



**Architectural Committee Meeting Minutes – May 1, 2025**

<b><u>BSAC/Staff in Attendance:</u></b>	<b><u>Guests in Attendance:</u></b>	<b><u>Project Attending For:</u></b>
John Seelye, Chair	Matt Reed	#02711 139 Nordic Lane
Ernie Chappell	Jason McGimpsey	#04533 1792 Little Coyote Rd.
George Mueller	Kyle Newmiller	#04533 1792 Little Coyote Rd.
Vanessa McGuire	Sarah D’Agostino	#06020 120 Cheyenne Rd.
Dave McCaffery	Jeff Brauer	#04341 3245 Two Moons Rd.
Cindy Miller		
Suzan Scott		
	<b><u>Guests Joining Virtually:</u></b>	
	Kim Koch	#06342 34 Low Dog Rd.
	Travis Irvin	#04341 3245 Two Moons Rd.
	Mel Crichton	#02711 139 Nordic Lane

**1. Membership Forum – None**

2. **Call to Order** - The Chair called the meeting to order at 9:05 am.

**3. Meeting Minutes-**

April 24, 2025, Meeting Minutes

**Staff did not distribute the April 24, 2025, Meeting Minutes prior to the meeting. No Motion was made.**

**4. Single-Family, Minor Alteration & Variance Request**

a. BSOA: #02711 Tim & Stacia Czartoski

Subdivision: Aspen Groves

Legal: Block C, Lot 11

Street: 139 Nordic Lane

Staff presented a Minor Alteration for a cold-roof replacement on an existing home and a Variance application for height. The project involves adding a cold roof that will add 5-inches to the height, well within the 12 inches allowed by regulation. The design regulations encourage cold roofs and allow for an additional 12 inches above maximum grade.

Matt Reed, MDR Construction, Project representative, attended the meeting in person. Mr. Reed stated the roofing material will be a metal roof in a matte black "carbon" color and added both the main structure and garage roof will receive the same metal roofing, though only the main house will have the cold roof component.

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The committee noted that neighbor notifications had been sent, and no objections were received. Committee members recommended the addition of snow stops due to the steep pitch and potential for snow slides.

**Motion made by John Seelye to approve the application as submitted; seconded by Vanessa McGuire. Motion passed unanimously.**

**5. Single-Family, Major Alteration, Sketch Review**

b. BSOA: #04533 Christopher & Amber Goulet

Subdivision: Meadow Village

Legal: Block 5, Lot 33

Street: 1792 Little Coyote Rd.

Staff presented a Sketch Review for a Major Alteration on an existing home. The project entails converting an existing deck to a sunroom and adding a new deck. The sunroom will be 380 square feet, and the new deck will be 360 square feet.

Jason McGimpsey, Montana Customs, Inc., and Kyle Newmiller, Project Representative, attended the meeting by Zoom. Mr. McGimpsey explained Montana Customs, Inc., is a remodel company that does additions, new construction, and remodels. Montana Customs is a licensed Montana general contractor.

Staff presented Sketch plans that show the existing deck to be demolished and replaced with a sunroom and new deck. The sunroom was designed with a jog to stay within the setback. All finishes will match the existing house, including vertical board and batten siding, architectural shingles for roofing, and matching window cladding.

Committee members noted that while the design regulations may require a licensed architect for Major Alterations, each project is considered on a case-by-case basis. The committee accepted that a structural engineer would stamp the drawings for this project.

**Motion made by George Mueller to approve the application as submitted; seconded by Dave McCaffery. Motion passed unanimously.**

**6. Single-Family, Major Alteration, Final Review**

c. BSOA: #04341 Jeff Brauer

Subdivision: Meadow Village

Legal: Block 3, Lot 41

Street: 3245 Two Moons Rd.

Staff presented the Final Review for a Major Alteration at 3245 Two Moons Rd. Travis Irvin, Irvine Design Studio, LLC, and Project Representative, attended virtually.

The home was built in 1986. The scope of the project includes a major renovation and addition that will consist of demolition to existing floors, walls, ceilings, roofing, and deck. The kitchen will be extended within the existing wall construction, eliminating a 1 1/2 story sunroom. 110 square feet will be added to the existing main floor bedroom. This addition will only affect the main floor and associated roof.

The dilapidated siding and trim will be replaced with new vertical siding material and flashing. The shingle roofing will be replaced with Malarkey Storm Gray shingles. All windows will be replaced. The existing exterior deck will be demolished and rebuilt utilizing the existing footings and layout.

Changes since Sketch Review include adjustments to overhangs to fit within setbacks. The committee inquired regarding the staging areas for construction. Mr. Irvine confirmed he would submit a site plan to staff showing staging areas for materials, dumpster and porta-potty, for review.

**Motion made by John Seelye to approve the application contingent on Staff receiving a construction staging plan prior to the commencement of work; seconded by Dave McCaffery.**

#### **7. Family, Major Alteration Sketch & Variance Request**

d. BSOA: #06020 Lone Peak Partners, LLC (Robert Rapp)

Subdivision: Cascade

Legal: Block 1, Lot 20

Street: 120 Cheyenne Rd.

Staff presented a Sketch Review for a Major Alteration and Variance application. Sarah D'Agostino, Red Tree Design, Project Representative, attended the meeting in person.

The project involves remodeling an existing garage into habitable space and adding a detached garage, which requires a variance in the Cascade covenants.

The primary hardship cited for Variance is the steep driveway grade, which ranges from 12% to 23%. A new driveway would be installed with a 10% slope or less to allow for safer access.

Staff noted that adjacent neighbors had expressed opposition to the detached garage variance. In response to the neighbor's concerns, the architect submitted a Plan B that shifts the proposed garage 7 feet closer to the home.

The committee discussed whether the neighbors had been properly notified about Plan B and what their specific objections were.

The committee reviewed whether a hardship statement was necessary for the variance. They determined that while hardship is one factor to consider, it is not an absolute requirement for a Variance.

**Motion made by Ernie Chappell to approve the Variance Application and Sketch Plan review for Submittal Plan B, contingent upon no opposition from neighbors within the notification period. If neighbors remain opposed, the application will return to BSAC for further review; seconded by Dave McCaffery. Motion passed unanimously.**

**8. Single-Family, New Construction Sketch & Variance Request**

- e. BSOA: #06342 Rex & Karyn Spear  
**Applicant Under Contract: Kim Koch**  
Subdivision: Cascade  
Legal: Block 6, Lot 342  
Street: 34 Low Dog Rd.

Kim Koch, of Terra Innovations and Project Representative attended the meeting by Zoom. Ms. Koch represents William Becker, who is under contract for 34 Low Dog Rd, contingent on the Variance approval. The current owners approve of the submittal and review.

Staff presented the Sketch Plans for New Construction and Variance request. The Variance request is for the front setback to be reduced from 25 feet to 15 feet due to the steep drop-off at the back of the property. An engineering report from Allied Engineering was submitted supporting the request to move the house forward on the lot due to topography constraints.

The proposed home would be a 3-level structure with 1,900 square feet on the main and lower levels, and 526 square feet above the garage, for a total living space of approximately 4,300 square feet.

Staff reported that adjacent neighbors have concerns regarding the Variance, though they themselves had received a similar variance in 1998. The committee noted they would like to address neighbors' concerns prior to Final review.

Mel Crichton, Neighborhood Wildfire Education Ambassador noted that the steep lot would need a major landscape review by the fire department due to fire concerns.

**Motion made by George Mueller to approve the Variance application without contingency; seconded by Ernie Chappell. Motion passed unanimously.**

**Motion made by Ernie Chappell to approve the Sketch Plan as submitted; seconded by Cindy Miller. Motion passed unanimously.**

**9. Single-Family, Minor Landscaping Alteration**

- f. BSOA: #02813 Dave & Coleen McCaffery  
Subdivision: Aspen Groves  
Legal: Block D, Lot 13  
Street: 89 Silverado Trail

Dave McCaffery, Owner and Committee Member, presented a Minor Landscaping Alteration to install (6) 4-foot tall spruce trees and a new monument sign. Mr. McCaffery noted that the corner of the property gets filled with snow in winter, making the current monument difficult to view. The new sign will be placed in a more visible location.

**Motion made by John Seelye to approve the application as submitted and waive the review fee for Dave's volunteer work on the BSAC; seconded by Ernie Chappell. Motion passed unanimously.**

**10. Discussion**

**i. Multi-Family, < Minor Alteration**

BSOA: #071XX Morning Sun Condo

Subdivision: Meadow Village

Legal: Tract 9, Plat 1-12-

**ii. Multi-Family, New Construction**

BSOA: #07107 MN Yellowtail Partners, LLC

Subdivision: Meadow Village

Legal: Section 36, Lot 4 Less Teton

Discussion items were tabled until the return of Lisa Chase, the Architectural Review Manager, who was absent due to a family emergency.

**11. Adjourn** – The meeting adjourned at 11:40 am.

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John Seelye, Chair