

TOWN OF CLARKSON ZONING BOARD OF APPEALS

June 19, 2019

The Zoning Board of Appeals of the Town of Clarkson held their regularly scheduled meeting on Wednesday, June 19, 2019 at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 7:00 p.m.

PRESENT- Board Members

Paul Dittman, Chairperson
Excused *
Jim Gillette
Harold Mundy
Lisa Rivera-French
Joseph Perry

Support Staff

Richard Olson, Town Attorney *
Kevin Moore, Code Enforcement
Anna Beardslee, Building Department Clerk

CALL TO ORDER:

P. Dittman, opened the meeting at 7:00 PM with Pledge of Allegiance.

DISCUSSION

Discussed and created step by step process for a case to be heard in front of the Zoning Board. The process shall be as follows:

1. When a person comes in and it is determined by their requests, that they will need to go in front of the Zoning Board, a Zoning Board application must be filled out by applicant.
2. Once application is filled out, it is returned to building department to be given an application number and fee amount.
3. The application is brought upstairs with applicant to pay fee with the Town Clerk.
4. The Town clerk stamps the application and gives receipt of payment for file.
5. The Town Clerk puts completed application in Building Department Mailbox, so a folder can be made for property file for particular case by the Building Department Clerk.
6. Building Department Clerk creates a new record in WebQA.
7. Information from application is entered into the record and the application is then scanned into the record. A copy may be forwarded to ZBA Members as needed.
8. The case is put on agenda for a preliminary. (Final agenda should be sent out to board members the Tuesday before the meeting of that week).
9. After the preliminary, the applicant is scheduled for a Public Hearing.
10. A legal notice is drawn up and sent to Town Attorney for approval.
11. The legal notice is submitted to the Westside News. The legal notice must be placed in the paper 10 days before the Public Hearing to give adequate notice. The submission for the deadline to the paper is Thursdays at noon. It can be sent by email editor@westsidenewsny.com or fax: 585-352-4811.
12. Letters are sent as a courtesy from the town, to property owners within 500 feet of the area the applicant is applying for.
 - The letters are created by logging into the Connect Explorer program.
 - When in Connect Explorer and click on the Identity tool, it allows you to see different shapes to use to mark the property address. Polygon is the best one to use.
 - Add in 500 feet and click the search button.
 - Connect Explorer will populate the addresses which you then export to an excel spreadsheet for the addresses and send the letters out so they are also aware of the Public Hearing.
13. Once the Public Hearing is over, a Notice of Decision is created and sent to Town Attorney for review and approval.
14. Once approved, a copy needs to be signed and dated by the Chairperson.
15. The signed copy is scanned into WebQA under the case number.
16. A second copy is made and placed in property file and the original is sent to the applicant.
17. In WebQA the status is then changed to approved, to close out the case.
18. All hardcopies are placed in property file and filed away in the filing drawers maintained by Building Department.

REVIEW OF MEETING MINUTES:

P. Dittman made a motion to approve the Meeting notes from May 15, 2019.

L. Rivera French seconded.

Unanimously approved.

ADJOURNMENT:

Motion by P. Dittman

Seconded by J. Perry

To adjourn the meeting at 8:20 PM.

Unanimously carried.

NEXT MEETING

The next regularly scheduled meeting of the Zoning Board of Appeals will be Wednesday, July 17, 2019 at 7:00 PM.

Respectfully submitted,

Anna Beardslee, Building Department Clerk