



Design Review Board Meeting Minutes - Final

Chair Stuart Butler
Vice Chair Garo Chalian
Annamarie Engelhard
Charles Fletcher
Mike Borgelt
John Manka

Wednesday, September 8, 2021

6:00 PM

Hybrid Board Meeting
Town Hall Council Chambers
100 N. Wilcox Street
Castle Rock, CO 80104
Online: <https://crgov.webex.com/crgov>
Phone-in: 720-650-7664
Meeting Number: 146 782 6348
Meeting Password: 2021DRBMeeting

This hybrid meeting is open to the public and will be held in a virtual format in accordance with the Board and Commission Electronic Participation, Connected and Hybrid Meeting Policy. Public may choose to attend in person at Town Hall or electronically or by phone if preferred. This meeting will be hosted online and can be accessed using link and meeting information above.

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

Remote participants please sign up to speak by sending an email to the Development Services Assistant Director, Tony Felts (tfelts@crgov.com) no later than 1 pm on the day of the hearing, to be added to the list of speakers. Public comments may also be given in person or submitted in writing via email, to be included in the public record.

DINNER FOR BOARD MEMBERS

CALL TO ORDER / ROLL CALL

The meeting was called to order at 6:01 p.m. by Chair Butler.

Present 4 - Chair Stuart Butler, Vice Chair Garo Chalian, Charles Fletcher, and John Manka

Not Present 2 - Annamarie Engelhard, and Mike Borgelt

Attendance 7 - Laura Cavey, Desiree LaFleur, Tony Felts, Julie Kirkpatrick, Amy Becker, Elizabeth Allen, and Sandra Aguilar

CERTIFICATION OF MEETING

Mr. Felts confirmed the meeting and agenda had been noticed in accordance with the requirements of the Open Meetings Law.

APPROVAL OF MINUTES

[DRB 2021-010](#)

July 28, 2021 Design Review Board Meeting Minutes

Moved by Fletcher, seconded by Manka, that the Design Review Board meeting minutes of July 28, 2021 be approved as presented. The motion passed by the following vote: 4 to 0

Yes: 4 - Chair Butler, Vice Chair Chalian, Fletcher, and Manka

Not Present: 2 - Engelhard, and Borgelt

TOWN COUNCIL UPDATE

Town Council liaison Laura Cavey reported the Town Council meeting reviewed the importance of the ballot measures and the 2022 budget. The budget has a primary focus on roads and water. Water has extensive projects with repairs to aging infrastructure, additions for building out, expansion of imported WISE water and additional water rights. Town Council approved the StoreQuest facility that was recommended for approval from the DRB.

PUBLIC HEARING ITEMS

[DRB 2021-011](#)

Vacated Seventh Street between the West Right-of-Way Wilcox Street and Alley in Block 3, Town of Castle Rock, County of Douglas, State of Colorado Roof Sign (703 N. Wilcox, Fulcrum Academy)

Executive Summary

The business owner of Fulcrum Academy, newly located at 703 N. Wilcox Street, Suite J, **(Attachment A)**, is proposing a new roof sign **(Attachment B)**. All proposed roof signs within the Downtown Overlay District must receive approval from the Design Review Board at a public hearing prior to issuance of a sign permit.

Attachments

Attachment A: Vicinity Map

Attachment B: Sign Application

Ms. Kirkpatrick presented the DRB2021-011 Fulcrum Academy roof sign request which needs Design Review Board approval as it is within the Downtown Overlay District. Staff recommends approval as the request meets criteria and is compatible with the adjacent signage.

Applicant: Sheldon Marshall with Wyesco Signs was available for questions from the Board.

Public Comment: None

Moved by Fletcher, seconded by Vice Chair Chalian, that the Design Review Board approve the DRB2021-011 Fulcrum Academy request for roof sign as presented. The motion passed by the following vote: 4 to 0

Yes: 4 - Chair Butler, Vice Chair Chalian, Fletcher, and Manka

Not Present: 2 - Engelhard, and Borgelt

BOARD MEMBER ITEMS

Check for quorum for upcoming meetings:

- 1. September 22**
- 2. October 13**

The Sept. 22 meeting will most likely be canceled as there are no items on the docket. All Board members present plan to be available for the Oct. 13 meeting.

ITEMS FROM STAFF

None.

ADJOURN

Moved by Chair Butler, seconded by Fletcher to adjourned the Design Review Board meeting at 6:20 p.m. The motion passed by the following vote: 4 to 0

Yes: 4 - Chair Butler, Vice Chair Chalian, Fletcher, and Manka

Not Present: 2 - Engelhard, and Borgelt