



## Board of Building Appeals Meeting Minutes

Tom Martinez  
Heather Attardo  
Anthony Valdez  
Bob Binder

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Monday, June 6, 2022

6:00 PM

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

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**This meeting is open to the public.**

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

### **DINNER FOR BOARD MEMBERS**

### **CALL TO ORDER**

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

### **ROLL CALL**

Chair Martinez welcomed new board member, Bob Binder.

**Present** 3 - Vice Chair Heather Attardo, Chair Tom Martinez, and Bob Binder

**Not Present** 1 - Boardmember Anthony Valdez

**Attendance** 4 - Ryan Hollingshead, Jon White, Lena McClelland, and Sandra Aguilar

### **CERTIFICATION OF MEETING**

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

### **APPROVAL OF MINUTES**

[BOBA](#)  
[2022-002](#)

### **March 7, 2022 Board of Building Appeals Meeting Minutes**

**Attachments:** [March 7, 2022 Board of Building Appeals Meeting Minutes](#)

Moved by Vice Chair Attardo, seconded by Chair Martinez, that the Board of Building Appeals meeting minutes for March 7, 2022 be approved as presented. The motion passed by the following vote: 2 to 1 with 1 abstain

**Yes:** 2 - Attardo, and Chair Martinez

**Not Present:** 1 - Boardmember Valdez

**Abstain:** 1 - Binder

### **ELECTION OF OFFICERS, ETC.**

[BOBA](#)  
[2022-003](#)

### Election of 2022-2023 Board of Building Appeals Chair

Moved by Attardo, seconded by Binder, to nominate Tom Martinez as Chair. The motion passed by the following vote: 3 to 0

**Yes:** 3 - Attardo, Chair Martinez, and Binder

**Not Present:** 1 - Boardmember Valdez

[BOBA](#)  
[2022-004](#)

### Election of 2022-2023 Board of Building Appeals Vice Chair

Moved by Chair Martinez, seconded by Binder, to nominate Heather Attardo as Vice Chair. The motion passed by the following vote: 3 to 0

**Yes:** 3 - Attardo, Chair Martinez, and Binder

**Not Present:** 1 - Boardmember Valdez

## RESOLUTION OF APPRECIATION

[RESO BOBA](#)  
[2022-001](#)

### Resolution of Appreciation: Richard Morton, Board of Building Appeals

**Attachments:** [Resolution of Appreciation Richard Morton](#)

Chair Martinez presented the Resolution of Appreciation to outgoing Board member Richard Morton for his service on the Board.

Moved by Martinez, seconded by Attardo to approve the Resolution of Appreciation for Richard Morton. The motion passed with the following vote: 3 to 0

**Yes:** 3 - Attardo, Chair Martinez, and Binder

**Not Present:** 1 - Boardmember Valdez

## DISCUSSION ACTION ITEMS

[BOBA](#)  
[2022-005](#)

### Review and Approval of Updated Board Bylaws

**Attachments:** [Attachment A: Amended Bylaws from the Office of the Town Clerk](#)

Ms. McLelland summarized the changes to the codes for boards and commissions.

Moved by Vice Chair Attardo, seconded by Binder, that the Board of Building Appeals accept the updated Bylaws as presented. The motion passed by the following vote: 3 to 0

**Yes:** 3 - Attardo, Chair Martinez, and Binder

**Not Present:** 1 - Boardmember Valdez

[BOBA](#)  
[2022-006](#)

## Oath of Office - Board of Building Appeals

**Attachments:** [Attachment A: 2022 Board of Building Appeals Members Oaths](#)

Board members signed the Oath of Office.

## TOWN COUNCIL UPDATE

Town Councilmember Hollingshead reported that Acme Brick Co. provided a presentation to Council about partnering to build a recreation center for the Town. Council will be revisiting the budget next month as sales tax numbers are strong.

## BOARD MEMBER ITEMS

All board members present plan to attend the Sept. 12 meeting.

## STAFF UPDATE

### A. Chief Building Official's Update

Mr. White reported that single-family residential building is up 5% and commercial is up 125% (with 4 projects last year and 9 this year). The changes for code adoption has gone to Town Manager for discussion and review with several changes to the energy codes, specifically regarding 'solar ready' requirements. Mr. White discussed the changes to staffing and the need to fill several positions.

## ADJOURN

**Moved by Chair Martinez, seconded by Binder, to adjourned the Board of Building Appeals meeting at 6:25 p.m. The motion passed by the following vote: 3 to 0**

**Yes:** 3 - Attardo, Chair Martinez, and Binder

**Not Present:** 1 - Boardmember Valdez