

Planning Board Member Job Description:

The primary purpose of these Boards is for the maintenance of a satisfactory living environment in the Town of Windsor, New York. This means good housing, in good neighborhoods, properly fitted to a convenient and efficient physical structure for the entire community, satisfactorily situated with respect to sound economic opportunity and adequately provided with those facilities and services that contribute to social integrity, cultural advancement and spiritual satisfaction.

Requirements:

- Windsor Resident
- A minimum of four (4) hours of approved training annually. Training shall be as required by the State of New York Law and the Town Board. *(Trainings are available online and are no charge)*

Duties:

- Attend Planning Board meetings.
- Keep informed of materials and topics and tools of the Planning Board.
 - Zoning Ordinances.
 - By-Laws.
 - Rules and regulations (Policies).
 - Town Comprehensive Plan.
 - Municipal Laws.
 - Zoning Map.

Meetings:

- The last Wednesday of the month at 7:30 P.M., at the Town of Windsor Town Hall.
 - Special meetings and work sessions as deemed necessary.
 - Any news releases agreed on prior to adjournment.

Term of Office:

- 5 - year term appointed by Town Supervisor and Town Board, under both Town and Municipal Law

Zoning Board of Appeals Member Job Description:

The primary purpose of this Board in the Town of Windsor, New York is to allow “For or Against” applicants for either a “Use Variance” or “Area Variance” to be described as:

- (a) “Use Variance” shall mean the authorization by the Zoning Board of Appeals for the use of land for a purpose which is otherwise not allowed or is prohibited by the applicable zoning regulations.

- (b) “Area Variance” shall mean the authorization by the Zoning Board of Appeals for the use of land in a manner which is not allowed by the dimensional or physical requirements of the applicable zoning regulation.

Requirements:

- Windsor Resident
- A minimum of four (4) hours of approved training annually. Training shall be as required by the State of New York Law and the Town Board. *(Trainings are available online and are no charge)*

Duties:

- Attend ZBA Board meetings.
- Keep informed of materials and topics and tools of the ZBA.
 - Zoning Ordinances.
 - By-Laws.
 - Rules and regulations (Policies).
 - Town Comprehensive Plan.
 - Municipal Laws.
 - Zoning Map.

Meetings:

- The second Thursday of the month at 6:30 P.M., at the Town of Windsor Town Hall.
 - Special meetings and work sessions as deemed necessary.

Term of Office:

- 5 - year term appointed by Town Supervisor with Town Board approval.