

# Staff Report

d.



**Meeting Date:** November 17, 2025

**Planner:** Sara Dusenberry,  
Senior Planner

**APPLICATION SUMMARY:**

**Project Name:** COA for a Roof Addition and Exterior Modifications

**Case Number:** COA25-0004

**Application Types:** Certificate of Appropriateness (COA)

**Location:** 2450 W. Main Street

**Applicant:** Paul Bryant, Bryant Flink Architecture and Design

**Tenant:** Town Hall Arts Center

**Owners:** City of Littleton

**Applicant Request:** Request for a Certificate of Appropriateness to construct a roof addition and complete other exterior modifications

**HISTORIC DISTRICT SUMMARY:**

**Historic Building Name:** Littleton Town Hall

**Individual Landmark Designation:** No

**Historic District:** Yes

**Applicable Design Guidelines:** Downtown Littleton Historic Preservation Design Guidelines

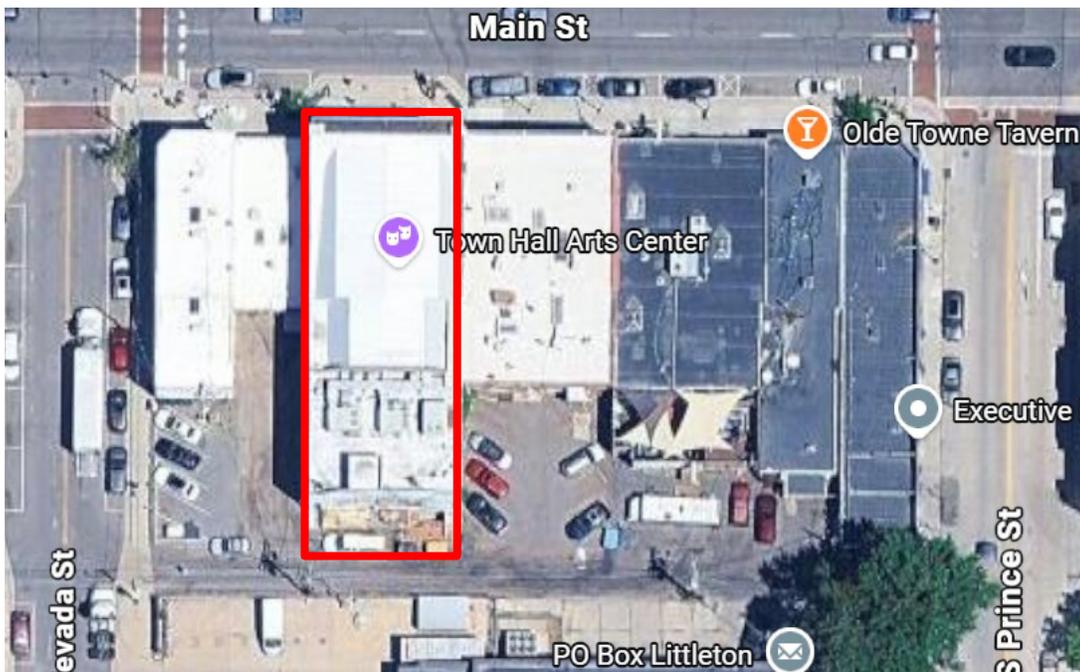
**PROCESS:**

Per Section 10-9-8.1 of the Unified Land Use Code (“ULUC”), titled Certificate of Appropriateness (COA), before carrying out any new construction, alteration, relocation, or demolition involving the exterior of any designated landmark or property in a historic district (including non-contributing properties), the owner(s) shall submit the proposed work to the Director, as well as apply for any other required permits.

The ULUC distinguishes between Major Changes and Minor Alterations. Projects that qualify as Major Changes must obtain a COA from the historical preservation commission. As this application includes “new construction in a historic district [and] modification of or to the front or side façade of a principal structure,” it qualifies as a Major Change. As such, the final determination for this Certificate of Appropriateness must be approved by the Historical Preservation Commission in a public hearing.

**LOCATION:**

2450 W Main St. is located near the SE corner of the intersection of W. Main St. and S. Nevada St. and is zoned Downtown Main Street (DMS).



*Figure 1: Aerial photo of 2450 W. Main Street with property designated by red bounding box.*

**PUBLIC NOTICE REQUIREMENTS AND PROCESS:**

Pursuant to Section 10-9-3.5 of the ULUC, notice of public hearings shall be given in accordance with Table 10-9-3.9.1, which states, in part, for the relevant applications before the Commission:

Table 10-9-3.9.1 Development Review Summary							
Development Application	Pre-App Required	Neighborhood Meeting	Review and Decision		Public Notice	Expiration (10-9-3.8)	Applicable Standards
			Review/Recommend	Decide			
CDD = Community Development Director; PC = Planning Commission; CC = City Council; HPB = Historical Preservation Board; BOA = Board of Adjustment; BBoA = Building Board of Appeals; [ ] = Public Hearing Required							
Historic Preservation Applications							
Certificate of Appropriateness (Sec. 10-9-8.1)	✓		CDD	[HPB]	M Po	1 year	Chapter 8

-----  
 Pu = Published in newspaper 10 days prior to public hearing in accordance with Section 10-9-3.5  
 Po = Sign posted on property 10 days prior to public hearing in accordance with Section 10-9-3.5  
 M = Mailed notice to adjoining property owners or property owners within a specified distance of the subject property 10 days prior to public hearing in accordance with Section 10-9-3.5

Section 10-9-3.5 of the ULUC requires that any notice provided by mail, shall be provided through the United States Postal Service to all addresses, units, and property owners located within 700 feet of the property. If there are any homeowner’s or other owner associations within 700 feet of the property, then notification need only be sent to the association’s designee.

In accordance with the ULUC provisions regarding public notice, staff notified all addresses, units, and individual property owners and residents within 700 feet of the site at least ten (10) days in advance of the November 17, 2025 hearing date.

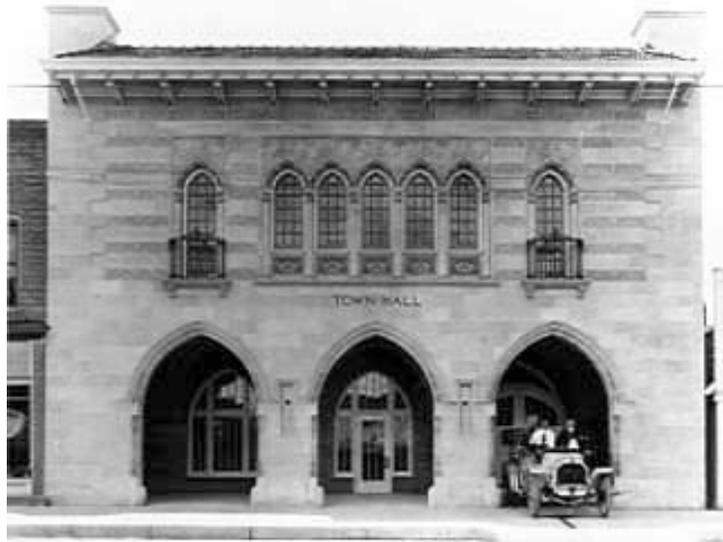
**PROPERTY HISTORY:**

- 1920** Year of construction
- 1976-77** City of Littleton constructs a new City Hall
- 1978-1982** Renovated to house Littleton Town Hall Arts Center
- 1982** Town Hall Arts Center is founded
- 2025** Applicant reaches out to staff to discuss modifications to the building and applied for a COA

**BACKGROUND:**

The building was built in 1920 and served as the city's town hall. The building was designed by Jules Jacques Benoit Benedict, who also designed the Carnegie Library at the west end of Downtown. Town officials requested that the front of the building would "have a character that would dominate the design." Benedict reportedly drew his inspiration for the building from the Palazzo della Regione in Vicenza, Italy. The Denver Terra Cotta produced and installed the facade's terra cotta cladding. Benedict made the lanterns from old iron balconies and donated them to the city. The building drew national notice in architectural and municipal journals and was proclaimed the "finest town hall for a small American town." The building housed town offices and the fire department; a small jail building stood in the southwest corner of the parcel at the alley. As Littleton grew over the years, the Town Hall became inadequate to house city staff and programs. In 1976-77 a new city building (Littleton Center) was constructed at 2255 W. Berry Ave. The building at 2450 Main St. was then remodeled to house the Littleton Town Hall Arts Center, a performing arts facility, as a tenant. Michael Barber of Muchow Associates was in charge of the restoration and remodeling, which created a proscenium theater and basement cabaret.

*Figure 2: Historic photo of 2450 W. Main Street c. 1920*



The building is two and a half stories with its main facade clad with architectural terra cotta. The side and rear walls are composed of brick with a concrete foundation. The roof is flat with projecting piers framing a central hip roof. As is common for Italian Renaissance style buildings, there is an overhanging roof with bracket eaves. This portion of the roof features terra cotta roofing tiles. Terra cotta tiles cast to resemble smooth stone blocks clad majority of the façade. At the foundation, a different type of terra cotta with slightly rougher face and grained appearance was used. The first story features an arcade of triple pointed arches accentuated by molding and ornamentation. Each arch contains an inset entrance with multi-light doors, overdoors, and sidelights. Flanking the central arch are wrought iron lanterns. The second story includes a central arcade of five slender pointed arch windows with polychromatic ornaments that are accentuated by small columns and flanked by single windows with wrought iron balconets. Other decorative features on the second story include quoins and bands of cast ornament. A large concrete block addition was added to the rear of the building during its conversion into a performing arts center.

During the summer of 2025, Paul Bryant, Bryant Flink Architecture and Design, applied for a certificate of appropriateness on behalf of Town Hall Arts Center, to modify the building. The proposal includes a roof addition and exterior modifications to accommodate upgrades to the theater space and restoration of some features.

**APPLICATION DETAIL**

The proposed exterior changes are part of a larger renovation project to enhance the theater and public spaces of the building. The proposed modifications affect the roof of the building and all four elevations.

Changes to the roof include an addition to accommodate a theater fly system, replacement of the roof membrane, and repairs to damaged roof structure. The theater fly system will be enclosed with a detailed, aluminum metal screen. The material was chosen due to its light weight. The addition has a footprint of approximately 23ft by 38ft and will be set back from the front façade 26ft. The addition will be about 5ft taller than the parapet and increase the building height to 42ft, which is 3ft less than the maximum allowed. The design of the structure incorporates decorative elements from the front façade; primarily the pointed arches on the first floor and the grouping of windows on the second floor.

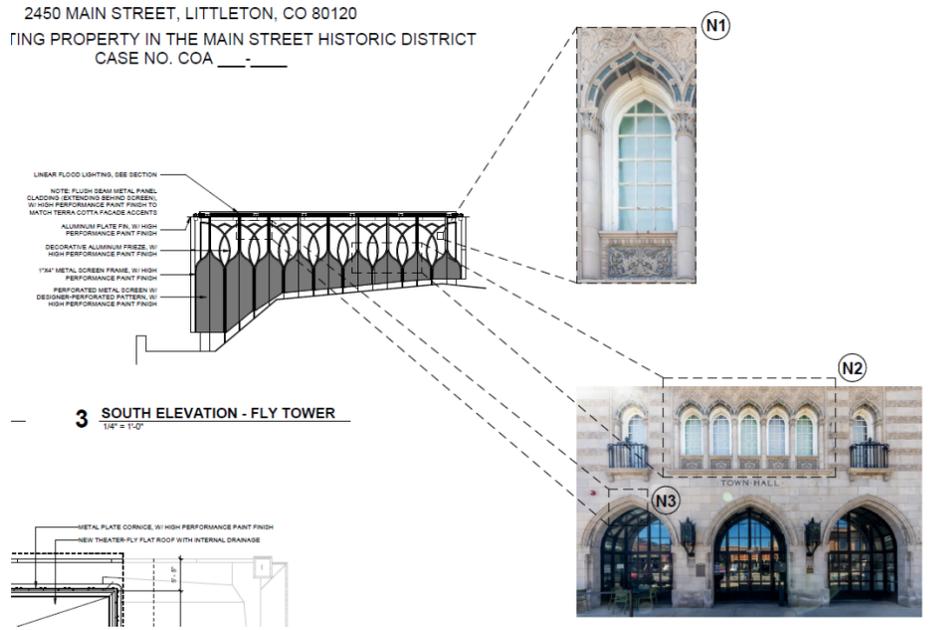


Figure 3: Fly tower screen elevation highlighting design references

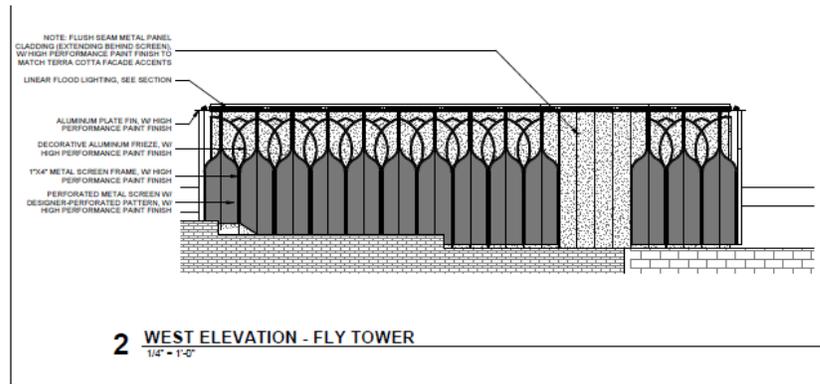


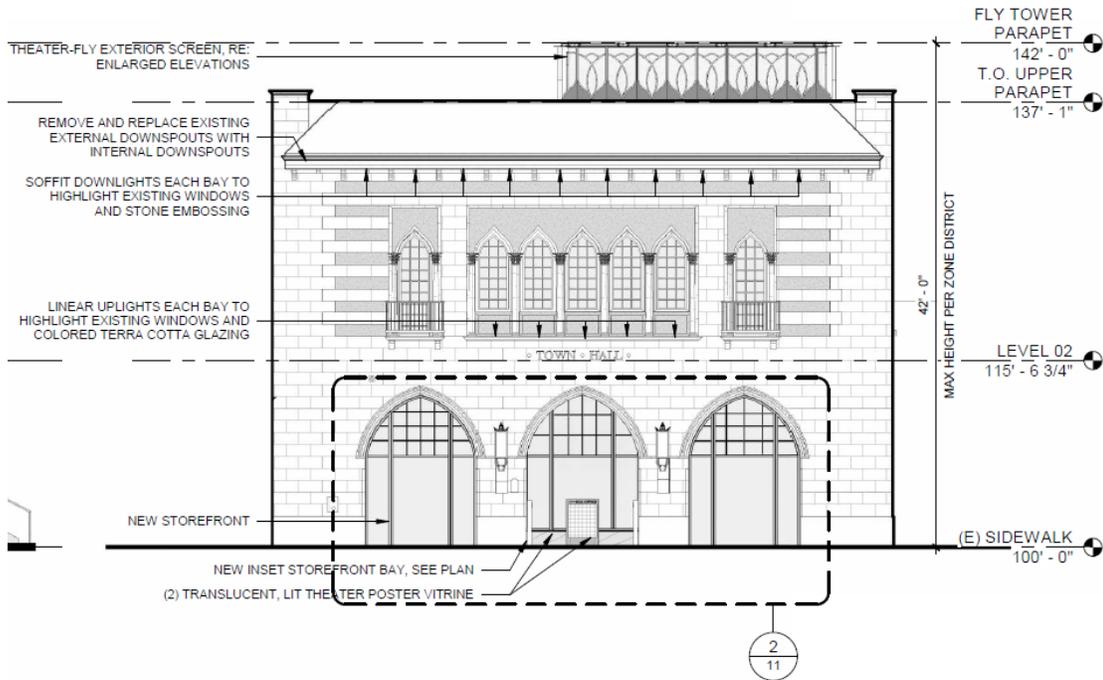
Figure 4: Fly tower screen elevation

The proposed addition will be visible from within the district. The screen will not be visible from directly across Main Street but is visible from the east and west of the building while walking along Main Street. Site line drawings taken from adjacent streets indicate when looking straight on at the building the additions will not be visible, but the renderings provided do indicate the screen will be visible from certain locations.



*Figure 5: Renderings showing visibility of the fly tower*

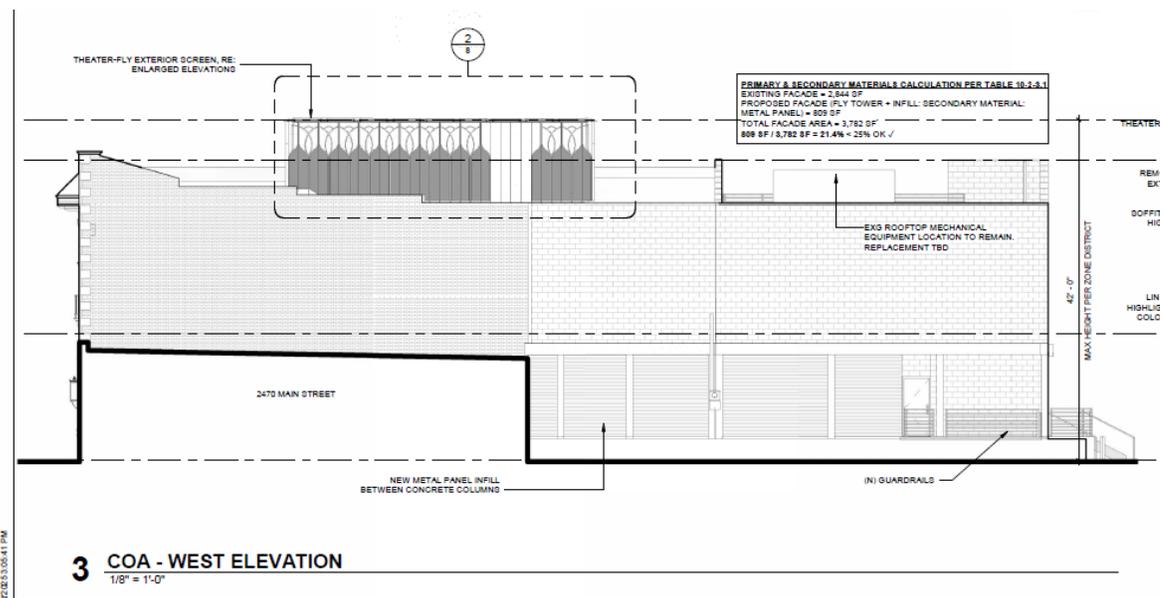
Modifications to the front façade are primarily focused on restoring features, but does include changes to incorporate new features to the entryways on the first floor. To better accommodate the building’s use as a theater, the applicant is proposing to recess the central entry to a depth that mimics the original design. The ceiling of the entry will mimic the pointed arch and be painted to mimic the teal terracotta on the second floor windows. The entrance doors will be placed within the right and left sides of this central arch and will be perpendicular to Main Street. The windows parallel to Main Street are more storefront in design and incorporate the existing grid pattern in upper portion of each arch. The lower portion of the windows are predominantly unobstructed to allow for promotion of shows. The storefronts installed in the east and west arches will be less recessed, sitting just behind the masonry. The existing wrought iron lanterns will be maintained and gas hookups will be reestablished to bring them back to functionality. The downspouts on the building will be removed and internal drains will be installed to match the original design of the building. The windows on the second floor of the building are currently blocked off on the interior of the building. The applicant is proposing to unblock the windows and will repair rather than replace them. The addition of inset lights to the underside of the roof overhang is also proposed.



**1 COA - NORTH ELEVATION**  
1/8" = 1'-0"

Figure 6: North Elevation

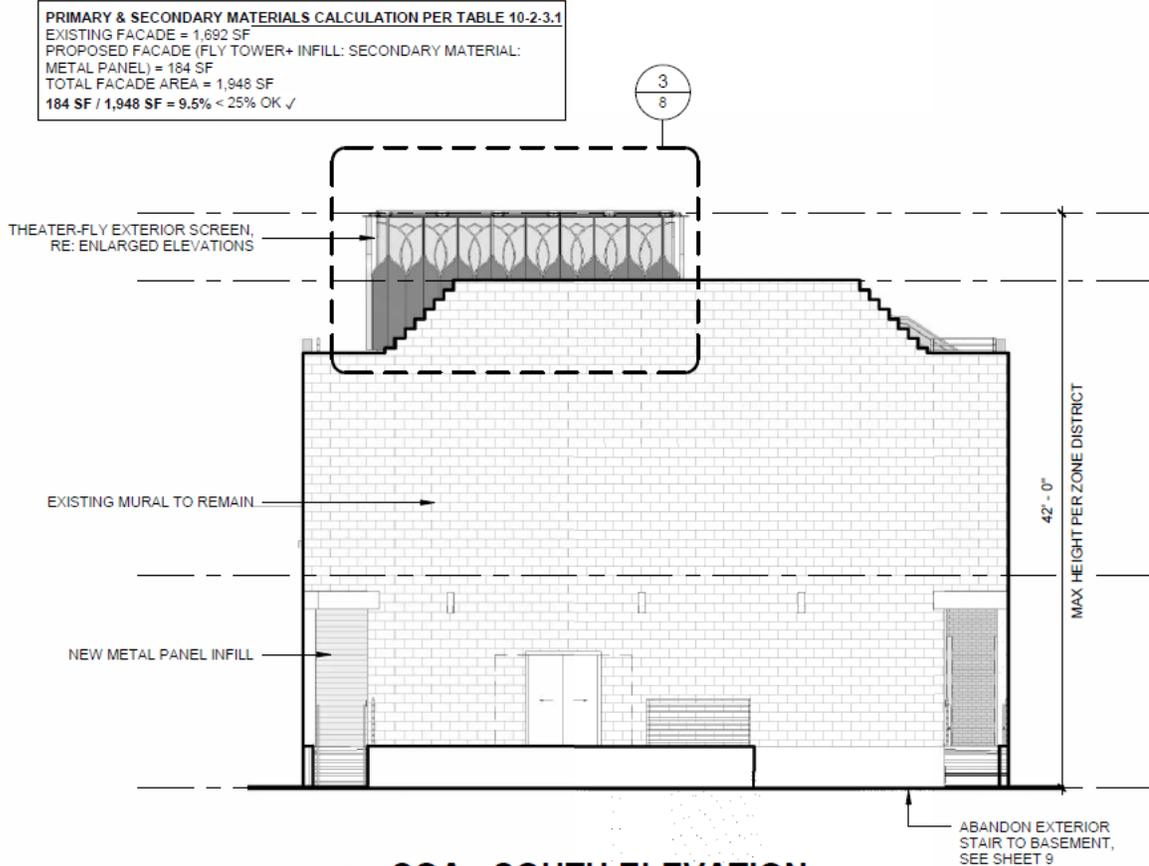
There are proposed modifications to the west side of the building but are concentrated on a later addition to the building. The existing ramp and walkway will be enclosed with metal paneling to allow for greater use of the area as an interior space. To maximize the interior space, metal panels are proposed due to the thin profile of the material. The existing ramp will be removed and replaced with a flat walkway and stairs. A new guardrail of a similar appearance will be installed along the walkway.



**3 COA - WEST ELEVATION**  
1/8" = 1'-0"

Figure 7: West elevation

The south elevation will be minimally changed. The applicant is proposing to abandon an existing exterior basement stairwell. A moveable grate will be installed over the opening in the ground to allow for maintenance access.



**4 COA - SOUTH ELEVATION**

1/8" = 1'-0"  
 Figure 8: South elevation

The modifications to the east elevation are concentrated on the second floor of the building, with minor changes to the first floor. The applicant is proposing to enclose and existing, open-air walkway with fiberglass roof covering. The roof will be removed, and the space will be enclosed with metal paneling. An existing door will be enclosed with a new door installed in the same wall in a new direction. The existing guardrails and concrete steps to this area will be replaced with similar materials and appearance.

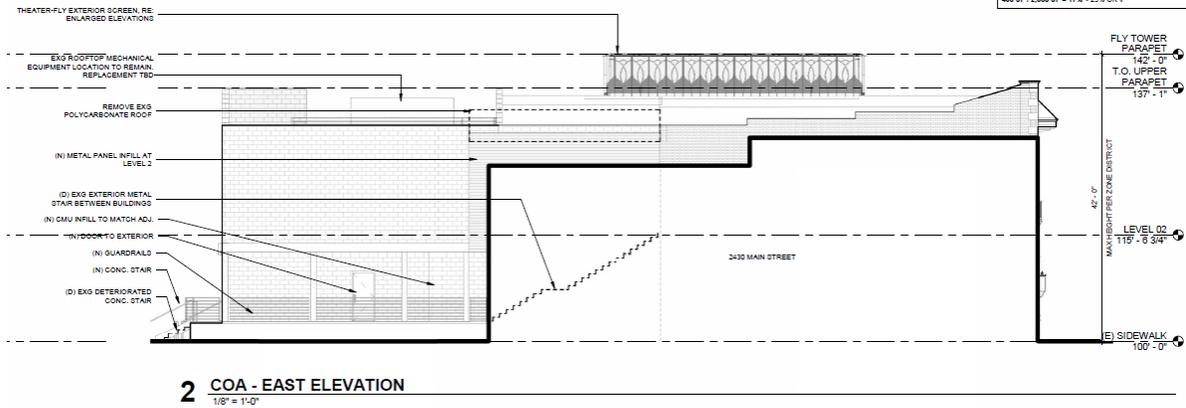


Figure 9: East elevation

**DECISION CRITERIA AND ANALYSIS:**

**Eligibility**

Pursuant to Section 10-8-1.2 of the ULUC, prior to beginning work on a designated historic landmark or property in a Historic District, the property owner shall consult with the Director and submit materials for a certificate of appropriateness. Additionally, per Section 10-9-8.1(A) of the ULUC, the Certificate of Appropriateness “provides for the preservation of historic resources and establishes criteria for the proposed alterations to designated landmarks and buildings in historic districts.” 2450 W. Main Street is a contributing building in the Littleton Downtown Historic District, and as such any proposed work must be approved through a COA process.

**Approval Criteria & Analysis**

10-9-8.1(C). General Decision Criteria. A Certificate of Appropriateness may be approved, approved with conditions, or denied based on the following criteria:

1. **Federal Standards.** The proposed changes are in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, & Reconstructing Historic Buildings as adopted by the National Park Service:

Secretary of Interior Standards

**Standard #1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**

This building was originally used for civic office purpose. The building has been utilized as a theater for roughly 45 years. The proposed changes support the theater use while minimally affecting the main historic façade. This standard appears to be met.

**Standard #2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**

The work under review with this COA will minimally remove historic material. The roof will be altered, but the proposed changes are the minimum size necessary and are set back from the front façade. These factors help to mitigate the impact of the addition on the building. This standard appears to be met.

**Standard #3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historic development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.**

The proposed changes do not create a false sense of historic development. The proposed roof addition references design elements on the building, but the material of the structure is clearly contemporary and does not create a false sense of history. The changes to the entrance This standard appears to be met.

**Standard #4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.**

The proposed changes to the entryway will affect changes that were made when the building was renovated to accommodate a theater. The entryways to the building have been altered multiple times over the life span of the building. The proposed changes reference current and previous design elements. This standard appears to be met.

**Standard #5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.**

No distinctive features, finishes, or construction techniques will be altered by the proposed changes. This standard appears to be met.

**Standard #6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive features, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.**

The applicant is proposing to repair deteriorated features of the building and will not replace features. Specifically, the second floor windows will be reopened and restored, and the wrought iron lanterns will be restored to functionality. This standard appears to be met.

**Standard #7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials.**

The applicant is aware that no harsh treatments, such as sandblasting or corrosive chemicals may be used. The options before HPC in this application for a COA do not anticipate

inclusion of any harsh treatments. This standard appears to be met.

**Standard #8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measure shall be undertaken.**

There are no known archaeological resources on the property. No excavation is expected with these alterations. This standard appears to be met.

**Standard #9. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.**

The proposed modifications will not destroy any historic materials that characterize the property. The roof addition is clearly contemporary and is of a size and position that mitigates the impact on the building and the primary historic façade. The addition is visible from other areas of the district, but the scale, size, and massing, along with the design references do not negatively affect surrounding properties. This standard appears to be met.

**Standard #10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.**

The roof addition and entryway changes can be removed in the future and the essential form and integrity of the building will be maintained. This standard appears to be met.

2. ***Littleton Design Standards and Guidelines.*** The proposed changes are in compliance with the adopted design standards and guidelines documents, such as the **Downtown Littleton Historic Preservation Design Guidelines**, as outlined in the Design Requirements section on the city's **Envision Littleton** webpage:

#### **Downtown Littleton Historic Preservation Design Guidelines**

As a part of the Littleton Downtown Historic District, this application is subject to the *Downtown Littleton Historic Preservation Design Guidelines*. These guidelines establish solutions and standards for the restoration, preservation, and treatment of historical buildings. The specific guidelines are separated into six categories: commercial facades and storefronts; windows; doors; roofs; building materials; cornices, moldings, and other architectural features. The Design Guidelines also establish solutions for additions to historic buildings, including commercial and residential properties and historic site features. Relevant guidelines to this proposal are outlined and evaluated below:

#### **1) Solutions for Additions to Historic Buildings**

3.52 Minimize the loss of historically significant features when planning an addition.

- (i) *The location and size of the addition will not result in the loss of historically significant features on the building.*

3.53 An addition should be compatible with the main building.

(ii) *The addition is clearly contemporary in design, but is of a size, scale, and location that is compatible with the building. Additionally, the size and location were chosen to be the minimum necessary, further mitigating the impact the addition as on the main historic building. The details on the addition were also derived directly from elements on the main building. This was to ensure a connection to the historic character of the building without creating a false sense of history.*

3.54 Minimize the visual impacts of skylights and other rooftop devices.

(i) *The rooftop addition will be 5ft taller than the main building and is of a size and location to minimize its visual impact. The addition will be partially visible within the district but provides visual interest and references design elements within the historic buildings. When looking straight on at the building, site line drawings show that the addition will not be visible, which preserves the ability to experience the building without the addition.*

### **Window Replacement Design Guidelines**

The applicant is proposing to repair and unblock the original second floor windows. The entryway windows to be replaced are not original to the building, though they have been since the renovation of the building into a theater. Their replacement allows for better functionality of the theater lobby space. Additionally, the redesign of the entry and windows references previous iterations of the entry through the gridded pattern within the arches and the recessed central archway. As such, staff finds that the application is consistent with the intent of these guidelines as the proposed improvements will not alter, remove, or replace any historic windows that may exist.

3. ***Original Features.*** The proposed work preserves, rehabilitates, or reconstructs the original architectural features, and proposed new features are visually compatible with designated historic structure(s) located on the property in terms of design, finishes, material, scale, mass, and height.

The proposed modifications to the front façade primarily seek to restore and repair many distinctive original features. The changes to the entry do remove existing doors that have been in place for some time, but the entry has been altered multiple times over the life span of the building. Additionally, the central entryway seeks to reference and restore a similar depth of the original arcade on the building. The installation of the fly tower screen will not negatively impact original architectural features. This criterion appears to be met.

4. ***Compatibility.*** If property is in a designated historic district, the proposed work is visually compatible with the development on abutting properties and those on the same block. The HPC shall consider characteristics such as setbacks and building scale.

Staff finds that the proposed work is compatible with the surrounding historic district. The roof addition is visible from the street, but is of a size, scale, and location that will not negatively impact the experience along Main Street. Additionally, the proposed changes to the entry are compatible with Main Street, and the recessed, central entry is more in line with the original design of the building. This criterion appears to be met.

5. ***Character, Interest, and Value.*** Aside from changes that do not require a Certificate of Appropriateness, as set out in paragraph B.3.a, above, the proposed work does not adversely affect the special character or historical, architectural, or aesthetic interest or value of a landmark or property in a historic district.

Staff finds that the proposed work does not adversely affect the special character or historical, architectural, or aesthetic interest or value of the building. The proposed modifications are meant to restore many existing features, while making the building more functional as a performing arts center. This criterion appears to be met.

6. ***Color and Materials.*** The architectural style, arrangement, textures, paint colors especially if applied to brick or stone, and arrangement of colors and materials used on existing and proposed structures are compatible with the character of the existing landmark or property in a historic district; and

Staff finds that the exterior colors and materials, and their arrangement, are compatible with the character of the existing building. This criterion appears to be met.

7. ***Exterior Features.*** The proposed work preserves, enhances, or restores, and does not damage or destroy the exterior architectural features of a historical landmark or property in a historic district.

Staff finds that this COA application will not negatively affect the exterior architectural features of the historic building. The façade of the building holds the most significance and integrity, and the proposed changes do not negatively impact the remaining original historic material. The changes to the entryway are the most obvious shift in design, but do not remove original historic material. Additionally, the proposed entryway does reference previous iterations of design. This criterion appears to be met.

#### **HISTORICAL PRESERVATION COMMISSION OPTIONS:**

Pursuant to Section 10-9-8.1.E, the HPC shall approve, approve with conditions, or deny the certificate of appropriateness. The commission may also issue an order to continue the application process if the commission determines that additional information is necessary to make a decision.

#### **STAFF RECOMMENDATION:**

Staff finds that the Certificate of Appropriateness for 2450 W. Main St. does meet all the approval criteria in the ULUC Section 10-9-8.1. As such, Planning staff recommends approval, of HPC Resolution 05-2025.