

**Town of Charlton
Zoning Board of Appeals
Organizational Meeting Minutes**

January 9, 2018

Minutes of the Zoning Board of Appeals organizational meeting held on January 9, 2018.

Chairman Albert Smith called the meeting to order at 7:00 p.m. at the Charlton Town Hall, 758 Charlton Road, Charlton, New York 12019.

Roll Call attendance was taken.

Present: Albert Smith, Chairman, Mark Chotkowski, Richard Potts, Joseph Marchesiello, Jim Leupold and Kimberly Caron, Recording Secretary. Alan Grattidge, Supervisor, Doug Ranaletto, Town Board member and Paul Borisenko, Building Inspector was also in attendance.

Chairman Smith opened the meeting with the Pledge of Allegiance.

Minutes

Chairman Smith stated that the ZBA had last met on December 12, 2017 and that the minutes from that meeting needed to be either amended or approved. Chairman Smith inquired if there were any proposed changes or comments related to the December 12, 2017 draft minutes. There were no comments from the Board.

Mr. Marchesiello moved to approve the draft of the December 12, 2017 meeting minutes. Mr. Potts seconded the motion. Board members Smith, Chotkowski, Potts, Leupold and Marchesiello voted to approve the minutes. The minutes were thereby approved.

Meeting

Recording Secretary Kim Caron handed out the proposed “procedures” prepared for the meeting.

The Board discussed setting up new procedures for any new application referred to the ZBA. The Board would like to follow a schedule similar to the Planning Board where there is an initial informational meeting before a Public Hearing is scheduled.

The Board also discussed the need for applications to be complete, a referral letter from the building inspector and a copy of the denied permit. The Board also discussed the need for an agenda meeting before any meeting or hearing.

Mr. Borisenko stated that he would prepare a submission/meeting schedule together with a sample plot plan for the Board to review. These will be handed out to anyone that has been denied a building permit and are looking to obtain a variance from the ZBA. Mr. Borisenko stated that he would also help the applicant to make sure the application is complete before it is referred to the ZBA.

Mr. Marchesiello made the motion to adjourn the meeting. Mr. Potts seconded the motion. All were in favor.

Meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Kimberly A. Caron
Recording Secretary