

***INTER-OFFICE MEMORANDUM***

**To:** Supervisor of Landscape and Park Design

**From:** Kathleen Miesch  
Planning Coordinator

**Date:** September 14, 2020

**Subject:** Case #BOA-2019-033  
**Scheduled 11/16/2020**  
247 Black Oak Ridge Road, Block 2421 Lot 25  
247 Black Oak Ridge Road Associates, LLC  
Preliminary and Final Major Site Plan/Use Variance, Bulk Variance, Environmental  
Protection Waiver

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Attached please find the following documents:

- Set of correspondence prepared by Vijay Kalem AIA of Daibes Design Group, LLC, dated August 27, 2020
- Set of revised Architectural plans prepared by Vijay Kale, AIA of Daibes Design Group, LLC and revised through August 26, 2020
- Set of correspondence prepared by Hal Simoff, PE dated September 2, 2020

Please review the package and provide your comments by **11/6/2020** for distribution in Board packets.

Reviewer's Response (*use additional sheet if necessary*):

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Please see comment #3 from 7/13/2020 memo. Perennials are not proposed in front of the Chinese Juniper on the revised plans. Please revise.

*Name Ryan Edge*

*Date 11/11/2020*