



Board of Building Appeals Meeting Minutes

Scott Amaral
Ziggy Guetensberger
Kevin McNeill
Chris Team
Scott Vencill

Monday, June 4, 2018

6:00 PM

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

CALL TO ORDER / ROLL CALL / CERTIFICATION OF MEETING

Joseph Montoya, Chief Building Official, called the meeting to order at 6:03 pm. Jackie Jensen, Recording Secretary, took Roll Call, and confirmed that notice of this meeting and the agenda had been posted and witnessed in accordance with the requirements of the Open Meetings Law.

Present 4 - Scott Vencill, Chris Teem, Ziggy Guetensberger, and Scott Amaral

Not Present 1 - Kevin McNeill

Attendance 2 - Jackie Jensen, and Joseph Montoya

ELECTION OF OFFICERS

Joseph Montoya, Chief Building Official, requested nominations for the Board of Building Appeals Chair position.

[BOBA](#)
[2018-002](#)

Election of Chair

MOTION: Board Member Vencill moved to elect Board Member Teem as Chair of the Board of Building Appeals. Board Member Guetensberger seconded the motion.

Yes: 4 - Vencill, Teem, Guetensberger, and Amaral

Not Present: 1 - McNeill

[BOBA](#)
[2018-003](#)

Election of Vice Chair

Board Member Teem took his position as Chair and requested nominations for the Board of Building Appeals Vice Chair position.

MOTION: Board Member Teem moved to elect Board Member Guetensberger as Vice Chair of the Board of Building Appeals. Board Member Vencill seconded the motion.

Yes: 4 - Vencill, Teem, Guetensberger, and Amaral

Not Present: 1 - McNeill

RESOLUTION OF APPRECIATION

[BOBA](#)
[2018-004](#)

Resolution of Appreciation for Douglas Radcliff, Jr.

MOTION: Board Member Guetensberger moved to approve Resolution No. BOBA 2018-01 honoring the service of Douglas Radcliff, Jr. Board Member Vencill seconded the motion.

Yes: 4 - Vencill, Teem, Guetensberger, and Amaral

Not Present: 1 - McNeill

APPROVAL OF MINUTES

[BOBA](#)
[2018-005](#)

March 5, 2018 Board of Building Appeals Meeting Minutes

MOTION: Board Member Guetensberger moved to approve the minutes of March 5, 2018, as written. Board Member Vencill seconded the motion.

Yes: 3 - Vencill, Teem, and Guetensberger

Not Present: 1 - McNeill

Abstain: 1 - Amaral

INTRODUCTION OF NEW BOARD MEMBER

[BOBA](#)
[2018-006](#)

Introduction of New Board Member - Scott Amaral

Chair Teem introduced and welcomed new Board Member Scott Amaral.

BOARD MEMBER ITEMS

There were no Board Member items.

CHIEF BUILDING OFFICIAL'S UPDATE

Chief Building Official, Joseph Montoya, provided the following Building Division update: (1) The first stakeholders meeting regarding 2018 Code adoptions and relative amendments is scheduled for June 6, 2018. Production builders, the Home Builders Association, the Town's Fire Department and Building Division staff have been invited. Follow-up meetings will be scheduled as necessary. BOBA members are welcome to attend these meetings. The goal is to have a draft document ready for Town Council adoption by October 2018 with a January 1, 2019 effective date. Mr. Montoya plans to bring the recommended Code amendments to the September 10, 2018 Board of Building Appeals meeting; (2) the Town's permitting numbers continue to be up. To date, the Town has processed 22 new commercial permits, 20 commercial remodels and 448 single-family detached permits, 6 new multi-family permits and 22 master plan reviews. Additional master plan reviews are expected after the the 2018 Code adoption. The Town will allow a four-month grace period for master plan compliance after January 1, 2019.

ADJOURN

Chair Teem adjourned the meeting at 6:21 pm.