

TAB: Part II. Administrative Procedures for Development
SECTION: A. Local Planning and Zoning Administration
SUBJECT: A-4. Functions of the Various Boards and Municipal Officials in Local Planning and Zoning Administration

FUNCTIONS OF THE VARIOUS BOARDS AND MUNICIPAL OFFICIALS IN LOCAL PLANNING AND ZONING ADMINISTRATION

The legislative board (Town Board, Village Board of Trustees, City Council)

- Adopts and amends the zoning law (or ordinance), and other local laws and ordinances.
- Approves subdivision regulations, master plan, highway standards, landscape design guidelines, and other regulations and guidelines prepared by the planning board.
- Approves planning board or ZBA bylaws governing procedures to be used in administering laws, ordinances and regulations.
- Adopts construction standards for the acceptance of roads as public highways, drainageways, sewer and water facilities, etc.
- Appoints members of the planning board and Zoning Board of Appeals (ZBA).
- Appoints the chairpersons of the planning board and ZBA.
- May delegate the approval of special permits (under zoning) to the planning board or the ZBA, or may choose to retain this responsibility itself.
- May delegate the approval of site plans to the planning board or the ZBA, or may choose to retain this responsibility itself.
- May delegate the approval of subdivision plats to the planning board, or may choose to retain this responsibility itself.
- May institute an action for an injunction or criminal proceedings against violators, or may authorize the Enforcement Officer to do so.
- Creates water, sewer and other special districts.
- Approves annexations.
- Appropriates funds for community improvements.
- Accepts roads as public highways, recreation and other lands, sewer and water lines, as public property.
- Provides budget and staffing, if any, for planning and zoning activities.
- May employ planning consultants.

Planning Board

A. General Functions

- Submits an advisory opinion on zoning amendments, special permits, annexations and similar actions, if so authorized or requested by the legislative board.
- Serves as the "watchdog" for the long-term orderly development of the community.
- May make any investigations, maps, reports and recommendations concerning local planning and development as it thinks necessary or desirable.
- Prepares or updates a comprehensive master plan for the community.

B. Regulatory Functions

If authorized to do so by the legislative board, the planning board exercises the following regulatory authority.

- Reviews and approves land subdivision plats.
- Reviews and approves site plans.
- Reviews and approves special or conditional use permits under Zoning.
- May act as the review and approval board for other laws, ordinances or regulations, such as an historic district law.

Zoning Board of Appeals

A. Duties under zoning as required by state law

- Hears appeals from a decision of the zoning enforcement officer or any official charged with the enforcement of the zoning law. The ZBA may reverse a decision of the official.
- Interprets the zoning law, and makes judgments on its meaning in specific cases.
- Issues variances (use variances and area variances).
- Hears direct appeals for an area variance from applicants seeking subdivision approval, site plan review or issuance of a special use permit.

B. The ZBA may be authorized to do the following.

- Review and approve special use permits.
- Review and approve site plans.

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Zoning Enforcement Officer (ZEO)

- Issues zoning permits.
- Reviews applications for zoning permits for compliance with regulations.
- Makes site inspections to insure compliance with regulations.
- Issues a Notice of Violation and/or Stop Work Order to violators.
- If so authorized by the legislative board, may institute an action for an injunction or criminal proceedings against violators.
- Maintains all zoning records for the municipality.
- Forwards applications to appropriate board(s) for site plan approval, a special use permit, or a variance.
- Answers questions citizens may have concerning the zoning law, and assists applicants in preparing applications.
- Attends meetings of the Zoning Board of Appeals, planning board, and legislative board at their request.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity of the financial statements and for providing a clear audit trail. The records should be kept up-to-date and should be easily accessible to all relevant parties.

2. The second part of the document outlines the various methods used to collect and analyze data. These methods include interviews, surveys, and focus groups. Each method has its own strengths and weaknesses, and it is important to choose the most appropriate method for the specific research objectives.

3. The third part of the document describes the process of data analysis. This involves identifying patterns and trends in the data, and then interpreting these findings in the context of the research objectives. It is important to use a systematic and transparent approach to data analysis to ensure the reliability of the results.

4. The fourth part of the document discusses the importance of reporting the results of the research. This involves presenting the findings in a clear and concise manner, and providing a detailed explanation of the methods used and the limitations of the study. It is important to ensure that the results are presented in a way that is easy to understand and that is accessible to all relevant parties.

5. The fifth part of the document discusses the importance of ethical considerations in research. This involves ensuring that the research is conducted in a way that is respectful of the rights and privacy of all participants. It is important to obtain informed consent from all participants and to ensure that the data is stored and handled in a secure and confidential manner.

6. The sixth part of the document discusses the importance of ongoing evaluation and improvement of the research process. This involves regularly reviewing the progress of the research and making adjustments as needed to ensure that the research is conducted in a timely and efficient manner. It is important to seek feedback from all relevant parties and to use this feedback to improve the quality of the research.

7. The seventh part of the document discusses the importance of disseminating the results of the research. This involves presenting the findings at conferences and in journals, and making the results available to all relevant parties. It is important to ensure that the results are presented in a way that is clear and concise and that is accessible to all relevant parties.

8. The eighth part of the document discusses the importance of maintaining the integrity of the research process. This involves ensuring that the research is conducted in a way that is free from bias and that the results are presented in a way that is accurate and honest. It is important to ensure that the research is conducted in a way that is transparent and that all relevant parties are kept informed of the progress of the research.