

# Memo

**To:** President Lavey & Council Members  
**From:** Julie Durkin, Zoning Administrator  
**Date:** April 4, 2024  
**Re:** Zoning Administrator's Report

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**Permits & Code Enforcement:** Please note the following since my last report:

- \* 4 Land use permits were issued
  - interior remodel
  - shed
  - gazebo
  - interior remodel
- \* 4 Waivers were issued – roof/siding/gutters
- \* 1 ROW Permit – cable installation for 619 Pearl

**Planning Commission:**

- The April 1<sup>st</sup> Planning Commission meeting was canceled due to lack of business.
- Lakeland Knoll: Mr. Blau has indicated that regardless of the outcome of the ZBA variance request, he will be ready for submittal of the final site plan for consideration at the May 6<sup>th</sup> Planning Commission meeting.

**DDA:**

- At the request of the Community Garden Coordinator, the Board authorized the purchase of two replacement beds. Two wood beds have deteriorated and will be replaced with galvanized metal beds.
- The DDA received a request from James Shay for reimbursement under the Building Improvement Rebate Program for his law offices at 545 E. Main. Mr. Shay's request met all of the criteria for reimbursement and the expenditure far exceeded the maximum of \$3,000, or 40% of the total cost of the project for materials. The Board authorized reimbursement of \$3,000 upon satisfactory completion of the project.