



Architectural Committee Meeting Minutes - April 2, 2026

BSAC/Staff in Attendance:

John Seelye, *Chair*
Ernie Chappell
Dave McCaffery
Vanessa McGuire
Gina Dee
Les Hopper
Holly Coltea
Lisa Chase

Guests in Attendance:

Ryan Welch
Tom Kirk
Todd Rossier
Jamie Anderson

Project Attending For:

#00275 1985 Yellowtail Road
#04419 2715 Little Coyote Rd.
#07206 25 Seeway Road
#014XX 32 Downhill Drive

BSOA Joining Virtually:

Michelle Horning, *Board Chair*

Guests Joining Virtually:

Jedediah Hogan
Scott, Renewal by Anderson
Parkin Costain

#04432 2690 Little Coyote Rd.
#04419 2715 Little Coyote Rd.
#06026 Lot 168A Cascade

- 1. Call to Order** - The Chair called the meeting to order at 9:02 AM.
- 2. Membership Forum** - John Seelye, Chair, reported that all modular pods have been removed from the Yellowtail site. Outstanding items include: removal of remaining debris and pallets, reclamation of the site (including topsoil replacement), and reinstallation of construction fencing around the active work area.

The Chair noted ongoing concerns: construction trailers, dumpsters, an open manhole on the east side of the property, and the removal of site fencing that previously separated the active construction area from the surrounding neighborhood.

Staff noted the prior enforcement fine was \$500/day until the pods were removed; the pods were removed on March 20th. The committee discussed outstanding fines and clarified that the landscaping obligation for the two constructed buildings is a separate requirement from the site reclamation obligation for the pod area.

Staff will contact Tom Berkley (Project Manager) to appear at the next BSAC meeting (April 23, 2026) to provide a full update on: site completion plan, fine payment status, and site reclamation. The committee noted that if fines remain unpaid and the site remains out of compliance, a lien on the property should be considered.

3. Meeting Minutes – March 5, 2026, Meeting Minutes

March 5, 2026, Meeting Minutes

Motion made by Ernie Chappell to approve the March 5, 2026, Meeting Minutes; seconded by Gina Dee. Motion passed unanimously.

March 19, 2026, Meeting Minutes

Motion made by Gina Dee to approve the March 19, 2026, Meeting Minutes; seconded by Vanessa McGuire. Motion passed unanimously.

4. Single-Family, Minor Landscaping Alteration

- a. BSOA #04441 Barbara Rowley
Subdivision: Meadow Village
Legal: Block 4, Lot 41
Street: 3075 Half Moon Ct.

A Project Representative was not present at the time of the meeting, and the review was deferred until the next BSAC meeting.

5. Single-Family, Minor Alteration

- b. BSOA #04432 Robert & Loran Morse
Subdivision: Meadow Village
Legal: Block 4, Lot 32
Street: 2690 Little Coyote Rd.

Staff presented a Minor Alteration for a deck replacement and a pergola addition. Jedediah Hogan, Project Representative, attended the meeting by Zoom on behalf of the Owner. The existing wood deck will be replaced in kind – maintaining the same post design, layout, and dimensions – using Trex composite decking in a neutral color. A 10 x 13-foot pergola will be added, centered on the back sliding door. The hot tub screening will remain. The applicant indicated that a small privacy screen addition may be requested at a future date between the deck and the neighboring property’s hot tub area; if so, a modification submittal will be required.

Motion made by Ernie Chappell to approve the application as submitted; seconded by Les Hopper. Motion passed unanimously.

6. Single-Family, Minor Alteration

- c. BSOA #04419 Thomas & Jill Kirk
Subdivision: Meadow Village
Legal: Block 4, Lot 19
Street: 2715 Little Coyote Rd.

Staff presented a Minor Alteration for the replacement of 18 windows. Thomas Kirk, Owner, attended the meeting in person. A representative from Renewal by Anderson attended the meeting by Zoom. The replacement windows are south-facing and will match the existing window design, color, and mullion configuration. No windows will be added or deleted. Three lower casement windows in a brick section will be changed to double-hung windows. All egress requirements have been confirmed by the window contractor. The cladding color remains unchanged.

Motion made by Dave McCaffery to approve the application as submitted; seconded by Vanessa McGuire. Motion passes unanimously.

7. Multi-Family, Minor Alteration

- d. BSOA #014XX Beaverhead Condominium Phase E
Subdivision: Beaverhead Condo
Legal: S30, T06 S, R03 E
Street: 32 Downhill Drive

Staff presented a Minor Alteration for a cold roof replacement at Beaverhead Condominium Phase E. Jamie Anderson with Confluence Community Management attended in person. At the time of the meeting, the project address was amended from 32 Downhill Drive to 64 Downhill Drive due to an active roof leak discovered at the 64 Downhill building, making it a priority. The two buildings are identical in all measurements and specifications; the application materials require no other changes. Building 32 will be deferred to a future meeting.

The cold roof replacement will match the gray shingles already approved and installed on a prior Beaverhead building. A maximum 12-inch cold roof addition is permitted per BSOA design regulations for existing buildings. The adjacent Beaverhead HOA and surrounding properties (Boyne/Big Sky Resort) have no objections. This is the third Beaverhead cold roof approval in two years.

Motion made by Ernie Chappell to approve the application as modified; seconded by Gina Dee. Motion passed unanimously.

8. Community, New Construction Phase III

- e. BSOA #07206 Big Sky Community Org.
Subdivision: Sweetgrass Hills
Legal: Lot 2A-1
Street: 25 Seeway Road

Staff presented Phase III of the Big Sky Community Organization (BSCO) Park revitalization project. Todd Rossier, Two Bear Construction, attended in person as project representative. Phase III encompasses the Community Campus area (formerly known as Camp Big Sky, rebranded to serve the broader community) and the placement of one ADA-compliant modular public restroom near the Community Campus. Phases I and II have been previously approved.

Changes from the prior Phase III submittal include:

- Yurt 1 repositioned slightly to allow gravity drainage to an existing lift station.
- Retaining wall on the east side reduced in scope to reduce costs.
- Retention pond resized based on grading changes.
- Walkway to the river and a portion of the manicured lawn removed for cost savings.
- Current fill estimate: 4,200 cubic yards. A cut-fill map will be provided to staff for the record.
- Pavilion, AV room, bike shelter, and greenhouse remain as “future” elements and are not part of this approval.

The restroom design, elevation, and colors are unchanged from the prior meeting submittal. The restrooms will have mag locks and timer controls similar to the Town Center restrooms.

Bollard path lighting (downward facing) and Festoon/string lighting noted on the drawings were not approved; a lighting modification submittal will be required for lighting.

Phase status update provided by contractor:

- Phase I (fields): Remobilizing. Groundwater discovered on the left-field side of the softball field has been addressed via a sump pump and retention pond system, approved under the SWIPS permit. Topsoil prep and stormwater easement work ongoing.
- Phase II (existing building): Complete. Building has been painted and roof replaced to match approved shingles.
- Phase IV (courts area – formerly Camp Big Sky location): Camp Big Sky relocation scheduled for July 13th, at which time Phase 4 demolition and grading can begin. Phase IV is anticipated to be complete this year.

BSCO commissioned WGM to conduct a parking study. The existing parking meets code through shared use of nearby lots and walking paths, but community concerns remain. The BSOA board is evaluating hybrid options to add some parking while preserving green space; no final decision has been made. The committee noted the issue will likely intensify with pickleball court use and overflow from Meadowview Park.

Motion made by Ernie Chappell to approve Phase III for the BSCO Park, including the ADA restroom and Community Campus, subject to a review of the lighting plan; seconded by Gina Dee. Motion passed unanimously.

9. Multi-Family, After-the-fact Review, Pool Demolition

f. BSOA #00275-00303 Park Condominium

Subdivision: Meadow Village

Legal: S36, T06 S, R03 E, TRACT 2A

Street: 1985 Yellowtail Road

Staff presented an After-the-fact Minor Alteration for the demolition of the existing swimming pool at Park Condominiums. Ryan Welch, representing Confluence Property Management, attended in person.

The pool was deemed inoperable and unrepairable, was not registered with the county, and presented a safety concern for the upcoming summer season. Insurance requirements and the availability of a demolition contractor (L&L) accelerated the timeline. Confluence contacted BSOA upon learning demolition had been scheduled. At the time of the meeting, demolition was underway. The adjacent property (Boyne Resort) was inadvertently disturbed; it was discovered after the survey that the pins placed the Boyne property line closer than assumed.

Discussion items included:

- The committee expressed that while they understood the circumstances, a demolition plan and reclamation plan should have been submitted prior to work commencing. This was noted as a recurring issue with this management company.
- The property owner does not plan to install a new pool; the area will be reseeded and reclaimed. A potential hot tub installation may be considered in the future and would require a separate submittal.
- The committee noted that work on or near the Boyne property line requires Boyne's permission, which was not obtained. The reclamation plan must address the Boyne property area as well.

Motion made by Dave McCaffery to approve continued demolition, subject to: (1) payment of a \$500 performance deposit and \$100 review fee; (2) an after-the-fact fine of \$250; and (3) return to the April 23, 2026 BSAC meeting with a full reclamation plan (including any plantings and re-seeding of both the Park Condo and adjacent Boyne property areas) for approval; seconded by Ernie Chappell. Motion passed unanimously.

10. Discussion

a. Real Estate Sign Regulations

Staff presented a review of proposed real estate signage language for inclusion in the BSOA Design Regulations. Staff noted that the Town Center jurisdiction does not have comparable sign restrictions and that rules across BSOA's 64 subdivisions are inconsistent; the updated design regulations will unify standards.

Key discussion points and outcomes:

- On-property "For Sale" signs are already addressed in existing regulations and do not require further revision.
- One temporary directional (wayfinding) open house sign may be placed off-property on the same calendar day as the scheduled open house, and for a period not to exceed 24 hours.
- The regulation applies to all members, including for-sale-by-owner situations, not only licensed agents.
- Once finalized, staff will submit the updated regulation language to the Gallatin Association of Realtors for dissemination to all member agents across both Gallatin and Madison counties. The committee agreed that sending to one centralized entity (the Gallatin Association of Realtors) is the most efficient distribution approach.

- Staff confirmed this item falls within BSAC's authority over design regulations. Staff will notify and inform the BSOA board.

b. Lot 168A Cascade Subdivision

Parkin Costain, prospective purchaser and BSOA Member, inquired about the feasibility of splitting a combined lot (Plat 168A) at the end of Cascade Road. The 4.19-acre parcel was historically comprised of multiple separate lots before being combined. The prospective buyers are exploring whether the county would permit a split back to two lots along the historic centerline.

The committee noted that while BSOA design regulations allow for lot combinations, they do not expressly provide for lot separations. However, given that the property was previously two separate parcels, the committee expressed support for the applicant pursuing the split through Gallatin County, contingent on the split matching the historic lot configuration. Staff will prepare a letter of support for submission to Gallatin County, indicating BSOA's conditional support for a lot split that conforms to the historic lot lines. No formal submittal has been made to BSAC at this time; a full application will be required if the county approves the separation.

c. BSAC Board Vacancy – Appointment

Staff reported that George Mueller has resigned from the BSAC board, creating a vacancy. Per the bylaws, an appointment is required to fill the seat until the August elections.

The committee discussed candidates and recommended that Cindy Miller be contacted first, given her prior service on BSAC.

Motion made by Ernie Chappell to recommend the appointment of Cindy Miller to the vacant BSAC seat, to serve until the August elections, based on her prior BSAC experience; seconded by Gina Dee. Motion passed unanimously.

d. Garbage/Trash Resolution – Seasonal Time Window Amendment

Staff provided an update on the BSOA trash compliance resolution. Staff and Holly Coltea conducted a call with Republic Services (garbage hauler) to discuss pickup timing. Republic Services confirmed that a 6:00 AM start time works with their operations.

The committee discussed and confirmed a seasonal split for the trash set-out window:

- Winter Season (December 1 – February 28): Garbage may be placed out up to 24 hours before scheduled pickup.
- Bear Season (March 1 – November 30): Garbage may be placed out the morning of pickup between 5:00 AM and 8:00 PM.

Motion made by Ernie Chappell to amend the garbage/trash resolution to reflect the two-season time windows as described above; seconded by Gina Dee. Motion passed unanimously.

Board Chair Michelle Horning suggested that BSOA create refrigerator magnets with the seasonal dates and times for distribution to all property owners and rental units as an effective communication tool. The committee expressed support for this idea.

e. Staffing Update

Staff announced that Sam Luedktke has agreed to join BSOA as a full-time compliance officer, with an effective start date of May 1, 2026.

f. BSAC Elections – August 2026

The committee discussed the upcoming August elections. Three seats on the BSAC board are elected: Dave McCaffery, Gina Dee, and John Seelye (Chair).

Staff noted that a formal call for service will be issued per the bylaws.

11. Adjourned –

The meeting adjourned 10:37 AM.