



Historic Preservation Board Agenda - Final-Amended

Robert Lange
Christopher Plucinski
Dan Ahrens
Alan Hannasch
Melanie Vezzani
Robin Warnke
Susan Thayer
Liaison David Roh

Wednesday, March 5, 2025

6:00 PM

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

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

5:30 pm DINNER FOR BOARD MEMBERS

6:00 pm CALL TO ORDER / ROLL CALL

6:00 pm CERTIFICATION OF MEETING

6:00 pm APPROVAL OF MINUTES

[HPB](#)

February 5, 2025 Historic Preservation Board Meeting

[2025-004](#)

Minutes

Attachments:

[February 5, 2025 Historic Preservation Board Meeting Minutes](#)

6:01 pm TOWN COUNCIL UPDATE

6:04 pm DISCUSSION ACTION ITEMS

[HPB](#)

Historic Preservation Month

[2025-005](#)

Attachments:

[Staff Memo](#)

[Attachment A: 2023 HP Month Poster](#)

[Attachment B: 2024 HP Month Poster](#)

[Attachment C: Placemat](#)

[Attachment D: 2024 Communications Plan Recap](#)

6:20 pm DESIGN REVIEW BOARD UPDATE

6:21 pm CASTLE ROCK HISTORICAL SOCIETY AND MUSEUM LIAISON UPDATE

6:22 pm BOARD MEMBER ITEMS

Check for quorum for upcoming meetings

6:23 pm ITEMS FROM STAFF / INFORMATIONAL ITEMS

6:25 pm ADJOURN TO WORK SESSION: CHAPTER 15



Town of Castle Rock

Agenda Memorandum

Agenda Date: 3/5/2025

Item #: File #: HPB 2025-004

To: Members of the Historic Preservation Board

From: Historic Preservation Board Administrator

February 5, 2025 Historic Preservation Board Meeting Minutes

Executive Summary

Attached are the meeting minutes from the February 5, 2025 Historic Preservation Board meeting for your review and approval.



Historic Preservation Board Meeting Minutes - Draft

Robert Lange
Christopher Plucinski
Dan Ahrens
Alan Hannasch
Melanie Vezzani
Robin Warnke
Susan Thayer
Liaison David Roh

Wednesday, February 5, 2025

6:00 PM

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

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

DINNER FOR BOARD MEMBERS

CALL TO ORDER / ROLL CALL

Present 7 - Chair Robert Lange, Vice Chair Christopher Plucinski, Boardmember Alan Hannasch, Boardmember Dan Ahrens, Boardmember Melanie Vezzani, Boardmember Robin Warnke, and Boardmember Susan Thayer

Attendance 6 - Brad Boland, Mike Hyman, Darcie Hartman, Jason Gray, Mark Davis, and David Roh

CERTIFICATION OF MEETING

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

APPROVAL OF MINUTES

Moved by Vice Chair Plucinski, seconded by Boardmember Ahrens, to Approve HPB 2025-003 as presented. The motion passed by a vote of: 7-0.

Yes: 7 - Chair Lange, Vice Chair Plucinski, Boardmember Hannasch, Boardmember Ahrens, Boardmember Vezzani, Boardmember Warnke, and Boardmember Thayer

[HPB 2025-003](#)

**December 4, 2024 Historic Preservation Board Meeting
Minutes**

RESOLUTION OF APPRECIATION

[HPB RESO
2025-001](#)

Resolution of Appreciation: John Beystehner, Historic Preservation Board

Moved by Boardmember Thayer, seconded by Vice Chair Plucinski, to Approve HPB Resolution HPB RESO 2025-001 as presented. The motion passed by a vote of: 7-0.

Yes: 7 - Chair Lange, Vice Chair Plucinski, Boardmember Hannasch, Boardmember Ahrens, Boardmember Vezzani, Boardmember Warnke, and Boardmember Thayer

[HPB RESO
2025-002](#)

Resolution of Appreciation: Diane Evans, Historic Preservation Board

Moved by Boardmember Thayer, seconded by Vice Chair Plucinski, to Approve HPB Resolution HPB RESO 2025-002 as presented. The motion passed by a vote of: 7-0.

Yes: 7 - Chair Lange, Vice Chair Plucinski, Boardmember Hannasch, Boardmember Ahrens, Boardmember Vezzani, Boardmember Warnke, and Boardmember Thayer

[HPB RESO
2025-003](#)**Resolution of Appreciation: Mike Borgelt, Historic Preservation Board**

Moved by Boardmember Thayer, seconded by Vice Chair Plucinski, to Approve HPB Resolution HPB RESO 2025-003 as presented. The motion passed by a vote of: 7-0.

Yes: 7 - Chair Lange, Vice Chair Plucinski, Boardmember Hannasch, Boardmember Ahrens, Boardmember Vezzani, Boardmember Warnke, and Boardmember Thayer

[HPB RESO
2025-004](#)**Resolution of Appreciation: Peter Gould, Historic Preservation Board**

Moved by Boardmember Thayer, seconded by Vice Chair Plucinski, to Approve HPB Resolution HPB RESO 2025-004 as presented. The motion passed by a vote of: 7-0.

Yes: 7 - Chair Lange, Vice Chair Plucinski, Boardmember Hannasch, Boardmember Ahrens, Boardmember Vezzani, Boardmember Warnke, and Boardmember Thayer

[HPB RESO
2025-005](#)**Resolution of Appreciation: Scott Ashburn, Historic Preservation Board**

Moved by Boardmember Thayer, seconded by Vice Chair Plucinski, to Approve HPB Resolution HPB RESO 2025-005 as presented. The motion passed by a vote of: 7-0.

Yes: 7 - Chair Lange, Vice Chair Plucinski, Boardmember Hannasch, Boardmember Ahrens, Boardmember Vezzani, Boardmember Warnke, and Boardmember Thayer

[HPB RESO
2025-006](#)**Resolution of Appreciation: Ron Claussen, Historic Preservation Board Liaison**

Moved by Boardmember Thayer, seconded by Vice Chair Plucinski, to Approve HPB Resolution HPB RESO 2025-006 as presented. The motion passed by a vote of: 7-0.

Yes: 7 - Chair Lange, Vice Chair Plucinski, Boardmember Hannasch, Boardmember Ahrens, Boardmember Vezzani, Boardmember Warnke, and Boardmember Thayer

ELECTION OF OFFICERS, ETC.[HPB 2024-032](#)**Election of 2024-2025 Historic Preservation Board Chair**

Moved by Boardmember Ahrens, seconded by Chair Lange, to Approve HPB Topic HPB 2024-032 as presented. The motion passed by a vote of: 6-0.

Yes: 6 - Vice Chair Plucinski, Boardmember Hannasch, Boardmember Ahrens, Boardmember Vezzani, Boardmember Warnke, and Boardmember Thayer

Abstain: 1 - Chair Lange

[HPB 2024-033](#)**Election of 2024-2025 Historic Preservation Board Vice Chair (if needed)**

Moved by Boardmember Ahrens, seconded by Chair Lange, to Approve HPB Topic HPB 2024-033 as presented. The motion passed by a vote of: 6-0.

Yes: 6 - Chair Lange, Boardmember Hannasch, Boardmember Ahrens, Boardmember Vezzani, Boardmember Warnke, and Boardmember Thayer

Abstain: 1 - Vice Chair Plucinski

[HPB 2025-001](#) **Appointment of Design Review Board Representative**

Moved by Boardmember Ahrens, to Approve HPB Topic HPB 2025-001 as presented. The motion passed by a vote of: 7-0.

Yes: 6 - Chair Lange, Vice Chair Plucinski, Boardmember Hannasch, Boardmember Vezzani, Boardmember Warnke, and Boardmember Thayer

Abstain: 1 - Boardmember Ahrens

TOWN COUNCIL UPDATE

Mayor Gray gave an update.

DISCUSSION ACTION ITEMS

[HPB 2025-002](#) **Castle Rock Historical Society and Museum Historic Preservation Month Contribution Request**

Mr. Boland presented on HPB 2025-002 Castle Rock Historical Society and Museum Historic Preservation Month Contribution Request. Angie and Claudine of the Castle Rock Historical Society and Museum gave an overview of the trolley tours and scavenger hunt. Chair Lange asked for clarification on what line items are included in the request, as well as clarification on any other contributions outside of the Town, Angie answered the questions.

Moved by Boardmember Thayer, seconded by Vice Chair Plucinski, to Approve HPB Topic HPB 2025-002 as presented. The motion passed by a vote of: 7-0.

Yes: 7 - Chair Lange, Vice Chair Plucinski, Boardmember Hannasch, Boardmember Ahrens, Boardmember Vezzani, Boardmember Warnke, and Boardmember Thayer

DESIGN REVIEW BOARD UPDATE

None.

CASTLE ROCK HISTORICAL SOCIETY AND MUSEUM LIAISON UPDATE

Mr. Roh gave an update.

BOARD MEMBER ITEMS

Check for quorum for upcoming meetings

March 5, 2025

April 2, 2025

ITEMS FROM STAFF / INFORMATIONAL ITEMS

Mr. Boland gave updates on items for upcoming meetings.

ADJOURN TO TRAINING SESSIONS: LEGAL & GENERAL

Moved by Chair Lange, seconded by Vice Chair Plucinski, to adjourn. The motion passed by a vote of: 7-0.

Yes: 7 - Chair Lange, Vice Chair Plucinski, Boardmember Hannasch, Boardmember Ahrens, Boardmember Vezzani, Boardmember Warnke, and Boardmember Thayer



Town of Castle Rock

Agenda Memorandum

Agenda Date: 3/5/2025

Item #: File #: HPB 2025-005

To: Members of the Historic Preservation Board

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

Historic Preservation Month

Executive Summary

Historic Preservation Month is celebrated every May in the Town of Castle Rock and nationwide. The purpose of this memo is to provide the Board information on previous activities and efforts during Historic Preservation Month to help guide the conversation on what the Board would like to do for 2025.

Attachments

- Attachment A: 2023 HP Month Poster
- Attachment B: 2024 HP Month Poster
- Attachment C: Placemat
- Attachment D: 2024 Communications Plan Recap



Meeting Date: March 5, 2025

AGENDA MEMORANDUM

To: Historic Preservation Board Members

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

Title: **Historic Preservation Month**

Executive Summary

Historic Preservation Month is celebrated every May in the Town of Castle Rock and nationwide. The purpose of this memo is to provide the Board information on previous activities and efforts during Historic Preservation Month to help guide the conversation on what the Board would like to do for 2025.

Discussion

Historic Preservation Month is observed nationwide each May to promote, educate, and celebrate the importance of preserving historical sites, buildings, and cultural heritage. The National Trust for Historic Preservation began National Preservation Week in 1973 and extended the celebration to the entire month of May in 2005. Historic Preservation Month provides an opportunity to meet one of the goals of the Historic Preservation Board in the provision of educational opportunities to increase public appreciation of the Town's unique heritage. Each year, Town Council issues a proclamation celebrating Historic Preservation Month.

The Historic Preservation Board in 2023 and 2024, with the assistance of the Town of Castle Rock Communications team, created a poster for Historic Preservation Month (**Attachments A & B**) that highlighted a historic property within the Town and contained a QR Code that brought people to the Town's Historic Preservation webpage. The posters came in two formats; a 24" by 36" sidewalk decal that was placed in various locations within the Town and a 11" by 17" paper poster that was provided to local business. Also in previous years, a Historic Preservation placemat was provided to various restaurants in the Downtown area (**Attachment C**).

In 2024, the Historic Preservation Board had a table at the Downtown Castle Rock Alliance's Spring Kickoff Concert at Festival Park on May 18, 2024. The table had educational materials such as the self-guided walking tours and some extra posters. Staff and HP Board members were able to interact with attendees and talk about historic preservation activities within the Town. The 2025 Spring Kickoff Concert will be held on May 17, 2025.

In addition to the Historic Preservation Board's efforts the Castle Rock Historical Society & Museum puts on Scavenge the Rock, Trolley rides, and Victoria Tea.

The Town of Castle Rock Communications team puts together a communications plan for Historic Preservation Month (**Attachment D**). The Communications Team has traditionally issued a news release announcing Historic Preservation Month and used various social media channels to provide information on Historic Preservation Month activities and interesting facts about the Town's history throughout the month.

Budget Impact

In 2024 a total of six sidewalk posters were printed at \$75.30 for a total of \$451.80

In 2025 a total of 60 paper posters were printed at \$1.25 for a total of \$75.

Staff recommends keeping expenditures in the same range as past years of between \$400 and \$600

Attachments

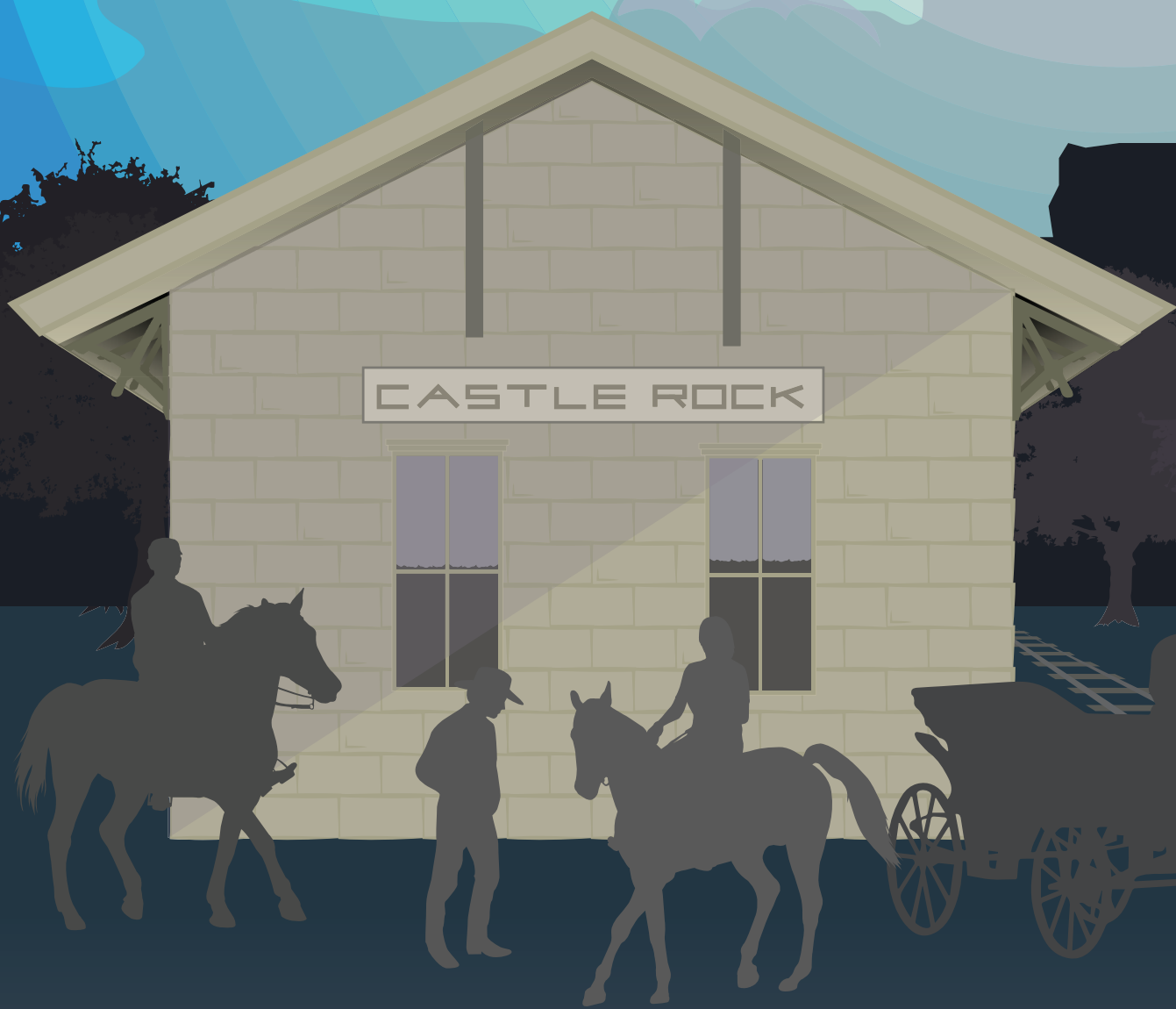
Attachment A: 2023 HP Month Poster

Attachment B: 2024 HP Month Poster

Attachment C: Placemat

Attachment D: 2024 Communications Plan Recap

Historic Preservation Month



View events:

May 2023



HISTORIC PRESERVATION MONTH MAY 2024

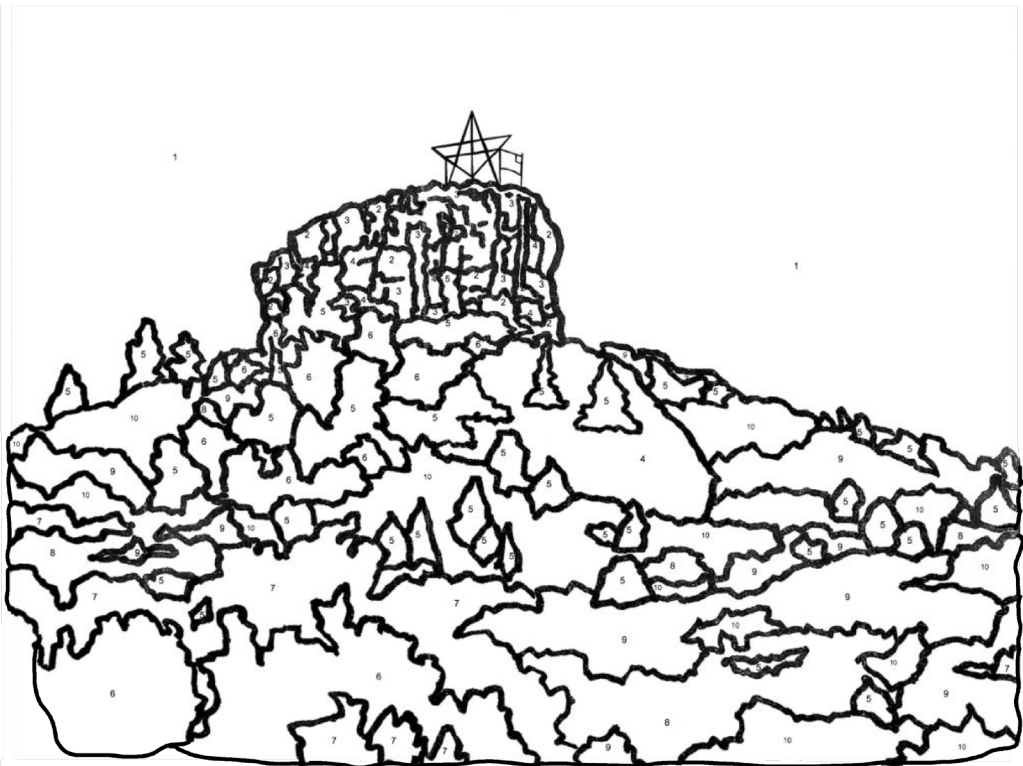


Town of Castle Rock

VIEW EVENTS



Historic Preservation Month



- 1 Blue
- 2 Light Brown
- 3 Brown
- 4 Grey
- 5 Dark Green
- 6 Green
- 7 Yellow Green
- 8 Yellow
- 9 Yellow Orange
- 10 Orange

The Rock Paint-By-Number

Stephanie Brueggemann 2019

Castle Rock

May is Historic Preservation Month

Did you know that the Castle Rock summit was first referred to as “Poundcake Rock” by explorer John C. Fremont in 1843? Learn more about the Town’s unique heritage by celebrating Historic Preservation Month throughout the month of May with a scavenger hunt, historic walking tours, and a ride on the Town trolley sponsored by the Castle Rock Museum on May 6. Scan this code for details!



Crack the Code

A	B	C	D	E	F	G	H	I	J	K	L	M
○	↗	↘	⦶	♥	◐	✕	◎	◀	★	↖	⌚	▲
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
◻	😊	▩	■	◻	▽	💧	◎	⊗	◆	✳	↑	●

Hint: What is the big secret about the Castle Rock Museum?

◀ 💧 ◎ ▽ ♥ ⦶ 💧 😊

↗ ♥ ○ ◆ ◀ ⌚ ⦶

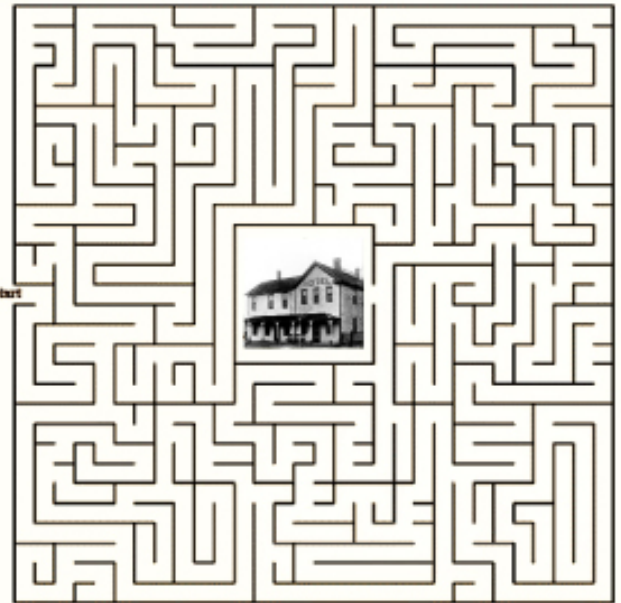
◆ ♥ ▽ 💧 💧 ◻ ○ ◀ ◻

▽ 💧 ○ 💧 ◀ 😊 ◻ !

HELP COWBOY GOULD GET BACK TO HIS HOTEL



Start



Goal: To raise awareness for Historic Preservation Month and encourage residents/visitors to explore the Town’s history by participating in events that will provide education and fun for all ages.

Audiences: Castle Rock residents, visitors and history enthusiasts

Key Messages:

- May is Historic Preservation Month. Celebrate the history that helped shape our Town by participating in curated events throughout the month which will be posted on our website at CRgov.com/**historicpreservation**.
- Much of Castle Rock’s charm is found in historic buildings and its rich cultural past. Historic preservation gives people a sense of place and connection to the past.
- The Town provides tangible support towards the preservation, rehabilitation and restoration of Town buildings through the Design Assistance Program, the Downtown Historic Preservation Grant and the Local Restoration Grant.

Event messaging:

- To help celebrate and share Castle Rock’s rich history, you’re encouraged to participate in events planned throughout May – Historic Preservation Month.
- Scavenge the Rock, the main event, is a month-long scavenger hunt is designed to help participants learn about the history of Castle Rock. It’s a partnership among the Castle Rock Museum, Downtown Merchants Association, Historic Preservation Board and the Town. Scavenge the Rock will take place Wednesday, May 1, through Friday, May 31, with a grand prize drawing on June 1. Pick up a clue sheet at the Castle Rock Museum, 420 Elbert St. Then, spend the month trying to answer the questions. Return your completed clue sheet to the museum for a chance to win prizes. The museum is open from noon to 5 p.m. Wednesday through Friday and 11 a.m. to 4 p.m. Saturday. Prizes include golf gift cards, Summer Concert Series tickets and more

Tactics/Deliverables:

Deliverables	Deadline	Team member
Online		
Historic Preservation Month webpage: Ways to Celebrate HPM – see list below	April 19	Trinity
Calendar items on CRgov (trolley rides, tea, etc.) Museum to submit to Town for posting on events calendar.	April 19	CJ
News Release online	May 1	Trinity
Social Media		
News Release – FB/IG/ND/TW <ul style="list-style-type: none"> • Post 1: NR/HPM kickoff, link to webpage/events 	May 1	Trinity
FB/IG/ND <ul style="list-style-type: none"> • Post 1: Ways to celebrate HPM – find all 5 posters around Town. (Will tease the Museum’s scavenger hunt) 	May 10	Trinity /Shared by Downtown Alliance and Museum as content calendar allows

Historic Preservation Month

May 2024

<ul style="list-style-type: none"> Post 2: Our Town Over Time: Then/now photos Post 3: Reminder to find all posters Post 4: Reminder to finish the hunt Post 5: Scavenger Hunt Awards 	<p>May 17</p> <p>May 24</p> <p>May 30</p> <p>June 3</p>	Museum/Trinity
Add events to weekly What To Do This Weekend posts when possible		Trinity
LI <ul style="list-style-type: none"> Post 1: What is HPM/Town history 	May 6	Trinity
Printed Materials		
Placemats for local restaurants (300)		Brad
Town Talk: April calendar of events	March 29	Trinity
Town Talk: May article	April ?	Trinity
E-Newsletter Development Highlight	April 24	Trinity
Graphics		
Sidewalk Poster (5)	April 19	Joelle
News Release graphic	April 22	Joelle
FB/ND/IG SMGs (5)	April 26	Joelle
LI SMGs (1)	April 24	Joelle
Other Tools		
Create unique QR codes for the 5 posters	April 15	Trinity
Create webpages for each QR code that shares a taste of CR history and provides clues to find other posters with unique history tidbits	April 15	Trinity

Ways to Celebrate		
Scavenge the Rock	May 1-31	
Trolley ride	May 4	
Victoria's Tea	May 18	
Historic Walking Tours	Self-guided	
Scan posters and learn more about Town history	May 1-31	

Measuring Success:

We will monitor feedback on social media, visits to webpage and the number of completed clue sheets returned to the museum.

Total Traffic – May

QR code activity

- HPM sidewalk poster 1 (Cantril) – 10 scans
- HPM sidewalk poster 2 (BB Cafe) – 16 scans
- HPM sidewalk poster 3 (Castle Rock Depot) – 15 scans
- HPM sidewalk poster 4 (Rock Park) – 11 scans
- HPM sidewalk poster 5 (Rec Center) – 7 scans
- HPM sidewalk poster 6 (MAC) – 2 scans

Historic Preservation Month

HPM poster – 30 scans

May 2024

Museum Stats

Trolley Tours on May 4th - 102 passengers

Victoria's Tea on May 18th - 79 tickets sold (92 actual attendees)

Scavenge the Rock for May - 170 clue sheets given out, 75 clue sheets returned and put in the drawing (which means we gave out 75 goodie bags). We had 21 people attend the prize drawing (you did not have to attend the drawing to win).

We gave out 53 prizes.

Social Media Stats

FB – 4 posts / 8.9K reach / 53 engagement / 5 shares

IG – 4 posts / 2.4K reach / 89 engagement / 7 shares