

AMENDED MINUTES
Planning and Zoning Commission & Architectural Board of Review
City of Willoughby Hills, Ohio

September 17, 2009

CALL TO ORDER: 7:02 P.M.

PRESENT: Chairman Charlotte Schryer, Vice Chairman James Michalski, Council Representative David Reichelt (amended from Fiebig), Mayor Robert Weger, Madeleine Smith and John Davis

ALSO PRESENT: City Architect William Gallagher, City Engineer Richard Iafelice, BZA Representative Frank Cihula and Clerk Katherine Lloyd

(Schryer) We need to amend to the Agenda for this evening to include Mary Rose Estates, contractor: Thomas Ackerman. It needs to be added to Architectural Board of Review.

MOTION: Madeleine Smith moved to amend the agenda to include Mary Rose Estates in Architectural Board of Review.
Seconded by Mayor Weger

Discussion:

(Lillich) Why are we doing this?

(Schryer) They are here for final plan approval. According to the Code, we approve the building first. We will review it first in ABR and then move into Planning Commission.

Roll Call: Ayes Unanimous

Motion Passes

Disposition of Minutes: Meeting of September 3, 2009

MOTION: Jim Michalski moved to accept the minutes of September 3, 2009 as written.
Seconded by John Lillich

Roll Call: 4 Ayes 2 Abstentions (Schryer, Reichelt)

Motion Passes

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened at 7:05 P.M.

None

Public Portion closed at 7:05 P.M.

1. Patrick Hanratty

Contractor: P. Perrino Builders

2394 Pine Valley – New Residential Construction - PPN: 31-A-017-D-00-036-0

Plans received in Building Department 8/28/09

Plans stamped reviewed by Building Department 9/3/09

Plans received by CT Consultants 8/28/09

Plans approved by CT Consultants 9/2/09

Present: Patrick Hanratty, owner and Pat Perrino of Perrino Builders

Owner/Representative Comments

It will be a French provincial house with red brick, maple colored siding, white on the trim and windows and black shutters. The shingles are black 3-dimensional Landmark.

City Architect's Comments

- Will the shake shingles in the gable ends be the same maple color? *Yes*
- Does it have corner boards? *Yes, they are not shown. The corner boards hold the siding.* It is uncharacteristic for the windows to project above the fascia boards. *It projects into the roof like a dormer.* You will need to provide that drawing. We would also like to see the fascia boards through out the front of the house, even at the brick. It is good trim between the masonry and the soffits material.
- All the trim will be white, including the trim boards, fascia, windows and gutters? *Yes*
- There are some inconsistencies throughout. The rear elevation shows casing on only half the windows. *There will be double hung windows throughout.* There is no casing around the perimeter, including the doors and muntins. You need casings throughout. It is not shown.
- The side elevations show cultured stone but you mentioned brick. It will be brick on all surfaces. *We will change the drawings.*
- How you are doing the terminations on the brick? *Brick and wainscoting will be the returns. The brick will project out to meet the siding.* We do not want to see the single white edge of the brick. It is one of our standards that the return is at least two feet so you do have good termination. [Comments noted on architects drawing] You need to correct and return the drawing with items we have discussed.
- What is the style of the overhead doors? *They will have recessed panels and the similar color as the siding.* Maple? *Yes.*
- The rear elevation of the garage with the large expanse of siding looks sparse. *There are windows in the front and in the door, but we do not want windows in the back.* We look for 360 degree architectural detail. Something could be added in the gable end. Both the rear and side elevation lacks detail. *The owner wants a wall without windows in the den to put up bookshelves.* Perhaps you can find some way of adding some detail, like a fyphon panel.
- It is an attractive house with good materials. The front has good detail. The drawings were unclear but you have clarified our questions. We need revised drawings.

Mr. Iafelice arrived at 7:12 P.M.

Board Comments:

(Smith) The name of the color of the sample is maple? *Yes.*

MOTION:

James Michalski moved to approve the plans for house at 2394 Pine Valley with the comments from the City's architect including: corner boards on the transition of the siding; casement around all windows; the fascia boards above brick; the client will submit a revise detail of the second floor elevation window showing the window extending above the roofline; there will be brick returns at corners with a minimum of two feet; add details on the rear garage elevation, with something like a fyphon; all windows are double hung throughout; and the client will submit a revised set of drawings to the Building Department.

Seconded by Madeleine Smith

Discussion:

(Lillich) Is one set of drawings enough for the Building Department?

(Wyss) We need two sets.

Roll Call: Ayes Unanimous

Motion Passes

2. Developers Diversified for National College

Contractor: Boyer Signs & Graphics, Inc.

27537 Chardon Road – Install new wall signs & replace 2 tenant panels - PPN: 31-A-008-0-00-020-0

Plans received in Building Department 9/9/09

Plans stamped approved by Building Department 9/11/09

Present: Rob Milburn

Owner/Representative Comments

- Two existing monument signs at the Chardon Road and Bishop Road entrances need the tenant panels changed. The panel has a white plexi-plate face with green vinyl on top of it. The letters are cut out for the white to show. It has existing internal illumination.
- There are two directional signs for the school which will indicate parking in the rear. They will be located off the Chardon Rd. and Bishop Rd. entrances. Size is 7.5 square feet. They will be purple; it is the same as school's logo colors.
- Specifications for all the signs are listed in the letter from Diversified Developers to National College.
- Two wall signs will have channel letters and be backlit with LED. In the evening, the dark purple will look black. One of the sign will be above the awning. I am not sure if the awning has been changed or what color it will be.

City Architect's Comments

We try to keep the corporate image, logo and colors. This is a national firm? *Yes, these are their standard letters and color.*

Board Comments:

(Lillich) I question the location of the directional signs meant to direct students to the rear parking lot. One points behind Giant Eagle where delivery trucks are in and out. The alternative would be to drive across the parking lot to the other end of the buildings. The sign could say 'parking in rear of the building'. I will discuss that with them and we will have to work that out.

(Weger) Giant Eagle has a sign that says 'Do Not Enter. No Vehicle Traffic' behind the building.

(Schryer) The one off Bishop Road on Plaza Drive does point toward the back of building.

MOTION:

John Lillich moved to approve the signs as presented for National College at 27537 Chardon Road, with the recommendation that the sign off Chardon Road be clarified or relocated.

Seconded by Mayor Weger

Roll Call: Ayes Unanimous

Motion Passes

3. Mary Rose Estates

Contractor: Tom Ackerman

Maple Grove Rd & Gullybrook Lane – Senior Congregate Facility - PPN: 31-A-017-A-00-004-0

Plans received in Building Department 9/10/09

Plans approved by Building Department 9/3/09

Plans received by CT Consultants 9/9/09

Plans stamped approved by CT Consultants 9/11/09

Present: Marla Caserta (DHPY), Mike Wildermuth (DHPY), Stan Loch (Aztec Engineering) and Tom Ackerman (Contractor)

Owner/Representative Comments

(Ackerman) We are here for final approval. We think we have answered all the questions raised at the last meeting.

(Marla Caserta)

- We will start up where we left off last meeting. We are still going with the cultured stone at the lower level with the water table and two colors of siding above it. The stone will come to the second floor level. The change in the siding is to break up the ‘mass’ of the building.
- We showed the weathered wood shingles, stone and vinyl single hung windows previously. Color of the siding will be a warmer beige to go with the stone. The trim is white on fascia boards, gutters and downspouts. The floor plans have not changed. Elevations have not really changed. Colors for the mechanical louvers for the vertical p-tech units and any other vents on the building will be selected to match the adjacent colors as much as possible.
- The perspective view from Maple Grove has been updated (distributed). Information in the packets shows two retaining walls but we are going back to one wall due to cost. The foundations are costly, but that one wall will be sufficient. It will also be higher.

City Architect’s Comments

- What is the detail between the changes of color on the siding? *There is a vinyl 5/4 horizontal trim board with a j-channel that comes with the vinyl siding.* What is the siding? *Double-5 siding.* You will put a 5-inch horizontal trim board with the double-5? *Correct.* What color will the trim board be? *White to go with the siding above.* (Wildermuth) *It will show as a ‘thickness’ rather than a trim.*
- What is the material of the water table? *It is cultured stone. The synthetic stone products have water table as part of the line. They have five standard colors. We will pick a color to match, possibly taupe. [no sample] It is an accent.* It is not a stone or a contrasting color? *It is the same material as the stone.*
- We like materials to match the quality of the surrounding neighbors? What are the materials of the condominiums? (Ackerman) *Stone and white vinyl siding.*

Board Comments:

(Lillich) Will the single wall be at one of locations shown or somewhere in between? *The engineer says that drilling for the foundations would be better higher on the hill. It will probably be closer to the upper wall.*

(Weger) Will there be stone on the wall to match the building? *It will probably be a uni-lock block in buff color to go with the stone.* Will you use the heavier 1200 lb. block because of the height of the wall? (Ackerman) *We will probably use the heavier ones because the wall is pretty high now.*

(Schryer) To clarify, the wall will be closer to the long one. *Yes, where the larger of the two was depicted.* The other one down here will be eliminated. *Yes.*

(Michalski) How high will the wall be? (Ackerman) *8 feet at the highest point. Then it goes down to 4*

feet. It is steepest by Maple Grove.

(Smith) Who will be responsible for maintaining the wall after completion in case it bows or has other problems? (Ackerman) *The owner.*

(Michalski) What is the white trim above the windows? *It is a mistake in the rendering. It is an accent flat piece of synthetic stone above the windows that are completely surrounded in stone. It is the same as the window sill*

(Michalski) There is no treatment above the service door and window. It needs to be detailed out. It is not on the plan. *We can flash the door with the trim pieces.*

(Smith) Who is responsible for the window treatments in the apartments so they match from the outside? (Caserta) *HUD provides the same type and color in each apartment. They probably will put in horizontal mini-blinds.*

(Michalski) The header above the front door is missing the same type of detail. (Caserta) *We will make a general comment that the doors in the stone will have stone header.*

(Wyss) The door on the lower floor in the center of the building in the sided area is also missing a casing. *Okay.*

(Michalski) Will this be a wood frame or metal studs? *Wood.* It will have gutters and downspout leaders? *Yes.*

MOTION: James Michalski move to approve the plans as submitted and represented in the renderings for the Senior Congregate Facility at Maple Grove Road and Gullybrook Lane and that the applicant will include stone headers above the doors in the stone and all casings will be consistent above the doors.

Seconded by John Lillich

Roll Call: Ayes Unanimous

Motion Passes

PLANNING COMMISSION began at 8:00 P.M.

1. Mary Rose Estates

Contractor: Tom Ackerman

Maplegrove Rd & Gullybrook Lane – Senior Congregate Facility - PPN: 31-A-017-A-00-004-0

Plans received in Building Department 9/10/09

Plans approved by Building Department 9/3/09

Plans received by CT Consultants 9/9/09

Plans stamped approved by CT Consultants 9/11/09

Present: Marla Caserta (DHPY), Mike Wildermuth (DHPY), Stan Loch (Aztec Engineering), Tom Ackerman (contractor) and Bill Hance (Landscape architect)

(Schryer) The site plan has not been approved. In order, for them to move this along to get their funding, we will probably have many conditions on any motion.

Owner/Representative Comments

Stan Loch, Aztech Engineering

- We have changed the grading and lowered the building to achieve a lower grade
- There are two walls on the site plan. However, Solar Testing determined that we only needed one wall. It will be located higher on the slope to keep the integrity of the retention basin down lower and reduce the disturbance. There is not as much fill. We will work out way up.

- The slope now meets the Hillside Ordinance requirement of 3:1. At the recommendation of Solar Testing, there will be geo-grid on the slope so it will be maintained and doesn't fail. We will have soil engineering report and geo-tech plans and information to back that up and include in the plans.
- We are estimating the wall height to be between 10 and 12 feet. The highest it will be is 12 feet. An access drive to the retention basin was added for maintenance. There will be a stone channel to reduce the point discharge with the storm water. It come out of the rain garden and will discharge into a stone channel next to the slope and then into the retention basin. It reduces the velocity of the storm water and helps water quality.
- A Site Section Analysis cross section is shown on page 3.
- Two rain gardens were added based on the Solar discussion to. Locations added. Plants act as a filter help with water quality. Overflow is directed to the storm channel.

(Smith) How far is the residents' patio from the beginning of the slope? *28-30 feet*

- At the suggestion of the Fire Chief, a turn around area and access area beyond the building were added. We changed some of the turning radii for the trucks.

(Smith) Where are the residents' gardens? *[Location indicated on drawing]*

- We are working with Solar Testing on the geo-tech on the slopes. We will have more detail.

(Lillich) On these drawings, the entrance looks further from Preserve Drive? *Entrance is the same.*

City Engineer's Comments

With incomplete drawings and renderings, it is difficult to give all the conditions. There are some issues, but it is still a work in progress but it is do-able.

- Wall: Need location and height. How the wall will be reinforced? Details needed. We are concerned about safety and the steep hillside. Extending the masonry is important for safety. One wall with higher gradient will disturb the soil less.
- Slope: How it will be reinforced. Geo-tech report is needed.
- Hydrants: Fire Chief suggested relocating the hydrant. *A second hydrant has been added with an 8-inch connection. The one off Preserve Drive already exists; it will be extended 30 feet to the east. The new one is off Maple Grove.*
- Sight Lines: Need calculations of travel speed, design speed and sight distance. Speed limit is 25 mph. We need documentation.
- Rain Gardens: Need details and calculations.
- Parking Space: Needs to be 20 feet.
- Downspouts: Do they tie into the storm sewer? *Yes.* It is not shown on the plans
- Landscaping

Board Comments:

(Schryer) I have a question for the Board's information. Why is there such a rush for approval when there are so many issues unresolved on this site plan? Most construction projects like this that need financing usually get preliminary approval. We have now given final approval on the building. I do not understand why there is such pressure to approve something that is not ready to be approved and it is being rushed so you can get your financing. *(Ackerman) Washington DC has a deadline of October before financing for the project runs out. They need to see that the plan is approved in order to keep the money. All the meetings and approvals have taken time. We would like to get this plan approved with the condition that it all would be approved by the City Engineer.*

(Iafelice) They need to file plans with the County to get the building permit. County cannot issue it without the zoning permit. The building plans went along very well, but it is difficult to get a site plan resolved this quickly. It is not unusual for projects to go this quickly and it is not unusual for approvals

to be given for site foundations and the site approvals to be given later. Administratively, my concern is what leverage you would have to make sure it is done if it is given conditional approval.

(Michalski) Mr. Iafelice, are all your concerns documented in a letter to the client? *Yes.* That letter could be the basis for a conditional approval? *No, the plans are incomplete. I learned more tonight.* We do not have a summary of conditions. *No, I cannot give a summary of the conditions at this point.* We have given review comments based on what was submitted for tonight. So there is no leverage. *No.*

- Have you done the calculations on the existing retention basins? *Yes.* Flow to Gullybrook is not a problem? *No.*
- Is there a separate submittal of a storm water management plan for during construction to protect Gullybrook? *Yes, it is submitted to Lake County with a copy to the City Engineer.*
- The wall is now 10-12 feet high. Will it be like the Marriott or the reinforced earth across the street? What are the architectural features of the wall? *(Loch) It will have structural integrity (Caserta) We plan to use a uni-lock system. We will pick a color like buff to try to match the stone. (Ackerman) It will not be straight up and down; it will 'step' up the hill with a reveal at each step.*
- How can we approve this?

(Schryer) It can be conditional on meeting all the Engineer's requirements.

(Weger) Our approval can be formally given with the stipulation that the developer meets all the requirements of the City Engineer.

(Schryer) Usually we get to see that plan before we approve it.

(Michalski) Can we make a motion for conditional approval but also require that the final plans are brought back for presentation by the Engineer to the Board.

(Wyss) I need to have a final set of construction drawings to give zoning approval. For purposes of the project, they need approval by the city which 'blesses' it and allows it to go forward. *(Caserta) We are ready to go for building permits on Monday.*

(Wyss) Mr. Iafelice, is there anything unusual if the Building Commissioner issues a phased-in zoning approval? *No.* Jerry (County) has done phased-in projects. I can condition zoning to construction of the building only with final approval of the site pending the Engineer's approval. *Yes.*

(Iafelice) I have a question about the five lighting poles and the amount of light? *(Caserta) The photometrics do not take into account the trees or hills. The wall has been factored in because it bounces back to the parking lot.*

(Iafelice) The landscaping is part of the site plan.

Owner/Representative Comments (continued)

Bill Hance, Landscape Architect

- This plan still shows two walls but will be revised.
- The foundation plan has broad leaf evergreens and deciduous shrubs, low because of the stone veneer on the façade of the building. There are accent trees at the corners and entrance of the building
- We will use a series of three maples out front. We will try to use the existing evergreens in the front along Preserve Drive and the rear.
- Hillside planting will be a type of crown vetch because of maintenance and that some of the slopes are 2:1.
- The lighting plan still needs to be incorporated into my plan.

(Iafelice) The memo from CT/Mary Jo Stark re: Landscaping notes code issues that need to be addressed, especially the ratio of trees to the amount of frontage and the Protected Areas Ordinance. Three trees are required for every 100 feet of frontage. There are hillsides to the west and east of the building. The code speaks directly to landscape that is indigenous to the area. It is up to the Board whether we vary from the code on a development plan. This plan is incomplete because it does not follow the code.

(Schryer) What is the frontage on the property? *(Iafelice) There are 350 feet along Maple Grove; about two thirds is hillside. You may not want shrubs and trees on that hill. (Hance) Planting anything on that slope will be difficult. Vetch is shown in the areas that are 3:1 slope. (Ackerman) Sight distance on Maple Grove should be considered.*

(Schryer) We should not deviate [from the code]. The landscape plan can come back for further review.

(Michalski) The wall is the major structural feature besides the building. The plan is incomplete.

(Smith) The water garden may be an attractive nuisance. *The engineer is providing the calculations on it. If it is done correctly, there will not be a lot of maintenance. There is no standing water and curb stops will prevent cars from driving into it.*

(Smith) Is it possible to have large shade trees for shade on the west side which will be very hot? *Trees on the 2:1 slope may not survive. Trees up further would not shade the building. Crown vetch would be attractive on the hillside. It will take three applications of hydro seeding*

City Architect's Comments

Utilities and dumpsters should be screened behind larger landscaping. *Trash never sits outside. There is an internal trash compactor. It is then stored inside until the trucks pick it up.*

Board Comments:

(Michalski) The landscape plan should be addressed separate from the site plan.

(Schryer) the landscape plan will come back for further review.

City Engineer's Comments (continued)

ROW vacation: Vacation has been reviewed, approved and signed. An Ordinance was drafted today for possible inclusion on Council agenda for their consideration next week. In this case, ODOT is vacating the plat and the City is accepting. I do not know what action can be taken until the Law Director has reviewed the procedure.

(Schryer) We cannot vote on that tonight.

(Reichelt) What does the applicant need tonight? *(Ackerman) We need approval on the site plan to go with the architectural approval. The approval can be conditional? Yes.*

MOTION:

John Lillich move to approve the site plan conditionally for the Senior Congregate Facility at Maple Grove Road and Gullybrook Lane pending final approval by the City Engineer of all the conditions set forth and that the finished site plan will come back to the Board for further review.

Seconded by David Reichelt

Discussion:

(Gallagher) Regarding the photometrics, there is pole lighting around the perimeter; it is minimal and the cut offs look fine. What is the height of the lamp pole? *25 feet.* There is also a catalogue cut showing wall packs. *Wall packs will be on the service side on the back of the building where there are exits. The two in the front and the patio are more decorative. [Location of wall packs shown].*

They are 84 watt down lamps. *Yes.* How high are they? *7-feet even with the head of the door.*

The wall packs and poles will be bronze? *Yes.* The light levels are low and do not seem to be obtrusive to other landowners.

(Michalski) We are putting a lot of trust in the Engineer. We appreciate his efforts.

Roll Call: Ayes Unanimous

Motion Passes

2. Gale's Garden Center

Contractor: TBD

2730 S.O.M. Center Road – Preliminary Site & Design Review - PPN: 31-A-006-B-00-020-0

Plans received in Building Department 8/5/09

Plans received by CT Consultants 8/11/09

Present: Joe Meyer, Architect and Kevin Hoffman with Polaris Engineering and Surveying

Owner/Representative Comments

Are we on the agenda for architectural? *No, you are here for preliminary approval.* Is it possible to get preliminary and final in one meeting? *According to Code, you need preliminary approval of the site plan and building.*

Based on comments at the last meeting, we have made some changes

- The layout, widths of the parking spaces and the aisles have been reconfigured. Traffic circulation has been improved. Aisles near the building are wider. We used diagonal parking near the building so people can pull out without backing up toward the building. The lot will be re-striped.
- The driveway closest to SOM Center has been eliminated.
- The other driveway has been moved further back and is lined up with the access aisle.
- Parking spaces required for the market have been added for the new use of the property.
- The patio wraps around the building to the SOM Ctr. side. We put a sculptural feature on SOM Ctr. The wrought iron fencing between the stone piers have been extended around to SOM Ctr.
- Landscaping is in front and around the side of the building. It extends down Chardon Rd with landscape features at the entrance and down SOM Ctr. in front of the building. Lawn and trees have been added on the nursery side of the project.
- Concern of the neighbors about the back of the building with the materials, pallets and dumpster and the lights have been addressed.
- There will be an 8-foot board on board privacy fence from the edge of the existing barn to the back driveway opening. From the entrance to end of the existing building, screening will be added to the existing chain link fence.
- The flood light will be changed to a pole cut off light fixture to light the nursery without spilling light across the road.
- The building elevations have been revised and the interior functions change in order to add overhead doors and a large expanse of windows on the SOM Ctr. side of the building. The center element of stone is extended into the gable with a feature window. Hoods and brackets that are on Chardon Rd have been added over the glass on SOM Ctr. It is the same look on SOM as on the parking lot.
- On the SOM side in the feature area will be a display of garden sculpture or a fountain.
- Drainage has been worked out with CT.

(Davis) Did the Fire Department give their approval? *(Schryer) The Fire Department and Police have given approval.*

City Engineer's Comments

It is excellent all the way around. I have a minor concern about the parking space and aisle widths. But the plan does work with the entrances. 20 feet for cars to back up in the aisles is tight. 24 feet is standard for the aisle. *(Meyer) In most cities, it is a 19-foot space and 24 feet aisle (Hoffman) Code is 22 for the aisle Parking spaces. If you make its 24-feet, it moves the new entrance down further and into the area of the utilities. The main aisle is 26 feet and the others are 22 feet.*

Board Comments:

(Smith) Is it pedestrian friendly in front of the building, especially when people are backing up? *The first aisle is 6 feet wider than the diagonal minimum. They are one-way aisles.*

(Davis) What is the peninsula at the entrance? *That is the ROW. The property line jogs around a buried utility. It there curbing. No, it is an imaginary line.*

(Schryer) There are three types of fencing in the back. What is the material of the screen that will be added to the chain link fence? *The chain link will be painted black and black plastic slats added to it. It needs balance of the materials. We can put plastic slats on the western side also. What is the wood fence? Natural. Black blends into the background better with the wood fence and trees. Stain on the barn will be same color as the new building.*

(Michalski) Can we put Preliminary and Final approvals in the same motion? (Schryer) *Yes.*

(Iafleice) The sanitary connection taping is relatively minor. What is the purpose? *There is a restroom and prep sink in the new building.*

MOTION: James Michalski moved for Preliminary and Final approval of the site plan for Gale's Garden Center at 2730 S.O.M. Center Road as submitted with the addition of screening on the existing fence from the end of the board on board fence to the western end of the existing fence.
Seconded by David Reichelt
Roll Call: Ayes Unanimous
Motion Passes

(Meyer) The metal roof will be forest green to match the Farmers' Market and they will paint the rest of the Gale's brown metals panels to match the forest green.

(Michalski) The architectural renderings are very impressive.

(Gallagher) The SOM Center side is our front side on a major intersection. It has much more detail and the outdoor space makes it more vibrant. It is a better design with high end materials. It has the character of an architectural building but it still looks like a strong commercial building. It will complement the area.

(Meyer) The landscape architect made maintenance-free selection of materials. (Schryer)*There is still a nice amount of perennials*

(Smith) There will be a fountain? *The features are items that are for sale.*

(Wyss) It was the absence of the Building Commissioner that caused this not to be on the Agenda under ABR. We will change our procedures.

(Reichelt) Madame Chairman, I agree that we owe it to the public to have this on ABR next meeting.

Mr. Gallagher left at 9:25 PM and Mr. Iafelice left at 9:27 PM

Unfinished Business

Sign Code:

We have made all the changes that the Board wanted at previous meetings. After further discussion, changes will be made to the definitions and the B-3 maximum square footage.

New Business

None

Mayor's Report

National College plans to open in December, 2009. They usually have 200-400 students. They offer associates degrees with a planned addition of 4year degrees if all goes well. There will be an article in the News Herald tomorrow.

Council Representative's Report

None

Building Commissioner's Report

There will be a procedural change in the Building Department. We will have a new application for every submittal.

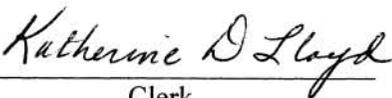
Chairman's Report

The new Code was set up as a checklist and it has flexibility. We should approve projects that are ready to be approved. Applicants need to know that up front. The Board is working to be user friendly.

Adjournment

MOTION: John Lillich moved to adjourn.
Seconded by Madeleine Smith

Adjourned at 9:45 P.M.



Clerk



Chairman