

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.

Zoning & Planning Training

Members are required to have 4 hours of training per year.

Dept. of State –

<https://dos.ny.gov/training-assistance#:~:text=Members%20of%20planning%20boards%20and,hours%20of%20training%20a%20year>

County Planning -

https://gobroomecounty.com/planning/training?_gl=1*7232d0*_ga*MTIxNTMyMzY5LjE2NTcxMTU0NzQ.*_ga_320950470*MTY5OTk4OTM2NC4zMjE2OTk5ODkzODAuMC4wLjA.*_ga_LTQFP9D4QT*MTY5OTk4OTM2NC4yOC4xLjE2OTk5ODkzODguMC4wLjA.&_ga=2.212898708.1035507465.1699989365-121532369.1657115474