



Architectural Committee Meeting Minutes - January 8, 2026

<p><u>BSAC/Staff in Attendance:</u> John Seelye, Chair Vanessa McGuire Gina Dee Les Hopper Holly Coltea Lisa Chase</p> <p><u>BSAC Joining Virtually:</u> Ernie Chappell</p>	<p><u>Guests in Attendance:</u> Thomas VonLehman</p> <p><u>Guests Joining Virtually:</u> Fred Quirsfeld Linda Campbell</p>	<p><u>Project Attending For:</u> #06096A 43 White Butte Rd.</p> <p>#02718 447 Nordic Lane #02718 447 Nordic Lane</p>
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1. **Call to Order** - The Chair called the meeting to order at 9:00 AM.

2. **Membership Forum** - None

3. **Meeting Minutes** -

November 20, 2025, Meeting Minutes

Motion made by Ernie Chappell to approve the November 20, 2025, Meeting Minutes; seconded by Les Hopper. Motion passed unanimously.

December 4, 2025, Meeting Minutes

Motion made by John Seelye to approve the December 4, 2025, Meeting Minutes; seconded by Gina Dee. Motion passed unanimously.

December 18, 2025, Meeting Minutes

Motion made by Les Hopper to approve the December 18, 2025, Meeting Minutes; seconded by Ernie Chappell. Motion passed unanimously.

4. **Single-Family, Minor Alteration Review**

- a. BSOA #05427 Great Point, LLC
 Subdivision: Sweetgrass Hills
 Legal: Block 4, Lot 27 & 28
 Street: 3225 Crow King Rd.

Staff presented a Minor Alteration for a hot tub placement. Owner, Samatha LaPointe was absent from the meeting due to an emergency, and requested the BSAC waive a Project Representative.

The hot tub will be sourced from Bullfrog Spas in Bozeman (Model S150). The dimensions of the hot tub are 12' 8" x 7' 10" x 4' and it will be placed on the rear patio, adjacent to the garage wall and double glass door.

Distance and existing trees provide screening and a buffer from adjacent neighbors. The Staff noted the Owner has intentions to submit plans in the spring for additional landscaping and screening.

Motion made by John Seelye to approve the request as submitted; seconded by Gina Dee. Motion passed unanimously.

5. Single-Family, Minor Alteration Review

- b. BSOA #02718 Frederick Quirsfeld & Linda Campbell
Subdivision: Aspen Groves
Legal: Block C, Lot 18 & 19
Street: 447 Nordic Lane

Staff presented a Minor Alteration for (2) deck replacements at 447 Nordic Lane. Owners, Fred Quirsfeld and Linda Campbell, attended the meeting by Zoom.

Staff presented BSOA archived plans showing the (2) existing decks to be replaced.

The architectural design and footprint of the decks will remain the same. The materials will be upgraded and the railing modified. The new decking material will be TimberTech Advanced PVC by Azek in the American Walnut Landmark Collection. The railing posts will be a custom cube (2" x 2" x 2" x 2") in rust patina with stainless steel cable railing.

Project staging will be on property, as indicated by the construction staging plan.

Motion made by Vanessa McGuire to approve the application as submitted; seconded by Gina Dee. Motion passed unanimously.

6. Single-Family, Exception Request for RV Storage, Trailer & Parking Resolution

- c. BSOA #06096A Thomas VonLehman & Maggie Good
Subdivision: Cascade
Legal: Block 2, Lot 93A-1
Street: 43 White Butte Rd.

Staff presented a request for an Exception to the BSOA RV Parking and Storage Resolution. Thomas VonLehman, Owner, attended the meeting in person to request an Exception to park and store a recreational trailer adjacent to his home (southeast corner). The trailer is a black,

two-wheel, flatbed with a fold-down back gate, 7 feet wide and 14 feet long. Nothing will be stored on the trailer when not in use.

The BSOA Policy for RV Parking and Storage states no boats, trailers, snowmobiles, motor homes, or other recreational-type vehicles shall be permitted to be kept or stored on the premises of any lot or residence unless a covered, fenced and screened parking space, which must be approved in advance by the Big Sky Architectural Committee, is provided.

The Cascade Covenants (XIII Temporary Structures) state that, "No trailer...shall be permitted to be kept or stored on the premise... and unless a covered, fenced or screened parking space is provided, which must be approved by the Committee.

Mr. VonLehman noted the steep topography of the lot limits where the trailer could be stored suitably. Staff confirmed the topography provides natural screening from the road and adjacent lots, as the bank slopes down.

When stored next to the home, the trailer is not visible from other residences on White Butte Road. However, the trailer is visible from a portion of the cul-de-sac roundabout. Design Regulation 3.16.9 *Privacy Screens* provides parameters for screening site accessories; the use of vegetation is encouraged.

Mr. VonLehman owns the home located at the end of the cul-de-sac on White Butte Road, his wife owns two adjacent lots, and their property encapsulates the cul-de-sac.

Staff noted the adjacent neighbors do not object.

Mr. VonLehman stated he intends to reassess screening in the spring and will come back to the BSAC for review.

Motion made by Gina Dee to approve the Exception request to store a trailer contingent that the Owners commit to organic screening; seconded by John Seelye. Motion passed unanimously.

7. Design Regulations Amendments

a. Part I Architectural Review Procedure

i. Project Types

1. Project types and descriptions clearly identified

- a. New Construction
- b. Major Alteration, Addition or Renovation
- c. Minor Alteration, improvement or Repair
- d. Major Landscaping
- e. Minor Landscaping
- f. Multi Family, Condominium or Commercial
- g. Wildfire Mitigation
- h. Geotechnical Excavation

- i. Painting or Staining
- 2. Other Reviews added for clarification
 - a. Variance to Covenants
 - b. Exception to Design Regulations
 - c. After-the-fact Review
 - d. Emergency Repairs
- b. Part II Design Regulations
 - i. 2.0 Professional Services
 - 1. 2.1 Licensed Architect
 - a. All New Construction and Major Alterations shall require a Montana Licensed Architect.
The BSAC's decision to amend Design Regulation 2.1 is primarily to protect property values, safety, and welfare by ensuring buildings are designed competently and legally, especially for structural needs like seismic/snow loads. Requiring a Montana Licensed Architect will prevent unqualified individuals from designing potentially hazardous structures.
 - ii. 3.0 Site Design
 - 1. 3.7 Utility Installation
 - a. Propane tanks "must be buried" (stronger requirement)
 - b. "Generators require noise preventive enclosures or measures"
 - c. "Wall mounted equipment shall be enclosed with material to match exterior wall finishes"
 - d. Adds: "Window or wall-mounted air conditioning units are not permitted"
 - 2. 3.14.1 Exterior Lighting
 - a. Fixtures shall be equipped with or be modified to incorporate light directing and/or shielding devices such as shields, visors, skirts, internal louvers or hoods to redirect light downward to reduce direct or indirect glare and prevent light trespass and pollution.
 - b. Uplighting of buildings, landscaping and trees is not allowed. Where used, lantern style fixtures shall be restricted to twenty-five-watt (25-watt) lamps and shall be required to have frosted or translucent panels.
 - c. Exterior lighting shall operate only between dusk and midnight. With BSAC approval there may be an Exception

for security and residence access lighting which may operate dusk to dawn.

3. 3.15.1 Signage

- a. Construction site identification signs must not be erected prior to BSAC approval and must be removed from the subject site before the Performance Deposit is released.
- b. Real estate signs cannot be placed on public property, including the highway right-of-way, without BSAC approval.
- c. Temporary real estate sale or directional signs erected for the purpose of directing interested persons to the location of a property are prohibited.

4. 3.16.4 Exterior Fireplaces

- a. All new wood burning fireplaces and fire pits are expressly prohibited. There shall be no exterior fireplaces or firepits except propane burning fireplaces or firepits as described herein and shall be limited to one per lot. Exterior fireplaces are considered only when permitted by Covenants. The exterior propane fireplace or fire pit shall be placed on the property in accordance with the manufacturer specifications.

5. 3.16.10 Garbage Storage

- a. Trash storage areas must be incorporated within the building square footage

6. 3.16.10 Wood Storage

- a. Firewood is a significant fuel source for wildfires. Moving firewood out of the high-risk 0-30 foot zone is vital for protecting your home from wildfire embers. No commercial storage of wood, for the purpose of resale or wood storage in excess of 2 cords shall be allowed within the BSOA. Firewood shall be neatly stacked.
- b. *Wood Storage May-October*
Firewood that is stored outside of the garage must be kept at least thirty (30) feet from flammable structures, ideally uphill, when feasible. Storage areas shall not be located on decks, balconies, or areas in direct contact with the structure.
- c. *Wood Storage November -April*

Firewood may be stored in closer proximity to a structure during the winter months. All firewood must be moved prior to the start of fire season.

7. New Subsections

a. **3.5.1 Stormwater Permit**

(1) Owners may be required to obtain a construction stormwater water prevention plan permit SWPPP through the Montana Department of Environmental Quality (MDEQ) during the development of property.

b. **3.9.1 Parking Single-Family Dwellings**

(1) Single-Family Dwellings and Single-Family Condominiums for homes with four (4) or less bedrooms are required to have three (3) parking spaces, at least one (1) of which shall be a garage enclosure. Single-Family Dwellings and Single-Family Condominiums for homes having five (5) or more bedrooms are required to have three (4) parking spaces, at least one (1) of which shall be a garage enclosure.

c. **3.12.1 Noxious Weed Management**

(1) All Owners must comply with State of Montana Local County Weed Act, Title 7, Chapter 22, Part 21. Site disturbance and topsoil importation is an opportunity for noxious weeds to become established on construction sites within The BSOA jurisdiction. Applicants are required to provide a noxious weed management plan that identifies short-term and long-term strategies to ensure Properties within the BSOA continue to be weed-free.

d. **3.12.2 Landscape Maintenance Minimum Standards**

(1) Trees and shrubs shall be maintained in a healthy state. Any tree or shrub showing more than 30% desiccation or damage shall be replaced.

e. **3.16.11 Saunas**

The location of any proposed sauna shall be included on the Site Plan and Exterior Elevation drawings for approval. Any proposed sauna shall comply with applicable building and fire codes; should be placed in an inconspicuous area away

from the direct view of Adjacent Properties and public or private rights-of-way; and should be screened using vegetation or other approved building materials to adequately shield the occupants and mechanical equipment of the sauna. If the proposed sauna is not connected to/or adjacent to the home, it must be screened by vegetation or other approved building materials on all sides which are open to the public either from roads, Road Right-of-Ways, or other buildings. All sauna installations must include proper ventilation systems and maintain required setbacks from property lines as specified in the applicable building code. Saunas shall only be used for wellness recreation. The use of storage is prohibited.

f. 3.16.12 Flags and Flagpoles

In accordance with the Freedom to Display the American Flag Act of 2005, residents have the right to display the flag of the United States on their residential property. American Flags should be displayed in a respectful manner consistent with the U.S. Flag Code.

Flagpoles must be located within the Building Envelope and indicated on the site plan for review by the BSAC.

Only one flagpole is allowed per Lot. Uplighting of any flagpole shall use a low Lumen bulb and must be approved in advance.

g. 3.16.13 Exterior Entertainment

Built-in exterior barbecue grills, portable barbecues or similar outdoor entertainment facilities may be permitted on terraces and patios provided the exterior walls of the built-in appliances are constructed of a similar material as the exterior of the residence and does not interfere with the use of neighboring lots.

iii. 5.0 Exterior Building Form

1. 5.1 Building Height

- a. Berming or building up grades around the perimeter of a building for the purpose of satisfying Building Height requirements is not permitted.

c. Part III Construction Standards

i. Prior to Construction

1. A Construction Staging Plan for New Construction and Major Alterations may require onsite staff approval prior to work commencing.

d. Exhibit A: Review & Penalty Fee Structure

- i. Staff proposed an increase to the following Review and Performance Deposit fees.

REVIEW FEES	Current Fee	Proposed Fee	Current Perf. Dep.	Proposed Deposit
Single-Family Dwellings				
New Construction- Sketch & Final Review	\$2,500.00	\$2,500.00	17,500.00	\$20,000.00
Major Alteration, Addition or Renovation	\$500.00	\$500.00	5,000.00	\$5,000.00
Minor Alteration, or Repair	\$100.00	\$100.00	500.00	\$500.00
Major Landscaping - Sketch & Final Review	\$650.00	\$650.00	5,000.00	\$5,000.00
Minor Landscaping	\$100.00	\$100.00	500.00	\$500.00
Subdivision/Multi-Family Condominium				
New Construction - Sketch & Final Review	\$2,500.00	\$3,500.00	17,500.00	\$25,000.00
Major Alteration, Addition or Renovation	\$500.00	\$1,000.00	5,000.00	\$7,500.00
Minor Alteration, or Repair	\$100.00	\$250.00	500.00	\$750.00
Major Landscaping - Sketch & Final Review	\$650.00	\$650.00	5,000.00	\$7,500.00
Minor Landscaping	\$100.00	\$100.00	500.00	\$500.00
Per Acres of Disturbed Area		NA	10,000.00	\$15,000.00
Commercial				
New Construction - Sketch & Final Review	\$2,500.00	\$3,500.00	17,500.00	\$30,000.00
Major Alteration, Addition or Renovation	\$500.00	\$1,000.00	5,000.00	\$7,500.00
Minor Alteration, or Repair	\$100.00	\$250.00	500.00	\$750.00
Major Landscaping - Sketch & Final Review	\$650.00	\$750.00	5,000.00	\$5,000.00
Minor Landscaping	\$100.00	\$100.00	500.00	\$500.00
Per Acres of Disturbed Area		NA	20,000.00	\$25,000.00

- ii. Staff proposed new fines
 - 1. After-the-fact Penalty fees
 - 2. Lapsed Construction due date penalty fees

AFTER THE FACT PENALTY FEE		
Single-Family Dwellings - Review		Proposed
New Construction		\$500.00/per day
Major Alteration, Addition or Renovation		\$300.00-\$1,000.00/per violation
Minor Alteration, or Repair		\$100.00-\$250.00/per violation
Major Landscaping - Sketch & Final Review		\$300.00-\$1,000.00/per violation
Minor Landscaping		\$100.00-\$250.00/per violation
Variance/Exception		\$1,000.00-\$50,000.00/per violation
Subdivision/Multi-Family Condominium & Commercial- Revi		Proposed
New Construction		\$1,000.00/per day
Major Alteration, Addition or Renovation		\$500.00-\$2,000.00/per violation
Minor Alteration, or Repair		\$250.00-\$2,000.00/per violation
Major Landscaping - Sketch & Final Review		\$500.00-\$2,000.00/per violation
Minor Landscaping		\$250.00-\$2,000.00/per violation
Variance/Exception		\$1,000.00-\$100,000.00/per violation
Per Acres of Disturbed Area		\$500.00/per acre per day
LAPSED CONSTRUCTION PENALTY		
All Properties		
New Construction		\$100.00/per day
Major Alteration, Addition or Renovation		\$50.00/per day
Minor Alteration, or Repair		\$25.00/per day
Major Landscaping, Sketch & Final Review		\$50.00/per day
Minor Landscaping		\$25.00/per day
Subdivision/ Multi-Family Condominium & Commercial		
New Construction		\$250.00/per day
Major Alteration, Addition or Renovation		\$150.00/per day
Minor Alteration, or Repair		\$50.00/per day
Major Landscaping - Sketch & Final Review		\$150.00/per day
Minor Landscaping		\$50.00/per day

8. Discussion

a. Construction Vehicle Parking

BSOA #02522 Walt Andrews

Subdivision: Aspen Groves

Legal: Block A, Lot 22

Street: 1123 Andesite Rd.

- i. Staff received (2) neighbor complaints regarding the parking at 1123 Andesite Road. Adjacent neighbors have communicated they do not want contractors or subcontractors to pull in their driveway to turn around as the drive is steep and vehicles often get stuck.

Shon Ramey, Project Manager, noted to staff that the project is in the final stages causing the increase in subcontractor vehicles. Mr. Ramey confirmed he would not use the neighbor's driveway to turn around and disseminate the message to the subcontractors.

b. Minor Alteration Modification – Staff Approval

BSOA #06012 Big Sky Bliss, LLC

Subdivision: Cascade

Legal: Block 1, Lot 12

Street: 6 Sioux Rd.

Staff presented Modification to a Major Alteration. The scope of the Major Alteration includes two deck replacements for an existing home. A staircase will be added to the deck on the east elevation for yard access. Materials will match existing.

9. Adjourned -

Motion made by John Seelye, Chair, to adjourn the meeting at 10:59 AM; seconded by Vanessa McGuire. Motion passed unanimously.