**NOTE FOR FILE**

**[#2012-432 approved Golf Course Pro Shop ]**

**1.31.2013**

**Amendment Pre-application Meeting with Bob Leeman and Kathy Alves (Recreation Services) (who will be applicants) and Jean Fraser (Planner).**

Purpose of the meeting: Kathy and Bob will be submitting an amended site plan on this project and wanted to review previous public comments and understand site plan issues/requirements.

Key points discussed:

1. The background on this re DPS meetings and design work was discussed and KA/BL have all of the info from DPS. W&C will redo civil plans; Mike Farmer will be assisting and can redo the impervious surface analysis and sidewalk/access plans that were submitted as part of the first review.
2. JF gave them copies of the approval letter and explained the conditions and the key review issues:
* Sidewalk an ordinance requirement
* Clarify re landscaping- along Riverside depending on sidewalk design and around parking lot
* Ped link from sidewalk to building, ideally with some lighting
* Scale of impervious surface
1. KA/BL looking to locate new building in same location as existing but nearer to the parking lot; would enter via the porch and probably have cart parking to rear with no direct access to parking lot (don’t want to encourage). Building larger than the one approved and simpler with longer lasting materials and another room (20 x 30) for First Tee in summer and ski team in winter. On same page as JF re the site plan issues.
2. JF confirmed that the details of the building would not be part of the review, but safe access for all modes, CPTED, and parking layout would be reviewed. Some flexibility re parking lot eg compact spaces.
3. **Public consultation**: (Key issue) JF confirmed that we would notice the receipt of the application in usual way but this would probably not include most of the people who attended the DPS meeting last year (but would include anyone who had commented on the previous site plan application ie Janet Daigle). JF suggested that those people might be notified by KA/BL so that they are aware of the amendments and revised timetable. KA/BL definitely going to meet with Janet Daigle this week if poss, and will let Jean know what they decide to do re other people who attended the DPS meeting (which included some reps of golfing organizations) so that when the site plan amendment application comes in JF can coordinate on this and ensure the noticing makes sense.
4. JF gave them a copy of the Level II application form and advised they mark it with “amendment to…”. JF also showed them the packet of background info accompanying the original application and clarified that some of that would need to be updated in addition to the plans as previously discussed. They anticipate submission very soon.