

TOWN OF CLARKSON – ZONING BOARD OF APPEALS

Minutes – January 21, 2009

PRESENT – Board Members

Conrad Ziarniak - Chairperson
Wade Radtke
Paul Dittman
Rick Sheffer
Jackie Smith

Support Board Members

Ursula M. Liotta, Building Dept. Coordinator
Richard Olson, Town Attorney *
Chad Fabry, Code Enforcement *

Excused *

CALL TO ORDER:

C. Ziarniak called the meeting to order at 7:00 pm, and led all present in the Pledge of Allegiance.

PUBLIC HEARING: None

NEW BUSINESS: None

OLD BUSINESS: None

OPEN FORUM: None

OTHER:

1. The Board members re-signed the Disclosure Statements required by the Town of Clarkson.
2. The Board members re-reviewed the member contact list.
3. Discussion was had regarding the continuing education class being presented by Attorney Richard Olson on behalf of the Town of Clarkson on Saturday, February 28, 2009 from 8:30 am - 12:30 pm for 4.0 credit hours.
4. A summary of the proposed continuing education classes offered by Monroe County was reviewed, as an alternate choice to the February 28th class offering.
5. The Board reviewed the D&C article re: laws on signs in other Monroe County towns.

C. Ziarniak led a Board discussion with the Town's new Building Inspector/Code Enforcement Officer, Chad Fabry, who was present for the meeting, including the following:

- That the ZBA meets two (2) times per month for approximately one hour;
- That the Board is relying on C. Fabry to assist with monitoring, tracking and enforcing conditions that may apply as part of an application's approval;
- That the Board may require C. Fabry's input on certain applications dealing with building codes or related matters;
- That the Board looks for consistency in how code violations are handled. This will allow the Board to refute an applicant's claim that "another property owner has an illegal sign (for example), why do I need a permit?"

J. Smith posed the question regarding the availability of a database to access property variance information on applications brought before this Board. C. Fabry stated that the building department's program has the provisions for that database; that the building department hopes to implement better record keeping; that the program is "Access" based, and a certain amount of savvy is required. P. Dittman stated that he is very familiar with the "Access" program and volunteered his help to C. Fabry.

C. Ziarniak stated that in the past, the Building Inspector was required to provide quarterly reports to this Board, primarily with regard to code enforcement. In lieu of quarterly reports from the Building Inspector, C. Ziarniak requested that U. Liotta, as Building Department Coordinator, would forward to the Board any information from the Building Inspector that would relate to a potential ZBA matter. For example, if

C. Fabry cites an individual and they needed to appear before this Board to remedy the citation, the Board would receive notice of the code violation. In addition, U. Liotta will coordinate the scheduling of the Building Inspector at ZBA meetings as needed.

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REVIEW OF MEETING MINUTES:

R. Sheffer stated that a correction needed to be made to item #4 under OTHER i.e. that the Board's payment is not made quarterly, but bi-annually (June and December). P. Dittman made a motion to approve the December 3, 2008 minutes; seconded by W. Radtke.

ADJOURNMENT:

C. Ziarniak made a motion to adjourn at 8:00 p.m.; seconded by W. Radtke; unanimously carried.

NEXT MEETING: February 4, 2009, at which time the February 18, 2009 meeting date will be discussed (winter break/school vacation).

Approved 2-4-09

Respectfully Submitted,

Ursula M. Liotta
Building Department Coordinator