

Application for Appointment to the Big Flats Zoning Board of Appeals

The Town of Big Flats, County of Adams, is soliciting applications from individuals interested in serving on the board of appeals. Members will be appointed to serve a three-year term. Please refer to the Zoning Ordinance Book, Sec. 7 for a detailed description of duties, expectations and compensation.

Name: _____ Date: _____

Home address: _____

Length of residence: _____ E-mail address: _____

Phone (**day**): _____ Phone (evening): _____

Occupation: _____ Employer: _____

1) Have you ever volunteered for or been affiliated with other public or private boards, commissions, community groups, or professional associations? If yes, please describe the nature of your involvement and your length of service.

2) This position generally requires 1 evening meeting each month and 1 - 2 hours of meeting and preparation time. Are you able to meet this commitment on a regular basis?

Yes No Maybe (please describe):

3) Please identify personal and professional skills, traits and experiences that qualify you for this position. Elaborate as needed below.

Experience:

- Agriculture
- Natural Resources
- Real Estate/Construction
- Business
- Local Government

Skills/Traits:

- Open-minded
- Detail-oriented
- Attentive listener
- Clear speaker
- Good writer

- Conduct public meetings
- Read plans and maps
- Analyze alternatives
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4) Why would you like to serve on the plan commission?

5) Please describe any special training that would assist you as a plan commission member.

7 - BOARD OF APPEALS

A. Membership: 1. A Board of Appeals is hereby established. The Board shall consist of 5 members, appointed by the Town Chairperson subject to Town Board approval, for 3 year terms, except that of those first appointed, one shall serve for a term of one year, two for a term of 2 years, and 2 for a term of 3 years. The Town Chairperson, subject to Town Board approval, shall appoint first and second alternate members for a term of 3 years who shall act with full power only when a member(s) of the Board of Appeals refuses to vote because of interest or is absent. Vacancies shall be filled by the Town Board for the unexpired terms of members whose terms become vacant. Members of the Board of Appeals shall be residents of the Town of Big Flats for at least one year prior to their appointments. The Town Chairperson shall designate one of the members as the Board of Appeals Chairperson.

B. Procedure: 1. The Board of Appeals shall adopt a set of written rules for its government and procedure which shall be filed with the Town Clerk. Meetings of the Board shall be held at the call of its Chairperson and at such other times as the Board may determine, except that the Board shall meet within one month after their appointments to adopt written rules, and further shall compile their report for the Town Board. The Chairperson, or in his absence the acting Chairperson, may administer oaths and compel the attendance of witnesses. All meetings shall be open to the public. 2. The Board shall keep written minutes of its proceedings showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the Town Hall and shall be a public record. The Town Clerk shall serve as Clerk for the Board.

C. Appeals: Appeals to the Board may be taken by any persons aggrieved or by any officer or department of the Town of Big Flats affected by any decision of the Zoning Administrator by filing with the Board of Zoning Appeals a notice of appeal specifying the grounds thereof. The Zoning Administrator shall forthwith transmit to the Board all the papers constituting the record upon which the action appealed from was taken. The Board shall fix a reasonable time for the hearing of appeals and give public notice thereof as well as due notice to the parties in interest and shall decide the same within a reasonable time.

D. Powers and Duties: The Board of Appeals shall have the following powers and duties: 1. To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the Zoning Administrator or other administrative official. 2. To authorize, upon appeal in specific cases, such variance from the terms of this Ordinance as will not be contrary to the public interest where, owing to special conditions peculiar to a specific property, a literal enforcement will result in practical difficulty or unnecessary hardship so that the spirit of this Ordinance shall be observed, public safety and welfare secured and substantial justice done. In every case where a variance from these regulations has been granted by the board, the written minutes of the Board shall affirmatively show in what particular and specific respects an "unnecessary hardship" or "practical difficulty" would have been created by the literal application of the regulations of this Ordinance. 3. The Board may reverse or affirm, wholly or in part, or may modify any order, requirements, decision or determination appealed from and shall make such order, requirement decision or determination as in its opinion ought to be made in the premises and to that end shall have all the powers of the Zoning Administrator.