

**Ludlow Maintenance Commission  
Architectural Control Committee  
Post Office Box 65060  
Port Ludlow, WA 98365**

~ Approved ~

Minutes of the Regularly Scheduled February 15, 2010 ACC Meeting

**Members Present:** Vaughn Bradshaw, Sharron Sherfick, Jim Boyer

**Guests:** Walter Cairns

**Call to order:**

The February 15, 2010 meeting of the Ludlow Maintenance Commission (LMC) Architectural Control Committee (ACC) was called to order at 3:12 p.m. by member Sharron Sherfick. Members Vaughn Bradshaw and Jim Boyer were in attendance, member Eve McDougall and Chair Bill Clark were absent from this meeting.

**Approvals:**

The ACC duly discussed and approved the following requests:

| LOT     | DATE    | PETITIONER(S)          | ADDRESS         | REQUEST        | DUE DATE |
|---------|---------|------------------------|-----------------|----------------|----------|
| 1-3-041 | 1/30/10 | Herbert & Grace Lawson | 24 Tye Lane     | Roofing        | 2/30/10  |
| 2-5-053 | 1/28/10 | Greg & Joyce Trzaska   | 45 Jackson Lane | Deck           | 2/28/10  |
| 2-3-160 | 2/01/10 | Helen Weber            | 10 Harms Lane   | Retaining Wall | 3/01/10  |

**New and Old Business in order of discussion:**

1. During the February 1, 2010 meeting, the committee approved a request made by **Herbert & Grace Lawson, owners of lot # 1-3-041, 24 Tye Lane**, to have Do-It-Right Roofing replace the shingles on their home with Pabco Premier 40 year shingles in either Pewter Gray or Antique Black. After the committee approved, Mr. & Ms. Lawson changed their minds about their choice and have now submitted a new request to change the color of the shingles to Driftwood, a light brown neutral color. Members viewed the color and unanimously agreed to approve this change, as the new color would also co-ordinate with their cedar home
2. Committee member Eve McDougall brought with her to the February 1, 2010 ACC meeting a request to build a new deck, given to her by Greg & Joyce Trzaska, owners of lot # 2-5-053, 45 Jackson Lane. According to their application, the Trzaska's would like to build a wood deck on the driveway side of their home. A photo of the area with dimensions of 11 ½ ft by 18 ft by 9 ½ ft high drawn onto it was submitted with the application. Committee members Bill Clark and Vaughn Bradshaw agreed to conduct a site visit. At this day's meeting, members agreed to approve this request provided that the Trzaska's provide plans that can be retained in the ACC files. Members also determined that within the approval letter, Mr. & Ms. Trzaska should be asked to consult Jefferson County as to whether they would need a building permit prior to building the deck, and if so they would provide the ACC with a copy.

3. Members again reviewed an email submission sent prior to the February 1, 2010 ACC meeting by Catherine Garrison, owner of lot # 2-3-206, 33 Adventure Lane. Ms. Garrison had asked advice from the ACC about a drainage pipe coming from their neighbor's property that was discharging onto theirs. Upon further discussion, Port Ludlow Drainage District (PLDD) Commissioner Walter Cairns provided committee members with a brief history of why the PLDD was formed and how prior to formation, drainage plans and matters were handled by Jefferson County. Mr. Cairns did advise the Garrisons that the PLDD was unable to resolve this issue for them, as it involved private property runoff onto private property. Committee members determined that the ACC could not offer advice to the Garrisons pertaining to this matter either, as it was beyond the scope of the ACC's purview. It was suggested that Mr. & Ms. Garrison should contact Jefferson County, members present at this day's meeting will check with Chair Bill Clark to see if he wrote a response to the Garrisons. This issue will now be removed from the agenda.
4. An email request to build a retaining wall was submitted by Jim Webber, son of **Helen Weber who owns lot # 2-3-160, 10 Harms Lane**. Mr. Weber states in his letter that he is *"respectfully requesting permission to construct a retaining wall along the south side of the carport (including the remaining unwallied portion of the back of the car port). The purpose of the retaining wall is to stabilize the slope, and the two remaining trees on it, between our house and our next door neighbors (Mike and Olga Wilson). For a number of years, groundwater has emerged from this embankment during particular rainy weather and has slowly, but surely, undercut the slope. The Wilson's brought this problem to the attention of the Drainage District several years ago and the District had an engineer from Gray and Osborn, Inc. (under contract with the District) come out and look at it. This engineer suggested a 4 foot retaining wall with gravel between the wall and the slope."* Included with Mr. Weber's email are dimensional details to use 16" x 12" x 6" diamond stone blocks in natural gray, and to have 3 sections of wall running along the south side of the carport, none to exceed 4' in height, as well as a detailed diagram plan. Committee members Vaughn Bradshaw and Jim Boyer conducted a site visit; they also spoke with Mr. Weber via a telephone conversation earlier the day of this meeting. The committee agreed to approve Mr. Weber's request contingent on Mr. Weber confirming with the PLDD that the recommendations made by his contractor are acceptable by the PLDD, as the sketch from the PLDD and the size stones and pipe Mr. Weber cites in his letter are different, and to provide the ACC with a copy of this confirmation. The committee would also like to suggest to Mr. Webber that he consider having a gutter installed along the south edge of the roof. A letter will be sent to Mr. Weber asking for this information.
5. Committee members discussed a prior submission to **remove a six (6) foot Leland Cypress tree** was submitted on October 23, 2009 by **Don & Verba Abbott, owners of lot # 1-2-038, 210 Condon Lane**. Mr. & Ms. Abbott's letter attached to their Tree Removal Application form states: *"We are requesting a removal of one Leland Cypress Tree on the south side of our driveway. This tree has been looked at by "Dave's Tree Service" and he suggested the removal of the one tree only at this time...then we can tell how much if any sunlight will filter through. Don and I are trying to get "some" sunshine on our property. This tree is in a row of 5 Leland Cypress on "OUR" property. Please feel free to look at the tree it will have a pink/red*

*ribbon attached. The removal will not affect anyone's view or their property.*

Committee members have been extensively reviewing this request. Addressing concerns the committee had previously about this tree's removal, chair Bill Clark reported that he and Jim Boyer had visited the site; their findings were 1) that this tree is not located in a Jefferson County Critical Area and 2) the tree is within the Abbott's property boundaries. At this day's meeting, members read a letter from the Abbott's next door neighbor, Karen Brattain (owner of lot # 1-1-037, 220 Condon Lane), Ms. Brattain strongly opposes the tree's removal. Due to the many concerns held by the committee, a letter will be sent to Mr. & Ms. Abbott thanking them for their patience while the ACC continues to research this request and letting them know that at this time a decision cannot be reached. Committee members decided that they couldn't approve this request until they knew that removal of the tree wouldn't cause further drainage issues in that area and have on file a plan from the Abbott's that would indicate what steps they would take to prevent further drainage issues, and to cite Regulation II, Article I, Paragraph 2.C., which states: An important function of large trees is absorption of runoff; so trees should not be cut if a drainage problem will be created. Further review of this case will be done.

The approval of the Minutes of the February 1, 2010 meeting will be deferred until the March 1, 2010 meeting.

The next regularly scheduled meeting of the ACC will be held Monday March 1, 2010 at 3:00 p.m. The February 15, 2010 ACC meeting adjourned at 3:55 p.m.

Respectfully submitted:  
Susan Bartkus,  
ACC Recording Secretary