

**TOWN OF CLARKSON  
ZONING BOARD OF APPEALS  
June 17, 2015**

The Zoning Board of Appeals of the Town of Clarkson met on Wednesday, June 17, 2015 at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 7:00 p.m.

**PRESENT-Board Members**

Conrad Ziarniak – Chairperson  
Paul Dittman  
Leslie Zink  
Tom Guarino  
Joe Perry

**Support Staff**

Kristen DiFilippo, Bldg. Dept. Coordinator

**CALL TO ORDER**

Conrad Ziarniak-Chairperson called the meeting to order at 7:00 p.m. and led all those present in the Pledge of Allegiance. The agenda was reviewed by the Board Members.

**WORK SESSION**

C. Ziarniak discussed with Board Members the electronic procedures for WebQA and new applicants. Board Members reviewed the guidelines starting with a new application being submitted to the Building Department and then creating a new ZBA case in WebQA. C. Ziarniak read aloud the details of the procedures including: case details, ZBA application details, scanning all pertinent information to WebQA, updating additional fields with the onset of public hearings and responses from support boards (if applicable), and final results (Notice of Decision).

Town Board Member, Jackie Smith attended the meeting to give her support to the Zoning Board's progress in going paperless. J. Smith asked the Board Members if they have any concerns, needs or wants that she assist with. P. Dittman stated it may be helpful to have a power point monitor with a lap top to display all information and presentations done for an application.

**REVIEW OF MEETING MINUTES**

Motion by Leslie Zink  
Seconded by Paul Dittman  
To approve the June 3, 2015  
Unanimously carried

**ADJOURNMENT**

Motion by Conrad Ziarniak  
Seconded by Joe Perry  
To adjourn the meeting at 8:32 pm.  
Unanimously carried

**NEXT MEETING**

The next regularly scheduled meeting of the Zoning Board of Appeals will be Wednesday, July 1, 2015 at 7:00 p.m.

Respectfully submitted  
Kristen DiFilippo  
Building Department Coordinator

Approved 07/01/2015