

Planning Board
Village of Dexter
Regular Meeting/Minutes
January 14, 2013
6:30 PM

Meeting date changed from January 28, 2013 to January 14, 2013 in order to assure a quorum for meeting.

Quorum: Yes

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

Members present: 5 John Doolittle, Maureen Heise, Heidi Bernier, Stephanie Ferguson,
Todd Reinhardt.

Members absent: Robert Harmann
Michael Lane

Also present: Steven Carr: Resident
Tim and Tammy Queior: Applicants
James Millington: Zoning Officer/Code Enforcement Officer
Mat Morgia: Engineer from Aubertine & Currier
Joe Romaneli: Guest
Gabriel Bernier: Guest

Privilege of the Floor: Mr. Millington asked when a good time to work on the Special Use Permit would be. He will bring in samples and a time will be set for the committee to work on a Special Use Permit for the Village of Dexter.

Steven Carr: Feels the Planning Board should address vacant and distressed buildings within the Village. Mr. Millington informed Mr. Carr that the Village does condemn buildings, when needed, and contacts owners concerning code issues when necessary. The Enforcement Officer has the power to make a property owner secure his building but not tear it down. Chairman Doolittle asked Mr. Carr to make a list of properties in question and present to Planning Board. Members may want to check out the properties in question.

Correspondence:

~Copies of the Rural Features Publication available for members to review.

~Information on the Tug Hill Conference to be held March 28, 2013. {Members asked to have registrations in by March 1, 2013.}

Report of Committees: Update: The revised Building Permit will be presented to the Board of Trustees at the January 15, 2013 meeting for their review.

New Business: Tim and Tammy Queior were present for their pre-submission conference. They have handed in their Building Permit to James Millington, Zoning Officer, and each member of the Planning Board has a copy of the Permit.

Tammy Queior is requesting to open a Real Estate Office at 107 Water Street {72.75-1-3}. William Ruttan owns the property. A copy of the letter Mr. Ruttan wrote supporting Mrs. Queior to open a Real Estate Office was given to each member.

Mrs. Queior stated, to begin with, there will be one employee besides herself. Her hours of operation will be Monday through Friday: 9:00 AM – 5:00 PM and week-ends 10:00 AM – 2:00 PM. Parking is not an issue.

Mrs. Queior informs the Board that she is concerned because she cannot order signs for the business until she has a permanent business address. Signs will be professional done and can take anywhere from 4 to 6 weeks to have them made.

Chairman Doolittle explained to Mrs. Queior the procedure to include setting a public hearing and the time constraints involved. He said the Planning Board and Mr. Millington are here to help them through this process.

The application is not complete at this time. Chairman Doolittle informed Mr. and Mrs. Queior of the revised Building Permit and asked them if they would rather wait and use the new application after it is reviewed and approved by the Board of Trustees. They will stay with the Building Permit they have filled out.

Mr. Millington states they will need to fill out a BP-2 Form because the Queiors will be performing their own work in remodeling the building to open for business.

Chairman Doolittle informed members of the Board, as well as Mr. and Mrs. Queior that the application and all information must be in to the Planning Board seven {7} business days before the meeting. This will give members time to familiarize themselves with the request. Before any paper work is submitted, the Board highly recommends applicants request a pre-submission conference with the Planning Board to inform the members of what they would like to do. The Board will then inform them about requirements for application and required paperwork.

The Board will not accept the submitted letter from Mr. Ruttan. He needs to correct the address of the business site and give more detail. Mrs. Queior agreed to talk to Mr. Ruttan and obtained another letter.

Chairman Doolittle will research to see if stamped engineer's map is required and contact Mr. and Mrs. Queior to let them know his decision.

Application needs n/a noted on lines where needed. No lines left blank.

Site plan, as submitted, not acceptable. Needs further information including where signage will be. Drawing of interior of proposed office required showing how office will be set, bathroom, etc. Mr. And Mrs. Queior left meeting at 7:14 PM.

Mat Morgia presented the Final Plat for the Converse Phase II Project.

Design shows final water, sewer, and roads. Roads 20 foot wide with 2 foot shoulders. Water located on the right side of road, sewer on the left side, electric all underground. A continuation of Phase I. Four culverts cross over traveling to existing pond. Rock/fissure holes take care of majority of run off. Final Plat depicts easily read easements.

Members of the Planning Board can look over the final plat at their convenience during Village Office hours. Mayor Eves and Steven Lane will review plans.

Other: Members are open to holding meetings on Friday or Saturday in February/March if needed to have a quorum.

Motion Maureen Heise 2nd Stephanie Ferguson for adjournment.

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

Nays: 0

Meeting adjourned at 8:15 PM

