



Design Review Board Meeting Minutes

Garo Chalian
John Manka
Mike Borgelt
Chris Leever
Robert Lange
Josie Adler
Dan Ahrens

Wednesday, June 22, 2022

6:00 PM

Hybrid Board Meeting
Town Hall Council Chambers
100 N. Wilcox Street
Castle Rock, CO 80104

<https://crgov.webex.com/crgov>
Phone In: 720-650-7664
Meeting Number: 2499 338 9180
Password: 2022DRBMeeting

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 using link and meeting information above.

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

DINNER FOR BOARD MEMBERS

CALL TO ORDER / ROLL CALL

The meeting was called to order at 6:00 p.m. by Vice Chair Garo Chalian.

Present 7 - Chair Garo Chalian, Mike Borgelt, Vice Chair John Manka, Chris Leever, Robert Lange, Josie Adler, and Dan Ahrens

Attendance 6 - Laura Cavey, Desiree LaFleur, Tara Vargish, Julie Parker, Sandra Aguilar, and TJ Kucewesky

CERTIFICATION OF MEETING

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

APPROVAL OF MINUTES

[DRB 2022-008](#) May 25, 2022 Design Review Board Meeting Minutes

Attachments: [DRB05.25.2022minutes-DRAFT](#)

Moved by Ahrens, seconded by Borgelt, that the Design Review Board meeting minutes for May 25, 2022 be approved as presented. The motion passed by the following vote: 5 to 0 with two abstaining

Yes: 5 - Chair Chalian, Borgelt, Vice Chair Manka, Leever, and Lange

Abstain: 2 - Adler, and Ahrens

INTRODUCTION OF NEW BOARD MEMBERS

Vice Chair Chalian introduce the new Board member, Josie Adler.

ELECTION OF OFFICERS, ETC.

[DRB 2022-009](#) Election of Design Review Board Chair

Moved by Manka, seconded by Leever, that the Design Review Board nominate Garo Chalian as Chair. The motion passed by the following vote: 7 to 0

Yes: 7 - Chair Chalian, Borgelt, Vice Chair Manka, Leever, Lange, Adler, and Ahrens

[DRB 2022-010](#) Election of Design Review Board Vice-Chair

Moved by Chalian, seconded by Lange, that the Design Review Board nominate John Manka as Vice Chair. The motion passed by the following vote: 7 to 0

Yes: 7 - Chair Chalian, Borgelt, Vice Chair Manka, Leever, Lange, Adler, and Ahrens

RESOLUTION OF APPRECIATION

[DRB RESO 2022-001](#) Resolution of Appreciation - Stuart Butler

Attachments: [Resolution of Appreciation DRB - Stu Butler](#)

Moved by Manka, seconded by Lange, that the Design Review Board accept the Resolution of Appreciation for Stuart Butler. The motion passed by the following vote: 7 to 0

Yes: 7 - Chair Chalian, Borgelt, Vice Chair Manka, Leever, Lange, Adler, and Ahrens

TOWN COUNCIL UPDATE

None.

BOARD MEMBER ITEMS

[DRB 2022-011](#) Discussion Action Item: Review of Update Bylaws

Attachments: [Bylaws Design Review Board 2022-with code updates](#)
[Public Record Document: Bylaws Design Review Board 2022-SIGNED](#)

Ms. Vargish presented the updates to the bylaws.

Moved by Leever, seconded by Manka, that the Design Review Board accept the updated bylaws as presented. The motion passed by the following vote: 7 to 0

Yes: 7 - Chair Chalian, Borgelt, Vice Chair Manka, Leever, Lange, Adler, and Ahrens

[DRB 2022-012](#) Discussion Action Item: Oath of Office - Design Review Board Members

Attachments: [Attachment A: Ordinance 2022-003](#)
[Attachment B: 2022 Design Review Board Member Oaths](#)
[Public Record: Oaths 2022 DRB](#)

Ms. Vargish reviewed the oath that is now required for all of the Town's volunteer boards. It is the same oath that Town Council and the directors take.

Check for quorum for upcoming meetings

All Board members plan to attend both the July 13 and July 27 meetings.

ITEMS FROM STAFF

Ms. Vargish reported that TJ Kucewesky is the new Development Services Assistant Director and will be the staff liaison for this Board. There are no items on the agenda for the upcoming meetings. Staffing remains an issue with two planner vacancies. A legal training for all boards is tentatively planned for July 21, but an official notice will go out with the details.

ADJOURN

Moved by Chair Chalian, seconded by Vice Chair Manka to adjourn the Design Review Board meeting at 6:24 p.m. The motion passed by the following vote: 7 to 0

Yes: 7 - Chair Chalian, Borgelt, Vice Chair Manka, Leever, Lange, Adler, and Ahrens

Minutes approved by the Design Review Board on _____ by a vote of ____ in favor, ____ opposed, with ____ abstention(s).

Design Review Board