



Town of Castle Rock
PARKS AND RECREATION COMMISSION
BYLAWS
(JUNE 2025)

The Parks and Recreation Commission of the Town of Castle Rock has been established by Resolution 1989-04, and last amended in 2022.

Main provisions for all Town of Castle Rock Boards and Commissions are outlined in the Town of Castle Rock Municipal Code Section 2.14.

Pursuant to the authority granted to the Parks and Recreation Commission, the Commission hereby adopts the following bylaws to govern its conduct and procedures that do not conflict with the main provisions outlined in the Town of Castle Rock Municipal Code Section 2.14.

Article 1 – Purpose, Duties, and Authority

The powers of the Parks and Recreation Commission is to advise the Town Council concerning the care, use, control, planning and development of Town parks, golf and recreation facilities, programs and financing.

The Commission shall be advisory to the Town Council with respect to the following powers and duties:

1. To recommend to the Town Council as to matters concerning the care, use, control, planning and development of Town parks, golf and recreation facilities, and to make recommendations to the Town Council during the capital improvement planning process.
2. To consider all policy matters pertaining to the Town's parks, golf and recreation facilities, and programs to make recommendations to the Town Council on the same.

Article 2 – Organization and Staff

The Parks and Recreation Commission shall consist of seven members.

The Director of the Parks and Recreation department shall appoint a staff liaison to provide necessary technical and advisory support to the Commission and, through the Town, shall retain needed outside consultants to assist the Commission.

Article 3 – Regular Meetings or Hearings

Regular meetings shall be held on the on the third Wednesday of each month at 5 pm at the Central Service Center, 1400 Caprice Drive, Castle Rock Colorado, excluding holidays, unless otherwise designated and are open to the public.

Article 4 - Minutes and Records

The staff liaison shall maintain all of the records of the Parks and Recreation Commission, ensure they are retained in the Town electronic records archive, and shall transmit them timely to the Commission for their review and approval.

Article 5 - Hearing Procedures

The Parks and Recreation Commission shall incorporate the following procedures for all public hearings:

1. Call to Order and Roll Call.
2. State brief purpose of the hearing.

If applicable:

3. Identify the applicant.
4. Ask for proof of public notice and read it into the minutes.
5. Staff report.
6. Applicant's comments and presentation.
7. Open the Public Hearing and announce the following procedures for taking public comment:
 - a. Speakers sign up to speak and are taken in the order they signed up unless a compelling reason is given to take a person's testimony at an earlier point.
 - b. Speakers state their name, if they are a resident, their association with the item, and any financial or personal interest they may have.
 - c. Any documents presented are given to the Chair and are part of the record.
8. Applicant's rebuttal or evidence in response.
9. Commission's questions for the applicants, staff, or any public presenting testimony.
10. Close the public hearing.
11. Commission discusses the item and make a motion.
12. Commission may motion for approval, approval with conditions, denial, or continuation of the item.
13. Other Business
14. Adjourn

Article 6 - Amendments

These Bylaws may be amended per Chapter 2.14 by an affirmative vote of majority vote of the members of the Parks and Recreation Commission during a regular or special meeting.

Article 7 - Approvals

The above Bylaws for the Town of Castle Rock Parks and Recreation Commission have been duly considered and reviewed and are hereby adopted by the Commission this ____ day of _____, 2025 and will be posted on the Town website.

ATTEST:

PARKS AND RECREATION COMMISSION

Secretary/Vice-Chair

Chair