

**BALDWINSVILLE ZONING BOARD OF APPEALS**  
**16 WEST GENESEE STREET, BALDWINSVILLE, NEW YORK**  
*APPROVED 2/8/2016*

The regular meeting and public hearing of the Baldwinsville Zoning Board of Appeals was called to order on January 11, 2016 at 7:00 p.m. by Chairman, Jim Zuccolotto.

**Present:** Jim Zuccolotto Chairman; Kevin Beverine; George LePorte; Connie Taft

**Also Present:** Bob Baldwin, Village Attorney; Gregg Humphrey, CEO; Susan LaQuay, Secretary

**Guests:** none

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Chairman Zuccolotto called for approval of the minutes from November 9, 2015. Upon *motion* by G. LePorte and second by C. Taft to approve the minutes with revisions. **Carried.**

The approval of the resolution for 12 East Oneida Street (7-13 Elizabeth Street) Word of Life/ Assembly of God Church will be postponed until the next meeting as the resolutions will now be drafted by the Village Attorney.

There are no new applications and the Board discussed administrative matters, including the drafting of resolutions and findings of fact. Clarification of each of the statutory findings will now be included in the resolutions, which will be drafted by the Village Attorney. A template for Findings of Fact and the statutory findings in the resolutions will be created and used for consistency. G. Humphrey reviewed the steps an application goes through once it is received by the Codes Office. Roles and responsibilities of Board Members were clarified and a schedule will determine which Board Member will have the responsibility of collecting and stating the Findings of Fact for each application.

The meeting was adjourned at 8:05 p.m.

The next meeting is scheduled for Monday, February 8, 2016 at 7 pm.

Respectfully submitted,

*Susan A. LaQuay*

Zoning Board of Appeals Secretary