

**BBVCC
ARCHITECTURAL CONTROL COMMITTEE
REGULAR MEETING
April 2, 2024
Meeting Minutes**

Committee Members Present	
Rich Santi, Chair	Bev Franklin - Board Liaison
Harry Shearer – Board Liaison	Lisa Guthrie
Frank Sanchez	Michael Stringam
Committee Members Absent	None
Staff	
David Franklin, GM	
Members	
8160 Comox Rd – John Stone	
Lot 15A-17 (5553? Coquitlam Dr.) – Ryan Chamness	
8253 Skeena – Paul Theriault	

CALL TO ORDER: Roll call was taken and a quorum was present. The meeting was called to order at 10:00am. As Rich Santi was attending via Zoom, the chair duties were passed to Harry Shearer for this meeting.

OPEN FORUM: There were no members in attendance requesting to speak.

RATIFY MINUTES: March 5, 2023 - correction Bev Franklin was absent from the meeting.

Motion to approve: Lisa Guthrie Second: Michael Stringam

Motion: Approved

OLD BUSINESS:

- A. **183252 - 5531 Salish Road - New Home - Status at 1/2/24 meeting:** *Motion: Bev Franklin makes motion to approve application contingent upon 1. verification of Whatcom county BFE height 2. recommendation by lakes*

and drainage committee for installation of footings and stormwater to be routed to culvert at the golf course, confirmed by a civil engineer 3. subject to board approval 4. costs of drainage be paid by the applicant. Second: Rich Santi
Board approved at 3/21/24 meeting. Owner provided updated drainage plans.
GM to obtain hold harmless agreement.

- B. 185908 – 8149 Skagit Way - Fence – Additional information provided to establish property line.**
(No updated information in the packet. Left on the agenda for follow up at next meeting)
- C. 187359 – 8066 Kitimat Way – Shed – Owner provided amended plans for a larger shed.**
Motion to Approve (subject to new impervious surface calculations): Michael Stringam
Second: Lisa Guthrie
Motion Approved

NEW BUSINESS:

- D. 188055 – 8041 Makah – Retaining Wall**
Motion to Reject Application (not enough information per 5.9.5 ACC R&R. Owner must submit wall material and cross section to ensure structural integrity): Bev Franklin
Second: Frank Sanchez
Motion Approved
- E. 188058 – 8041 Makah – Tree Removal**
Motion to approve: Bev Franklin
Second: Lisa Guthrie
Motion Approved
- F. 188179 – 8107 Comox Loop – Fence Replacement**
Motion to approve (subject to 3ft height requirement at the front of the house): Michael Stringam
Second: Lisa Guthrie
Motion Approved
- G. 188360 – 5581 Haida Way – Tree Removal**
Motion to approve (advised to check with Whatcom County Shorelines Management): Bev Franklin
Second:
Motion Approved
- H. 188373 – 8228 Cowichan Road – Concrete Patio Replacement**
Motion to approve (Request to recalculate impervious surfaces when project is completed and submit to the office for the lot file): Rich Santi
Second: Frank Sanchez
Motion Approved
- I. 188378 – 8079 Skeena Way – Tree Removal**
Motion to approve: Lisa Guthrie
Second: Bev Franklin
Motion Approved
- J. 188384 – 8194 Skagit Way – Tree Removal**

Motion to approve: Lisa Guthrie
Second: Bev
Motion Approved

K. 188393 – 5782 Nakat Way – Gazebo – Compliance

Motion to approve (subject to anchoring details being provided): Michael Stringam
Second: Rich Santi
Motion Approved

L. 188396 – 5445 Salish Rd – Culvert

Motion to deny application (need detailed drainage plans per 7.1 ACC R&R. Include design to capture water, catch basin(s) connections): Michael Stringam
Second: Lisa Guthrie
Motion Approved

M. 188401 – 8177 Comox Rd – Patio Addition

Motion to approve: (subject to new impervious surface calculation for lot once project completed): Michael Stringam
Second: Lisa Guthrie
Motion Approved

N. 188404 – 5478 Salish Rd – Tree Removal

Motion to approve: Rich Santi
Second: Michael Stringam
Motion Approved

O. 188413 – 8070 Makah – New Fence (member in attendance)

Motion to approve: Lisa Guthrie
Second: Michael Stringam
Motion Approved

P. 188419 – 8160 Comox Rd – Widen Gravel Driveway

Motion to approve: Bev Franklin
Second: Michael Stringam
Motion Approved

Q. 188422 - 8045 Makah Rd – Concrete Driveway Replacement

Motion to deny application: (need detailed impervious surface calculations. Eaves likely not included): Michael Stringam
Second: Frank Sanchez
Motion to Deny Approved (GM to contact)

R. 188425 - 8059 Makah Rd - Concrete Driveway Replacement

Motion to deny application: (lot already exceeding impervious surface calculations. Need variance request from the Board): Michael Stringam
Second: Frank Sanchez
Motion to Deny Approved (GM to contact)

S. 188428 - Lot 15A -17 New Home Construction Coquitlam Drive (5553?) (member in attendance)

Motion to approve application: Bev Franklin: (subject to county permit)

Second: Michael Stringam
Motion Approved

T. 188431 - 8253 Skeena Way - New Manufactured Home (member in attendance)

Discussion: Committee discussed application with member and determined that not enough information was included in the application for approval. Applicant need to be further in the permitting process with Whatcom County. Application will be moved out to next month or further.

U. ACC Member Application – Kevin Ryan

Motion to approve application: Michael Stringam
Second: Frank Sanchez
Motion Approved

ADDITIONAL ITEMS DISCUSSION:

a. Communications

Staff made strides in providing all required information to the committee in a timely fashion and communicating to the committee members when new information was available for review. There is a new ACC module available in Enumerate (HOA software) that BBVCC is implementing, which should improve recording and workflow of ACC requests and documentation.

b. Revision to ACC R&R

A memo from Whatcom County addressing the proximity of sheds has been provided to BBVCC. The memo will be provided to members to assist in determining placement of sheds on their lots and possible restrictions that apply.

The Committee discussed increasing the frequency of Administrative Approvals where appropriate to speed approvals for members and relieve the committee of increasingly lengthy agendas. The committee will review Sections 8.1 and 8.2 and suggest any changes.

ADJOURNMENT:

The meeting adjourned at 12:01pm
Motion: Michael Stringam
Second: Lisa Guthrie
Motion Approved