

Planning Board
Village of Dexter
Special Meeting/Minutes
January 22, 2013
6:30 PM

A Special Meeting was called to discuss the application submitted by Tim and Tammy Queior for a proposed Real Estate Office to be located at 107 Water Street.

Quorum: Yes

Meeting called to order at 6:30 PM.

Members present: John Doolittle, Maureen Heise, Stephanie Ferguson, Todd Reinhardt.
Members absent: Robert Harmann, Michael Lane {called in}, Heidi Bernier {called in}

Motion Stephanie Ferguson, 2nd Maureen Heise to accept minutes from the January 14, 2013 meeting. No corrections.

Ayes: 4 John Doolittle, Maureen Heise, Stephanie Ferguson, Todd Reinhardt

Nays: 0

Correspondence: Letter from Mayor Eves informing the Board that at the January 15, 2013 the following was approved:

- ~The revised building permit
- ~Two alternate members added to the Planning Board.

Revised building permit is ready to go to printer. Building Permit will be made in triplicate. One copy will go to Code Enforcement Officer, one copy to Planning Board and one copy for applicant's file.

The Board states the following:

- ~Code Enforcement Officer/Zoning Officer will review all permits and all required paper work to be sure it is completed before sending it to the Planning Board. He will sign application stating it is complete.
- ~A leaseholder can make application as long as a letter is written by the owner granting permission for the leaseholder to open an office, business etc.
- ~A pre-submission conference can be held as long as the applicant notifies the clerk ahead of time. The applicant can speak under "Privilege of the Floor" or, if Clerk is notified in time, the applicant can be put under New Business. There will be no paperwork reviewed by members of the Board at the Pre-Submission Conference Meeting.
- ~All paperwork must be turned in to the Clerk seven {7} business days before the meeting at which it will be reviewed and discussed.
- ~For the time being, the revised Building Permit will be used for building as well as special use permit.
- ~Each page of paperwork turned over to the Planning Board should be initialed and dated by the applicant.
- ~Planning Board does not have to work or review the compensation insurance form. Insurance responsibility belongs to the Code Enforcement Officer/Zoning Officer.
- ~Jefferson County Planning Board does not require stamped plans unless our code requires them. {If required to send application/required paperwork to County Planning}

~Condition on all approvals should include the following statement:

Applicant must apply with all Federal, State and Local Ordinances.

Chairman Doolittle is recommending two agendas be written for each meeting. The draft agenda will be sent to members 7 to 10 days before meeting. A final agenda will be given to members at the time of the meeting.

Chairman Doolittle thanked members for their hard work and for attending the meeting.

Motion Maureen Heise 2nd Todd Reinhardt for adjournment.

Ayes: 4 John Doolittle, Maureen Heise, Stephanie Ferguson, Todd Reinhardt

Nays: 0

Meeting adjourned at 8:12 PM.

Respectfully submitted,
Charlene Mannigan, Clerk