

Minutes
Meeting of the Planning Board
Regular / Work Session
Village/Town of Mount Kisco
Tuesday, January 24, 2012

Meeting called to order at 7:45 P.M. at the Municipal Building Mount Kisco, New York by Chairman Cosentino.

Members Present: **Chairman Joseph Cosentino**
 Sol Gibbons
 Ralph Vigliotti
 Doug Hertz

Members Absent: **Vice Chairman Sturniolo**
 Stanley Bernstein

Staff Present: **Anthony Oliveri**
 Nanette Bourne
 Whitney Singleton
 Austin Cassidy

Public Hearing
Northern Westchester Hospital Center
400 Main Street
PB2003-02D – Parking Structure – 80.49-3-14(Hospital),
80.57-2.6, 80.57-2.6 (Retail Complex)

Present:

Douglas Winn Mayne, AIA, Associate, SLAM Collaborative
David J. Vander Wal, R.E., Walker Parking Consultants
Michael Caruso, Vice President, Facilities, Northern
Westchester Hospital Center

No one from the public except those above was present for this Public Hearing

Michael Caruso: This is a result of the direction in which we went from the sub-committee of the board, where we talked about the LED lighting, the color of the light and all different aspects of what the lighting would be on the upper deck.

Chairman Cosentino: I will hand this over to Mr. Hertz, as he was on the committee.

Doug Hertz: Vice Chair Sturniolo met with the hospital and went through the options and a number of scenarios. At our last meeting, Vice Chairman Sturniolo and I presented the direction that we all agreed on that the hospital should pursue; what we wanted to see so that the board and public could get a really good sense of what the final product would look like. Because it's on a raised area of the structure, the lighting is going to be sensitive. We directed the hospital to make some renderings, drawings and sketches so it can be

made as understandable as possible for the board and the public. Hopefully, what we are about to see is that.

David Vander Wal: We went through several options and the option which we elected to pursue is to go with a 24' foot pole on the center grid lines, so all the light poles are 60-feet back, and then put a 15-foot arm, which allowed us to lower the light poles. We are looking at lights mounted 24' feet above the top deck on a 15-foot arm. The 15-foot arm allows us to lower the light from where it would have been if the lights were on the center pole, and then it pulls the lights away from the exterior of the structure. So, we have six poles on the interior of the structure and from the corner you are seeing this perspective. As we step through the top view, you can see we have the six poles in the center of the structure. They are 60 feet by 48 feet back from the corners. In the four corners, we also have a couple added light fixtures we are going to do on the wall to brighten up the corners. That is not illustrated in this plan, but we went through it with the lighting sub-committee to brighten that corner. From overhead you will see the six light sources and the arm of the ramp steps so that the three light poles that are over the ramp going down to the lower level to follow the slope when they step down, which is what you're seeing in the other rendering. This is the view from the northwest looking back at the same six poles, and then from the northeast looking back. This is more of a night illustration at the curb cut going into the retail parking area. This is a view from the top tier in the elevator tower looking back. This illustrates what goes with the lighting studies that were reviewed with and submitted to the lighting sub-committee and what we are proposing to proceed with design.

Doug Hertz: This is what we discussed. You forwarded me these this afternoon, so I got a few minutes to review these before the meeting. You addressed this from the corner of St. Mark's and Main Street. We were looking for a little bit more of a visual understanding of what we'd be able to see from Boltis and from an area close to the entrance to the hospital on Main Street in terms of elevations. You have provided us with one street level elevation here, but the elevations from the other sides are really aerial views.

David Vander Wal: From Main Street, it will basically be behind the trees and the hill, so we are pretty well screened there. We do not have that printed out for you.

Chairman Cosentino: You don't have the printed view from Boltis?

David Vander Wal: No.

Chairman Cosentino: I would suggest that you get it. It's a residential area and it's important that we see what it looks like.

Doug Hertz: I thought we were relatively clear but perhaps not, but one of the questions we agreed on was if we took the light poles away from the perimeter, that the feeling was they would be less intrusive. You'd have fewer heads, and they would be deeper in, which they are. You have answered that question with the one clear view from the corner of St. Marks and Main Street, but I think we need to feel comfortable from the residential areas and from the primary view of the hospital as you're coming down 172 into what is going to be the entrance. I just don't have the best sense of those elevations

changes. What is going to be hidden behind those pine trees? What is going to be cleared out from there? What is 24 feet on top of the structure going to look like?

Michael Caruso: We can't forget that if we do lower the poles that would increase the amount of poles as well.

Doug Hertz: I understand. We are not arguing that. We wanted to try to make it clear both to the public and to the board exactly, because this is the hardest thing to visualize. Even if you just do a photo overlay, so we would have a sense of where the heights are. I don't think we need an elaborately rendered drawing. We are not trying to spend your money. We are just trying to get some visual aides. We are hearing from you that you are looking for the okay to finish design.

David Vander Wal: The photo metrics on this are exactly as we proposed with the 4,500 K instead of the 6,000 K lamp.

Michael Caruso: We did not include that because it would have been a more detailed engineering thing, but we certainly have those for you and will send them to you.

David Vander Wal: Everything we've submitted remains.

Doug Hertz: But you were looking at different numbers, we decided we were going to go by the end-of-life versus beginning of life number.

David Vander Wal: We did submit those to you.

Michael Caruso: The original submission that we did had those in there.

Doug Hertz: There were a range of numbers, there was a computation if we changed from 6 K, but I have not seen a document since that meeting.

David Vander Wal: I thought that information had been forwarded to you before Christmas.

Doug Hertz: I have not seen anything since our meeting.

David Vander Wal: There was definitely information that we will resurrect.

Doug Hertz: If you finalized that after the meeting, I never saw a final version. I know it has not been disseminated to the board.

Nanette Bourne: I don't recall seeing or getting anything.

David Vander Wal: You don't recall seeing it therefore even if you got it; we have to resend it to make sure you get it.

Doug Hertz: We certainly have not reviewed it.

Michael Caruso: I will resend it out to you.

Doug Hertz: There were still some open questions on that.

David Vander Wal: We had new, mid-life and average maintain, which is end of life. We had those three studies for the 24-foot line height with 15-foot arms, including the six fixtures in the corners that we talked about. That paperwork is not in the system, it has not been reviewed, and therefore, we need to get it to you.

Doug Hertz: It seems to have fallen through the cracks somehow, and that is what we all had agreed on. Would it be possible to take a simple photo and do an overlay so that we have a sense of what is hidden behind trees, what is not, etc., so we can have a real understanding of what that is going to look like?

David Vander Wal: Do you want it from the sidewalk, and what side street do you want it from?

Doug Hertz: We want it from the street. We are looking for the three views. We have the one that we talked about, but we need Boltis Street and a front of the entrance to the hospital view. The primary views that you'd have of this.

Michael Caruso: Mr. Vigliotti, one of your questions at the last meeting was regarding the dimming of the lights. We have incorporated that into this design.

Ralph Vigliotti: Good. Please go back on the slides and show the one slide, which shows cars visible from street level. I am concerned that everything that we've done to conceal cars is now showing on the upper deck. There are cars on that deck where you don't see them on the other decks. I am assuming that you followed whatever the standard is to raise that height.

David Vander Wal: The perimeter walls are minimum 42 to 48 inches above.

Ralph Vigliotti: What height are you at now?

David Vander Wal: It varies. It's 42 at the corner, for drainage the spandrels are level and it varies from 42 to 48 inches.

Ralph Vigliotti: I am concerned that we were not able to see that until this evening.

David Vander Wal: The landscaping for this lot is also not shown.

Ralph Vigliotti: The tree will take awhile to catch up to the height of the building.

David Vander Wal: I was reacting more to the cars in the foreground.

Ralph Vigliotti: It's not the cars in the foreground. They are there and there is not very much you can do about that. I am looking at the cars in the lot itself. There are cars existing right now in that foreground behind the retail stores. That is not uncommon. You're saying that you may be at 42" on the upper deck and 48" might conceal those cars that may be it.

David Vander Wal: No, because the average car is between 5 and 6 feet tall. We cannot have an open parking structure and conceal the

cars. At 42 to 48 inches, for the non-SUV, basically, what you're looking at is the glass in a sedan. As the SUV's get bigger, you start to get a hood height that is around 42 to 48 inches. You will see on most vehicles the windows and above. For a big pick up truck, you may see more. Most vehicles do not go above the 42 inches to 48 inches.

Austin Cassidy: We have essentially 30 feet of horizontal light bar. From wintertime standpoint, is there any practical issues with ice and anything along those lines for drop down?

David Vander Wal: No, because the lights are warm enough to melt the snow.

Austin Cassidy: At the head or the entire bar?

David Vander Wal: You can get some ice in the cross arm, in theory.

Austin Cassidy: So drop down is a potential and it appears from here that the corner ones miss parking spaces, but several ones are sitting open.

David Vander Wal: If we get ice on an arm, it 's going to depend on the wind how the ice falls, somewhere to be parking near a tree. The branches on a tree are typically bigger than what you're dealing with here. The risk is probably akin to parking underneath one of the nice big trees.

Austin Cassidy: It is metal and cold, and I am recalling some decorative awnings that we have which, during the wintertime, drop down to where it becomes a hazard on the sidewalk areas. It's a practical question to look at. What is the surface?

David Vander Wal: Concrete.

Austin Cassidy: So there is a potential light bounce. Have you projected what it might mean visually, in terms of, will you see a glow? Will you see light bouncing to misty night? What will the neighbors see?

David Vander Wal: The lights studies include reflectively of the surface, but most of that relative to the neighbors is cut off. The primary light spills between the fixtures have a cut off feature on them. The drawings call for masking so that the light levels at the property line meet the zoning guidelines.

Austin Cassidy: Masking is a nice segues. You referenced trees a couple of times. The trees that you are banking on, are a lot of them deciduous?

David Vander Wal: They are all along St. Marks, and then on the west side to the residential properties from Boltis is a mix.

Austin Cassidy: So in the winter months, November to April, are the neighbors still getting a degree of coverage?

David Vander Wal: Yes.

Doug Hertz: You said you were successful in being able to integrate the dimming feature. Can you talk about how that is going to operate and what you foresee?

David Vander Wal: We talked more about the ability to dim the lights so that when they're fully on and they're new, we'd be able to bring the light level down. Meaning the light levels the hospital is after for security reasons rather than - the dimming feature basically allows us between initial and end of life, we have a 30 to 40 percent decrease in light output, and so it allows us to - initially when we open the structure we can set an initial light level that brings the light levels down as the lamps get older over the years, each year in essence we go to a higher percentage of the power.

Doug Hertz: So you would be able to keep it at a consistent level? We also talked about the possibility of going to a lower overall illumination level based on occupancy. Is that something that we are still able to do?

David Vander Wal: In speaking with security, the concern is because there is assigned staff working 24 hours, their risk assessment is they would very much like to not deal with a step back because of the amount of staff going in and out and parking on the top structure. They would like to leave the top tier lighting level up.

Michael Caruso: We would want our visitors on the lower deck as a customer service. Some of our shift change at 2 AM.

Doug Hertz: So you think it's impractical?

Douglas Mayne: It's a security concern from the hospital staff. That is why the dipping feature, which stays well within the range, seemed to be a better approach. I know that was an approach your board even looked for when we talked about it.

Michael Caruso: The security of our staff is a major piece of concern, especially for our nurses. We simply cannot escort every one of them to their vehicles. Parking structures inherently pose some challenges for security. We will have camera coverage, but for a predominantly female staff, there is a great concern. We spoke to our Risk Management Department about it, who actually looks at this from other hospitals and hears about the challenges other hospitals have had, we felt as long as we were not going to exceed what the requirements were, this would be our better approach.

David Vander Wal: From an engineering standpoint, we can do the sensors if it really became an issue in internal review of the hospital staff.

Anthony Oliveri: I have a question on the information that you were talking about before. Is the photometric plan is part of the site plan?

David Vander Wal: Yes. There is a lighting study for the top tier.

Anthony Oliveri: So it will be a plan added to the amended site plan with the lighting details and the photo metrics on it?

Michael Caruso: Absolutely, if that's what you want to have on there.

Anthony Oliveri: It should be as part of the site plan.

At this point, Chairman Cosentino directed Mr. Vander Wal to be sure Mr. Oliveri, Ms. Bourne and Mr. Cassidy all have sets of site plans.

Doug Hertz: The photo metrics that I looked at a while ago are looking at these three levels. Since you're going to have dimming ability you will be able to set any level. I recommend you create a photometric plan that shows what you're going to try to achieve on there. There is no reason to just look at it all as the mid-life number, unless it's perfectly compliant.

David Vander Wal: The mid-life number is compliant to the best of our ability, and that is the number I would propose for the first half of the light that we are going to aim for.

Doug Hertz: That is really the one number, because we shouldn't have a range. We should have a number that we can shoot for. If that is what you think you can achieve with a dimming capability, then that would be fine. I think it should be noted that you have that control.

David Vander Wal: With the dimming, for the first half of the light, you'd be able to maintain that, and then for the second half we'll be dropping down to the white levels that the average maintained at the end. With the dimming we'll be able to take the peak down. The mid-life light levels are what we propose to adjust with the dimming capabilities.

Doug Hertz: If that can be noted on the photo metrics that would be great.

Chairman Cosentino will leave the public hearing open until the next meeting, and a draft resolution will be prepared for the February 28 Planning Board meeting.

Formal Application:

**Westchester Burger
353 North Bedford Road (69.43-2-3)
PB2012-1**

Present: Vincent Corso, Owner, Westchester Burger

Vincent Corso: The purpose of my appearing before you today was because of the pergola that was at the property of 353, the restaurant, which actually housed the grapevines that actually fell on the outside patio.

Chairman Cosentino: That's part of it. When we pull a site plan, we take the whole parcel. I think what was there and what you plan to do does not cut the mustard. I suggest you go back to your landscape architect. It was nice before but it was overgrown.

Vincent Corso: That is our family. Half of our family is in the restaurant, and the other half are landscapers from Harrison. With most of our restaurants, we do a wonderful job.

Chairman Cosentino: I'm sure you do, and we want to help you out as quickly as possible so you can open up.

Doug Hertz: The bigger picture is that there was a master landscape design of all of North Bedford Road, of which this would be part of. So, the original site plan approval went through extensive landscaping review because we were trying to make sure the entire corridor going down would fulfill certain requirements. That is why the landscaping was the way it was there. We have asked every other site that has come before us to continue this look up and down North Bedford Road. We do not look at each site differently; we are trying to create something all across there. That is the background you may not have.

Chairman Cosentino: Of course, you know you have to fix the fence in the rear for safety reasons. I am sure you will not be able to stripe it in this weather, and I don't know if you are able to do plantings in this weather. We understand that, but we will make it a condition to your site plan.

Vincent Corso: I will do whatever you need us to do. My concern was the pergola that was there and removed and enhancing this whole area here and making it as beautiful as possible is our intention.

Nanette Bourne: I would echo what Doug said about North Bedford Road. The board has really taken extraordinary efforts to maintain a very exciting roadway. This site was one of the very first that really exhibited the quality of landscaping and the lushness. You are taking out a lot of trees, which is not necessarily a problem, but the board would like to see more detail. You don't have a lot of street frontage, but it should be very exciting and make a statement.

Vincent Corso: If it catches your eye, driving by, if I don't do something, it's going to hurt me. I need to do something that is going to captivate someone's eye.

Chairman Cosentino: Know that we want the landscaping to be as good as your hamburgers.

Vincent Corso: Understood. I hope you have visited.

Ralph Vigliotti: I was concerned driving by that the pear trees that we planted along 117 a number of years ago on your particular property were trimmed.

Vincent Corso: They were trimmed prior to us taking over due to the hurricane, according to the landlord.

Chairman Cosentino: We have pictures and that is not true.

Ralph Vigliotti: That may not be the case. Everyone seems to be using the hurricane as an excuse to take anything down. One limb takes a whole tree down in this village, that's amazing. But those trees were trimmed, and we've spent years trying to get them to the point of where they were, and now they're trimmed back. The feeling of some of the residents and some of the board members of this village, is that they were trimmed back to make the building more visible. I have a concern that without permission, someone just went in there and

trimmed those trees. They look horrific. I don't know what we can do about it at this point, but anyone feels they could just cut any limb down and any tree down. I am not okay with that. So, you're saying that you did not cut these down?

Vincent Corso: The only thing that we did was the pergola. The grapevines were coming out of the side. I took it down. The front of the building had the wild grass growing and we trimmed that down just because it was all over the place. We fixed the lighting that was on the outside. When we met in front of the board we wanted to put the signage here, and the Architectural Board agreed to move it here because of the fact that the pear trees would actually wind up blocking the sign. We agreed to that. My concern was making sure that this outdoor patio was a pleasant area to sit. When you leaned on the pergola, it fell. It was rotted away from the bottom, so we wanted to upkeep it. The rest of it was what it was. There might be some type of a stone fountain here. I'm not sure what to do with it. It might be a nice attraction, whether we set it up as a propane fireplace on the outside or turn it back into a waterfall. We are hoping we can get another 40 seats there when the weather breaks.

Ralph Vigliotti: We are seeing a landscaping plan up front. We want you to enhance this. You are taking down six trees in the rear and now you're putting in PA flats?

Vincent Corso: According to the landscape engineer that prepared the plans for us, we are not doing much of anything in the back.

Ralph Vigliotti: According to this it says you're removing trees.

Vincent Corso: There is really nothing there now.

Ralph Vigliotti: What are you replacing them with?

Vincent Corso: I was just going to put whatever my father-in-law would suggest what would look nice in there.

Ralph Vigliotti: We are going to need to see a landscaping plan for the back showing also the parking lot striping, ingress/egress, and whatever else you need to make that back parking lot.

Vincent Corso: We really weren't going to do anything to the parking lot at all. The entrance to where this is to clean it all up, because it really looks like a disaster. On one side are tomato plants. This whole right side is just dead tomato plants.

Ralph Vigliotti: I don't think tomato plants were on the original site plan.

Vincent Corso: Probably not. We were going to enhance that because of the fact that people were going to park there before they walk into the restaurant and not change anything at all.

Ralph Vigliotti: Is there a rear entrance?

Vincent Corso: There is, but we have no intentions of actually using it. We only want our patrons to come to the front entrance. We will probably use that as an emergency exit.

Ralph Vigliotti: Do we need to see exactly what is going to happen with this back area?

At this time, Chairman Cosentino suggested a scheduled site visit by the board.

Chairman Cosentino: When we talk about the parking lot, we are not talking about any structure. We are talking about getting the lines back in. Mr. Cassidy will advise you regarding the sizing. We understand a lot of these tasks cannot be completed until the spring, and we want to see you open up and be successful. We do not want to have you not open up. We are concerned right now with the lighting for safety purposes.

Vincent Corso: I don't know what happened to the lighting fixtures that are there, but all the heads are actually in the basement. We plan to put them back up and continue exactly the way it was.

Doug Hertz: While your landscape person is going to add some detail, does it make sense to consult with Ms. Bourne's office and give them some guidance?

Nanette Bourne: With a qualified landscape architect, they should develop it.

Chairman Cosentino: I think it's better if you check it before they come back, because I don't want to hold their process up.

Doug Hertz: We've given guidance up and down the street so I don't know if it makes sense to look at the other properties that have been improved and see what's been done on those; not as a guideline but because they've been improved.

Chairman Cosentino: The brick looks nice, by the way.

Vincent Corso: Thank you very much. What is my next process to get the door open?

Austin Cassidy: Safety will be at the top of the list, so all elements on the site have to be clean and safe for the public. Any of the tweaks of the rest of the building we will take a look at. You heard where the board is coming from. Anything you can do to further facilitate that along those lines; clean up, repairs, etc., keep on doing them while you have the weather on your side.

Chairman Cosentino: The planting and landscaping will have to be a condition for the spring. The same for the lines also

Discussion followed regarding dates and deadlines.

Whitney Singleton: I would imagine that you're going to want the landscape plan to be on the same scale as the existing plans, showing the entirety of the property.

Chairman Cosentino: I am leaving this up to Ms. Bourne to work on this.

Austin Cassidy: As a result from the last occupant, there was a site plan with landscaping that was approved, and that went exclusively with the site plan when they put an addition out the back end a number of years ago. Then, when the outdoor dining element was brought in with the pergola that was a separate landscape architect with its own further enhancement. When it actually came to the planting, they did that and more. So, there is actually a lot of planting that was out there that went above and beyond the landscape plan of record.

Whitney Singleton: So you have something to measure with, it should be based upon the existing site plan.

Chairman Cosentino: Welcome to the village. We will do all we can to get you opened up.

Vincent Corso: Thank you. I appreciate it.

Special Discussion:

**Frances Albanese
(Frannie's Goodie Shop)
134 Main Street
PB2010-18 (80.25-2-6)**

Present: Frances Albanese

Chairman Cosentino: If I may, you are here for the heaters that are on your property of your business. I have had a chance to study this, and you have to understand where this board is coming from and the village is coming from on this. You do not have inside dining, obviously because you don't have enough room inside. Because you don't have inside dining, this does not allow you to have outside dining, or the heaters. Heaters are only if you have inside dining. Then you can have outside dining. That is the only way the heaters are allowed. This is the code, and it is just not allowed. I wish we could say something else, but it's just not allowed. If we agree to you putting the heaters out there, that means every restaurant, or anyone within the village will want to put outside heaters, and what do we say then? We've set a precedent if we let you have the outside heaters and everyone will come and want the outside heaters. If you had inside dining and you had the room to have outside dining, it would not be a problem. I don't know how else to tell you this, but
There is no way I can tell you to put the heaters out.

Frances Albanese: It's a gathering place, and I'm just trying to make the people feel more comfortable.

Chairman Cosentino: I realize that.

Frances Albanese: I know that a lot of the restaurants have the heaters.

Chairman Cosentino: Only because they have inside dining.

Doug Hertz: They are restaurants in the first place. You are not a restaurant, and when you built the building that was a choice, well discussed.

Frances Albanese: Have you seen the people that gather out there in the summer time? I'm sure you have.

Chairman Cosentino: In the summer you don't need the outside heaters.

Frances Albanese: It just brings life to this side of town and that's what I'm trying to do.

Chairman Cosentino: It really does, and I wish we could say something to help you.

Frances Albanese: It's your decision. It costs me more money to have the heaters.

Ralph Vigliotti: Whether you can mount something on the building, on top of the building, coming from the inside, a vent system.

Frances Albanese: I don't think I'm going through expense.

Chairman Cosentino: It could be, because of the room and people not serving outside, a liability, too. You are dealing with propane in a small area.

Frances Albanese: They have sensors on them. They are pretty safe, and they are only on an hour or two a day, if that.

Chairman Cosentino: I wish I could give you good news. Myself, the board and the village feel badly, but if it's allowed here, we'll have a line of people in Mr. Cassidy's office saying they want the same thing. He can't do it.

Frances Albanese: Thank you very much.

Special Discussion:

271 North Bedford Road (69.50-2-9)

Chairman Cosentino: Mr. Cassidy, I have been on this board for many, many years. That was the best letter I have ever read. It was a strong letter, and you got to the point. The Village attorney and I were coming down North Bedford Road, and they were unloading on their property. I must complement you on that letter; it was the best I've ever read from anyone in this village as far as getting to the point on something.

Ralph Vigliotti: It was very strong.

Austin Cassidy: Thank you.

Chairman Cosentino: There is nothing more that we can say, I think you've said it all in your letter, and I think he's compliant to that because they were unloading cars on their property.

Austin Cassidy: I know the PD has also visited both and they and Chevy separately and also has told them basically to knock it off, although I saw a tractor trailer in the middle of the road the other day making a delivery to a retailer across from them.

Chairman Cosentino: He should have gotten a summons.

Special Discussion

681 Main Street (80.72-4-1)

Ralph Vigliotti: At Dunkin Donut, truck deliveries were specified and an area was designated on the site plan where all deliveries needed to be made from. They have a driveway in which deliveries can be received. They are receiving deliveries with very long tractor-trailers in the parking lot, which is taking up 10 to 12 parking spaces. That continues to happen. Perhaps Mr. Cassidy needs to send them a letter similar to the letter sent off to the Ford Establishment. We made an issue as we were reviewing the site plan and the use for the building. They said they were going to comply with using small box trucks and they would not be using the parking lot to make any deliveries. That is certainly not the case. That kind of opened up a can of worms because as I was reviewing the resolution for approval, they were supposed to meet with the Building Department to provide screening for the rooftop, as it is outlined in the resolution. I don't know if that's been done. Sometimes these things kind of get lost in the wind. Part of the resolution says they are to meet with the Building Department to discuss screening for the rooftop mechanics.

Austin Cassidy: I know we had a meeting early on. Is this the resolution that goes to the original building?

Ralph Vigliotti: This is the resolution for the renovations made to the original building. The date of the action was February 21, 2010. Which is not on the resolution, and we did talk about it at length. There was a verbal promise that the owner was going to be meeting with the owners of 666 to have that retaining wall, which is painted and the fence above repaired. We had a handshake on that. Its well over a year now, and that has not been done yet.

Austin Cassidy: I will remind them of that tomorrow morning. The adjoining property I'm sure will be more than amenable, albeit again we have a temperature issue.

Ralph Vigliotti: Absolutely. This finishes off the parcel. It's a busy spot, and it's not open as late as we thought it would be and they seem to be an okay neighbor. There are still some outstanding issues that need to be dealt with.

Austin Cassidy: I will go out first thing in the morning.

Administrative Discussion:

Planning Board Calendar Planning Board Contact List Planning Board Rules and Procedures

Austin Cassidy: I think we are going to be playing this a little bit by ear, based on your caseload as the season starts to unfold. Those would be your typical tentative days, but right now based on potential caseloads, you are not going to need them all.

Doug Hertz: We can have them on the calendar and when we need to combine them, as we've done, we can.

At this point the Planning Board approved the 2012 calendar as is and made changes to the contact list for 2012. The Rules and Procedures will be reviewed by each member individually and discussed at the next meeting.

Doug Hertz: Are we required to adopt the rules and procedures?

Whitney Singleton: I don't know if you're required, but it's certainly not a bad idea to readopt the existing rules and procedures. It's part of the protocol.

As there was no further business to be discussed by the Planning Board, on a motion by Mr. Hertz, seconded by Mr. Vigliotti, the meeting was adjourned at 9:00 PM.

Respectfully submitted,

Sol Gibbons,
Acting Recording Secretary

dm