

CASTLE ROCK DOWNTOWN ALLIANCE
Downtown Alliance Board of Director's Meeting
MINUTES of May 11, 2023

ATTENDANCE FOR ALL MEETINGS

DMA

KC Neel, Jennifer Luce, Aidan Gray, Lou Scileppi, Desiree LaFleur, Nick Lucey

DDA

Stu Butler, Kim Heideman, Andrew Wasson, David Miles, John Manka, Josie Adler, Kevin Bracken

STAFF

Kevin Tilson, Karah Reygers, Birgit Braehler

ALLIANCE PARTNERS

Jason Gray – Castle Rock Mayor, David Corliss – Town Manager, Tara Vargish – Director of Development Services, Kevin Wrede – Town of Castle Rock, Patty Van Eysden – Douglas County Libraries, Brad Boland – Town of Castle Rock, Tom Reiff – Town of Castle Rock, Kevin McHugh – Castle Rock Chamber; George Teal – Douglas County Commissioner

PUBLIC ATTENDEES

Hilleary Everist – Aloha Fund

CALL TO ORDER DMA

Aidan Gray called the Downtown Merchants Association meeting to order at 12:04PM and took attendance.

DMA ACTION ITEMS AND UPDATES

DMA President Position:

The term for the person who held the DMA President Position, KC Neel, expired this year. KC was re-elected to the board, as was Lou Scileppi, and these election results were announced at the last meeting. The DMA Board had the opportunity at this meeting to fill the President Position and opted to do so.

MOTION

Nick Lucey motioned to appoint KC Neel to the position of DMA President; Lou Scileppi seconded the motion; the motion carried unanimously by the DMA.

ADJOURN

There being no further DMA business, the meeting was adjourned at 12:07PM.

CALL TO ORDER ALLIANCE

Stu Butler called the Downtown Alliance meeting to order at 12:07PM and took attendance.

APPROVAL OF MINUTES

Minutes Approval: Aidan Gray motioned to approve the February 9, 2023, Alliance Board Minutes as presented; Jennifer Luce seconded the motion; the motion carried unanimously by the DMA. David Miles

motioned to approve the February 9, 2023; Alliance Board Minutes as presented; Josie Adler seconded the motion; the motion carried unanimously by the DDA.

MOTION

Aidan Gray motioned to approve the April 13, 2023, Alliance Board Minutes as presented; Jennifer Luce seconded the motion; the motion carried unanimously by the DMA. John Manka motioned to approve the April 13, 2023, Alliance Board Minutes as presented; Andrew Wasson seconded the motion; the motion carried unanimously by the DDA.

Staff Update

Staff provided a brief update for the Board, including these topics:

- SB 23-175: Staff provided a brief update on the recent legislation at the State that enables municipalities, working with DDAs, to extend the statutory period that a DDA can exist beyond the current 50-year period. This legislation prompted a discussion around the State about the importance of being a good local partner and working with the taxing districts within DDA boundaries.
- Douglas County: Douglas County expressed an interest to participate in the DDA Board meetings, the DDA added a section to the agenda specifically for Douglas County Commissioners or any other special districts or taxing districts that exist in the DDA boundaries.
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- Parking Review in Castle Rock: The Castle Rock Development Services team presented the results of their research into parking ratio requirements of Colorado municipalities and existing planned developments for traditional, Downtown and senior multi-family parking and came up with a proposal for Castle Rock. The board commented that the proposal from the Town would mean a 25% increase over current requirements, and it would not help with guest parking in Downtown. Also, there might be the possibility to utilize the parking area next to the Douglas County Building on 3rd Street better. The Town will be doing more outreach with their proposal and have it be further discussed at the next Town Council meeting.

ADJOURN

There being no further Alliance business, the meeting was adjourned at 12:46PM.

CALL TO ORDER DDA

Stu Butler called the Downtown Development Authority meeting to order at 12:46PM and took attendance.

DOUGLAS COUNTY COMMISSIONER AND OTHER DISTRICT COMMENTS

George Teal, Douglas County Commissioner introduced himself to the board and explained the reason for the Counties' interest in participating in the DDA Board meetings.

DDA ACTION ITEMS AND UPDATES

2022 DDA Audit: The 2022 DDA Financials were audited by The Adams Group, LLC, a third-party, independent auditor. Kevin Kimball, CPA and Jason Adams, CPA provided a clean and unmodified opinion of the DDA Financials, which is the highest mark an audit can receive.

Staff provided a brief review of the DDA Audit and answered questions from the board.

MOTION

John Manka motioned to approve the 2022 DDA Financials as presented; Kim Heideman seconded the motion; the motion carried unanimously by the DDA.

Town Streetscape Partnership – 4th and Jerry Street / 5th and Jerry Street:

The Town of Castle Rock has identified a need to improve the intersections at 4th and Jerry Street and 5th and Jerry Street. Public Works has budgeted for bulb outs at both intersections to improve pedestrian and vehicular movements, safety, and visibility. In recent discussions it was identified that these improvements are an opportunity to apply the recommendations of the Downtown Streetscape Palette. The Town has budgeted to pay for plain concrete at both intersections, and a partial bump out in front of Angie's. DDA Staff is asking the DDA Board if they would like to:

1. Pay for the full bump out in front of Angie's to mirror the bump outs at Castle Café and B&B Café. This is estimated at \$29,000.
2. Pay to move from Standard up to Signature with pavers in both intersections. This is estimated at \$27,000.

MOTION

Andrew Wasson motioned to direct staff to spend up to \$56,000 from the Special Fund to cover the actual difference between Plain Concrete and Pavers to match the Streetscape Palette Document at 4th and Jerry Street and 5th and Jerry Street, and a full bump out on the NE corner of 4th and Jerry Street; David Miles seconded the motion; the motion carried unanimously by the DDA.

DDA Board Seat Recommendation to Town Council:

An interview selection committee made up of David Miles and Kim Heideman interviewed 2 applicants for the two open board seats. The Interview Selection Committee is recommending that the DDA Board recommend Stu Butler and Josie Adler for appointment to the DDA Board by Town Council.

In the interview with Josie Adler, she indicated an interest to serve on the Design Review Board as the DDA Representative if appointed back to the DDA Board.

MOTION

John Manka motioned to recommend to Town Council Josie Adler and Stu Butler for appointment to the DDA Board for a term expiring 6/30/2027; David Miles seconded the motion; the motion carried unanimously by the DDA.

DDA DRB Representative Recommendation to Council:

The Town Code requires that the DDA representative on the DRB be reappointed every year, so the DDA must make a recommendation every year, even if the makeup of the DDA Board has not changed. The Town Council member serving as a voting member on the DDA Board cannot sit on the DRB.

In order to prevent timing issues with establishing a full DRB for their next meeting, and because the date established in State Statute for the expiration of DDA terms is June 30th and the Town date established for expiration of other Town Boards, such as the DRB, is May 30th, staff would recommend making a recommendation today for two DDA Board Members to serve on the DRB. This is recommended for both the remainder of any current DDA terms (now until June 30, 2023), and for any new DDA terms after June 30, 2023. If after June 20, 2023, the makeup of the DDA board changes, or if the board wishes to change their recommendation at any time, the board can discuss that as needed at a future meeting.

MOTION

Stu Butler motioned recommending that Town Council appoint Josie Adler and John Manka to the DRB to fill the seats of the two DDA representatives until June 30, 2024; Kim Heideman seconded the motion; the motion carried unanimously by the DDA.

DCSD Parking Lot Lease with Town of CR:

As Downtown continues to welcome more residents, visitors, and guests, so too do entrepreneurs and small businesses seek to do business in Castle Rock. Downtown Castle Rock is truly a case study on how momentum towards a dying Downtown was changed towards a more vibrant Downtown. As this positive momentum continues, the north end of Downtown Castle Rock is showing additional signs of new energy, and with this new energy, staff are anticipating increased parking demand.

To identify possible solutions, Town and DDA staff have met with a few property owners on the north end of Downtown that were identified as having potential for a win-win partnership. The Douglas County School District (DCSD) property at 620 Wilcox Street has risen to the top of this list, due to its location, availability of parking spaces, and potential desire for a parking partnership.

Staff had several discussions with DCSD leadership and believe a partnership could be structured that would allow the Town of Castle Rock to lease extra unused parking spaces for the benefit of the public and City Hotel project. This would provide revenue to DCSD and parking for the public. The DCSD lot has 124 public parking spaces. This term sheet proposed a lease agreement where roughly 50 of those spaces would be leased for public parking. On certain DCSD meeting dates, the entire parking lot would still be available for DCSD staff, board and public.

MOTION

Andrew Wasson motioned to recommend to Town Council the terms as presented, with minor changes as necessary, for a lease with the Douglas County School District for parking spaces to be paid for by the DDA Special Fund, consistent with the Plan of Development, and goals and priorities of the DDA and Town Council; Josie Adler seconded the motion; the motion carried unanimously by the DDA.

ADJOURN

There being no further DDA business, the meeting was adjourned.

The Castle Rock Downtown Development Authority approved these minutes on

6.8.2023
Date



John Manka, DDA Secretary

6.8.2023
Date



Bernie Greenburg, DMA Secretary