

ITEM 13
MANAGER'S REPORT NO. 53
COUNCIL MEETING 1981 11 02

RE: STATUS OF COUNCIL REQUESTED REPORT
BURNABY SIGN BY-LAW, MOVING MESSAGE CENTER DISPLAYS
RECENT AND PROJECTED TECHNOLOGICAL CHANGES IN THE SIGN DISPLAY INDUSTRY

MUNICIPAL MANAGER'S RECOMMENDATION:

1. THAT the report of the Director of Planning be received for information purposes.

* * * * *

TO: MUNICIPAL MANAGER PLANNING DEPARTMENT
FROM: DIRECTOR OF PLANNING 1981 OCTOBER 28
SUBJECT: STATUS OF COUNCIL REQUESTED REPORT
BURNABY SIGN BY-LAW, MOVING MESSAGE CENTRE DISPLAYS
RECENT AND PROJECTED TECHNOLOGICAL CHANGES IN THE
SIGN DISPLAY INDUSTRY

RECOMMENDATION:

1. THAT this status report be received for information purposes.

REPORT

1.0 BACKGROUND

On 1980 July 21 and 1980 November 03, Council received reports on the subject of electronically-operated message centre display signs, in response to a Preliminary Plan Approval application by Sign-0-Lite Plastics Limited. Copies of these reports (Item 10, Manager's Report 48, 1980 07 21 and Item 10, Manager's Report 68, 1980 11 03) are attached for reference.

The conclusion stated in the reports was that the Burnaby Sign By-Law appropriately provides for the control of signs with flashing or moving parts, and that it would not be recommended that the By-Law be amended to provide for moving message type signs as proposed by the sign company.

Arising out of consideration of these reports, Council requested that the subject of recent and projected technological changes in the sign display industry be researched and a further report be submitted to Council, and also that the Planning Department report on the accuracy of a statement contained in the Sign-0-Lite Plastics Limited letter dated 1980 10 22 that "No other municipality or city in British Columbia disallows this type of display. Most sign bylaws specifically disallow 'flashing' signs and specifically exempt time and temperature and message centre displays from being interpreted as a 'flashing' sign".

2.0 CURRENT STATUS

The subject of the further reports requested by Council was being pursued immediately prior to the 1981 work stoppage, including contact with representatives of the sign industry related to their views on new and projected technological changes in the industry.

Specific information relating to this subject and other available sources of detailed information was to have been provided by representatives of one of the companies involved; however, these individuals are no longer with the firm and no further information has been submitted as a result.

A certain amount of research by other means has been completed, and further information gathering remains to be done. This subject has not been pursued with a great deal of priority since the return of the staff due to other work assignment priorities but will now be concluded shortly and Council's requested report will be forwarded prior to the end of November.

3.0 REFERENCE TO STANDARDS OF OTHER MUNICIPALITIES

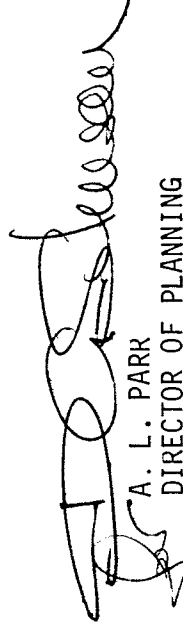
The Planning Department has been requested to confirm the accuracy of the statement by one of the sign companies that no other municipality or city in the Province disallows the electronic message centre type of display. In response, Planning Department staff have contacted several of the larger municipalities and cities in the Province and are able to confirm that from our limited sampling, while many cities do permit four cities or municipalities besides Burnaby have bylaws which prohibit flashing signs including moving message centre displays.

In addition to this Municipality, the City of Victoria, the City of Saanich, the Municipality of West Vancouver, and the District of North Vancouver all have bylaws prohibiting the use of signs of this type.

Each community through its bylaws is able to establish, consistent with the enabling legislation, regulations which in the view of the Local Council reflect the objectives and environmental standards of that particular community. These standards may differ from one jurisdiction to another, of course, and the fact that some areas which may not be known for high quality environmental design do permit flashing signs of the message centre type does not provide an argument for reducing this community's standards. It is worthy of note, on the other hand, that these communities which have bylaws that restrict flashing sign displays include several which are known for their interest in high quality development and consciousness of good environmental design.

As a result, Council is advised that the sign company's statement that no other city or municipality in B.C. disallows this type of display is not accurate.

In conclusion, the Planning Department is completing the assembling of new information on the subject of technological changes related to Burnaby's Sign By-Law and will be advancing this report for Council's consideration on or before 1981 November 30.


A. L. PARK
DIRECTOR OF PLANNING

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ITEM 10
MANAGER'S REPORT NO. 68
COUNCIL MEETING 1980 11 03

RE: LETTER FROM SIGN-0-LITE PLASTICS LIMITED
2771 SIMPSON ROAD, RICHMOND, B.C. V6X 2R2
ELECTRONIC MESSAGE CENTER SIGN

The following report from the Director of Planning is in response to a letter from Mr. Michael J. Armitage, Vice President of Sign-0-Lite Plastics Limited, which appears on the agenda for the November 03 meeting of Council.

RECOMMENDATION:

1. THAT the recommendation of the Director of Planning be adopted.

* * * * *

TO: MUNICIPAL MANAGER 1980 OCTOBER 29
FROM: DIRECTOR OF PLANNING OUR FILE: 02.230
SUBJECT: LETTER FROM SIGN-0-LITE PLASTICS LIMITED
ELECTRONIC MESSAGE CENTER SIGN

RECOMMENDATION

THAT a copy of this report be sent to Mr. M.J. Armitage, Vice-President and General Manager, Sign-0-Lite Plastics Limited, 2771 Simpson Road, Richmond, B.C. V6X 2R2

SUMMARY

Council in 1980 July received a report dealing with this subject which outlined the reasons that kinetic moving message displays which contain flashing light sources are not permitted in this Municipality. At Council's request, further research is being done on new technology as it relates to current and projected sign types. A moving message center constitutes a flashing sign, and flashing signs are specifically prohibited. The By-law does make specific provision for allowance of a particular type of public service (alternating time and temperature) sign as an exception to this rule. The By-law does not permit animated signs. Sign-0-Lite Plastics Limited was informed in 1980 April that their application for 1895 Willington Avenue could not be approved, and it is not recommended that the Sign By-law be amended to permit the introduction of this type of flashing sign as it would create a new source of visual distraction where traffic safety and environmental considerations indicate the need for maintaining the control that is already in place.

REPORT

Appearing on the Council Agenda for 1980 November 03 is a letter from Mr. M.J. Armitage referring to the subject of electronic moving message signs and requesting that the Burnaby Sign By-law be amended to permit electronically controlled message centers.

RE: LETTER FROM SIGN-O-LITE

PLASTICS LIMITED
1980 OCTOBER 29...PAM

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Council will recall that it received a report on the subject of this type of sign, and in particular Sign-0-Lite's application for Preliminary Plan Approval for such a sign at 1895 Willingdon Avenue on 1980 July 21 (Item No. 10, Manager's Report No. 8). The report concluded that this type of visual display could not be approved under the Sign By-law, and that the By-law's prohibition of flashing signs of this type is totally consistent with its intent.

Council on that occasion adopted the recommendation of the report that a copy be sent to Sign-0-Lite Plastics Limited, and requested that some further research be conducted into the matter of animated and computerized signs.

Staff are researching the matter and seeking information from outside sources as to recent and projected technological change in the sign display industry, and this will be the subject of a report to Council within the next six weeks.

In response to Mr. Armitage's current letter, however, the following information applies. We will attempt not to repeat the discussion given in our earlier report, except as is necessary to answer specific points made by Mr. Armitage in his latest letter.

Mr. Armitage asks two particular questions and raises as number of points which are commented on as follows:

Question No. 1 - What is the intent of the By-law vis-a-vis "flashing signs"?

-Mr. Armitage states that the by-law's intent is simply to control signs that turn on and off in order to attract attention, and that it was not intended for the regulation of "electronic message centers".

-An outline of the intent of the Sign By-law was included on Page 3 of the previous report to Council on July 21. The By-law's intent to prohibit flashing signs cannot be inferred to be limited to signs which simply turn on and off, but rather the definition makes reference to an illuminated sign "which contains flashing lights or exhibits noticeable changes in light intensity". The prohibition of signs which fit this description is not therefore limited to a prohibition simply of signs that turn on and off, but rather to signs which have elements that change in light intensity or flash on any basis, whether a regulated, or periodic or random fashion.

-It is noteworthy that Mr. Armitage acknowledges that alternating time and temperature signs are of the same family as a message center, but that they have been "specifically exempted" from the classification of flashing signs. In this point Mr. Armitage is correct: this demonstrates the point that it is the By-law's intent to prohibit that family of sign, but to specifically exempt from the general prohibition the particular case of an alternating digital time and temperature (i.e. public service) sign only.

Question No. 2 - What exactly is an "animated" sign?

-Mr. Armitage states that if a message center is a flashing sign, then he cannot think of what kind of sign an animated sign would be.

-As noted in the previous report to Council the Sign By-law defines animated signs in order to prohibit them in this Municipality, not to permit them. Animated signs are not specifically permitted under any circumstances in the By-law, and signs that are not specifically permitted in the By-law are prohibited under Section 5.1(8).

RE: LETTER FROM SIG
PLASTICS LIMITE
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-For information, however, a sign might be animated by means other than through the inclusion of flashing lights, such as by moving mechanical parts which oscillate, revolve, or otherwise change its appearance in time.

ADDITIONAL POINTS MADE

Mr. Armitage expresses concern about the "time lag involved in our customer being allowed to have this sign". In fact, Sign-0-Lite Plastics was advised in writing on 1980 April 08 that the proposed sign could not be allowed. As noted in the previous report to Council the sign is not only of a non-conforming type, but also in the case of the property at 1895 Willingdon Avenue, the maximum permitted number of signs already exists on the property, and as the introduction of an additional sign would cause the maximum sign density to be exceeded, this additional sign could not be approved.

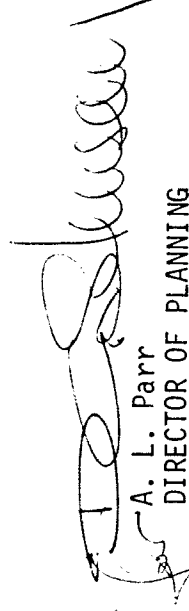
Mr. Armitage suggests the message center display type of sign was not even contemplated when the Sign By-law was drafted. This is not a correct assumption, as alpha-numeric displays with moving messages were in fact quite common in 1972: moving message displays were quite popular in many cities at that time and local examples included the Air Canada display and the Vancouver Sun display in downtown Vancouver. While the latest technology controls the flashing lights by electronic means, the earlier examples used electro-mechanical switching to accomplish the kinetic effect of the display, giving the same general manifestation: lights flashing on and off (or alternatively, light sources exhibiting noticeable changes in light intensity) so as to give the impression of a moving image, whereby a message advanced across the display or changed from time to time.

The Sign By-law that has been adopted in Burnaby reflects standards which are considered appropriate for this community and the visual character that is desired to be preserved. As noted previously, the introduction of the Sign By-law report submitted to Council in 1971 March made the following statement under the caption "Proposed Standards":

"Under the proposed by-law regulations, billboards, rotating signs or flashing signs are not permitted. None of these types of signs are considered necessary to effectively convey a visual advertising message. Further, they attract attention to a degree to where they present an intrusion into surrounding areas as well as a hazard on heavily travelled thoroughfares".

It is considered that it is increasingly important to maintain sign control in a Municipality which is experiencing increasing traffic volumes and attendant accident potential, and that it would be deleterious to the public interest to amend the Sign By-law in a way which would begin to permit distracting kinetic displays utilizing flashing lights.

DGS/ds


A. L. Parr
DIRECTOR OF PLANNING

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MANAGER'S REPORT NO. 48
COUNCIL MEETING 1980 07 21

RE: LETTER FROM SIGN-O-LITE PLASTICS LTD.
2771 SIMPSON ROAD, RICHMOND, B.C. V6X 2R2
PRELIMINARY PLAN APPROVAL APPLICATION NO. 5530(S)

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The following report regarding the above subject was submitted by the Director of Planning for information purposes.

RECOMMENDATION:

1. THAT the recommendation of the Director of Planning be adopted.

* * * * *

TO: MUNICIPAL MANAGER 1980 JULY 16

FROM: DIRECTOR OF PLANNING

SUBJECT: LETTER FROM SIGN-O-LITE PLASTICS LIMITED
PRELIMINARY PLAN APPROVAL APPLICATION NO. 5530(S)

RECOMMENDATION

THAT a copy of this report be sent to Mr. M.J. Armitage, Vice-President, Sign-O-Lite Plastics Limited, 2771 Simpson Road, Richmond, B.C. V6X 2R2

REPORT

Appearing on the Council agenda for the 1980 July 21 meeting of Council is a letter from Sign-O-Lite Plastics Limited requesting an amendment to the Burnaby Sign By-law, relative to a particular type of illuminated sign which they had proposed for a business located at 1895 Willingdon Avenue.

For the information of Council, an application was received for approval for the proposed sign on 1980 March 21. The proposed sign is described as a "message center" sign and was proposed to be constructed in two parts, mounted on the fascia of the east and south, second storey faces of the building. A photocopy of a sketch supplied with the application showing the appearance of this moving message sign is attached for reference.

Following discussions with representatives of the sign company, the application was rejected and the plans returned to the applicant with the attached letter dated 1980 April 08 confirming that the type of sign proposed is one which is prohibited under the Sign By-law, as a flashing sign.

Upon receipt of a letter from Sign-O-Lite dated 1980 May 14, a further letter explaining the provisions of the Sign By-law with respect to the proposed type of display sign was sent on 1980 June 17 (copy attached).

APPLICATION UNDER PPA NO. 5530(S)

The Burnaby Sign By-law expressly prohibits flashing signs under Section 5.1(8) of the By-law. A definition of "sign, flashing" is included as an attachment to our letter of 1980 April 08. The following points are relevant to the application in this case:

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1. The display signs proposed under Preliminary Plan Approval Application No. 5530(S) are commercial display signs which consist of an array of light sources which either turn on and off or alternatively which exhibit changes in light intensity, in order to create a kinetic effect. In past years this type of sign was actuated by electro-mechanical switching devices which caused lights to flash in a pattern creating the effect of a moving light display. The sign which is the subject of the referenced application, as we understand it, would use a computer type device to accomplish the switching, but the effect in terms of a flashing light display exhibiting changes in light intensity would be the same as the older type of sign.
2. Whether one considers individual sources within the sign, or the sign display as a whole, it is clear that the definition of a flashing sign and the prohibition set out in Section 5.1(8) applies.
3. Mr. Armitage in his letter submits that the Sign By-law as it pertains to flashing lights was "designed to deal with the kind of sign that turns on and off in consistent intervals in order to attract attention only". The Planning Department finds nothing in the By-law or in the report submitted to Council prior to adoption of the Sign By-law to substantiate this view. The By-law prohibits illuminated signs which contain flashing lights or which exhibit noticeable changes in light intensity in general (with the exception of the special case of alternating digital time and temperature signs only). It does not discriminate between signs which flash at regular intervals and those which flash on some random, variable, or programmed basis.
4. The Burnaby Sign By-law makes specific provision for only one particular type of message sign utilizing this type of display, in that it specifically excludes "alternating digital time and temperature signs" from the definition. However, it is clear from the application submitted that it was the intent that the "Sound Gallery" sign be a commercial display sign, presenting changing commercial messages by means of flashing lights.
5. An important part of the intent of the Sign By-law is to prohibit signs which would interfere with safe traffic movement, by obscuring traffic control signs or by exhibiting lighting effects that would create confusion or visual distraction in close proximity to traffic lights or other controls. In this case, the dramatic and complex visual gymnastics that the computer-actuated flashing light signs are capable of producing would be highly distracting to motorists, in an extremely high-volume location with signalized intersections, heavy turning movements, and heavy pedestrian crossing movements within the blocks to the north and south.
6. As outlined in our letter of 1980 May 17, there is an additional reason why Preliminary Plan Approval Application No. 5530(S) could not be approved, and that is that quite apart from the non-conforming type of sign proposed, in the case of this particular property a maximum number of permitted signs is already in existence on the property. As a result, the introduction of the proposed additional fascia signs would cause the maximum sign density for the site to be exceeded, unless there were a corresponding reduction by means of elimination of either the freestanding or fascia signs existing on the property for each of the respective streets.

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LIMITED - PPA 5530(S)
1980 JULY 16.....PAGE THREE

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Mr. Armitage's letter concerns a commercial advertising display sign which contains flashing lights and which clearly exhibits noticeable changes in light intensity. Indeed the eye catching kinetic effect of such a sign would be clearly a reason why a commercial advertiser would wish to expend the considerable sums involved for such a display.

INTENT OF THE SIGN BY-LAW

The Sign By-law of this Municipality upon adoption was intended to regulate the nature as well as the location and size of signs in the Municipality in order to:

- (a) prevent interference with traffic control or other public safety signs;
- (b) preserve order in the visual environment by prohibiting obtrusive, garish, over-sized, or otherwise unaesthetic displays;
- (c) relate appropriate types of signs to their location in context with surrounding land uses and their respective display needs; and
- (d) maintain a level of effectiveness for appropriate signs by preventing uncontrolled visual competition by ever larger, more garish, or more contrived advertising devices.

From the introduction to the Sign By-law report submitted to Council in 1971 March, the following statement was made under the caption "Proposed Standards".

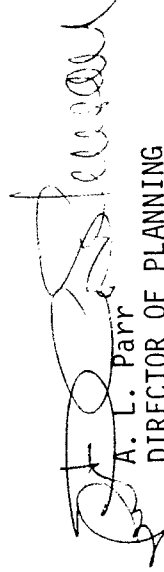
"Under the proposed by-law regulations, billboards, rotating signs or flashing signs are not permitted. None of these types of signs are considered necessary to effectively convey a visual advertising message. Further, they attract attention to a degree to where they present an intrusion into surrounding areas as well as a hazard on heavily travelled thoroughfares".

With increasing traffic volumes and accident potential, it is increasingly important to exercise sign control.

The Sign By-law defines animated signs in order to prohibit them in this Municipality, not to permit them. It should be noted that Section 5.1(8) clearly states that "Signs that are not specifically permitted in this by-law are hereby prohibited". Animated signs are not specifically permitted under any circumstances in the By-law.

SUMMARY

In conclusion, the type of sign which was contemplated by Sign-0-Lite Products constitutes a type expressly prohibited in this Municipality, with the sole exception of the case where it would be restricted to a digital display of time and temperature on an alternating basis. As a result of this, and the fact that the addition of these signs would exceed the maximum permitted for this property, it was necessary to reject the application. Moreover, it would be inappropriate to make any amendment to the Sign By-law to provide for the type of commercial display that was proposed as this would contradict one of the fundamental intentions of Burnaby's By-law and would produce increased interference with traffic safety in high-volume traffic situations.


A. L. Parr
DIRECTOR OF PLANNING

AP
DGS/ds
attachment

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4949 Canada Way, Burnaby, B.C. V5G 1M2

Planning Department

Sign-D-Lite Plastics Limited
2771 Simpson Road
RICHMOND, B.C.
V6X 2R2

Attention: Mr. McKenzie

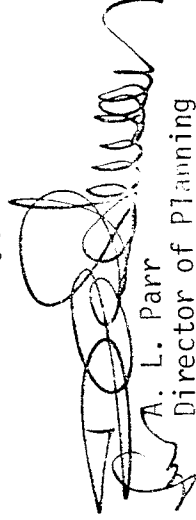
Dear Sirs:

Re: 1895 Willingdon Avenue
Preliminary Plan Approval Application #5530(s)
Moving message fascia sign for
"Sound Gallery"

With regard to your application for sign approval at the above referenced site, and further to your conversation with Mr. Stenson of our Department in which he informed you that under Section 5.1 (8) (d) and the definition of "Sign, Flashing" (copies enclosed) this type of sign is prohibited.

We are, therefore, cancelling your application and returning the plans which you had submitted. If you require further information or clarification in this regard, please do not hesitate to contact this Department.

Yours truly,


A. L. Parr
Director of Planning

SAM/sb
Attachments

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Telephone (604) 294-7400

1980 April 08

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(8) Signs that are not specifically permitted in this By-law are hereby prohibited, and, without restricting or limiting the generality of the foregoing, the following signs are prohibited:

- (a) Balcony signs and signs mounted or supported on a balcony.
- (b) Billboard signs.
- (c) Any sign that obstructs any part of a doorway or fire escape.
- (d) Flashing signs.
- (e) Revolving signs.

"SIGN, FLASHING" means an illuminated sign which contains flashing lights or exhibits noticeable changes in light intensity but does not include alternating digital time and temperature signs.



S I G N - O - L I T E

LEASING... 156
Quality at Lower Cost

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SALESMEN & AGENTS THROUGHOUT B.C., ALBERTA,
SASKATCHEWAN, ONTARIO AND WASHINGTON STATE

FROM HEAD OFFICE:
2771 SIMPSON ROAD
RICHMOND, B.C. V6X 2R2
TELEX 04-355567

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May 14th, 1980

The Corporation of the District of Burnaby
4949 Canada Way
BURNABY, B. C.
V5G 1M2

ATTENTION: Mr. A. L. Parr
Director of Planning

Dear Sir:

RE: 1895 Willingdon Avenue
Preliminary Plan Approval Application #5530(s)
Moving Message Facia Sign for "Sound Gallery"

Thank you for your letter of April 8th, copy attached. We do not agree with your reasoning in attached letter cancelling our application for a permit. The Sign By-Law specifically provides for and allows animated signs in certain areas. 1895 Willingdon Avenue is one of these areas. Furthermore, the Sign By-Law's definition of a flashing sign specifically exempts alternating digital time and temperature signs which are of the same family as the message centres. Furthermore, provision in the By-Law to regulate flashing signs is intended to regulate conventional flashing signs that turn on and off at specific intervals wherein the turning on and turning off or flashing as the By-Law defines it is used solely for the purpose of attracting attention.

Finally, I would like to point out that the Burnaby Sign By-Law specifically defines an animated sign as a sign illuminated or non-illuminated which includes moving letters, symbols, changing messages or multi-panel copy changes. As far as we are concerned this definition refers specifically to both time and temperature and message centres.

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SIGN-O-LITE PLASTICS LTD.
RICHMOND, B.C.
273-5511

SIGN-O-LITE SIGNS LTD.
CALGARY, ALTA.
279-7536

100% CANADIAN OWNED

SIGN-O-LITE SIGNS INC.
LYNNWOOD, WASH.
353-9000

SIGN-O-LITE SIGNS LTD.
EDMONTON, ALBERTA
465-9302

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S I G N - O - L I T E

...2
The Corporation of the District of Burnaby

We request that the enclosed permit application be processed immediately. We are proceeding with the installation.

I trust the above is in order.

Yours truly,

SIGN-O-LITE PLASTICS LTD.



Michael J. Armitage
Vice President
General Manager

MJA:pd

c.c. Mayor Dave Mercier
Corporation of the District of Burnaby

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1980 June 17

Sign-O-Lite Plastics
Limited
2771 Simpson Road
Richmond, B.C. V6X 2R2

Attention: Michael J. Armitage
Vice-President and General Manager

Dear Sirs:

Re: 1895 Willingdon Avenue -- Preliminary Plan Approval
Application No. 5530(S) "Sound Gallery"

In reply to your letter of 1980 May 14, we have given consideration to the various points you expressed and have given further attention to the type of sign which was the subject of your application for 1895 Willingdon Avenue, based on your submission and previous conversations with Mr. McKenzie.

Having reviewed the matter thoroughly, we must point out the inaccuracy of certain statements and assumptions you have made in connection with the Burnaby Sign By-law, and wish to clarify the matter as follows.

A message centre of the type which was the subject of your application, which contains sources of illumination which either turn on and off or which exhibit changes in light intensity, constitutes a flashing sign under the definition contained in the Burnaby Sign By-law and is regulated by the provisions of Section 5.1(8)(d), which specifically prohibits flashing signs.

This conclusion holds whether one considers, on the one hand the sources individually (individual lamps in the array), or, on the other hand collectively (the display as a whole), in which symbols, letters, etc. flash intermittently on and off as programmed, producing distinctly noticeable changes in light intensity.

It should be noted that the Sign By-law makes no distinction as to whether the flashing occurs at regular or specific intervals, or on some random variable, or programmed basis.

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Sign-0-Lite Plastics Limited
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According to our understanding of the sign which had been proposed by your Company under Preliminary Plan Approval Application No. 5530(S), a sign of this type either "contains flashing lights" or "exhibits noticeable changes in light intensity". Accordingly, you were advised by our letter of 1980 April 08 that the sign could not be approved and your application was cancelled and returned.

It should be noted that the only exemption indicated in the By-law from the definition of "Sign, Flashing" is the specific, special purpose case of "alternating digital time and temperature signs". From the material supplied with your application it is clear that it was not the intent to limit the message of this sign to alternating digital time and temperature, but rather to display commercial messages. The statement in your letter that message centres are of the same "family" as alternating digital time and temperature signs could not be used to justify a flashing sign for other purposes.

In summary, we must reconfirm that the sign which had been proposed is of a type which is not permitted under the Sign By-law in this Municipality.

Moreover, we would inform you that quite apart from the non-conforming nature of the message centre type sign, in the case of this particular property, the introduction of the additional signs shown on the drawings submitted would cause the maximum permitted signage for the site to be exceeded, due to the existing, approved fascia and freestanding signs on the site. As a result, the additional signs that were proposed could not have been approved without a corresponding reduction by way of eliminating either freestanding or fascia signs relating to the respective streets.


Finally, you should note that although your letter of 1980 May 14 made reference to an enclosed permit application, no such application was received in this office. If re-application were to be made for a moving message sign which incorporates flashing lights, it could not be approved for the reasons outlined above. You are advised, that installation, erection, or placing of a sign within the Municipality without benefit of Municipal approval is contrary to the Municipality Sign By-law and the Burnaby Building By-law, and the Corporation will not be held responsible for any costs which might be involved in its subsequent removal.

We trust that the foregoing adequately clarifies the matter at hand; should you wish to discuss the subject further, please do not hesitate to contact this Department.

Yours truly,

ALP
DGS/ds

cc Municipal Manager
Mayor David M. Mercier


A. L. Parr
DIRECTOR OF PLANNING

