

**To:** Building Code Review Committee Members  
**From:** Mary Sheehan, Committee Chair  
**CC:** Pat Baptiste, Board Liaison, Greg Dixon, Jim Durham, Nancy Elliott, Tom Jackson, David Jones, Rob Nichols, Marc Weller, Ellen Sands, Staff Liaison  
**Date:** 1/3/2013  
**Re:** Meeting Notes & Action Items from December 3 Meeting

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**General Notes:**

Members reported on favorable aspects of other Building Codes they had reviewed:

- Graphic aspects of Martin's Addition and good definitions  
Link: <http://www.martinsadditions.org/>
- Organization of Somerset Code: Application; Supporting Documents; Code  
Link: <http://www.townofsomerset.com>

Discussion of making residents aware of their responsibilities in the permit/building process:

- Who signs the application
- Responsibility for changes/modifications
- More use of User's Guide
- Include a map of the Historic District in User's Guide
- More diagrams on permits- currently driveway application has one, Right-of-Way permit (in the works) has a diagram of the right-of-way. Other ideas: "farthest projection"; height, etc.

What should require a permit in the Right-of-Way

**Next Assignments:**

- Members will review and comment on questionnaire
- Members will review and note our Village Code with an eye towards specific code revisions and the Permitting To-Do List
- Jim Durham and Tom Jackson will determine how many surveys need to be sent to constitute a statistical sample.
- Ellen Sands will sort from the recent permit list by: Architects, Architects in the Historic District, Contractors, & Residents

**Proposed Schedule:**

Distribute questionnaire this month with a return date of January 15

Mail hard copies of questionnaire; include a return envelope; follow up with email reminder.

**Next Meeting: The Board Chair will be sending several options for the next meeting; please indicate your availability.**