

**TOWN OF WINDSOR  
ZONING BOARD OF APPEALS**

**MEETING MINUTES**

**DATE:** November 19, 2014

**TIME:** 7:30 P.M.

**LOCATION:** Windsor Town Hall

**BOARD MEMBERS PRESENT:** Mahlon Guernsey, Chairman  
Heather Gordon, Secretary  
Douglas Fuller  
David Kohlbach  
Lisa Goetz

**BUSINESS DISCUSSED:**

The October 15, 2014 meeting minutes were reviewed and approved by Board members. The Board discussed variances in general and the criteria (The four hardship tests) that need to be considered for every variance. The Board members also discussed whether or not the ZBA should be sending decisions regarding variances to the Planning Board and the Town Board. Secretary Gordon stated that she sends a notice of decision for all variance applications to the Town Clerk, and the Code Enforcement Officer and also posts the decision on the bulletin board in the Town Hall. In addition, all ZBA meeting minutes and public hearing minutes are posted on the Town website, which details all of the board's activities and decisions. Chairman Guernsey cited Article X Section 93-48B of the Town Zoning codes which stipulates that the ZBA shall notify the Town Board, administrative officers and the Town Planning Board of each special use permit and each variance granted under the provisions of that chapter. Also, Secretary Gordon consulted a NY State ZBA publication which stated that decisions of the Board shall be filed in the Town Clerk's office and shall be a public record. The Board members agreed that what Secretary Gordon is doing to notify various parties of the decisions of the board is sufficient.

**NEXT MEETING:** December 17, 2014 at 7:30 P.M.

Respectfully Submitted,  
Heather Gordon, Secretary