



Meeting Date: July 23, 2025

AGENDA MEMORANDUM

To: Design Review Board

From: Brad Boland, AICP, Long Range Project Manager

Title: 210 Third Street Site Development Plan Amendment (Scileppi's 2nd Phase)

Executive Summary

Scileppi's Properties, LLC has submitted an application for a site development plan (SDP) amendment for the removal and reconstruction of additions at the Scileppi's Restaurant at the Old Stone Church. The SDP amendment proposed to remove two additions on the west side of the historical church and build two new additions within the same footprints. The SDP requires a public hearing before the Design Review Board (DRB) which shall review and make a decision on the proposal.



Figure 1: Vicinity Map

Background

Existing Conditions and Surrounding Uses

The subject property, located at 310 Third Street in Downtown Castle Rock, comprises 12,087 square feet (0.277 acres) and is situated on the south side of Wilcox Square, between the Mercantile Building and the County parking garage. The existing structure, originally constructed as a Catholic church in 1889, currently houses Scileppi's at the Old Stone Church and Slice Works restaurants. Additions to the south and east sides of the building were constructed between 1921 and 1930. The building was converted for restaurant use around 1969 and has continued to operate as such since that time. In 1981, two shed additions were constructed on the west side of the building to accommodate additional dining space. Although the building is of historical significance, it has not been designated as a historic landmark.

In 2023, the Design Review Board approved a Site Development Plan (SDP) for a 6,024-square-foot addition to the east side of the existing historical church structure. This addition includes 3,359 square feet at ground level and a 2,665-square-foot basement, along with associated site improvements such as new landscaping, sidewalks, and parking at the rear of the property accessed via the alleyway. The project was completed in the spring of 2025.

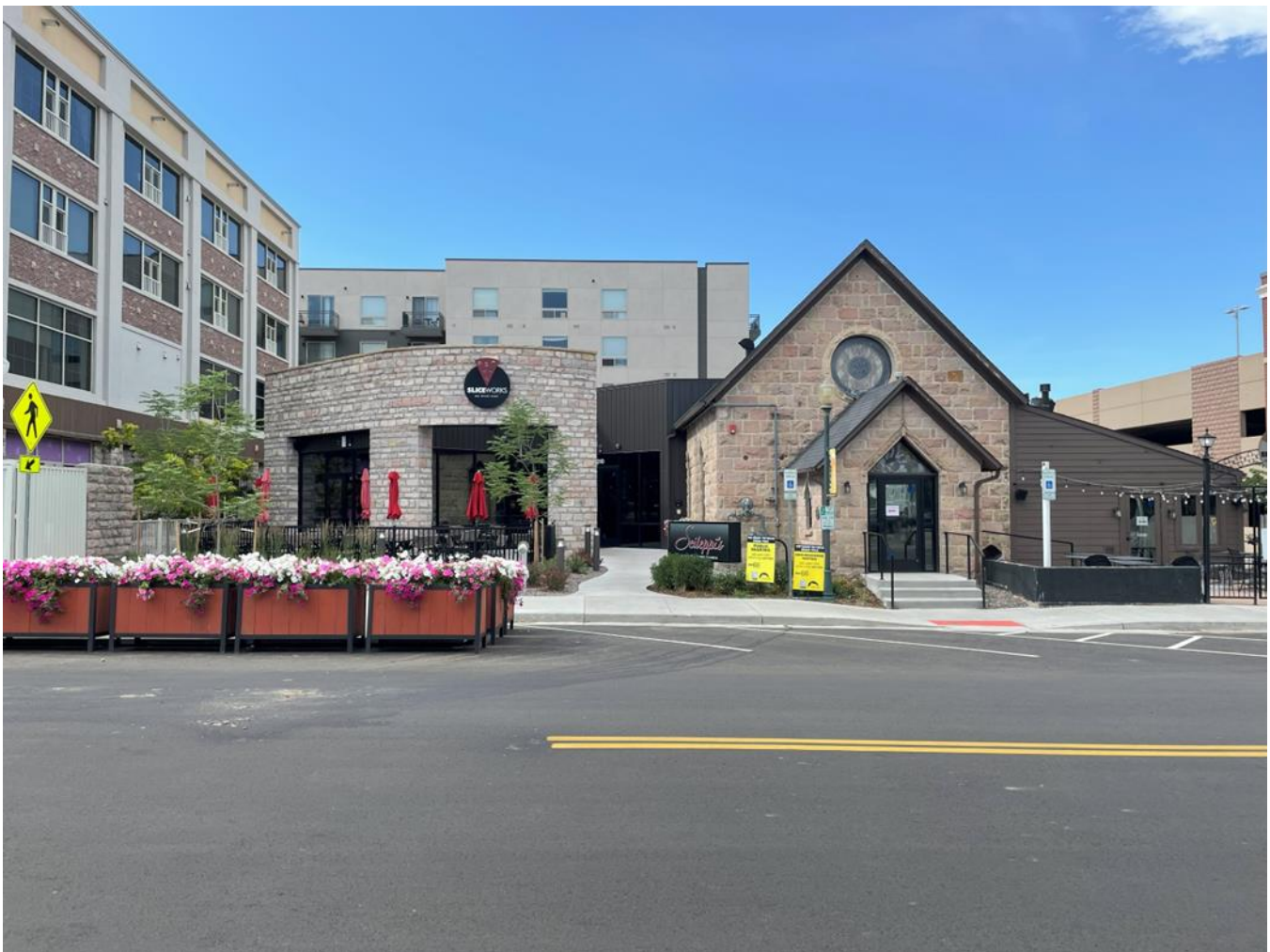


Figure 2: Overall Building North Elevation (Front)



Figure 3: Front West Existing Addition



Figure 4: West Back Existing Addition

Zoning Regulations

The property is zoned Business/Commercial (B), within the Downtown Overlay District (DOD). The B zone district is the underlying zone district for the property while the DOD, adopted in 2010, is an additional layer of standards for the property. The provisions of the DOD govern over those of the B zone district. The purpose of the DOD is to establish architectural, landscaping, design, building, use, and site development regulations that encourage compatible land uses, ensure higher quality development and function in order to protect property values, and provide safe and efficient pedestrian and automotive access.



Figure 5: Aerial Image (August 2024)

Discussion

Proposed Use

The proposed SDP amendment includes the removal of existing shed additions, totaling approximately 1,402 square feet, located on the west side of the historic church and originally constructed in 1981. These will be replaced with new additions totaling approximately 1,350 square feet, resulting in a net reduction of 52 square feet. The new structures will have a maximum height of 15 feet and will be clad in dark bronze PAC-CLAD rigid metal siding, consistent with the recent addition on the east side of the church. Additionally, the existing patio in front of the west addition will be reconstructed as part of the project.

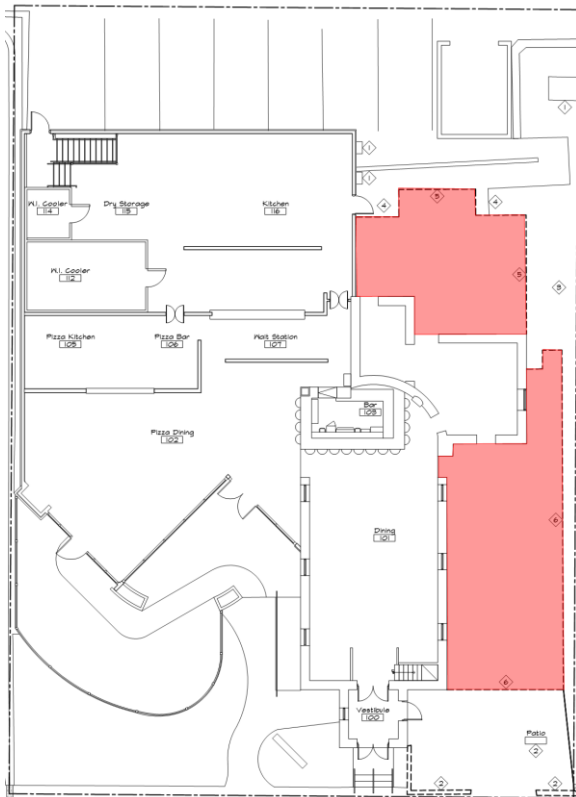


Figure 6: Demolition Footprint

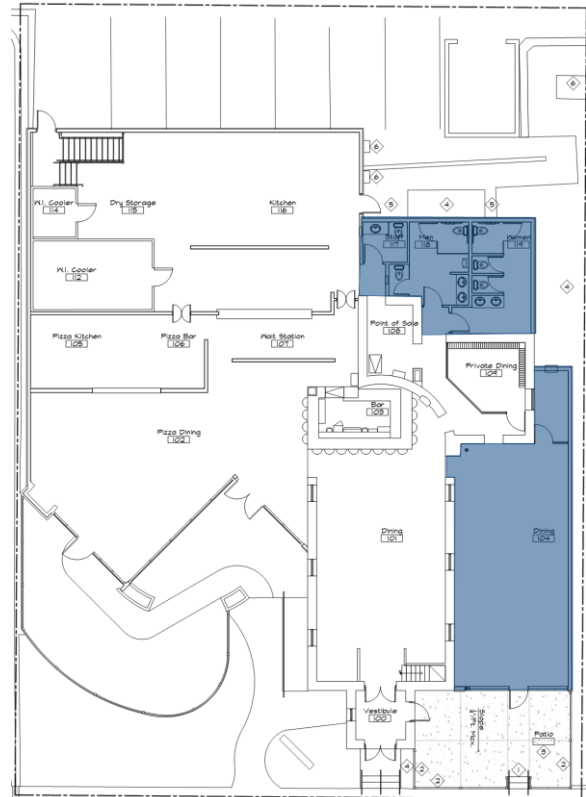


Figure 7: New Structure Footprint



Figure 8: Proposed North Elevation

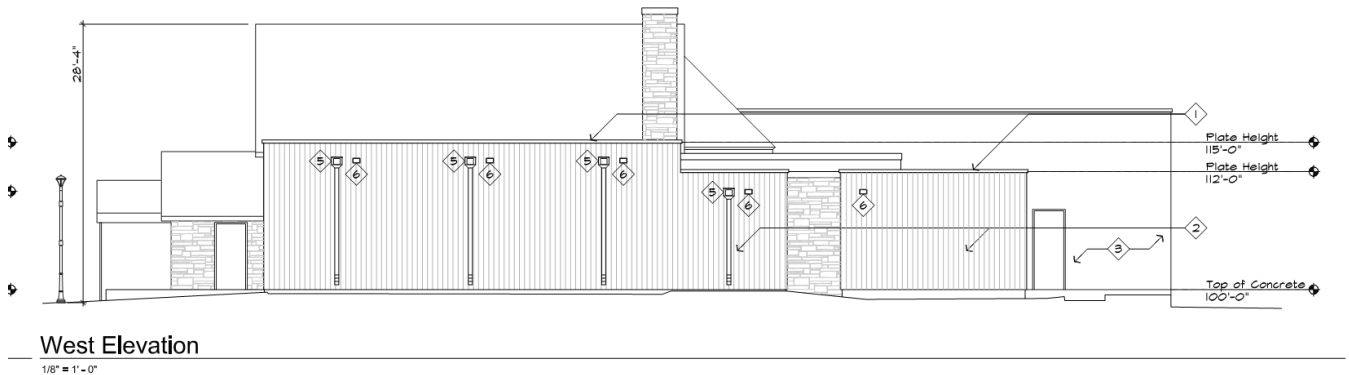


Figure 9: West Elevation

Zoning Allowances

The zoning allows various commercial and residential uses including, but not limited to, office, service, retail, restaurant, public facility, and multi-family residential uses. The proposed addition is in conformance with the permitted uses described for both the B zone district and the DOD.

Development Standards

A review of the proposed Site Development Plan (SDP) was conducted to assess compliance with the applicable development standards of the Downtown Overlay District (DOD) as they relate to the new addition. The property was brought into conformance with the overall DOD development standards through the construction of the east-side addition, which was approved by the Design Review Board on April 26, 2023.

A comparison of the SDP proposal to the Development Standards of the DOD (page 1 of the SDP) illustrates the SDP proposal meets the permitted maximum lot coverage and minimum setbacks.

The proposed lot coverage of 54% is under the permitted maximum lot coverage of 100%; and all sides of the building meet the permitted minimum setback requirement of 0 feet.

Crown Design and Building Height

A flat roof is proposed for the addition with a total height of 15 feet. The property is in the Downtown Core district which has a four-story limit, with a maximum height of four stories and 60 feet.

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The review concluded that the proposed SDP complies with the transparency requirements at the pedestrian level. The addition will feature 10-foot-tall windows, providing approximately 81% transparency along the Third Street frontage. Additionally, the patio will offer direct pedestrian access from the sidewalk to the entrance of the new addition.

Traffic Impact Analysis and Mitigation

As there will not be an increase of square footage of the restaurant a Traffic Impact Analysis was not required.

Utilities

Adequate water, wastewater, storm sewer, and road infrastructure exists or will be provided to serve the project.

Notification and Outreach

Public Notice

The applicant mailed public notice of the DRB hearing to all property owners within 500 feet of the property at least 15 days prior to the DRB hearing date. Public notice signs were posted on the property, the notice of the DRB hearing was published on the Town's website, and the application was made available for review on the Town's Development Activity Map.

Neighborhood Meetings

A neighborhood meeting was held virtually on March 19, 2025 at 6 PM. No members of the public attended the meeting. A second neighborhood meeting is scheduled for July 21, 2025 at 5 PM. A third neighborhood meeting was waived due to the lack of attendance at the first neighborhood meeting and the scope of the project.

External Referrals

Requests for comments were sent to various local agencies and utility service providers, including Douglas County Government, CORE (formerly known as IREA), Black Hills Energy, Xcel Energy, Century Link, and Comcast. Comments received from local agencies and utility service providers were technical in nature and reconciled through the SDP review process.

Analysis

This staff analysis takes into account the representations made in the Site Development Plan land use application, technical reports and attachments submitted to date.

SDP Review and Approval Criteria and Analysis 17.38.040

A. Community Vision/Land Use Entitlements

1. Generally, conforms to the Town's guiding documents that include, but are not limited to, Town Vision, Comprehensive Master Plans, Sub Area Plans, Design Guidelines, Corridor Plans, and any other guiding document so long as the application of such document does not restrict the project's entitle use(s) and density.
2. Complies with existing Intergovernmental Agreements applicable to the development proposed.
3. Complies with any applicable Zoning Overlay Regulations and, if applicable, Skyline/Ridgeline Regulations.
4. Complies with the approved Planned Development Plan and Zoning Regulations.
5. Conforms to the Town's architectural goals by proposing architectural details that incorporate the use of high-quality materials in a unique and varied design, while eliminating monolithic expanses of walls and rooflines through the use of varying planes and architectural projections to ensure a complete 360-degree architectural design.
6. Complies with all other relevant requirements of the CRMC.

Analysis: The SDP proposal meets these criteria. The SDP proposal conforms to the Town's Vision and Comprehensive Master Plan and complies with the property's governing zoning, Business/Commercial within the Downtown Overlay District. The SDP proposal conforms to all other relevant requirements and development standards of the Town's Municipal Code.

B. Site Layout

1. Conforms to Chapter 17.50 Residential/Non-Residential Interface of the CRMC.
2. Site design shall be designed to maintain pedestrian and vehicle safety, provide for adequate fire safety, and mitigate impacts upon adjacent properties by ensuring all vehicular, fire, and mitigation regulations contained within the CRMC, including technical criteria, have been met.
3. Provides adequate parking, on-site circulation, and loading in accordance with Town regulations.
4. Provides appropriate screening and/or enclosure of outdoor storage of merchandise/materials, loading areas, trash receptacles, mechanical units, site utility equipment, and building mounted utility hardware.
5. Provides adequate site design to protect major environmental characteristics that would include unique topographic features and significant vegetation where possible.

Analysis: The SDP proposal meets these criteria. Walkway connections from the adjacent sidewalks to the building entrances are provided. The existing on-site parking meets the minimum requirement. Safe on-site circulation for pedestrians and vehicles and adequate

parking currently. The site is not subject to the Residential/Non-Residential Interface Regulations and does not contain unique topographic features or significant vegetation.

C. Circulation and Connectivity

1. Complies with all CRMC and technical criteria associated with circulation and connectivity.
2. Complies with all Fire regulations associated with land development.
3. Provides for pedestrian and bicycle traffic in a safe and convenient manner.
4. Provides for a high level of pedestrian connectivity between neighborhoods, schools, trails/open space, and commercial areas.

Analysis: The proposed SDP meets the relevant criteria. It complies with all applicable provisions of the CRMC and technical standards related to circulation and connectivity. The site is currently served by an existing 8-foot-wide sidewalk along Third Street, ensuring safe and convenient pedestrian access. The plan also supports pedestrian and bicycle traffic and promotes strong connectivity between nearby neighborhoods, commercial areas, and public spaces. Additionally, the Fire Department has reviewed and approved the proposal, confirming compliance with all fire regulations associated with land development.

Services Phasing and Off-site Impact

5. Complies with any phasing requirements associated with the approved zoning for the property. Provides phased improvements in a logical and efficient manner.
6. Adequate water resources have been conveyed or purchased. Existing or proposed water and wastewater systems can support the proposed development pattern, uses, and density.
7. Existing or proposed stormwater systems can support the development and comply with applicable regulations.
8. Provides adequate consideration for the future extension of streets and utilities to adjacent properties.
9. Identifies and appropriately provides on-site and off-site public improvements to mitigate traffic impacts as required by the CRMC and technical criteria.

Analysis: The SDP proposal meets these criteria. The SDP proposal provides adequate and efficient utility plans for water, stormwater, and wastewater, which considers the existing conditions of the property.

D. Open Space, Public Lands, and Recreation Amenities

1. Provides adequate trail systems in terms of internal circulation and appropriate external connections deemed necessary by the Town to achieve connectivity goals.
2. Ensures functional and accessible open space, consistent with the overall open space plan for development, and preserves significant natural features.
3. Ensures appropriate buffering, utilizing open space and/or setbacks to lessen any identified negative impacts.

Analysis: The proposed SDP meets these criteria.

DOD Review and Approval Criteria and Analysis 17.42.060 **Development Standards.**

The following development standards shall apply within the DOD:

- A. Maximum lot coverage: 100% of lot area.
- B. Minimum side yard: zero feet.
- C. Minimum front yard: zero feet.
- D. Minimum rear yard: zero feet.
- E. Maximum building setback: A minimum of 25% of a building's linear footage facing a public roadway must have a setback of zero to twenty feet with a direct pedestrian connection.
- F. Maximum fence height: ten feet.
- G. Multifamily residential units must each be a minimum of 500 square feet in size and must each have an individual kitchen and individual bathroom.

Analysis: The SDP proposal meets all criteria. The SDP proposal calls for a lot coverage of 54%. The structure is not proposed to extend past the property lines thus meeting the zero foot setback requirements. The building is within 20 feet of the front property line for 46.7% of its linear footage meeting the maximum building setback requirement. No fence is proposed. No multifamily residential units are proposed with the addition.

DOD Review and Approval Criteria and Analysis 17.42.070

Crown design and building height.

- A. A building's crown design shall be reviewed by and is subject to approval of the Board based on aesthetic design, conformity with the Downtown Master Plan, and the need to maintain appropriate view sheds. The crown of a building is defined as the area of the structure that is above the top floor and may include angled roofs, decorative elements, towers, and other similar construction.
- B. Maximum building heights within the DOD are regulated as follows:
 - 1. Building height in the Downtown Core District is limited to four stories, with a maximum height of 60 feet. A building's crown cannot exceed the sixty-foot building height limitation.
 - 2. Building height in the North or South Districts is limited to six (6) stories, with no maximum height limitation.
- C. A landowner may request one (1) additional floor (with the corresponding increase in building height) in the Downtown Core District, or two (2) additional floors in the North and South Districts through the Board. The Board, at its discretion, may grant an additional floor request after considering the following criteria:
 - 1. Whether the project will incorporate design elements found in adjacent Landmark structures; and
 - 2. The impacts of the increased building height on adjacent properties.

Analysis: The proposed addition's maximum height is 15", which is shorter than historical church structure. This meets the Downtown Core District, which the property is located within, criteria of four stories and 60 feet.

Analysis 17.42.080

Design standards.

- A. Prior to the issuance of a structural building permit within the DOD, all projects must be reviewed by the Board for compliance with the standards set forth in this Section.
- B. All project designs should be based on the Castle Rock Design (see Resolution No. 2003-64) and the Downtown Master Plan (see Resolution No. 2008-38).

1. Window or transparency. The main front elevation shall provide at least thirty-five percent (35%) window or transparency at the pedestrian level. Side elevations that face a public roadway shall provide at least a thirty percent (30%) window or transparency at the pedestrian level. The window or transparency is measured in a linear fashion. (For example, a one-hundred-foot-long building elevation shall have at least thirty-five percent (35%) transparency in length.) The height of the glass or Plexiglas must be a minimum height of five (5) feet.
2. Accessory structures. The design of accessory structures should incorporate design elements of the primary structure and should not become a dominant feature on the property.
3. Rooftop equipment. All rooftop equipment shall be screened from view on all sides visible to the general public, by building parapet walls or other building elements that appear as integral elements of the overall building.
4. Service station. All service stations will be required to develop the site following a backward service station design. This will require the convenience store to be located along the sidewalk/public roadway with pedestrian connectivity. The gas pump facilities shall be located on the side or rear of the project.
5. Outdoor storage, repair, rental, and servicing areas shall be:
 - a. Set back fifteen (15) feet from the front lot line;
 - b. Screened by an opaque wall or fence with a height of ten (10) feet. An opaque wall or fence must completely screen the property beyond the fence and can include stockade fences or walls. Chain-link fences with slat, cloth, or other, similar measures are not considered to be opaque fences. An opaque berm and/or landscaping that provide the equivalent screening as a required opaque fence may be used.
6. Landscaping. All developments shall adhere to the following landscaping requirements with a focus on the pedestrian space and sidewalk areas. A landscaping plan will be required with all site plans, showing the proposed landscaping for the site. One (1) large canopy tree will be required for every twenty-two (22) linear feet (on center) or one (1) small canopy tree will be required for every fifteen (15) linear feet (on center) of property fronting along a public roadway. The landscaping plan is subject to approval by Castle Rock Water and Public Works Departments. Routine tree maintenance, such as trimming, thinning, watering and, if necessary, tree replacement may be needed to ensure the quality of the streetscape. The following landscaping provisions include a ratio relationship between the number of plantings required, based upon the number of trees required. All shrubs plants must be a minimum size of five (5) gallons at planting and all flowering perennial plants must be a minimum of one (1) gallon at planting. For every required tree, a corresponding number of plantings or trees, from either Subparagraph a., b., or c., below, will be required for each site plan:
 - a. Shrubs: Five (5) per required tree.
 - b. Perennial plants: Seven (7) per required tree.
 - c. Trees: One (1) per required tree.
7. Parking Requirements:
 - a. Parking requirements for the North Non-Residential Downtown Parking Area, as depicted in Figure 4 shall be as follows:

- i. One (1) parking space per five hundred (500) square feet of new construction. The first two thousand (2,000) square feet of new non-residential construction shall be exempt from parking requirements. Interior tenant finishes or remodels are exempt from this parking requirement.
 - ii. Existing building square footage shall be excluded from the required parking calculation. Existing building square footage to be demolished shall be deducted from the new building square footage for parking calculations.
 - iii. Hotel use shall comply with off-street parking standards set forth in Chapter 17.54.
- b. Parking requirements for the South Non-Residential Downtown Parking Area shall be in accordance with the requirements set forth in Chapter 17.54.
- c. No on-site parking is allowed on the side of a structure abutting a street, as determined by the Director.
8. Sidewalk requirements: All sidewalks must be designed and built to meet the Town's sidewalk construction and design regulations with a minimum width of eight (8) feet.
 - a. All buildings will be required to have a minimum of one (1) sidewalk connection from a sidewalk located along a public roadway to the entrance of the primary structure.

Analysis:

Chapter 2, page 15 of Castle Rock Design outlines guidelines for site layout and building design for new commercial and mixed-use developments in the Downtown area. The proposed addition aligns with these guidelines by maintaining a pedestrian-friendly scale and incorporating quality materials consistent with those used in the recently completed east-side addition. Although the building is not officially landmarked, it is considered historically significant. The proposed addition is designed to be architecturally distinct yet compatible in scale with the existing structure, generally aligning with the Secretary of the Interior's Standards for Rehabilitation. The design exceeds the required transparency standards. No modifications are proposed to the existing sidewalks, landscaping, or parking areas, as these elements already comply with the Town's current requirements.

Budget Impact

Development of the property will generate review and impact fees, along with use taxes.

Findings

All staff review comments and external referral comments have been addressed to staff's satisfaction. As such, Town staff finds the Scileppi's Addition Site Development Plan:

- Generally, conforms with the objectives of the Town Vision and the Comprehensive Master Plan; and
- Meets the zoning requirements of the Business/Commercial District and Downtown Overlay District; and

- Meets the review and approval criteria of the Castle Rock Municipal Code, Chapters 17.38 and 17.50, and
- Meets the review and approval criteria of the Castle Rock Municipal Code, Chapter 17.42, and

Recommendation

Staff recommends approval of the Site Development Plan Amendment.

Proposed Motions

Option 1: Approval of SDP and Variance

“Based on the applicable Code criteria that the Board considered, the evidence presented at the hearing, and the staff report, I move to approve the Site Development Plan Amendment for 210 Third Street as shown.”

Option 2: Approval with Conditions

*“Based on the applicable Code criteria that the Board considered, the evidence presented at the hearing, and the staff report, I move to approve (i) the Site Development Plan for 210 Third Street with the following conditions. The conditions for approval are as follows:
_____” (list conditions)”*

Option 3: Denial

Based on the applicable Code criteria that the Board considered, the evidence presented at the hearing, and the staff report, I move to deny (i) the Site Development Plan Amendment for 210 Third Street as shown; finding that one or more of the following criteria has not been satisfied pursuant to Section 17.42.100.A.: -----” (list criteria not met)”

Option 4: Continue item to next hearing (need more information to make decision)

“I move to continue the Site Development Plan Amendment for 210 Third Street to the next Design Review Board meeting on, 2025”

Attachments

Attachment A: Site Development Plan Amendment