

DESIGN REVIEW BOARD MEMBERSHIP AND RESPONSIBILITIES

Town Council Study Session
January 21, 2020



Agenda

- Overview of Downtown Development
- Outline of DRB Membership and Responsibilities
- Questions and Recommendations for Council

Discussion:

1. Does Council want to review and discuss changes to the DRB makeup?
2. Does Council want to review and discuss changes to DRB authority?
3. Does Council want to review and discuss changes to the design guidelines and DOD code standards?

DOWNTOWN DEVELOPMENT

In 2002, following adoption of the 2020 Vision and Comprehensive Master Plan, Town Council created the theme that Castle Rock is a “world class community with small town character.” As Castle Rock continued to grow at a rapid pace, Town Council recognized that downtown represents “small town character” in Castle Rock. To place emphasis on that theme, in the summer of 2006, Town Council appointed the Downtown Advisory Commission (DAC) with the goal to identify and recommend options and opportunities to improve the downtown environment. The Commission consisted of representatives from Town Council, Town staff, downtown property owners, downtown business owners, and representatives from Douglas County, the Douglas County School Board, and Douglas County Library Board.

DOWNTOWN DEVELOPMENT

In 2008 the DAC led an effort for downtown property owners to vote and form a downtown district boundary and create the Downtown Development Authority (DDA) including an additional 3 mills of property tax within the boundary. The DDA was identified as the leadership group to use TIF to encourage and assist with ongoing investment, reinvestment and improvements in downtown. Town Council adopted the Downtown Plan of Development to be implemented by the DDA, and in 2010 Council adopted the DOD. The DOD established architectural, landscaping, building design, and site development guidelines to encourage compatible land uses and ensure higher quality development in downtown to protect property values and to provide safe and efficient pedestrian and automobile access.

DESIGN REVIEW BOARD MEMBERSHIP

The Design Review Board was formed with Council adoption of the Downtown Overlay District. The Board consists of seven members appointed by Council:

- One member from the Planning Commission with a one year term;
- Two members from the Downtown Development Authority Board with a one year term;
- Two members from the Historic Preservation Board with a one year term, and;
- Two property owners within the Downtown Development Authority boundary. Downtown property owners may not be members of other Boards or Commissions and they serve a two year term.
- If a Design Review Board member loses a seat on a separate Board or Commission, that member concurrently loses a seat on the Design Review Board.

DESIGN REVIEW BOARD AUTHORITY

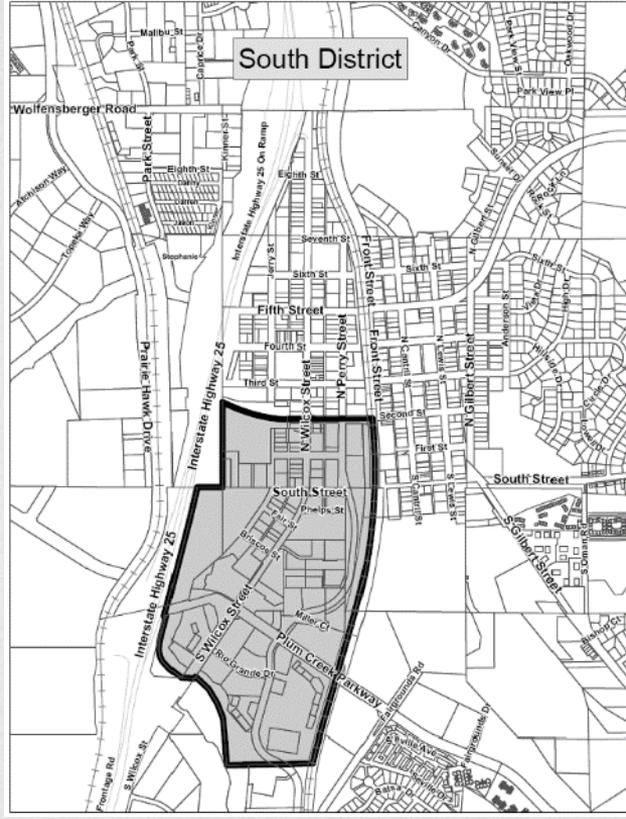
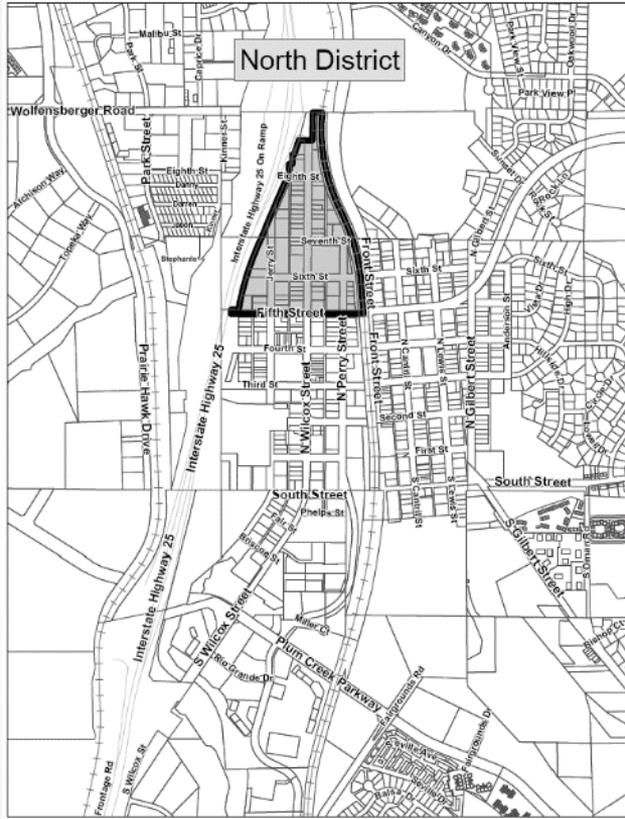
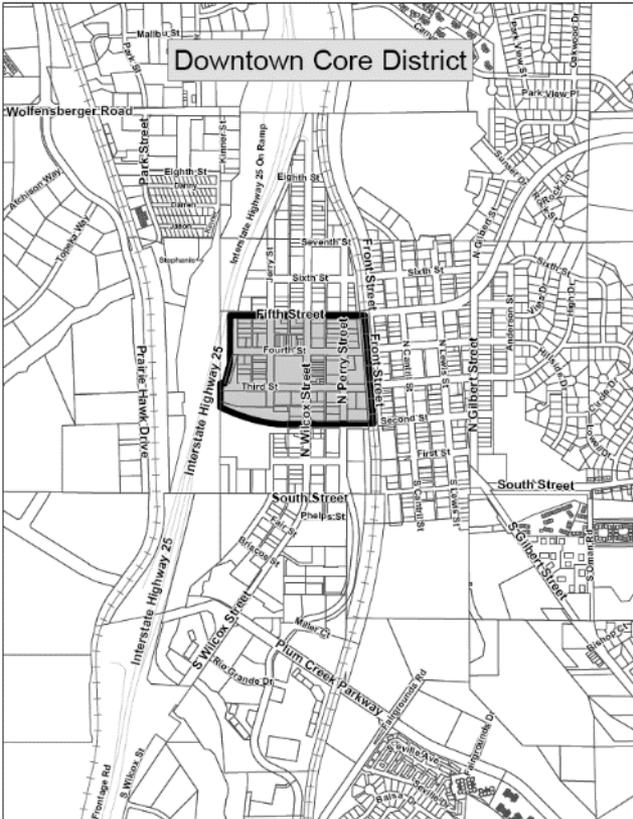
The Design Review Board has authority to:

- Review all Site Development Plan applications within the DOD boundary in a public hearing setting. Project design review is based on the Council adopted Vision and Comprehensive Master Plan, Council adopted Castle Rock Design program, and the Council adopted Downtown Master Plan.
- Approve, approve with conditions, or deny an application based on the Council adopted plans and code standards. If a Site Development Plan is denied by the DRB, the applicant may appeal that decision to the Town Council within 30 days of the DRB action.
- Grant variances to lot width, setbacks for front yard, side yard, and rear yard, landscape standards, DOD design standards, fence height, outdoor display of merchandise, and accessory structures and uses.

DESIGN REVIEW BOARD AUTHORITY

The Design Review Board has authority to review building heights depending upon where the building is located.

- **Downtown Core District.** Building height is limited to four stories, with a maximum height of 60 feet. A landowner may request one additional floor, with the corresponding increase in building height. The Board, at its discretion, may grant an additional floor after considering the following criteria:
 - Whether the project will incorporate design elements found in adjacent Landmark structures; and
 - The impacts of the increased building height on adjacent properties.
- **North and South Districts.** Building height is limited to six stories, with no maximum height limitation. The Board, at its discretion, may grant two additional floors in the North and South Districts.



DOWNTOWN PROJECTS GREATER THAN 10,000 SQ. FT.

- 695 Jerry Street mixed use retail and office building at 24,120 sq. ft.
- Acme Water Tower mixed use buildings at 11,937 sq. ft.
- The Move office building at 72,800 sq. ft.
- Mirage Dental mixed use medical office building at 18,477 sq. ft.
- Riverwalk north and south retail, office and residential buildings at 264,508 sq. ft.
- 505 Jerry Street apartment building at 18,163 sq. ft. ***this project was not constructed***
- Encore retail, office, residential and parking garage at 465,500 sq. ft.

QUESTIONS FOR COUNCIL

Does Council want to review and discuss changes to the DRB makeup?

In 2010 Council found that a Board made up of individuals with a background in site and building design, engineering, land development, and real estate or business would be appropriate to review and act on downtown applications versus Council. In addition, Council found that a Board with the authority to review and act on downtown applications would aid with expediency of review and action to further encourage investment and reinvestment downtown.

QUESTIONS FOR COUNCIL

Does Council want to review and discuss changes to DRB authority?

A previous Council granted authority to Town staff to review and act on all commercial site plans, not residential, outside downtown less than 10 acres and / or less than 100,000 sq. ft. in size. That decision was made based upon several factors including, but not limited to, feedback from property owners and the development community about the uncertainty of time needed to publicly review smaller land use applications and the technical expertise associated with review of land use applications.

QUESTIONS FOR COUNCIL

Does Council want to review and discuss changes to the design guidelines and DOD code standards?

The design guidelines adopted by Council have been in place for approximately 12 years and the DOD has been in place for approximately 10 years. Those documents established a baseline for discussions between land use applicants, Town staff, the DRB, and the DDA. Several major projects received DRB approval under the existing guidelines and code standards.

The decision to use design guidelines instead of design regulations was a community decision to ensure flexibility and to avoid design repetitiveness in a downtown historically constructed with eclectic architecture.



Summary and Next Steps