TOWN OF CLARKSON ZONING BOARD OF APPEALS January 6, 2016

The Zoning Board of Appeals of the Town of Clarkson met on Wednesday, January 6, 2016 at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 7:00 p.m.

PRESENT-Board Members

Support Staff

Conrad Ziarniak – Chairperson Paul Dittman Leslie Zink Tom Guarino Joe Perry Kristen DiFilippo, Bldg. Dept. Coordinator

*excused

CALL TO ORDER

Chairperson, Conrad Ziarniak 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 briefly went over "new applicant" procedures, as follows:

- Building Coordinator, K. DiFilippo will scan the new application into WebQA;
- K. DiFilippo notifies Zoning Board Members via email of the new application;
- L. Zink enters data into WebQA during the Zoning Board of Appeals meetings; and
- K. DiFilippo scans and/or enters all additional documents (Legal Notice, Notice of Decision, Minutes, Survey Maps).
- T. Guarino volunteered to enter data into WebQA during the meetings if L. Zink is absent.
- C. Ziarniak stated it would be helpful to put WebQA procedures and Zoning Board of Appeals meeting procedures into a cover folder for new members.
- C. Ziarniak stated P. Dittman is to be the Deputy Chairperson in his absence.
- C. Ziarniak stated that the Zoning Board of Appeals would like to take the Town of Clarkson's **Code §140-7 E(1)(2)(3)** and revise it for a clearer interpretation/understanding of the decisive point.

<u>Use of structures and land</u>; Any required yard shall be entirely open and unoccupied by buildings other than:

- 1. Entrance porch or steps not over seven feet deep in a front yard.
- 2. Porches or terraces in side or rear yards, provided that they are not covered nor enclosed and are no closer to the lot lines than required by the applicable setback restrictions.
- 3. Detached accessory buildings occupying not over 25% of a required rear yard and setback as required by this chapter.

A general discussion followed.

REVIEW OF MEETING MINUTES

Motion by Leslie Zink Seconded by Paul Dittman To approve the December 16, 2015 minutes. Unanimously carried

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ADJOURNMENT

Motion by Conrad Ziarniak Seconded by Joe 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, January 20, 2016 at 7:00 p.m.

Respectfully submitted, Kristen DiFilippo Building Department Coordinator

Approved 1/20/2016