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Architectural Standards Committee Meeting Teleconference Minutes for May 19 2021 - Posting

Members Present: Rod Whitten, Nick Sonder (left 1:57pm), Bill Staehlin

Staff Present: Sheryl Walker, Rex Haber, Darren Davis

Others Present: Jim Roth, Liz Ekenstedt, Alan Chan, Megan Hixon, Eric Scott, Dan Mellon, Kurt Reinkens, Rebecca Thayer, Susan Bell-Warner, Tim McNeeley, Andrey Bukaty, Jeff Watson, Lora Bate, Amein Punjani, Scott Maclellan

Agenda: All plans were considered for likeness proximity as well as building site proximity to adjacent properties. Unless otherwise stated, all plans maintained a 10' side setback to the eave line. Plans were also reviewed for roof pitch. Animal Resistant Garbage Can Enclosures are required on all submittals.

Meeting called to order: 9:07am

Member Comments: The committee discussed site coverage with the board liaison.

Discussion/Action Item: Review of the Minimum Plan Submittal Requirements: Colored Plans and Partial Plans

Colored Plans:

Staff introduced the recommendation that with advancing technology, to accept color plans. The committee discussed marking up plans for revisions and stated it is not a legal practice to do so. The committee discussed that in other local developments, it is standard practice to submit new plans by the submitting designer with clouds and deltas. There are legal issues with marking up a plan.

The committee discussed it will be harder to complete revisions by hand or submit minor project marked up site plans, however it is illegal, and the committee stated by lessening the minor project plan submittal requirements they are making projects simpler it will lessen this impact. The committee reviewed online software that can be used to draft site plans that meet the requirements.

The committee agreed to now accept colored and grayscale plans and only to be updated by the creator. The committee agreed the previous plans can be given to members however accepting altered plans originally drafted by a licensed professional will no longer be accepted. Staff will draft a proposed policy discussing plan drafting and revision requirements to bring back to the next meeting.

Rod Whitten moved to approve the above action. Nick Sonder seconded the motion. Passed 3:0 (Whitten, Sonder, Staehlin)

Partial Plans:

Staff introduced the recommendation to accept photos or partial elevation plans for minor projects to simplify the submittal process for members along with selected project downgrades to accompany the partial plan proposal. The committee reviewed the proposed matrix of plan submittal requirements for required documents across all project scopes including the downgrade of decks and artificial grass into minor projects, all chimney, siding, door and window changes into maintenance projects. The committee agreed to accept the photos or partial elevation plans proposal for minor projects and recommended based on size/scope for decks, mudrooms, window/doors, staff and /or committee chair, has the discretion to elevate to the next project level if privacy may be a concern or the proposed project is atypical. The committee discussed the downgrade of projects that require neighbor notification, per the ASC Rules, is a committee chair function, however the committee members present all agreed with the changes proposed. Staff will update the LAMA scope and fee sheet accordingly.

Rod Whitten moved to approve the above action. Nick Sonder seconded the motion. Passed 3:0 (Whitten, Sonder, Staehlin)

Submittals/Hearings:

- Unit 05, Lot 529
- Unit 11, Lot 242
- Unit 02, Lot 023
- Unit 11, Lot 386
- Unit 01, Lot 198
- Unit 04, Lot 224
- Unit 03, Lot 548
- Unit 10, Lot 144

Rod Whitten moved to adjourn; Bill Staehlin seconded the motion at 2:25pm.

ASC Minutes Approved by Committee Chairman:

_____/_____
Rod Whitten Date