

APPROVED

RECEIVED

JUN 05 2008

TOWN OF CHILI  
SUPERVISORS OFFICE

Meeting Minutes, Architectural Advisory Committee Meeting  
April 29, 2008

Members present;

Paul Wamzenied (Chairman), Daryl Cox, Michael Divito, Douglas Gloff, James Ignatowski, Board Liaison: Michael Slattery.

Procedural Items

- The oath of office was signed and completed by each AAC member.
- Michael Divito was asked and accepted the position of secretary. The procedural aspects of submitting minutes to the supervisor's office and the required approval of the minutes at the subsequent meeting/s was understood and accepted.
- A discussion followed regarding the architectural process between the Planning Board, Building Department and the AAC.

The AAC chair will follow up to draft a package articulating the building application process and the AAC responsibilities. The package will be presented to the Supervisor's office in One week (April 6, 2008). All accepted.

Several discussion points regarding the AAC guidelines.

- The Planning Board may review a building proposal pending review by the AAC.
- The Supervisor will direct the building department regarding the AAC review process.
- The Building Department will inform this applicant of the required items necessary to have an AAC review move forward.
- Applications missing required AAC materials will be deemed incomplete by the Planning Board and will be tabled.
- Any changes in the original material design, color will be the responsibility of the Planning Board eg. Material selection/ approved is no longer available.
- Committee members expressed concern regarding the Building Departments ultimate responsibility as the applicant's education and understanding of the AAC review procedure.

Suggested Applicant Procedural Requirements  
Reuse Assessor Regarding Adaptive

Building reuse must be considered by the Planning Board to create an automatic AAC review within the Building Department. To date only a building permit and a certificate of occupancy are issued once all items of concern are addressed.

Two weeks prior to the AAC meeting the developer submits the following:  
(5 copies of each)

- 24 "x 36" Architectural diagram or large drawing.
- all elevations in color.
- list of building materials and material samples.
- site plan
- description of design relationship to neighborhood structures.
- project architect must be present at the AAC review meeting

Supervisor's Office:

- The public will attend the AAC meeting and must be given an opportunity to approach :
  - the applicant- followed by public concerns/ impute.
  - the public segment is at the discretion of the AAC chair.
- Chair prepares the Agenda for the meeting and must be submitted to Kathy Reed (5) days before the meeting. To cancel a meeting the Supervisor's office requires a five (5) day prior notice.
- The chair was requested to prepare an Agenda of the calendar meetings for 2009.
- AAC recommendations may be by a ~~veto~~ <sup>VOTE FOR CONSENSUS</sup> or concerns of the AAC committee membership.
- Lee Frank in the financial office will arrange membership vouchers stipends.
- The AAC must assign a committee member to sit at the Planning Board side table in the event questions regarding a pending application. The committee agreed on a AAC membership ~~invitation~~ <sup>ROTATION</sup>.
- Establish a docket and add docket to the Chili online service.

Meeting Dates 1 Time, 1 Place

See attached.

Respectfully submitted