



Meeting Date: October 6, 2023

## **AGENDA MEMORANDUM**

**To:** Historic Preservation Board Members

**From:** Brad Boland, AICP Long Range Project Manager  
Development Services

**Title:** **420 Jerry Street Downtown Historic Preservation Grant Application  
(Chamber of Commerce)  
North 37.5 Ft Lot 17 And W ½ Lot 18 Block 13 Town of Castle Rock**

---

### **Executive Summary**

In November of 2020, Town Council adopted a new Downtown Historic Preservation Grant Policy. The purpose of the Town's ***Downtown Historic Preservation Grant Program*** is to provide monetary assistance with rehabilitation and restoration of historic properties within the Downtown Overlay District (DOD) for exterior improvements. These grants are available up to 50% of the project cost, 25% for roof repair, and up to \$25,000. These funds are awarded to property owners within the DOD on a two-round, competitive basis as recommended by the Historic Preservation Board and approved by Town Council. Staff received no applications for the first round and received two applications for the second round, which closed on August 1, 2023.

The Castle Rock Chamber Foundation, located at 420 Jerry Street (**Attachment A**), are requesting a downtown historic preservation grant to assist with the cost of roofing replacement with like materials (**Attachment B**). The Chamber of Commerce building, also known as the Christensen House and Victoria's House, is locally landmarked. This downtown historic preservation grant request is for up to \$8,210.

### **Background**

#### **Matching Historic Preservation Grant – October, 2022**

A \$23,483 downtown historic preservation from the Town of Castle Rock for replacing the siding with like materials.

#### **Local Restoration Grant – October, 2022**

A \$2,000 local restoration grant from the Town of Castle Rock for replacing the siding with like materials was approved by the Historic Preservation Board.

#### **Matching Historic Preservation Grant – June, 1995**

A \$10,000 grant from the Town of Castle Rock and the Colorado Historical Society for interior and exterior renovations including cleaning the stone, tuck pointing masonry and roofing.

## **Discussion**

The Chamber of Commerce building is located at 420 Jerry Street, at the south east corner of 4<sup>th</sup> Street and Jerry St. The building is also known as the Christenson House and/or Victoria's House which was built in 1889. The most prominent owner of the house was Victoria Christenson, who lived in the house from sometime in the 1910's until her death in 1942. In 1995, a landmark alteration certificate was approved for the south addition of the building.

The current Cultural Resources Survey (**Attachment C**), completed in 2022, states that the original roof material was wood shingles and that a compatible asphalt shingle roof was existing. It is not known when the roof materials were changed. A photograph from the early 1990's, prior to the renovations in 1995/1996, shows an asphalt shingle roof. The 1995 Landmark Alteration Certificate for the south addition included replacing the asphalt shingle roof with like materials. There is no building permit record of a roof replacement since that time.

## **Analysis**

When Town Council adopted the resolution creating the downtown historic preservation grant program, Council also adopted the policy to which the grant applications should be considered (**Attachment D**). This application met the eligibility requirements, deadline to submit, and included all of the required submittal documents (**Attachment B**). This independent staff analysis takes into account the representations made in the application and attachments submitted to date.

### **Grant Criteria and Prioritization (per the Downtown Historic Preservation Grant Policy)**

The Historic Preservation Board and Town Council will consider grant applications based on the following priorities:

- Whether the property already has a Landmark Designation
  - Properties with National or State Landmark Designation take priority over Locally Landmarked properties
- The request is for matching funds for an already-awarded State Historic Fund grant or other National grant for historic preservation
- The property is not landmarked but is in need of restoration/rehabilitation, as determined by the Historic Preservation Board
- The building faces Courthouse Square (Douglas County building at 301 N. Wilcox Street, surround by Fourth Street, Wilcox Street, Third Street, and Jerry Street)
- The property is within Downtown Core District, as defined in CRMC 17.42.070.B, Downtown Overlay District
- Whether the property is owned or leased by a non-profit organization
- The project meets the Secretary of Interior Standards for historic preservation
- The applicant's ability to provide the required matching funds and to complete the project

*Analysis: The grant request meets this criterion and priorities and there are sufficient funds for all Downtown Historic Preservation Grants applications received. The property is locally landmarked. The property is within the Downtown Core District of the Downtown Overlay District. The Chamber of Commerce is a non-profit organization. The applicant is providing the required matching funds to complete the project. Lastly, the project meets the Secretary of Interior Standards for historic preservation.*

### **Budget Impact**

A total of \$50,000 was budgeted for the Downtown Historic Preservation Grant in 2023. No grant applications were received for the first round of funding. The \$50,000 is sufficient for received applications this funding round if all were to be approved.

### **Recommendation**

Staff believes this grant application meets the goals of the Downtown Historic Preservation Grant Policy. Therefore, staff recommends that the Historic Preservation Board recommends approval to Town Council of this downtown historic preservation grant application.

### **Proposed Motion**

I move to recommend that Town Council approve a Downtown Historic Preservation Grant for \$8,210 to assist with the roofing replacement for the Chamber of Commerce, located at 420 Jerry Street, per the grant application submitted by the property owner.

### **Attachments**

- Attachment A: Vicinity Map
- Attachment B: Downtown Historic Preservation Grant Application
- Attachment C: Cultural Resources Survey
- Attachment D: Downtown Historic Preservation Grant Policy