

Planning Board

Village of Dexter

Regular Meeting/Minutes

September 24, 2012

6:30 PM

Establishment of a Quorum: Yes

Meeting called to order at 6:30 PM by Chairman John Doolittle.

Members present: John Doolittle, Maureen Heise, Michael Lane, Stephanie Ferguson, Todd Reinhardt.

Absent: Robert Harmann {Medical}

Heidi Bernier {previous commitment}

Also present: Michael Bourcy - Planner from Jefferson County Planner

Matt Morgia – Engineer/Aubertine & Currier

Donald Converse – Converse Construction

Shannon Cota @ 6:49 PM – Applicant

Correspondence

Letter from Mayor Eves to Planning Board informing them of the appointment of Michael Lane as Vice Chairman of the Planning Board for a term effective September 19, 2012 through December 3, 2012. Mr. Lane is filling the vacancy left by the resignation of Jean Simoneau.

Report of Committees

John Doolittle, Heidi Bernier, and James Millington {Zoning Officer for the Village} met for a meeting on September 18, 2012 to discuss updating the building permit application. Mr. Millington states the present application is inadequate and strongly suggests updating it. Changes were made and the PB Clerk will type a draft copy to give to members to review. Discussion will be held at an upcoming meeting.

## Unfinished Business

### Comprehensive Plan

- ~Suggestion a committee be formed made up of members of the Board of Trustees, the Planning Board, the Zoning Board of Appeals, and the community.
- ~Send out survey when Village Web Site is completed.
- ~Seven to eleven members on the committee will be sufficient.
- ~Making changes a page at a time is most effective.
- ~Formation of a Chamber of Commerce would be an effective starting tool for updating the Comprehensive Plan.
- ~Michael Bourcy offered to help with updating the Plan.

Motion Michael Lane 2<sup>nd</sup> Maureen Heise to table Comprehensive Plan until a future meeting.

Ayes: 5 John Doolittle, Maureen Heise, Michael Lane, Stephanie Ferguson, Todd Reinhardt

Nays: 0

6:45 – Motion Maureen Heise 2<sup>nd</sup> Stephanie Ferguson to open the public hearing in reference to the application/site plan review presented by Shannon Cota to open a sandwich shop at 109 Water Street, tax parcel # 72.75-1-3. Property is owned by William Ruttan.

Ayes: 5 John Doolittle, Maureen Heise, Michael Lane, Stephanie Ferguson, Todd Reinhardt.

Nays: 0

No verbal or written comments submitted.

7:00 PM – Motion Stephanie Ferguson 2<sup>nd</sup> Todd Reinhardt to close Public Hearing.

Ayes: 5 John Doolittle, Maureen Heise, Michael Lane, Stephanie Ferguson, Todd Reinhardt.

Nays: 0

Chairman Doolittle informed Shannon Cota that she will need to stay within the Zoning Law when installing signing for her business. She has a copy of the Zoning Law in regard to

signing. Mrs. Cota stating the signing will be on the side of the building and/or in the windows. Chairman Doolittle stated Mr. Millington will need do a final inspection and she will need a certificate from the Board of Health before she will receive a Certificate of Occupancy from the Zoning Officer.

Motion Michael Lane 2<sup>nd</sup> Todd Reinhardt to approve the application submitted by Shannon Cota to open a Sandwich Shop to be located at 109 Water Street with the following contingencies:

1. All state laws and village zoning laws requirements must be met in regard to signage and whatever else may come up.
2. Consideration to comments, if any, from the Jefferson County Planning Board.

Ayes: 5 John Doolittle, Maureen Heise, Michael Lane, Stephanie Ferguson, Todd Reinhardt.

Nays: 0

#### Discussion on Phase II of Converse Plan

- ~Water/sewer lines for Phase II have been approved when Phase I was approved.
- ~Drainage will flow from west to east through Phase I and under Route 53 and out.
- ~West to east is the natural flow for drainage.
- ~Parts of the SEQR study for Phase I are applicable for Phase II.
- ~Updated studies include Archaeological Survey & Wetland Delineation Report. No significant information was found. Copies of reports have been turned over to the Village Board of Trustees.
- ~Engineer waiting for report from New York State Preservation.
- ~Letters to involved agencies recommending the Village Board of Trustees as Lead Agency for the SEQR process have been mailed and two {DEC & DOH} have been returned signed.
- ~Phase I includes 28 lots; Phase II includes 20 lots.
- ~The road will continue into Phase II and hammerhead at the end with the possibility of future phases.
- ~All lots in Phase II are at least 1 acre.

Mr. Converse paid \$625.00 site plan application fee. {\$125.00 plus \$25.00 per lot}

Application for Phase II completed.

Motion Michael Lane 2<sup>nd</sup> Maureen Heise to approve the Phase II application submitted by Aubertine & Currier for Converse Don Construction.

Ayes: 5 John Doolittle, Maureen Heise, Michael Lane, Stephanie Ferguson, Todd Reinhardt

Nays: 0

A Public Hearing for preliminary plat plan/Phase II will be set for the October 29, 2012 meeting of the Planning Board.

New Business: none

Motion Michael Lane 2<sup>nd</sup> Maureen Heise for adjournment.

Ayes: 5 John Doolittle, Maureen Heise, Michael Lane, Stephanie Ferguson, Todd Reinhardt.

Nays; 0

Meeting adjourned: 7:36 PM.

Respectfully submitted,

Charlene Mannigan

Clerk

