

<b>MEETING MINUTES</b>	
<b>PROJECT</b>	
Version #: 1.0	Issue Date:

Minutes of Meeting		
<b>Customer:</b> DERRY SMITH		
<b>Project:</b> JORDAN LAKE DETAILING CENTER		
<b>Location:</b> PITTSBORO-MONCURE ROAD	<b>Date:</b> 06/27/2012	<b>Time:</b> 6:30pm
<b>Purpose:</b> Present Site Plans to Chatham County Appearance Commission per Conditional Zoning Request		
<b>Attendees:</b> Derry Smith, Owner; Derrick Smith; Dennis Lee, Morton Bldg. Sales Rep.; Thomas Kagarise, P.E. ,Veteran Engineering Assoc.; Angela Birchett, CZO, staff		
<b>CCAC members attending:</b> Ginny Gregory, Chair;; Grim Hobbs; Davis Andrews; Caroline Siverson; Kitty Griffith; Sue Schwartz; Al Cooke		
<b>CC:</b>		

## Review of Previous Action Items

Action Item(s)	Who	When

## Discussion

## Topic 1

Mr.Kagarise presented the plan with input from both Mr. Smiths and Mr. Lee, whose company manufactures the building to be erected. The CCAC approved of the landscaping plan but wants to caution that maintenance is an important component of all landscaping,		
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<p>including diligence to watering in the establishment of such. Mr. Derrick Smith indicated that he would be involved in this portion of the business.</p> <p>The CCAC recommended that the proposed signage on the building consist of letters no larger than 12in each and suggested black for visibility against the light-colored walls. The customer agreed. . There will be no Dumpster on the site. Waste water from detailing will be stored on site, then trucked to a water treatment site. Normal sewage will be pumped to an onsite septic tank.</p> <p>Neighboring properties who share the common driveway have a permanent easement through the parking lot.</p>		

### Summary of Action Items

Action Item(s)	Who	When

### Next meeting

The next meeting will be (date) at (time) at (location), room (room number or “to be determined”).