

**TOWN OF PARMA
ZONING BOARD OF APPEALS
DECEMBER 18, 2019**

Members Present: Dan Melville, Veronica Robillard, Stephen Shelley, Tim Thomas, Corrine Zajac

Members Excused: Dean Snyder

Others Present: Dennis Scibetta

Public Present: Anthony Wallace

The meeting was called to Order by Chairperson Robillard at 7:00 p.m. She explained the function and decision-making process of the Zoning Board of Appeals and noted this is a five member board. A quorum of three is required to pass a motion.

SPECIAL PERMIT RENEWALS

1. KAREN LEONARDI – 1110 OGDEN PARMA TOWN LINE ROAD

Application of Karen Leonardi, owner, for renewal of a Special Permit at 1110 Ogden Parma Town Line Road for an accessory apartment used as an in-law residence in accordance with Town Zoning Article 9, subsection 165-76. This property is currently zoned Medium Density Residential (MD) which allows this use with a Special Permit.

There was an inspection performed on December 18, 2019 regarding the Special Permit conditions. At the time of the inspection, there were no violations of the Special Permit conditions. There are no complaints in the file. The accessory apartment is being occupied by the VanDeViver's as approved by the Zoning Board of Appeals.

There was discussion about the timeline of this renewal. The lateness of this and past renewals and the difficulty the Zoning Enforcement Officer has had making inspection appointments. There was further discussion about options for applicant's that do not renew their Special Permit on time including denying the renewal when it comes up or tabling it so that the applicant can appear in person to explain why it has not been renewed on time and why they need to continue the permit. Dennis Scibetta explained the three months process to renew. The applicants receive letters to renew and letters asking them to contact the Town to schedule an inspection.

A **Motion** was made by Tim Thomas to **table** the application of Karen Leonardi, owner, for renewal of a Special Permit at 1110 Ogden Parma Town Line Road for an accessory apartment to the January 2020 meeting to afford the applicant time to appear before the Board to substantiate the need for the Special Permit, to explain why the permit was allowed to lapse for almost 1 year past its renew date without prejudice. Failure to respond will result in a denial of the Special Permit. **Seconded** by Corrine Zajac. **Motion carried to approve (5-0) (Ayes:** Dan Melville, Veronica Robillard, Tim Thomas, Stephen Shelley, Corrine Zajac; **Excused:** Dean Snyder).

OTHER INFORMATION

Dennis Scibetta noted that it was brought to his attention today by Art Fritz that there are other Special Permits that have lapsed due to the applicants not responding to Mr. Fritz's letters. Dan Melville stated that it is ultimately the applicant's responsibility to renew and that the Town should not be chasing them. Chairperson Robillard said maybe there should be new stronger language in the letter stating that the Special Permit will be revoked and the process started over. Each letter should be tailored to each property not just a form letter. He thought that there were approximately 7 others that have lapsed. The feeling was that if the applicant does not come in then the Special Permit can be revoked and the applicant can start the whole process over again. It was also felt that there should be a new language in the motion for the minutes advising the applicant that it is their responsibility to come in to renew on time.

It should also be made clear to the applicants that once the Special Permit is denied or revoked the property becomes in violation and the applicant will have to remove the violation before coming back to the Board.

Anthony Wallace, student, asked what the minutes are. Chairperson Robillard said it is the official records of the meeting and the voting record for each application.

MINUTES OF NOVEMBER 20, 2019

The ZBOA minutes of November 20, 2019 were reviewed. **Motion** was made by Dan Melville to approve the November 20, 2019 minutes as presented. **Seconded** by Stephen Shelley. **Motion carried to approved (5-0)** (Ayes: Dan Melville, Veronica Robillard, Stephen Shelley, Tim Thomas, Corinne Zajac; **Excused:** Dean Snyder).

ADJOURNMENT

There being no further business, a **Motion** was made by Dan Melville, **seconded** by Corinne Zajac to adjourn the meeting at 7:40 p.m. **Motion carried to approved (5-0)** (Ayes: Dan Melville, Veronica Robillard, Stephen Shelley, Tim Thomas, Corinne Zajac; **Excused:** Dean Snyder).

Respectfully submitted,

Carrie Fracassi
Recording Secretary