

# TOWN OF FARMINGTON ZONING BOARD OF APPEALS RESOLUTION – ADOPTION OF RULES OF PROCEDURE 2015

**WHEREAS**, The Town of Farmington Zoning Board of Appeals (hereinafter referred to as the Board) has given consideration to the need to adopt Rules of Procedure for conducting the business of the Board during the calendar year 2015; and

**WHEREAS**, the Board has determined that such Rules of Procedure are in the best interests of the Town; and

**WHEREAS**, the Board determines the action to adopt Rules of Procedure is a Type II Action, under Part 617.5 (c) (20) of the State Environmental Quality Review (SEQR) Regulations, in that it involves routine agency administration, not including new programs or major re-ordering of priorities that may affect the environment,

**NOW, THEREFORE, BE IT RESOLVED** that the Board does hereby adopt the following Rules of Procedure:

## **1. Order of Business**

At each Board Meeting, the following order of business shall be:

- A. Call to order, pledge of allegiance and introduction of Board Members and Town Staff.
- B. Information about Emergency Exits and Evacuation Procedures.
- C. Reference to Sign-in Sheet and request that all in attendance sign-in.
- D. Review and approval of previous Zoning Board Meeting Minutes.
- E. References to Legal Notices-their availability at the meeting and attesting to the date(s) of publication.
- F. The Chair shall open each Public Hearing or matter being considered by the Board.
- G. The Chair shall recognize the applicant and ask for testimony concerning the matter that is before the Zoning Board of Appeals.
- H. All Public Hearings will be conducted and, upon resolution of the Board, each Public Hearing will either be closed or continued. If continued, the Public Hearing will be continued to a specific date and time. If no specific date and time is decided upon, a new public notice shall be required. If closed, the Board shall have up to 62 days from the date of closing the Public Hearing to take action upon said application.
- I. The order of the meeting agenda will be first to conduct any continued Public Hearing(s) before hearing any new applications.
- J. In the event there are no continued Public Hearings, then the Board shall follow the order shown upon the public meeting agenda sheet.
- K. Should an applicant (or a designated agent) not be present when his/her application is called, then the application shall be moved to the end of the Public Hearing(s).
- L. Should an applicant (or a designated agent) not appear before the Board on the night of the public meeting, then the Board shall table the application and continue the Public Hearing to the next scheduled meeting of the Board. In addition, the Board shall direct the Code Enforcement Officer to provide written notification to the applicant of the date and time for the Board's next public meeting and request his/her attendance.

- M. A Public Hearing upon an application may be continued by the Board for a longer period of time based upon an applicant's written request setting forth the reasons for such an extended time period.
- N. Failure by the applicant to appear before the Board at the next scheduled Public Hearing and/or meeting may result in the Board taking action to deny without prejudice the requested application. In such an event, the applicant shall make a new application and pay a new fee for said application.
- O. Only the Town Board may waive an application fee.
- P. Any document(s) submitted, either by an applicant, his/her agent, or any person present at the convened Public Hearing, after the opening of the Public Hearing, may result in a tabling of the application and an automatic continuation of the Public Hearing to the next scheduled public meeting. This will enable both the Board members and the general public an opportunity to review the newly submitted material.
- Q. Following the close of (or the continuation of) a Public Hearing listed upon the public meeting agenda, the Board will then continue on to the next application listed upon the meeting agenda before making their findings and determination(s).
- R. All persons desiring to speak at a Public Hearing (or a public meeting) may be allowed to speak either during a Public Hearing, or during the public comment time listed upon the public meeting agenda. In no event may a person direct any question to an applicant, or any town Staff member. All matters to be discussed by the public shall be directed to the Chair of the Zoning Board of Appeals. The Chair is the only one who may recognize someone in attendance at the meeting.
- S. Once a Public Hearing has been closed, there shall be no discussion between the members of the Board, an applicant or a member of the public who is in attendance. Any point of concern identified during a Public Hearing that may require clarification will be directed by the Chair to Staff to obtain the information from the applicant. Staff will be directed to provide said information in writing to the Board either at, or prior to, the next public meeting.
- T. The Board will follow the guidelines set forth in the attached model forms for making its findings and determinations upon use variances, area variances, temporary use permits and/or interpretations.
- U. Following the Board's Decisions upon the applications under consideration, the Board will then enter into public comment time. Public comment time is an open forum for discussion of any matter pertaining to the Board that is not listed upon the Board's Meeting Agenda. Persons wishing to speak on a particular subject are encouraged to submit a written request to the Chair of the Board one week prior to the Board Meeting. All written requests will be addressed first by the Board. In the event a question is raised from the floor, the Chair of the Board reserves the right to have Staff review the matter and make a written report to the Board and to the public prior to the next Board meeting.
- V. Following the public comment forum, the Zoning Board will address Other Board Matters that have been brought to their attention by either Board Members or Town Staff.
- W. Following Other Board Matters, the Board will hear reports from the Director of Planning & Development and/or the Code Enforcement Officer.
- X. Following the completion of all of the items listed upon the Board's Meeting Agenda, the Board will give notice of the next tentative meeting date of the Board subject to receipt of application(s). In the event there are no new applications to be heard, the Chair shall notify the Development Office that the next tentative meeting will be canceled. Notices to this effect shall be published in the Town's Official Newspaper, posted on the Bulletin Board at the Town Hall and posted on the Town Website.

Y. Following the above, the Chair of the Board will then entertain a motion to adjourn the meeting.

**2. Official Decision Forms to be used by the Zoning Board of Appeals.**

The Board does hereby adopt and make part of these rules of procedure the attached forms as the Official Forms for Making Findings and Decisions upon Use Variances, Area Variances and Temporary Use Permits. Copies of these documents may be obtained from the Town Development Office or viewed on-line at the Town of Farmington's Web-site [www.townoffarmingtonny.com](http://www.townoffarmingtonny.com). At the time of adoption of these Rules of Procedure, there is no Guideline or Official Form for the Board to use to hear an appeal to an interpretation made by the Code Enforcement Officer.

**3. Agendas and Legal Notices**

Copies of all Legal Notices shall be available in the Town Development Office and the Town Clerk's Office not later than five (5) business days prior to the day of the scheduled meeting. In addition, a copy of the legal notice(s) for each meeting shall be posted on the Official Bulletin Board located in the upper level entranceway to the Town Hall and on the Town's Official website [www.townoffarmingtonny.com](http://www.townoffarmingtonny.com). Draft Meeting Agendas will be received by Board Members and the Clerk of the Board along with the packets of information, on or before the Friday prior to the Board Meeting. Copies of the Meeting Agenda, draft resolutions and Legal Notices shall be available in the meeting room by 6:45 p.m. on the day of the scheduled meeting.

**4. Public Hearings**

All Public Hearings shall commence with the Chair reading the application under consideration by the Board. Then the Chair will call upon the applicant (or his/her agent) to make a formal presentation to the Board. As a matter of policy, the Board will not take action until the applicant or agent has attended the Public Hearing and made a presentation to the Board. If the applicant is not the owner of the property for which the application is made, the applicant must have the owner certify in writing that there are no objections to the application being made on his/her behalf.

Next, Town Staff will be given the opportunity to discuss the application. The Code Enforcement Officer will report whether or not the applicant has duly posted the subject property and whether or not said public notice sign has been returned by the applicant. Town Staff will also identify whether or not a County Planning Referral has been received. The Staff shall identify the County Referral Number, the Class of Action as determined by the County and their recommendation. This information shall also be placed upon the Official Decision Form referenced above herein. The Board shall identify the Type of Action under review, as first defined in the State Environmental Quality Review (SEQR) Regulations.

Once this information has been entered into the Public Hearing record, the Board Chair will open the meeting to the public. After first providing their names and addresses for the record, all persons speaking shall address the Chair. The Chair may, in turn, redirect the question or concern to another person. In no event, shall the public have the right to demand an answer to a specific question from a member of the Board or Town Staff. The Chair may limit the time each person can speak on a pending application. Once the Chair has

determined that everyone has had an opportunity for input, the Chair may recognize a person wishing to speak again on the application.

In the event a petition or other written documentation is submitted as evidence, the material shall be given to the Board's Chair. Upon review by the Chair, the Clerk of the Board shall be instructed to make copies thereof and to distribute them to all Board Members, Town Staff and the Applicant, within three business days of the date of the Public Hearing. When this occurs, the Board shall continue the Public Hearing to the next regularly scheduled Board meeting, or establish a time, date and location for the continuation of the Public Hearing. Such action will afford anyone present an opportunity to see new information previously not within the public files. Any application for which a Public Hearing is continued requires the applicant to continue to post the Public Notification Sign on the subject property until such time as the Public Hearing has been closed.

All Public Hearings will either be closed or, when appropriate, adjourned until the next Board Meeting. The Board reserves the right to schedule an additional [or special] public meeting to hear comments at a continued Public Hearing. All public meetings shall be held in accordance with the time line established in the various sections of the New York State Town Law.

After Town Staff and the public have commented on the application, the Board members shall have the opportunity to discuss the application. The Chair shall recognize each member present and request any comment on the pending application.

**5. Motions, when in order**

When a question is under debate/discussion, no motion shall be received except a motion to amend the question, to put the question to a vote, to adjourn it to a day certain, to lay it on the table, to commit to Staff or legal counsel, or a motion to adjourn the Board.

**6. Resolutions, draft copies.**

When draft resolutions have been prepared by Town Staff for the Board to review and consider at their public meeting and, when copies of said draft resolutions have first been provided to the Board members, then such documents shall also be made available electronically to the applicant when possible and provided they have submitted an email address as part of the application process. In addition, upon request thereof, draft resolutions shall be made available to the public pursuant to Article Six, Section 103 of the Public Officers law, to the extent determined practicable as determined by the Board prior to the meeting during which the record will be discussed. In addition, every effort shall be made to post such records upon the Town website [www.townoffarmingtonny.com](http://www.townoffarmingtonny.com). All draft resolutions shall be shadow marked with the word Draft across each page of the resolution.

**7. Voting**

The members of the Board shall be eligible to vote upon the Board Meeting Minutes only when they were present for the meeting. When a Board member was not in attendance at the Public Hearing, it should be noted in the record that the member has read the Public Hearing record and feels that he/she is prepared to make an informed decision upon the application.

The members of the Board shall, at the outset of any application, give public notice of their financial or other private interests in any project that is pending before the Board. Where such disclosure is made, the Board Member shall comply with Article 18 or any amendments thereto of the General Municipal Law, Relating to Conflicts of Interest as well as the Code of Ethics of the Town of Farmington, contained in Chapter 17 of the Farmington Town Code. In all matters voted upon by the Board, there must be a majority of the entire membership of the Board voting the same way in order for an action to be approved or modified. Failure of the Board to reach a majority vote on an application results in the application being automatically denied.

All Board Members must record their action by a voice vote taken upon any resolution and duly recorded in the Minutes.

**8. Votes, when recorded**

The ayes and nays upon a question shall be taken and entered into the Minutes of the public record. All votes taken shall be taken by roll call vote of the entire Board membership. Board Members may abstain from voting. When a Board Member exercises this right, it is not necessary for the Board Member to state their reason(s) for abstaining unless there is disclosure of a conflict of interest associated with any application.

The Board may waive the requirement to read into the public record the standard resolutions for all Type 2 Actions under SEQR. When so approved, the Board must still take action to accept a Type 2 Determination of Significance upon such a resolution by a voice vote.

**9. County Planning Recommendations and Board Voting Requirements**

In the instance where there is an Ontario County Planning Referral made under the provisions of Section 239 of the New York State General Municipal Law and the County Planning Board recommends modification or denial of an application, the Board, in order to override the County's recommendation, must have a majority plus one vote of the entire membership of the Board (or 4 of the 5 Board Members voting the same way). Said action must be based upon a separate resolution setting forth the reasons for the Board's intent to over-ride the County Planning recommendation. All Board Members must record their action by a roll call vote taken upon such matters.

Failure by the Board to override the County's recommendation and approve the application by a majority plus one vote of the entire board results in a denial of the application. In the event the Board does override the County's recommendation, the Board shall by separate resolution set forth its reasons for overriding the County and must file a copy of said resolution with the County within the time frame prescribed in the General Municipal Law.

For any application referred to Ontario County Planning, a certified copy of the final action taken shall be filed by the Clerk of the Board within thirty (30) days after final action is taken.

**10. Privilege of the Floor**

Any person, upon request made during Public Comment Time on the meeting agenda, may address the Board upon a matter of public concern. The time allotted for addressing the Board shall be limited by the Chair depending upon specific circumstances. In no

instance shall the Privilege of the Floor be used to make additional comments on an application pending before the Board.

**11. Public Notification**

Public notice shall be given in the manner prescribed by New York State Town Law and the posting requirements set forth in the Farmington Town Code. In addition, public notice shall be given by posting the notice upon the Town's website [www.townoffarmingtonny.com](http://www.townoffarmingtonny.com) at least five (5) business days prior to said meeting.

When an application has been continued by the Board, the posting of the Public Notification Sign shall continue to be displayed upon the subject site.

All applications that are to appear before the Board shall require the posting of the Public Notification Sign on the subject site. Failure to post the Public Notification Sign shall result in the Board taking action to continue its deliberation until the next public meeting date of the Board so as to provide public notification of a pending application.

**12. Decision Notification**

Within five (5) business days of the Board's decision having been made upon an application, the Clerk of the Board shall file a certified copy of said decision with the Town Clerk and provide copies thereof to the applicant and the Town Development Office.

**13. Draft Meeting Minutes**

The Board Members shall be mailed electronically draft Meeting Minutes within ten (10) business days of the date of the subject meeting.

**14. Corrections to Draft Meeting Minutes**

The Board Members shall, whenever possible, notify the Clerk of the Board of all corrections to the Meeting Minutes prior to the date of the next Board meeting. Any suggested corrections will be sent to all Board members at the same as notification to the Board Clerk.

**15. Approved Meeting Minutes**

The Board, after having reviewed the Draft Meeting Minutes, will (as part of the public meeting record) take action to accept the Minutes either with or without corrections. Once the Minutes have been accepted, the Clerk of the Board shall file certified copies with the Town Clerk's Office and the Development Office within five (5) business days.

**16. Recordings of Board Meetings**

Recordings of the proceedings of the Board meetings shall be maintained by the Clerk of the Board for a period of four (4) months after the transcription and approval of the Minutes and proceedings by the Board. When requested by the Chair of the Board, said tapes shall be maintained by the Clerk of the Board of a period of time specified by said Chair. Currently, this period is one year.

**17. Duties and Responsibilities**

The duties and responsibilities of the Board are set forth in the New York State Town Law and the Farmington Town Code. In addition to these responsibilities, all Board Members will attempt to visit each site prior to the Public Hearing. All Board Members shall also be familiar with the provisions of the Town Code pertaining to the application. All Board

Members shall follow the criteria listed in New York State Town Law when acting upon an application. Whenever relief is granted by the Board, it shall be the minimum relief deemed necessary.

**18. Acting Chair**

The Board shall appoint an Acting Chair in the event the Board Chair will be absent at a meeting. For 2015, the Acting Chair will be Wesley Pettee or Tim DeLucia

**19. Training**

Board Members shall attend annual training per requirements established by the Farmington Town Board. Currently, the training requirements are as follows:

1. *Pursuant to the provisions of New York State Town Law, Sections 267 and 271, all Planning Board and Zoning Board of Appeals members, as well as any alternate members and the Town's representative on the Ontario County Planning Board, shall be required to complete at least:*
  - a. *Twelve (12) hours of suitable training during the first full calendar year of their term of office; or*
  - b. *Nine (9) hours of suitable training during the remaining nine months, of the first full calendar year, of their term of office; or*
  - c. *Six (6) hours of suitable training during the remaining six months, of the first full calendar year, of their term of office; or*
  - d. *Four (4) hours of suitable training during the remaining three months, of the first full calendar year, of their term of office; and then*
  - e. *Eight (8) hours of suitable training, each year, for the remaining term of office.*
2. *The authority to determine suitable training is hereby established by the Town Board and shall consist of training seminars, conferences or courses sponsored by the Ontario County Planning Department, the Monroe County Planning Department, the New York State Department of State, the New York Planning Federation, the Genesee/Finger Lakes Regional Planning Council, the New York State Department of Environmental Conservation, the New York State Department of Health, the New York State Association of Towns, the New York State Department of Transportation, the U.S. Army Corps of Engineers, or any other group or organization, first approved by the Town Board.*
3. *The training requirement may be satisfied by educational activities substantially devoted to planning, zoning, or other land use issues, such as 1) attending conferences, seminars or workshops; 2) participating in on-line training or tutorials; 3) attending fully accredited New York State colleges; 4) reading journal articles or books; or 5) any other educational activities considered acceptable by the Town Board. Training may be offered by a municipality, regional or county planning office or commission, county, regional or state planning federation, state agency, statewide municipal association, college or university or other similar entity.*
4. *A record of annual completion of training shall be maintained by the Chairpersons of the Town Planning Board and the Town Zoning Board of Appeals and copies of all Certificates of Attendance shall be provided to the Town Board (send to the Confidential Secretary to the Supervisor, who will provide copies in Town Board Correspondence) and Town Clerk, on or before December 31<sup>st</sup> of each calendar year. Eligibility for reappointment to these Boards shall be conditioned upon completion of the minimum number of hours for training prior to the end of each calendar year.*
5. *After the first full year of appointment, suitable training in excess of eight (8) hours per calendar year may be accumulated and carried over into the succeeding calendar year, with the maximum of four (4)*

*hours being credited in the succeeding calendar year for the purpose of satisfying these training requirements. In no event shall excess training be accumulated and carried over into any additional year of the member's remaining term of office.*

6. *Suitable training for the Town's representative on the Ontario County Planning Board shall be the minimum established by the County and shall be in addition to the eight (8) hours of annual training mandated for Town Planning Board and Town Zoning Board of Appeals members specified above herein.*
7. *Suitable training, up to a maximum total of twelve (12) hours, for the person that is identified by the Town Board who is to be appointed to serve either on the Town Planning Board, or the Town Zoning Board of Appeals, may be accumulated during a maximum period of up to twelve (12) months prior to appointment, on either Board, by the Town Board. In the event said person receives less than the maximum of twelve (12) hours, then the total number of hours of suitable training received during the twelve (12) month period prior to appointment may be combined with additional suitable training received during the first year of appointment, up to a maximum of twelve (12) hours, to satisfy the first full calendar year's requirement for training.*
8. *The respective Chairpersons of the Planning Board and Zoning Board of Appeals shall not exceed the budgeted contractual lines in their respective budgets in paying for the training (when required) without the expressed approval of the Town Board with a budget amendment approved by the Town Board.*

**20. Annual Summary Report**

The Chair of the Zoning Board of Appeals shall provide to the Town Board an annual summary report describing the ZBA's conformance to training requirements, significant matters under review during the prior calendar year, key personnel changes, and plans for the coming year. This report shall be submitted to the Town Supervisor not later than first Town Board meeting following the first ZBA meeting of the following year.

**21. Amendments**

These Rules of Procedure may be amended from time to time by the Board upon resolution to amend.

**22. Filing of Rules of Procedure**

All adopted Rules of Procedure shall be filed with the Town Clerk's Office and the Town Development Office, posted on the Town website and made available for public inspection upon demand.

**23. Effective Date**

All adopted Rules of Procedure shall become effective upon their filing in the Office of the Farmington Town Clerk.

**24. Distribution**

Certified copies of the Board Rules of Procedure shall be filed by the Clerk of the Board with the members of the Zoning Board of Appeals, the Town Clerk, the Town Board, the Town Attorney, the Town Code Enforcement Officers, the Town Development Office Administrator and the Town Director of Planning and Development. An electronic copy shall be provided to all the ZBA members.

**25. Conflict with New York State Town Law or Farmington Town Code**

If any of these Rules of Procedure conflict with New York State Town Law, or any section of the Farmington Town Code, the text of said Law or Code shall take precedence and that

(those) portion(s) of these Rules of Procedure shall be amended accordingly. In any event, only the portion(s) found to be in conflict shall be amended with the remainder of the rules retaining their effectiveness.

**26. New Information Received**

In the event an applicant submits new information pertaining to a matter under consideration by the Board, and provided the Board has not closed the Public Hearing record, said Board may consider such new information provided the public has been provided the opportunity to review and comment upon the new information. However, once the Board has closed the Public Hearing, no new information may be received or considered by the Board when rendering its decision.

**27. Rehearing/Reconsideration of Actions**

The Board may not reconsider or recall a decision made upon an application. A new application may be considered by the Board as the result of a majority plus one vote of the Board and based upon the findings set forth in Chapter 165, Section 97.C of the Farmington Town Code.

**BE IT FINALLY RESOLVED** that the Board does hereby direct the Clerk of the Board to file certified copies of these Rules of Procedure along with the above referenced attachments hereto with all persons listed in #22 above as well as to cause the placement of these Rules of Procedure with the attachments on the Town's Official Website.

The above Resolution was offered by Cyril Opett and seconded by Timothy DeLucia at a regularly scheduled meeting of the Town of Farmington Zoning Board of Appeals, held on Monday, February 23, 2015.

Following discussion thereon, the following voice vote was taken and recorded:

Timothy DeLucia	Aye
Cyril Opett	Aye
Wesley Pettee	Aye
Ann Vu	Aye

I, Sarah Mitchell, Clerk of the Board, do hereby certify the accuracy of the above resolution and to it being acted upon by the Board at their meeting on Monday, February 23, 2014.

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Sarah Mitchell, Clerk of the Board

Attachments: ZBA 2015 Model Form Area Variance  
ZBA 2015 Model Form Use Variance  
ZBA 2015 Model Form Temporary Use Permit

*C: My Docs. ZBA Rules of Procedure. 2015*

**TOWN OF FARMINGTON  
ZONING BOARD OF APPEALS  
USE VARIANCE FINDINGS & DECISION**

**Applicant:** \_\_\_\_\_ **File: ZB #** -15  
**Zoning District:** \_\_\_\_\_  
**Published Legal Notice on:** \_\_\_\_\_  
**County Planning Action on:** \_\_\_\_\_  
**County Referral: #** \_\_\_\_\_  
**Public Hearing held on:** \_\_\_\_\_

**Property Location:** \_\_\_\_\_

**Use for which variance is requested:** \_\_\_\_\_

**Applicable Section of Town Code: Chapter 165, Article , Section .**

**Permitted Uses within Existing Zoning:** \_\_\_\_\_

**Special Permitted Uses within Existing Zoning:** \_\_\_\_\_

**CRITERIA:** No use variance will be granted without a showing by the applicant that applicable zoning regulations and restrictions have caused unnecessary hardship. The following tests must be proven for each and every use allowed by zoning on the property, including the uses allowed by Special Use Permits.

1. The applicant cannot realize a reasonable return, as shown by competent financial evidence. The lack of return must be substantial.      Yes      No

<b>Proof:</b> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	<b>Illustrations of Financial Evidence:</b> -Bill of sale for the property, present value of the property, expenses for maintenance -Leases, rental agreements -Tax bills -Conversion costs (for a permitted use) -Realtor's statement of inability to rent/sell
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2. The alleged hardship to the property is unique. (Note: the hardship may not apply to a substantial portion of the zoning district or neighborhood.)  Yes  No

<b>Proofs:</b> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	<b>ILLUSTRATIONS OF UNIQUENESS:</b> -Topographic or physical features preventing development for a permitted use -Why would it be possible to construct the applicant's proposal and not any of the permitted or special permitted uses? Board member observations of the property and the surrounding area.
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3. The requested use variance, if granted, will not alter the essential character of the neighborhood.  Yes  No

<b>Proofs:</b> _____ _____ _____ _____ _____ _____ _____ _____	<b>ILLUSTRATIVE NEIGHBORHOOD CHARACTER FACTORS:</b> Board member observations of neighborhood -Expected effect of proposal on neighborhood, for example, change in parking patterns, noise levels, lighting or traffic
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4. The alleged hardship has been self-created.  Yes  No

<b>Proofs:</b> _____ _____ _____ _____ _____ _____ _____ _____ _____	<b>SELF CREATED:</b> -What were the permitted uses at the time the property was purchased by the applicant? -Were substantial sums spent on remodeling for a use not permitted by zoning? -Was the property received through inheritance, court order or divorce?
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**DETERMINATION OF THE ZONING BOARD OF APPEALS  
BASED UPON THE ABOVE FACTORS**

The Zoning Board of Appeals, after reviewing the above four proofs, finds:

- That the applicant has failed to prove unnecessary hardship through the application of the four tests required by the state statutes.
  
- That the applicant has proven unnecessary hardship through the application of the four tests required by the state statutes. In finding such hardship, the Board shall grant a variance to allow use of the property in the manner detailed below, which is the minimum variance that should be granted in order to preserve and protect the character of the neighborhood and the health, safety and welfare of the community.

Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONDITIONS**

The Zoning Board of Appeals further finds that the following conditions are necessary in order to minimize adverse impacts upon the neighborhood or community, for the following reasons:

Condition #1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adverse impact to the minimized: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Condition #2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adverse impact to be minimized: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOW, THEREFORE, BE IT RESOLVED** that the Board in making this Determination has satisfied the procedural requirements under New York State Town Law and the Town of Farmington Town Code and directs this Resolution be placed in the public file on this Action.

The above Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ at a regularly scheduled meeting of the Zoning Board of Appeals held on Monday, \_\_\_\_\_, 2015. Following discussion, a vote was recorded:

Timothy Delucia      TBD  
Cyril Opett -        TBD  
Wesley Pettee        TBD  
Ann Vu                -      TBD

**I, Sarah Mitchell, Clerk of the Board, do hereby attest to the accuracy of the above Resolution being acted upon and recorded in the minutes of the Farmington Zoning Board of Appeals for the \_\_\_\_\_, 2015 meeting.**

\_\_\_\_\_ L.S.  
**Sarah Mitchell**  
**Clerk of the Board**

*Copies of this Finding and Decision are to be filed with the Farmington Town Clerk, the Farmington Development Office and the Applicant within five (5) business days of the date of action.*



Based upon the above findings, the Zoning Board of Appeals hereby makes the following decision:

- \_\_\_ The request for the Temporary Use Permit is hereby granted.
- \_\_\_ The request for the Temporary Use Permit is hereby granted with the following conditions set forth below:
- \_\_\_ The request for the Temporary Use Permit is hereby denied.

The Zoning Board of Appeals hereby grants approval of the requested Temporary Use Permit with the following conditions:

1. The Temporary Use Permit is hereby granted for a period of \_\_\_\_\_ years that is to commence on \_\_\_\_\_ and terminate on \_\_\_\_\_.
2. The Temporary Use Permit is hereby granted with the understanding that the applicant will obtain Site Plan Approval and Sign Site Plan Approval from the Town Planning Board.
3. The Temporary Use Permit is hereby granted with the condition that the Sign meet all other requirements of the Town Code (i.e. Setback, size, lighting, etc.).
4. The Temporary Use Permit is hereby granted to the applicant for the sole purpose of \_\_\_\_\_.
5. There is to be no other use allowed with this Temporary Use Permit.
6. All landscaping required by the Town Planning Board is to be installed prior to the Code Enforcement Officer issuing a Certificate of Compliance for the Temporary Use Permit.
7. The proposed sign shall be maintained in good condition during the period specified above. At the end of the period, the sign shall be removed unless another Temporary Use Permit has been issued.

The Temporary Use Permit is hereby issued to \_\_\_\_\_ and is not transferable to a second party.

Upon the expiration of the requested Temporary Use Permit, the temporary use shall immediately cease and all structures relating to this permit shall be removed from the site and the site shall be returned to a condition acceptable to the Town Code Enforcement Official.

The above Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ at a regularly scheduled meeting of the Zoning Board of Appeals held on Monday, \_\_\_\_\_, 2014. Following discussion, a roll call vote was recorded:

Timothy Delucia	TBD
Cyril Opett -	TBD
Wesley Pettee	TBD
Ann Vu -	TBD

**I, Sarah Mitchell, Clerk of the Board, do hereby attest to the accuracy of the above Resolution being acted upon and recorded in the minutes of the Farmington Zoning Board of Appeals for the , 2015 meeting.**

\_\_\_\_\_ L.S.  
**Sarah Mitchell**  
**Clerk of the Board**

***Copies of this Finding and Decision are to be filed with the Farmington Town Clerk, the Farmington Development Office and the Applicant within five (5) business days of the date of action.***

**TOWN OF FARMINGTON  
ZONING BOARD OF APPEALS  
AREA VARIANCE FINDINGS & DECISION**

**Applicant:** **File: ZB # -15**  
**Zoning District:**  
**Published Legal Notice on:**  
**County Planning Action on:**  
**County Planning Referral #:**  
**Public Hearing held on:**

**Property Location:**

**Applicable Section of Town Code: Chapter 165, Article , Section .**

**Requirement for which Variance is requested:**

**FACTORS CONSIDERED & BOARD FINDINGS**

- 1. Whether an undesirable change would be produced in the character of the neighborhood or a detriment to nearby properties.  Yes  No**

**Reason:**

- 2. Whether the benefit sought by the applicant can be achieved by a feasible alternative to the variance:  Yes  No**

**Reason:**

- 3. Whether the requested variance is substantial.  Yes  No**

**Reason:**

- 4. Would the variance, if granted, have an adverse impact upon the physical or environmental conditions in the neighborhood?  Yes  No**

**Reasons:**

- 5. Whether the alleged difficulty was self-created.  Yes  No**

**Reason:**

**DETERMINATION OF THE ZONING BOARD OF APPEALS  
BASED UPON THE ABOVE FACTORS**

The Zoning Board of Appeals, after reviewing the above five factors, finds:

\_\_\_ That the benefit to the applicant **DOES NOT** outweigh the detriment to the Neighborhood or Community and, therefore, the area variance is **DENIED**.

\_\_\_ That the benefit to the applicant **DOES** outweigh the detriment to the Neighborhood or Community and, therefore, the area variance is **GRANTED**.

**Reason:**

**NOW, THEREFORE, BE IT RESOLVED** that the Board in making this Determination has satisfied the procedural requirements under New York State Town Law and the Town of Farmington Town Code and directs this Resolution be placed in the public file on this Action.

The above Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ at a regularly scheduled meeting of the Zoning Board of Appeals held on Monday, \_\_\_\_\_ 2015. Following discussion, a vote was recorded:

Timothy Delucia	TBD
Cyril Opett -	TBD
Wesley Pettee	TBD
Ann Vu -	TBD

I, Sarah Mitchell, Clerk of the Board, do hereby attest to the accuracy of the above Resolution being acted upon and recorded in the minutes of the Farmington Zoning Board of Appeals for the 2015 Meeting.

\_\_\_\_\_ L.S.  
Sarah Mitchell  
Clerk of the Board

***Copies of this Finding and Decision are to be filed with the Farmington Town Clerk, the Farmington Development Office and the Applicant within five (5) business days of the date of action.***

*C: Forms. # ZB 2015 Model Form Area Variance*