



Meeting Date: October 4, 2023

## AGENDA MEMORANDUM

**To:** Historic Preservation Board Members

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

**Title:** **310 Fourth Street Downtown Historic Preservation Grant Application  
(Cantril Courthouse)  
Lot 17 & 18 Block 19 Town of Castle Rock**

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### 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, 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.

A downtown historic preservation grant application has been submitted for 310 Fourth Street (**Attachment A**), by Lisa Gelroth, on behalf of J & L Rental LLC. The application is a request for assistance with the cost of window replacement (**Attachment B**). The building is not landmarked but is considered to be historically significant. This downtown historic preservation grant request is for up to \$7,146.

### Background

There has been no previous action regarding the building.

### Discussion

The Cantril Courthouse building is located at 310 Fourth Street, on the south side of the street between Wilcox Street and Perry Street. The building was built in 1874 by the Douglas County Commissioners for the purposes of a courthouse. The building was located at the southeast corner of Fourth Street and Wilcox St. William W. Cantril was hired to construct the building. In 1890 a new courthouse was built and the building was no longer needed for the purposes of the courthouse. Douglas County sold the building in 1901 to a private owner. The property would house a mixture of different uses on the ground floor including the Castle Rock Journal and the Post Office. The second story was converted to lodging/apartments. In 1920 the building was moved to the east side of the lot, along Fourth Street, to make way for a new masonry building. Owners who

were historically significant to early Douglas County include Upton T. Smith and Harold A. Senter. The building is considered to be historically significant but is not landmarked. Per a 2010 Cultural Resources Survey, the property was eligible to be locally landmarked at that time. No significant changes appear to have been made since that time.

The grant request is for the replacement of nine second story windows. The applicant has gone ahead with the window replacements due to the poor condition of the windows and turnover in one of the apartment units. The chosen vendor, Apex Energy Solutions, was also able to guarantee the availability of windows while the other vendors were not able to provide reliable timelines.

The windows were in significant disrepair and was not clear on the originality of the windows. The applicant installed compatible, energy-efficient windows that match the appearance, size, design, proportion and profile of the historic windows per the Secretary of the Interior's Standards for Rehabilitation-Illustrated Guidelines on Sustainability for Rehabilitation Historic Buildings.

### **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. Is historically significant and per the 2010 Cultural Resources Survey the property was eligible to be locally landmarked at that time. The property is within the Downtown Core District of the Downtown Overlay District. The building is currently located adjacent to Courthouse Square but originally was located where it faced Courthouse Square. Lastly, the project generally 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 \$7,146 to assist with the window replacement for the Cantril Courthouse, located at 310 Fourth 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