

**VILLAGE OF MONROE  
ZONING BOARD OF APPEALS  
MEETING  
DECEMBER 9, 2014  
MINUTES**

**PRESENT:** Chairman Baum and Members Margotta, McCarthy, Proulx, Vitarelli; Assistant Building Inspector Jim Cocks and Alternate Member Zuckerman

**ABSENT:** Kelly Naughton, Esq.

Chairman Baum called the meeting to order at 8:12 pm with the Pledge of Allegiance to the flag.

**1. Approval of Decision for Patrick and Alexis Davis – Area Variance**

On a motion made by Chairman Baum and seconded by Member McCarthy, it was unanimously: **Resolved that the decision be adopted.**

**Ayes – 5**

**Nays – 0**

**Absent – None**

**2. Adoption of Procedures and Policy for Adjourned Public Hearings**

The revised procedures and policy for adjourned public hearings appears as an Attachment to these minutes.

On a motion made by Member Vitarelli and seconded by Member Margotta, it was unanimously: **Resolved that the procedure for adjourned public hearings be adopted.**

**Ayes – 5**

**Nays – 0**

**Absent – None**

**ADOPTION OF MINUTES FROM NOVEMBER 9, 2014 MEETING**

Member Vitarelli requested that the second paragraph on page 2 be changed from, “Member Vitarelli felt” to, “Member Vitarelli stated.” Chairman Baum changed the second paragraph of the third page from, “Chairman Baum asked about the development at the back of the house” to, “Chairman Baum asked about the new development behind the applicants’ parcel.” Finally, on page four, middle paragraph, Chairman replaced the phrase, “Chairman Baum responded

that the applicant should” to, “Chairman Baum questioned whether the board wants the applicant to...”

On a motion made by Chairman Baum and seconded by Member Margotta, it was unanimously: **Resolved that the minutes be adopted with changes noted.**

**Ayes – 5**

**Nays – 0**

**Absent – None**

**NEW BUSINESS:**

The board recognized Member McCarthy for his 28 years of service to the Zoning Board of Appeals. The Board of Trustees re-appointed Member McCarthy to another five-year term in December 2014.

Tablets were distributed to the members of the board. Attorney Naughton will be given a tablet the next time she comes to a zoning board meeting.

**ADJOURNMENT:**

On a motion by Chairman Baum, seconded by Member Margotta, with all in favor, **there being no further business, the meeting was adjourned at 9:08 pm.**

**Ayes – 5**

**Nays – 0**

**Absent – None**

Respectfully submitted,



Elizabeth Doherty  
ZBA Secretary

**ZONING BOARD OF APPEALS  
Village of Monroe  
7 Stage Road  
Monroe, NY 10950  
(845) 782-8341**

**POLICY AND PROCEDURES FOR REQUESTS  
FOR ADJOURNMENTS OF PUBLIC HEARINGS**

WHEREAS, the Zoning Board of Appeals finds that adjourning public hearings results in the delay of the administration of the zoning law. The delay may lead to neighboring property owners not having a full and fair opportunity to comment on applications to which they may be interested. The delay may also impact the decision making process since the testimony received by Board Members may not be recalled over time; and

WHEREAS, it is the intent of the Zoning Board to dispose of an application in the same evening or, in the event an applicant requests an adjournment of the hearing to submit additional information, to only one adjourned meeting; and

WHEREAS, in order to have a uniform and consistent manner in dealing with adjournment requests, the Zoning Board of Appeals desires to adopt standard policies and procedures relating to request for the adjournment of public hearings.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Zoning Board of Appeals as follows:

1. After the initial public hearing, an applicant shall pay an appearance fee of \$50.00 each time the application is scheduled on an agenda for a continuation of the public hearing as a result of a request for an adjournment by the applicant.
2. Any additional information being submitted by the applicant must be submitted within ten (10) days of the next scheduled meeting or the applicant will not be permitted to proceed with the continuation of the public hearing at that meeting.
3. If an applicant is not ready to proceed with the continuation of the public hearing on the adjourned date, a request for an adjournment must be made in person on the date of the scheduled meeting or in writing by submitting a letter requesting the adjournment and setting forth a detailed explanation for the adjournment no later than 2:00 PM on the date of the scheduled meeting.
4. Any public hearing which is adjourned more than one month shall be re-noticed by the applicant by mailing a notice of the continuation of the public hearing in the same manner as the mailing required for the scheduling of a hearing.

**ATTACHMENT**  
**(Page 2 of 2)**

5. The Zoning Board shall have the right to alter the above policies and procedures upon good cause shown by the applicant that the adherence to such policies and procedures will cause undue hardship.

This resolution was moved by Member Vitarelli and seconded by Member Margotta.

The roll for this vote was as follows:

**Members Voting Aye**

Frank Vitarelli  
Dick McCarthy  
R. Daniel Margotta  
Debbie Proulx  
Paul S. Baum

**Members Voting Nay**

**Members Absent**

None

The Chairman declared the resolution carried and directed the Clerk to file this resolution and forward a copy of same to the Village Board of Trustees.

Dated: December 9, 2014

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Paul S. Baum, Chairman