

**TOWN OF STILLWATER  
STILLWATER TOWN HALL**

**ZONING BOARD OF APPEALS**

**Meeting Minutes**

**June 24, 2013**

**Present:** Chairperson James R. Ferris (JF)  
Donald D'Ambro (DD)  
William Ritter (WR)  
Richard Rourke (RR)  
Christine Kipling (CK)

**Also Present:** Daryl Cutler (DC), Attorney for the Town  
Paul Cummings (PC) from The Chazen Companies  
Ray Abbey (RA), Code Enforcement Officer  
Lindsay Zepko (LZ), Town Planner

**AGENDA ITEMS**

**Review and approval of minutes of Zoning Board of Appeals:**

Chairman Ferris stated that the first order of business is the adoption of minutes from the February 25, 2013 ZBA meeting. Mr. Ritter made a motion to approve the meeting minutes from February 25, 2013, seconded by Mrs. Kipling, motion carried unanimously.

**OLD BUSINESS**

**Brian Ross, 2 Hagadorn Lane (SBL#219.-1-107)-Area Variance**

The Board discussed that this item has surpassed the 62-day window of time allotted to act after the close of the Public Hearing.

Mr. D'Ambro stated that he has another matter to discuss with the Board that may involve an Article 78. Motion was made by Mr. D'Ambro and seconded by Mr. Ritter to hold Executive Session for the purpose of litigation.

**NEW BUSINESS**

**Application Changes Review**

Motion was made by Mr. D'Ambro and seconded by Mr. Ritter to hold an Executive Session for matters.

Motion was made by Mr. D'Ambro and seconded by Mr. Ritter to come out of Executive Session.

**Review/Comment from Building & Planning:**

Mr. Abbey reviewed the number of building permits received to date and updated the Board on the status of ongoing proposals.

Mr. Abbey stated that he would like to schedule a meeting with Mr. Cutler to discuss Article 13.8 (Section 210-110 in E-Code). That meeting will be scheduled.

There are no updates regarding the zoning sub-committee.

**DISCUSSION:**

**Zoning Board of Appeals Meetings**

Mr. Ferris stated that he felt that a Standard Operating Procedure should be in place for scheduling meetings when new applications have not been received.

Mr. Cutler stated that the approval of the minutes should not hold an applicant from moving forward. There is no requirement that mandates that minutes be approved in any specific time frame.

Mr. D'Ambro stated that he believes that a meeting should be held if there are any outstanding meeting minutes to be approved.

The discussion concluded that after all previous meeting minutes have been approved, any subsequent meetings that do not have new items scheduled can be postponed until new applications are received.

**ADJOURN:**

A motion to adjourn was made by Mr. Ritter seconded by Mrs. Kipling, at approximately 8:45 p.m.