

**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.
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

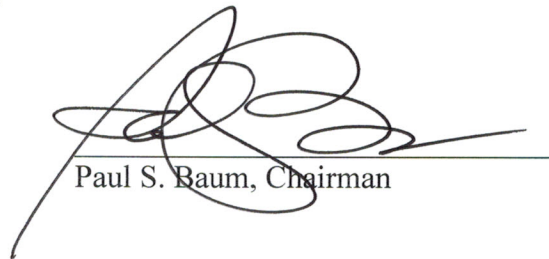
**Members Voting Nay**

**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



Paul S. Baum, Chairman