**Architectural Review Committee**

**Meeting Minutes**

**March 21, 2017**

**Call to Order and Roll Call**

**MEMBERS PRESENT:** Tim Rager, Tom Strayer and Barry Wood.

**MEMBERS ABSENT:** Mike Cousins andShirley Jacobi.

**OTHERS PRESENT:** Town Manager Tonya Galbraith, Director of Planning Ryan Crum, and Planning Administrative Assistant Michelle Strader.

**Election of Officers**

Election of Officers will be on the April agenda.

**Approval of Minutes**

Approval of Minutes will be on the April agenda since not all members present could vote.

**New Business**

CalAtlantic Homes – Revised Elevations for Bay Creek East

Mr. Crum stated the Washington B and C elevations are being revised and elevations D and E are being added to the line-up of homes in Bay Creek East. The staff report was included in the board packets and a number of things were noted that aren’t being met, which is due to the fact that the most the petitioner provides is master drawings for the elevations. They have also provided a commitment letter, which outlines that they understand all of the requirements of the PUD and they will be meeting those. As permits are submitted the individual plans will be tailored to meet the PUD requirements. Upon receipt of that letter, in terms of standards, staff had no concerns.

Ann Kloc, representative of CalAtlantic Homes, stated they are going through all of their floor plans and updating them as they do every few years because of market trend changes and style changes – we like to keep our exteriors fresh. Ms. Kloc handed out drawings of the current Washington B and C and the replacements. She noted the biggest difference is adding two windows in place of the integrated third car garage door to make it look like room space. Homeowners will always have the option to convert that to a third car bay if they choose. As Ryan said, as a builder we have master sets of blueprints and that’s what we are submitting this evening, but anything that’s not shown that’s not in compliance with the PUD those will be the final sets when the final building permit is submitted and everything will be in full compliance. She handed out drawings of elevations D and E, which are both brand new. Mr. Wood asked what the price points are. Ms. Kloc stated these start in the mid-200’s and our average price in Bay Creek East is $325,000. Mr. Strayer asked Mr. Crum if he was comfortable with the verbiage of the letter. Mr. Crum stated he was.

Mr. Crum provided an anti-monotony review and noted the Washington and Williamsburg Traditional are similar. Mr. Strayer asked if all the homes are going back to windows instead of the third garage door. Ms. Kloc stated just at this point in Bay Creek East it is just the Washington.

**Motion by Mr. Strayer to accept the revised elevations for Bay Creek East as presented by CalAtlantic Homes noting the petitioner’s commitment letter and the anti-monotony review as described by staff. Second by Mr. Rager. Motion passed 3/0.**

**Other Business**

Mr. Crum discussed digital conversion going forward and this may be the one board that paper is still occasionally used for instances when large subdivisions need to be reviewed.

**Adjournment**

**There being no further business, meeting was adjourned.**