



Design Review Board Agenda - Final-Amended

Vice Chair Chris Leever
Board Member Josie Adler
Board Member David Miles
Board Member Dan Ahrens
Board Member John Johnson
Board Member Robert Lange
Board Member Kevin McHugh

Wednesday, June 25, 2025

6:00 PM

Town Hall
100 N. Wilcox Street
Castle Rock, CO 80104

**** ALL TIMES ARE APPROXIMATE ****

This meeting is open to the public. Three or more Council members may also attend this meeting, during which the items listed herein will be discussed. If you are unable to access any portion of these materials due to a disability as defined under Colorado House Bill 21-1110, please call us at 303-663-4440, email the Town's accessibility team at accessibility@CRgov.com or submit an accommodation request form at CRgov.com/A11yRequest.

5:30 pm DINNER FOR BOARD MEMBERS

6:00 pm CALL TO ORDER / ROLL CALL

6:02 pm CERTIFICATION OF MEETING

6:05 pm APPROVAL OF MINUTES

[DRB](#)
[2025-001](#)

December 13, 2024 Design Review Board Meeting Minutes

Attachments: [December 13, 2024 Design Review Board Meeting Minutes](#)

6:10 pm RESOLUTION OF APPRECIATION

[DRB](#)
[2025-004](#)

Resolution of Appreciation: John Manka, Design Review Board

Attachments: [Attachment A: Resolution of Appreciation](#)

6:15 pm ELECTION OF OFFICERS, ETC.

[DRB](#)
[2025-002](#)

Election of 2025-2026 Design Review Board Chair

[DRB](#)
[2025-003](#)

Election of 2025-2026 Design Review Board Vice Chair

6:25 pm TOWN COUNCIL UPDATE

6:30 pm BOARD MEMBER ITEMS

Check for quorum for upcoming meetings

July 9, 2025

July 23, 2025

6:35 pm ITEMS FROM STAFF

6:40 pm ADJOURN



Town of Castle Rock

Agenda Memorandum

Agenda Date: 6/25/2025

Item #: **File #:** DRB 2025-001

To: Members of the Design Review Board

From: Design Review Board Administrator

December 13, 2024 Design Review Board Meeting Minutes

Executive Summary

Attached are the meeting minutes from the December 13, 2024 Design Review Board meeting for your review and approval.



Design Review Board Meeting Minutes

Chair John Manka
Vice Chair Chris Leever
Board Member Josie Adler
Board Member Mike Borgelt
Board Member John Johnson
Board Member Robert Lange
Board Member Kevin McHugh

Wednesday, November 13, 2024

6:00 PM

In-person meeting
Town Hall Council Chambers
100 N. Wilcox Street
Castle Rock, CO 80104

**** ALL TIMES ARE APPROXIMATE ****

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Meeting went into Recess

Meeting reconvened

DINNER FOR BOARD MEMBERS

CALL TO ORDER / ROLL CALL

The meeting was called to order at 6:00 by Chair Manka.

Present 7 - Boardmember Kevin McHugh, Boardmember Robert Lange, Vice Chair Chris Leever, Chair John Manka, Boardmember John Johnson, Boardmember Mike Borgelt, and Josie Adler

Attendance 4 - Brad Boland, Sharon Chavez, TJ Kucewesky, and Desiree LaFleur

CERTIFICATION OF MEETING

Mr. Kucewesky certified that the meeting and agenda had been noticed in accordance with the requirements of the Open Meetings Law.

APPROVAL OF MINUTES

[DRB 2024-009](#)

June 26, 2024 Design Review Board Meeting Minutes

Attachments: [June 26, 2024 Design Review Board Meeting Minutes](#)

Moved by Boardmember Lange, seconded by Vice Chair Leever, to Approve the Design Review Board Minutes for June 26, 2024 meeting as presented. The motion passed by a vote of 7-0

Yes: 7 - Chair Manka, Vice Chair Leever, Boardmember Borgelt, Boardmember Johnson, Boardmember Lange, Boardmember McHugh, and Adler

PUBLIC HEARING ITEMS

[DRB 2024-010](#)

THE SOUTH 10.00 FEET OF LOT 2 AND ALL OF LOT 3,
BLOCK 12, TOWN OF CASTLE ROCK, COUNTY OF

**DOUGLAS, STATE OF COLORADO AND THE
NORTH 49.84 FEET OF LOT 4, BLOCK 12, TOWN OF
CASTLE ROCK COUNTY OF DOUGLAS, STATE OF
COLORADO, Site Development Plan ("City Hotel", 415 North
Perry Street)**

Attachments: [Staff Report](#)

[Attachment A: Vicinity Map](#)

[Attachment B: Site Development Plan](#)

[Attachment C: Cultural Resources Survey](#)

[Attachment D: City Hotel Historic Materials Board](#)

[Attachment E: Renderings](#)

[Attachment F: Public Comment](#)

Mr. Boland presented on DRB 2024-010 City Hotel, 415 North Perry Street. Staff recommends approval as it meets criteria.

Applicant: Devin Visciano, with White Development, provided additional details.

Public Comment: One resident concerned about traffic, keeping the historic present and trees in Downtown. Another resident feels project is a good investment and liked how passionate the Developer was of the history of the building.

Moved by Boardmember McHugh, seconded by Boardmember Lange, Approval of Site Development Plan and Variance as presented. The motion passed by a vote of 7-0

Yes: 7 - Chair Manka, Vice Chair Leever, Boardmember Borgelt, Boardmember Johnson, Boardmember Lange, Boardmember McHugh, and Adler

TOWN COUNCIL UPDATE

None

BOARD MEMBER ITEMS

None

Check for quorum for upcoming meetings:

November 27, 2024

December 11, 2024

For November 27, 2024 no meeting since day before Thanksgiving.

Boardmember Adler not available for December 11, 2024 meeting.

ITEMS FROM STAFF

None

ADJOURN

Moved by Chair Manka, seconded by Boardmember Borgelt, to adjourn the meeting at 6:48 pm. The motion passed by a vote of 7-0

Yes: 7 - Chair Manka, Vice Chair Leever, Boardmember Borgelt, Boardmember Johnson, Boardmember Lange, Boardmember McHugh, and Adler



Town of Castle Rock

Agenda Memorandum

Agenda Date: 6/25/2025

Item #: **File #:** DRB 2025-004

To: Members of the Design Review Board

From: Design Review Board Administrator

Resolution of Appreciation: John Manka, Design Review Board

Executive Summary

Resolution of Appreciation John Manka, Design Review Board

Attachments

Attachment A: Resolution of Appreciation for John Manka

RESOLUTION NO. DRB RESO 2025-001

**A RESOLUTION OF APPRECIATION
HONORING THE SERVICE OF
JOHN MANKA
AS A MEMBER OF THE DESIGN REVIEW BOARD**

WHEREAS, John Manka as a member of the Design Review Board for the Town of Castle Rock, serving July 1, 2021, through May 31, 2025, significantly contributed to the implementation of recommendations concerning development applications in downtown Castle Rock;

WHEREAS the performance of his duties and responsibilities were characterized by dedication to the planning and development of the Town of Castle Rock and he has contributed his experiences, time, and interest to this advisory group;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF CASTLE ROCK, COLORADO DESIGN REVIEW BOARD THAT THE SERVICE OF JOHN MANKA AS A MEMBER OF THE DESIGN REVIEW BOARD IS DEEPLY APPRECIATED.

PASSED, APPROVED, AND ADOPTED this 25th day of June 2025, by the Design Review Board of the Town of Castle Rock, Colorado, on first and final reading, by a vote of _____ in favor and _____ opposed.

**TOWN OF CASTLE ROCK
DEVELOPMENT SERVICES**

**TOWN OF CASTLE ROCK
DESIGN REVIEW BOARD**

Tara Vargish, Director

Design Review Board Chair



Town of Castle Rock

Agenda Memorandum

Agenda Date: 6/25/2025

Item #: **File #:** DRB 2025-002

To: Members of the Design Review Board

From: Design Review Board Administrator

Election of 2025-2026 Design Review Board Chair

Executive Summary

Election of 2025-2026 Design Review Board Chair



Town of Castle Rock

Agenda Memorandum

Agenda Date: 6/25/2025

Item #: **File #:** DRB 2025-003

To: Members of the Design Review Board

From: Design Review Board Administrator

Election of 2025-2026 Design Review Board Vice Chair

Executive Summary

Election of 2025-2026 Design Review Board Vice Chair