

March 23, 2010

**ZONING BOARD OF APPEALS MEETING MINUTES
MARCH 23, 2010**

IN ATTENDANCE:

Scott Chase, Chairman
Jane Waters
Steve Patterson
Bruce Pecorella

ALSO PRESENT:

Drew Weaver, ZEO and Building Inspector

Scott Chase called the meeting to order at 7:30 pm. He stated the general purpose of the meeting is to go through the draft application forms and to discuss policies and procedures.

Chase stated that several members were able to attend a training session the previous week that was very informative. He stated that in order for someone to appear before the Board, someone has to say no to them or they are confused about the law and want an interpretation. He stated that they should have the application complete well before the meeting and the public hearing is held during their first time before the Board. Chase stated he feels this puts more of a burden on Weaver and Proper. Waters stated this is a reason the forms have to be clear. Chase stated he is hoping that the forms guide the applicant, staff and Board. Chase advised he would like to go down a checklist at the beginning of each meeting to make sure the Board is in receipt of all the proper forms. Waters stated the Board would be operating under tight time constraints. A short discussion followed on the SEQR determination. Chase stated that a lot of the items that will come before the Board would never have to go before the Planning Board.

Chase and the Board proceeded to go through the draft application materials page by page. Discussion followed. Edits and corrections were made to the drafts. Proper will revise application materials in time for review at the next meeting. Revised application materials will be forwarded to Replansky for his review and comment. Proper will ask him to have his comments ready for the next meeting. Chase stated he would like Replansky to attend the next meeting to discuss the application materials.

The Board had a brief discussion of materials needed for a use variance. A discussion of use variances followed.

Waters stated that files should be kept categorically by type of variance. Short discussion followed.

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The Board discussed how many plans would be needed from the applicant when the application is filed. The Board determined that eight applications would be sufficient to start the process. A short discussion followed on site inspections.

Proper advised that the Town Board needs to set the fees and this should be done as quickly as possible. A brief discussion on fees followed. It was decided that mailing fees must be included also. The Board also decided that the property owner who is going before the ZBA should have a placard on the property advising it. It was decided that Chase would send a memo to the Town Board requesting them to set the fees and determining how the escrow accounts would work with regard to the ZBA.

Weaver advised the Board that there is someone waiting in the wings that needs an area variance. Discussion followed.

The Board discussed the timelines involved with the application process. Discussion followed. It was decided that the complete application would have to be received by Proper in the ZBA office by the first Friday of the month in order to be on that month's agenda.

A discussion was held on alternate members. It was decided to ask the Town Board for two alternate members. Chase will include this request in his memo to the Board.

A short discussion was held on resolutions and decision letters.

Pecorella made a motion to adjourn; second by Patterson. All in favor. Motion carried.

Respectfully submitted by:

Nancy E. Proper
ZBA Secretary

Scott Chase
Chairman