

Planning Board Meeting  
September 5, 2012  
Special Meeting  
Minutes

A special meeting was held to review the special use permit submitted by Shannon Cota to open a sandwich shop at 109 Water Street. {parcel # 72.75-1-3.}

Establishment of a Quorum: Yes

Special meeting called to order at 6:30 PM by Chairman John Doolittle.  
Members present: John Doolittle, Maureen Heise, Michael Lane, Heidi Bernier, Stephanie Ferguson, Todd Reinhardt  
Members absent: Robert Harmann {medical}

Also present: James Millington/Zoning/Code Officer  
Shannon Cota {applicant}  
Steven Carr: Resident  
Steven Lane: Village Manager {6:45 PM}  
James Eves: Mayor: {7:18 PM}

Privilege of the Floor: None

Motion Michael Lane 2<sup>nd</sup> Maureen Heise to accept minutes for the August 20, 2012 meeting. No corrections.

Ayes: 6 John Doolittle, Maureen Heise, Michael Lane, Heidi Bernier, Stephanie Ferguson, Todd Reinhardt

Nays: 0

Correspondence: A letter from Mayor Eves informing the members of the following appointments made at the Board of Trustees meeting held August 21, 2012:

Stephanie Ferguson for a term effective August 22, 2012 through December 5, 2016.  
{Ms. Ferguson is filling the vacancy left by the resignation of Christopher Gracey}

Todd Reinhardt for a term effective August 22, 2012 through December 4, 2017.  
{Mr. Reinhardt is filling the vacancy left by the resignation of Jean Simoneau.}

Chairman Doolittle introduced Ms. Ferguson and Mr. Reinhardt to the Board and thanked them for agreeing to serve on the Board.

Letter from Mayor Eves in regard to Local Law #2 of 2012-Update to parking in the Commercial Zoning District.

Report of Committees: None

Unfinished Business:

Comprehensive Plan: Motion Heidi Bernier 2<sup>nd</sup> Maureen Heise to table the Comprehensive Plan to a future meeting.

Ayes: 6 John Doolittle, Maureen Heise, Michael Lane, Heidi Bernier, Stephanie Ferguson, Todd Reinhardt.

Nays: 0

Review of the application submitted by Shannon Cota to open a sandwich shop at 109 Water Street {parcel # 72.75-1-3}. Property is owned by William Ruttan.

Mrs. Cota 's application, site plan, description/map of inside the shop, letter from Mr. Ruttan granting permission to Mrs. Cota to open shop, SEQR and paid receipt for site plan review was presented.

Chairman Doolittle and members questioned James Millington about the completion of the application. It is felt the application should have been totally reviewed by Mr. Millington before it was sent to the Planning Board. Mr. Millington stated he had reviewed part of it but not the part concerning with the worker's compensation.

At this time, Mr. Millington stated he feels the present application form is inadequate and should be revised.

Mrs. Cota stated the following:

She will have signage for the business and it will meet the Zoning Law.

She will have commercial type trash receptacles and will have access to dumpster owned by Mr. Ruttan.

After discussion relating to the completion of the application, the application was deemed complete.

Motion Michael Lane 2<sup>nd</sup> Heidi Bernier to accept the application submitted by Shannon Cota.

Ayes: 6 John Doolittle, Maureen Heise, Michael Lane, Heidi Bernier, Stephanie Ferguson, Todd Reinhardt.

Nays: 0

A Public Hearing will be held Monday, September 24, 2012 at 6:45 PM. Acceptance or denial of permit must be made within 62 days of the Public Hearing.

Motion Michael Lane 2<sup>nd</sup> Heidi Bernier to send the above application to Jefferson County Planning for their review at the September 25, 2012 meeting. {Application is being sent because it is located within 500 feet of NYS Route 180.}

Ayes: 6 John Doolittle, Maureen Heise, Michael Lane, Heidi Bernier, Stephanie Ferguson, Todd Reinhardt.

Nays: 0

Clerk will mail information to Jefferson County Planning.

#### Discussion Converse Phase II Application

~DEC and Health Department will be notified and will issue/approve permits for the project.

~Village Manager Steve Lane states he has reviewed the site plan and it looks good.

~James Millington states he has reviewed the site plan and application.

~Drainage issues are being handled through retention pond.

~All houses have perimeter drains {around the outside with a sump hole unless gravity fed} in order to meet State Code.

~DEC approved 100 houses for the present sewer system in the Phase I Project.

~Mayor Eves stated there has been many improvements made to maintain and increase capacity to the sewer.

~Mayor Eves states Converse has done an excellent job on the completion of the road in Phase I.

- ~The Village Board of Trustees will be responsible for setting up the Performance Bond for the road in the Phase II Project.
- ~Question as to whether there would be a sidewalk from Grant Street to the General Brown Elementary School. The retention pond is an obstacle in building a sidewalk into the back of the school.
- ~ The future plan is to have a curb & sidewalk built along the Cemetery Road to the Elementary School when the County does the improvements to Route 53. No date has been set for the work.
- ~At present, a school bus picks the children up at Grant Street.
- ~Should there be speed zone signs installed on Grant Street? Mayor Eves stated the speed limit for the streets in the Village is 30 MPH. There was discussion as to whether 30 MPH is too fast for Grant Street as there are many small children living in the area. Should there be a "Children at Play" sign? Answer: Possibly in the future. Mayor Eves stated when the road and shoulder work is completed, a speed sign would be posted.
- ~Any changes made on the site plan will be presented to the Planning Board.

Chairman Doolittle asked Mayor Eves and Manager Lane where the Village of Dexter Sign was that used to be posted on Route 53. He feels it is important to have people know when they are entering the Village. Mayor Eves stated he will check with DPW.

#### New Business

Discussion on the Building Permit Application.

- ~James Millington, along with members of the Board, feel the application should be updated.
- ~It is felt Mr. Millington should review the application completely, sign and date it before it is sent on to the Planning Board. This would save time and make the Planning Board work more efficiently.

Motion Michael Lane 2<sup>nd</sup> Maureen Heise to form a committee to update the Building Permit application and to create an application for a Special Use Permit.

Ayes: 6; Chairman John Doolittle, Maureen Heise, Michael Lane, Heidi Bernier, Stephanie Ferguson, Todd Reinhardt.

Nays: 0

James Millington, John Doolittle, Heidi Bernier and PB Clerk will work on the applications.

Motion Heidi Bernier 2<sup>nd</sup> Maureen Heise to recommend Michael Lane to the position of Vice Chairman. Mr. Lane stated he will take the position as long as his job allows him to have the time to attend meetings.

Yes: 5; John Doolittle, Maureen Heise, Heidi Bernier, Stephanie Ferguson, Todd Reinhardt.

Nay: 0

Clerk will write a letter of recommendation to the Board of Trustees for the September 18, 2012 meeting.

Motion Michael Lane 2<sup>nd</sup> Stephanie Ferguson for adjournment.

Ayes: John Doolittle, Maureen Heise, Michael Lane, Heidi Bernier, Stephanie Ferguson, Todd Reinhardt.

Nays: 0

Meeting adjourned 8:19 PM.

Respectfully submitted,  
Charlene Mannigan  
Planning Board Clerk

