



Board of Building Appeals Meeting Minutes - Draft

Chair Chris Teem
Vice Chair Ziggy Guetensberger
Scott Amaral
Kevin McNeill
Scott Vencill

Monday, September 10, 2018

6:00 PM

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

CALL TO ORDER / ROLL CALL / CERTIFICATION OF MEETING

CALL TO ORDER

Chair Teem called the meeting to order at 6:01 pm.

CERTIFICATION OF MEETING

Recording Secretary, Jackie Jensen, confirmed that notice of this meeting and the agenda had been posted and witnessed in accordance with the Open Meetings Law.

ROLL CALL

Present 4 - Kevin McNeill, Scott Vencill, Chris Teem, and Scott Amaral

Not Present 1 - Ziggy Guetensberger

Attendance 2 - Joseph Montoya, and Jackie Jensen

APPROVAL OF MINUTES

[BOBA](#)
[2018-007](#)

June 4, 2018 Board of Building Appeals Meeting Minutes

Attachments: [June 4, 2018 Minutes](#)

Board Member Vencill motioned to approve the June 4, 2018 minutes, as written.
Board Member Amaral seconded the motion.

Yes: 3 - Vencill, Teem, and Amaral

Not Present: 1 - Guetensberger

Abstain: 1 - McNeill

UNSCHEDULED PUBLIC APPEARANCES

None.

CHIEF BUILDING OFFICIAL'S UPDATE

Chief Building Official, Joseph Montoya, provided the following Building Division update: (1) Multi-family activity has increased significantly; (2) Development Services completed a reorganization in July which resulted in the elimination of the Assistant Building Official position and two Permit Specialist positions. Two new Development Technician positions were added in addition to a Business Administration Manager position. The new Development Technicians have been recruited and hired and candidate interviews were recently completed for the Business Administration Manager position. The Business Administration Manager

position was created to oversee all customer service functions department-wide, which includes all Building Counter Development Services Technicians; (3) three Code Adoption Stakeholder meetings have occurred since the last BOBA meeting in June. Mr. Montoya distributed a list of the recommended 2018 International Residential Code amendments and provided an overview of the proposed amendments. The remainder of the 2018 Codes are currently under review. When all Code reviews are complete, the Castle Rock Economic Council will be solicited for input prior to submitting the Code Adoptions and recommended amendments to Town Council for approval.

ADJOURN

Chair Teem adjourned the meeting at 6:32 pm.

Minutes approved by the Board of Building Appeals on December 3, 2018 by a vote of ____ in favor, ____ opposed, with ____ abstention(s).

Board of Building Appeals