



## Board of Adjustment Special Meeting Minutes

JC Ortega  
Linda Baumann  
Kenneth Arnold  
Talena Jensen  
Richard Coffey

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Monday, July 15, 2019

6:00 PM

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

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### Special Meeting

**This meeting is open to the public. Three or more Council members may also attend this meeting, during which the items listed herein will be discussed.**

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

### DINNER FOR BOARD MEMBERS

### CALL TO ORDER

The meeting was called to order at 6:03 p.m.

### ROLL CALL

**Present** 4 - JC Ortega, Linda Baumann, Richard Coffey, and Richard Coffey

**Not Present** 1 - Talena Jensen

**Attendance** 2 - Sandra Aguilar, and Tammy King

### CERTIFICATION OF MEETING

Mrs. King confirmed that the notice of this meeting and the agenda had been posted and witnessed in accordance with the requirements of the Open Meetings Law.

### APPROVAL OF MINUTES

[BOA 2019-013](#) June 6, 2019 Board of Adjustment Meeting Minutes

**Attachments:** [June 6, 2019 Board of Adjustment Meeting Minutes](#)

Baumann moved, seconded by Coffey, to approve the June 6, 2019 minutes, as written.

The motion passed: 4-0

### UNSCHEDULED PUBLIC APPEARANCES

None

### PUBLIC HEARING ITEMS

[BOA 2019-014](#) Request for Approval of Variance from the Front Garage and Front

**Living Setback Requirements PD (Single Family)**

Attachments: [Staff Report](#)

[Attachment A: BOA Application Packet](#)

[Public Documents](#)

Staff member King presented the variance specifics and staff recommends approval.

Applicant: Matt Childress with Richmond Homes provided graphics and responded to questions from the Board.

**Moved by Baumann, seconded by Arnold, to approve BOA 2019-014 Request for Variance from the front garage and front living setback requirements PD (Single Family).**

**The motion passed: 4-0**

**Yes:** 4 - Ortega, Arnold, Baumann, and Coffey

**Not Present:** 1 - Jensen

**DISCUSSION ACTION ITEMS**

None

**BOARD MEMBER ITEMS**

None

**STAFF UPDATE**

Staff member King informed the Board that several administrative clarification issues will be taken to Town Council for recommendation to proceed to 1st reading at the next available meeting. This includes the ability for administrative staff to grant, on a single lot, a variance for height or setback as long as the change is no more than a 10% variance. This action was previously in code but had been inadvertently omitted in subsequent updates. Staff is also cleaning up some other code items including updating definitions and better defining industrial use zoning. A final draft will be emailed to the Board for comments.

**TOWN COUNCIL UPDATE**

None

**ADJOURN**

The meeting was adjourned at 6:27 p.m.

\*\*\*\*\*

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

\_\_\_\_\_  
Board of Adjustment

