



Board of Building Appeals Meeting Minutes - Final

Monday, March 5, 2018

6:00 PM

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

CALL TO ORDER

Chair Radcliff called the meeting to order at 6:00 pm

ROLL CALL

Present 5 - Douglas Radclif Jr., Kevin McNeil, Scott Vencill, Chris Teem, and Ziggy Guetensberger

Attendance 3 - Joseph Montoya, Julie Parker, and Jackie Jensen

CERTIFICATION OF MEETING NOTICE

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

APPROVAL OF MINUTES

[BOBA](#)
[2018-001](#)

December 4, 2017 Board of Building Appeals Meeting Minutes

Vice Chair Chris Teem moved to approve the minutes as written. The motion was seconded by Board Member Vencill.

Yes: 5 - Radclif, McNeil, Vencill, Teem, and Guetensberger

UNSCHEDULED PUBLIC APPEARANCES

None

ITEMS FROM STAFF

A. Chief Building Official's Update

Joseph Montoya, Chief Building Official, provided the following Building Division update:

- (1) Contractor Luncheons: There was no January luncheon due to meeting space limitations; February luncheon was well attended; next luncheon planned for March 14 at Philip S. Miller Park (Millhouse) at 11:30 am. Board Members are welcome to attend.
- (2) Building Division staff update: Combination Building Inspector Lenore Bennett resigned; JR Trout, Combination Building Inspector, transferred to one of the Plans Examiner positions; Electrician Ron Weller was hired to fill Combination Building Inspector position, which leaves one vacant Building Inspector position.
- (3) Several Building Division staff members are currently attending the annual Colorado Chapter ICC Educational Institute training. This training also counts towards Continuing Education Credits so staff can maintain ICC Certifications.

(4) Staff continues to write 2018 code amendments with goal of concluding in August; Town Council adoption to follow with implementation in January 2019. This progression allows builders time to update their master plans before implementation begins.

ADJOURN

Chair Radcliff adjourned the meeting at 6:11 pm