



## Historic Preservation Board Agenda - Final

Chair John Beystehner  
Vice Chair Diane Evans  
Robert Lange  
Scott Ashburn  
Mike Borgelt  
Peter Gould  
Christopher Plucinski  
Liaison Ron Claussen

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Wednesday, October 2, 2024

6:00 PM

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

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**\*\* 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**

**6:01 pm APPROVAL OF MINUTES**

[HPB](#)

[2024-027](#)

September 4, 2024 Historic Preservation Board Meeting  
Minutes

Attachments:

[September 4, 2024 Historic Preservation Board Meeting Minutes](#)

**6:02 pm TOWN COUNCIL UPDATE**

**6:05 pm DISCUSSION ACTION ITEMS**

[HPB](#)

[2024-028](#)

203 North Perry Street Downtown Historic Preservation  
Grant Application  
(Little School on Perry Street/Saunders House)

Lot 6 & South ½ of Lot 5, Block 22, Town of Castle Rock,  
County of Douglas, State of Colorado

Attachments:

[Staff Report](#)

[Attachment A: Vicinity Map](#)

[Attachment B: Downtown Historic Preservation Grant Application](#)

[Attachment C: Approved Plans](#)

[Attachment D: Downtown Historic Preservation Grant Policy](#)

[HPB](#)

[2024-029](#)

Update/Discussion: 104 North Lewis Street Appeal

S ½ Lot 5 & All of Lot 6 Block 16 Craig & Gould's Addition to  
Castle Rock

**7:05 pm DESIGN REVIEW BOARD UPDATE**

**7:06 pm CASTLE ROCK HISTORICAL SOCIETY AND MUSEUM LIAISON UPDATE**

**7:08 pm BOARD MEMBER ITEMS**

**Check for quorum for upcoming meetings**

**November 6, 2024**

**December 4, 2024**

**7:10 pm ITEMS FROM STAFF / INFORMATIONAL ITEMS**

**7:15 pm ADJOURN**



# Town of Castle Rock

## Agenda Memorandum

**Agenda Date:** 10/2/2024

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**Item #:** **File #:** HPB 2024-027

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**To:** Members of the Historic Preservation Board

**From:** Historic Preservation Board Administrator

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

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### **Executive Summary**

Attached are the meeting minutes from the September 4, 2024 Historic Preservation Board meeting for your review and approval.



## Historic Preservation Board Meeting Minutes - Draft

Chair John Beystehner  
Vice Chair Diane Evans  
Robert Lange  
Scott Ashburn  
Mike Borgelt  
Peter Gould  
Christopher Plucinski  
Liaison Ron Claussen

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Wednesday, September 4, 2024

6:00 PM

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

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

### DINNER FOR BOARD MEMBERS

### CALL TO ORDER / ROLL CALL

Darcie Hartman was also present.

**Present** 5 - Chair John Beystehner, Boardmember Robert Lange, Boardmember Mike Borgelt, Boardmember Peter Gould, and Boardmember Scott Ashburn

**Not Present** 2 - Vice Chair Diane Evans, and Boardmember Christopher Plucinski

**Attendance** 4 - Brad Boland, David Corliss, Mike Hyman, and Desiree LaFleur

### 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

[HPB 2024-024](#)

**August 7, 2024 Historic Preservation Board Meeting**

#### Minutes

**Moved by Boardmember Borgelt, seconded by Boardmember Lange, to Approve HPB Topic HPB 2024-024 as presented. The motion passed by a vote of: 5 to 0.**

**Yes:** 5 - Chair Beystehner, Boardmember Lange, Boardmember Borgelt, Boardmember Gould, and Boardmember Ashburn

**Not Present:** 2 - Vice Chair Evans, Boardmember Plucinski, and Liaison Claussen

### TOWN MANAGER UPDATE

[HPB 2024-025](#)

#### Upcoming Ballot Measures

Mr. Corliss gave a presentation on the upcoming proposed Public Safety Ballot Measure.

### TOWN COUNCIL UPDATE

Mayor Pro Tem LaFleur gave an update.

### PUBLIC HEARING ITEMS



[HPB 2024-026](#)**Design Review: 104 North Lewis Street****S ½ Lot 5 & All of Lot 6 Block 16 Craig & Gould's Addition to Castle Rock**

Mr. Boland presented on HPB 2024-026 Design Review: 104 North Lewis St. Topics of discussion included vertical board and baton and six-inch lap siding, and their specifications in the design guide in being appropriate for the neighborhood. Boardmembers also discussed the design elements of the southern elevation of the home and its proximity to the street, visibility, etc. The applicants offered clarification on the design elements that were discussed. Boardmember Gould stated that the vertical board and baton is out of place, and Chair Beystehner agreed, and that the lap siding needed to have an adjustment in size to be appropriate for the neighborhood. The Board concluded that once landscaping and fencing are in, the large glass door that was proposed will be less prominent. The Board concluded that they would approve the application under the condition that all siding materials would be reconsidered to match the Castle Rock Style guidelines.

**Moved by Boardmember Gould, seconded by Boardmember Ashburn, to Approve HPB Topic HPB 2024-026 as presented. The motion passed by a vote of: 5 to 0.**

**Yes:** 5 - Chair Beystehner, Boardmember Lange, Boardmember Borgelt, Boardmember Gould, and Boardmember Ashburn

**Not Present:** 2 - Vice Chair Evans, and Boardmember Plucinski

**DESIGN REVIEW BOARD UPDATE**

None.

**CASTLE ROCK HISTORICAL SOCIETY AND MUSEUM LIAISON UPDATE**

None.

**BOARD MEMBER ITEMS**

**Check for quorum for upcoming meetings**

**October 2, 2024**

**November 6, 2024**

**ITEMS FROM STAFF / INFORMATIONAL ITEMS**

Mr. Boland gave updates to the Board, including the Boards and Commissions Appreciation event, and the October meeting agenda.

**ADJOURN TO LEGAL TRAINING**

**Moved by Chair Beystehner, seconded by Boardmember Borgelt, to adjourn. The motion passed by a vote of: 5 to 0.**

**Yes:** 5 - Chair Beystehner, Boardmember Lange, Boardmember Borgelt, Boardmember Gould, and Boardmember Ashburn

**Not Present:** 2 - Vice Chair Evans, and Boardmember Plucinski

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Minutes approved by the Historic Preservation Board on \_\_\_\_\_ by a vote of  
\_\_\_\_\_ in favor, \_\_\_\_\_ opposed, with \_\_\_\_\_ abstention(s).

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Historic Preservation Board



# Town of Castle Rock

## Agenda Memorandum

**Agenda Date:** 10/2/2024

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**Item #:** File #: HPB 2024-028

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**To:** Members of the Historic Preservation Board

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

**203 North Perry Street Downtown Historic Preservation Grant Application  
(Little School on Perry Street/Saunders House)**

**Lot 6 & South ½ of Lot 5, Block 22, Town of Castle Rock, County of Douglas, State of Colorado**

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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 a single application for the second round, which closed on August 1, 2024.

The Little School on Perry Street, located at 420 Jerry Street (**Attachment A**), is requesting a Downtown Historic Preservation Grant to assist with the restoration of the building with a scope that includes siding, windows, and roof repair and replacement. (**Attachment B**). The Little School on Perry Street, also known as the Saunders House, is locally landmarked. This Downtown Historic Preservation Grant request is for up to \$25,000.

### **Attachments**

- Attachment A: Vicinity Map
- Attachment B: Downtown Historic Preservation Grant Application
- Attachment C: Approved Plans
- Attachment D: Downtown Historic Preservation Grant Policy



Meeting Date: October 2, 2024

## **AGENDA MEMORANDUM**

**To:** Historic Preservation Board Members

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

**Title:** **203 North Perry Street Downtown Historic Preservation Grant Application**  
**(Little School on Perry Street/Saunders House)**

**Lot 6 & South ½ of Lot 5, Block 22, Town of Castle Rock, County of Douglas, State of Colorado**

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### **Executive Summary**

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The Little School on Perry Street, located at 420 Jerry Street (**Attachment A**), is requesting a Downtown Historic Preservation Grant to assist with the restoration of the building with a scope that includes siding, windows, and roof repair and replacement. (**Attachment B**). The Little School on Perry Street, also known as the Saunders House, is locally landmarked. This Downtown Historic Preservation Grant request is for up to \$25,000.

### **Discussion**

The Little School on Perry Street is located at 203 North Perry Street, at the north east corner of Second Street and Perry St. The building is also known as the Saunders House. The home was originally a two-room home built by George Lord in 1874. Mr. Lord was superintendent of Douglas County Schools in 1868, the first County Treasurer circa 1875 and the first Douglas County Representative to the Colorado Legislature from 1876 – 1878. The property was sold in 1882 and would go through a series of owners that would construct various additions and make changes to the property over the years. In 1950, Ben Saunders Jr. and his wife Sylvia Elizabeth (Bette) Saunders purchased the properties. They would make numerous changes to the property. Mrs. Saunders applied for the property to be locally landmarked, which was approved in

2003. Upon Mrs. Saunders death in 2004, the property has changed hands several times and was put into commercial use in approximately 2009.

The property has been under the current ownership since 2021. On January 3, 2024 the Historic Preservation Board approved a landmark alteration certificate (LAC) to remove the detached garage and add an addition on the rear of the building (**Attachment C**). The proposed work includes the restoration of the landmarked structure which includes the replacing of the existing vinyl siding, windows, and roof. Upon completion of the work, the building will be used as a child care center.

Town staff has reviewed the bid for the overall project and believes that restoration costs are sufficient enough to meet the matching requirement of 50% of exterior work and 25% of roof repair for the request of \$25,000. Staff will work with the applicant to further break out the specific restoration costs from the bid. If the restoration work does not meet the threshold for the full \$25,000 grant award upon completion of the work, the final amount of the grant awarded will be adjusted appropriately.

### **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 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 applicant is providing the required matching funds to complete the project. Lastly, the project was approved by the Historic Preservation Board on January 3, 2024 and found that 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 2024. No grant applications were received for the first round of funding. The \$50,000 is sufficient to fund this grant application if it 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 up to \$25,000 to assist with the restoration work for the Little School on Perry Street, also known as the Saunders House, located at 203 North Perry Street, per the grant application submitted by the property owner.

### **Attachments**

- Attachment A: Vicinity Map
- Attachment B: Downtown Historic Preservation Grant Application
- Attachment C: Approved Plans
- Attachment D: Downtown Historic Preservation Grant Policy





N Wilcox Street

Front Street

Subject Property

N Perry Street

South Street

Vicinity Map

Subject Property



0 62.5 125 250  
Feet



**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Brad Boland](#)  
**Subject:** Online Form Submittal: Historic Preservation Board Application  
**Date:** Thursday, August 1, 2024 2:03:45 PM

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## Historic Preservation Board Application

Project Name	The Little School on Perry St
Property Address/General Location	203 N Perry St
Legal Description	<i>Field not completed.</i>
State Parcel No.	CO
Project Description	Childcare
(Section Break)	
Please check the application type	<i>Field not completed.</i>
If other, please describe	Downtown Historic Grant Application
(Section Break)	
Property owner information	
Representative information	
Name	Taylor Lewison
Name	Taylor Lewison
Company	The Little School on Perry St
Company	<i>Field not completed.</i>
Address	2893 Deerfoot Way
Address	Castle Rock, CO 80109
Phone	9493555355
Phone	<i>Field not completed.</i>
Email	Taylor.Lewison@gmail.com



Email	Taylor.Lewison@gmail.com
Property Owner Signature (Required)	Taylor Lewison
Additional names and contact information to send project comments to (e.g., engineer, architect)	Marc Lewison , Owner 619.818.8106 MLewison@MLmustang.com

Email not displaying correctly? [View it in your browser.](#)



File: 23.024 - A3.0 - Historic Exterior Elevations (Colored).dwg Path: D:\BDC Projects\23.024 - Little School on Perry - Castle Rock, CO\CAD\Site Submittal\ Plotted by: Scott Ebdach Date: 18-Oct-23 4:52:44pm

# SITE DEVELOPMENT PLAN

LOT 6 & S 1/2 OF LOT 5, BLOCK 22, TOWN OF CASTLE ROCK  
LOCATED IN THE NORTHWEST QUARTER OF SECTION 11, TOWNSHIP 8, RANGE 67 WEST OF THE 6TH P.M.  
TOWN OF CASTLE ROCK, COUNTY OF DOUGLAS, STATE OF COLORADO



SEAL

PROJECT TITLE

LITTLE SCHOOL ON  
PERRY STREET

203 PERRY ST.  
CASTLE ROCK, CO 80104

PREPARED FOR

MISSION CAPITAL  
PROPERTIES  
BAYSIDE

4969 S. AKIRE ST.  
MORRISON, CO 80465

SUBMITTAL

SITE DEV. PLAN

DRAWN BY:

CHECKED BY:

PROJECT NO.:

REVISIONS

SDP - 2ND SUBMITTAL 10.18.2023

DATE

08/31/2023

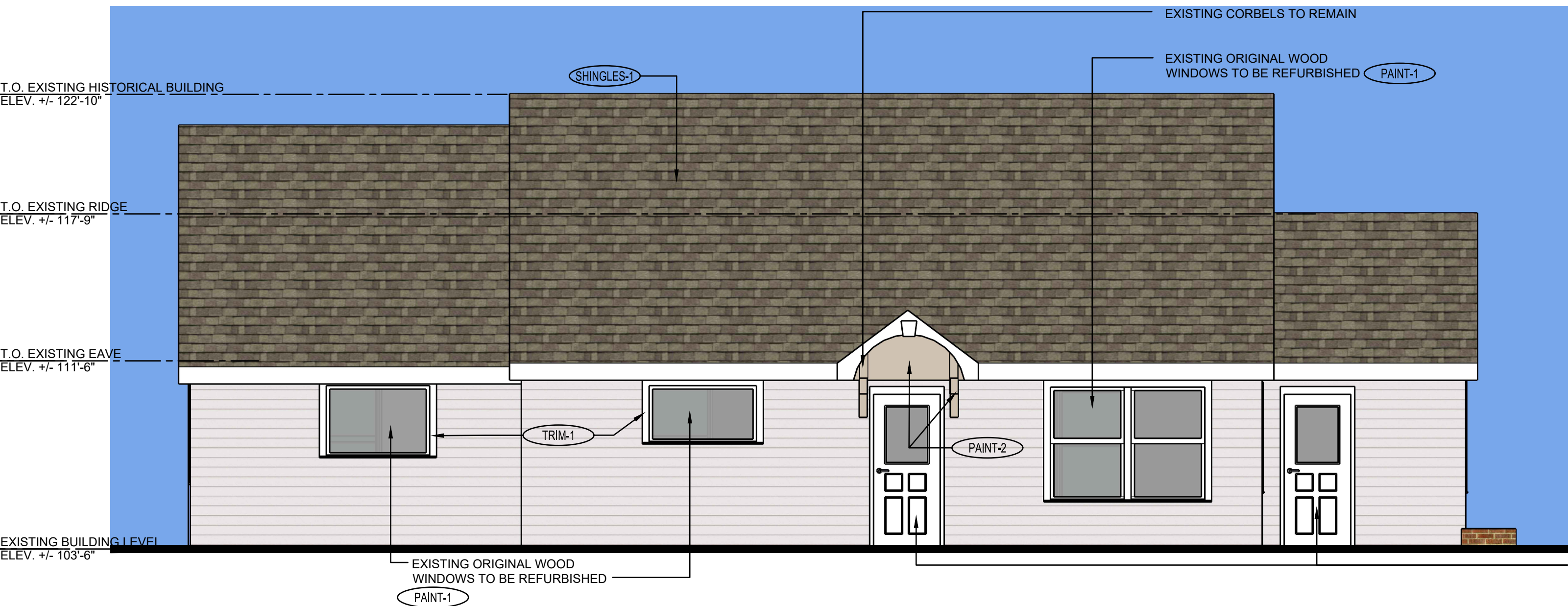
SHEET TITLE

HISTORIC LANDMARK  
ELEVATIONS

SHEET INFORMATION

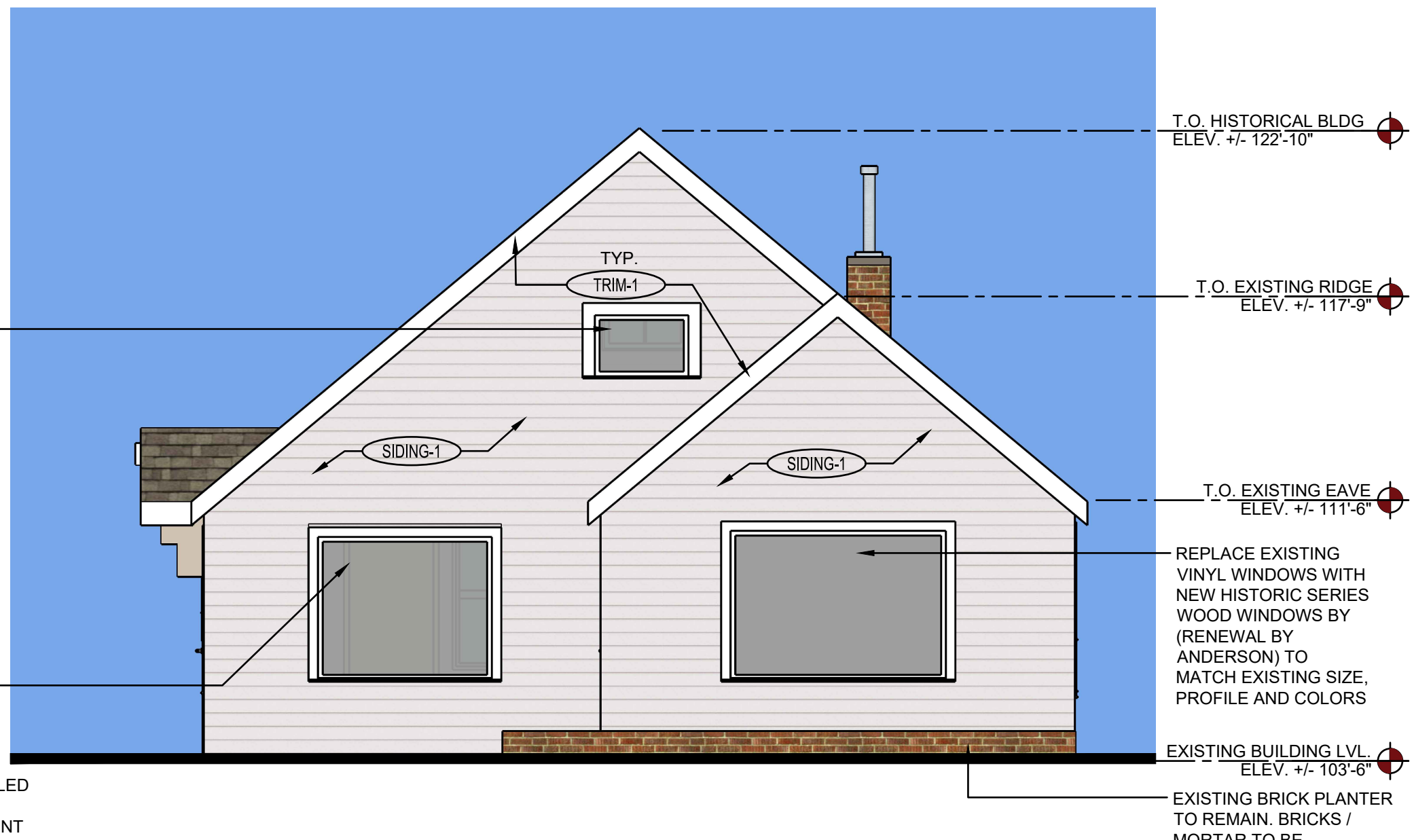
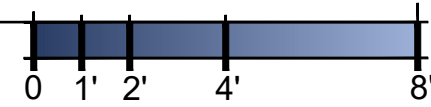
A3.0

8 of 12



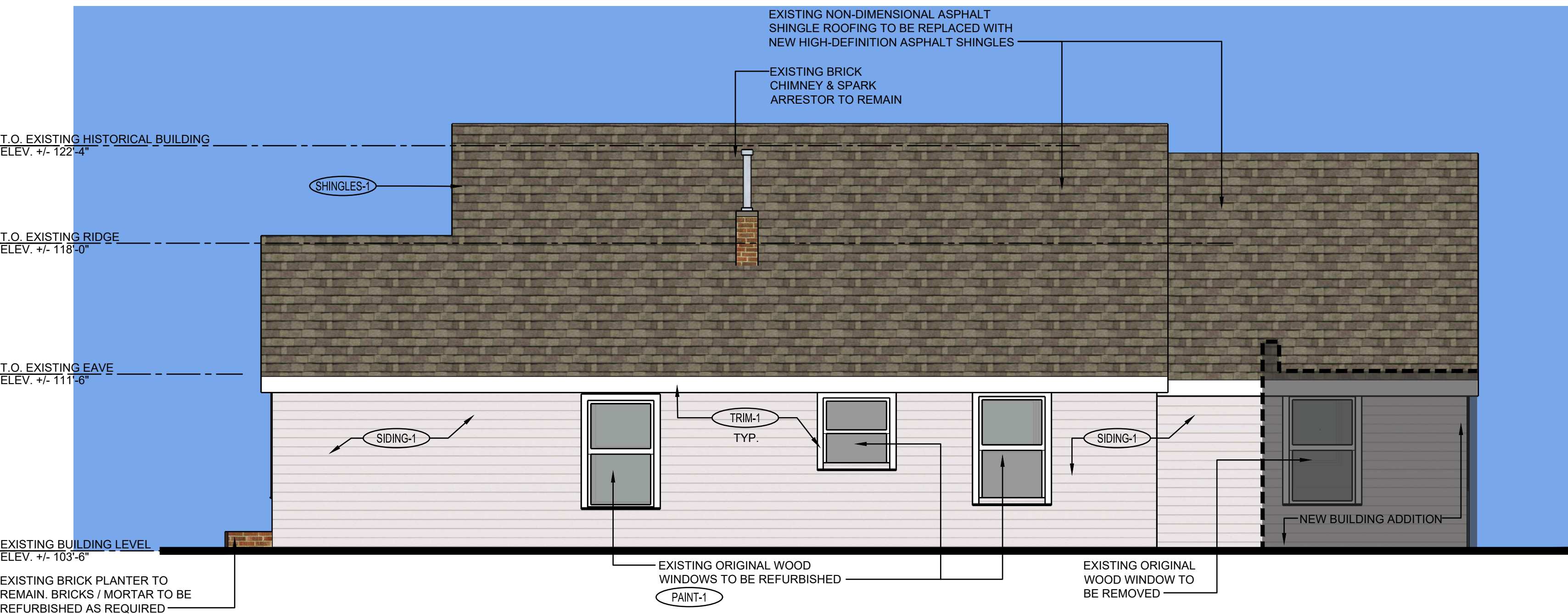
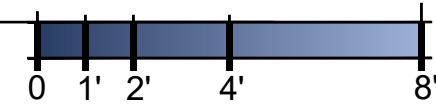
1 SOUTH ELEVATION - HISTORICAL

SCALE: 1/4" = 1'-0"



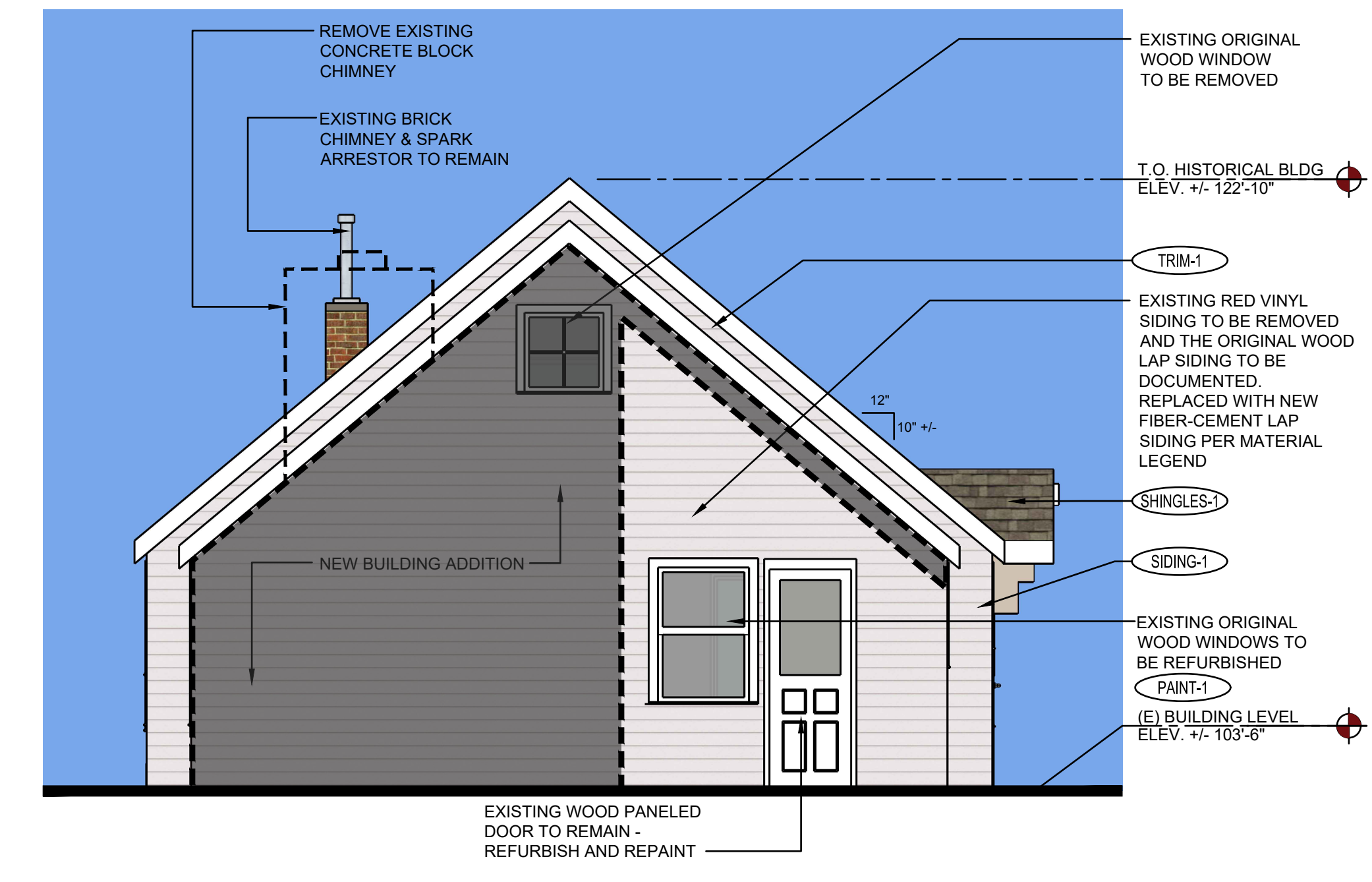
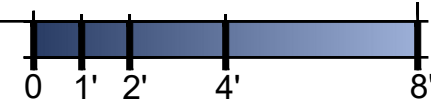
2 EAST ELEVATION - HISTORICAL

SCALE: 1/4" = 1'-0"



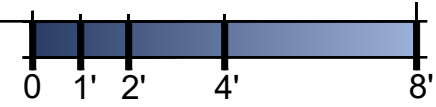
3 NORTH ELEVATION - HISTORICAL

SCALE: 1/4" = 1'-0"



4 WEST ELEVATION - HISTORICAL

SCALE: 1/4" = 1'-0"



## MATERIAL LEGEND

<b>(SIDING-1)</b>	SIDING -1:	5" HIGH LAP FIBER-CEMENT SMOOTH SIDING TO MATCH ORIGINAL WOOD CLAP BOARD SIDING	<b>(SHINGLES-1)</b>	SHINGLES -1:	HERITAGE - WEATHERED WOOD TAMKO ROOF SHINGLES
	COLOR:	PAINTED SW #0053 - PORCELAIN (SHERWIN WILLIAMS HISTORIC SERIES)		COLOR:	
	MFR:	JAMES HARDIE SIDING		MFR:	
<b>(SIDING-2)</b>	SIDING -2:	10" HIGH LAP FIBER-CEMENT SMOOTH SIDING TO MATCH ORIGINAL WOOD CLAP BOARD SIDING	<b>(PAINT-1)</b>	PAINT -1:	PAINTED FINISH SW #7005 - PURE WHITE - PORCELAIN (SHERWIN WILLIAMS HISTORIC SERIES)
	COLOR:	PAINTED SW #0037 - MORRIS ROOM GRAY (SHERWIN WILLIAMS HISTORIC SERIES)		COLOR:	
	MFR:	JAMES HARDIE SIDING			
<b>(SIDING-3)</b>	SIDING -3:	FIBER-CEMENT CEDARMILL STAGGERED SHAKE SIDING	<b>(PAINT-2)</b>	PAINT -2:	PAINTED FINISH SW #0037 - MORRIS ROOM GRAY (SHERWIN WILLIAMS HISTORIC SERIES)
	COLOR:	AGED PEWTER (STANDARD JAMES HARDIE COLOR)		COLOR:	
	MFR:	JAMES HARDIE SIDING			
<b>(TRIM-1)</b>	TRIM -1:	5" FIBER-CEMENT SMOOTH TRIM TO MATCH ORIGINAL WOOD			
	COLOR:	SW #7005 - PURE WHITE (SHERWIN WILLIAMS HISTORIC SERIES)			
	MFR:	JAMES HARDIE TRIM			



NOTE: CURRENT PLAN SET  
IS NOT FOR CONSTRUCTION.

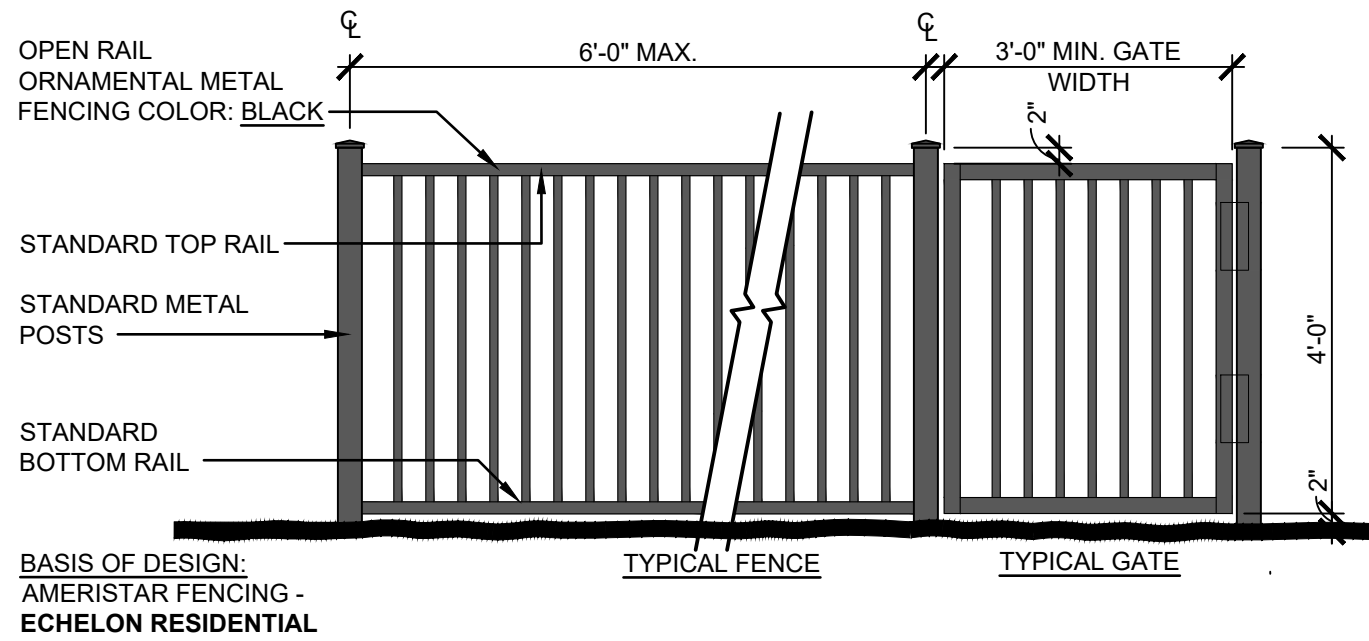
SITE DEVELOPMENT PLAN  
LOT 6 & S 1/2 OF LOT 5, BLOCK 22, TOWN OF CASTLE ROCK  
TOWN OF CASTLE ROCK PROJECT NO: SDP23-0032



File: 23.024 - A3.1 - Overall Exterior Elevations (Colored).dwg Path: D:\BDG Projects\23.024 - Little School on Perry - Castle Rock, CO\CAD\Site Submittal\ Plotted by: ScottBouch Date: 18-Oct-23 4:54:00pm

# SITE DEVELOPMENT PLAN

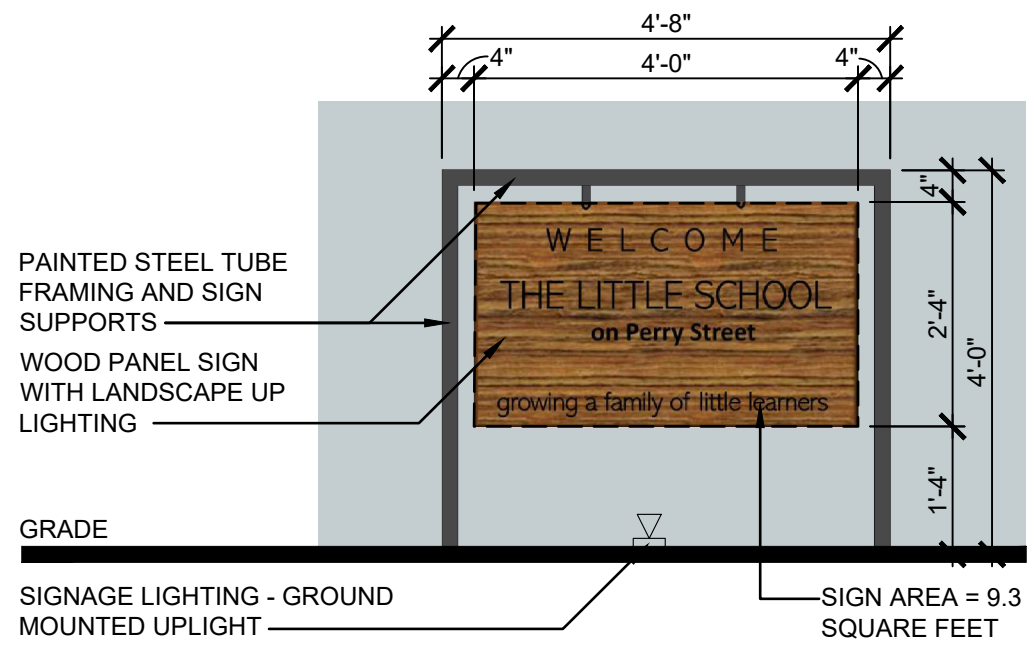
LOT 6 & S 1/2 OF LOT 5, BLOCK 22, TOWN OF CASTLE ROCK  
LOCATED IN THE NORTHWEST QUARTER OF SECTION 11, TOWNSHIP 8, RANGE 67 WEST OF THE 6TH P.M.  
TOWN OF CASTLE ROCK, COUNTY OF DOUGLAS, STATE OF COLORADO



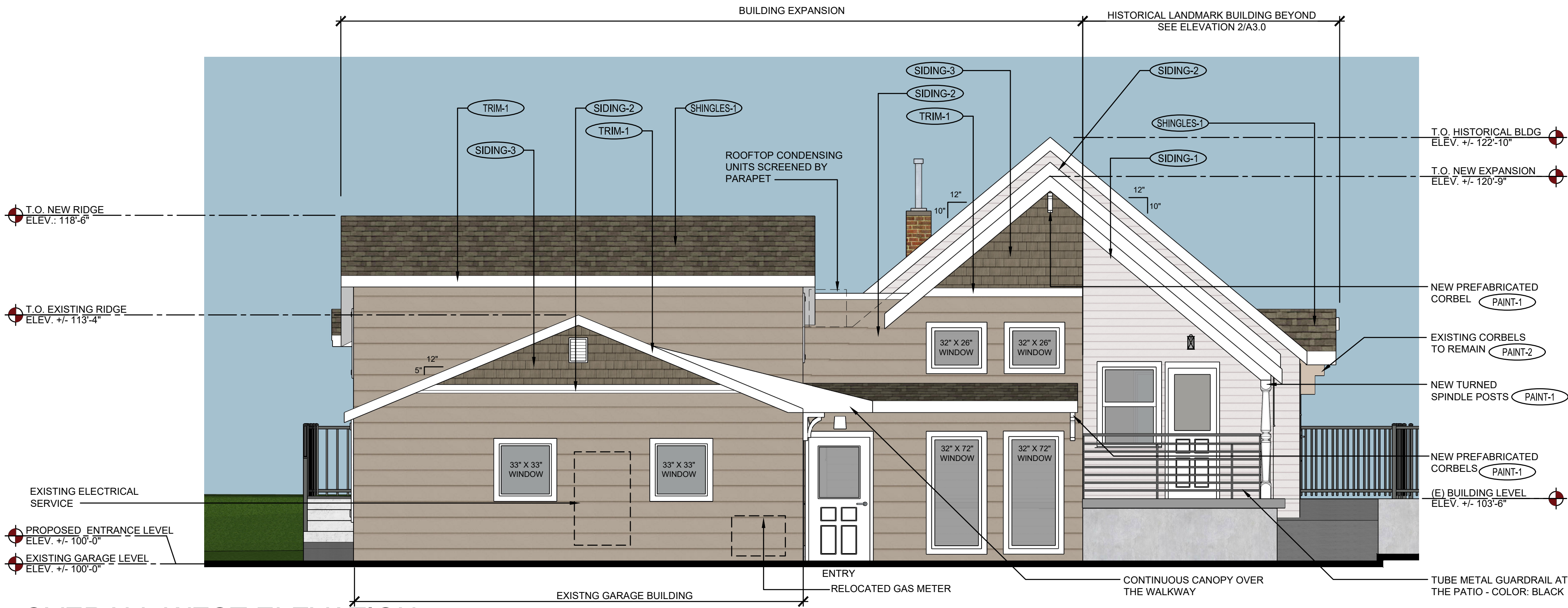
3  
A3.1  
TYPICAL FENCE DETAIL  
SCALE: 1/2" = 1'-0"

SIGN COMPARISON TABLE		SIGN AREA	
FREESTANDING SIGNS	NUMBER OF SIGNS	ALLOWED	PROPOSED
	2	1	50 SQ. FT.
		ALLOWED	PROPOSED
		50 SQ. FT.	9.3 SQ. FT.

\* - ALLOWED BUILDING SIGNAGE BASED ON 50'-8" BUILDING FRONTAGE

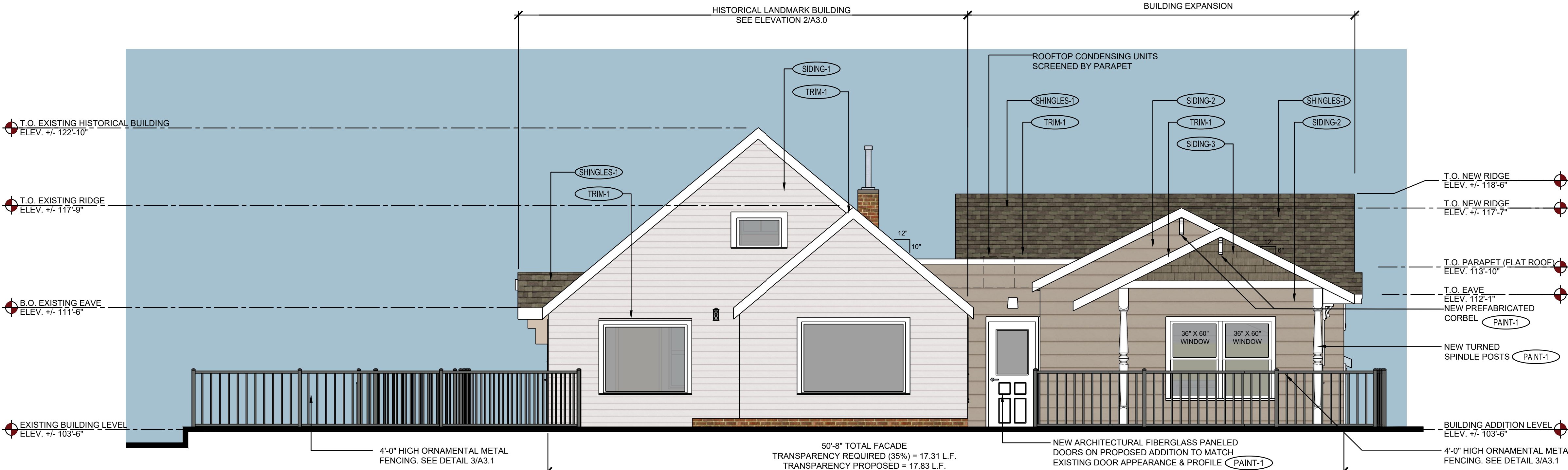


4  
A3.1  
PROPOSED MONUMENT SIGN  
SCALE: 1/2" = 1'-0"



1  
A3.1  
OVERALL WEST ELEVATION  
SCALE: 1/4" = 1'-0"

MATERIAL LEGEND	
SIDING-1	SIDING -1: 5" HIGH LAP FIBER-CEMENT SMOOTH SIDING TO MATCH ORIGINAL WOOD CLAP BOARD SIDING COLOR: PAINTED SW #0053 - PORCELAIN (SHERWIN WILLIAMS HISTORIC SERIES) MFR: JAMES HARDIE SIDING
SIDING-2	SIDING -2: 10" HIGH LAP FIBER-CEMENT SMOOTH SIDING TO MATCH ORIGINAL WOOD CLAP BOARD SIDING COLOR: PAINTED SW #0037 - MORRIS ROOM GRAY (SHERWIN WILLIAMS HISTORIC SERIES) MFR: JAMES HARDIE SIDING
SIDING-3	SIDING -3: FIBER-CEMENT CEDARMILL STAGGERED SHAKE SIDING COLOR: AGED PEWTER (STANDARD JAMES HARDIE COLOR) MFR: JAMES HARDIE SIDING
TRIM-1	TRIM -1: 5" FIBER-CEMENT SMOOTH TRIM TO MATCH ORIGINAL WOOD COLOR: SW #7005 - PURE WHITE (SHERWIN WILLIAMS HISTORIC SERIES) MFR: JAMES HARDIE TRIM
SHINGLES-1	SHINGLES -1: COLOR: HERITAGE - WEATHERED WOOD MFR: TAMKO ROOF SHINGLES
PAINT-1	PAINT -1: COLOR: SW #7005 - PURE WHITE - PORCELAIN (SHERWIN WILLIAMS HISTORIC SERIES)
PAINT-2	PAINT-2: COLOR: SW #0037 - MORRIS ROOM GRAY (SHERWIN WILLIAMS HISTORIC SERIES)



2  
A3.1  
OVERALL EAST ELEVATION  
SCALE: 1/4" = 1'-0"



NOTE: CURRENT PLAN SET IS NOT FOR CONSTRUCTION.

SITE DEVELOPMENT PLAN  
LOT 6 & S 12 OF LOT 5, BLOCK 22, TOWN OF CASTLE ROCK  
TOWN OF CASTLE ROCK PROJECT NO: SDP23-0032



PROJECT TITLE  
LITTLE SCHOOL ON PERRY STREET

203 PERRY ST.  
CASTLE ROCK, CO 80104

PREPARED FOR  
MISSION CAPITAL PROPERTIES BAYSIDE

4969 S. AKIRE ST.  
MORRISON, CO 80465

SUBMITTAL  
SITE DEV. PLAN

DRAWN BY:  
CHECKED BY:  
PROJECT NO.:

REVISIONS  
SDP - 2ND SUBMITTAL 10.18.2023

DATE  
08/31/2023

SHEET TITLE  
PROPOSED OVERALL ELEVATIONS

SHEET INFORMATION  
A3.1

9 of 12



File: 23.024 - A3.2 - Overall Exterior Elevations (Colored).dwg Path: D:\BDG Projects\23.024 - Little School on Perry - Castle Rock, CO\CAD\Site Submittal\ Plotted by: Scott Boduch Date: 18-Oct-23 4:54:54pm

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LOT 6 & S 1/2 OF LOT 5, BLOCK 22, TOWN OF CASTLE ROCK  
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TOWN OF CASTLE ROCK, COUNTY OF DOUGLAS, STATE OF COLORADO

NOTE:  
REFER TO SHEET A3.1 FOR  
MATERIAL LEGEND



SEAL

PROJECT TITLE

LITTLE SCHOOL ON  
PERRY STREET

203 PERRY ST.  
CASTLE ROCK, CO 80104

PREPARED FOR

MISSION CAPITAL  
PROPERTIES  
BAYSIDE

4969 S. AKIRE ST.  
MORRISON, CO 80465

SUBMITTAL

SITE DEV. PLAN

DRAWN BY:

CHECKED BY:

PROJECT NO.:

REVISIONS

SDP - 2ND SUBMITTAL 10.18.2023

DATE

08/31/2023

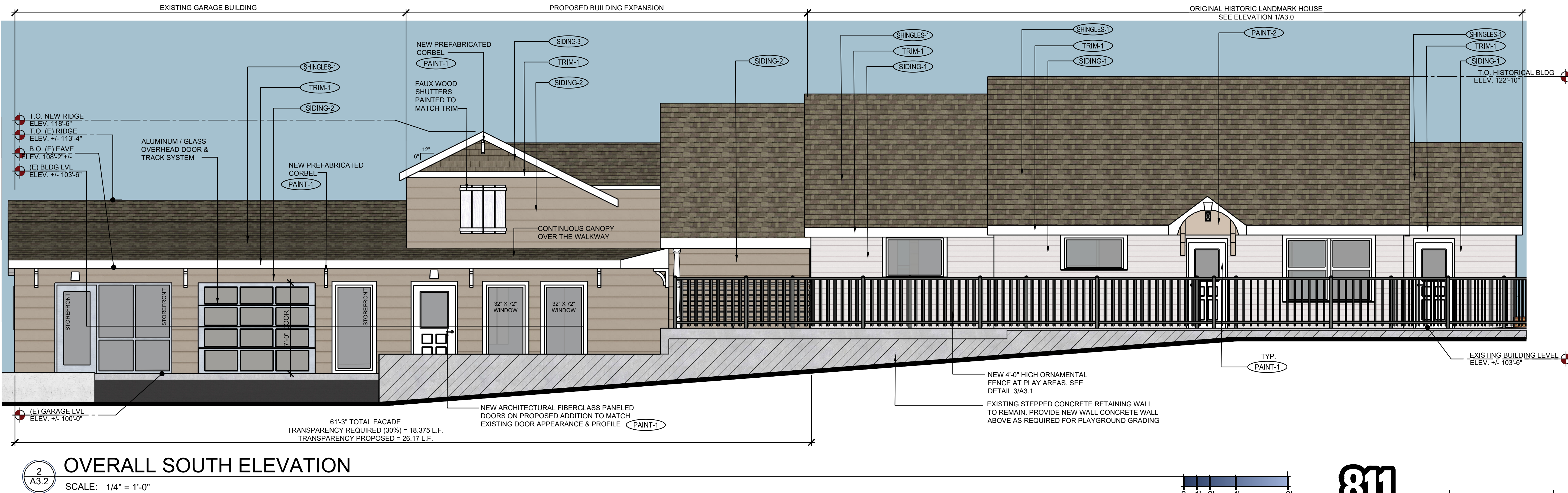
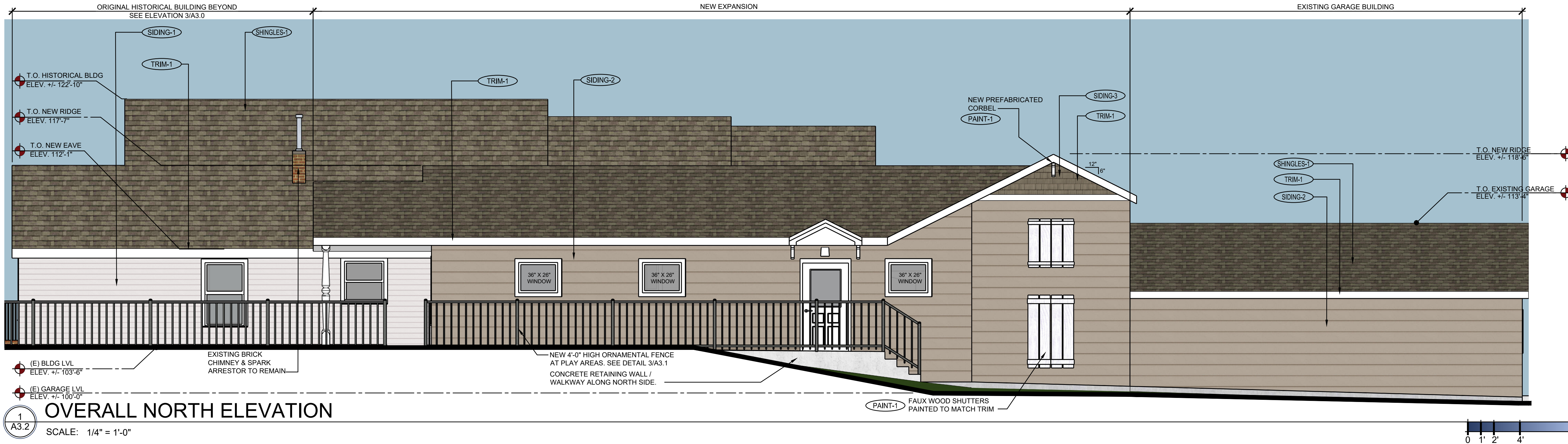
SHEET TITLE

PROPOSED  
OVERALL  
ELEVATIONS

SHEET INFORMATION

A3.2

10 of 12




Know what's below.  
Call before you dig.

NOTE: CURRENT PLAN SET  
IS NOT FOR CONSTRUCTION.

SITE DEVELOPMENT PLAN  
LOT 6 & S 1/2 OF LOT 5, BLOCK 22, TOWN OF CASTLE ROCK  
TOWN OF CASTLE ROCK PROJECT NO: SDP23-0032




# LITTLE SCHOOL ON PERRY STREET



**BODUCH DESIGN GROUP**  
 541 E. Garden Drive, Unit 7  
 Windsor, CO 80550  
 Phone: 303.801.0728  
[www.bdcgroup.com](http://www.bdcgroup.com)

**LOGO**



**RIDGE TOP**  
 ENGINEERING & SURVEYING  
 541 E. Garden Drive,  
 Unit 7,  
 Windsor, CO 80550

A VISION ENLIGHTENED

SEAL



1  
A4.0

RENDERING - LOOKING NORTHEAST

SCALE: NO SCALE



2  
A4.0

RENDERING - LOOKING NORTHWEST

SCALE: NO SCALE



3  
A4.0

# RENDERING - LOOKING SOUTHEAST

SCALE: NO SCALE



4  
A4.0

RENDERING - LOOKING SOUTHWEST

SCALE: NO SCALE

PROJECT TITLE LITTLE SCHOOL ON PERRY STREET

203 PERRY ST.  
CASTLE ROCK, CO 80104

PREPARED FOR

MISSION CAPITAL  
PROPERTIES  
BAYSIDE

4969 S. AKIRE ST.  
MORRISON, CO 80465

SUBMITTAL	
SITE DEV. PLAN	

DRAWN BY:  
CHECKED BY:  
PROJECT NO.:

[illegible]

DATE 08/28/2023

SHEET TITLE

PROPOSED  
RENDERINGS

SHEET INFORMATION

**A4.0**

1 Of 1



### Downtown Historic Preservation Grant Policy

#### **PURPOSE:**

The purpose of the Downtown Historic Preservation Grant program is to provide monetary assistance with rehabilitation and restoration of historic properties within the Downtown Overlay District for exterior improvements. The properties do not require landmark status. The intent is to enhance the historic fabric of downtown buildings and seek to better ensure their long term viability regardless of landmark status. The existing Historic Preservation Grant Program for landmarked properties, which has a yearly budget of \$15,000, would continue as a separate program. This Downtown Historic Preservation Grant would have a yearly budget of \$50,000 in available funds, which would be awarded on a two-round, competitive basis as recommended by the Historic Preservation Board and approved by Town Council.

#### **ELIGIBILITY:**

Any property within the Downtown Overlay District (CRMC 17.42.070.B) is eligible to apply for a grant as long as the following are met:

- Buildings with historic landmark designation
- Building must have been built at least 50 years ago
- Building does not require landmark designation but must demonstrate historical significance
- Building exhibits the architectural integrity of the era during which the building was constructed, associated with an historic event or person, or other historical significance as determined by the Historic Preservation Board

The property owner may apply for the grant or the tenant of the property, with the owner's consent.

#### **ELIGIBLE PROJECT COSTS:**

The maximum grant request is \$25,000 of matching funds per calendar year. The Town will match funds depending upon the following project type:

- Up to 25% for roof repair or maintenance of mechanical systems
- Up to 50% for all other exterior work (design, façade, signage, building or site improvements)
- Interior construction not associated with any of the above project types are not eligible

#### **GRANT PROCESS:**

##### **GRANT DEADLINES:**

The grant process is competitive, with two rounds yearly. The first round applications would be due by February 1 of each year and would be awarded by April 15 of the same year. The second round applications would be due by August 1 with awards by October 15. Grant applications for emergency repairs may be considered at any time. A total of \$50,000 in grants will be available per year. If \$50,000 in grants is awarded during the first round, the second round will not occur.

##### **GRANT APPLICATION:**

Property owners or tenants interested in applying for a Downtown Historic Preservation Grant would need to submit a complete application packet to the Historic Preservation Board staff liaison for consideration by the Historic Preservation Board and by Town Council. The application must include:

- Pre-application meeting with staff
- Grant Application with property owner's signature
- Existing Photographs of the Property
- Historic photographs of property, if available
- Statement of historical significance
- Project Description/Narrative
- Elevations of the proposed changes
- Specifications of proposed materials, including a materials and color exhibit
- Proposed budget
- Project timeline/schedule, including projected completion date
- A minimum of three construction bids from contractors licensed and registered with the Town of Castle Rock, Building Department

### GRANT CRITERIA AND PRIORITIZATION:

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

### GRANT AWARD REQUIREMENTS:

Once the Historic Preservation Board recommends and Town Council awards the grant, the applicant must:

- Enter into a contract, which details the project and funding breakdown, with the Town
- Agree to encumber property with a historic preservation easement to the Town upon completion of the project, which includes but is not limited to the following:
  - Easement would be in perpetuity unless altered by Town Council action
  - Property will be maintained
  - Historic Character of the property will remain intact
  - The property may not be demolished/razed for redevelopment
- The project must be completed within two years of grant award

## **ATTACHMENT C**

- After project completion and receipt of a Certificate of Occupancy (or as approved upon inspection by Town Staff if no Certificate of Occupancy is required), the applicant may request reimbursement of the grant amount





# Town of Castle Rock

## Agenda Memorandum

**Agenda Date:** 10/2/2024

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**Item #:** File #: HPB 2024-029

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**To:** Members of the Historic Preservation Board

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

**Update/Discussion:** 104 North Lewis Street Appeal

**S ½ Lot 5 & All of Lot 6 Block 16 Craig & Gould's Addition to Castle Rock**

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### Executive Summary

At the September 4, 2024 HP Meeting, the Historic Preservation Board approved with conditions a design review application for a single-family residence located at 104 North Lewis Street. The conditions of approval directed the applicants to work with staff to modify the proposed siding materials to more closely match the Castle Rock Style guidelines. The applicants, Susan and Steve Thayer, submitted an appeal on September 19, 2024 of the Historic Preservations Board decision to Town Council.

Since the time of the HP hearing, the applicants have researched other buildings in the Craig & Gould neighborhood, including some recent newer built structures that were approved by the HP Board that include both 6 inch and 8 inch plank siding, and board and batten siding. The applicants believe their design does meet the intent of Castle Rock Style as "new construction may adopt one or two elements from local historic homes or buildings, such as gabled roof, wood or brick construction, double-hung windows, or arched windows."

The purpose of this update is to notify the Historic Preservation Board of the appeal. Per Section 15.64.200F of the Town of Castle Rock Municipal Code, the appeal must be heard by the Town Council at a public hearing within 60 days of the appeal being submitted.

A Historic Preservation Board member that voted on this item at the September 4, 2024 public hearing may make a motion for the Historic Preservation Board to reconsider the item.