



Architectural Committee Meeting Minutes – October 2, 2025

<u>BSAC/Staff in Attendance:</u>	<u>Guests in Attendance:</u>	<u>Project Attending For:</u>
John Seelye, Chair	NA	
Vanessa McGuire		
Gina Dee		
Dave McCaffery	<u>Guests Joining</u>	
Holly Coltea	<u>Virtually:</u>	
Lisa Chase	Garrett Hartman	#04433 2700 Little Coyote Rd.
	Tony Roberts	#04433 2700 Little Coyote Rd.
<u>BSAC Joining Virtually:</u>	Rene Houlette	#04433 2700 Little Coyote Rd.
Ernie Chappell	Bob Morse	#04433 2700 Little Coyote Rd.
Les Hopper		

1. Membership Forum – None

2. Call to Order - The Chair called the meeting to order at 9:01 AM.

3. Meeting Minutes –

September 18, 2025, Meeting Minutes:

Motion made by Ernie Chappell to approve the September 18, 2025, with minor edits, Meeting Minutes; seconded by Vanessa McGuire. Motion passed unanimously.

4. Single-Family, New Construction Sketch Review

- a. BSOA #04433 Gary Roberts, Jr.
 Subdivision: Meadow Village
 Legal: Block 4, Lot 33
 Street: 2700 Little Coyote Rd.

Staff presented a Sketch Review for New Construction on Little Coyote Rd. Garrett Harmon of Harmon Taylor Architects and Project Manager attended the meeting via Zoom. Mr. Tony Roberts, Owner, also attended the meeting via Zoom.

Staff noted Mr. Harmon is a Licensed Architect in Texas and Colorado but does not hold licensure in Montana.

John Nichols, PE, of Dovetail Structural Engineering, is licensed in Montana and will be overseeing the architectural plans.

Per 2.3 of the BSAC Design Regulations, when an out-of-state Licensed Architect is retained for the development of architectural drawings and specifications, each Owner Applicant shall retain the services a Montana-state Licensed Structural Engineer.

Committee members ensued discussion regarding a desired amendment to the Design Regulations to require a Montana State License for all New Construction projects. While the BSAC prefers that applicants retain a Montana Licensed Architect for any new construction, the Design Regulations are currently written to allow an out of state architect contingent on the applicant retaining a Montana Licensed Structural Engineer, which the applicant has done.

Mr. Roberts stated he worked with BSAC Staff to understand the submittal requirements and is not deviating from the Design Regulations or from the guidelines of the BSAC. Mr. Roberts noted he has previously worked with Mr. Harmon on several projects and has a long-standing professional relationship with him.

The traditionally designed single-family mountain home will be comprised of 2,694 square feet on the main floor, 985 square feet on the upper floor and 752 square feet of non-habitable space. The maximum height will be 24'-8" above the average finished grade. The proposed plans are in compliance with the Meadow Village Covenants and setback regulations.

Design considerations include strategically positioned windows on the east elevation of the master bedroom to maximize privacy.

Adjacent neighbor, Bob Morse, attended the meeting via Zoom, to express concerns regarding a property drainage plan. Mr. Roberts confirmed coordination with IMEG engineers to maintain existing watershed patterns and implement positive drainage along property lines. Mr. Roberts and Mr. Morse agreed to jointly develop a drainage swale design for final approval, ensuring no additional water runoff impacts neighbors.

Rene Jones Houlette, neighbor, also attended the meeting via Zoom, inquired about the compatibility of aesthetics and architectural design to adjacent homes on Little Coyote Road. Staff will present photos of the neighboring homes at the final review, for discussion.

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

*Staff will follow through on revising architectural licensing clauses with legal input to align regulations with practical and liability considerations.

5. Discussion

a. **Block 6 Cascade Subd., COSA Update**

- i. Staff presented a significant regulatory hold affecting Lot 342 on Low Dog Road due to missing Certificate of Subdivision Approval (COSA) filings for Block 6 of Cascade subdivision. Madison County denied address

approval linked to absent COSA records, halting permits and construction, forcing project suspension.

Investigation revealed some homes in Block 6 have been built without a COSA dating back to 1984, with current policy grandfathering existing homes but requiring COSA for renovations or new builds.

Madison County recommended owners pursue either individual COSA filings or collective Block 6 approval simultaneously, though individual filings are complex and costly.

The Project Representative for the New Construction on Lot 342 will be meeting with the DEQ on October 22, 2025, to discuss the specific requirements of a COSA application. Staff to follow up with the Owners after this meeting and report back to the Committee.

6. **Adjourned -**

Motion made by John Seelye, Chair, to adjourn the meeting at 9:48 AM; seconded by Ernie Chappell. Motion passed unanimously.