

Board of Zoning Appeals & Planning Board Attendance & Training Policy

WHEREAS, under Chapter 62, Article 16, Sections 261 and 264 of Town Law, the Town Board of the Town of Ulysses is empowered to establish a land use local law for the purpose of promoting the health, safety, and general welfare of the community, and

WHEREAS, in order to implement, administer and enforce such zoning local law the Town Board is granted the authority by Sections 267 (2) and 271 (1) of Town Law to establish a Board of Zoning Appeals and Planning Board and may appoint residents of the town to serve as members on the boards, and

WHEREAS, under Section 267 (2) and (9) and 271 (1) and (9) the Town Board is authorized to establish minimum training and attendance standards for members of the Board of Zoning Appeals and Planning Board, and

WHEREAS effective January 1, 2007, a New York State Law, Chapter 662 of the Laws of 2006, Mandatory Training for Planning Board and Board of Zoning Appeals Members, requires that a minimum of four hours of training be received by municipal planning and zoning board members each year, and

NOW THEREFORE, be it resolved that the Town Board of the Town of Ulysses adopts the following minimum training and attendance policy for the effective and efficient function of the Board of Zoning Appeals and Planning Board.

Attendance Policy

Members of the Board of Zoning Appeals are allowed to miss no more than 50% of the annual meetings. Members of the Planning Board are allowed three (3) unexcused absences and no more than six (6) absences per calendar year. If a member of either Board exceeds the number of allowed absences the Town Board may remove the member from the respective board in compliance with Sections 267(9) or 271(9) of Town Law.

Definitions

Unexcused – A board member is considered unexcused when said member fails to notify the chair of the board, or his/her designated representative prior to the scheduled meeting.

Training Policy

Board of Zoning Appeals and Planning Board: Within the first year of service, newly appointed members should attend a minimum of one (1) training seminar or conference on interpreting and enforcing zoning regulations in New York State and administering the State Environmental Quality Review Act (SEQR-Environmental Conservation Law).

All members are required to obtain at least four hours of training per year related to their board service by attending and completing educational courses, seminars, workshops, and the like, which have been approved by the Board Chairpersons or are listed under the Training

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Resources below. While a minimum of four hours is required, the Boards are encouraged to attend additional training. Completion of training will be reported to the Clerk of the Boards.

Members of the Board of Zoning Appeals and Planning Board will be reimbursed by the Town for registration fees and travel mileage for the required training sessions. Other expenses may be reimbursed. The chair of each board shall submit a notification of expenditure for training for approval by the Supervisor prior to the member attending a training session.

Training Resources

Association of Towns of NYS; Tompkins County Planning Department; Town of Ulysses Staff (including Attorney for the Town); New York Planning Federation; American Planning Association; NYS Department of Environmental Conservation; NYS Department of State; NYS Department of Agriculture and Markets; NYS Office of the State Comptroller; Pace University and Land Use Law Center.