

# November Board Training

**Wednesday, November 16, 2022**



**Town of Horseheads Town Hall**

150 Wygant Road, Horseheads, NY 14845

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[REDACTED]  
Registration

[REDACTED]  
Planning and Zoning: An Introduction

The course provides a basic overview of the functions of planning boards and zoning boards of appeals and the land use tools they work with, the role of the comprehensive plan, procedures for holding meetings and hearings, and the enforcement of the boards' decisions.

[REDACTED]  
Lunch Break (lunch will be provided)

[REDACTED]  
Joint Boards: Options for Consolidating Review Boards

Some local governments across the state have been challenged to find citizens able to serve on their planning boards and zoning boards of appeals. One option is to reduce the number of board members; another is for villages and towns to form joint village-town planning boards and sometimes village-town zoning boards of appeals. This course discusses these and other innovative approaches to maintaining planning boards and zoning boards of appeals when there isn't a waiting list of applicants for those posts.

**\*Followed by Q&A\***



**Please RSVP by November 10th  
with Nan Moss at  
[nmoss@chemungcountyny.gov](mailto:nmoss@chemungcountyny.gov)**

**Who:** Members of Planning Boards, Zoning Boards of Appeals, Elected Officials, Municipal Attorneys, Code Enforcement and Zoning Enforcement Officers and Others are invited to attend these training sessions.

**When:** Wednesday, November 16, 2022.

**Where:** At the Horseheads Town Hall, 150 Wygant Road, Horseheads, New York.

Please Note: Town Law Sections 267 and 271, Village Law Sections 7-712 and 7-718 and General City Law Sections 27 and 81 provide that effective January 1, 2007, all planning board and zoning board of appeals members as well as alternate members of those boards in New York State must complete a minimum of four hours of training each year. The governing body of each town, village, city or county determines what courses and training formats are acceptable.

Code officers may apply to use these courses as Professional Development Electives.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Municipality: \_\_\_\_\_  
Official Position: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Please Return To:**

Nan Moss, Secretary

Chemung County Planning Department

400 East Church Street

Elmira, New York 14902-0588

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RSVP by Friday, November 10, 2022