



AGENDA MEMORANDUM

To: Honorable Mayor and Members of Town Council
Design Review Board

Through: David L. Corliss, Town Manager

From: Tara Vargish, PE, Director, Development Services
Tony Felts, AICP, Assistant Director, Development Services

Title: **Design Review Board Membership and Relevant Town Code Sections**

Executive Summary

The Castle Rock Municipal Code (CRMC) defines the membership, roles and responsibilities, and criteria of review of applications for the Design Review Board (DRB). This report will outline the membership of the DRB as well as the relevant sections of CRMC.

Findings

The DRB is established in Chapter 17.42 of the CMRC (See Attachment A) in order to review all development requiring a Site Development Plan – Downtown as defined in Chapter 17.38 of the CRMC (See Attachment B), relating to the Downtown Overlay District (DOD). Additionally, the DRB may grant variances to certain items related to development in the DOD. The DOD generally encompasses all properties not zoned Planned Development (PD) from the intersection of Wolfensberger Road and Wilcox Street, southward along the Union Pacific Railroad tracks to the southern boundary of the Miller Ranch PD, then westward along that boundary to I-25, and then northward to the Wolfensberger Road and Wilcox Street intersection.

The membership of the DRB is defined in Section 17.42.090 of the CRMC. The membership is composed of seven members appointed by the Town Council comprised of:



- One member from Planning Commission
- Two members from the Downtown Development Authority Board
- Two members from the Historic Preservation Board
- Two property owners with the Downtown Development Authority boundary.

The terms of the DRB members are one year terms for the members from the Planning Commission, Historic Preservation Board, and Downtown Development Authority Board. The property owner members have two-year terms.

The current DRB membership is as follows:

Name	Seat	Term Expires
Charles Fletcher	Planning Commission	May 31, 2022
Stu Butler	DDA Board	May 31, 2022
John Manka	DDA Board	May 31, 2022
Annamarie Englehard	Historic Preservation Board	May 31, 2022
Mike Borgelt	Historic Preservation Board	May 31, 2022
Garo Chalian	Downtown Property Owner	May 31, 2022
Randy Reed	Downtown Property Owner	May 31, 2023

The DRB must consider several criteria when making a decision related to the Site Development Plan (SDP) . These criteria include the SDP Review and Approval Criteria in Section 17.38.040 of the CRMC, and the DOD Review and Approval Criteria in Section 17.42.060 through 17.42.080 of the CRMC. These Review and Approval Criteria include:

- Development Standards like setbacks, lot coverage, and minimum size of multi-family units
- Crown design (the structure above the top floor which may include angled roofs, decorative elements, towers, and other similar construction) and building height
- Windows and transparency, accessory structures, rooftop equipment, outdoor uses like storage, repair, rental, and servicing areas, service station design requirements, landscaping, parking requirements, and sidewalk requirements
- Community vision, land use entitlements, site layout, circulation and connectivity, services, phasing, and off-site impacts, open space, public lands, and recreation.

Additionally, the DRB can consider variances for certain items defined in Section 17.42.100 of the CRMC. These variances can be considered by reason of exceptional shape, topography, or other exceptional situation or condition of the land or building where strict enforcement would result in practical difficulty or unnecessary hardship. The items for which a variance may be granted include:

- Building height (1 to 2 floors depending on location)
- Minimum lot width
- Minimum and maximum front yard
- Minimum side yard
- Minimum rear yard
- Minimum landscape requirements
- Design standards
- Outdoor display of storage

- Accessory structures.

The decision of the DRB is final with the exception that if a Site Development Plan – Downtown is denied by the DRB, the applicant may appeal that decision to the Town Council within 30 days of the DRB’s action.

Attachments

Attachment A: Chapter 17.42 – Downtown Overlay District CRMC Chapter

Attachment B: Chapter 17.38 – Site Development Plan CRMC Chapter