



## Board of Adjustment Meeting Minutes - Draft

Michelle Moore - Chair  
Richard Coffey - Vice Chair  
Ed Kane  
Kenneth Martin  
David Miles

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Thursday, April 7, 2022

6:00 PM

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

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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 by:

Online: <https://crgov.webex.com/crgov>

Phone-in: 720-650-7664

Meeting Number: 2499 857 9320

Meeting Password: : 2022BOAMeeting

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

### DINNER FOR BOARD MEMBERS

### CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Chair Moore.

**Present** 4 - Boardmember Ed Kane, Boardmember Kenneth Martin, Boardmember Michelle Moore, and Boardmember David Miles

**Not Present** 1 - Boardmember Richard Coffey

**Attendance** 4 - Tony Felts, Tammy King, Sharon Chavez, and Sandra Aguilar

### ROLL CALL

### CERTIFICATION OF MEETING

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

### APPROVAL OF MINUTES

[BOA 2022-001](#)

December 16, 2021 Board of Adjustment Meeting Minutes

**Attachments:** [December 16, 2021 Board of Adjustment Minutes](#)

Moved by Boardmember Kane, seconded by Boardmember Miles, that Board Of Adjustment meeting minutes for Dec. 16, 2021 be approved as presented. The motion passed by the following vote: 4 to 0

**Yes:** 4 - Boardmember Kane, Boardmember Martin, Boardmember Moore, and Boardmember Miles

**Not Present:** 1 - Boardmember Coffey

## PUBLIC HEARING ITEMS

[BOA 2022-002](#) Request for Approval of Variance from the Minimum Street Side Yard Setback R-1 (Single-Family Residential)

**Attachments:** [Staff Memo](#)

[Attachment A: BOA Application Packet – BOA22-0001 –799 N  
Gilbert Street  
NEIGHBOR SUPPORT](#)

Ms. King presented BOA 2022-002 Request for Approval of Variance for 799 N. Gilbert St. for a 10 foot variance side yard setback for a detached garage off of Gilbert St.

Applicant: Keith Shanahan, property owner, was available for questions from the Board.

Public Comment: Larissa Sharbori, resident, was neither for or against and simply asked questions.

**Moved by Boardmember Martin, seconded by Boardmember Miles, that Board Of Adjustment Item BOA2022-002 Request for Variance from the Minimum setback on Gilbert St. be approved as presented. The motion passed by the following vote: 3 to 1**

**Yes:** 3 - Boardmember Martin, Boardmember Moore, and Boardmember Miles

**No:** 1 - Boardmember Kane

**Not Present:** 1 - Boardmember Coffey

[BOA 2022-003](#) Board of Adjustment Bylaws Updated

**Attachments:** [Board of Adjustment Bylaws Updated](#)

Ms. King has requested to moved the bylaw update to the June meeting so the newly appointed Board members can hear the changes.

## TOWN COUNCIL UPDATE

None

## BOARD MEMBER ITEMS

All Board members present should be available for May 5 meeting; however, there are no cases booked and the meeting will most likely be canceled.

## ITEMS FROM STAFF

None

## ADJOURN

**Moved by Chair Moore, seconded by Miles to adjourn the Board of Adjustment meeting at 6:20 p.m. The motion passed: 4 to 0**

**Yes:** 4 - Boardmember Kane, Boardmember Martin, Boardmember Moore, and Boardmember Miles

**Not Present:** 1 - Boardmember Coffey