



Town of South Bristol
6500 West Gannett Hill Road
Naples, NY 14512-9216
585.374.6341

Planning Board Meeting Agenda

Wednesday, December 18, 2024, at 6:30 pm

Meeting in-person or by joining Zoom

<https://us02web.zoom.us/j/83702470193?pwd=cPqgG2RnCOs7pss7aWJf0TRcB2kM9L.1>

Zoom Meeting ID: 83702470193, Passcode: 595789

Call to Order

Pledge of Allegiance

Reading of Vision Statement

As stewards of both the land and the lake, we will preserve and protect our safe, clean, naturally beautiful, rural, and scenic environment with thoughtfully planned residential, agricultural, recreational, and commercial development.

Meeting Etiquette

Minutes

Approval of November 20, 2024, Planning Board meeting minutes.

Old Business

Public Hearing

Amended Site Plan Approval Application 2024-0008 Tree House Complex

County Planning Board Referral #: Exempt

Owner: Rochester Museum & Science Center (Cumming Nature Center)

Representative: Rory Stave

Property: 6472 Gulick Road

Tax Map #: 182.00-5-7.000

Zoned: PD (Planned Development)

Amended Site Plan Approval Application 2024-0009 Dock & Boat Stations

County Planning Board Referral #: Exempt

Owner: 6721 Lakehouse Associates LLC

Representative: Kevin Dooley

Property: 6721 Pine Bank Drive

Tax Map #: 191.05-1-7.000

Zoned: R-3 (Residential 3 Acres)

New Business

Site Plan Approval Application 2024-0010 Additions

County Planning Board Referral #: Exempt
Owner: Benjamin R. Swett & Walter E. Swett
Representative: Matt Rischpater
Property: 6939 Granger Point Drive
Tax Map #: 191.13-1-5.000
Zoned: LR (Lake Residential)

Other

Motion to Adjourn

Town of South Bristol Planning Board Meeting Minutes Approved Wednesday, December 18, 2024

Present David Bowen
Daniel Crowley
Jason Inda
Michael McCabe
Frederick McIntyre
Paul Miller
Sam Seymour
John Casey Wood

Guests In-person – Rory Stave, Matt Rischpater, Norm Singleton
Zoom – Benjamin & Walter Swett, Judy Voss, Kevin Dooley, Sarah Jacoby Murphy

Call to Order

The meeting of the Town of South Bristol Planning Board has been called to order at 6:31 pm. All Board members were present.

Reading of Vision Statement

Daniel Crowley read the Comprehensive Plan Vision Statement.

Meeting Etiquette

David Bowen reviewed meeting etiquette.

Meeting Minutes

David Bowen made a motion to approve the November 20, 2024, meeting minutes as written. Sam Seymour seconded the motion. The motion was unanimously adopted by all Board members present.

Old Business

Public Hearings

Amended Site Plan Approval Application 2024-0008 Tree House Complex

County Planning Board Referral #: Exempt

Owner: Rochester Museum & Science Center (Cumming Nature Center)

Representative: Rory Stave

Property: 6472 Gulick Road

Tax Map #: 182.00-5-7.000

Zoned: PD (Planned Development)

Legal Notice of Public Hearing

Please take notice that the Town of South Bristol Planning Board will hold a public hearing on the following application:

2024-0008 for property owned by Rochester Museum and Science Center located at 6472 Gulick Road, tax map #182.00-5-7.000. The applicant and property owner are looking for site plan approval to construct a 1,200 square foot tree house complex with path that is ADA accessible located south of Cumming Nature Center main building.

Town of South Bristol Planning Board Meeting Minutes 12.18.2024 Approved

Said hearing will take place on the 18th day of December 2024 beginning at 6:30 pm at the South Bristol Town Hall, 6500 West Gannett Hill Road, Naples, NY 14512.

All interested parties may provide written comments, appear in person or by representative.

Chairman Bowen: Thank you. I will declare the public hearing open. Mr. Stave your full name.

Rory Stave: Rory Stave.

Chairman Bowen: Thank you. You were here at our preliminary meeting on November 20, 2024. Have there been any changes to the project since that time?

Rory Stave: There have been no changes to the project, but I did update the site plan per your request.

Chairman Bowen: We did get revised site plan November 21, 2024. Thank you for that. That shows the existing and proposed height of the tree house setbacks and lot coverage.

Rory Stave: That is correct.

Chairman Bowen: For the record, can you briefly describe the project.

Rory Stave: We are looking at doing a multi deck tree house. It will be approximately 1,200 square feet. An ADA walkway that runs approximately 500 feet from the nature center to the said tree house.

Chairman Bowen: The plans that I saw show a floor space of 1,297.75 square feet, is that accurate.

Rory Stave: That is as close as we could get it. Yes.

Chairman Bowen: Okay. Thanks. Did we receive any written comments?

Diane Graham: No.

Chairman Bowen: Any questions or comments from the Board? Do we have any questions or comments on the application from anyone on Zoom? Hearing none. Any comments from anyone in the audience?

Norm Singleton: Yes. I have a question.

Diane Graham: What is your name?

Norm Singleton: Norm Singleton. I have the property right next to you guys. I want to make sure you are building it right by the building, right?

Rory Stave: It is on the edge of our picnic area.

Norm Singleton: It is close to where the other one was.

Rory Stave: It is at the entrance of the Helen Gordon Trail. No new trails will be built. It is extending a walkway.

Norm Singleton: Where is the old observation deck?

Rory Stave: Yes. We have currently rebuilt the observation deck on the pond that should be completed either Friday or Monday. This is nowhere close to that. The ponds are about 1,000-2,000 feet southwest of the nature center. This treehouse is about 500 feet.

Norm Singleton: How close are you is all that I care about. I didn't want to walk out in the woods and see the thing on the property border.

Rory Stave: Not even close to the border. We are a good half mile away from the border.

Norm Singleton: Nice. How are you guys doing?

Rory Stave: We wish we had more snow so we could ski, but other than that we are doing really well.

Norm Singleton: That is all I was curious about.

Rory Stave: Okay. Thank you, sir.

Chairman Bowen: I do not think there are any others so at this point I will declare the public hearing closed. This application is exempt from County Planning Board referral recommendation and comments. There is no septic system review or septic system approval required. There is no storm water and erosion control measures or recommendations required. There is no NYS DEC threatened and endangered species determination that is required. We did get the archeological site determination which was required and received a no impact letter dated June 22, 2023. There are no agricultural active farms within five hundred feet and no flood plain determination or floodplain development permit was required. Under SEQR this appears to be construction of an accessory or appurtenant non-residential facility or structure involving less than 4,000 square feet of floor space, which puts it into section 617.5 (c)(9).

David Bowen made a motion declaring the SEQR to be a Type II action under paragraph 617.5 (c)(9) with no further review required and asked the Board's permission to answer SEQR questions 1-11 with no or small impact and sign on behalf of the Board. Jason Inda seconded the motion.

All in Favor.

Ayes 6, D. Bowen, J. Inda, M. McCabe, F. McIntyre, P. Miller, S. Seymour
Nays 0

Motion carried.

Chairman Bowen read the findings:

1. The proposed project is consistent with the comprehensive plan.
2. The proposed project is consistent with the zoning district in which the project is located.

3. The proposed project will not have an adverse impact on the physical or environmental conditions of the district.
4. The proposed project will not adversely affect the character of the neighborhood.

Chairman Bowen: May I have a motion to approve findings 1-4. Sam Seymour made a motion to approve. Paul Miller seconded the motion.

All in Favor.

Ayes 6, D. Bowen, J. Inda, M. McCabe, F. McIntyre, P. Miller, S. Seymour
Nays 0

Motion carried.

David Bowen: I request a motion to approve or deny the preliminary and final site plan approval of the amended application.

Jason Inda made a motion to approve. Sam Seymour seconded the motion.

Roll Call Vote

David Bowen – Aye

Jason Inda – Aye

Michael McCabe – Aye

Frederick McIntyre – Aye

Paul Miller – Aye

Sam Seymour – Aye

Motion carried.

Chairman Bowen: You are set Mr. Stave. I will issue the usual warning.

Per town code you will need to obtain a building permit and start your project within six months of board approval.

If the project has not started within six months of approval, you must submit a written request for a one-time six-month extension to the board assistant, which is Diane, to attend the next available board meeting to receive approval for an extension.

If a year has passed from the date of approval, you will need to start the board application process over.

Rory Stave: I understand. Thank you.

Chairman Bowen: Thank you very much.

Amended Site Plan Approval Application 2024-0009 Dock & Boat Stations

County Planning Board Referral #: Exempt
Owner: 6721 Lakehouse Associates LLC
Representative: Kevin Dooley
Property: 6721 Pine Bank Drive
Tax Map #: 191.05-1-7.000
Zoned: R-3 (Residential 3 Acres)

Legal Notice of Public Hearing

Please take notice that the Town of South Bristol Planning Board will hold a public hearing on the following application:

2024-0009 for property owned by 6721 Lakehouse Associates LLC located at 6721 Pine Bank Drive, tax map #191.05-1-7.000. The applicant and property owner are looking for site plan approval to replace an existing dock to the south with a 681 square foot dock and double boat station.

Said hearing will take place on the 18th day of December 2024 beginning at 6:30 pm at the South Bristol Town Hall, 6500 West Gannett Hill Road, Naples, NY 14512.

All interested parties may provide written comments, appear in person or by representative.

Chairman Bowen: Thank you. I declare the public hearing open. I believe our representative Kevin Dooley is on Zoom.

Kevin Dooley: Yes. Can you guys hear me?

Chairman Bowen: I can.

Kevin Dooley: Perfect.

Chairman Bowen: Mr. Dooley any changes to the project since you were here back in November 2024?

Kevin Dooley: No sir but we do a few dimensions to clean up on the drawing.

Chairman Bowen: We did ask some missing and reversed dimensions on walkways, add hip-roof elevation and label dotted brown lines, which I believe were setback lines. No.

Kevin Dooley: It was the existing dock lines.

Chairman Bowen: Right. We got those and roof elevation and the walkways were corrected except for two of them that run parallel to the mean high-water mark. Those were not reversed.

Kevin Dooley: Correct. I do not know how we missed that.

Chairman Bowen: We called you today, so you are going to get us that plan tomorrow or the next day.

Kevin Dooley: We will have it tomorrow for you.

Chairman Bowen: Okay. Any other revisions?

Kevin Dooley: No sir.

Diane Graham: There is one other. Extend the 3.5 foot down to the other side of the main walkway.

Kevin Dooley: Oh yes. To reflect that both walkways running north and south are going to be 3.5 feet each, correct?

Diane Graham: Yes.

Chairman Bowen: That is labeled on the revised one.

Kevin Dooley: It is but we are going to do it on both sides.

Chairman Bowen: Oh okay. Any comments from the Board or questions?

Daniel Crowley: Is the hip roof indicated?

Kevin Dooley: It is. Yes. We put it on the section.

Chairman Bowen: The revised plan has it on the right side of the drawing with the cross-section. Did we receive any written comments?

Diane Graham: No.

Chairman Bowen: Anyone in the audience or on Zoom with any comments or questions? Last chance for the Board. Hearing nothing I will declare the public hearing closed. This application is exempt from County Planning Board referral recommendation and comments. Does not involve a septic system review and no approval required. There is no storm water and erosion control measures recommended or required. NYS DEC threatened and endangered species determination was required, and we received a no impact letter dated November 18, 2024. Archeological site determination was also required, and we received a no impact letter NYS Department of Parks Recreation and Historic Preservation dated October 16, 2024. There are no active agricultural farms within five hundred feet and no floodplain determination or floodplain development permit is required given that it is a dock. Under SEQR this is a construction of an accessory or appurtenant non-residential structure or facility with less than 4,000 square feet of floor area with no change of zoning and it is consistent with the dockings and moorings law. It falls under paragraph 617.5 (c) (9).

David Bowen made a motion declaring the SEQR to be a Type II action under paragraph 617.5 (c)(9) with no further review required and asked the Board's permission to answer SEQR questions 1-11 with no or small impact and sign on behalf of the Board. Sam Seymour seconded the motion.

All in Favor.

Ayes 6, D. Bowen, J. Inda, M. McCabe, F. McIntyre, P. Miller, S. Seymour
Nays 0

Motion carried.

Chairman Bowen read the findings:

1. The proposed project is consistent with the comprehensive plan.
2. The proposed project is consistent with the zoning district in which the project is located, which is lake residential.
3. The proposed project will not have an adverse impact on the physical or environmental conditions of the district.
4. The proposed project will not adversely affect the character of the neighborhood.
5. The proposed project complies with the Docking and Mooring Law.

Chairman Bowen: May I have a motion to approve findings 1-5. Sam Seymour made a motion to approve. Michael McCabe seconded the motion.

All in Favor.

Ayes 6, D. Bowen, J. Inda, M. McCabe, F. McIntyre, P. Miller, S. Seymour
Nays 0

Motion carried.

David Bowen: I request a motion to approve or deny the preliminary and final site plan approval of the amended application.

Sam Seymour made a motion to approve. Frederick McIntyre seconded the motion.

Roll Call Vote

David Bowen – Aye
Jason Inda – Aye
Michael McCabe – Aye
Frederick McIntyre – Aye
Paul Miller – Aye
Sam Seymour – Aye
John Casey Wood – Aye

Motion carried.

Chairman Bowen: Mr. Dooley you are approved.

Kevin Dooley: Thank you all. See you next month.

Chairman Bowen: I have to give you the warning. I know it is cold, and the water is even colder.

Per town code you will need to obtain a building permit and start your project within six months of board approval.

If the project has not started within six months of approval, you must submit a written request for a one-time six-month extension to Diane, to attend the next available board meeting to receive approval for an extension.

If a year has passed from the date of approval, you will need to start the board application process over.

Understood?

Kevin Dooley: Understood. I appreciate everyone.

Chairman Bowen: Alright. Thanks a lot.

Kevin Dooley: Thank you all. Will see you next month.

New Business

Site Plan Approval Application 2024-0010 Additions & Alterations

County Planning Board Referral #: Exempt

Owner: Benjamin R. Swett & Walter E. Swett

Representative: Matt Rischpater

Property: 6939 Granger Point Drive

Tax Map #: 191.13-1-5.000

Zoned: LR (Lake Residential)

Chairman Bowen: I believe Benjamin R. Swett and Walter E. Swett who I believe are both on Zoom, is that right?

Benjamin Swett: Yes. Sir.

Walter Swett: Hi there.

Chairman Bowen: Good to have you here and your representative is here as well in-person. Good evening, can you identify yourself, please.

Matt Rischpater: My name is Matt Rischpater. I am the architect for the project.

Chairman Bowen: Alright. Can you briefly describe the project for the Board?

Matt Rischpater: Yes. There are two phases to the project. The drawing that is currently on the screen north would be to the right. Is an existing open air covered porch that is screened in. It is a three-season room. The portion of this that is proposed is to take the existing gabled roof and on the west side provide a shed dormer to give additional height. The existing roof that is there at its low point is about four feet. It is not really usable space. What we are proposing to do is to take the extent of the exterior walls build it up and have a full height room with a small loft above for storage. That is phase one and is not going to

increase the impervious surface and won't extend beyond the existing overhang. It will be held back from the overhang, so we still have the original masting of the building showing which is a shed dormer. It is a shed dormer that looks up onto the hillside.

On the south end is where there is an actual addition. On the southwest corner which is the upper portion there is an existing utility room on the house and adjacent to that utility room there is a door to the exterior. We are adding about 50 square feet of storage space. Room to put a washer and dryer that is right now in the middle of the house. A small exterior toilet for when they are outside. Just to the left of that there is a white box and might be able to read the notation for it. That box is an existing planter that has septic storage and a pump house that pumps the waste up into the adjacent site that is also owned by the Swetts. It does go up and over that pipe like you mentioned to me. Then just to the east of that addition there is an existing walkway there compressed earth. It is a wood existing deck. We are going to take that deck out.

Diane Graham: This one?

Matt Rischpater: Yes. That does not really show it is mostly under the overhang. I didn't show the existing deck hadn't been shown in any previous drawings. What we are providing is a small, covered entry. It is about 50 square feet covered entry. It is going to be two posts with an asymmetrical roof. A small deck kept within the 50-foot setback. Some changes happened to the drawings since the original set. The front of the building was deemed to be off Granger Point Drive. The structure is beyond that. The overhang extends over that. The only other issue we have which we spoke about earlier today is the floodplain line does just cut the corner of that addition and two posts there on the entry. We will have to fill out another form for that. I do have schematic elevations and schematic floor plans that I provided just to give clarification if you need it of the additions.

Chairman Bowen: Thank you. Any questions or comments from the Board? I am trying to follow you with the setback in the corner the darker yellow is new construction.

Matt Rischpater: I see on that plan the darker hatched area is extended out. I am not sure if it is the PDF, it looks good on mine. The building footprint of the addition does not go within the setbacks. The overhang does but the corner foundation does not.

Chairman Bowen: The overhang of the roof.

Matt Rischpater: That does go beyond the setbacks. I understand from our discussion that setbacks are set to the face of the foundation or faces the wall. The stairs, deck, foundations not of that will go within the setbacks. There is not going to be a full foundation under this addition because it a very small piece. Obviously, the entry is going to have posts base. The addition onto the utility room will likely have either a grey beam or might put a pier in and build a beam off that. It is not going to have a foundation or any kind of vented space underneath. It is going to be open underneath. It is going to be seasonal.

Chairman Bowen: Okay. The timing of the phases is that going to interfere. What is the proposed phasing?

Matt Rischpater: At this point, I might call Ben and Walter to confirm this. Initially when we put it through, we were going to phase the extended dormer first and it is probably going to be months in between. It is not going to be a significant period of time. At first intent we did not realize that we would

have to go to go before the Planning Board with that dormer. Initially, I sent in all the drawings for the dormer and then we said let's just do it all at once and do the front. It is our phasing. It is not going to be outside of the permit scope time.

Chairman Bowen: Okay.

Matt Rischpater: Sorry for that confusion.

Benjamin Swett: Matt, pending our contractor availability he also was not expecting the process of the meeting and the next meeting coming up.

Diane Graham: Is that Walter?

Benjamin Swett: No, that is Ben. Hi, Diane.

Diane Graham: I could not tell.

Daniel Crowley: The post and any footing of the post on the entryway is exempt from setback requirements?

Matt Rischpater: It will be within the setback. It will not be into the setback.

Daniel Crowley: The post will not.

Matt Rischpater: The post will not. The overhang will.

Daniel Crowley: There is no post on that corner.

Matt Rischpater: No, the posts are pushed way in. It will have a timber frame open framing of the entry.

Daniel Crowley: Is the new dormer area going to turn that into airconditioned space?

Matt Rischpater: No open air. We will probably have windows on the dormer part, but the lower part is going to stay open. The dormers are more there to keep the water from making its way in as it comes over that hillside in rain. No. It is not going to be conditioned habitable space.

Chairman Bowen: The dormer is actually over a screened porch area?

Matt Rischpater: Yes. A very large, screened porch area. It is not heated or cooled in any way.

Chairman Bowen: It does have a floor up there, right? I noticed that there is a knee wall.

Matt Rischpater: There is a knee wall to keep things from falling into the existing dining area. They have a place to eat outside so there is a knee wall. You cannot stand up in that space. It is a storage space.

Chairman Bowen: How is it going to be accessed?

Matt Rischpater: There will be a ladder. It may not be a permanent ladder either.

Chairman Bowen: Any intention to make it habitable or bunk area?

Matt Rischpater: It cannot be air conditioned. They have no intention of having that space enclosed.

Chairman Bowen: One of the code enforcement guys told me today that there is a short-term rental permit on this property.

Benjamin Swett: Yes, sir.

Chairman Bowen: The intention is not to use that dormer as a bunk room or something for renters or anything else.

Matt Rischpater: As it is currently designed there is no protection from that falling over. That would not be safe to use as a sleeping area.

Benjamin Swett: When our whole family is there are about eighteen of us in a two-bedroom cottage. It is just to offer more space for storage. When we are using the cottage what we had hoped to do more of as we get older and can afford it, we can basically not have piles of duffle bags all over. It is really to get more storage space and then connected to that the addition on the south end lets us move the washer/dryer outside and takes the current indoor closet where the washer/dryer is and allows that to be kitchen related storage space. To make it function better for our family.

Chairman Bowen: Okay. Your septic tank is 1,000 gallons, is that right?

Benjamin Swett: I do not know the numbers, but when we put it in, we added extra capacity in case someday we added a bedroom. We are not adding a bedroom. I am trying to remember the name of our engineer down in Canandaigua.

Diane Graham: Marks.

Benjamin Swett: Yes. Brennon. He could speak to that. Obviously, we have those plans too that we could provide.

Chairman Bowen: I was told today. I do not know where the information came from, that is why I asked the question. If it is 1,000 gallons, it is good for three bedrooms anyway.

Benjamin Swett: The idea on that one while we were spending the money to build the new septic system to pump the waste up the hill and all that for a lot of money to a little bit more, we could add the capacity for some day.

Chairman Bowen: The dormer is now going to be shedding storm water towards the lake as opposed to toward the hill?

Matt Rischpater: Yes. That is correct.

Chairman Bowen: Is there a gutter on the front of the house?

Matt Rischpater: There are no gutters on this house at all.

Chairman Bowen: Is there going to be a significant increase of water that is going to cause any water erosion issue towards the lake?

Matt Rischpater: There are plantings in front of the house that are meant to mitigate that issue. No expectation.

Benjamin Swett: I would not ever want to contradict our architect there are gutters on the back of the house to send the water to the side so when the rain comes down the side towards the hill side takes it away from the house rather than underneath it. On the west side there are gutters now. We can add gutters, whatever.

Matt Rischpater: As you can see on the west side of the site plan, the hill comes down pretty aggressively into that building. If anything, we are trying to avoid getting any water back there.

Chairman Bowen: We need the archeological site determination letter and bald eagle determination letter.

Matt Rischpater: I got confirmation that it was received but I have not received anything final.

Chairman Bowen: Floodplain permit.

Matt Rischpater: I just got that. Thank you.

Chairman Bowen: Please complete that so we have that for next meeting.

Matt Rischpater: Will do.

Diane Graham: Were there any recommendations for storm water or just suggestions?

Chairman Bowen: I do not think you want it on the back of the house, but I do not know. It is going to be shedding toward the water now. I do not think it is going to be an issue if you have plantings there. There is a break wall. It is probably not a lot of water to begin with.

Matt Rischpater: The break wall is being reconstructed or has just finished its reconstruction.

Chairman Bowen: The code enforcement commented that it meets lake residential zone structure and uses because it is a single-family residence. Lot coverage is not an issue with these minor modifications, and it does assuming there is no foundation there at that corner it does meet the setbacks. The only issue is the floodplain permit at this point. It appears that is a SEQR type II action 617.5 (c)(11) expansion of a single-family house on an existing lot. I do not see any further environmental review. Any other questions from anybody?

Diane Graham: Any site plan changes?

Chairman Bowen: I do not see any that are needed.

Diane Graham: Matt, I will need two paper sets.

Chairman Bowen: We do not have a complete application, but you know what you need to give us. We will tentatively schedule the application for final review and a public hearing on January 15, 2025, pending receipt of those requested items by December 30 which is unfortunate given the holiday season. If you do not make that, we will defer it to the February meeting.

Matt Rischpater: What we are waiting for is hearing back from the other parties who are involved. The bald eagle and archeological. Okay.

Benjamin Swett: And floodplain.

Diane Graham: A copy of the floodplain permit.

Chairman Bowen: That goes to code enforcement, and they need to sign off on that to issue a building permit.

Diane Graham: I will put a copy of that in the file. They will not issue it until you get approval.

Matt Rischpater: Okay.

Chairman Bowen: Just so you know we are all good with the architect versus engineer thing that mentioned today.

Matt Rischpater: I did research on that to give clarification. Ultimately you are indemnified no matter what, as is the building inspector. Where the questions come in is in the civil work infrastructure and bridges. That is when there is a difference primarily. Certainly anything to do with residential falls under the prevue of the architect or the building inspector has the final say according to what NYS Education Law and the Office of Architectural Professional Office and Civil Engineering Offices. If you are interested, I could give you more information on that.

Chairman Bowen: The department of state issues some publications on site plan review. You can get a site plan review from an architect or an engineer. We have a code that says engineer.

Matt Rischpater: It is a good question. I had an awakening when I realized I have been doing this for 30 years.

Chairman Bowen: Threw you for a loop.

Matt Rischpater: Have not had that asked. There is a lot of reciprocity. There are instances. I always call them civil drawings and it is more landscape in this case. I spent way too much time fixing site drawings and doing contour lines if I did not have to. Good question.

Diane Graham: If you want to share that information, I can put it in a folder for reference in the future.

Matt Rischpater: Yes. My pleasure. Thank you. Appreciate it.

Benjamin Swett: If we have the next meeting on the 15th of January to confirm that the other documents have been received, what is the process and timing from there. Partly because I want to help the contractor

have a good expectation. Obviously, we cannot be certain of anything. What should be expect in terms of timing.

Diane Graham: As soon as you get your approval, you need to prepare all your building permit, plans and floodplain permit and submit that for review and approval by the code enforcement officer. At my end I need to process the board decision to you and the code enforcement officer if there are any conditions that he needs to add to the permit. I need to do my part and let him know.

Benjamin Swett: If everything is in to you by January 15.

Diane Graham: You can submit the next day.

Benjamin Swett: Is there another process after that?

Diane Graham: No.

Benjamin Swett: We submit and file for the permit, and we are good to pick it up.

Diane Graham: Yes. Please give me a week.

Daniel Crowley: To clarify the deadline to have everything submitted is December 30.

Diane Graham: Correct. I need to do the public notice and notify neighbors. Putting the legal notice online takes longer than it did before. If I wait to the last minute, I will not notify the neighbors in time.

Chairman Bowen: Once we approve, they can go get a building permit the next day.

Benjamin Swett: Potentially we can be approved on January 15.

Diane Graham: Correct.

Benjamin Swett: Thank you so much. I like it.

Diane Graham: I need to do my part which in turn has an invoice before the building permit is issued.

Benjamin Swett: I am sure the architect needs a little time to finish his plans too.

Diane Graham: As soon as you get the building permit then you need to start within six months from January 15.

Benjamin Swett: No problem there.

Daniel Crowley: You have to get the permit.

Diane Graham: You have to get the permit and start within six months.

Daniel Crowley: Then how long do you have?

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Diane Graham: Right now, it is two years, but it is going to go to one year eventually.

Chairman Bowen: Thank you for coming gentlemen.

Benjamin Swett: Thanks. We really appreciate your efforts to keep our town good. Thank you.

Chairman Bowen: Thank you.

Diane Graham: You're welcome. Thank you.

Matt Rischpater: Thank you.

Other

There was a discussion about education opportunity, training hours, and board member terms.

Being no further business, David Bowen moved to adjourn the meeting. Frederick McIntyre seconded the motion. The motion was unanimously adopted, and the meeting was adjourned at 7:21 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Diane S. Graham". The signature is written in black ink and is positioned above the printed name and title.

Diane Scholtz Graham
Board Assistant