



NUTS & BOLTS



Training for newly elected and newly appointed city and village officials is an important benefit of your membership in NYCOM. If you have never attended one of these sessions, you are missing a great deal. The sessions focus on basic “nuts and bolts” topics to help the new official become familiar with and comfortable in their new position.

COMPOSITION AND APPOINTMENT OF THE PLANNING AND ZONING BOARDS

Zoning Board of Appeals- ZBA

Village Law §7-712

A village may adopt a local law creating a ZBA which consists of three or five members. The mayor will then appoint the members of the ZBA and a chairperson thereof subject to approval of the board of trustees. Member of the board of trustees are ineligible for appointment to the ZBA.

The board of trustees may through a local law, increase the membership of a three member board to five members or, decrease a five member board to three members. A board of trustees may also create position of alternate member of the ZBA by local law. Alternate members shall be appointed by the mayor subject to the approval of the board of trustees.

If vacancy in the office of ZBA member should occur, by other than expiration of the term, the mayor shall appoint a new member for the remainder of the term, without board approval.

City Law §81

A city may adopt a local law creating a ZBA which shall consist of three or five members. The mayor, or in cities with a city manager, a city manager, shall appoint the members of the ZBA and a chairperson. Members of the legislative body of the city are ineligible.

A city may, through a local law, increase the membership of a three member board to five members or, decrease a five member board to three members. A

city may also create the position(s) of alternate member(s) of the ZBA by local law. Alternate members shall be appointed by the mayor, or in a city having a city manager, by the manager.

If vacancy in the office of ZBA officer should occur by other than expiration of the term, the mayor, or in a city with a manager, the city manager, shall appoint a new member for the remainder of the term, without board approval.

Planning Board

Villages- Village Law §7-718

The village board of trustees is authorized to create, by local law, a planning board consisting of five or seven members. Members of the planning board and the chairperson thereof shall be appointed by the mayor subject to board of trustees' approval. Members of the board of trustees are ineligible to serve on the planning board

The board of trustees may, by local law, increase the membership of a five member board to seven or, decrease the a seven member board to five. The board of trustees may provide by local law for the creation of alternate board members. Such members shall be appointed by the mayor subject to the approval of the board of trustees. If a vacancy occurs by other than the expiration of the term, the mayor shall appoint a new member for the unexpired term without board approval.

City Law §27

A city is authorized to create, by local law, a planning board consisting of five or seven members. Members of the planning board and the chairperson thereof shall be appointed by the mayor or other

duly authorized appointing authority. In a city, no more than a minority of the planning board may hold any other office or position with city.

The city may, by local law, increase the membership of a five member board to seven, or decrease the a seven member board to five. The city may provide by

local law for the creation of alternate board members. Such members shall be appointed by the mayor or other duly authorized appointing authority. If a vacancy occurs by other than the expiration of the term, the mayor or duly authorized appointing body shall appoint a new member for the unexpired term without board approval.
