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The Zoning Board of Appeals Course

General Information

October 3-24, 2000

SUNY ESF
Syracuse, NY

*Sponsored By—
Continuing Education Program in Community Planning,
Faculty of Landscape Architecture and
ESF Continuing Education*

Zoning ordinances and laws provide the legal means by which a community can guide its own development. The effectiveness of these regulations, however, depends primarily on how they are administered. This four-session course is designed to give local officials and interested citizens a legal framework for understanding the powers and duties of the zoning board of appeals.

Course topics:

October 3: **Introduction**

Board Member Requirements: Appointment; Training; Removal from office; Conflicts of interest; General powers; Open meetings law

Meeting Procedure: Decision-making; Resolutions; Hearing guidelines; Article 78 time limits

October 10: **Application Process:** Jurisdiction; Who can appeal; How and when to appeal; Referrals

Appellate Process: Article 78 Proceedings

Liabilities to Municipalities

Takings: Recent U.S. Supreme Court decisions

October 17: **Public Hearing—Decision Making:** Statute requirements; Minutes; Required attendance; Procedures; Practical tips on running hearings; Rules of evidence; Inspection of premises; Pre- and post-hearing discussions; Adjournments; Executive session; Decisions: Time of decision; Making findings of fact; Drafting; Filing

Permitted Actions: Forms of relief— Area variance, Use of variances, Special permits, Interpretation, Site plan approval; Actions available to the Board; Decision form, timing, and filing.

October 24: **Use Variance Statutory Standards:** Deprivation of all economic use; Hardship unique to property; Character of neighborhood; Not self-created; Minimum variance

Area Variance: Balancing test; Factors to be considered

Imposing Conditions

State Environmental Quality Review Act

For information, call Horace Shaw at (315)470-6891.

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Instructors

Sarah Grace Campbell, has practiced law for the past eight years at the law firm of Hancock & Estabrook, LLP. Her practice is concentrated primarily in zoning, planning, and land use. She has represented both municipal clients and developers, as well as community groups in all aspects of land use including Article 78 proceedings, development permitting at both the local and state levels, infrastructure development (creation of sewer, water and other special improvement districts), annexation and local law development and implementation. Sarah currently represents the Village of Fayetteville Planning, Zoning and Historic Preservation Boards. She also teaches in SUNY-ESF's ***Basic Planning Board Course***.

Ronald S. Carr, partner at Melvin & Melvin, LLP. As a principle part of his practice over the last 20 years, Mr. Carr has represented municipalities and developers before boards and municipalities. He is currently attorney for the Camillus zoning board, and has represented and consulted with numerous Onondaga and Oswego county towns, villages, and their zoning and planning boards.

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Registration Information

Simply fill out and mail the registration form with your workshop deposit or fee. To tentatively reserve a space, call ESF Continuing Education at (315) 470-6891, or FAX (315) 470-6890.

Enrollment is limited. Please register early to ensure your place.

Times/Dates: Tuesdays, 6:30-9:00; October 3-24, 2000

Location: SUNY ESF, Syracuse, NY. Directions will be sent with your confirmation.

Workshop Fees, payable to SUNY ESF: \$175

Registration Deadline: September 26, 2000

Refunds: Participants who wish to withdraw from this program must give written notice ten days prior to course to receive a full refund. A \$25 cancellation fee will be retained after that, however, no refunds will be granted if notice is received the day of the course or after. The course is meant to be taken in its entirety by each participant; substitutions are not encouraged. SUNY ESF reserves the right to cancel this program in the event of insufficient registrations; full refunds will be made in such case.

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Registration Form

Please print and fax or mail to ESF Continuing Education

Name _____
Organization _____
Address _____
City _____ State _____ Zip _____
email _____ Phone (____) _____ Fax (____) _____

Register me for The Zoning Board of Appeals Course: October 3-24, 2000

Enclosed is my workshop fee,

Fees: \$175

Credit Card Payment: VISA Mastercard Account Number: _____

Signature : _____ Expiration Date: _____

Special needs: _____

Mail form to: ESF Continuing Education, SUNY College of Environmental Science & Forestry, Syracuse, NY 13210-2784

FAX: 315-470-6890

Registration Deadline: September 26, 2000