

Architectural Standards Committee Meeting

Teleconference

Minutes for May 4, 2022

Members Present: Rod Whitten, Debi Phelps, Nick Sonder (arrived 9:13am), Mitch Clarin

Staff Present: Sheryl Walker, Lisa Purchard

Others Present: Marisa Oishi, Tim Chase, Pam Koehler, Rick Koehler, Rosalie Baylor

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: 9:00am

Member Comments: Rod Whitten made a comment regarding the need to review the ASC Coverage policy in relation to fire safety and ember resistance guidelines from the Truckee Fire District.

Discussion/Action Item: Fees and Fines

The committee discussed recommendations for changes to the ASC fee and fine schedule:

- Keeping maintenance permits at zero fee to benefit the community to motivate reducing deferred maintenance.
- Proposing timeframe changes to requests for permit extensions.
- Recognize the need to raise fees, including inspection fees, due to inflation, rising costs, and soaring fuel prices.

Draft fee recommendations include:

- Incorporate inspection fees (one site, and one final inspection) into administrative fees to simplify the fee sheet.
- Major Project fees for houses, additions (over 500sf), and garages with addition, increase administrative fees (including two inspections) from \$1200 to \$2000, commercial increase from \$1200 to \$5000, condo 1-4 units from \$1200 to \$4000 and 5+ units from \$1200 to \$5000.

- Minor w/ Neighbor Notification Project fees for garages, additions (under 500sf) decks, sheds (over 120sf), variances etc. increase admin fees (including two inspections) from \$500 to \$700. Minor w/ Neighbor Notification Project fees for fences increase admin fees (including two inspections) from \$350 to \$500.
- Minor Project fees increase admin fees (including up to two inspections) from \$300 to \$500.
- Increase the Additional Inspection Fee from \$100 to \$150
- Increase No Permit fee from \$100 to \$200
- Omit plan printing as local services provide \$1-2 black and white, \$9 color and current cost is \$5 per page.

The committee reviewed the staff recommendations:

- Break shed submittals into two categories, <120 sf Shed as a minor project and 120 sf and greater maintain a neighbor notification
- Add a crawlspace/storage conversion project into the fee sheet as a minor project
- Break fence submittals into two categories, small ground level enclosures matching upper deck railings a minor project, where increase of footprint would maintain as a fence with neighbor notification

The staff explained site plan limitations for owner builders for plan submittal requirements prohibits many from submitting a shed project to mitigate covenants storage issues and little to no neighbor notification comments are received for smaller shed projects. The committee discussed small ground level enclosures that match the existing upper-level deck railing. The committee agreed these projects can be minor in scope and up to 6 ft in height under an existing upper deck, however if outside the footprint of the upper deck railing above then considered a fence project with neighbor notification.

The committee discussed the fine schedule, last updated in 2012. The committee agreed to move the Snow Removal fine from the section A2 into the B section as a stand-alone fine category. The committee discussed drafting a policy that the fine applies to snow removal on site, including the driveway when there is no asphalt laid and include a heavy equipment definition.

The committee discussed deviations, which are changes made without prior approval and found upon final inspection without a revision requested. The committee discussed revising the fine to \$500 per elevation, item, or changes from the site plan.

The committee discussed adding a Nuisance fine, including construction vehicles being disruptive to neighbors by parking on private property and blocking the access easement, and other nuisance activity as using neighbor water without permission, unreasonable noise etc. with a fine range from \$100-1500.

The committee will further discuss the draft recommendations at the June meeting after staff update the above-mentioned items on the fee and fine schedules.

No action taken.

Submittals/Hearings

Unit 02, Lot 003

The committee agreed Rod Whitten moved to adjourn; Debi Phelps seconded the motion.

Meeting Adjourned 11:56am

ASC Minutes Approved by Committee Chair:

_____/_____
Rod Whitten Date