



Board of Adjustment Meeting Minutes - Draft

Ryan Purcell - Chair
Mindy Bandimere-Jordan - Vice
Chair
Susan MacAfee
Chuck Kocher

Thursday, December 4, 2025

6:00 PM

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

This meeting is open to the public. Three or more Council members may also attend this meeting, during which the items listed herein will be discussed. If you are unable to access any portion of these materials due to a disability as defined under Colorado House Bill 21-1110, please call us at 303-663-4440, email the Town's accessibility team at accessibility@CRgov.com or submit an accommodation request form: CRgov.com/A11yRequest.

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

DINNER FOR BOARD MEMBERS

CALL TO ORDER

ROLL CALL

Present 3 - Boardmember Ryan Purcell, Boardmember Chuck Kocher, and Boardmember Susan MacAfee

Not Present 1 - Boardmember Mindy Bandimere-Jordan

Staff in Attendance 1 - Tammy King, Carissa Ahlstrom

CERTIFICATION OF MEETING

APPROVAL OF MINUTES

[BOA 2025-004](#)

September 4, 2025 Board of Adjustment Meeting Minutes

Moved by Boardmember Kocher, seconded by Boardmember MacAfee, to Approve BOA Topic BOA 2025-004 as presented. The motion passed by a vote of:

Yes: 3 - Boardmember Purcell, Boardmember Kocher, and Boardmember MacAfee

PUBLIC HEARING ITEMS

[BOA 2025-007](#)

Request for Approval of Variance from the Rear Yard Setback PD (Planned Development)

Tammy King presented a request for a variance to the rear-yard setback at 3962 Scarlet Oak Court. She explained that the existing deck backs to open space and does not impact neighboring properties. The proposed deck cover would encroach 10 feet into the required 20-foot rear setback but would not affect the utility

easement, and CORE has no concerns with either the existing deck or the variance request. Tammy provided photos illustrating the deck layout, adjacent open space, and the lot's irregular shape, which contributes to the need for the variance. She noted that the neighborhood's developer did not establish a separate setback for decks, the HOA previously approved the request, and no complaints or inquiries have been received. The Board had no questions. The applicant met all six BOA criteria and is requesting approval for the existing deck as built and for the proposed cover encroaching 10 feet into the rear setback.

Moved by Boardmember Purcell, seconded by Boardmember MacAfee, to Approve BOA Topic BOA 2025-007 as presented. The motion passed by a vote of:

Yes: 3 - Boardmember Purcell, Boardmember Kocher, and Boardmember MacAfee

TOWN COUNCIL UPDATE

BOARD MEMBER ITEMS

ITEMS FROM STAFF

Tammy gave an update on next month's meeting moved from January 1 to January 15.

ADJOURN

Moved by Boardmember Purcell, seconded by Boardmember Kocher, to Approve to adjourn as presented. The motion passed by a vote of:

Yes: 3 - Boardmember Purcell, Boardmember Kocher, and Boardmember MacAfee

Minutes approved by the Board of Adjustment on _____ by a vote of _____ in favor, _____ opposed with _____ abstentions.