

City of Goodlettsville  
Board of Zoning and Sign Appeals  
**STAFF RECOMMENDATION REPORT**

***Tuesday June 1, 2021***

**Item#1**      **Somrath Chhun:** Request front setback variance for an accessory detached building located in a front yard of the corner lot property at 301 Melissa Drive. The 0.27-acre property is referenced as Davidson County Tax Map/Parcel# 03409004700 and is zoned R-15, Medium Density Residential. Zoning Ordinance Section: 14-208 (Q)(ii)(C)

**STAFF NOTES:**

Staff received a call from a city employee about a 600 sq. ft. carport accessory building being built in the front yard of the 310 Melissa Drive property. No permits were obtained for the building. A zoning ordinance violation notice was sent on March 23, 2021. The applicant has requested an administrative appeal to the notice for an accessory building setback variance. The applicant discussed they attempted to obtain a permit by stopping at the City's Planning and Codes office but the office was closed due to COVID protocol and they attempted to call. City staff did experience phone issues for a short period including not being able to receive phone messages. The variance is based on the limited availability for additional buildings on the property due to the location of the house and the dimension of the corner lot with two front building setbacks. The north side of the property fronting Monticello Avenue contains an existing eighty (80) sq. ft. accessory building. Staff reviewed other locations on the property for an additional area accessory building for a similar carport structure including vehicle access. The location of the house on property would not permit an accessory behind the house. The north side of the property along Monticello Avenue including the eighty (80) sq. ft. accessory building contains a drainage area collecting drainage flow from multiple directions and an additional driveway in the area could create a drainage issue without reconstruction of the drainage facilities in the area. The existing driveway could be extended in front of the house to permit access to the north side of the property but that would result in a driveway and yard appearance out of character with the other properties in the area. The 600 sq. ft. garage carport is ten (10') feet from the existing house and five (5') feet from the front property line along Melissa Drive.

**Property Information:**

Twenty (20') feet x thirty (30') feet – 600 sq. ft. detached garage/carport

0.27 acres- 11, 760 sq. ft. lot

1,557 sq. ft. primary building single family house (constructed 1969)

Other accessory building- 8' x 10' 80 sq. ft.

Total accessory building square footage permitted at seventy (70%) percent of primary building sq. ft. of 1,557 sq. ft. = 1,089 sq. ft. Existing square footage total with both detached accessory buildings = 680 sq. ft and forty-three (43%) percent of primary building sq. ft.

Total building sq. ft. permitted per R-15 property zoning is twenty-five (25%) percent of property based on 11,760 property sq. ft. would permit a total of 2,940 sq. ft. The total existing square footage with all three (3) buildings is 2,237 sq. ft.

The detached carport/garage building is five (5') feet from the front property line along Melissa Drive. Per the property subdivision plat (attached with notice) the minimum building front setback is forty (40') feet. The subdivision plat is more restrictive than the City's Zoning Ordinance (R15) which permits a thirty (30') feet front building setback on minor streets.

The City requires accessory buildings exceeding 375 sq. ft. to match the exterior building materials of the primary house and roof.

The basis for any motion to approve or deny to be defined based on the provisions of the City's Variance Review Standards.

#### **RECOMMENDATION:**

Per the Zoning Ordinance Section 14-213. (8)(c) Items (i) and (vii) the variance with the conditions listed below would provide a reasonable use of the property due to the narrow corner lot dimensions including two (2) front building setback requirements (along both Melissa Drive and Monticello Avenue), the house location on the property limiting any additional accessory building behind the house, and the drainage area along Monticello Avenue limiting access to the north side of the property to relocate the carport type structure.

1. Minimum twenty (20') feet front setback along Melissa Drive and the altered carport can be extended to the house or include a three (3') feet minimum separation from the house per the City's International Residential Code to be considered a separate building
2. If the revised building sq. ft. after the alteration exceeds 375 sq. ft then the roof to be painted to be a consistent color of the house roof color, and brick consistent with the house colors to be incorporated into the column and any exterior wall materials. If the revised building square footage after the alteration does not exceed 375 sq. ft. then no additional building materials requirements would apply
3. Applicant to obtain City of Goodlettsville building permit and building variance alteration to be completed within 120 days

#### **Referenced Zoning Ordinance Sections:**

**Accessory-** An activity or structure that is customarily associated with and is appropriately incidental and subordinate to a principal activity and/or structure and located on the same zone lot, except as provided for under the provisions of accessory off street parking.

Permitted accessory uses. In addition to the principal

permitted uses, each activity type may include accessory activities customarily associated with, and appropriate, incidental, and subordinate to the principal activity located on the same zone lot.

#### **14-208 (1)(c)**

(c) In all residential districts, except for residential planned unit development districts, no lots shall have erected thereon more than one (1) principal building. Principal buildings and additions as well as additions in residential districts consisting of wall, roof, floor, and foundation connections shall meet the requirements of the applicable zoning district. Permitted limited connection additions in residential districts and accessory buildings in all districts shall meet the following requirements in items (d) and (e) and the requirements of the applicable zoning district. **To ensure order in site developments including building and lot bulk standards and the compatibility of buildings constructed on-site, all buildings and structures and additions and accessory buildings regardless of square footage, and accessory buildings or structures in residential districts which exceed three hundred seventy-five (375) square feet shall be constructed of roof and exterior wall materials consistent with the primary roof and exterior wall materials of the principal building or structure.** Alternative designs for large acreage properties as referenced above and alternative designs that exceed the purpose and intention of the items referenced above with single family and duplex residential building and structures may be approved by planning and development services staff. Staff's decision on alternative designs may be appealed to the planning commission for review. All other building and structures shall meet site and architectural design standards and the Goodlettsville Design Guideline

#### **14-208 (1)(e)**

(e) Accessory buildings. **No accessory building or structure shall be erected between a front lot line and a front wall of the principal building or structure.** In addition, accessory buildings or structures shall: (i) Be customarily incidental to the principal use established on the same lot. (ii) Be subordinate to and serve such principal use. (iii) Be subordinate in area, intent, and purpose to such principal use. (iv) Contribute to the comfort, convenience, or necessity of users of such principal use. (v) Building or structure shall not exceed the height of the principal structure. (vi) No accessory use or building and structure shall be constructed or established on any lot prior to the time of construction of the principal structure to which it is accessory. This section shall not be construed to govern the sequencing or phasing of a construction project in which both the principal and accessory structures are to be built simultaneously. (vii) In residential districts, total area of accessory building(s) or structure(s) with a roof shall not exceed seventy percent (70%) of the area of the principal building. The maximum square footage for accessory and principal buildings are also subject to the defined maximum building lot coverage requirements and maximum floor area ratios defined by the ordinance

**14-208 (1)(q)(ii)**

(q) Permitted obstructions in required yards. In all districts, the following shall not be considered obstructions when located within a required yard except these items shall comply with § 14-208(1)(a) and (b):

(ii) In any rear or side yard and located behind the principal structure:

**(C) Garages and storage buildings provided that a five foot (5') setback from the property line is observed**

**14-213. (8)(c)**

c) Standards for Variances. The board shall not grant a variance unless it makes findings based upon evidence presented to it as follows:

**(i) The particular physical surroundings, shape, topographic conditions of the specific property involved that would result in a particular hardship upon the owner as distinguished from a mere inconvenience, if the strict application of this ordinance were carried out must be stated;**

(ii) The conditions upon which the petition for a variance is based would not be applicable, generally, to other property within the same district;

(iii) The variance will not authorize activities in a zone district other than those permitted by this ordinance;

(iv) Financial returns only shall not be considered as a basis for granting a variance;

(v) The alleged difficulty or hardship has not been created by any person having an interest in the property after the effective date of this ordinance;

(vi) That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same districts;

**(vii) The variance is the minimum variance that will make possible the reasonable use of the land, building, or structure;**

**(viii) The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the area in which the property is located; and**

(ix) The proposed variance will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion in the public streets, increase the danger of fire, endanger the public safety, or substantially diminish or impair property values within the area.

(d) Non-conformity does not constitute grounds for granting of a variance. No non-conforming use of neighboring lands, structures, or buildings in the same district, and no permitted or nonconforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

(e) Prohibition of use variances. Under no circumstances shall the board of appeals grant a variance to allow a use not permissible under the terms of this ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this ordinance in said district.

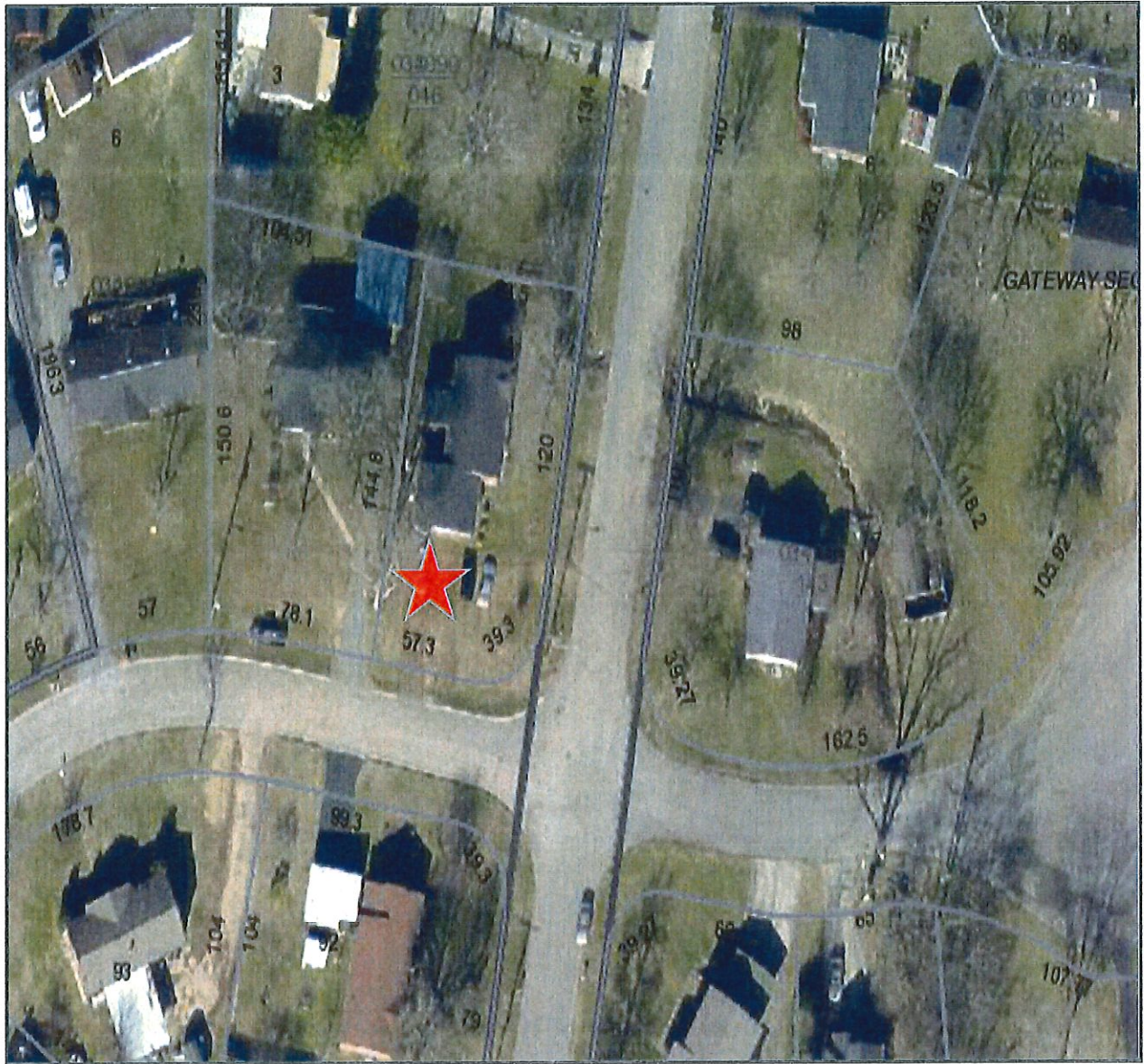
(f) Conditions and restrictions by the board. The board may impose such conditions and restrictions upon the premises benefitted by a variance as may be necessary to comply with the provisions set out in § 14-213(8)(c) above to reduce or minimize the injurious effect to such variation upon surrounding property and better carry out the general intent of this ordinance. The board may establish expiration dates as a condition or as a part of the variances

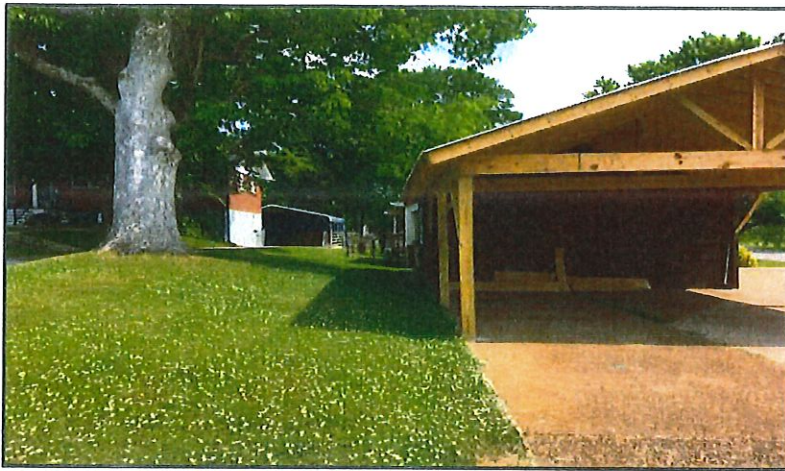
**Public Notice Information:**

Sign installed May 17, 2021

Ledger Notice May 12, 2021

Adjoining property owner letters mailed May 6, 2021









Department of Planning and Codes/Building Safety

March 23, 2021

KHIM & CHHUN, SOMRATH HUY  
301 MELISSA DR  
GOODLETTSVILLE, TN 37072

RE: Goodlettsville Zoning Ordinance Violation- Accessory Building Location- 301 Melissa Drive, Davidson County Tax Map/Parcel# 03409004700- Lot 4- Gateway Phase One Subdivision Plat- Property Zoning: R-15, Medium Residential Zoning District

City staff received a call about an accessory carport building constructed at the above referenced property between the front of the house and the street. The location of the accessory building (carport type) structure located between the single family house (principal use) and the Melissa Drive right-of-way/front property line is a violation of the City of Goodlettsville Zoning Ordinance Section 14-208 (1)(e) and Section 14-208 (1)(j). The City's Zoning Ordinance Section 14-213(6) requires a zoning permit for all buildings including accessory buildings. No permit has been requested or obtained for the accessory building (carport type). The property is a corner lot and includes two (2) front yard areas along Melissa Drive and Monticello Avenue per the Gateway Phase One subdivision plat (attached). All connected additions onto the house in the area between house and Melissa Drive would require a minimum front building setback from of forty (40') feet from the front property line per the Gateway Phase One subdivision plat.

Per the City's Zoning Ordinance Sections 14-208 (1)(e) and 14-208 (1)(j) the accessory building will need to be removed within one hundred-twenty (120) days of the receipt of this letter. Failure to comply will require the City to take further legal action which could result in a city court citation and fines of fifty (\$50) dollars a day per violation.

The requirements of this notice may be appealed to the City of Goodlettsville Board of Zoning and Sign Appeals by submitting a written request within one hundred (120) days of the receipt of this letter. The City's Zoning Ordinance and Zoning Map and appeal application and meeting and submittal dates can be reviewed and submitted on the City's Website at [www.goodlettsville.gov](http://www.goodlettsville.gov). You can request a copy of the application and meeting information and submit by emailing me at [amccormick@goodlettsville.gov](mailto:amccormick@goodlettsville.gov) or coming into office.

Zoning Ordinance and Map information per March 25, 2021



Addam McCormick  
City of Goodlettsville Planning  
(615) 851-2202

**Goodlettsville Zoning Ordinance Section 14-208 (1)(e):**

(e) Accessory buildings. No accessory building or structure shall be erected between a front lot line and a front wall of the principal building or structure. In addition accessory buildings or structures shall:

- (i) Be customarily incidental to the principal use established on the same lot.
- (ii) Be subordinate to and serve such principal use.
- (iii) Be subordinate in area, intent, and purpose to such principal use.
- (iv) Contribute to the comfort, convenience, or necessity of users of such principal use.
- (v) Building or structure shall not exceed the height of the principal structure.
- (vi) No accessory use or building and structure shall be constructed or established on any lot prior to the time of construction of the principal structure to which it is accessory. This section shall not be construed to govern the sequencing or phasing of a construction project in which both the principal and accessory structures are to be built simultaneously.
- (vii) In residential districts, total area of accessory building(s) or structure(s) with a roof shall not exceed seventy percent (70%) of the area of the principal building. The maximum square footage for accessory and principal buildings are also subject to the defined maximum building lot coverage requirements and maximum floor area ratios defined by the ordinance.
- (viii) In residential districts, the building or structure shall not exceed the height of the principal building or structure and in



no case exceed eighteen feet (18') in height from the highest point of the building or structure to the finished floor.

**Goodlettsville Zoning Ordinance Section 14-208 (1)(j):**

(j) Corner lots. The side yard setback requirements for corner lots shall be the same as the front setback requirements for the next adjacent lot fronting on the street that the side yard of the corner lot faces.

**Goodlettsville Zoning Ordinance Section 14-201 (3)(a)**

(a) "Accessory." An activity or structure that is customarily associated with and is appropriately incidental and subordinate to a principal activity and/or structure and located on the same zone lot, except as provided for under the provisions of accessory off street parking

**Goodlettsville Zoning Ordinance Section 14-201 (3)(j):**

(j) "Building." A structure permanently affixed to the ground, with a roof, and intended for the shelter or enclosure of persons or property. Where roofed structures are separated from each other by party walls having no openings for passage, each portion so separated shall be considered a separate building.

**Goodlettsville Zoning Ordinance Section 14-213 (6):**

6) Zoning permits and use and occupancy permits. (a) Zoning permits required. No building or other structure shall be erected, moved, added to or structurally altered without a zoning permit issued by the codes administrator

**Goodlettsville Zoning Ordinance Section: 14-208 (1)(c):**

(c) In all residential districts, except for residential planned unit development districts, no lots shall have erected thereon more than one (1) principal building. Principal buildings and additions as well as additions in residential districts consisting of wall, roof, floor, and foundation connections shall meet the requirements of the applicable zoning district. Permitted limited connection additions in residential



districts and accessory buildings in all districts shall meet the following requirements in items (d) and (e) and the requirements of the applicable zoning district. To ensure order in site developments including building and lot bulk standards and the compatibility of buildings constructed on-site, all buildings and structures and additions to buildings regardless of square footage, and accessory buildings or structures in residential districts which exceed three hundred seventy-five (375) square feet shall be constructed of roof and exterior wall materials consistent with the primary roof and exterior wall materials of the principal building or structure. On primary roof and exterior wall materials of the principal large acreage Agricultural and R-40 zoned properties consisting of five (5) or more acres, accessory building(s) or structure are not required to be constructed of consistent materials of the primary building if the accessory building(s) or structure is constructed entirely behind and separate from the primary building and is constructed per the building setbacks of the zoning district. The primary exterior wall and roof materials of the principal building shall be extended on all sides of the exterior walls and roof of additions or accessory buildings or structures. In the case of principal buildings or structures with multiple exterior wall materials, the addition and accessory building or structure may be constructed of materials at the same ratio of the principal building or structure. Alternative designs for large acreage properties as referenced above and alternative designs that exceed the purpose and intention of the items referenced above with single family and duplex residential building and structures may be approved by planning and development services staff. Staff's decision on alternative designs may be appealed to the planning commission for review. All other building and structures shall meet site and architectural design standards and the Goodlettsville Design Guidelines

107<sup>th</sup> CIVIL DISTRICT - DAVIDSON COUNTY, TENNESSEE  
HURDREDE REALTY, CO. - OWNER AND DEVELOPER  
SCALE 1" = 50'  
TURNER ENGINEERING COMPANY, INC.  
CONSULTING ENGINEERS  
HISWYLL, TENNESSEE  
SHEET 2 OF 2  
①  
9-1-62  
Jed 10-31-60

FOR CONTINUATION  
SEE SHEET 1072 R.D.C.  
BOOK 3892 PAGE 389

LEGEND

--- Boundary Line

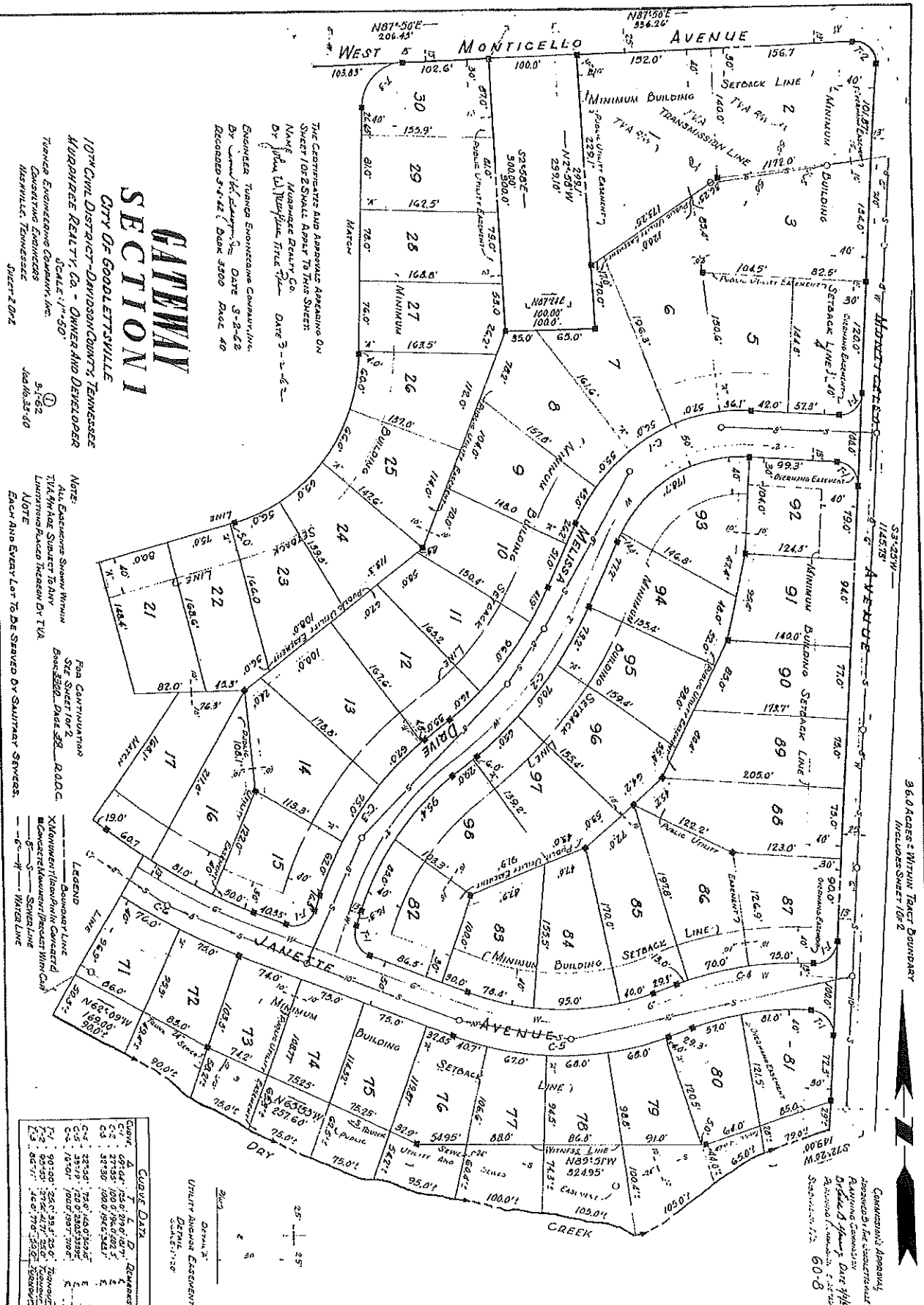
X Nonwaterflooded Area Contacted

--- Concrete Mainwater Pipeline With Cap

--- 6" --- Sewer Line

--- 6" --- Water Line

|     |       |                    |            |
|-----|-------|--------------------|------------|
|     | N6    | 169                | 300        |
|     | 109-* |                    |            |
| C-4 | 22-36 | 750° 140' 02.8 S   | E          |
| C-5 | 25-18 | 720° 22.8 S 352° E |            |
| C-2 | 13-01 | 1000° 197° 300° E  |            |
| T-1 | 09-00 | 526° 29.4' 23.6° W | Transiting |
| F-2 | 06-11 | 160° 77.0' 30.0° N | 3288873    |



36.0 ACRES: WITHIN TRACT BOUNDARY  
 100' WIDE STREET 10E2

40

GOODLETTSVILLE BOARD OF ZONING AND SIGN APPEALS  
GOODLETTSVILLE CITY HALL – 105 SOUTH MAIN STREET  
GOODLETTSVILLE, TENNESSEE 37072

APPLICATION FOR A ZONING ORDINANCE VARIANCE

Applicant Somrath Chhun Case No. \_\_\_\_\_  
Owner Somrath Chhun Map No. 03409004700  
Address 301 Melissa Dr. Parcel No. Lot 4

Based on the powers and jurisdiction of the Goodlettsville Board of Zoning Appeals as set forth in Title 14, Section 14-213(8) of the Municipal Code, a variance is hereby requested for an exception to the zoning regulations as follows:

I am requesting an exception for my carport  
on my drive way on 301 Melissa Dr  
37072

at (physical address) \_\_\_\_\_

The undersigned agrees to appear at the public hearing for the request and shall furnish all required plans and data.

Somrath Chhun  
Owner Signature (if Different from Applicant)  
Somrath Chhun  
Print Name of Owner/Applicant

Somrath Chhun  
Applicant (Signature)  
301 Melissa Dr.  
Address  
Goodlettsville TN 37072  
City ST Zip  
(615) 491-4829  
Phone (Daytime)  
E-Mail Address \_\_\_\_\_

1. REQUIRED APPLICATION FEE \$200.00
2. ATTACH ALL REQUIRED PLANS AND SUPPORTING DOCUMENTS.
3. THE APPLICANT WILL BE NOTIFIED OF THE APPEALS BOARD MEETING DATE.

ACTION TAKEN: \_\_\_\_\_ DATE: \_\_\_\_\_

City of Goodlettsville  
Board of Zoning and Sign Appeals  
**STAFF RECOMMENDATION REPORT**

***Tuesday June 1, 2021***

**Item#2**      **Rivergate Church of Christ/ Joslin & Son Signs:** Request setback variance for proposed digital signage on the existing sign structure due to the location of the sign from a residential zoning district at 201 Alta Loma Drive. The 4.86-acre property is referenced as Davidson County Tax Map/Parcel# 03405009200 and is zoned CSL, Commercial Services Limited. Zoning Ordinance Section: 14-305(1)(c)(v)

**STAFF NOTES:**

The requested variance is to permit the existing pole sign on the property to be altered to include a digital changeable copy board on a portion of the sign within one hundred feet (100') of a residential zoning district. The existing sign is located roughly ninety (90') feet from the residential property lines across both Gleaves Street and Alta Loma Drive. The intersection area includes properties zoned Metro Davidson County Zoning Districts- R6, Medium Density Residential and CPUD- Commercial Planned Unit Development. The sign is located at an angle to the intersection of Gleaves Street and Alta Loma Drive. The request is to keep the existing sign foundation and electric service instead of relocating the existing sign to meet the minimum one hundred feet (100') separation requirement. The digital changeable copy board is a permitted type of sign on the property which is zoned CSL, Commercial Services Limited.

The basis for any motion to approve or deny to be defined based on the provisions of the City's sign variance review standards.

**RECOMMENDATION:**

Per the Zoning Ordinance Section 14-308 (7)(b) Item (v) the variance with the condition for the digital message board lighting intensity to be programmed to be decreased in intensity from dusk to dawn would not be detrimental or injurious to the adjacent properties due to the angle of the sign from the adjacent intersection and since the sign is located across the roadways and intersection from both residential zoning districts, and the limited relocation that would be required to meet the one hundred (100') feet would not provide a significant difference in visibility to the adjacent residential properties

**Referenced Zoning Ordinance Sections:**

**14-305 (1)(c)(v)**

(v) Any changeable copy sign may be electronically or mechanically controlled. Such sign shall not flash on and off, scroll across the copy area or change colors sporadically. The display of the message must be static for a minimum of eight (8) seconds. When copy changes occur, they must

change instantaneously with no phasing, scrolling, flashing or any other characteristic which imitates movement. Signs installed within two hundred feet (200') of a signalized or planned signalized intersection shall require the message to remain static for a minimum of two (2) minutes. The illumination of an electronic changeable copy sign shall not exceed 0.3 foot candles over ambient lighting conditions, day or night. 14-239 Measurement shall be as prescribed in the document "Recommended Brightness Levels for On-Premises Electronic Message Centers" published by the International Sign Association. All electronic signs shall be equipped with a sensor device that automatically determines the ambient illumination and each electronic sign shall be programmed to dim in accordance with ambient illumination conditions. Maximum illumination from dusk to dawn shall not exceed five hundred (500) nits. A malfunctioning sign shall be programmed to shut down. **Sign shall not be installed within one hundred (100') feet of a residential zoning district measured in a straight line.**

**14-308 (7)(b)**

(b) For an action granting a variance, the board shall state the provisions being varied and shall grant the minimum variance to satisfy 14-248 the relief of hardship, and shall state the specific hardship which justifies the variance.

The board shall not grant a variance unless it makes findings based upon evidence presented to it as follows:

- (i) The particular physical surroundings, shape, or topographic conditions of the specific property involved that would result in an exceptional hardship upon the owner as distinguished from an inconvenience.
- (ii) (ii) The conditions upon which the petition for a variance is based would not be applicable to other similarly situated properties.
- (iii) (iii) The hardship has not been created by any person having an interest in the property.
- (iv) (iv) Financial returns only shall not be considered as a basis for granting the variance.
- (v) (v) The variance will not be detrimental to the public welfare, injurious to other property, or to the intent and spirit of this chapter.
- (vi) (vi) The variance does not confer a special privilege to the applicant that is denied to others.

(c) Under no circumstances shall the board grant a variance to allow a sign which is not permitted by this chapter.

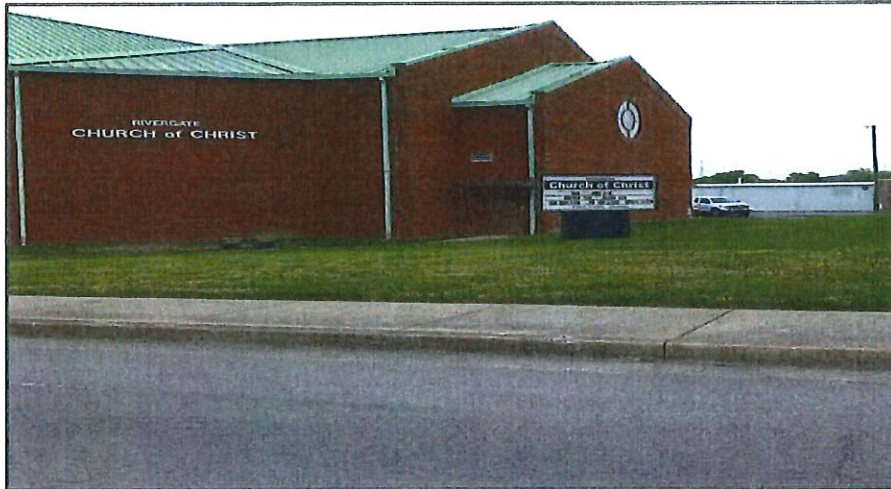
(d) The board may impose such conditions and restrictions upon the premises benefitted by the variance as may be necessary to reduce or minimize any injurious effect upon adjoining uses or property, and to better carry out the general intent of this chapter.

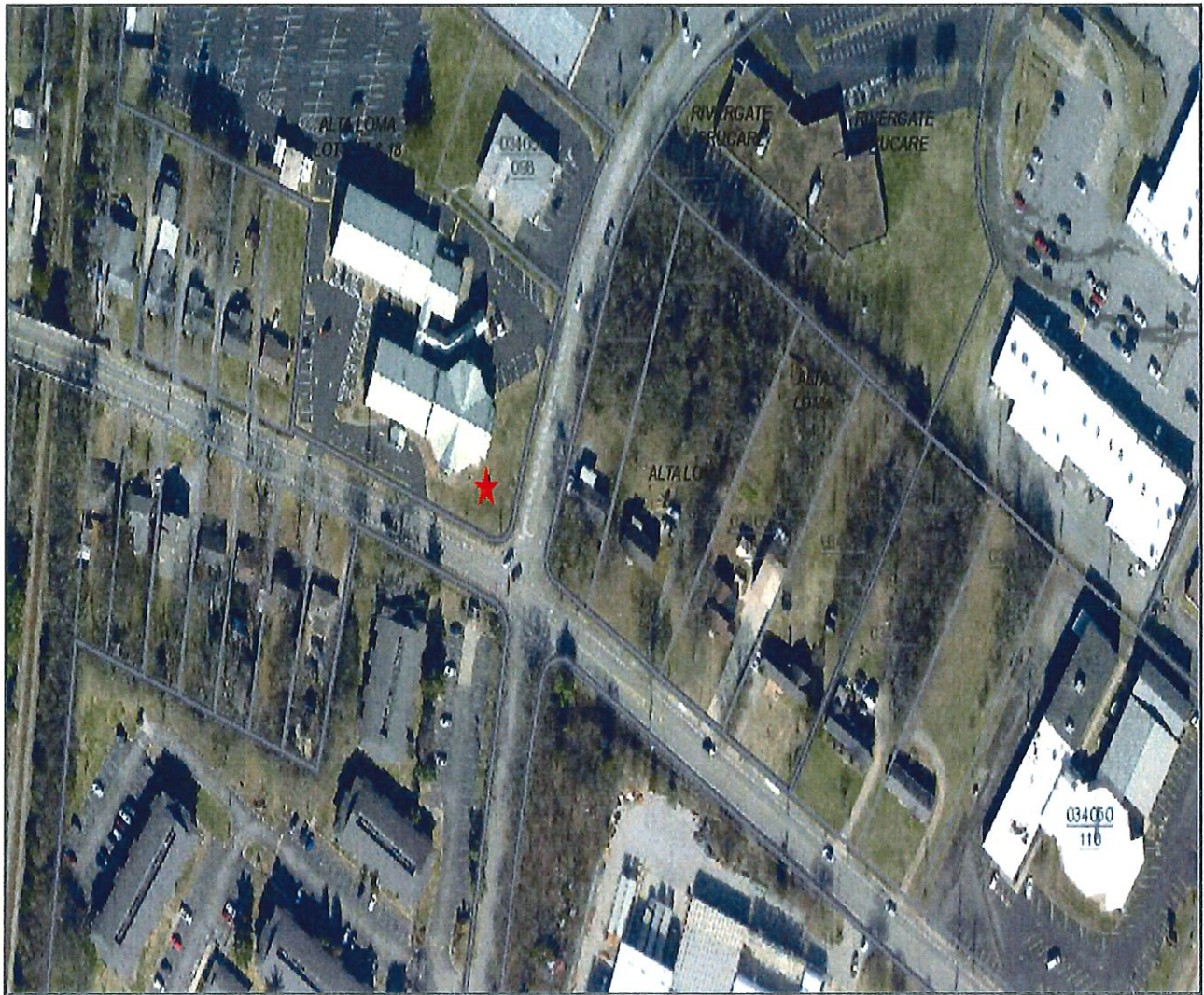
**Public Notice Information:**

Sign installed May 17, 2021

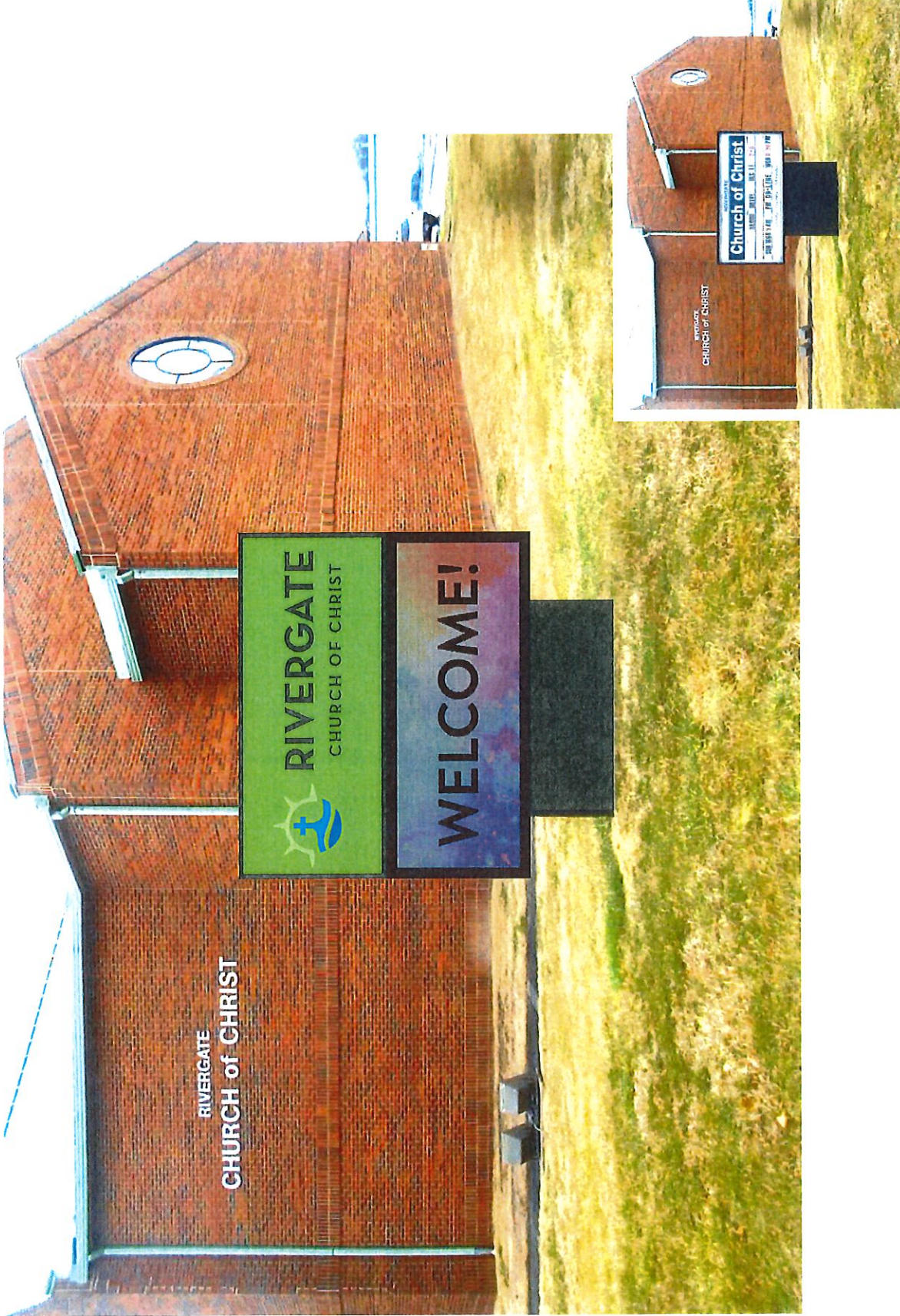
Ledger Notice May 12, 2021

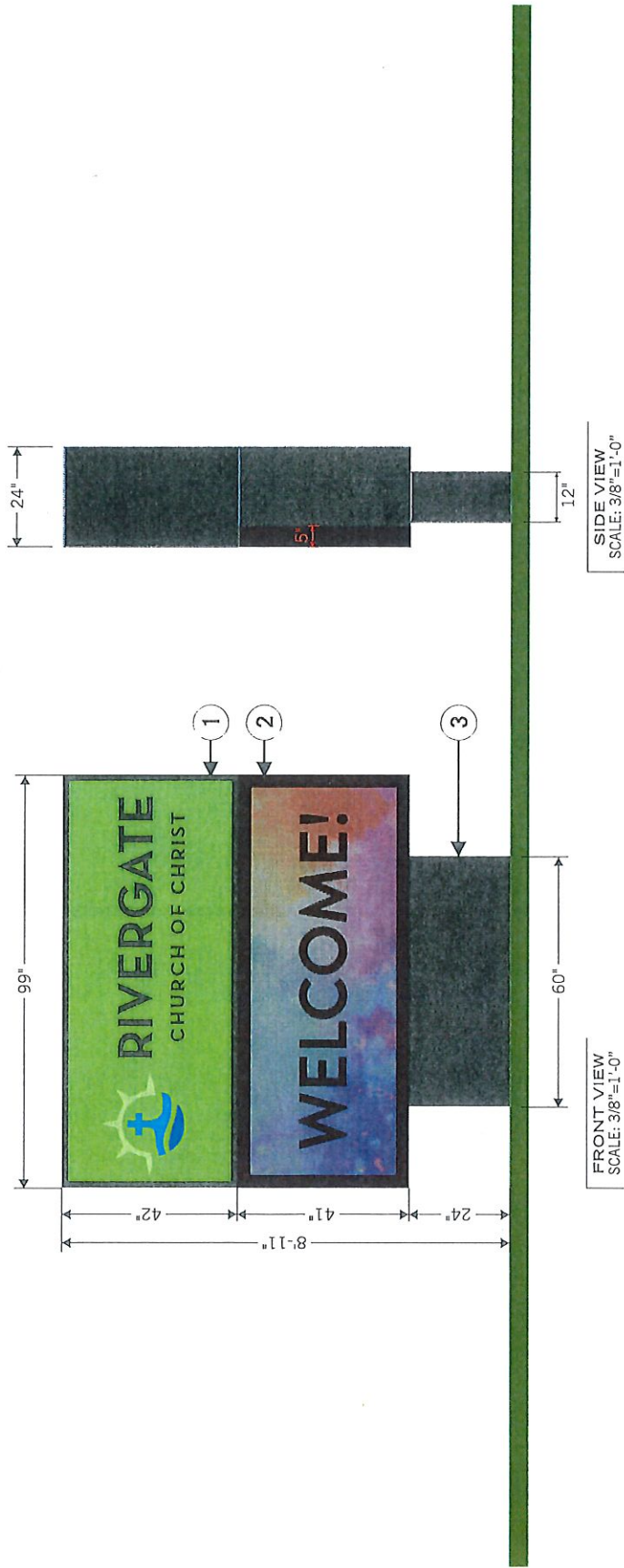
Adjoining property owner letters mailed May 6, 2021





|                    |            |
|--------------------|------------|
| DRW#               | 210118-S20 |
| QUOTE#             | 101323     |
| WK_ORD#            |            |
| DESIGNER           | J.MORTON   |
| PROJ_MGR           | M.SHEA     |
| DATE               | 2.12.21    |
| COLORS & FINISHES: |            |





1

SINGLE-SIDED LED-ILLUMINATED CABINET

BLACK

1.5" RETAINERS

FLAT FACES

2

FULL COLOR EMC SCREEN

3

POLE COVER

BLACK

**VECTOR GRAPHICS REQUIRED**

**PMS COLORS REQUIRED**



# BZA Application: Rivergate Church of...



GOODLETTSVILLE BOARD OF ZONING AND SIGN APPEALS  
GOODLETTSVILLE CITY HALL – 105 SOUTH MAIN STREET  
GOODLETTSVILLE, TENNESSEE 37072

## APPLICATION FOR A SIGN ORDINANCE VARIANCE

Applicant Joslin & Son Signs (Emily Kuykendall) Case No. \_\_\_\_\_

Owner Randy Fuqua Map No. \_\_\_\_\_

Address 201 Alta Loma Rd - Madison, TN 37115 Parcel No. \_\_\_\_\_

Based on the powers and jurisdiction of the Goodlettsville Board of Sign Appeals as set forth in Title 14, Section 14-108 of the Municipal Code, a variance is hereby requested for an exception to the zoning regulations as follows:

Proposed signage is to be a combination of one 42"x99" LED illuminated single faced cabinet and a single sided 41"x99" full color electronic message center monument sign. The overall height of the sign is 8'11" & total sign area is to be 57.06 sqft. The church is wanting to utilize the existing electrical supply & underground sign foundation infrastructure. The church is willing to work with & accommodate residential neighbors to minimize nighttime brightness & message frequency.

at (physical address) 201 Alta Loma Rd - Madison, TN 37115

The undersigned agrees to appear at the public hearing for the request and shall furnish all required plans and data.

Randy Fuqua - Elder  
Owner Signature (if Different from Applicant)

[Signature]  
Applicant (Signature)

630 Murfreesboro Pike

Address

Nashville TN 37210

City ST Zip

615-255-3463

Phone (Daytime)

615-255-3518

E-Mail Address

1. REQUIRED APPLICATION FEE \$200.00.
2. ATTACH ALL REQUIRED PLANS AND SUPPORTING DOCUMENTS.
3. THE APPLICANT WILL BE NOTIFIED OF THE APPEALS BOARD MEETING DATE.

ACTION TAKEN: \_\_\_\_\_ DATE: \_\_\_\_\_

