

**Town of Ancram
Zoning Revisions Committee
19 April 2010**

Members Present: Hugh Clark, Barry Chase, Barbara Gaba, Bonnie Hundt, Don MacLean, Bob Mayhew, Jim Miller, Bob Roche, Dennis Sigler

Members Absent: Terry Boyles, Kyle Lougheed, Jane Shannon

Others Present: Donna Hoyt

The Chair called the meeting to order at 7:00 p.m.

Members approved minutes of the April 12 meeting.

Before examining any of the three components of the second chunk of revisions, the committee discussed what all three sections are supposed to accomplish, what all should contain, and the preferred organizational pattern for all. Consensus was that the revised Section VII (Admin & Enforcement), the new Planning Board section, and the revised Section VIII (ZBA) should have relatively parallel, uniform organizational structures to the greatest practical extent. Each should first address the purpose for which the position or board exists (what it's supposed to accomplish), and then move to the composition of the position/office/board, criteria for selection, training requirements, how the position/board operates, timeframes to act on various matters, what the applicant/user must do, appellate actions, etc. While a relatively uniform organizational sequence helps the law to become more user-friendly, the committee realizes that some variation among sections may be necessary.

Examination of the current Section VII revealed significant shortcomings; so deliberation focused on the draft revision provided by Nan Stolzenburg. Discussion included the need to clearly define the positions of Zoning Enforcement Officer, Code Enforcement Officer, Building Inspector, and others; to understand the relationship between and among these positions; and the coordination that should occur. Discussion also examined the ZEO as the initial contact point for an applicant, and as a provider of information and gateway to the Planning Board and Zoning Board of Appeals. During another discussion thread, consensus was that complaints to be investigated by the ZEO should be written and signed rather than oral, and that the ZEO should not only investigate when a complaint is lodged, but also when he/she notices a situation that clearly appears to violate the Zoning Law—all based on sound justification and without snooping into people's back yards. Other points of discussion included reports and record-keeping, civil/criminal enforcement actions and penalties, qualifications and training of acting officials, and edits to aid simplicity and understanding.

The Chair will pass detailed ZRC questions, comments, and edits to Nan Stolzenburg.

The meeting adjourned at 8:40 p.m.

On April 26th, the ZRC will again review Section VII before examining the new Planning Board section. If time permits, the committee also will initiate its review of draft Section VIII.