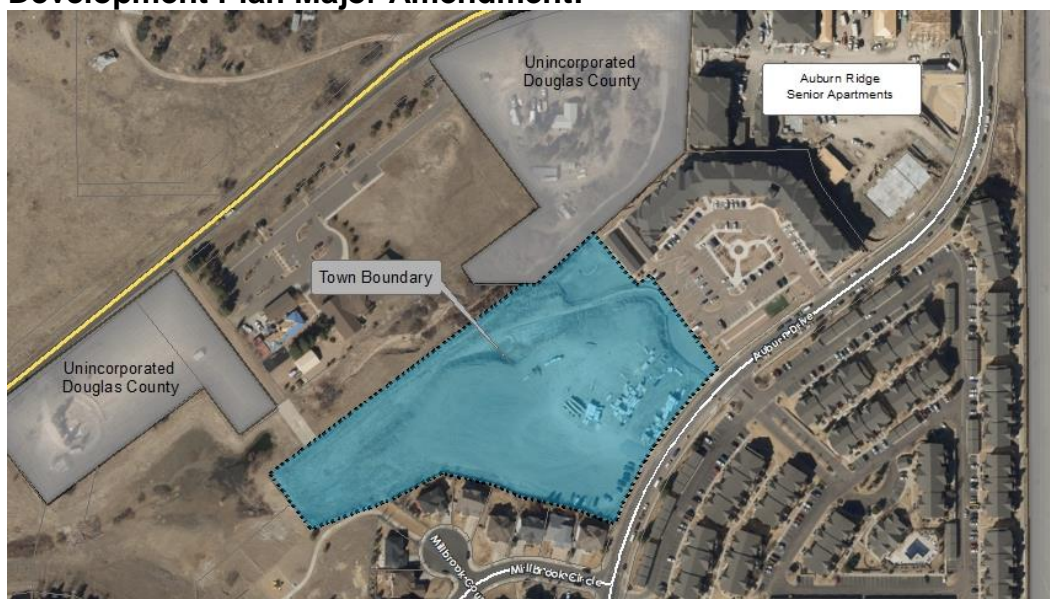
Property owners, Anthony and Irene Chin have submitted an application for a Use by Special Review for an Accessory Dwelling Unit. The accessory dwelling unit is a detached structure located in the south corner of the property. The proposed structure includes 2 stories with a garage and accessory dwelling totaling 1,112 square feet. The Use by Special Review 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 LaFleur's district.

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:



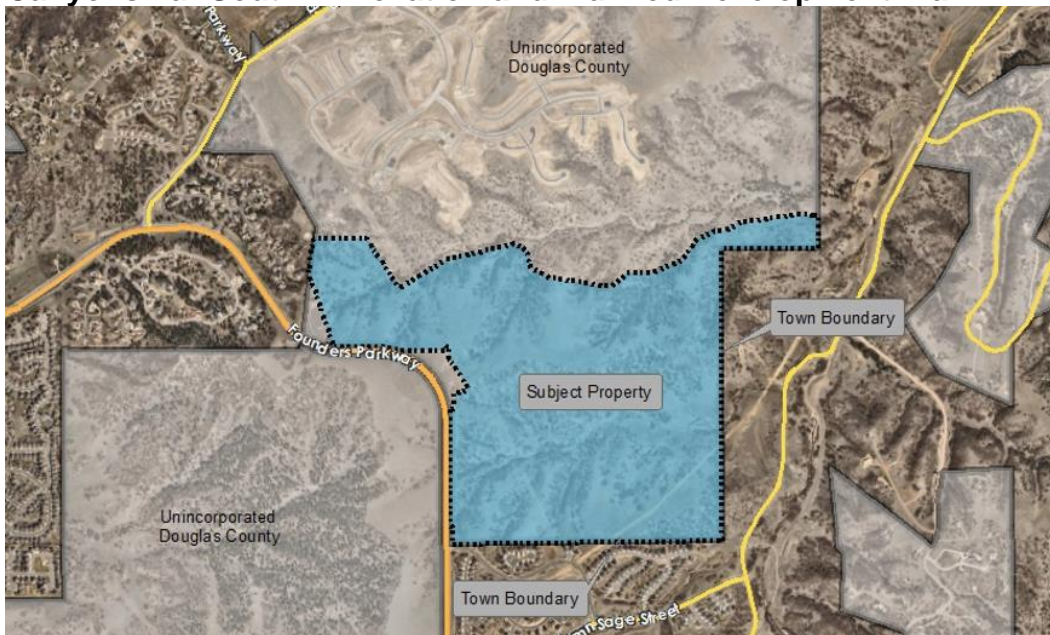
The property owner, NexMetro Communities, has submitted an application for a Site Development Plan (SDP) proposing a 105 unit for rent community on approximately 9 acres. The 105 units are composed of 71 single family detached homes and 17 paired homes (34 units). The property, which is within the Bella 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.

Brickyard Planned Development Plan:



Confluence Companies has submitted a quasi-judicial application from 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.

Canyons Far 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 the Canyons Far South Planned Development Plan for zoning of the property for a new neighborhood consisting of 474 single-family homes and 60,000 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 the Chateau Valley 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. The property is located in Councilmember LaFleur's district.

Keystone Hotel Downtown Site Development Plan:



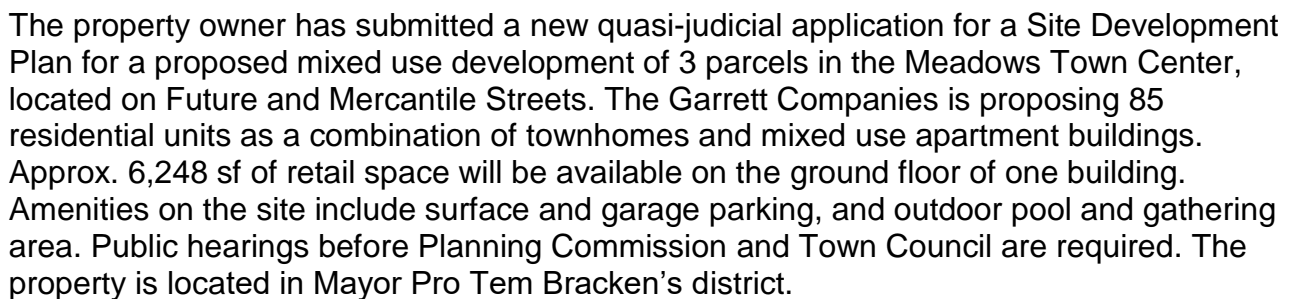
The property owner, Castle Keystone, LLC, submitted a new quasi-judicial application for a Site Development Plan for approval of a 702 square foot patio on the west side of the historic Keystone Hotel (Castle Café) building. The 0.179-acre property is located at the northwest corner of 4th and Wilcox. The Downtown Site Development Plan will require a public hearing before the Design Review Board for review and approval. 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. The proposal is 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,

Meadows Town Center Site Development Plan:



Meadows Filing 16 Site Development Plan Amendment:



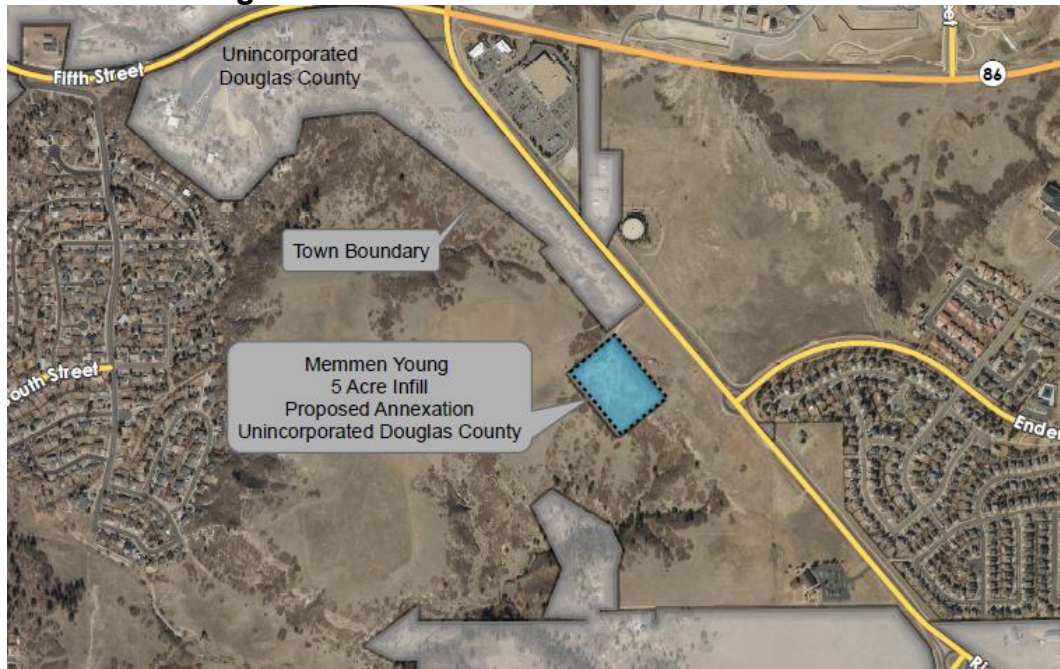
A new quasi-judicial application was submitted from Castle Rock Development Co. for Meadows Filing 16, Parcel 6, for a residential Site Development Plan Amendment. The property is approximately 136 acres and is located east of Coachline Road, south of Red Hawk Golf Course, west and north of Town open 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:



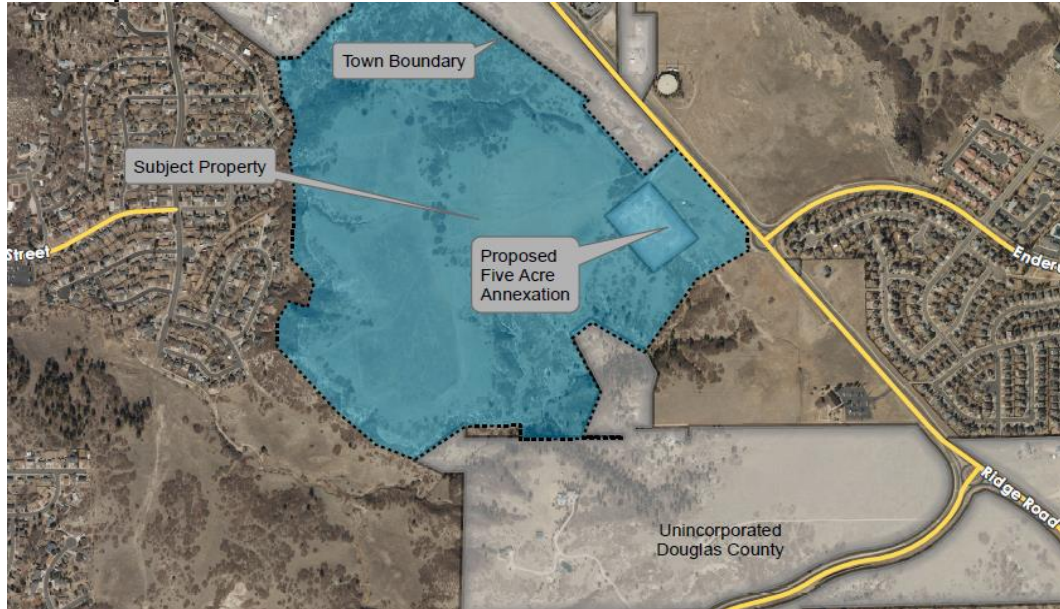
Ulysses Development has submitted a Site Development Plan for a 4-story 183,999 square foot senior housing apartment development that contains 200 units. The project is proposing an associated 271 parking spaces with the project and will contain a mixture of 1 and 2 bedroom units. The proposed location is a 5.5-acre site located west of Timber Mill Parkway and North Meadows Drive. 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:



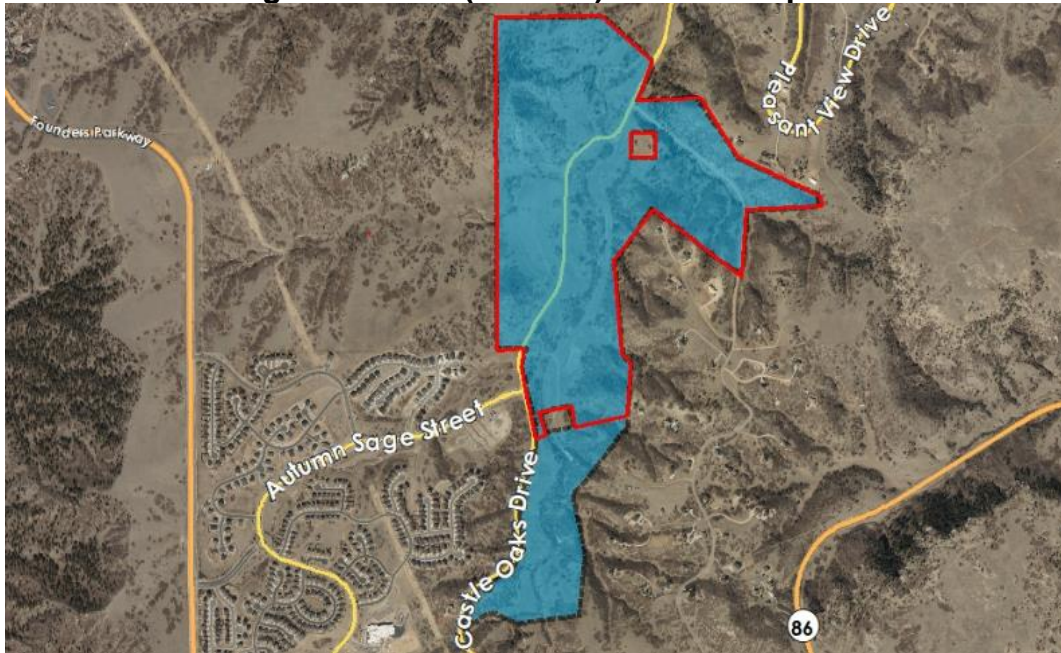
The property owner has submitted a Petition for Annexation for a five-acre parcel. The parcel is located south of Fifth Street, north of East Plum Creek Parkway, and west of Ridge Road. The 5-acre parcel is completely surrounded by the existing Memmen Young Infill Planned Development. A single family 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 Founder's Vista Site Development Plan:



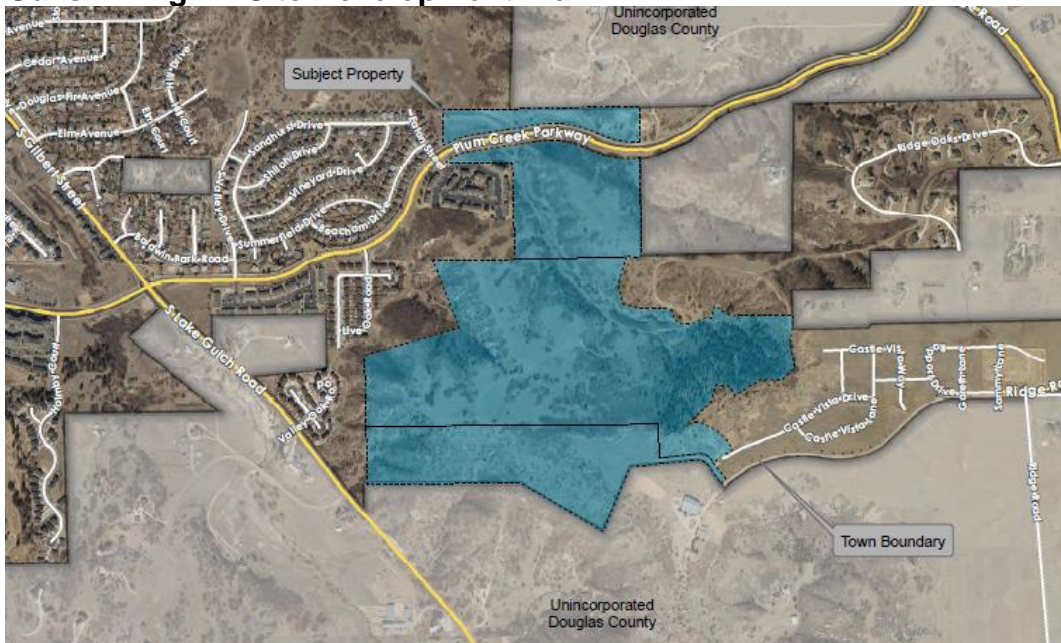
The property owner has submitted a Planned Development Plan and a Site Development Plan (SDP) for a 561-unit residential development within the Memmen Young Planned Development, also known as Founder's Vista. The Site Development Plan proposes 333 single-family homes and 228 paired homes. The proposed 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:



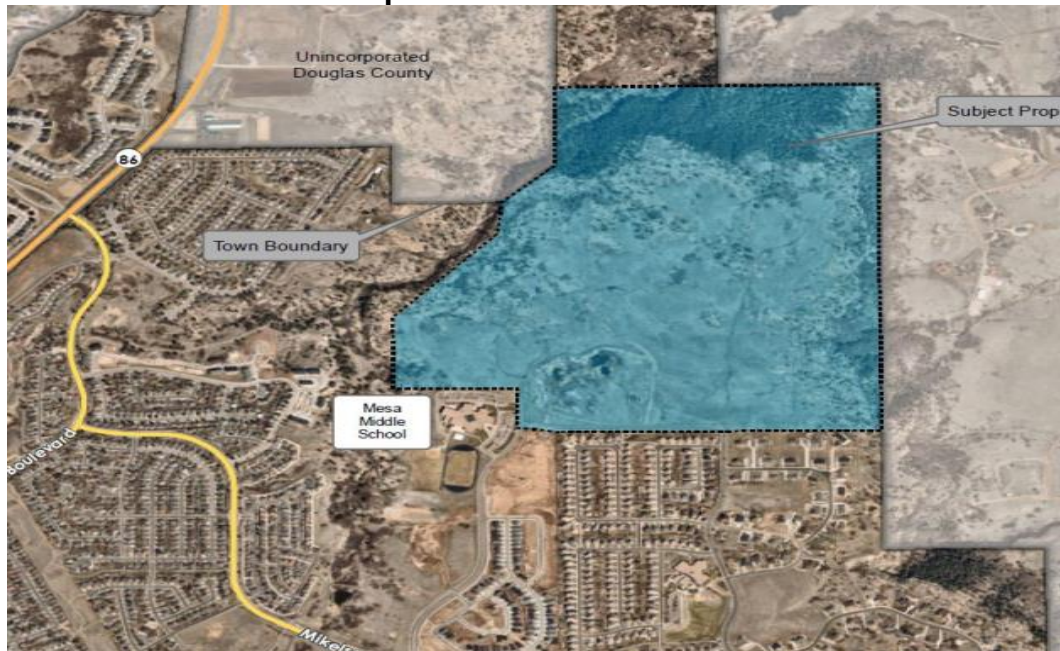
The Douglas Group, Inc. has submitted an application to amend a planned development plan to create 3 single family lots from a tract in Plum Creek Planned Development. The general location of the tract is directly west of the intersection of West Prestwick Way and Mount Royal Drive, in the southwest 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. 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](https://www.crgov.com/developmentactivity).



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/1/2022

Item #: 6. **File #:** ID 2022-117

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Tara Vargish, PE, Director, Development Services
Brad Boland, AICP, Long Range Project Manager

Update: **Residential Unit Data (through September 30, 2022)**
with Potential Buildout Estimates

Executive Summary

The purpose of this quarterly residential unit data update is to provide an overview of development activity and estimated population projections. This update includes data through the third quarter of 2022, ending on September 30, 2022. The data outlines the maximum zoning entitlements and growth areas approved by Council and provides an update on the pace of activity in each area of Town. The current estimates show an approximate population of 79,760 through June 30, 2022, which is an increase of about 2,120 persons that was reported through the previous quarter. The increase in reported residents comes from two components. There were 229 additional single family and 45 multi-family homes receiving certificates of occupancy within the third quarter of 2022, which resulted in 786 new residents. Staff reconciled the Units Built for multi-family and discovered that four multifamily projects that received CO's from the 1st quarter of 2020 through the 1st quarter of 2022 were not accounted for. The four projects totaled 667 units and 1,334 residents. Staff continues to update the potential buildout estimates as more information becomes available. The potential high and low buildout calculations provide more realistic unit and population estimates to aid in planning for future Town resources.

Attachments

Attachment A: Town of Castle Rock PD Zoning Map

Attachment B: Unit Data through September 30, 2022 with Potential Buildout Chart



Meeting Date: Nov. 1, 2022

AGENDA MEMORANDUM

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Tara Vargish, PE, Director, Development Services
Brad Boland, AICP, Long Range Project Manager

Title: **Update: Residential Unit Data (through September 30, 2022)
with Potential Buildout Estimates**

Executive Summary

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Discussion

Castle Rock, through most of its history, is a growth community. The growth we are experiencing is consistent with residential and commercial building activity across the Front Range and throughout the State of Colorado. Therefore, the pace of growth is an ongoing discussion. Growth in Castle Rock remained steady for 100 years between its founding in 1881 and 1980 when it grew from an original population of 88 to approximately 4,000 residents. Castle Rock did not see significant residential growth after WWII, a trend common among other Front Range communities. Instead, the opening of the Outlet Mall in 1992 coincides with an increase in the residential growth rate that continues today. The population more than doubled between 1990 and 2000

when it grew from approximately 8,000 residents to more than 20,000 residents. The population doubled again through 2010 when it reached approximately 49,000 residents and continues to grow with the current population estimated at approximately 82,000 residents as of September 30, 2022.

Castle Rock's growth rate over the past 20 years has generally exceeded the economic conditions regionally and nationally. Given the pace of growth to date, data shows that existing larger planned communities such as Meadows, Founders, Castle Oaks / Terrain, and Crystal Valley Ranch have taken decades to reach this point in development. Predicting the pace of growth is difficult because it is influenced by many factors, most notably the economy, interest rates, the homebuilding market, topography and soil conditions as well as political decisions related to development regulations.

The data outlined herein provides information through the third quarter of 2022. The analysis compares the maximum number of zoned residential units to the number of units that received a certificate of occupancy. Zoning entitlements can be amended and home building is on-going. Therefore, this report is updated quarterly to provide information to Town Council and our residents.

Development Types and Impacts

The Town's existing zoning entitlements include approximately 130 planned developments (PD) and associated PD amendments. The Town consists of very few "straight" zoned areas such as R-1 Single-Family Residence District. Single family 58+ Built Units (CO). Through this work it was determined that four projects had not been accounted for in Built Units count which as a result also were not included in the estimated population. The four projects were the Springs at Castle Rocks (Jan. 2021 CO, 204 units), Talus Flats (Sep. 2021 CO, 111 units), Riverwalk (Mar. 2020 and Nov. 2020 COs, 228 total units), and Encore (Jan. 2022 CO, 124 units). The first two projects are located in the Meadows Town Center and the latter two in Downtown. The total number units that were underreported since was 667 units and 1,334 residents. Staff is working to ensure that the reporting process is properly capturing multi-family and mixed use projects when they receive their certificate of occupancy moving forward.

Entitlement Data

Each planned development (PD) on **Table A** shows the PD's name, date of original zoning approval and corresponding PD number depicted on the Town's Zoning District Map to help identify the areas included with the unit counts. The map in **Attachment A** shows the geographic location of each PD area. **Table B** compares estimates since 2017.

Residential areas within the Town that are straight-zoned are primarily located within the downtown and Craig and Gould subdivision, denoted as "Central Castle Rock" in **Table A**. The "Maximum Zoned Units" and "Units Built (CO)" counts were further divided into single family (SF) or multi-family (MF) for each area. The SF numbers

include single family detached and single family attached units, such as townhomes or paired homes. The multi-family numbers include single building attached units such as apartments or condominiums. In several cases, zoning for planned developments allows either single family or multi-family units within a specific planning area. In those situations, the units allowed were assigned to the multifamily category, as this represents the higher entitlement potential. If developed as single family homes, the number of units actually developed would be less.

Table A: Comparison of Maximum Zoned Units to Built Units, through June 30, 2022

Please note that these are estimates, and numbers are subject to change due to factors listed in this memo, as well as any future zoning amendment approvals.

PD #	Planned Developments (year initially zoned)	MAXIMUM ZONED UNITS			UNITS BUILT (CO)		
		SF	MF	Total	SF	MF	Total
130	Alexander Place (2020)	26	99	125	0	0	0
5	Arbors (2002)	38	80	80	0	0	0
7,8	Auburn Ridge (2013)	0	286	286	0	186	186
12	Brookwood (2003)	72	0	72	60	0	60
16	Cambridge Heights (2003)	0	100	100	0	0	0
17	Castle Highlands (1984)	132	200	332	127	200	327
19	Castle Meadows* (1989)	0	440	440	0	0	0
3,20,21,22,23,117	Castle Oaks /Terrain (2002)	1992	775	2767	2060	0	2060
25,26,27,28,104	Castle Pines Commercial / Promenade (1987)	0	1410	1410	0	1062	1062
29	Castle Ridge East (1996)	30	0	30	28	0	28
30,31	Castle Rock Estates - Diamond Ridge (1995)	126	0	126	126	0	126
33,87,88,89,90	Castleview Estates - The Oaks of Castle Rock (1985)	248	326	574	235	0	235
34	Castlewood Ranch (1998)	1300	0	1300	1282	0	1282
straight zones, downtown	Central Castle Rock (varies) NO maximum zoning**	1538	3462	5000	1535	1188	2723
40	Covenant At Castle Rock (2014)	58	0	58	58	0	58
42,43,44,45,46	Crystal Valley Ranch (2000)	2670	753	3423	2412	0	2412

		MAXIMUM ZONED UNITS			UNITS BUILT (CO)		
PD #	Planned Developments (year zoned)	SF	MF	Total	SF	MF	Total
47	Dawson Ridge*** (1986)	2447	5453	7900	0	0	0
52,9	Founders Village - Inc. Founders 24 and Bella Mesa (1985)	2776	2905	5681	2571	0	2571
54,55	Hazen Moore (2000)	243	0	243	161	0	161
56,57	Heckendorf Ranch (1985)	406	224	630	299	0	299
59	Hillside (2009)	120	0	120	0	0	0
118	Lanterns (2003)	1200	0	1200	222	0	222
62	Liberty Village (2004)	1245	0	1245	1077	0	1077
63,64,65	Maher Ranch (1988)	923	100	1023	770	96	866
70,72,73,74	Meadows (1985)	6867	4002	10869	7181	555	7736
75	Memmen Young Infill (1985)	559	476	1035	0	0	0
76,77,78,79,80	Metzler Ranch (1996)	1037	660	1697	741	580	1321
97,98,99,101,103	Plum Creek (1983)	3025	0	3025	1189	360	1549
100	Plum Creek Ridge (2006)	92	70	162	120	0	120
102	Plum Creek South (1985)	307	198	505	137	0	137
106,107,108	Red Hawk (1996)	660	268	928	815	0	815
129	Ridge Estates (2020)	52	0	52	0	0	0
110,111	Scott II (1987)	85	220	305	78	220	298
113	Sellers Landing PD (1982)	0	94	94	0	77	77
115	Stanbro PD (1987)	32	92	124	0	0	0
119	Villages at Castle Rock / Echelon (1981)	12	542	542	0	0	0
121	Wolfensberger - formerly Graham PD (1996)	0	56	56	0	56	56
122,123,124,112	Woodlands - Inc. Scott Ranch (1983) Woodlands Crossing (1987)	990	0	990	537	0	537
125,126	Young American (1983)	78	1138	1216	375	186	561

		MAXIMUM ZONED UNITS			UNITS BUILT (CO)		
		SF	MF	Total	SF	MF	Total
TOTAL UNITS		31,386	24,429	55,777	24,196	4,766	28,962
	POPULATION ESTIMATES	95,413	48,858	144,271	72,348	9,532	81,880

*Castle Meadows does not have a maximum cap in the zoning, however 440 MF units was listed in the most recent traffic study for this property. This property could develop with more or less residential units.

**Central Castle Rock includes straight zoned land as R-1, R-2, R-3, and B zone areas in the Downtown Overlay that allow multifamily. There is no maximum cap in the zoning, so land area and typical densities have been used to determine the area could develop out at 5,000 units.

*** Dawson Trails rezoning was approved by Council in the 3rd Quarter of 2022 (formally Dawson Ridge). As this report is through September 30, 2022, the Dawson Trails zoning documents had not been recorded, therefore the Dawson Ridge numbers are shown. Once the zoning documents have been recorded the report will be updated to reflect the new Dawson Trails zoning.

Table B: Total Estimates Comparison

End of Year	MAXIMUM ZONED UNITS			UNITS BUILT (CO)		
	SF	MF	Total	SF	MF	Total
2017 units	31,744	22,800	54,544	19,444	3,328	22,772
2017 population estimates	96,502	45,600	142,102	57,902	6,656	64,558
2018 units	31,744	22,800	54,544	20,498	3,828	24,326
2018 population estimates	96,502	45,600	142,102	61,106	7,656	68,762
2019 units	31,744	22,924	54,668	21,479	3,924	25,403
2019 population estimates	96,502	45,848	142,350	64,089	7,848	71,937
2020 units	31,770	23,162	54,932	22,438	4,001	26,439
2020 population estimates	96,581	46,324	142,905	67,004	8,002	75,006
2021 units	31,710	23,204	54,876	23,439	4,001	27,409
2021 population estimates	96,398	46,408	142,806	70,047	8,002	78,049

End of Quarter 2022	MAXIMUM ZONED UNITS			UNITS BUILT (CO)		
	SF	MF	Total	SF	MF	Total
1st Quarter 2022 units	31,710	23,204	54,876	23,674	4,001	27,675
1st Q population estimates	96,398	46,408	142,806	70,761	8,002	78,763
2nd Quarter 2022 units*	31,386	24,429	55,777	23,967	4,054	28,021
2nd Q population estimates	95,413	48,858	144,271	71,652	8,108	79,760
3 rd Quarter 2022 units**	31,386	24,429	55,777	24,196	4,766	28,962
3rd Q population estimates	95,413	48,858	144,271	72,348	9,532	81,880

*Maximum Zoned Unit data was thoroughly reviewed and corrections made for 2nd quarter 2022, resulting in a reporting of 1.6% higher overall entitlements for the Town than previously reported.

** Units Built (CO) was thoroughly reviewed and corrections were made to include four multi-family projects that received CO between 1st Quarter 2020 through 1st Quarter 2022 totaling 667 multi-family units that had not been accounted for previously.

Qualifiers

The data contained within **Table A** includes qualifiers, which can sometimes be difficult to predict. In some developments there is no land available to construct additional units. Examples include:

- Castle Highlands was zoned/entitled for 490 residential units in 1984. The existing number of platted lots and constructed homes is 422 with little land remaining to build the remaining homes allowed per the zoning entitlement.
- Memmen Young Infill was zoned/entitled for 1,035 residential units in 1985. The site includes severe topography, cap rock and areas that are subject to the Skyline/Ridgeline Ordinance, making it unlikely to reach full buildout.

The timing of these and other developments is unknown. Market conditions and site conditions impact development which may result in a reduction of unit counts at final development.

Several of the master planned communities have vesting rights while others do not. Some of the planned communities have vesting rights that have expired, but that does not allow for a significant change because all developments include legal agreements with the Town, referred to as Development Agreements (DA's,) that specifically outline required improvements and timing for those improvements. The agreements are a contract between the Town and the owner that would be difficult to eliminate even though the vesting expired.

Based upon review of historical data and updated data contained herein, staff noted that several themes emerged:

- Because changing market conditions result in adjustments throughout the lifetime of a development, we cannot predict a precise build-out number or year on larger planned developments or the community as a whole.
- We cannot show a reduction to the entitled number of units unless the development team requests a rezone to reduce the unit count.
- We can accurately outline known circumstances, meaning we can identify the difference between maximum entitled unit counts and the total platted lot counts, where no additional lots can be constructed, and make estimates for the “realistic” potential buildout.
- We can update the data with new information to determine how local trends are effecting the pace and location of growth in the community.

Potential Buildout Estimates

Because of the many qualifiers associated with the maximum zoned units versus units built calculations, staff analyzed the zoning entitlements further for each planned development zoning area. Staff evaluated the potential buildout based on availability of land, site constraints, and overall feasibility of the development to realistically build the total amount of units allowed within each planned development. The high buildout and low buildout potential offers a more realistic range of units for each area when the planned development is fully built (**Attachment B**). While the current maximum units allowed per the zoning entitlements equates to a future Town population of approximately 144,300 persons, a more realistic future population would be closer to 114,000 to 125,000 persons, or about 41,000 to 46,000 total homes.

Findings

The data shows that the Comprehensive Master Plan adopted in 1999 and updated in 2002 and in 2017, was on track with projections that the Town may grow to an estimated 86,000 to 159,000 residents. The Town's current data, through June 30, 2022, is estimating a maximum zoned/entitled population of 144,271 residents. On average, given the amount of land available for development, the likelihood of the larger planned developments reaching the maximum density allowed through entitlements is low because there are a larger number of entitled units remaining than available land to build those units. Potential buildout analysis estimates a more realistic buildout population of 114,000 to 125,000 persons.

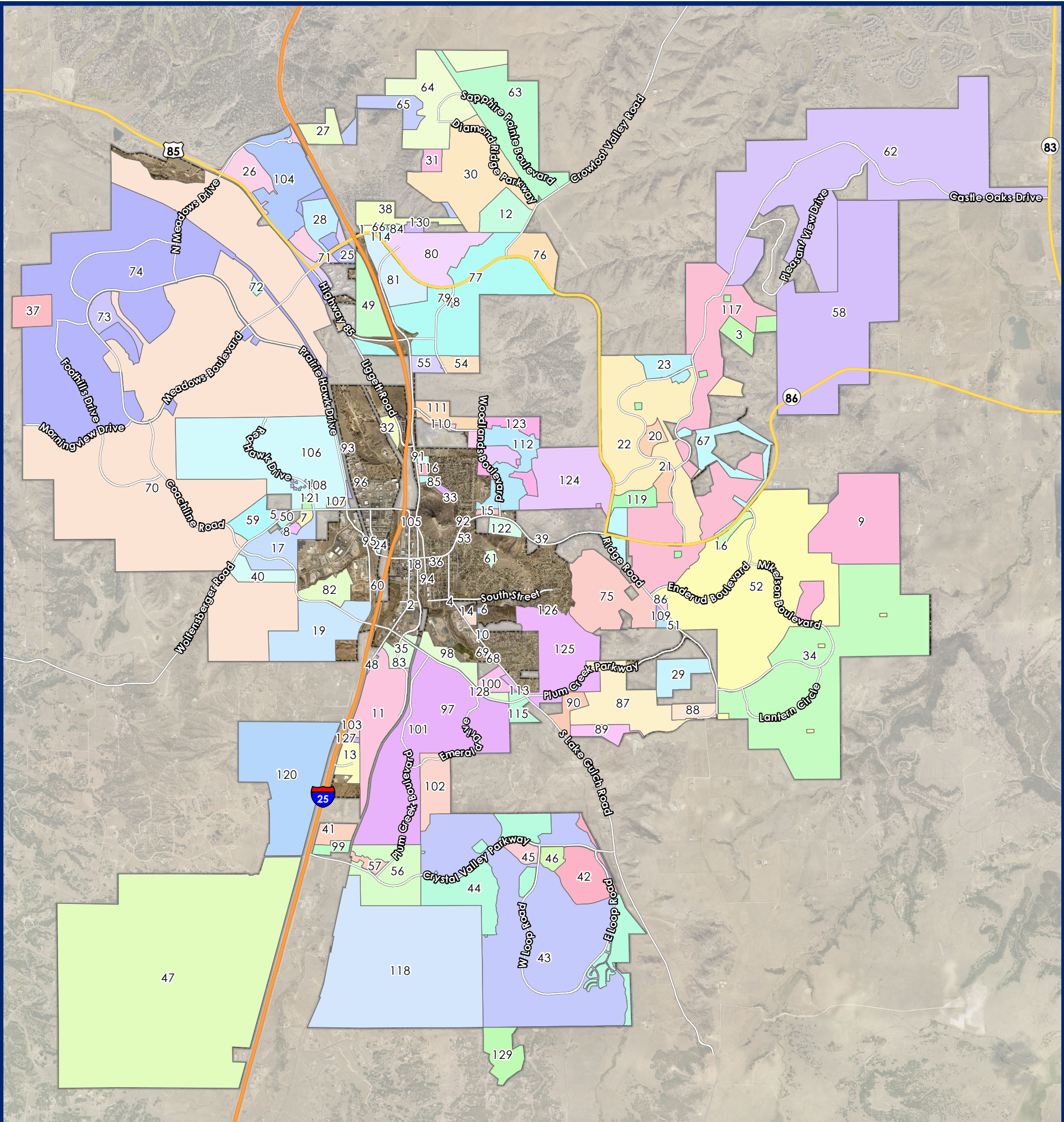
The Town of Castle Rock is an attractive community to live, work and play in, and we expect it will continue to attract residential and commercial growth for many years to come.

Attachments

Attachment A: Town of Castle Rock PD Zoning Map

Attachment B: Unit Data through September 30, 2022 with Potential Buildout Chart

T:\Development Review\Demographics Team\2022\3Q 2022





Planned Development Zoning

An illustration of the names and boundaries of all Planned Developments and Amendments. There is no significance represented by the colors used except to delineate boundaries. Numbers in table do not represent chronological order of Planned Development approvals. There are two types of zoning mapped within the Town: Standard Zone districts and Planned Development (PD) districts. Standard Zoning consists of a series of pre-established districts. The criteria for these zone districts (permitted uses, setback requirements, and maximum building heights) remain the same, no matter where the zone is located. Standard Zoning is an historic approach to land use management and is still in effect for the core of Town, which refers to the older downtown area and nearby residential areas. Each Planned Development district is unique and relates to a development plan that was prepared specifically for that property (typically large properties). All "newer" communities situated within the Town are zoned PD. For a detailed explanation of zoning requirements, specific to either Standard or PD Zoning districts, refer to Title 17 of the Town of Castle Rock Municipal Code.

00.250.51

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 C6gov.com/directory for contact information. Copyright 2020, Town of Castle Rock. Coordinate System: SPCS Colorado Central (8502) Projection: Lambert Conformal Conic Datum: North American 1983 Units: Feet US Creation Date: 10/15/2020



Legend

1. 1-25 AND FOUNDERS PKWY CONOCO PD

2. 18 WILCOX PD

3. 1ST AMD TO CASTLE OAKS PRELIM PD SITE PLAN AMD 1

4. 710 SOUTH STREET

5. ARBORS PD

6. ASPEN MEADOWS PD

7. AUBURN RIDGE PDP NO.1

8. AUBURN RIDGE PDP NO.1 AMD 1

9. BELLA MESA PDP

10. BISHOP COURT PD

11. BROOKSIDE BUSINESS CENTER AMENDED

12. BROOKWOOD PD

13. BURT AT CASTLE ROCK PD

14. BW SQUARED PD

15. CALVARY CHAPEL PDP

16. CAMBRIDGE HEIGHTS PD

17. CASTLE HIGHLANDS MAJOR MODIFICATION

18. CASTLE MANOR PD

19. CASTLE MEADOWS INTERCHANGE OVERLAY PDP

20. CASTLE OAKS AMEND NO. 1 PPD, 2ND

21. CASTLE OAKS AMEND NO. 1 PPD, 3RD

22. CASTLE OAKS AMENDMENT NO. 1

23. CASTLE OAKS ESTATES PDP NO. 1

24. CASTLE PARK SOUTH PD

25. CASTLE PINES COMMERCIAL AMENDMENT (1995)

26. CASTLE PINES COMMERCIAL AMENDMENT (2000)

27. CASTLE PINES COMMERCIAL MAJOR MODIFICATION

28. CASTLE PINES COMMERCIAL PD

29. CASTLE RIDGE PD

30. CASTLE ROCK ESTATES I AMENDMENT

31. CASTLE ROCK ESTATES II PD

32. CASTLE ROCK MARINE PD

33. CASTLEVIEW CONDOMINIUMS PD

34. CASTLEWOOD RANCH MINOR AMENDMENT

35. CENTRE ON PLUM CREEK FLG 2 AMENDED

36. CHRISTIS EPISCOPAL CHURCH PD

37. CHURCH OF THE ROCK PD

38. COOPER-HOOK PD

39. COUNTRY ACRES PD

40. COVENANT AT CASTLE ROCK PDP

41. CREEKSIDE PD

42. CRYSTAL VALLEY RANCH 2ND AMENDMENT

43. CRYSTAL VALLEY RANCH 4TH AMENDMENT

44. CRYSTAL VALLEY RANCH MAJOR AMENDMENT

45. CRYSTAL VALLEY RANCH PDP AMENDMENT NO. 5

46. CRYSTAL VALLEY RANCH PDP AMENDMENT NO. 6

47. DAWSON RIDGE AMENDMENT

48. DEMIS PD

49. DOUGLAS COUNTY JUSTICE CENTER MAJOR MODIFICATION

50. EPIPHANY EVANGELICAL LUTHERAN CHURCH OF CASTLE ROCK PD

51. FAITH LUTHERAN CHURCH PD

52. FOUNDERS VILLAGE AMENDED (1986)

53. GANNON MED/DENTAL PD

54. HAZEN MOORE AMENDMENT

55. HAZEN MOORE PDP NO. 1

56. HECKENDORF RANCH AMD NO.1

57. HECKENDORF RANCH PDP AMD NO.4

58. HERITAGE FARM PD

59. HILLSIDE PDP

60. KREFT PD

61. LARRYS PD

62. LIBERTY VILLAGE 2ND AMENDMENT

63. MAHER RANCH MAJOR AMENDMENT (PHASE 1)

64. MAHER RANCH MAJOR AMENDMENT (PHASE 2)

65. MAHER RANCH PD

66. MAIN PLACE PD

67. MALL AND OFFICE CENTER INFILL

68. MASTER MAGNETICS 2 PD

69. MASTER MAGNETICS PD

70. MEADOWS FOURTH AMENDMENT

71. MEADOWS PARKWAY PD

72. MEADOWS PDP NO. 1

73. MEADOWS PDP NO. 2

74. MEADOWS THIRD AMENDMENT

75. MEMMEN YOUNG INFILL

76. METZLER RANCH 2ND MAJOR AMENDMENT

77. METZLER RANCH PD (1996)

78. METZLER RANCH PD 5TH AMENDMENT

79. METZLER RANCH PDP 4TH AMENDMENT

80. METZLER RANCH THIRD MAJOR AMENDMENT

81. MILESTONE OFFICE CAMPUS AMENDED (1998)

82. MILLER'S LANDING INTERCHANGE OVERLAY PDP

83. MILLER RANCH PD

84. MONTANA VISTA PDP

85. MOUNTAIN SHADOWS PD

86. MT. ZION LUTHERAN CHURCH PD

87. OAKS OF CASTLE ROCK AMD NO.1

88. OAKS OF CASTLE ROCK AMENDMENT NO. 3

89. OAKS OF CASTLE ROCK AMENDMENT NO. 4

90. OAKS OF CASTLE ROCK PD

91. OAKWOOD APARTMENTS PD

92. OAKWOOD PARK PD

93. OMNI STORAGE PD

94. P S MILLER HOUSE

95. PARK STREET BUSINESS CENTER II PD

96. PD (ORD# 3.60 & 3.61)

97. PLUM CREEK AMENDED

98. PLUM CREEK FIRST AMENDMENT

99. PLUM CREEK POINTE AMENDMENT

100. PLUM CREEK RIDGE PD

101. PLUM CREEK SECOND AMENDMENT

102. PLUM CREEK SOUTH PD

103. PLUM CREEK WEST PD

104. PROMENADE AT CASTLE ROCK PDP

105. Q-PETROLEUM PD

106. RED HAWK AMENDMENT NO. 1

107. RED HAWK CROSSINGS PDP NO. 1

108. RED HAWK PD

109. RIDGE VIEW PD

110. SCOTT II AMENDED

111. SCOTT II MAJOR MODIFICATION

112. SCOTT RANCH PD

113. SELLERS LANDING PD

114. SHOPPES ON FOUNDERS

115. STANBRO PD

116. STONE CREEK APARTMENTS PD

117. TERRAIN PDP

118. THE LANTERNS AMENDMENT NO. 3

119. VILLAGES AT CASTLE ROCK PD

120. WESTFIELD TRADE CENTER AMENDMENT

121. WOLFENBERGER PDP

122. WOODLANDS CROSSING PD

123. WOODLANDS MINOR MODIFICATION

124. WOODLANDS SECOND AMENDMENT

125. YOUNG AMERICAN PD

126. YOUNG AMERICAN SECOND AMENDMENT

127. YOUR STORAGE CENTER AT CASTLE ROCK PDP

128. YOUTH FOR CHRIST PD

129. RIDGE ESTATES

130. ALEXANDER PLACE PD

103

Data through September 30, 2022, please note that these are estimates, and numbers are subject to change

PD #	Planned Developments (year initially zoned)	MAXIMUM ZONED UNITS			UNITS BUILT (CO)			Potential HIGH Buildout				Potential LOW Buildout				Realistic Notes:
		SF	MF	Total	SF	MF	Total	SF	MF	Total	delta from Max Zoned	SF	MF	Total	delta from Max Zoned	
130	Alexander Place (2020)	26	99	125	0	0	0	0	134	134	9	26	99	125	0	Low is existing zoning High is recent Preapp proposal - would need a Rezone.
5	Arbors (2002)	38	80	80	0	0	0	0	80	80	0	38	0	38	-42	Zoning allows either 80 MF or 38 SF
7,8	Auburn Ridge (2013)	0	286	286	0	186	186	0	286	286	0	0	266	266	-20	High includes approved Lot 2 100 Unit MF. Low assumes a 20 unit decrease
12	Brookwood (2003)	72	0	72	60	0	60	72	0	72	0	72	0	72	0	All lots Platted, no more land to plat.
16	Cambridge Heights (2003)	0	100	100	0	0	0	0	63	63	-37	35	0	35	-65	High - Assumed MF at 9 units/acre (similar to Echelon Project) Low - Assumed SFA at 5 units/acre
17	Castle Highlands (1984)	132	200	332	127	200	327	131	200	331	-1	131	200	331	-1	All lots Platted, no more land to plat.
19	Castle Meadows (1989)	0	440	440	0	0	0	0	1500	1500	1060	0	400	400	-40	High - Property Builds out all MF at 12 du/acre Low - Property builds out with 400 MF, rest commercial.
3,20,21,22,23,117	Castle Oaks /Terrain (2002)	1992	775	2767	2060	0	2060	2277	0	2277	-490	2277	0	2277	-490	Includes North Basin SDP Phase II for 105 units. Phase I already platted, Phase II under review.
25,26,27,28,104	Castle Pines Commercial / Promenade (1987)	0	1410	1410	0	1062	1062	0	1362	1362	-48	0	1362	1362	-48	Includes approved Promenade multifamily zoning of 300 units
29	Castle Ridge East (1996)	30	0	30	28	0	28	28	0	28	-2	28	0	28	-2	All lots Platted, no more land to plat.
30,31	Castle Rock Estates - Diamond Ridge (1995)	126	0	126	126	0	126	126	0	126	0	126	0	126	0	All lots Platted, no more land to plat.
33,87,88,89,90	Castleview Estates - The Oaks of Castle Rock (1985)	248	326	574	235	0	235	367	0	367	-207	367	0	367	-207	SDP approved for 128 units. Applicant has submitted a preapp to amend for a few additional units. Unclear if zoning would allow. Developers have indicated that they need every unit possible to make project pencil out.
34	Castlewood Ranch (1998)	1300	0	1300	1282	0	1282	1292	0	1292	-8	1292	0	1292	-8	All lots Platted, no more land to plat.
straight zones, downtown	Central Castle Rock (varies) NO maximum zoning**	1538	3462	5000	1535	1188	2723	1538	3962	5500	500	1538	2962	4500	-500	Estimating potential development of Downtown to be plus/minus 500 of the 5000 estimated zoning number
40	Covenant At Castle Rock (2014)	58	0	58	58	0	58	58	0	58	0	58	0	58	0	All lots Platted, no more land to plat.
42,43,44,45,46	Crystal Valley Ranch (2000)	2670	753	3423	2412	0	2412	3051	96	3147	-276	3051	0	3051	-372	Commercial area can have multi-family at 24 du per acre
47	Dawson Ridge (1986)	2447	5453	7900	0	0	0	3408	2445	5853	-2047	2400	1600	4000	-3900	High based off current proposal, Low based off assumptions of 4000 units total
52,9	Founders Village - Inc. Founders 24 and Bella Mesa (1985)	2776	2905	5681	2571	0	2571	3345	0	3345	-2336	3234	0	3234	-2447	Bella Mesa allows for 711 single family units between both Planning Areas. Expect close to full build out to make project pencil out due to capstone.
54,55	Hazen Moore (2000)	243	0	243	161	0	161	161	0	161	-82	161	0	161	-82	All lots Platted, no more land to plat.
56,57	Heckendorf Ranch (1985)	406	224	630	299	0	299	404	0	404	-226	404	0	404	-226	Includes approved Canvas SDP. No other lots available for residential development
59	Hillside (2009)	120	0	120	0	0	0	120	0	120	0	120	0	120	0	Likely will build out to Zoning, SDP approved for 120 units
118	Lanterns (2003)	1200	0	1200	222	0	222	1200	0	1200	0	1200	0	1200	0	SDP approved for full development at 1200 units and is currently under construction
62	Liberty Village (2004)	1245	0	1245	1077	0	1077	1238	0	1238	-7	1238	0	1238	-7	All lots Platted, no more land to plat.
63,64,65	Maher Ranch (1988)	923	100	1023	770	96	866	767	96	863	-160	767	96	863	-160	All lots Platted, no more land to plat.
70,72,73,74	Meadows (1985)	6867	4002	10869	7181	555	7736	7434	1055	8489	-2380	7422	555	7977	-2892	MF High is based off estimate of 100 mixed units in TC and 400 units of Senior Housing in COI MF Low is based off complete commercial development in those areas SF High is based off SDP Amendment for last sf planning area for 77 units SF low is based off approved SDP for 65 units

75	Memmen Young Infill (1985)	559	476	1035	0	0	0	710	0	710	-325	600	0	600	-435	Realistic High includes proposed units of rezone (Founders Vista) and max units of remaining use area not in rezone. Realistic low knocks out some units of Founders Vista and puts remaining parcel at a more nominal 5 units per acre
76,77,78,79,80	Metzler Ranch (1996)	1037	660	1697	741	580	1321	751	660	1411	-286	751	660	1411	-286	Remaining property with entitlement of 69 units donated to the Town .
97,98,99,101,103	Plum Creek (1983)	3025	0	3025	1189	360	1549	1188	360	1548	-1477	1188	360	1548	-1477	Assumes no new construction. Only way to add more units is to rezone Golf Course or open space
100	Plum Creek Ridge (2006)	92	70	162	120	0	120	120	0	120	-42	120	0	120	-42	All lots Platted, no more land to plat.
102	Plum Creek South (1985)	307	198	505	137	0	137	140	0	140	-365	140	0	140	-365	All lots Platted, no more land to plat.
106,107,108	Red Hawk (1996)	660	268	928	815	0	815	887	0	887	-41	887	0	887	-41	All lots Platted, no more land to plat.
129	Ridge Estates (2020)	52	0	52	0	0	0	52	0	52	0	52	0	52	0	SDP approved 52 units
110,111	Scott II (1987)	85	220	305	78	220	298	78	220	298	-7	78	220	298	-7	All lots Platted, no more land to plat.
113	Sellers Landing PD (1982)	0	94	94	0	77	77	0	82	82	-12	0	82	82	-12	Includes recently approved 5 Unit SDP
115	Stanbro PD (1987)	32	92	124	0	0	0	32	92	124	0	16	46	62	-62	Low assumes significant flood plain issues impacting number of units significantly (estimate of 50%).
119	Villages at Castle Rock / Echelon (1981)	12	542	554	0	0	0	12	238	250	-304	0	238	238	-316	Single property allows for 12 units of SF. May not be feasible to build on property
121	Wolfensberger - formerly Graham PD (1996)	0	56	56	0	56	56	0	56	56	0	0	56	56	0	All lots Platted, no more land to plat.
122,123,124,112	Woodlands - Inc. Scott Ranch (1983) Woodlands Crossing (1987)	990	0	990	537	0	537	605	0	605	-385	605	0	605	-385	All lots Platted in Scott Ranch, no more land to plat. 54 units available in Woodlands Crossing
125,126	Young American (1983)	78	1138	1216	375	186	561	1012	186	1198	-18	825	186	1011	-205	High includes maximum number of units zoned in undeveloped planning areas. Low is based off recent PREAPP received minus 30 lots
		ZONED UNITS			UNITS BUILT (CO)			Potential HIGH Buildout				Potential LOW Buildout				
		SF	MF *	Total	SF	MF	Total	SF	MF	Total	delta from Max Zoned	SF	MF	Total	delta from Max Zoned	
TOTAL UNITS		31,386	24,429	55,777	24,196	4,766	28,962	32,604	13,173	45,777	(10,000)	31,247	9,388	40,635	(15,142)	
POPULATION ESTIMATES		95,413	48,858	144,271	72,348	9,532	81,880	99,116	26,346	125,462	(18,809)	94,991	18,776	113,767	(30,505)	

*Castle Meadows does not have a maximum cap in the zoning, however 440 MF units was listed in the most recent traffic study for this property. This property could develop with more or less residential units.

**Central Castle Rock includes straight zoned land as R-1, R-2, R-3, and B zone areas in the Downtown Overlay that allow multifamily. There is no maximum cap in the zoning, so land area and typical densities have been used to determine the area could develop out at 5,000 units.

*** Dawson Trails rezoning was approved by Council in the 3rd Quarter of 2022 (formally Dawson Ridge). As this report is through September 30, 2022, the Dawson Trails zoning documents had not been recorded, therefore the Dawson Ridge numbers are shown. Once the zoning documents have been recorded the report will be updated to reflect the new Dawson Trails zoning.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/1/2022

Item #: 7. **File #:** ID 2022-118

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Tara Vargish, PE, Director, Development Services
Brad Boland, AICP, Long Range Project Manager

Update: Undeveloped Property Inquiries (through October 24, 2022)

Executive Summary

The purpose of this update is to provide a quarterly update on information related to potential development on entitled properties in Town that are undeveloped. In 2020, Town staff conducted a comprehensive review of existing zoning entitlements of land that has not yet been developed in Town. To better enable and graphically show this research, staff has generated a map identifying the remaining areas of land within the Town of Castle Rock that are currently entitled to development. The existing zoning entitlements have also been identified for each parcel. This update includes inquiries through October 24, 2022. Previous updates provided a series of maps. These maps have been migrated online as a single map and can be found as a tab on the Town's Development Activity Map and is available to the general public. The map can be accessed by going to

[CRgov.com/DevelopmentActivityMap](https://castlerock.maps.arcgis.com/apps/MapSeries/index.html?appid=5a1a1e455cf94fc7a10dd334276dfe16)

[https://castlerock.maps.arcgis.com/apps/MapSeries/index.html?](https://castlerock.maps.arcgis.com/apps/MapSeries/index.html?appid=5a1a1e455cf94fc7a10dd334276dfe16)

[appid=5a1a1e455cf94fc7a10dd334276dfe16](https://castlerock.maps.arcgis.com/apps/MapSeries/index.html?appid=5a1a1e455cf94fc7a10dd334276dfe16) and selecting the Undeveloped Property tab on the top of the page. The map is updated regularly to remove any parcels that are now under construction and also provide new information with respect to pending or approved land use approvals.



Meeting Date: Nov 1, 2022

AGENDA MEMORANDUM

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Tara Vargish, PE, Director, Development Services
Brad Boland, AICP, Long Range Project Manager

Title: **Update: Undeveloped Property Inquiries (through October 24, 2022)**

Executive Summary

The purpose of this update is to provide a quarterly update on information related to potential development on entitled properties in Town that are undeveloped. In 2020, Town staff conducted a comprehensive review of existing zoning entitlements of land that has not yet been developed in Town. To better enable and graphically show this research, staff has generated a map identifying the remaining areas of land within the Town of Castle Rock that are currently entitled to development. The existing zoning entitlements have also been identified for each parcel. This update includes inquiries through October 24, 2022. Previous updates provided a series of maps. These maps have been migrated online as a single map and can be found as a tab on the Town's Development Activity Map and is available to the general public. The map can be accessed by going to CRgov.com/DevelopmentActivityMap and selecting the Undeveloped Property tab on the top of the page. The map is updated regularly to remove any parcels that are now under construction and also provide new information with respect to pending or approved land use approvals.

Discussion

The intent of the review was to provide Town Council with up to date information about land uses which are allowed by right under the current zoning entitlements, and which could potentially be proposed for development at any time by a developer within the Town. Staff believes that by providing this information, we can better assist Town Council with questions and concerns from the residents of the Town when development is proposed for these sites.

Staff identified some of these existing entitlements that could lead to neighborhood concern regarding the types of uses that are allowed by right, as well as the proximity of these potential uses to existing neighborhoods. These properties were identified in the original staff memo and can be found below.

The full Town-wide "Undeveloped Property Map" is online through the Development Activity Map and generally shows all of the areas in Town that have not been developed or are not currently under construction. By selecting a parcel on the map, information regarding the

entitlements and any current land use applications is provided in a pop up window. The map is updated regularly to remove any of the identified areas/parcels that are now under construction and also provide new information with respect to pending or approved land use approvals and significant inquiries. The map can be accessed by going to CRgov.com/DevelopmentActivityMap and selecting the Undeveloped Property tab on the top of the page.

Reported Parcels of Interest

Some parcels in Town have been well known as being planned for development, such as the Meadows Town Center area, however other parcels may not have had any recent inquiries or activity, and therefore may not be as easily associated with future development. The parcels listed below were identified by staff as ones that may not be as well-known or have not had any recent inquiries. Staff has summarized each of these highlighted areas below, including the specific list of allowed uses from the approved zoning entitlements, and information on any recent inquiries regarding development of these parcels.

Woodlands Crossing



The 19-acre area is part of the Woodlands Crossing Planned Development which was approved in 1987 and is located on the south side of Highway 86 at Woodlands Blvd. The PD allows for the following uses:

Low Density Multi-Family Use Area (Purple): 6 acres, allows townhomes, apartments, condominiums, attached and detached dwellings. 10 DU's per/ac are allowed maximum for multi-family uses and 6 DU's per/ac maximum are allowed for single family detached proposals.

Integrated Business Use Area (Red): 13 acres, allows retail, personal services, financial, indoor places of public assembly, automotive repair, general office, churches, restaurants, lounges and public buildings.

Town staff has received informal inquiries about potential development of the property. No formal pre-application or land use applications have been made at this time. The ownership of the identified area is fractured amongst several entities, potentially making development challenging at this time.

Crystal Valley Ranch Commercial



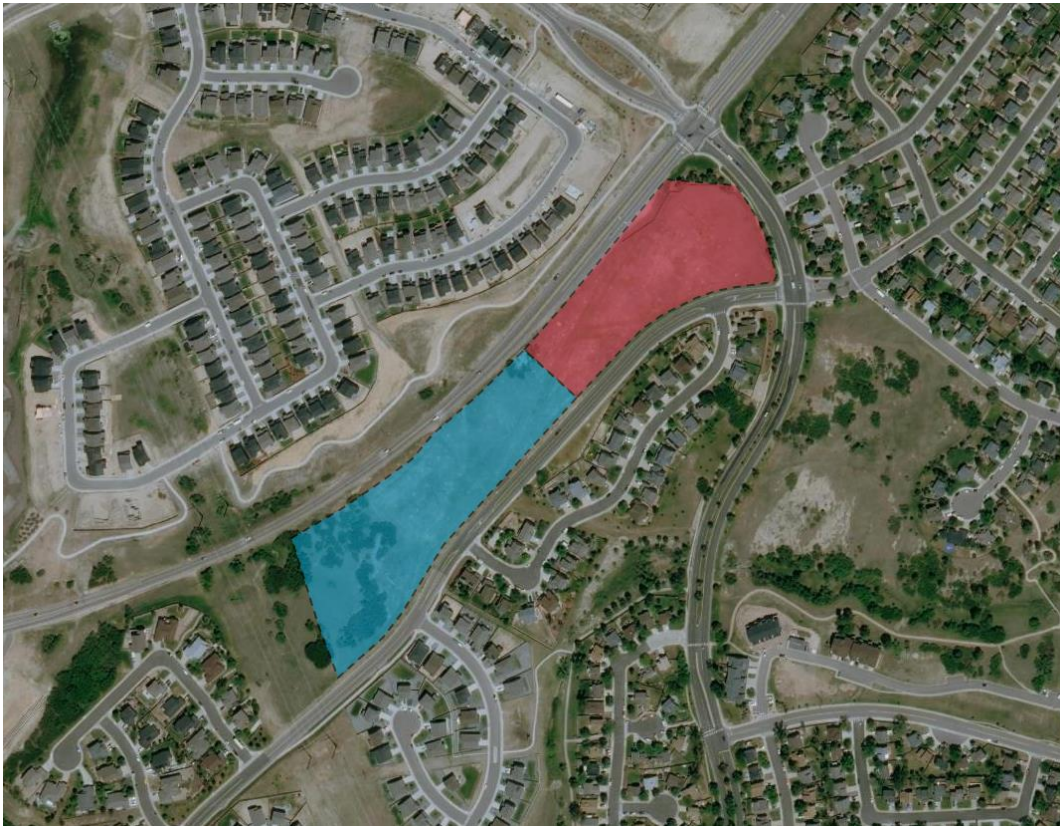
The Crystal Valley Ranch Planned Development Plan was approved originally in 2007 with a 10.4-acre parcel zoned for neighborhood commercial. A 2019 rezoning reduced this commercial land area to 4 acres. The property, shown above, is generally located at the southeast corner of West Loop Road and Crystal Valley Parkway with the following allowed uses:

Neighborhood Commercial: 10.4 acres, allowed uses are community centers, convenience stores with gasoline and car washes, financial institutions, laundries and dry-cleaning services, liquor stores, offices, places of public assembly, recreation center, membership clubs, health clubs, restaurants, lounges and fast food

establishments with drive thru, retail stores and display shops, day care centers, single family, multi-family residential, small animal clinic, religious facilities.

Staff received a pre-application meeting request on July 8, 2021 seeking information on application and submittal requirements for a site development plan for the property. The applicant is proposing a mixed-use development with 24 two-story townhome units and a two-story commercial building (first floor retail and second floor office) on the 4-acre site. Each home will have a private two car garage and the commercial site will have 72 parking spaces. The applicant has hosted two hybrid neighborhood meetings on September 29, 2021 and December 14, 2021. A formal submittal has not been made at this time. Timing of the project is unknown. The property is located in Councilmember Dietz's District.

Cambridge Heights Planned Development



The 11-acre property is located in the Cambridge Heights Planned Development (PD) was approved in 2003 and is currently showing ownership with a group outside the United States. The Planned Development is located along the south side of Highway 86 at Enderud Blvd., just east of the Sunstone/Terrain neighborhood. The PD zoning allows for multifamily on the south portion of the property and neighborhood business uses allowed on the north portion of the property.

Neighborhood Business Use (Red): 4 acres, allows banks, financial institutions, restaurants and w/drive through services, convenience stores with gas and car washes,

day care, general office, retail, light automotive services, other commercial uses similar in character, religious institutions. Automotive repair, bars and taverns are not allowed.

Multifamily Use (Blue): 7 acres, allows up to 100 units at 12-15 Dwelling Units (DU) per acre.

Town staff has not had any inquiries or contact with potential developers concerning this property.

Creekside Planned Development



The 27-acre property is located in the Creekside Planned Development which was approved in 1984, and is shown on the map above. The PD is located along the I-25 frontage road just north of Crystal Valley Parkway. The zoning consists of commercial uses as listed below:

Commercial Use Area: 27 acres allowed uses are general commercial, financial, professional research laboratories, office and retail that include gas station. Automotive sales and service facilities, laundries, parking lots, personal services, public assembly, restaurants, lounges, fast food establishments, transit terminal, veterinary office and boarding kennels.

Staff has not had any development inquiries specific to the Creekside PD within the last few years. The Town recently acquired a portion of this property in support of the future Crystal Valley Interchange which will have an impact upon this property and when it will develop.

Plum Creek Amended Planned Development Plan



The 4-acre property is located in Plum Creek Amended Planned Development which was approved in 1985 and is located along the south side of Plum Creek Parkway just east of Plum Creek Boulevard, shown above.

Neighborhood Commercial: 4 acres, allows retail, financial services, restaurants and lounges, places of assembly, offices, community centers, transit hubs, automotive services, car wash, warehouse, mortuaries and light industrial uses. Zoning specifically prohibits outdoor storage of junked/wrecked vehicles.

Staff has received no inquiries about possible development of this parcel.

Stanbro Planned Development Plan



The 22-acre property is located in the Stanbro Planned Development Plan which was approved in 1987. The property is located on the northwest and southwest corners of Plum Creek Parkway and Lake Gulch Road. The zoning consists of a mixture of uses listed below:

Residential Use Area B (Purple): 7 acres, allows 6-10 DU's per/acre. Allows Single family, apartments and condominiums max 92 units allowed. Total of 124 maximum allowed units for Area A and B combined.

Residential Use Area A (Yellow): 11 acres, 32 single family units allowed.

Neighborhood Commercial Area (Red): 4 acres, allows personal services, financial, retail stores to include liquor stores, restaurants to include drive-through, gas station, automotive uses and child care centers.

The current property owner has contacted the Town numerous times over the past few years about the development potential of the Stanbro PD. Overall, these parcels have many constraints due to the existence of floodplain and possible access challenges. The neighborhood commercial area has had recent inquiries, most recently for a gas station. It is staff's understanding at this time that the gas station will not proceed due to the challenges mentioned.

Summary

After reviewing the existing zoning entitlements of land that has not yet been developed in the Town, staff identified the above properties as ones in need of closer review. Some of these properties have not elicited many development inquiries over the past few years due to a myriad of factors. Staff has researched the allowed uses of these identified areas/parcels to raise awareness of their status, as some of these specific parcels do not often come up in everyday conversation about development within Castle Rock. Staff's intent is to inform the Town Council of these properties, as well as provide initial zoning/entitlement information for their pending development within the Town of Castle Rock.

This memo is updated quarterly to provide any information with respect to inquiries concerning the above listed Planned Developments or newly identified locations.

T:\Development Review\Pending Development Property Project\2022\Q3



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/1/2022

Item #: 8. **File #:** PROC 2022-010

To: Honorable Mayor and Members of Town Council

From: David L. Corliss, Town Manager

Proclamation Supporting Small Business Saturday [For Council Action: Presentation on November 15, 2022]

Executive Summary

Mayor Jason Gray will be presenting a Proclamation on November 15, 2022, in support of Small Business Saturday on November 26, 2022.

PROCLAMATION

SUPPORTING

Small Business Saturday

Whereas the Town of Castle Rock, Colorado, celebrates our local small businesses and the contributions they make to our local economy and community; and

Whereas according to the United States Small Business Administration, there are 32.5 million small businesses in the United States, small businesses represent 99.7% of firms with paid employees, small businesses are responsible for 62% of net new jobs created since 1995, and small businesses employ 46.8% of the employees in the private sector in the United States, and

Whereas 79% of consumers understand the importance of supporting the small businesses in their community on Small Business Saturday®, 70% report the day makes them want to encourage others to Shop Small®, independently-owned retailers, and 66% report that the day makes them want to Shop Small all year long; and

Whereas 58% of shoppers reported they shopped online with a small business and 54% reported they dined or ordered takeout from a small restaurant, bar, or café on Small Business Saturday in 2021; and

Whereas the Town supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

Whereas, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

**NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK
DOES HEREBY PROCLAIM NOVEMBER 26, 2022, AS**

SMALL BUSINESS SATURDAY

**AND URGES THE RESIDENTS OF OUR COMMUNITY – AND COMMUNITIES ACROSS THE COUNTRY –
TO SUPPORT SMALL BUSINESSES ON THIS DAY AND THROUGHOUT THE YEAR.**

PASSED, APPROVED AND ADOPTED this 15th day of November, 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

Agenda Memorandum

Agenda Date: 11/1/2022

Item #: 9. **File #:** RES 2022-126

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Matt Gohl, Special Projects Manager
Scott Smith, Facilities Administrator

Resolution Approving a Construction Contract with O-A-K Colorado, LLC, for the Town Hall Office Renovation Project [100 N. Wilcox Street - First and Second Floors]

Executive Summary

Staff recommends Town Council support of a Resolution (**Attachment A**) approving a construction contract with O-A-K Colorado LLC (O-A-K) for Town Hall office construction that will provide space for new staff while also improving office settings for existing personnel.

Discussion

To accommodate new staff in Town Hall, additional office space is needed. In 2022, the Communications Division added a new Communications Specialist FTE and the Human Resources Division added a new HR Generalist FTE to focus on recruiting efforts. Additionally, the Town Attorney's Office will be adding a new Legal Administrator FTE in 2023.

The Town engaged HB&A LLC to provide design services for Town Hall office needs that will accommodate the new positions discussed above and will also change existing cubicle areas to permanent hard-walled office spaces. Office space will be constructed in the first-floor Human Resources and Communications area and in the second-floor Administration area. Design efforts were completed in September and an RFP was released at that time to solicit bids for construction costs. Bids were received on October 14, 2022 and are summarized below.

<u>Bidder</u>	<u>Base Bid Amount</u>
Owen Ames Kimball (O-A-K)	\$ 274,647.00
Mark Young Construction, Inc	\$ 280,929.00
Kahn Construction Corporation	\$ 309,914.00
Bassett & Associates, Inc.	\$ 368,995.00
MW Golden Constructors	\$ 441,682.00

As shown above, O-A-K submitted the lowest bid and has been selected as the contractor to perform the Town Hall office construction project. A summary of these improvements is listed below, with full plans available as part of the construction contract in Exhibit 1.

- First-floor improvements:
 - Demolition of current storage area
 - Construction of six office areas
 - Construction of a new storage area
 - Repurpose an existing office to work/meeting space
 - Demolition and refinishing in Rhyolite meeting room to remove old dividing wall infrastructure
- Second-floor improvements:
 - Conversion of old Town Attorney conference room to new attorney office plus a storage closet
 - Construction of three offices
 - Construction of shared copier/workspace for Town Manager's Office and Town Attorney's Office staff use

Budget Impact

The construction contract with O-A-K totals \$274,647. Staff also requests approval of a 10-percent Town-managed contingency in the amount of \$27,464 for a total contract expenditure authority of \$302,111.

This project was not originally budgeted for 2022 but costs will be included in the upcoming fourth amendment to the 2022 Budget. Because this project includes space for new and existing staff, expenditures will be split between the Facilities Capital Fund (new) and the General Long-term Planning Fund (existing). Utilizing square footage allocations of the constructed space, 52 percent will be funded through the Facilities Capital Fund and 48 percent through the General Long-term Planning Fund.

Additional project costs including IT and office furniture needs will be required but are outside the scope of this construction contract. These additional costs will be requested as part of the upcoming budget amendment to fully fund this Town Hall office project.

Recommendation

Staff recommends Town Council approval of a Resolution to proceed with a construction contract between the Town of Castle Rock and O-A-K Colorado LLC to complete Town Hall office construction.

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. 2022-126

**A RESOLUTION APPROVING A CONSTRUCTION CONTRACT WITH
O-A-K COLORADO, LLC, FOR THE TOWN HALL OFFICE
RENOVATION PROJECT**

WHEREAS, the Town of Castle Rock, Colorado (the “Town”) has solicited bids for construction services for the Town Hall Office Renovation Project (the “Project”); and

WHEREAS, the Project selection team has determined O-A-K Colorado, LLC, (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 nos. 136-1875-418.75-86 and 131-1875-418.75-86 in an amount not to exceed \$274,647.00, plus a Town-managed contingency in the amount of \$27,464.00, unless otherwise authorized in writing by the Town.

PASSED, APPROVED AND ADOPTED this 1st day of November, 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

David L. Corliss, Town Manager

**TOWN OF CASTLE ROCK
CONSTRUCTION CONTRACT
(Town Hall Office Renovation)**

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 **O-A-K COLORADO LLC**, a Colorado limited liability company, 202 6th Street, Suite 200, Castle Rock, Colorado 80104 (“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 Addenda, if any:

Number	Date
1. Town Hall Renovation Sign-Up Sheet	10/03/2022
2. Question Responses for Town Hall Renovation Project	10/07/2022
3. Town Hall Sub-Contractor Walk	10/11/2022
4. Sub-Contractor Walk Through List	10/13/2022
7. Special Conditions of the Contract:	
8. The following Specifications:	
9. The following Drawings/Reports:	
a. Town of Castle Rock Town Hall Interior Office Renovation	
10. Notice of Award;	
11. Invitation to Bid;	
12. Information and Instructions to Bidders;	

17. Performance Guarantee; and
18. 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 \$ **274,647.00** ("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 seventy-eight (78) 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 \$500.00 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:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

APPROVED AS TO FORM:

Michael J. Hyman, Town Attorney

CONTRACTOR:

O-A-K Colorado, LLC

By:

A handwritten signature in blue ink, appearing to be "D. B. Smith", written over a horizontal line.

Title: President

EXHIBIT 1

CONTRACTOR'S BID

BID PROPOSAL

PROJECT: Castle Rock Town Hall Office Renovation

1. In compliance with your Invitation to Bid, and subject to all conditions thereof, the undersigned:

O-A-K Colorado LLC

a Corporation incorporated in the State of Colorado

-OR-

_____, a partnership, / limited partnership, (*select one*), registered in the

State of _____, whose general partner(s) is/are

-OR-

a sole proprietor, whose trade name is _____

in the Town of _____, State of _____, offers this Bid Proposal for the construction of all items listed at the prices shown on the following Bid Schedule. *(The attached Bid Schedule lists the various divisions of construction contemplated in the Plans and Specifications, together with an estimate of the units of each. With these units as the basis, extend each item, using the cost inserted in the unit column. Any total cost found inconsistent with the unit cost when the Bids are examined will be deemed in error and corrected to agree with the unit cost. Alternate Bids are optional.)*

2. The undersigned Bidder declares and stipulates that this Bid is made in good faith, without collusion or connection with any other person or persons bidding for the same Work, and that it is made subject to all the terms and conditions of the Invitation to Bids, Information and Instruction for Bidders, and Construction Contract General Conditions, the Agreement for a Construction Contract, Special Conditions, the Technical Specifications, and the Plans pertaining to the Work to be done, all of which have examined by the undersigned.

3. Accompanying this Bid is a Bid Guarantee for 5% of the total Bid amount according to the Invitation to Bids and Information and Instructions to Bidders.

4. The undersigned Bidder agrees to execute the Agreement for a Construction Contract, a Performance Bond and a Labor and Material Payment Bond within ten days from the date when the written Notice of Award is delivered at the address given on this Bid Proposal. The Performance Bond and Labor and Material Payment Bond shall each be for the amount of the total of this Bid and shall be from the same surety. The name and address of the corporate surety through which the Bidder proposes to furnish the specified Bonds is as follows:

5. The submission of the Bid constitutes an agreement, and it shall not be withdrawn after the Bid Opening for a period of thirty days.

6. All the various phases of work enumerated in the Contract with individual jobs and overhead, whether specifically mentioned or not, are included by implication or appurtenance in the Contract. The Contractor shall perform all the various phases of work under one of the items listed in the Bid Schedule, irrespective of whether it is named in the Schedule.

7. Payment for the Work performed will be according to the Bid Schedule, subject to changes as provided in the Contract.

8. The undersigned Bidder hereby acknowledges receipt of addenda numbers 1 through 4.

Addenda No.	<u>1</u>	Date	<u>10/06/2022</u>
Addenda No.	<u>2</u>	Date	<u>10/07/2022</u>
Addenda No.	<u>3</u>	Date	<u>10/11/2022</u>
Addenda No.	<u>4</u>	Date	<u>10/13/2022</u>
Addenda No.		Date	
Addenda No.		Date	

RETURN BID TO: Scott J. Smith, Town Hall 100 Wilcox Street Castle Rock CO. 80104
Proposal due date: 2:00 PM MDT (our clock) on October 14, 2022

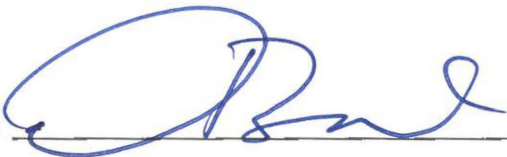
The undersigned, being familiar with the existing conditions on the project area affecting the cost of the Work and the Contract Documents, and having verified the quantities and the availability of materials and labor, hereby proposes to furnish all supervision, labor, materials, machinery, tools, appurtenances, equipment, supplies, and services, including utility and transportation service required to construct and complete the Project listed above, according to the Contract, within the time specified, and at the prices stated below. These prices are to cover all expenses incurred in performing the Work required under the Contract of which this Bid is a part.

(The approximate quantities of Work to be completed in-place under the Contract are identified in the Bid Schedule and are for the purpose of comparing Bids. These quantities have been estimated and the quantities used are for the general information of the Bidder, representing the major items of the Work to be done. Minor details are not listed but shall be part of the complete Contract.)

9. The undersigned agrees to hold firm the Bid for thirty days for the purpose of the Town reviewing the Bids and investigating the qualifications of the Bidders prior to award of Contract. Mutually agreed upon extensions of time may be made if necessary.

This proposal is submitted by:

CONTRACTOR: O-A-K Colorado LLC

BY: 

ADDRESS: 202 6th Street, Ste. 200
Castle Rock, CO 80104

TITLE: President

Attest:

SECRETARY: 
(if Corporation)

DATE: October 14, 2022

BIDDER'S QUALIFICATIONS AND DATA

All questions must be answered clearly and comprehensively. If necessary, separate sheets may be attached. The Bidder may submit additional information.

1.

Name of Bidder: O-A-K Colorado LLC
2.

Permanent main office address:
Local Office: 202 6th Street, Ste. 200, Castle Rock, CO 80104
Principal Office: 300 Ionia Ave NW, v Grand Rapids, MI 49503
3.

Phone: 303-409-9936 Fax # _____
4.

Bidder's federal tax identification number ~~38-0900420~~ 88-1690995
5.

The Bidder is organized as a Corporation
6.

The date the Bidder was organized in its current form: January 8, 1909
7.

If a corporation, the state where it is incorporated: Colorado (O-A-K CO)
8.

How many years have you been engaged in the contracting business under your present firm or trade name? 113yrs
9.

Contract(s) on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dated of completion.) DEN Airport

Job: DEN Airport \$: 500,000 Completion Date: 1/1/2023

Job: _____ \$: _____ Completion Date: _____

Job: _____ \$: _____ Completion Date: _____

Job: _____ \$: _____ Completion Date: _____
10.

General character or work performed by your company:
Construction Management/General Contracting
11.

Have you ever been debarred or suspended by a government from consideration for the award of contracts? No If so, where and why?
12.

Have you ever been charged liquidated damages on a contract? No If so, where and why?
13.

List your major equipment AVAILABLE FOR THIS PROJECT:

Jobsite Trailer
Fence
Small Tools
Trucks
Dump bed trailers

14. Experience in construction work similar in contract price to this project:
- a. Job/\$ UCHSC Police Building at Fitzsimons Phase - 2 / \$1.2 Million
Contact Name/Phone Mary Morissette / 303-623-7323
- b. Job/\$ Aurora Animal Shelter / \$1.2 Million
Contact Name/Phone Gordan Himes / 303-738-9989
- c. Job/\$ Arapahoe County AD Works Remodel Altura Plaza / \$300,000
Contact Name/Phone Ken Morris / 303-734-5489
15. Background and experience of the principal members of your organization, including officers:
Officers of the organization have over 200yrs combined experience in construction management and general contracting. Work was primarily performed for public entities similar to The Town of Castle Rock.
16. Bonding Limit: \$ 500,000,000
17. Bonding Company: Travelers Casualty and Surety Co. of America Phone # 616-560-8967
Address: 560 5th St. NW Suite 202
Grand Rapids, MI 49504
18. Bank Reference(s): Bank of America
40 Pearl St., Grand Rapids, MI 49501
616-451-7651
Keith Vanderweele, First Vice President
19. Will you, upon request, complete a detailed financial statement and furnish any other information that may be required by the Town of Castle Rock? Yes
20. The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Town of Castle Rock in verification of the recitals in this statement of Bidder's Qualifications and Data.

CONTRACTOR: O-A-K Colorado LLC

ADDRESS: 202 6th Street, Ste. 200
Castle Rock, CO 80104

Attest:

SECRETARY: John C. Jorgensen
(if Corporation)

BY: [Signature]
ITS: President
Title

DATE: October 14, 2022

BIDDER'S OFFICIALS DATA

Bidder's name O-A-K Colorado LLC
For each officer of a corporation, partner of a firm, or owner of a sole proprietorship, provide the following information:
(Use additional sheets as necessary.)

Name Michael Beaudoin
Title President
Home address _____
Town, State, Zip Castle Rock, CO 80104
Other companies with whom this person has been affiliated in last 10 years _____

Has that company ever been disbarred or suspended from participation in the award of contracts with a government? No
Name _____
Title _____
Home address _____
Town, State, Zip _____
Other companies with whom this person has been affiliated in last 10 years _____

Has that company ever been disbarred or suspended from participation in the award of contracts with a government?
Name _____
Title _____
Home address _____
Town, State, Zip _____
Other companies with whom this person has been affiliated in last 10 years _____

Has that company ever been disbarred or suspended from participation in the award of contracts with a government?
Name _____
Title _____
Home address _____
Town, State, Zip _____
Other companies with whom this person has been affiliated in last 10 years _____

Has that company ever been disbarred or suspended from participation in the award of contracts with a government?

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of Colorado)
County of Douglas)
ss

Michael Beaudoin, being duly sworn, deposes and says that:
(Insert name)

1. He/She is the President (Title) of O-A-K Colorado LLC, the Bidder that has submitted the attached Bid;
2. He/She is fully informed respecting the preparation and content of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid:
4. Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, subcontractor, mechanic, materialman, suppliers, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted, or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought agreement, collusion, communication or conference in the attached Bid or any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Castle Rock or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, subcontractor, mechanic, materialman, suppliers, including this affiant.

CONTRACTOR: O-A-K Colorado LLC

BY: 

ADDRESS: 202 6th Street, Ste. 200
Castle Rock, CO 80104

TITLE: President

Attest:

SECRETARY: 
(if Corporation)

DATE: October 14, 2022

(SEAL)

SUBCONTRACTORS AND RELATED DATA

For each Subcontractor to be utilized please provide the following information (use additional sheets as necessary):

Firm Name: MV Power Solutions
Address: Sheridan, CO
Proposed work and percentage of total work to be assigned: Electrical
Percentage 12.5 %

Firm Name: Southwest Mechanical
Address: Arvada, CO
Proposed work and percentage of total work to be assigned: HVAC
Percentage 15 %

Firm Name: Lake Gulch Drywall Inc.
Address: Centennial, CO
Proposed work and percentage of total work to be assigned: Framing and Drywall
Percentage 15 %

Firm Name: Remaining Subs TBD
Address: _____
Proposed work and percentage of total work to be assigned: _____
Percentage 27.5 %

Firm Name: _____
Address: _____
Proposed work and percentage of total work to be assigned: _____
Percentage _____ %

Firm Name: _____
Address: _____
Proposed work and percentage of total work to be assigned: _____
Percentage _____ %

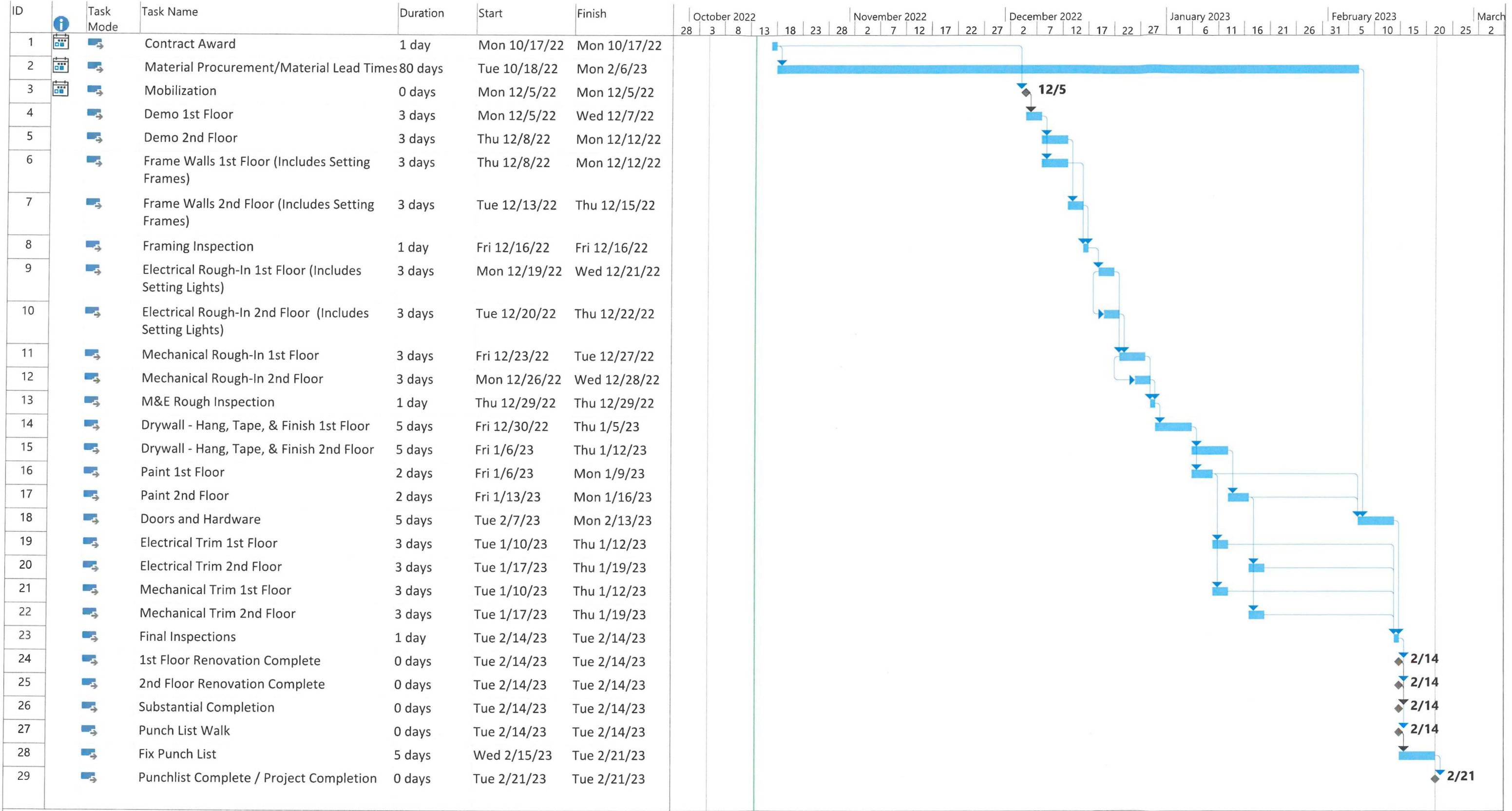
Total Percentage 70 %
(Not to Exceed 70%)

BID SCHEDULE

General Conditions	\$ 83,221
Demolition	\$ 6,449
Drywall/Framing	\$ 65,951
Windows, Doors & Hardware	\$ 31,497
Electrical/Lighting	\$ 34,000
HVAC	\$ 48,000
Fire Panel/Sprinklers	\$ 5,529

Construction Grand Total \$ 274,647

*Per Addendum #2 Please provide add-alternate cost per SF to install additional <500SF of carpet tiles = \$1 per SF



Project: TOCR Town Hall Reno S
Date: Fri 10/14/22

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress

EXHIBIT 2

CONTRACTOR'S CERTIFICATE OF INSURANCE

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

10/20/2022

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER EPIC Insurance Midwest 560 5th Street, Suite 202 Grand Rapids, MI 49504	CONTACT NAME: Patti Zuk PHONE (A/C, No, Ext): 616-600-9677 FAX (A/C, No): E-MAIL ADDRESS: patti.zuk@epicbrokers.com														
INSURED O-A-K Colorado LLC 202 6th St., Ste. 200 Castle Rock, CO 80104	<table border="1"> <thead> <tr> <th data-bbox="816 426 1433 451">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1433 426 1572 451">NAIC #</th> </tr> </thead> <tbody> <tr> <td data-bbox="816 451 1433 478">INSURER A : National Union Fire Ins Co of Pittsburg</td> <td data-bbox="1433 451 1572 478">19445</td> </tr> <tr> <td data-bbox="816 478 1433 506">INSURER B : Allied World National Assurance Company</td> <td data-bbox="1433 478 1572 506">10690</td> </tr> <tr> <td data-bbox="816 506 1433 533">INSURER C : New Hampshire Insurance Company</td> <td data-bbox="1433 506 1572 533">23841</td> </tr> <tr> <td data-bbox="816 533 1433 560">INSURER D : Arch Specialty Insurance Company</td> <td data-bbox="1433 533 1572 560">21199</td> </tr> <tr> <td data-bbox="816 560 1433 588">INSURER E :</td> <td data-bbox="1433 560 1572 588"></td> </tr> <tr> <td data-bbox="816 588 1433 615">INSURER F :</td> <td data-bbox="1433 588 1572 615"></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : National Union Fire Ins Co of Pittsburg	19445	INSURER B : Allied World National Assurance Company	10690	INSURER C : New Hampshire Insurance Company	23841	INSURER D : Arch Specialty Insurance Company	21199	INSURER E :		INSURER F :	
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INSURER E :															
INSURER F :															

COVERAGES**CERTIFICATE NUMBER:****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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL3118752	09/01/2022	09/01/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA2446812	09/01/2022	09/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10000			03119130	09/01/2022	09/01/2023	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	W013326633	09/01/2022	09/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Professional & Pollution Liab.			CPP003441010	09/01/2022	09/01/2023	\$3,000,000 Per Occ \$3,000,000 Agg \$50,000 Retention

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**


Town of Castle Rock 100 North Wilcox St. Castle Rock, CO 80104	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 
---	--

EXHIBIT 3**TOWN OF CASTLE ROCK
AFFIDAVIT OF INDEPENDENT CONTRACTOR STATUS**

I, Michael Beaudoin, an authorized representative of O-A-K Colorado, LLC, 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

O-A-K COLORADO, LLC

By:


Name Michael Beaudoin

STATE OF COLORADO)

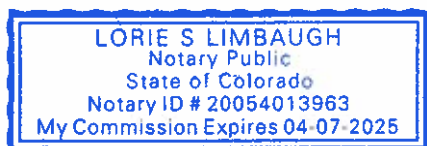
) ss.

COUNTY OF Douglas)

The foregoing instrument as acknowledged before me this 21 day of October, 2022 by Michael Beaudoin as President of the above mentioned Contractor/Consultant/Vendor.

Witness my official hand and seal.

My commission expires: 4/7/2025




Notary Public



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/1/2022

Item #: 10. **File #:** RES 2022-127

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
Lauren Moore, Water Resources Program Analyst

Resolution Approving a Spot Water Lease Agreement Between the Town of Castle Rock and Central Colorado Conservancy District [Chatfield Reservoir, Douglas County]

Executive Summary

Castle Rock Water is seeking Town Council approval of a resolution (**Attachment A**) for a spot water lease with Central Colorado Water Conservancy District (Central). In anticipation of continued drought conditions next year, Central wishes to lease some of the Town's surplus water stored in Chatfield Reservoir to increase their storage supplies within Chatfield and have additional water upon which to make projections for their well pumping augmentation plans. While the Town currently owns 719 acre-feet (AF) of storage in Chatfield, the Colorado Water Conservation Board (CWCB) allows for rental of the remaining permitted amount, for a total of 2,000 AF of storage. The Town currently has approximately 275 AF of water stored in the reservoir with additional reusable supplies expected to increase substantially over the winter months.

If Council approves this lease, up to 500 AF of water may be released from the Town's Chatfield Reservoir storage account as a book-over into Central's Chatfield Reservoir storage account during 2023. This release may occur between January 1, 2023 and December 31, 2023. The Town will assess a \$90 per AF price for the water, with payment required within 30 days from requested releases. The potential revenue for this lease is up to \$45,000. The agreement will terminate at the end of 2023.

Discussion

Castle Rock Water has a strategic goal to strive to maintain sustainable rates and fees, and demonstrate fiscal responsibility, accountability, and transparency. One of the tactics to achieve this goal is to maximize leasing opportunities for idle water rights. Over the past four years, the Town has generated over \$630,000 by leasing idle water rights to downstream users (see **Table 1** below). Until these water rights can be fully utilized by the Town, Staff will continue to seek out users that can put these rights to beneficial use.

Table 1. Revenue generated from leasing idle water rights to downstream users over the past four years.

2018	2019	2020	2021
\$29,019.13	\$30,606.65	\$70,699.75	\$499,449.73

The Town currently owns 719 AF of storage space in Chatfield Reservoir and plans to eventually reach 2,000 AF of storage by 2031. As part of the option agreement the Town has with CWCB, the Town will purchase blocks of storage over the next 10 years. The Town recently purchased 129 AF in 2022, bringing the Town's total storage to 719 AF. The Town will then have two deferrals remaining until the full storage space is realized within the 10-year period.

As mentioned in the Executive Summary, the Town has been able to store excess supplies in Chatfield Reservoir over the past year, which have exceeded the purchased storage amounts (719 AF). Since the Town does not physically have a way to utilize these excess storage supplies at this point in time, CWCB has developed, and Town Council has approved, a lease agreement with the Town to lease the optioned storage space for \$50/AF. With a current annual lease rate for 1,281 AF (2,000 AF minus 719 AF), the Town will pay the State \$64,050 in 2022. The spot lease with Central would allow the Town to further maximize storage space within the reservoir and in addition to other similar leases, will help to cover the annual lease option of storage space with CWCB.

Budget Impact

If Council approves the agreement, Castle Rock Water would potentially receive up to \$45,000 of additional revenue in 2023. The revenue will be deposited into the Water Resources Fund Capital Leases account 211-4375-393.70-00.

Staff Recommendation

Staff recommends approval of the resolution as presented.

Proposed Motion

"I move to approve the Resolution 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: Resolution
Exhibit 1: Agreement

RESOLUTION NO. 2022-

**A RESOLUTION APPROVING A SPOT WATER LEASE AGREEMENT
BETWEEN THE TOWN OF CASTLE ROCK AND CENTRAL
COLORADO CONSERVANCY DISTRICT**

WHEREAS, the Town of Castle Rock, Colorado (the "Town") and Central Colorado Water Conservancy District ("Central") have agreed to enter into a Spot Water Lease Agreement; and

WHEREAS, the Town owns certain water in the Chatfield Basin that is reusable and fully consumable after its first use for municipal purposes by the Town; and

WHEREAS, from time to time, a certain amount of this water is surplus to the needs and obligations of the Town ("Surplus Water"); and

WHEREAS, the Town anticipates it will have Surplus Water available from time to time in 2023; and

WHEREAS, Central desires to lease a certain portion of the Surplus Water from the Town in accordance with the terms and conditions of the Spot Water Lease Agreement for municipal use.

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

Section 1. Approval. The Spot Water Lease Agreement between the Town and Central 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 Lease by and on behalf of the Town.

PASSED, APPROVED AND ADOPTED this 1st day of November, 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/~~CENTENNIAL-CENTRAL WATER AND SANITATION DISTRICT~~
~~COLORADO WATER CONSERVANCY DISTRICT~~
SPOT WATER LEASE AGREEMENT**

THIS SPOT WATER LEASE AGREEMENT (“Agreement”) is entered into _____, 2022, by and between the Town of Castle Rock, a home rule municipal corporation, acting by and through the Town the Castle Rock Water Enterprise (“Town”), as Lessor, whose address is 100 N. Wilcox Street, Castle Rock, Colorado 80104 and ~~Centennial Water and Sanitation District~~Central Colorado Water Conservancy District – (“~~Centennial~~Central”), as Lessee, whose address is ~~3209 W 28th St, Greeley, CO 80634~~62 Plaza Drive, Highlands Ranch, Colorado 80129, collectively referred to as the Parties.

RECITALS

WHEREAS, the Town owns certain water in the Chatfield Basin that is reusable and fully consumable after its first use for municipal purposes by the Town. From time to time, a certain amount of this water is surplus to the needs and obligations of the Town (“Surplus Water”); and

WHEREAS, the Town anticipates it will have Surplus Water available from time to time in ~~2022~~2023; and

WHEREAS, ~~Centennial-Central~~ desires to lease a certain portion of the Surplus Water from the Town in accordance with the terms and conditions of this Agreement for municipal use.

AGREEMENT

NOW THEREFORE, in consideration of the mutual agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town and ~~Centennial~~Central agree as follows:

1. Water Rights Lease. The Town hereby leases to ~~Centennial-Central~~ ~~a minimum of 200-acre feet (AF) of~~ Surplus Water ~~and~~ up to ~~1,000~~500 AF total (“Leased Spot Water”), which ~~may~~will be made available as follows:

A. Between ~~July 6, 2022~~January 1, 2023 and December 31, ~~2022-2023~~ with no additional water released thereafter.

2. Deliveries.

A. Amount. The Town ~~has the~~may have water available within its Chatfield Storage Account to lease up to ~~1,000~~500 AF to ~~Centennial-Central~~ in ~~2022~~2023. The Leased Spot Water will be withdrawn from the Town’s Storage Account upon coordination with the Colorado Department of Natural Resources – Division of Water Resources.

B. Location. Release will consist of a book-over from Castle Rock’s Chatfield Storage Account into ~~Centennial~~Central’s Chatfield Storage Account.

C. Delivery to CentennialCentral. CentennialCentral will take delivery of the Leased Spot Water within its Chatfield Storage Account. ~~The initial 200 AF will be delivered upon execution of this Agreement, by coordination between the Parties and the Colorado Department of Natural Resources—Division of Water Resources.~~ DSubsequent deliveries, in minimum 100 AF increments, will be made by mutual agreement of the Parties.

D. Accounting. CentennialCentral must provide the Town with a copy of the water accounting showing the date(s) and quantities of the release of Leased Spot Water. This information will also be used to confirm and update the Town's Chatfield accounting forms.

3. Lease Rate. ~~Centennial shall pay to the Town \$71,000.00 for the minimum lease of two hundred (200) AF of Leased Spot Water. Additional~~ Leased quantities shall be paid at the rate of ~~\$355.90 per acre for acre-foot.~~ ~~Payment for the minimum lease quantity shall be made within ten days following mutual execution of this Agreement and is non-refundable.~~ Payment for ~~other~~ quantities leased shall be made thirty (30) days following the issuance of an invoice from Castle Rock. The Town shall invoice CentennialCentral and payment shall be remitted to Castle Rock Water; 175 Kellogg Court; Castle Rock, CO 80129; ATTN: Matt Benak, Water Resources Manager.

4. Quality of Leased Spot Water. Leased Spot Water shall be delivered "as is," but shall be of a quality that meets all standards and effluent limitations specified in Colorado Discharge Permit System Permit No. CO-0038547, as amended, or in any other discharge permit issued by the Water Quality Control Division or by the U.S. EPA authorizing discharges from the Plum Creek Water Reclamation Authority (PCWRA) facility, such quality to be measured at the authorized discharge point(s) specified in any such discharge permit. By entering into this Agreement and utilization of the Leased Spot Water, CentennialCentral acknowledges that water meeting the requirements of this paragraph is suitable for its purposes and will accept such water as meeting the terms of this Agreement.

5. Lease Term. The term of this Agreement shall commence upon its execution and expire December 31, ~~2022~~ 2023. By mutual written agreement of the Parties, this Agreement may be renewed on the same or on different terms.

6. CentennialCentral's Obligations. CentennialCentral's obligations under this Agreement are limited to making the payments as described in paragraph 3 above.

7. Town's Obligations. The Town shall allow CentennialCentral to divert, store, use, reuse, and successively reuse to extinction and make all decreed uses of all Leased Spot Water, and shall confirm to CentennialCentral's satisfaction that all Leased Spot Water is decreed for all such uses and has been recognized and is administered by the Colorado State Engineer for all such uses.

8. Notice. All notices which may be required to be given by either Party to the other shall be made in writing and either hand delivered or sent by first class United States mail, postage prepaid, addressed as follows, or by facsimile, or via electronic means:

If to Town: Town of Castle Rock (Castle Rock Water)
Attn: Water Resources Manager (Matt Benak)
175 Kellogg Court
Castle Rock, CO 80109

with copy to: Town of Castle Rock
Attn: Town Attorney (Mike Hyman)
100 N. Wilcox Street
Castle Rock, CO 80104

If to ~~CentennialCentral~~: CentennialCentral Water and Sanitation
District
Attn: ~~Water Rights Administrator~~ Randy Ray, Executive
Director (Swithin Diek)
3209 W 28th St
Greeley, CO 80634
62 Plaza Drive
Highlands Ranch, CO 80129

with copy to: Collins Cole Flynn Winn & Ulmer PLLC
Attn Timothy Flynn
165 South Union Blvd. Suite 875
Lakewood CO 80228

9. Assignment. ~~CentennialCentral~~ may not assign its rights hereunder without the prior written consent of the Town, which may be withheld in the Town's sole discretion. In the event that the Town consents to an assignment of ~~CentennialCentral~~'s rights hereunder, the assignee shall execute an assumption agreement with the Town and ~~CentennialCentral~~ pursuant to which it shall assume ~~CentennialCentral~~'s obligations hereunder. The terms of such assumption agreement must be approved by the Town.

10. Entire Agreement. This Agreement represents the entire Agreement between the Parties on the matters set forth herein and supersedes all prior negotiations, representations or agreements respecting said matters whether written or oral.

11. Binding Effect. The execution of the Agreement by the Town as Lessor and ~~CentennialCentral~~ as Lessee constitutes the execution of a binding lease agreement by the Parties on the terms and conditions contained herein and may not be modified except in writing signed by both Parties. This Agreement shall be binding on the Parties' respective successors and assigns.

12. Enforcement. In the event either Party commences any action to enforce the terms and provisions of the Agreement, the prevailing Party shall be entitled to its reasonable attorneys' fees and all costs incurred in connection with such action, including, but not limited to, expert witness fees.

13. Controlling Law. This Agreement shall be governed under, and construed pursuant to the laws of the State of Colorado.

(signature page to follow)

LESSOR:

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, Dir. of Castle Rock Water

LESSEE:

| ~~Centennial~~Central Water and Sanitation District

By:

| Randy Ray, Executive Director~~Sam Calkins, General Manager~~

STATE OF COLORADO)
) ss.
COUNTY OF DOUGLAS)

| The foregoing instrument as acknowledged before me this ____ day of _____,
2022 by _____ as _____ of the ~~Centennial~~Central ~~Water and Sanitation Distriet~~Colorado Water Conservancy District.

Witness my official hand and seal.
My commission expires:

Notary Public



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/1/2022

Item #: 11. **File #:** APPT 2022-008

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
Heather Justus, P.G., Water Resources Project Manager
Jakob Hartmann, Water Resources Program Analyst

Appointment Approving Staff Appointment of Heather Justus to the Cherry Creek Project Water Authority (CCPWA) as Board Alternate

Executive Summary

On February 12, 2021 the Town of Castle Rock closed on the purchase of Arapahoe County Water & Wastewater Authority's (ACWWA's) 41.25% stake in the Cherry Creek Project Water Authority (CCPWA). Section 4.1.a. of the First Amended and Restated Water Project Agreement and Establishing Contract (Agreement) states that each member shall appoint one representative to serve on the Authority Board and may name one or more alternate Board members.

Castle Rock Water named Matt Benak, Water Resources Manager as the primary Board member representing Castle Rock's interest in the Authority (he is currently serving as Treasurer). Originally Mark Marlowe, Director of Castle Rock Water was named as an alternate Board member. Castle Rock Water (CRW) is recommending Heather Justus, Water Resources Project Manager, be named board alternate in his place.

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

On June 17, 2019, CRW staff presented the opportunity to purchase ACWWA's interest in the CCPWA to the Castle Rock Water Commission (CRWC), who recommended that the Town move forward with the purchase.

On June, 18, 2019, CRW staff presented the opportunity to purchase ACWWA's interest in the CCPWA to the Water Resources Committee. The Committee recommended moving forward with an offer.

On October 2, 2019, the Director of CRW attended the CCPWA's Board Meeting to discuss Castle Rock's proposed purchase of ACWWA's interest in the project and to confirm that the other members

Item #: 11. File #: APPT 2022-008

were open to reevaluating the proposed capital infrastructure for the project and the manner in which that infrastructure is funded by the CCPWA members.

On October 23, 2019, CRW staff presented the revised agreement to CRWC, and CRWC again recommended that Council approve the purchase and the agreement.

On December 11, 2019, CRWC was updated on the final agreement approach and CRWC offered their continued support by general consensus.

On January 21, 2020, Town Council approved the Purchase and Sale Agreement with ACWWA.

On March 5, 2020 the Town and ACWWA entered into the Contract for the Purchase and Sale Agreement.

On May 5, 2020, the Town and ACWWA entered into the First Amendment to the Contract for the Purchase and Sale Agreement which put into effect a 90-day stay due to the potential impacts of the COVID-19 pandemic.

On November 3, 2020, Town Council approved the Second Amendment to the Contract for the Purchase and Sale Agreement to provide an extension of time for diligence activities and closing.

On February 12, 2021 the Town of Castle Rock closed on the purchase of Arapahoe County Water & Wastewater Authority's (ACWWA's) 41.25% stake in the Cherry Creek Project Water Authority (CCPWA).

Discussion

The CCPWA is a group of water providers that has formed an Authority to construct and operate a water project, consisting of renewable and Denver Basin water, in the Cherry Creek Basin to provide relatively firm water yield of from 500 to 2,000 acre feet per year. CCPWA is comprised of four participants with shares in the project as follows:

- Castle Rock Water: 41.25%
- Inverness Water & Sanitation District: 31.118%
- Denver Southeast Suburban (AKA "The Pinery"): 20.489%
- Cottonwood Water & Sanitation District: 7.143%

Staff recommended that Matt Benak be named to the Authority Board to represent Castle Rock's interest and Mark Marlowe as an alternate Board Member. Given the Director's current priorities, staff recommends that Heather Justus take Mark Marlowe's place as an alternate board member given her familiarity with the Authority's activities and goals.

Budget Impact

There are no direct financial impacts by naming alternate staff to the CCPWA Board.

Item #: 11. File #: APPT 2022-008

Staff Recommendation

Staff recommends that Town Council approve the appointment of staff to the CCPWA Board.

Proposed Motion

"I move to approve the Appointment of Heather Justus as the Board Alternate to the cherry Creek Project Water Authority (CCPWA)."



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/1/2022

Item #: 12. **File #:** MIN 2022-018

To: Honorable Mayor and Members of Town Council

From: Robbie Schonher, Assistant Town Clerk

Minutes: October 18, 2022 Town Council Meeting

Executive Summary

Attached are minutes from the October 18, 2022 Town Council meeting for your review and approval.



Town Council Meeting Minutes - Draft

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

Tuesday, October 18, 2022

6:00 PM

**Town Hall Council Chambers
100 North Wilcox Street
Castle Rock, CO 80104
Phone in: 720-650-7664
Meeting code: 2498 892 3584
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 2498 892 3584 (if prompted for a password enter "Oct18Council"). 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. October 18, 2022, to be included in the public record.

COUNCIL DINNER & INFORMAL DISCUSSION

INVOCATION - Mark Marble, Castle Rock Police Chaplain

CALL TO ORDER / ROLL CALL

Present: 6 - Mayor Gray, Mayor Pro Tem Bracken, Councilmember Cavey, Councilmember LaFleur, Councilmember Johnson, Councilmember Dietz

Not Present: 1 - Councilmember Hollingshead

PLEDGE OF ALLEGIANCE

COUNCIL COMMENTS

Mayor Gray requested a proclamation be drafted in support of Small Business Saturday, November 26, 2022. He also addressed comments circulating via social media concerning The Barn as unfounded rumors.

Councilmember Cavey announced the Crowfoot Valley Road Widening Project open house to be held on November 27th.

Councilmember LaFleur offered explanation of the Town process as related to protecting iconic buildings within Castle Rock, even if not designated a historical landmark. It was clarified that the Historic Preservation Board would be involved in reviewing changes to such buildings, if in the event that was to occur.

Councilmember Johnson announced the Mitchell Gulch Park renovation kick off to be held on October 25th.

Councilmember Dietz spoke to his commitment to bring back constitutional due process back to Castle Rock.

Mayor Pro Tem Bracken commented on the importance of continued support of Castle Rock small businesses.

Moved by Mayor Pro Tem Bracken, seconded by Councilmember LaFleur to draft a Proclamation in recognition of Small Business Saturday

Yes: 6 - Gray, Bracken, Cavey, LaFleur, Johnson, Dietz

Not Present: 1 - Hollingshead

[APPT
2022-007](#)

Appointment: Public Works Commission

Moved by Councilmember Johnson, seconded by Councilmember Dietz, that Greg Myers be appointed to the Public Works Commission for a partial term ending May 31, 2024. The motion passed by the following vote:

Yes: 6 - Gray, Bracken, Cavey, LaFleur, Johnson, Dietz

Not Present: 1 - Hollingshead

UNSCHEDULED PUBLIC APPEARANCES

No public comment received.

TOWN MANAGER'S REPORT

[ID 2022-107](#)

Presentation: Your Town Academy Graduating Class

Kristin Read, Assistant Town Manager, introduced Castle Rock citizens who participated in the Your Town Academy. Graduates received a certificate of completion presented by Mayor Gray.

Town Manager, Dave Corliss, acknowledged Kristin Read as instrumental in the program's institution and continuing success.

[ID 2022-108](#)

Update: Calendar Reminders

Town Manager, Dave Corliss highlighted upcoming calendar dates of interest to include the Crowfoot Valley Road project open house and the Mitchell Gulch Park and Metzler Family Open Space celebrations.

[ID 2022-109](#)

Update: Monthly Department Reports

Town Manager, Corliss, acknowledged Town departments that would be presenting to Council later in the agenda as examples of efficiencies and funding collaboration to stretch tax dollars further to maximize and implement Town projects.

[ID 2022-110](#) **Development Services Project Updates**

[ID 2022-111](#) **Update: Quasi-Judicial Projects**

TOWN ATTORNEY'S REPORT

No report.

ACCEPTANCE OF AGENDA

Moved by Mayor Pro Tem Bracken, seconded by Councilmember Cavey, that the Agenda be Accepted as Presented. The motion passed by the following vote:

Yes: 6 - Gray, Bracken, Cavey, LaFleur, Johnson, Dietz

Not Present: 1 - Hollingshead

CONSENT CALENDAR

[ORD 2022-028](#) **Ordinance Approving the Third Amendment to the 2022 Fiscal Year Budget by Making Supplemental Appropriations for the 2022 Fiscal Year, and Providing for the Emergency Adoption of this Ordinance on Second and Final Reading (Second Reading - Approved on First Reading on October 4, 2022 by a vote 7-0)**

[RES 2022-114](#) **Resolution Approving an Agreement for the Purchase and Sale of Ridgegate Pipeline Capacity with Stonegate Village Metropolitan District *[Northern Douglas County near Parker, CO]***

[RES 2022-115](#) **Resolution Waiving Formal Written Bidding Requirement on the Basis of Sole Source and Approving a Construction Contract with Hydro Resources - Rocky Mountain, Inc., for the Drilling of the East Plum Creek Open Space Wells *[Open space north of Plum Creek Water Purification Facility]***

[RES 2022-116](#) **Resolution Approving the Renewal of an Existing Contract Between the Town of Castle Rock and Cigna Health and Life Insurance Company for Stop Loss Insurance Coverage for Calendar Year 2023**

[MIN 2022-017](#) **Minutes: October 4, 2022 Town Council Meeting**

Moved by Councilmember Johnson, seconded by Councilmember Cavey to Approve the Consent Calendar as read. The motion passed by a vote of:

Yes: 6 - Gray, Bracken, Cavey, LaFleur, Johnson, Dietz

Not Present: 1 - Hollingshead

ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

[ORD 2022-027](#) **Ordinance Vacating a Portion of Brookside Circle Lying Within the Brookside Business Center Planned Development and Located in the Northeast Quarter of Section 14, Township 8 South, Range 67 West, Town of Castle Rock and a Portion of Brookside Circle as Unplatted Row Located in the Southeast Quarter of Section 15, Township 8 South, Range 67 West, Town of Castle Rock (Second Reading - Approved on First Reading on October 4, 2022 by a vote 6-1) [located east and south of Castle Rock Autoplex]**

T J Kucewesky, Assistant Director Development Services presented item to Council. No public comment was received.

Councilmember Dietz clarified his 'no' vote on first reading of this ordinance was related to the subject of compensation in response to the question posed by Mayor Gray.

Moved by Councilmember Johnson, seconded by Councilmember Cavey, that Ordinance 2022-027 be Approved as presented. The motion passed by the following vote:

Yes: 5 - Gray, Bracken, Cavey, LaFleur, Johnson

No: 1 - Dietz

Not Present: 1 - Hollingshead

[RES 2022-117](#) **Resolution Approving a Downtown Historic Preservation Grant for \$25,000 to the Castle Rock Chamber Foundation [North 37.5 Ft Lot 17 and W ½ Lot 18 Block 13 Town of Castle Rock, 420 Jerry Street (Chamber of Commerce)]**

T J Kucewesky continued presenting information on the Downtown Historic Preservation Grant Program and the application received for the Chamber of Commerce building at 420 Jerry Street.

No public comment received.

Councilmembers Johnson, LaFleur along with Mayor Pro Tem Bracken acknowledge their support of the Town sponsorship of the grant program.

Moved by Councilmember Cavey, seconded by Councilmember LaFleur, that Resolution 2022-117 be Approved as presented. The motion passed by the following vote:

Yes: 6 - Gray, Bracken, Cavey, LaFleur, Johnson, Dietz

Not Present: 1 - Hollingshead

[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 (Second Reading - Approved on First Reading on September 20, 2022 by a vote 7-0) [*Entire Castle Rock service area*]

Mark Marlowe, Director of Castle Rock Water, introduced item to Council highlighting the focus of the ordinance was to support the goal of long term water sustainability and to reduce per capita usage utilizing ColoradoScape guidelines.

No public comment received.

Mayor Gray acknowledged he had received positive feedback from other area municipalities and that the Town is recognized as a leader in water conservation efforts.

Moved by Councilmember LaFleur, seconded by Mayor Pro Tem Bracken, that Ordinance 2022-025 be Approved as presented. The motion passed by the following vote:

Yes: 6 - Gray, Bracken, Cavey, LaFleur, Johnson, Dietz

Not Present: 1 - Hollingshead

RES 2022-118 Resolution Waiving Formal Written Bidding Requirement on the Basis of Sole Source and Approving an Equipment and Services Acquisition Agreement with Dana Kepner Company, LLC for the Flexnet Infrastructure and Regional Network Interface Software [*Entire Castle Rock Water Service Area*]

Mark Marlowe, Director Castle Rock Water introduced the agenda item to Council. The advanced metering infrastructure software agreement replaces drive by technology to read water meters, thereby creating efficiencies as well as encouraging water conservation. Additionally, the technology will provide real time usage alerts to water customers.

No public comment received.

Moved by Councilmember Johnson, seconded by Councilmember LaFleur, that Resolution 2022-118 be Approved as presented. The motion passed by the following vote:

Yes: 6 - Gray, Bracken, Cavey, LaFleur, Johnson, Dietz

Not Present: 1 - Hollingshead

RES 2022-119 Resolution Approving an Equipment and Goods Purchase Agreement with Front Range Fire Apparatus for the Purchase of a Velocity Pumper Truck

Norris Croom, Fire Chief, addressed Council requesting approval of the request to purchase a velocity pumper engine for the future Terrain / Cobblestone Ranch fire station. Supply chain issues and anticipated cost increases were identified as key reasons to seek immediate approval.

No public comment received.

Moved by Councilmember Dietz, seconded by Councilmember Cavey, that Resolution 2022-119 be Approved as presented. The motion passed by the following vote:

Yes: 6 - Gray, Bracken, Cavey, LaFleur, Johnson, Dietz

Not Present: 1 - Hollingshead

PARKS IMPROVEMENT ITEMS

Mitchell Gulch Park

[RES 2022-120](#) **Resolution Approving a Construction Contract with Colorado Designsapces, Inc., for the Mitchell Gulch Park Renovation Project [200 Mikelson Blvd]**

Item was presented by Jeff Brauer, Director of Parks & Recreation, identifying that in order to maintain current levels of service and departmental standards, as well as ensure user safety, that Mitchell Gulch Park was selected for renovation. Resident surveys identified key improvements desired which are addressed in the renovation project as well as enhanced ADA accessibility improvements. Brauer noted that additional savings would be realized by contracting with vendors outside of the main construction contract.

No public comment received.

Councilmembers acknowledged staff efforts in moving these park improvements forward.

Moved by Councilmember Johnson, seconded by Councilmember Cavey, that Resolution 2022-120 be Approved as presented. The motion passed by the following vote:

Yes: 6 - Gray, Bracken, Cavey, LaFleur, Johnson, Dietz

Not Present: 1 - Hollingshead

[RES 2022-121](#) **Resolution Waiving Formal Written Bidding Requirement on the Basis of Sole Source and Approving an Equipment and Services Acquisition Agreement with L.E.R., Inc. d/b/a Renner Sport Surfaces for the Mitchell Gulch Park Tennis Court Renovation Project [Location: 200 Mikelson Blvd]**

Brauer continued presentation of related Mitchell Gulch Park renovation item related to the tennis court construction contract. It was identified that by contracting with Renner directly rather than through the general contractor that the Town would realize savings of \$74,000.

No public comment received.

Moved by Councilmember LaFleur, seconded by Councilmember Johnson, that

Resolution 2022-121 be Approved as presented. The motion passed by the following vote:

Yes: 6 - Gray, Bracken, Cavey, LaFleur, Johnson, Dietz

Not Present: 1 - Hollingshead

RES 2022-122 Resolution Waiving Formal Written Bidding Requirement on the Basis of Sole Source and Approving an Equipment and Services Acquisition Agreement with Landscape Structures, Inc., for the Mitchell Gulch Park Renovation Project [Location: 200 Mikelson Blvd]

Brauer continued with presentation of related Mitchell Gulch Park Renovation item for direct purchase of playground equipment. Again due to purchasing directly through Sourcewell the Town will realize a \$28,000 savings.

No public comment received.

Moved by Councilmember Johnson, seconded by Mayor Pro Tem Bracken, that Resolution 2022-122 be Approved as presented. The motion passed by the following vote:

Yes: 6 - Gray, Bracken, Cavey, LaFleur, Johnson, Dietz

Not Present: 1 - Hollingshead

Proposed Recreation Center

RES 2022-123 Resolution Approving a Memorandum of Understanding with CD-Acme, LLC, Regarding the Structure for the Ownership And Construction of the Town of Castle Rock Recreation Center [Acme Brickyard]

Brauer, introduced item to Council for a proposed third recreational facility for the Town to be located at the old Acme Brickyard site, west of I 25. He indicated as Castle Rock continues to grow the Town is committed to provide an additional recreational facility, sports development center that addresses the needs identified in the community survey. Impact fees will finance the new facility however the feasibility study concluded that site options were limited through the public land dedication process. In response to a request for proposal seeking a potential partner, Confluence Companies responded with a proposal to provide financing and construction services for the project in addition to the required land. Key points of the nonbinding agreement were reviewed.

Council discussion included questioning how Castle Rock compared to other area municipalities in regard to recreational facilities, road infrastructure to the proposed site, the advantages of utilizing the owner's representative services as related to cost and project coordination and also the emphasis that the agreement is nonbinding.

No public comment received.

Moved by Mayor Pro Tem Bracken, seconded by Councilmember LaFleur, that

Resolution 2022-123 be Approved as presented. The motion passed by the following vote:

Yes: 6 - Gray, Bracken, Cavey, LaFleur, Johnson, Dietz

Not Present: 1 - Hollingshead

RES 2022-124 Resolution Approving the Third Amendment to the Town of Castle Rock Service Agreement with Barker Rinker Seacat Architecture, P.C., for Schematic Design Phase of the Recreation Center Feasibility Study Project [Acme Brickyard]

Brauer, presented item for Council review as the schematic design of an indoor recreation facility and proposed amenities. It was identified that the schematic design phase is portable, it can be transferred or be applicable to either the Brickyard project or an alternative site.

No public comment received.

Moved by Councilmember LaFleur, seconded by Councilmember Johnson, that Resolution 2022-124 be Approved as presented. The motion passed by the following vote:

Yes: 6 - Gray, Bracken, Cavey, LaFleur, Johnson, Dietz

Not Present: 1 - Hollingshead

Metzler Family Open Space

RES 2022-125 Resolution Approving a Construction Contract with Edw. C. Levy. Co., d/b/a Schmidt Construction Company, for the Metzler Family Open Space Trailhead Parking Project [Location: Maleta Lane and East Allen Street Intersection]

Brauer noted the recent donation of the Metzler Family Open Space and the positive response to date from the community. The agenda item seeks approval of a 54 space parking lot to be constructed off of Allen Street to service the open space trailhead with final completion slated for February 2023, weather dependent.

No public comment received.

Moved by Councilmember Johnson, seconded by Councilmember LaFleur, that Resolution 2022-125 be Approved as presented. The motion passed by the following vote:

Yes: 6 - Gray, Bracken, Cavey, LaFleur, Johnson, Dietz

Not Present: 1 - Hollingshead

ADJOURN

Meeting adjourned at 8:24 pm.

Moved by Mayor Pro Tem Bracken, seconded by Councilmember Johnson, that the meeting be Adjourned. The motion passed by the following vote:

Yes: 6 - Gray, Bracken, Cavey, LaFleur, Johnson, Dietz

Not Present: 1 - Hollingshead

Submitted by:

Robbie Schonher, Assistant Town Clerk



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/1/2022

Item #: 13. **File #:** ORD 2022-029

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Dan Sailer, P.E., Director of Public Works
Aaron Monks, CIP Project Manager

Ordinance Amending Ordinance No. 2019-008 Regarding the Exercise of the Town's Powers of Eminent Domain to Acquire Certain Real Property Interests Necessary for the Crystal Valley Interchange Project (*Hyperion Fund, L.P. Property*)

Executive Summary

This ordinance authorizes the acquisition of property interests necessary for construction of the Crystal Valley Interchange Project under the power of eminent domain. Those property interests are attached as Exhibit A to the ordinance (Attachment A). The Town staff and the Town's Attorney Office approached Town Council on May 7th of 2019 to request approval of Ordinance #2019-008 which authorizes the exercise of the Town's eminent domain powers. This ordinance was based off of the original property needs for the configuration of the interchange at that time. To improve operational efficiencies of the interchange a preferred alternate design was recommended. With the preferred alternate design, which included a roundabout at the East Frontage Road and Crystal Valley Pkwy intersection and a loop on ramp the property needs to construct the interchange was revised. Attachment B indicates the original interchange configuration and the original property need of the Hyperion property. The original ordinance did not extend to the entire parcel. Attachment C indicates the preferred alternative configuration of the interchange and the current property needs.

This ordinance mandates Town compliance with applicable statutory requirements on conducting good faith negotiations with the affected landowner, and requires all offers to be based on market valuation of the property interests to be acquired. In most instances, the landowner will have the right to obtain an independent appraisal at the expense of the Town.

In the event the Town working through its property acquisition consultant is unable to reach agreement with the property owner on purchase price, time of possession, or other terms of acquisition, the Town Attorney will so advise Town Council. In that event, the Town Council will be apprised of the prior negotiations, and determine at a Council meeting whether the judicial process for acquisition of the property interests should be initiated. The property owner will have the opportunity to address Council at that time. To reiterate, this ordinance does not authorize the filing of a petition for any property. This ordinance is for general authorization purposes only.

As has been demonstrated on recent capital projects in which the Council similarly authorized acquisition of property interests by an eminent domain ordinance, good faith negotiations almost always result in an agreement with the property owner. Consequently, we anticipate that Council intervention in the acquisition process will be infrequent.

Utilization of the statutory process provides certainty and consistency with property acquisitions and assurance that possession of the necessary property interests can be achieved within the projected timeframe and with payment of just compensation.

Discussion

Town staff and the acquisition consultant have been successfully negotiating property closings and have closed on nearly most of the properties identified for ROW acquisition.

On the west side of I-25, there are five (5) identified properties owners, which the Town has closed and taken possession of two (2). In both cases the property owner opted not to get an independent appraisal done and closed on the property utilizing the Town's appraised value. The remaining properties on the west side are in various stages of negotiations. Staff anticipates being able to close on these properties without the use of eminent domain.

There are six (6) identified properties owners on the east side of I-25, which the Town has closed and taken possession of three (3). On two (2) of the properties, the owner opted to have their own appraisal done, which by statute the Town reimbursed the owner. The owner of the remaining property that has been purchased did not have an independent appraisal done. After negotiations the closing price for the three acquired properties was more than the Town's appraisal. The remaining three (3) properties on the east side are in various stages of negotiations, and are not expected to require eminent domain with the exception of the Boone property. The Town Attorney office has approached Council for eminent domain process. The Town currently has procession of the property and the valuation hearing is tentatively scheduled for late March, 2023.

The original offer was sent to Hyperion in March of 2020. Town staff and the Town's acquisition consultant met with the Hyperion representative in June of 2020. Hyperion did not make a counter offer, communications received from them indicated they were in discussions with the Douglas County and the Town's planning departments. After the Town open house in January of 2022, where the new preferred alternate configuration was presented to the public, we received an email from the Hyperion representative asking what the status of the project was. Staff informed them that the preferred alternative configuration of the interchange would likely require a full take for the Hyperion property. In June of 2022, Staff meet with the Hyperion representative at the Town Service Center and indicated the preferred alternative would require a full take of the Hyperion property and the Town was moving forward with a new appraisal. In August of 2022, staff received communications from Legal counsel representing the Hyperion property. Staff is currently working on addressing the aspect of the letter.

Staff Recommendation

Staff recommends approval of the ordinance as presented on first reading.

Proposed Motion

"I move to approve the ordinance as introduced by title on first reading."

"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

Exhibit A: Legal Description

Attachment B: Map of Original ROW Authorization

Attachment C: Map of Preferred Alternative ROW Authorization

ORDINANCE NO. 2022-____

**AN ORDINANCE AMENDING ORDINANCE NO. 2019-008 REGARDING
THE EXERCISE OF THE TOWN'S POWERS OF EMINENT DOMAIN
TO ACQUIRE CERTAIN REAL PROPERTY INTERESTS NECESSARY
FOR THE CRYSTAL VALLEY INTERCHANGE PROJECT**

WHEREAS, the construction of a new interchange at Interstate 25 and Crystal Valley Parkway (the "Project") is the primary transportation priority for the Town of Castle Rock, Colorado (the "Town"), having been the subject of local and regional planning efforts for more than 35 years and

WHEREAS, the Project will (i) improve access to Interstate 25 for one of the fastest growing areas of the Town and Douglas County, (ii) enhance emergency response and the resilience of existing highway infrastructure, (iii) improve safety by removing an at-grade railroad crossing, and (iv) increase regional mobility by providing a local roadway crossing of Interstate 25 within the seven-mile segment between the Plum Creek Parkway and Tomah Road interchanges; and

WHEREAS, on May 7, 2019, the Town Council adopted Ordinance No. 2019-008 (the "Ordinance"), finding that there is a compelling public need and purpose for the Project's construction and authorizing the Town to exercise its powers of eminent domain for the acquisition of real property interests necessary for the Project; and

WHEREAS, among the real property interests to be acquired pursuant to the Ordinance was a portion of a parcel owned by Hyperion Fund, L.P., and located near the southeast corner of the intersection of the East Frontage Road and Crystal Valley Parkway (the "Hyperion Property"); and

WHEREAS, earlier this year, for the purpose of improving the operational efficiencies of the Project, Town staff, working in partnership with its consultants, Jacobs Engineering Group, Inc., and Pinyon Environmental, Inc., recommended a preferred alternate design for the Project; and

WHEREAS, the preferred alternate design includes a roundabout at the intersection of the East Frontage Road and Crystal Valley Parkway, as well as a loop on-ramp from the west side of the Interstate to northbound Interstate 25; and

WHEREAS, as a result of these design changes, the Town will need to acquire the entire Hyperion Property, which property is more specifically described in the attached *Exhibit A*; and

WHEREAS, as the Project serves a valid public purpose, the exercise of the Town's powers of eminent domain may be necessary to acquire the Hyperion Property.

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

Section 1. Amendment to Ordinance No. 2019-008. Ordinance No. 2019-008 is hereby amended to further authorize the Town Attorney to take all necessary and appropriate action

to acquire good title to the Hyperion Property, as described in the attached ***Exhibit A***, in accordance with Section 38-1-101, *et seq.*, C.R.S., and Section 24-56-101, *et seq.*, C.R.S., subject to compliance with the terms and conditions set forth in said Ordinance, as the same may apply. To this end, it is the intent of the Town Council that Ordinance No. 2019-008 shall remain in full force and effect except, and to the extent as, said Ordinance is amended by this Section 1.

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 judgment 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 relationship to the legislative object sought to be obtained.

APPROVED ON FIRST READING this 1st day of November, 2022, by the Town Council of the Town of Castle Rock, Colorado by a vote of _____ for and _____ against, after publication; and

PASSED, APPROVED AND ADOPTED ON SECOND AND FINAL READING this _____ day of _____, 2022, by the Town Council of the Town of Castle Rock, Colorado 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

David L. Corliss, Town Manager

EXHIBIT "A"

PROJECT NUMBER: 17638

PARCEL NUMBER: 8ARev

PROJECT CODE: 17638

DATE: July 20, 2022

DESCRIPTION

A tract or parcel of land No. 8ARev of the Department of Transportation, State of Colorado Project No. 17638 containing 204,057 sq. ft. (4.685 acres), more or less, being all of that parcel recorded in Reception Number 199625351 except that portion described as Parcel 8A and recorded June 15, 2011 at Reception Number 2011036243, in the East half of Section 22, Township 8 South, Range 67 West, of the Sixth Principal Meridian, in Douglas County, Colorado, said tract or parcel being more particularly described as follows:

Commencing at the East 1/4 corner of said Section 22, Thence S. 70°31'22" W., a distance of 2,030.71 feet, to the southwest corner of said parcel in Reception Number 2011036243 and to the TRUE POINT OF BEGINNING;

1. Thence S. 79°41'47" E., along the South line of said parcel at Reception Number 2011036243, a distance of 296.47 feet to the southeast corner of said parcel and the East line of said parcel at Reception Number 199625351;

2. Thence S. 13°06'38" W., along the East line of said parcel, a distance of 631.75 feet to the southeast corner of said parcel at Reception Number 199625351;

3. Thence N. 89°50'09" W., along the South line of said parcel at Reception Number 199625351, a distance of 330.96 feet to the southwest corner of said parcel;




4. Thence N. 15°18'00" E., along said West line, a distance of 691.88 feet, more or less, to the TRUE POINT OF BEGINNING.

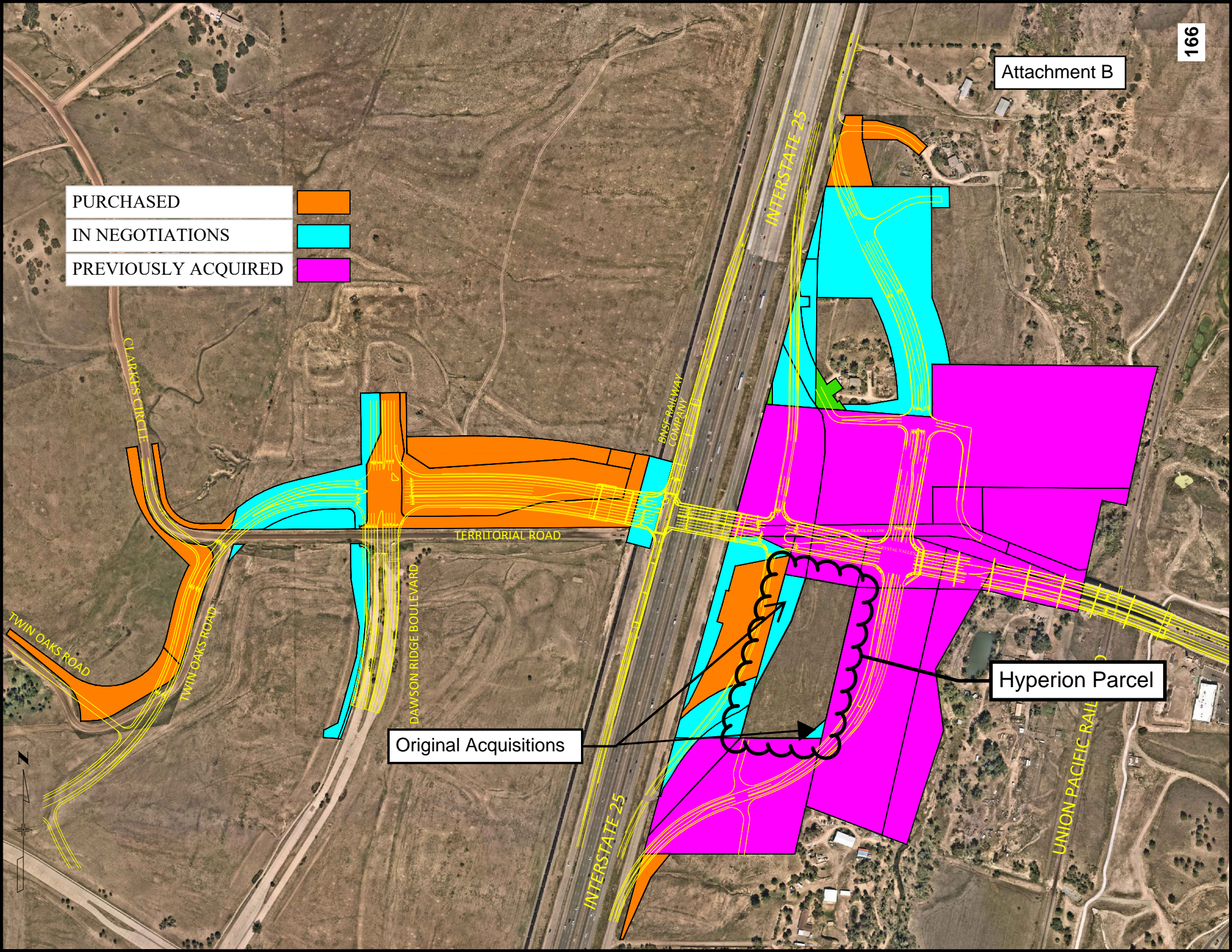
The above described parcel contains 204,057 sq. ft. (4.685 acres), more or less.

Basis of Bearings: All bearings are based on the East line of the NE 1/4 of said Section 22. Said line bears N. 0°10'53" W. a distance of 2660.90 feet. Said line is monumented at the East 1/4 corner by a 3 1/2-inch Aluminum Cap and stamped -T8S R67W, E1/4, S22, S23, PLS 23524 2005-. Said line is monumented at the northeast corner by an 18-inch x 14-inch x 8-foot high concrete pillar.

For and on Behalf of the
Town of Castle Rock
Brandon D. Lee, PLS 37894
720 S. Colorado Blvd. #1200-S
Glendale, CO 80246



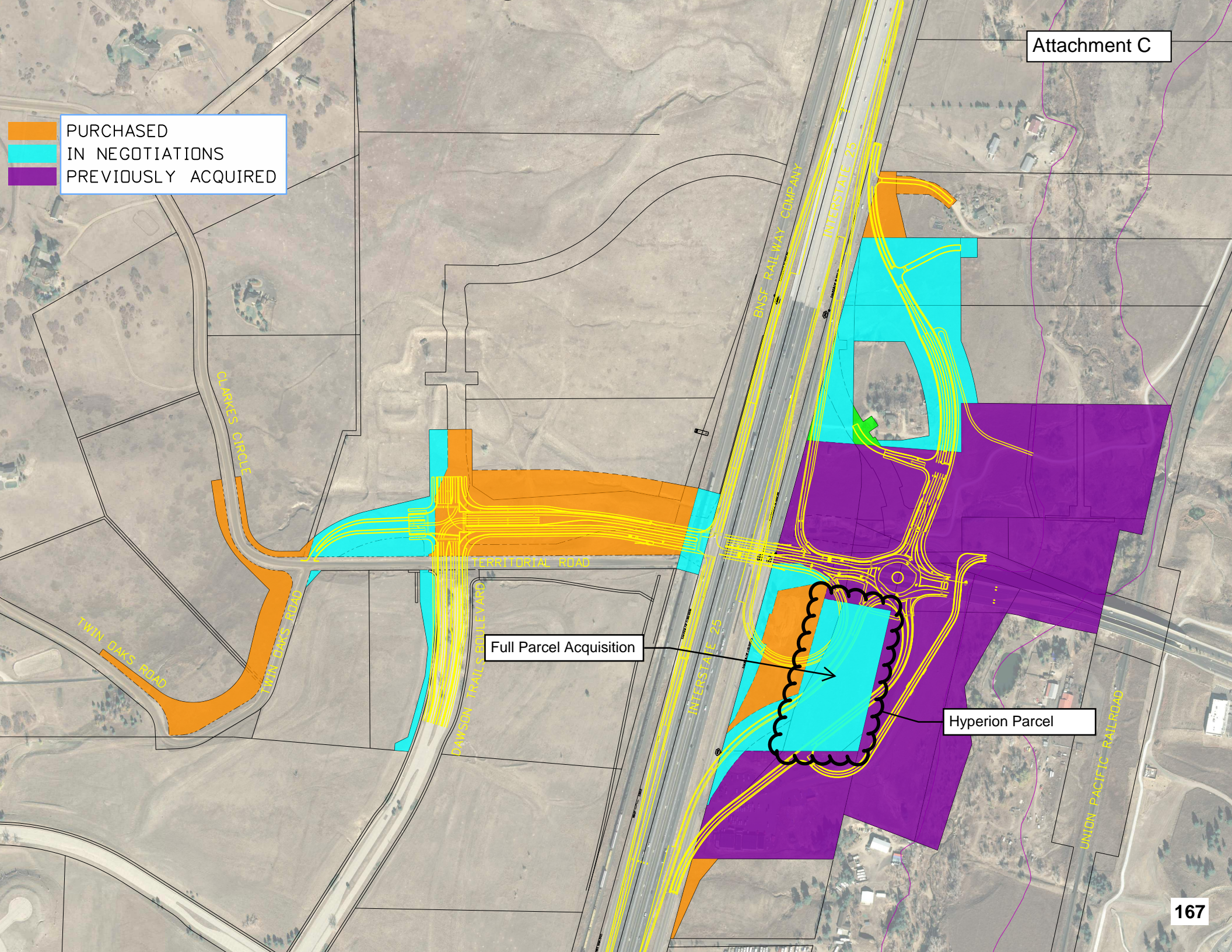
PURCHASED	
IN NEGOTIATIONS	
PREVIOUSLY ACQUIRED	



PURCHASED

IN NEGOTIATIONS

PREVIOUSLY ACQUIRED



Full Parcel Acquisition

Hyperion Parcel

CRYSTAL VALLEY INTERCHANGE PROJECT

EMINENT DOMAIN ORDINANCE

NOVEMBER 1, 2022



PROJECT OVERVIEW



TIMELINE

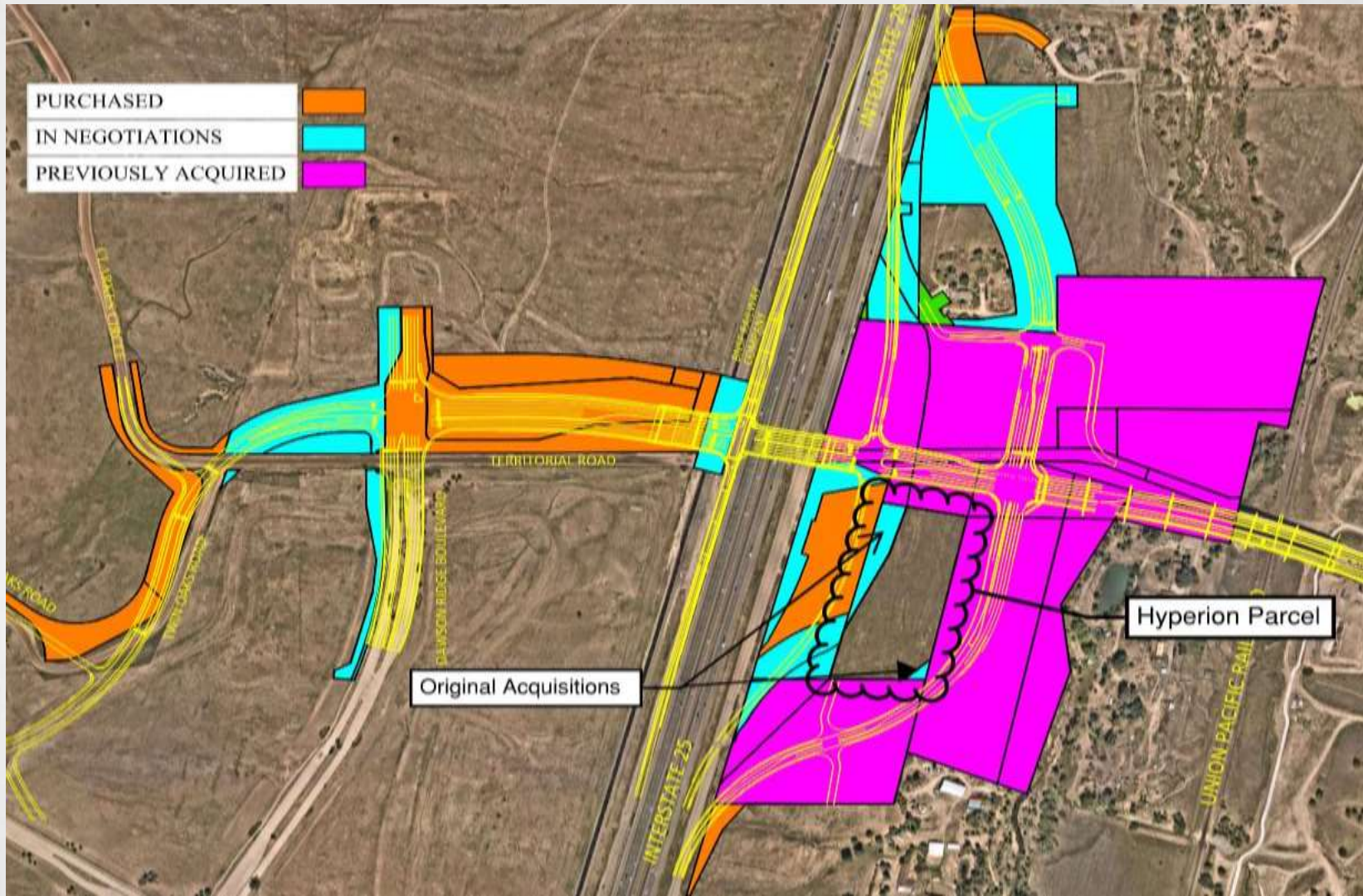
Ordinance #2019-008 for Eminent Domain
May, 2019

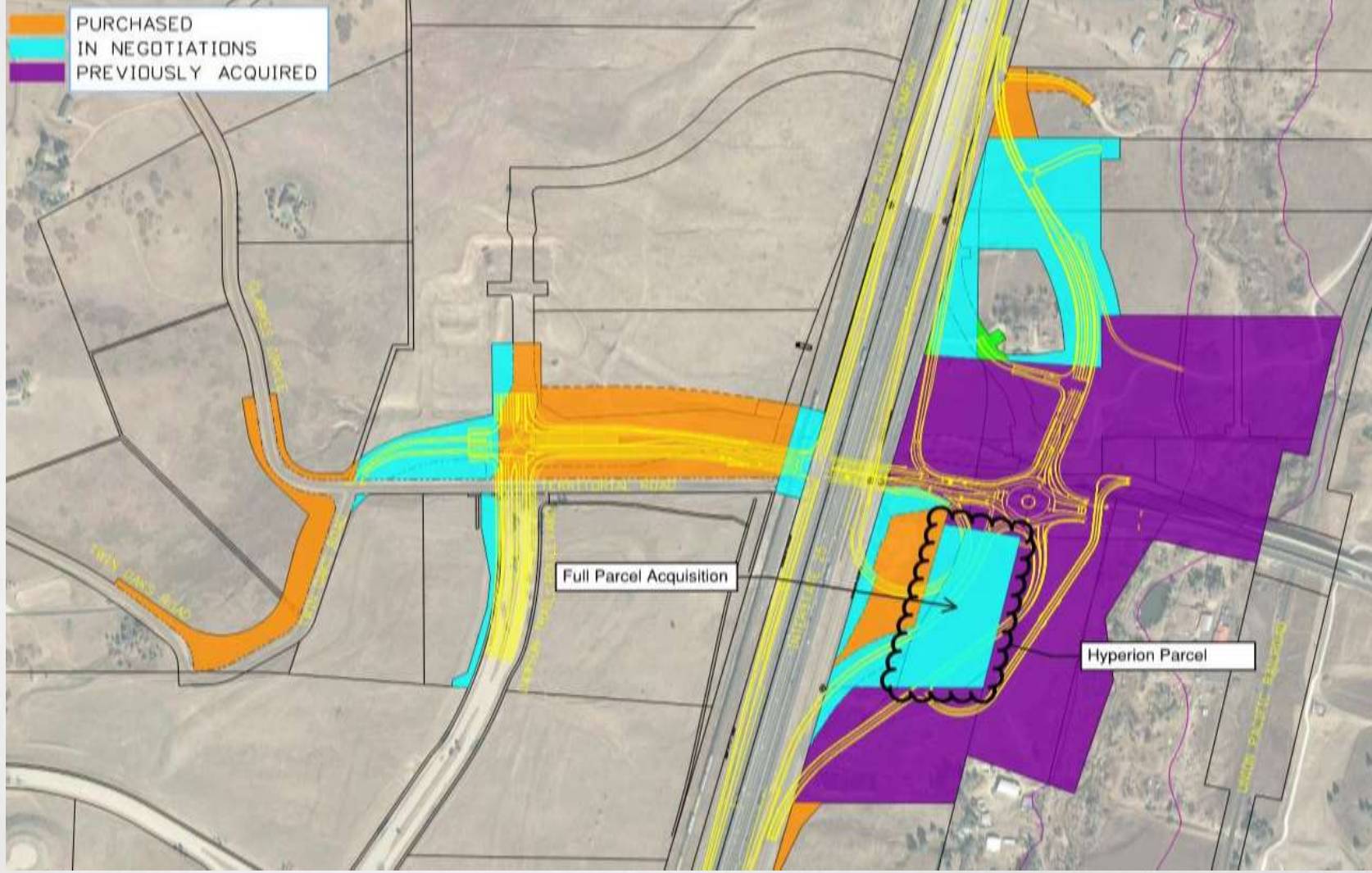
Initial Offer
March, 2020

Preferred Alternative
Configuration of
Interchange
January, 2022

Hyperion Informed
of Full Take
June, 2022

Feedback
From Hyperion
August, 2022





POST- ORDINANCE PROCESS

- Complete appraisal
- Notice of intent to acquire (includes informing of statutory rights)
- Submit offer
- Consider any counter offer
- Purchase and sale contract
- Contract closing

NO AGREEMENT ON PURCHASE AND SALE

If owner is not responsive or counter offer is not supported:

- Town Council advised at a Council meeting
- Owner gets to address Council
- Council votes on moving forward with formal condemnation

PROJECTED TIMELINE

Second Reading
November 15, 2022

Offer
December, 2022

Purchase and
Sale Contract
January/February, 2023

Closing
March, 2023



NO AGREEMENT PROJECTED TIMELINE

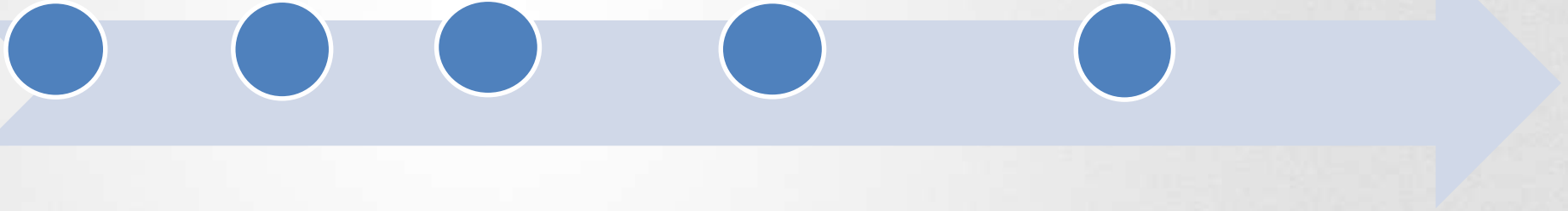
Second
Reading
November 15,
2022

Offer
December,
2022

Non-responsive
/Courter Offer
March, 2023

Approach
Council
April, 2023

Order of Immediate
Possession
Estimated
June, 2023



RECOMMENDATION

Staff recommends Town Council approve the Ordinance as presented on first reading.

PROPOSED MOTION

“I MOVE TO APPROVE THE ORDINANCE AS INTRODUCED BY TITLE.”

“I MOVE TO APPROVE THE ORDINANCE AS INTRODUCED BY TITLE WITH THE FOLLOWING CHANGES _____”

“I MOVE TO CONTINUE THIS ITEM TO A FUTURE TOWN COUNCIL MEETING DATE”



THANK YOU



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/1/2022

Item #: 14. **File #:** RES 2022-128

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
Lauren Moore, Water Resources Program Analyst

Resolution Waiving Formal Written Bidding Requirement on the Basis of Sole Source and Approving a Services Agreement with W.W. Wheeler & Associates, Inc., for the Lawn Irrigation Return Flows Quantification Project [*Various sites throughout Town*]

Executive Summary

Castle Rock Water (CRW) is seeking Town Council approval of a resolution (**Attachment A**) for the Services Agreement (**Exhibit 1**) with W.W. Wheeler & Associates (Wheeler) for Phase 2 of the quantification of East Plum Creek and Cherry Creek Basin Lawn Irrigation Return Flows (LIRFs). LIRF quantification is part of CRW's long-term Water Resources Strategic Master Plan (WRSMP). LIRFs are expected to represent approximately 955 acre-feet of water supply on an annual basis, long term, which is 5% of the total supply.

The scope of work will include a continuation of Phase 1 monitoring of water levels in 25 wells, data collection, and modeling as well as oversight of the construction of five additional monitoring wells, the associated well permitting, filing water court applications, and a conceptualized plan for Phase 3.

The total scope of this agreement is not to exceed \$336,000. Staff is requesting a 5% contingency of \$16,800. Work on Phase 2 will begin in November 2022 and continue through December 2023 at which time it is anticipated Phase 3 will begin. Phase 3 is expected to take 3 years.

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

On March 7, 2019, the Town Manager approved the Phase 1 Services Agreement with Wheeler for the 2019 Town of Castle Rock LIRF Quantification Project.

Castle Rock Water staff presented this item to the Castle Rock Water Commission at their meeting held on October 26, 2022, and the Castle Rock Water Commission voted 6 for and 1 abstain (due to a conflict of interest) to recommend Town Council approval of the Resolution as presented.

Discussion

CRW has identified LIRFs as a significant contributor (approximately 5%) to the Town's long-term water supply as a source of augmentation water for the Town's alluvial wells when pumped out-of-priority. While the Town is currently claiming LIRFs for two of the five geologically defined zones, CRW will need to quantify the volume and timing of return flows in the remaining zones (3, 4, & 5) to fully claim these rights. As part of Phase 1, which was completed in late 2021, 25 monitoring wells were constructed to supplement three existing monitoring wells, and transducers were deployed in all of the wells in order to begin the collection of continuous water level data as required for quantification. Additionally, stream flow monitoring locations were selected and field sampling was conducted monthly. Phase 2 will continue forward with the work completed in Phase 1.

Phase 2 will include a continuation of the monitoring program established in Phase 1, the completion of five additional monitoring wells in Red Hawk and Sapphire Point neighborhoods (**Attachment B**), modeling of the timing and quantity of these return flows in both the Plum Creek and Cherry Creek basins, as well as completing and submitting water court applications for the LIRF water rights in both basins. Phase 3 will see the water court applications through their entirety in water court for approval. Once approved in Water Court, the LIRFs will be able to be diverted in East Plum Creek and Cherry Creek at any of our diversion points.

CRW intends to sole source (**Attachment C**) this work with Wheeler as Phase 1 work was bid out through Rocky Mountain Bid Net in 2019, and Wheeler was the only firm to submit a bid at that time. Additionally, Wheeler has worked with the Town since 1982 and has represented the Town in at least eight major water rights cases and supported the Town as opposers in approximately 50 water court cases to protect the Town's water rights. Over these four decades, Wheeler has developed a deep knowledge of the Town's water rights and water resources. Wheeler also has a deep knowledge of general water rights and water resources in the Plum Creek and Cherry Creek Basins. Wheeler's knowledge of water rights and water resources will be invaluable to staff's complete understanding of the requirements for claiming LIRFs and will be pivotal in the selection of well site locations in compliance with water rights and best practices.

Specific to the Town's project needs, Wheeler has over 30 years of experience in LIRF quantifications. Previous work done by this team includes LIRF quantification for East Cherry Creek Valley and Woodmen Hills Metro District. Additionally, Wheeler provides the annual support needed to continue claiming Zone 1 and 2 LIRFs utilizing their pioneering quantification methodology. Wheeler's work in Phase 2 of the LIRF quantification project will provide the knowledge and infrastructure needed to complete a monitoring plan program that will allow the Town to claim LIRFs once completed.

Budget Impact

Funding for the project is available in the approved 2022 Budget. Funding for the project will come from the following account: Other Professional Services 211-4340-443.30-70, which has a balance of \$2,524,487. Town staff will use the funds to complete Phase 2 of this project and a breakdown of funding is provided in the table below. Wheeler's proposed fee is \$336,000. Staff requests an

Item #: 14. File #: RES 2022-128

additional \$16,800.00 contingency (5%) be authorized for a total authorization of \$352,800.00.

Project Account	Contract Amount	Contingency	Total Authorization
211-4340-443.30-70 (Other Professional Services)	\$336,000	\$16,800	\$352,800

The cost for Phase 1 was \$228,497. Phase 3 is expected to cost on the order of \$250,000. The total cost to quantify these water rights is estimated to be \$831,297. When comparing this cost to the number of acre-feet available, this is an excellent value of \$870 per acre-foot.

Recommendations

Staff recommends Council approval of the Services Agreement with W.W. Wheeler & Associates for Phase 2 of the Quantification of East Plum Creek and Cherry Creek Basin Lawn Irrigation Return Flows (LIRFs).

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: Sole Source
Exhibit 2: Agreement
Attachment B: Location Map

RESOLUTION NO. 2022-

**A RESOLUTION WAIVING FORMAL WRITTEN BIDDING
REQUIREMENT ON THE BASIS OF SOLE SOURCE AND APPROVING A
SERVICES AGREEMENT WITH W.W. WHEELER & ASSOCIATES, INC.,
FOR THE LAWN IRRIGATION RETURN FLOWS QUANTIFICATION
PROJECT**

WHEREAS, the Town of Castle Rock, Colorado (the “Town”) has identified a consultant to provide services for the Lawn Irrigation Return Flows Quantification Project (the “Project”); and

WHEREAS, the Town has determined W.W. Wheeler & Associates, Inc., (the “Consultant”) is best suited to complete the Project as the services are of a unique nature and will allow for continued compatibility with other Town services; and

WHEREAS, under the Town Procurement Code, the requirement for formal written sealed bids may be waived where only one known source exists, only one single supplier can fulfill the requirements, the service is of a unique nature, the service allows for standardization with existing equipment or services, or the Town currently has a contract in place with a vendor for similar work or services (“sole source”); and

WHEREAS, according to Section 3.02.060.A.4 of the Town Procurement Code, Town Council has the authority to waive the requirement for formal written sealed bids on the basis of sole source for the procurement of work or services in excess of \$250,000; and

WHEREAS, Town Staff recommends Town Council waive the formal written sealed bid requirement on the basis of sole source for the Project in an amount of \$336,000.00; and

WHEREAS, should Town Council approve the sole source with Consultant, the Town and the Consultant have agreed to the terms and conditions by which the Consultant will complete the Project (“the Agreement”).

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

Section 1. Sole Source Approval. The sole source justification form 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. Agreement Approval. The Agreement between the Town and Consultant is hereby approved in substantially the same form attached as ***Exhibit 2***, 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 3. 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. 211-4340-443.30-70 in an amount not to exceed \$336,000.00, plus a Town-managed contingency in the amount of \$16,800.00, unless otherwise authorized in writing by the Town.

PASSED, APPROVED AND ADOPTED this 1st day of November, 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

	SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM	Approval Date
	DIVISION AND POLICY NUMBER PURCHASING	Revision Date N/A

COMMODITY OR SERVICE _____

VENDOR _____

AMOUNT OF PURCHASE \$ _____

REQUESTORS NAME _____

DEPARTMENT _____

DEPARTMENT DIRECTOR's Approval _____

FINANCE DEPARTMENT's Approval _____

TOWN MANAGER's (or Designee) Approval _____

MAYOR Approval _____

PURCHASING POLICY EXCEPTION ITEM	CHECK ONE
1. Item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the Town of Castle Rock.	<input type="checkbox"/>
2. The product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the Town of Castle Rock.	<input type="checkbox"/>
3. Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed.	<input type="checkbox"/>
4. Town of Castle Rock currently has a contract in place with a vendor for like products or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or Town function.	<input type="checkbox"/>

Per Municipal Code 3.02.060:

Purchases over \$1,000 and up to \$5,000 require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidder.

Purchases over \$5,000 and up to \$249,999.99 require three (3) informal written bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over \$250,000 require formal written sealed bids unless waived by the Town Council on the basis of sole source, emergency or unresponsive bidders.

The requesting department must provide written justification to the Finance Department for review and forward it to the Accounting Manager. **Attach additional sheets as necessary.**



**TOWN OF CASTLE ROCK
SERVICES AGREEMENT
(LIRF Quantification Project Phase 2)**

DATE: _____.

PARTIES: **TOWN OF CASTLE ROCK**, a Colorado municipal corporation, 100 N. Wilcox Street, Castle Rock, Colorado 80104 (the "Town").

W.W. WHEELER & ASSOCIATES, INC., a Colorado corporation, 3700 South Inca Street, Englewood, Colorado 80110 ("Consultant").

RECITALS:

- A. The 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 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 \$336,000.00, unless authorized in writing by Town.

Section 3. Completion. Consultant shall commence the Services on November 1, 2022 and complete the Services December 31, 2023. Consultant shall devote adequate resources to assure timely completion of the Services. 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.

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 Consultant without the written consent of the Town.

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 minimum insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers 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 minimum 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. Comprehensive General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision.

3. Comprehensive Automobile Liability Insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) 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 minimum limits of ONE MILLION DOLLARS (\$1,000,000) per claim and ONE MILLION DOLLARS (\$1,000,000) aggregate.

B. The policies required above, except Workers' Compensation insurance, Employers' Liability insurance and Professional Liability insurance shall be endorsed to include the Town, its officers and employees, as an additional insured. Every policy required above, except Workers' Compensation 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 Comprehensive General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. The Consultant shall be solely 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 minimum 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, terminated or materially changed 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. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

D. Failure on the part of Consultant to procure or maintain policies providing the required coverage, conditions, and minimum 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 and hold harmless Town or any of its officers or employees from any and all claims, damages, liability, or court awards including attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, 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 of the Essence. Time is of the essence. 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, Consultant 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. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall be deemed to constitute one and the same instrument. Each of the Parties hereto shall be entitled to rely upon a counterpart of the instrument executed by the other Party and sent by electronic mail.

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

CONSULTANT:

W.W. WHEELER & ASSOCIATES, INC.

By: _____

Its: _____

EXHIBIT 1

SERVICES AND FEE SCHEDULE

Consultant's Services include a continuation of Phase 1 monitoring, data collection, and modeling as well as an oversight of construction of the 5 remaining monitoring wells, well permitting, filing water court applications, and a conceptualized plan for Phase 3. More specifically, Consultant's Services are as follows:

Phase 2 Kickoff and Planning Meetings. This task includes the LIRF planning meeting that was held in November 2021 at Castle Rock, together with additional planning meetings, including discussions of specific options for groundwater modeling strategies. (Wheeler, Hydrokinetics, Principia & Town)

Surface Streamflow. We will continue to make streamflow measurements and calculations in an effort to provide documentation of the "gaining" nature of streamflow along East Plum Creek and along Cherry Creek that may be consistent with accretions of LIRF in those two streams. To that end, we will perform the following tasks. We have noted whether Wheeler, Hydrokinetics, or Principia will be predominantly responsible for completion of each task.

1. Continue with once-per-month monitoring of streamflow at the two locations in the East Plum Creek basin and three locations in the Cherry Creek basin. To the extent possible, we will avoid making these measurements during periods of wet weather. If there are months of unusually high streamflow, we may skip those months. This work is currently being billed to Wheeler's On-Call work. (Wheeler)
2. Cherry Creek apparently carries substantial underflow, and we presume that such underflow is probably a greater amount at the downstream monitoring location near Bayou Gulch, compared with the underflow at the Cherry Creek near Franktown gage. We will estimate the amount of underflow at those two locations on Cherry Creek. (Hydrokinetics)
3. Incorporate the results of this streamflow monitoring program in the draft report in Task 20 below. (Wheeler)

Additional LIRF Monitoring Well Construction and Related Work

4. Assist Town staff in selecting four additional monitoring well sites in the Red Hawk area. (Wheeler and Hydrokinetics)
5. Prepare well permit applications for 5 additional monitoring wells. (Hydrokinetics)
6. Observe construction of one Sapphire Point monitoring well. (Hydrokinetics)
7. Observe construction for four Red Hawk monitoring wells. (Hydrokinetics)
8. Remove sediment from 28 existing wells and five new wells by water jetting. (Hydrokinetics)
9. Recover the existing transducer in the BP Dawson well, if possible. (Hydrokinetics)
10. Deleted item.
11. Revise technical memo to include the five new monitoring wells. (Hydrokinetics)

Obtain Monthly Data from Monitoring Wells

We understand that this task will be performed by Town staff. (Town)

Review Data, Estimate Losses, and Estimate the Timing of LIRF to East Plum Creek and Cherry Creek

12. Assemble the available data to confirm if sufficient data is available to develop concepts for the modeling that will be used to confirm whether LIRF accrues to East Plum Creek, to determine whether there are significant losses in such return flow, and to identify the lagged timing of LIRF in the East Plum Creek basin, including unit response functions. Depending on the modeling inputs and results, the Town's service area in the basin may need to be broken down into several different zones, each with their own set of unit response functions. (Principia, Hydrokinetics, and Wheeler)

13. Same as Task 12 for the Cherry Creek basin. (Principia, Hydrokinetics, and Wheeler)

Prior to completing the analyses for Tasks 12 and 13, we cannot foresee whether the assembled data will be fully adequate to support the calculations of any losses of LIRF and/or the timing of LIRF to East Plum Creek and Cherry Creek. To the extent it is determined that additional data requirements are identified in Tasks 12 and 13, a supplemental scope of work and estimated cost schedule will be submitted to the Town for the acquisition of additional data that may be needed.

14. Based on the results of Task 12, estimate any losses of return flows and analyze the timing of return flows to East Plum Creek. We presume that the analysis will result in development of sets of unit response functions (URFs) for various sections of the Town's water service area in the East Plum Creek basin, probably excluding the timing related to the Zone 1 and Zone 2 areas that have already been the subject of decrees. We anticipate that data from the Town's GIS will be needed to calculate the numbers of water accounts in numerous geographic bands within each of the modeled areas. (Principia)

15. Same as Task 14, but for the Cherry Creek basin. We presume that the modeling in the Cherry Creek basin would be divided among the sub-basins for Willow Creek, Mitchell Gulch, McMurdo Gulch, and Scott Gulch. (Principia)

Random Sample Calculations for LIRF Quantification

It is noted that Castle Rock's existing decrees for Zones 1 and 2 LIRF credit in the East Plum Creek basin requires a new random sample of accounts within those two zones each five years. The next five-year random sample for Zones 1 and 2 is due to be completed during the winter of 2023-2024. The decrees require such random sample to come from accounts in Zones 1 and 2, so it does not appear that the existing random sample can be combined for use in Zone 3, unless there is Water Court approval of this minor change.

16. Town staff will select a random sample of at least 100 residential accounts in Zone 3 of the East Plum Creek basin, plus selected irrigated parks and school grounds. Similarly, the Town will select a random sample of at least 100 residential accounts in the Cherry Creek basin, plus selected irrigated parks and school grounds. (Town and Wheeler)
17. Determine the irrigated and tree canopy area for each selected account and calculate the average LIRF quantity for the accounts in the samples, in accordance with the Cottonwood Curve methodology, using the most recent three years of monthly meter data for these accounts provided by the Town. (Wheeler)

18. Calculate the amount of LIRF deep percolation and surface return flow for Zone 3 areas in the East Plum Creek basin, extrapolated to include all of the residential lawns, together with selected parks and school grounds, using the most recent three years of monthly meter data for these accounts provided by the Town. (Wheeler)
19. Calculate the amount of LIRF deep percolation and surface return flow for the Cherry Creek basin, extrapolated to include all of the residential lawns, together with selected parks and school grounds. (Wheeler)
20. Cherry Creek return flows consist of the sub-basins of Willow Creek, Mitchell Gulch, McMurdo Gulch, and Scott Gulch. Calculate the amount of deep percolation and surface return flows within each of those sub-basins basins, based on data provided by Town staff concerning the relative numbers of water accounts in each sub-basin. (Wheeler)
21. Apply the results of the groundwater modeling to calculate the monthly timing of LIRF deep percolation and surface return flows to East Plum Creek and to Cherry Creek. (Wheeler and Principia)

Prepare Preliminary Engineering Reports

22. Prepare draft preliminary engineering reports to support the potential Water Court applications, assuming there will be separate reports for Zone 3 return flows in the East Plum Creek basin and for Cherry Creek. We do not know at this time if this will be a combined report, or if there will be separate reports by Wheeler, Hydrokinetics, and Principia, but these reports will be coordinated in content. These reports will summarize the information developed per the Tasks set forth above. (Wheeler, Hydrokinetics, and Principia)
23. After receiving comments, finalize the preliminary reports. (Wheeler, Hydrokinetics, and Principia)

Assist with Preparation of Water Court Applications

The purpose of the applications will be to seek Water Court approval of the Town's LIRF claims in the East Plum Creek basin and in the Cherry Creek basin. We presume that the application in the East Plum Creek basin would include a claim to use of Zones 1 and 2 LIRF in the Meadows for purposes in addition to augmentation of certain Denver Basin wells.

24. Provide engineering input for the Water Court applications, including any supporting maps. (Wheeler, Hydrokinetics, and Principia)

Continued Engineering Support after Filing the Water Court Applications

This would be the subject of a separate Phase 3 scope of work.

PROPOSED PROJECT SCHEDULE

The conceptual schedule for completion of the Phase 2 scope of work includes the following:

Activity	Proposed Schedule	Comments
Streamflow monitoring and calculations	April 2022-Dec 2023	Monitoring by Wheeler, underflow calculations by Hydrokinetics
Complete the remaining monitoring wells	Sept 2022-March 2023	Town staff and its drilling contractor, with assistance by Hydrokinetics
Obtain monthly data from monitoring wells	April 2022 - Dec 2023	Town staff
Groundwater modeling to calculate LIRF unit response functions	Jul - Nov 2023	Principia, with assistance by Wheeler and Hydrokinetics
Random sample calculations for residential and selected irrigation accounts	Jan - Apr 2023	Wheeler, with assistance by Town Staff
Prepare preliminary engineering reports to support Water Court applications	Sept - Nov 2023	Wheeler, Hydrokinetics & Principia
Assist with preparation of Water Court applications	Nov - Dec 2023	Wheeler, Hydrokinetics & Principia assistance to Castle Rock legal counsel
File Water Court applications	Dec 2023	Castle Rock legal counsel

COST PROPOSAL

Table 1 is a summary of the estimated costs for each task, which includes estimated person-hours, and the estimated effort by Wheeler, Hydrokinetics, and Principia.

Wheeler	\$139,382
Hydrokinetics	130,005
Principia	58,900
Reimbursed expenses	7,380
Total	\$335,667
Round to	\$336,000

TABLE 1
CASTLE ROCK LIRF QUANTIFICATION PROJECT - PHASE 2
FEE SCHEDULE FOR W. W. WHEELER & ASSOCIATES PROJECT TEAM
INCLUDING SUBCONSULTANTS HYDROKINETICS, INC AND PRINCIPIA MATHEMATICA, INC.

Task No.	Task Name	Total Hours (including subs)	Wheeler Labor Cost	Hydrokinetics Labor Cost	Principia Labor Cost	Expenses	Total
	Project Kickoff and Planning						
0	Planning meetings	61	\$3,596	\$2,790	\$6,600	\$500	\$13,486
	Surface Streamflow Measurements						
1	Future once-per-month streamflow monitoring	102	\$13,572	\$0	\$0		\$13,572
2	Cherry Creek underflow calculations	80	\$1,798	\$14,160	\$0		\$15,958
3	Incorporate results of streamflow monitoring program into draft report	36	\$5,911	\$1,560	\$0		\$7,471
	Task Group Totals	218	\$21,281	\$15,720	\$0	\$1,780	\$38,781
	Additional LIRF Monitoring Well Construction and Related Work						
4	Assist Town staff in selecting additional monitoring well sites in Red Hawk area	45	\$4,494	\$4,875	\$0		\$9,369
5	Prepare well permit applications for 5 additional monitoring wells	12	\$0	\$2,340	\$0		\$2,340
6	Observe construction of one Sapphire Point monitoring well	26	\$0	\$5,070	\$0		\$5,070
7	Observe construction for 4 Red Hawk monitoring wells	100	\$0	\$19,500	\$0		\$19,500
8	Remove sediment from 28 existing wells and five new wells by water jetting	160	\$0	\$31,200	\$0		\$31,200
9	Recover the existing transducer in the BP Dawson Well, if possible	2	\$0	\$390	\$0		\$390
10	Deleted item	0	\$0	\$0	\$0		\$0
11	Revise technical memo to include the five new monitoring wells	17	\$0	\$3,315	\$0		\$3,315
	Task Group Totals	362	\$4,494	\$66,690	\$0	\$3,200	\$74,384
	Review Data, Estimate Losses and Timing of Return Flows						
12	Assemble data for East Plum Creek basin, and evaluate	108	\$5,139	\$8,780	\$8,750		\$22,669
13	Assemble data for Cherry Creek basin, and evaluate	108	\$5,139	\$8,780	\$8,750		\$22,669
14	Estimate losses of return flows and analyze the timing of return flows to East Plum Creek	64	\$3,596	\$1,560	\$8,750		\$13,906
15	Estimate losses of return flows and analyze the timing of return flows to Cherry Creek	53	\$1,124	\$1,560	\$8,750		\$11,434
	Task Group Totals	333	\$14,997	\$20,680	\$35,000	\$200	\$70,877
	Random Sample Calculations for LIRF Quantification						
16	Town staff select random samples of accounts to be used in the LIRF quantification, plus selection of ten parks and school areas	6	\$1,348	\$0	\$0		\$1,348
17	Determine irrigated areas and tree canopy areas for lawns in the random samples	216	\$27,764	\$0	\$0		\$27,764
18	Calculate LIRF deep percolation and surface return flow in the East Plum Creek basin for Zone 3	16	\$3,596	\$0	\$0		\$3,596
19	Calculate the LIRF deep percolation and surface return flow in the Cherry Creek basin	16	\$3,596	\$0	\$0		\$3,596
20	Calculate the LIRF deep percolation and surface return flow for Willow Creek and Mitchell, McMurdo, and Scott gulches	12	\$2,697	\$0	\$0		\$2,697
21	Apply the groundwater modeling results to calculate the monthly timing of LIRF to East Plum Creek and each stream in the Cherry Creek basin	108	\$17,045	\$0	\$1,800		\$18,845
	Task Group Totals	374	\$56,044	\$0	\$1,800	\$1,100	\$58,944
	Prepare Preliminary Engineering Reports						
22	Prepare draft engineering reports to support the potential Water Court applications	256	\$28,459	\$10,975	\$10,000		\$49,434
23	Finalize the preliminary engineering reports	49	\$4,240	\$3,200	\$2,800		\$10,240
	Task Group Totals	305	\$32,699	\$14,175	\$12,800	\$400	\$60,074
	Assistance with Preparation of Water Court Applications						
24	Provide engineering input for the Water Court applications	96	\$6,271	\$9,950	\$2,700	\$18,921	\$37,842
	Task Group Totals	96	\$6,271	\$9,950.00	\$2,700.00	\$200	\$19,121
	Project Totals:	1749	\$139,382	\$130,005	\$58,900	\$7,380	\$335,667

Castle Rock LIRF Project - Phase 2
Work Breakdown Schedule
9/30/2022

Task	Sub-Task		Position / Rate / SubTotals												Project Team Sub-Task Total
			Wheeler					Hydrokinetics, Inc.			Principia Mathematica, Inc.				
			Chief Engineer	Senior Engineer	Project Engineer	Assistant Engineer	Technician III	Wheeler Sub-Task Total	Senior Project Engineer	Project Engineer	Hydrokinetics Sub-Task Total	Senior Project Engineer	Project Engineer	Principia Sub-Task Total	
			\$224.72	\$192.92	\$178.08	\$120.84	\$93.28		\$205.00	\$195.00		\$225.00	\$200.00		
			Gary	Bret	Christine	John		S. Mefford	P. O'Brien		W. Schreuder	S. Cole			
Project Kickoff															
	0	Planning meetings	16					\$3,596	6	8	\$2,790	16	15	\$6,600	\$12,986
	Task Group Fees Totals		16	0	0	0	0	\$3,596	6	8	\$2,790	16	15	\$6,600	\$12,986
	Task Group Expenses Totals							\$200		300	\$200			\$100	\$500
Surface Streamflow Monitoring															
	1	Future once-per-month streamflow monitoring	12			90		\$13,572			\$0			\$0	\$13,572
	2	Cherry Creek underflow calculations	8					\$1,798	12	60	\$14,160			\$0	\$15,958
	3	Incorporate results of streamflow monitoring program into draft report	16	12				\$5,911		8	\$1,560			\$0	\$7,471
	Task Group Fees Totals		36	12	0	90	0	\$21,281	12	68	\$15,720	0	0	\$0	\$37,001
	Task Group Expenses Totals							\$1,280		300	\$500				\$1,780
Monitoring Well Construction and Related Work															
	4	Assist Town staff in selecting additional monitoring well sites in Red Hawk area	20					\$4,494		25	\$4,875			\$0	\$9,369
	5	Prepare well permit applications for 5 additional monitoring wells						\$0		12	\$2,340			\$0	\$2,340
	6	Observe construction of one Sapphire Point monitoring well						\$0		26	\$5,070			\$0	\$5,070
	7	Observe construction for 4 Red Hawk monitoring wells						\$0		100	\$19,500			\$0	\$19,500
	8	Remove sediment from 28 existing wells and five new wells by water jetting						\$0		160	\$31,200			\$0	\$31,200
	9	Recover the existing transducer in the BP Dawson Well, if possible						\$0		2	\$390			\$0	\$390
	10	Deleted item						\$0			\$0			\$0	\$0
	11	Revise technical memo to include the five new monitoring wells						\$0		17	\$3,315			\$0	\$3,315
	Task Group Fees Totals		0	0	0	0	0	\$4,494	0	317	\$66,690	0	0	\$0	\$71,184
	Task Group Expenses Totals							\$200			\$3,000			\$0	\$3,200
	Review Data, Estimate Losses and Timing														
12		Assemble data for East Plum Creek basin	16	8				\$5,139	20	24	\$8,780	30	10	\$8,750	\$22,669
13		Assemble data for Cherry Creek basin	16	8				\$5,139	20	24	\$8,780	30	10	\$8,750	\$22,669
14		Estimate losses and timing of return flows to East Plum Creek	16					\$3,596		8	\$1,560	30	10	\$8,750	\$13,906
15		Estimate losses and timing of return flows to Cherry Creek	5					\$1,124		8	\$1,560	30	10	\$8,750	\$11,434
Task Group Fees Totals		53	16	0	0	0	\$14,997	40	64	\$20,680	120	40	\$35,000	\$70,677	
Task Group Expenses Totals							\$200			\$0			\$0	\$200	
ing Calculations															
	16	Town staff select random samples of accounts, plus selection of ten parks and school areas	6					\$1,348			\$0			\$0	\$1,348
	17	Determine irrigated areas and tree canopy areas for lawns in the random samples	16			200		\$27,764			\$0			\$0	\$27,764
	18	Calculate the LIRF deep percolation and surface return flow in the East Plum Creek basin for Zone 3	16					\$3,596			\$0			\$0	\$3,596

Castle Rock LIRF Project - Phase 2
Work Breakdown Schedule
9/30/2022

Task	Sub-Task		Position / Rate / SubTotals												Project Team Sub-Task Total
			Wheeler					Hydrokinetics, Inc.			Principia Mathematica, Inc.				
			Chief Engineer	Senior Engineer	Project Engineer	Assistant Engineer	Technician III	Wheeler Sub-Task Total	Senior Project Engineer	Project Engineer	Hydrokinetics Sub-Task Total	Senior Project Engineer	Project Engineer	Principia Sub-Task Total	
			\$224.72	\$192.92	\$178.08	\$120.84	\$93.28		\$205.00	\$195.00		\$225.00	\$200.00		
			Gary	Bret	Christine	John		S. Mefford	P. O'Brien		W. Schreuder	S. Cole			
Random Sample	19	Calculate the LIRF deep percolation and surface return flow in the Cherry Creek basin	16					\$3,596			\$0			\$0	\$3,596
	20	Calculate the LIRF deep percolation and surface return flow for Willow Creek and Mitchell, McMurdo, and Scott gulches	12					\$2,697			\$0			\$0	\$2,697
	21	Apply the groundwater modeling results to calculate the monthly timing of LIRF to East Plum Creek and each stream in the Cherry Creek basin	20	40		40		\$17,045			\$0	8		\$1,800	\$18,845
	Task Group Fees Totals		86	40	0	240	0	\$56,044	0	0	\$0	8	0	\$1,800	\$57,844
	Task Group Expenses Totals							\$1,000			\$0			\$100	\$1,100
	22	Prepare draft engineering reports to support the potential Water Court applications	60	40	24		32	\$28,459	25	30	\$10,975	40	5	\$10,000	\$49,434
	23	Finalize the preliminary engineering reports	12	8				\$4,240	8	8	\$3,200	8	5	\$2,800	\$10,240
	Task Group Fees Totals		72	48	24	0	32	\$32,699	33	38	\$14,175	48	10	\$12,800	\$59,674
	Task Group Expenses Totals							\$300			\$0			\$100	\$400
Assist with Water Court Application															
	24	Provide engineering input for the Water Court applications	16	10			8	\$6,271	20	30	\$9,950	12		\$2,700	\$18,921
	Task Group Fees Totals		16	10	0	0	8	\$6,271	20	30	\$9,950	12	0	\$2,700	\$18,921
	Task Group Expenses Totals							\$100			\$0			\$100	\$200
	Grand Total - Fees		279	126	24	330	40	\$139,382	111	525	\$130,005	204	65	\$58,900	\$328,287
	Grand Total Expenses							\$3,280			\$3,700			\$400	\$7,380

W. W. Wheeler & Associates, Inc. (2022 rates)

Name	Positon	Target Rate
	Admin Assistant	\$84.00
	Assistant Engineer	\$112.00
	Associate Engineer	\$140.00
	CAD Draftsman	\$89.00
	Chief Engineer	\$212.00
	Junior Engineer	\$102.00
	Project Engineer	\$154.00
	Senior Engineer	\$168.00
	Senior Project Engineer	\$182.00
	Senior WR Engineer	\$197.00
	Senior Geo Engineer	\$197.00
	Staff Engineer	\$127.00
	Technician I	\$59.00
	Technician II	\$73.00
	Technician III	\$88.00

Hydrokinetics (2022 rates)

Scott Mefford	\$205.00
Patrick O'Brien	\$195.00

Principia Mathematic (2022 rates)

Willem Schreuder	\$225.00
Steve Cole	\$200.00



EXHIBIT 2

CONSULTANT'S CERTIFICATION OF INSURANCE

Client#: 1086027

WWWHE

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/01/2022

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC P.O. Box 7050 Englewood, CO 80155 800 873-8500		CONTACT NAME: PHONE (A/C, No, Ext): 800 873-8500 FAX (A/C, No): E-MAIL ADDRESS: den.certificate@usi.com															
INSURED W. W. Wheeler & Associates, Inc. 3700 S. Inca Street Englewood, CO 80110		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Hartford Casualty Insurance Company</td> <td>29424</td> </tr> <tr> <td>INSURER B: Hartford Ins Co of the Midwest</td> <td>37478</td> </tr> <tr> <td>INSURER C: XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER D: Hartford Accident and Indemnity Co</td> <td>22357</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER	NAIC #	INSURER A: Hartford Casualty Insurance Company	29424	INSURER B: Hartford Ins Co of the Midwest	37478	INSURER C: XL Specialty Insurance Company	37885	INSURER D: Hartford Accident and Indemnity Co	22357	INSURER E:		INSURER F:	
INSURER	NAIC #																
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INSURER D: Hartford Accident and Indemnity Co	22357																
INSURER E:																	
INSURER F:																	

COVERAGES

CERTIFICATE NUMBER:

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.

NR	TYPE OF INSURANCE	ADOL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X	X	34SBWDX4201	08/03/2022	08/03/2023	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMPROP AGG \$4,000,000 \$
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	34UEGZG2800	08/03/2022	08/03/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000	X	X	34SBWDX4201	08/03/2022	08/03/2023	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	34WEGIN4524	08/03/2022	08/03/2023	<input checked="" type="checkbox"/> PER <input type="checkbox"/> STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Professional Liability Claims Made			DPR9997035	08/03/2022	08/03/2023	\$2,000,000 per claim \$2,000,000 annl aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

As required by written contract or written agreement, the following provisions apply subject to the policy terms, conditions, limitations and exclusions: The Certificate Holder and owner are included as Automatic Additional Insured's for ongoing and completed operations under General Liability; Designated Insured under Automobile Liability; and Additional Insureds under Umbrella / Excess Liability but only with respect to liability arising out of the Named Insured work performed on behalf of the certificate holder and owner. (See Attached Descriptions)

CERTIFICATE HOLDER

CANCELLATION

Town of Castle Rock 175 Kellogg Court Castle Rock, CO 80109	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
---	---

EXHIBIT 3**TOWN OF CASTLE ROCK
AFFIDAVIT OF INDEPENDENT CONTRACTOR STATUS**

I, _____, an authorized representative of **W.W. WHEELER & ASSOCIATES, 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

W.W. WHEELER & ASSOCIATES, INC.

By: _____

Name

STATE OF COLORADO)

) ss.

COUNTY OF _____)

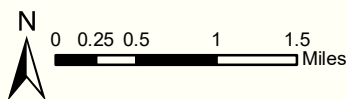
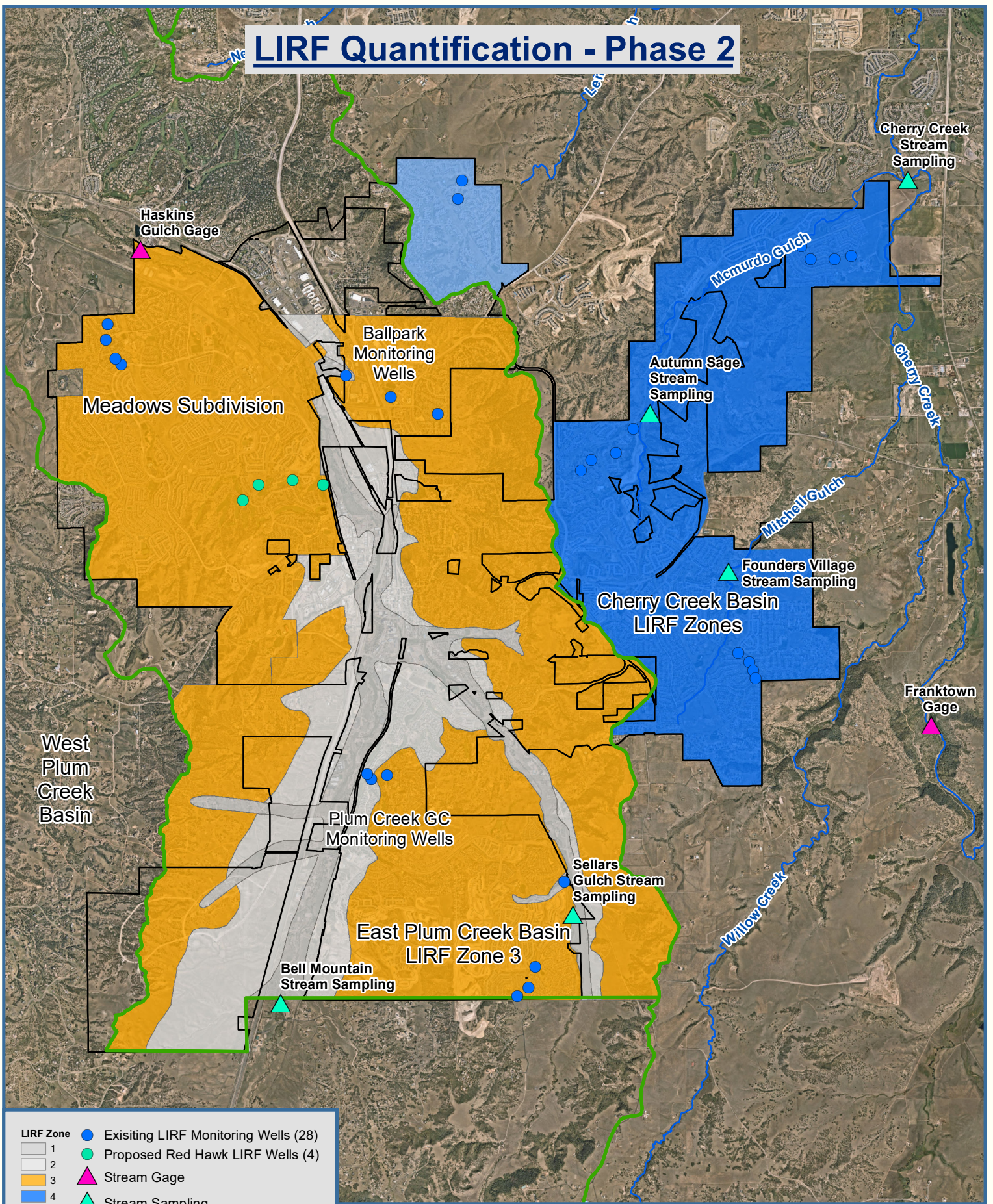
The foregoing instrument as acknowledged before me this ____ day of _____, 20__ by _____ as _____ of the above mentioned Contractor/Consultant/Vendor.

Witness my official hand and seal.

My commission expires:

Notary Public

LIRF Quantification - Phase 2



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 its 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 2017 Town of Castle Rock Utilities Mapping.

CASTLE ROCK WATER

LAWN IRRIGATION RETURN FLOW (LIRF) QUANTIFICATION – PHASE 2 PROJECT WITH W. W. WHEELER, INC.

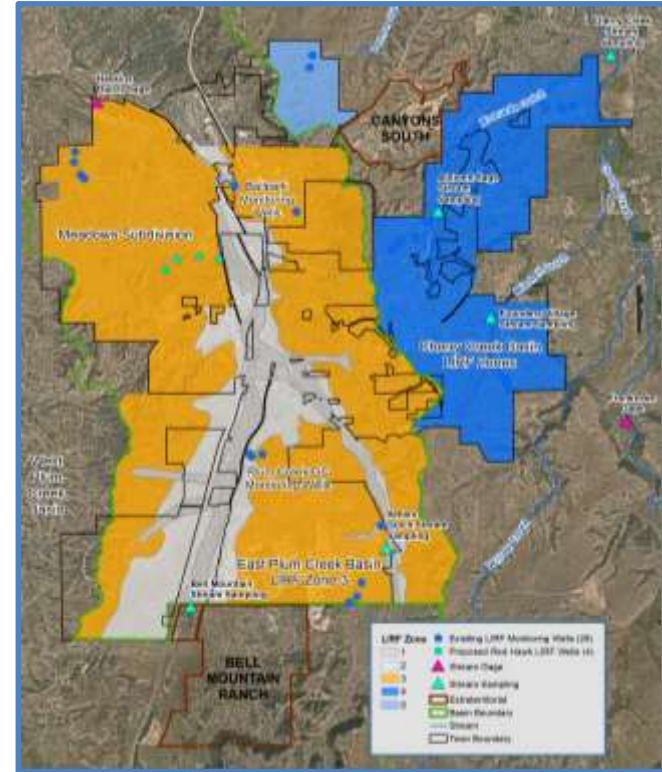
NOVEMBER 1, 2022



LIRF QUANTIFICATION PROJECT – PHASE 2

BACKGROUND

- Lawn Irrigation Return Flow (LIRF) credit already quantified for Zones 1 and 2 in East Plum Creek as well as in the Meadows – 130 AF of return flows, will increase as irrigated area increases within these Zones
- The Town still needs to quantify LIRFs in East Plum Creek (Zone 3) and the Cherry Creek (Zones 4 and 5) Basins - 620 AF of return flow potential, will increase as irrigated areas increase within these Zones
- Phase 1 completed in 2021
 - Completion of 26 monitoring wells
 - Established 5 streamflow monitoring sites
 - Initial modeling and monitoring
- Phase 2 will be a continuation of Phase 1 in order to complete monitoring wells and file water court applications



LIRF QUANTIFICATION PROJECT – PHASE 2

DETAILS

- Continuation of Phase 1 monitoring:
 - Streamflow monitoring at 5 locations
 - Water level monitoring at 28 locations
- Observe the construction of the remaining 5 monitoring wells
 - Red Hawk – 4 wells
 - Sapphire Point – 1 well
- Remove the sediment from 28 existing wells and 5 new wells
- Continued streamflow and water level monitoring until the decree is entered by Water Court
- Review data, estimate losses and timing of LIRFs to East Plum Creek and Cherry Creek
- Random sample calculations for LIRF Quantification
- Prepare preliminary engineering reports
- Assist with preparation of Water Court applications



LIRF QUANTIFICATION PROJECT – PHASE 2

PROJECT SUMMARY

Consultant

- W. W. Wheeler & Associates, Inc.
 - HydroKinetics, Inc. (sub)
 - Principia Mathematica, Inc. (sub)

Schedule

- Fall 2022 thru December 2023

Funding

- 2022 Budget
- 211-4340-443.30-70 (Other Professional Services)

Recommendations

- Staff
- Water Commission

Proposed Budget

W. W. Wheeler & Associates, Inc.:	
Wheeler	\$ 139,382
Hydrokinetics	\$130,005
Principia	\$58,900
Reimbursed expenses	\$7,713
Contingency (5%)	\$ 16,800
TOTAL PROJECT AUTHORIZATION	\$352,800



I MOVE TO APPROVE RESOLUTION NO. 2022-128
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: _____