**BBVCC**

* **ARCHITECTURAL CONTROL COMMITTEE**

**REGULAR MEETING**

**May 7, 2024**

**Meeting Minutes**

|  |  |
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| **Committee Members Present** | |
| Rich Santi, Chair | Bev Franklin - Board Liaison |
| Harry Shearer – Board Liaison | Lisa Guthrie |
| Frank Sanchez | Michael Stringam |
| Kevin Ryan |  |
| **Committee Members Absent** | None |
| **Staff** |  |
| David Franklin, GM | Justine Brooks, ACC Administrator |
| **Members** |  |
| 8208 Sehome Rd – Tim Horton | 8045 Makah – Bryan Cavanaugh |
| 5375 Nootka Loop – Jeff Goodman | 8041 Makah Way – Brent Mobbley |
| 5433 Tsawwassen Loop – Heidi with JWR Design | 8107 Kayak – Kelly Queen |
| 8103 Comox Loop – Scott and Susan Burbank | 5764 Nakat – Michael & Wendy Moriarty |
| 5438 Salish Rd – Maj Nelson |  |

**CALL TO ORDER:** Roll call was taken and a quorum was present. The meeting was called to order at 10:00am.

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

**RATIFY MINUTES:** April 2, 2024.

Motion to approve: Bev Franklin Second: Harry Shearer

**Motion: Approved**

**OLD BUSINESS:**

1. **191114 (179920) – 8208 Sehome Road – Carport & Fence – Owner provided plans for fence and carport.**

Member withdrew the carport during the meeting.

Motion to approve just the fence: Bev Franklin

Second: Lisa Guthrie

Motion Approved

1. **18842 – 8045 Makah – Concrete Driveway replacement.**

Motion to Approve: Michael Stringam

Second: Lisa Guthrie

Motion Approved

1. **188370 – 5433 Tsawwassen Loop – Variance Request for new home.**

Motion to Approve and send to the Board: Michael Stringam

Second: Harry Shearer

Motion Approved

1. **187284 – 5433 Tsawwassen Loop – New home.**

The project needs variance approval from the Board. (Left on the agenda for a follow-up at the next meeting.)

1. **191108 (54501) – Nakat Way – Fence**

Motion to Approve: Michael Stringam

Second: Lisa Guthrie

Motion Approved

1. **183351 – 5781 Nakat Way – New home.**

Motion to Approve with conditions. Impervious calculations need to be corrected and the name of the detached garage needs to be a shop: Michael Stringam

Second: Kevin Ryan

Motion Approved

1. **188055 – 8041 Makah Way – Retaining wall**

Motion to Approve as long as the retaining wall materials have a locking mechanism: Michael Stringam

Second: Lisa Guthrie

Motion Approved

**NEW BUSINESS:**

1. **190766 – 8107 Kayak Way – Culvert**

Motion to Approve with conditions. There needs to be suitable drainage from the property, i.e. catch basin or drain: Michael Stringam

Second: Lisa Guthrie

Motion Approved

1. **190690 (188265) – 8103 Comox Loop – garage Addition**

Motion to Approve with member ensuring correct drawings are online: Michael Stringam

Second: Lisa Guthrie

Motion Approved

1. **190773 – 5764 Nakat Way - Gazebo Addition**

Motion to Approve with the member getting the impervious calculations in: Bev Franklin

Second: Lisa Guthrie

Motion Approved

1. **190763 – 8184 Comox Loop – Tree Removal**

Motion to Disapprove as request was not on the members property: Michael Stringam

Second: Lisa Guthrie

Motion Approved

1. **190760 – 5419 Nootka – Tree Removal**

Motion to Approve: Bev Franklin

Second: Harry Shearer

Motion Approved with Lisa Guthrie recusing.

1. **190757 – 8133 Skagit Way – Storage Shed Addition**

Motion to Disapprove but letting the member know that their previous submission could be approved with the changes to the rules or if they wanted to proceed with this project, they would need a site plan that shows the location of the shed with setbacks and the impervious surface calculation: Bev Franklin

Second: Rich Santi

Motion Approved

1. **190753 – 8101 Cowichan Road – Tree Removal**

Motion to Approve: Lisa Guthrie

Second: Harry Shearer

Motion Approved

1. **190750 – 8165 Quinault Road – Tree Removal**

Motion to Approve: Kusa Guthrie

Second: Michael Stringam

Motion Approved

1. **190739 – 8096 Comox Loop – Tree Removal**

Motion to Disapprove as the tree is a legacy tree and no arborist report was provided: Lisa Guthrie

Second: Rich Santi

Motion Approved

1. **190604 – 5375 Nootka Loop – Fence**

Motion to Approve with conditions. The fence needs to be 3’ 5’ back from the corner of the home and garage and only 3’ for the entire front of the home. The 4 storage sheds are disapproved as you are only allowed one and they would be in the setback: Michael Stringam

Second: Lisa Guthrie

Motion Approved

1. **190778 - 8232 Quinault Rd – Greenhouse**

Motion to Approve with the condition it is moved out of the setback: Michael Stringam

Second: Lisa Guthrie

Motion Approved with Kevin Ryan recusing.

1. **190618 - 8055 Chinook Way – Stairway**

Motion to Approve: Michael Stringam

Second: Lisa Guthrie

Motion Approved with Kevin Ryan recusing.

1. **188471 - 5438 Salish Rd – Greenhouse**

Motion to Approve and let the member know that no other auxiliary structures would be approved with the removal of the shed or greenhouse: Michael Stringam

Second: Lisa Guthrie

Motion Approved

1. **190833 - 5649 Nakat Way – Fence**

Motion to Approve: Bev Franklin

Second: Lisa Guthrie

Motion Approved

**ADDITIONAL ITEMS DISCUSSION:**

1. **New ACC Administrator**

The new administrator for the ACC is Justine Brooks.

1. **Revision to ACC R&R**

As there are revisions to the ACC R&R and changes to the forms the Committee will be having a workshop on May 21. 2024 at 10am. The items that will be discussed are:

* Lot coverage
* Setbacks
* Max size shed & gazebo – change in R&Rs
* Good neighbor rule
* Managers approval on small/replacement projects
* 6.2 driveways – add back in
* Equipment placement (HVAC) screening
* Staking of home and property line

**ADJOURNMENT:**

The meeting adjourned at 12:00pm

Motion: Michael Stringam

Second: Lisa Guthrie

Motion Approved