

**NOTICE OF MEETING – VIA EMAIL  
ARCHITECTURAL STANDARDS COMMITTEE**

**DATE: July 01, 2022  
PERMIT: 425385**

Jeffrey A James  
Redacted Address  
Truckee, CA 96161

Re: 16917 Northwoods Boulevard

Dear Property Owner(s);

You are hereby notified that the proposed project (Existing shed) at the above-referenced property has been scheduled for review before an Architectural Standards Committee meeting on **July 27, 2022 at 9:30 AM at Northwoods Clubhouse in the Meadow Room.**

**You may choose to attend in-person or via the zoom meeting platform**

**STAFF COMMENTS**

PLEASE CONFIRM ATTENDANCE OF ALL PARTICIPANTS AT LEAST ONE DAY AHEAD OF THE SCHEDULED MEETING (WITH NAMES, EMAIL ADDRESSES, PHONE NUMBERS) BY EMAILING [ASO@TAHOEDONNER.COM](mailto:ASO@TAHOEDONNER.COM).

JOIN ZOOM MEETING

<https://zoom.us/j/5091150911>

Meeting ID: 509 115 0911

Passcode: 11509

Dial by your location

+1 669 900 6833 US (San Jose)

We ask that you connect via the Zoom Meeting 10 minutes before your scheduled appointment. If you have any questions or comments, please contact our office at [aso@tahoedonner.com](mailto:aso@tahoedonner.com).

Sincerely,

A handwritten signature in cursive script that reads "Lisa Purchard".

Lisa Purchard  
Associate Inspector  
Architectural Standards Office  
(530) 587-9407  
[aso@tahoedonner.com](mailto:aso@tahoedonner.com)

**NEIGHBOR NOTIFICATION  
ARCHITECTURAL STANDARDS COMMITTEE**

**DATE: July 06, 2022**

Re: 16917 Northwoods Boulevard

Dear Tahoe Donner Property Owner:

The Tahoe Donner Association Board of Directors approved a significant rule change on **July 1, 1999**: neighbors will be notified when a Building Permit application is submitted for a Minor w/ Neighbor Notification Building Permit on an adjacent parcel. This will give property owners a chance to participate in the evaluation process. The Architectural Standards Office (ASO) invites your input, but the ultimate responsibility for evaluating the submittal is that of the Architectural Standards Committee (ASC).

You are hereby advised that an application has been received for the project (Unapproved shed in side setback) on the property located at the above-referenced property address. The matter will be heard on **July 27, 2022** at **09:30 AM**.

The proposed site plan and elevations can be viewed by opening the following web address in any browser - <https://www.tahoedonner.com/425385>. When weather permits, strings indicating the property lines and stakes marking each outer corner of the project should be visible on the building site. Please remember you may not enter onto the property without the approval of the owner.

You may offer comments on the project by either writing or emailing the ASO by 12pm (PST) the Tuesday prior to the meeting. We regret we are unable to accept telephone comments.

The attendance options for ASC meetings are either virtual using Zoom (video or phone options) or in-person. The in-person meeting will be in the Tahoe Donner Northwoods Clubhouse in the Meadow Room. **If you plan to attend the meeting, please email [aso@tahoedonner.com](mailto:aso@tahoedonner.com), at least 2 days prior to the scheduled meeting to confirm the project is still on the agenda and to receive the Zoom meeting information if attending virtually. Please include in your meeting invite request email, your name, Tahoe Donner property address, and phone number along with the address of the project under review.**

You may designate an agent to offer comments on your behalf. The designation must be in writing signed by you and received by the ASO by 12pm (PST) the Tuesday prior to the meeting.

As ASC meetings are often lengthy, time allotted for each property owner's comments may be limited. Sending a letter prior to the meeting will assist the ASC in its consideration of your

comments and these will be placed in the application file. All handwritten comments must be signed by you as the property owner and indicate your Tahoe Donner address or unit and lot number and will reviewed by both the ASC and the project's property owner.

In order to appeal the ASC decision, a request for meeting minutes can be made in writing to the ASO. The request must be made no later than the close of business the day following the scheduled ASC meeting at which the project was considered. The request for the Appeal package must include a written statement and be requested and returned to the ASO within 15 days following receipt of the meeting minutes letter. Such appeals are governed by the provisions of the C&R's and the procedures adopted, from time to time, by the Board of Directors. *An adjacent property owner who has not submitted written comments prior to the meeting or appeared at the meeting will not have the right to appeal any decision reached by the ASC.*

If you have any questions, please contact the Architectural Standards Office at (530) 587-9407 or [aso@tahoedonner.com](mailto:aso@tahoedonner.com).

Sincerely,



Lisa Purchard  
Associate Inspector  
Architectural Standards Office

**DECISION LETTER  
ARCHITECTURAL STANDARDS COMMITTEE**

**DATE: August 02, 2022  
FILING: 425385**

Jeffrey A James  
Redacted Address  
Truckee, CA 96161

Re: 16917 Northwoods Boulevard

Dear Property Owner(s);

On July 27, 2022, the Tahoe Donner<sup>SM</sup> Architectural Standards Committee (ASC) reviewed the submitted project for the above-referenced property.

Following are the advisories and comments Architectural Standards Committee:

The owner was present. The staff provided historical project information.

- The committee reviewed the site plan and discussed the coverage percentage at 20%.
- The committee discussed the ASC rule requiring a shed to match the house in color and materials. The shed roof is the same color as the house, but not the same material since the shed has a comp roof and the house has a metal roof. The walls are currently white, but owner plans to paint to match house color.
- The owner said that putting a metal roof on the shed was more costly and painting the window trim red would make it stand out. The committee agreed that painting the windows and trim on the shed bronze would be better than adding the red trim. Given the location of the shed on the property, the built-up roof is approvable.
- The owner explained that he built the shed without a permit due to inadequate office communication during ASO covid staffing shortages.
- The committee felt that while work done without a permit during that time was excusable, the location of the shed built in the 5-foot setback is not acceptable, and if a permit had been properly applied for, the owner would have been told that he can't locate the shed there.
- The owner explained that he thought he was putting the shed outside of the side setback since he thought the front left property pin was further to the left where a wooden stake was, and that he has since had a survey done on the property showing the true property boundaries.
- The committee asserted that since the owner didn't locate the left rear pin, the minor error in the front left pin was not material.
- The owner asked about the purpose of a side setback. The committee explained that it's designed to act both as a buffer between properties per our C&Rs and is also a public utility easement (PUE).

- The committee also explained that there are 5-foot PUEs on the sides of every property in Tahoe Donner where construction is not allowed without a variance and an abandonment of the easement by the Truckee Donner Public Utility District.
- The owner said that his hardship in moving the shed is that it would cost him thousands of dollars to move the shed out of the setback.
- There were no neighbor comments.
- The deposit has been paid.
- The committee explained if there is more than 2 ft of snow on the ground, special permission must be requested for use of heavy equipment.
- The committee discussed the new Town of Truckee noise ordinance that started on January 1, 2021 restricts construction noise beyond that of the Tahoe Donner construction hours.
- The committee explained the CAL Fire tree removal requirement as a courtesy.
- The committee explained that once the Certificate of Occupancy has been obtained through the Town of Truckee, a request for a final inspection must be submitted within 60 days.
- Rod Whitten moved to deny the variance. Debra Phelps seconded the motion (Passed 3:0)
- The committee stated the owners may appeal any decision to the Board of Directors.
- Action 3:0 (Whitten, Phelps, Hipkins) The committee denied the variance and instructed the owner to move the shed at least 5 feet from the side property line.

**Please email to submit the required items no later than 120 days from the date of this letter.**

**PLEASE NOTE:** No excavation, tree removal or construction of any type may proceed prior to the issuance of an Architectural Standards permit. Any violations of this rule will result in the assessment of a fine as well as legal proceedings to compel compliance with the Covenants and Restrictions and Rules.

**PLEASE NOTE:** When plans are invalidated, the site must be inspected to ensure there has been no alteration of the lot. If the lot has been altered in any way, the site must be returned to its natural condition prior to the refund of any deposit money and unused inspection fees. *The administration fee which accompanied the permit application is non-refundable.*

**PLEASE NOTE:**

- Any attachments to trees are not allowed.
- Any exposed metal and plastic shall be painted to harmonize with the structure's principal color.
- Any exposed concrete more than 6" above grade must be painted or stained to blend with the principal exterior color.
- All boundary markers and property line strings must be in place and plainly visible at time of final inspection.

**PLEASE NOTE:** During winter months, clearing of snow from a building site with heavy equipment will not be allowed except under special circumstances with the discretion of the ASC. The parcel must be reasonably clear of snow (less than 2') to avoid any damage to native vegetation, and any such damage, other than where approved, may result in a fine. Caution is urged at all times.

**CONSTRUCTION HOURS:**

*The Town of Truckee has a new noise ordinance that started January 1, 2021, restricting construction noise beyond that of the Tahoe Donner construction hours.*

*Construction. Noise sources associated with construction, repair, remodeling, or grading of any real property; provided a permit has been obtained from the Town as required; and provided said activities do not take place between the hours of 7:00 p.m. and 7:00 a.m. on weekdays, between the hours of 5:00 p.m. and 8:00 a.m. on Saturdays, or at any time on Sunday or a federal holiday.*

*Please see the Town of Truckee website for more information:  
<https://www.townoftruckee.com/home/showdocument?id=20356>*

Tahoe Donner Construction Hours were effective to 12/31/2020: 7am to 7pm Monday through Friday and 8am to 7pm Saturdays, Sundays, and Holidays. For this provision, recognized holidays are January 1st, Presidents Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day.

If you choose to appeal the ASC decision, you do retain the option to schedule a hearing with the Appeal Board (Board of Directors) to further discuss this matter. At your hearing, the Appeal Board will review your appeal. **You may obtain an Appeal package from the Architectural Standards Office (ASO). The request for the Appeal package must include a written statement and be requested and returned to the ASO within 15 days following receipt of this letter.**

If you elect to schedule an appeal or if you have any questions, please contact the Architectural Standards Office at (530) 587-9407 or [aso@tahoedonner.com](mailto:aso@tahoedonner.com).

Sincerely,



Lisa Purchar  
Associate Inspector  
Architectural Standards Office

# Exhibit G

## Architectural Standards Committee Meeting Teleconference Minutes for July 27, 2022

Members Present: Rod Whitten, Debra Phelps, David Hipkins

Staff Present: Lisa Purchard

Others Present: Mark Greening, Jeff James, Rashid and Christine Kazerooni

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: No Member Comments.

### Submittals/Hearings:

*Unit 02, Lot 363*

*Unit 01, Lot 171*

*Unit 03, Lot 156*

Rod Whitten moved to adjourn at 10:12 AM. David Hipkins seconded the motion.  
Meeting Adjourned at 10:12 AM.

ASC Minutes Approved by Committee Chair:

\_\_\_\_\_/\_\_\_\_\_  
Rod Whitten                      Date