



TOWN OF PITTSFORD

VOLUNTEER OPPORTUNITIES INFORMATION / GUIDELINES

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The Pittsford Town Board appoints all volunteer board members.

Assessment Review Board – A five member board, appointed to five-year terms, meets once a year on Grievance Day, usually the 4th Tuesday in May. Members are responsible for hearing and deciding grievances filed by citizens who are dissatisfied with the assessment placed on their property by the Town Assessor.

Design Review and Historic Preservation Board – A seven member board appointed to staggered terms in 2012 and seven-year terms thereafter (no term limits), which meets the 2nd and 4th Thursday of each month at 6:45 PM in the lower level of Town Hall. This board is a legally constituted board responsible for review and approval of architectural plans for all new structures, as well as renovations or additions to existing structures; review and approval of applications for Certificates of Appropriateness involving changes to Designated Landmarks; and review and approval of applications involving lot configuration, building orientation and location issues of residential structures in the RN Zoning District. This board is also responsible for the inventory and Landmark Designation of historically significant structures as well as the promotion of Historic Preservation through educational programs.

Environmental Board – A seven member board, appointed annually, which meets the 1st Monday of each month at 7 PM in the Town Hall 2nd Floor Conference Room. This board serves in an advisory capacity, reporting to the Town Board and the Planning Board on matters pertaining to environmental issues within the Town. Members also participate as stewards for the Town in an annual Conservation Easement Monitoring Program of PDR (Purchase of Development Rights) and Open Space properties within the Town.

Library Board of Trustees – A seven member board, appointed to five-year terms, with a limitation of two terms, which meets the 2nd Wednesday of each month at 7 PM at the Library, in the Fletcher Steele Conference Room. The Pittsford Community Library is chartered by the New York State Board of Regents. State law confers on the Library Board of Trustees authority for governance of the Library.

Parks and Recreation Board – A nine member board, appointed annually, which meets the 2nd Thursday of each month at 6:30 PM in the Spiegel Community Center. This board is an advisory board to the Town Board and Planning Board on matters related to parks and recreation within the Town.

Planning Board – A seven member board, appointed to seven-year terms (no term limit), which meets the 2nd and 4th Monday of each month at 7:30 PM in the lower level of Town Hall. This board is a legally constituted board responsible for the review and approval or denial of development applications in the Town, which primarily relate to new homes (Subdivision Approval) or are related to construction or expansion of business (Site Plan Approval).

Zoning Board of Appeals – A seven member board, appointed to seven-year terms (no term limit), which meets the 3rd Monday of each month at 7 PM in the lower level of Town Hall. This is a legally constituted board responsible for making decisions on any requests to vary from the zoning ordinances. It also may hear and decide upon any appeals from any order, decision, or determination of any official charged with the enforcement of the zoning laws.



TOWN OF PITTSFORD

APPLICATION FOR VOLUNTEER BOARD PARTICIPATION

I am interested in participating on the following Town of Pittsford volunteer board(s):

- Environmental Board** - 1st Monday, 7 PM, Town Hall, 11 S. Main St.
- Design Review & Historic Preservation Board** - 2nd & 4th Thursdays, 6:45 PM, Town Hall, 11 S. Main St.
- Pittsford Community Library Board** - 2nd Wednesday, 7 PM, Community Library, 24 State St.
- Parks & Recreation Board** - 2nd Thursday, 6:30 PM, Spiegel Community Center, 35 Lincoln Ave.
- Planning Board*** - 2nd & 4th Mondays, 7:30 PM, Town Hall, 11 S. Main St.
- Zoning Board of Appeals*** - 3rd Monday, 7 PM, Town Hall, 11 S. Main St.

**Requires prior experience with town volunteer boards.*

Name: _____ Date: _____

Address: _____

Home Phone: _____ Work: _____ Cell: _____

E-mail: _____

Please attach resume or use space below to describe qualifications:

HOW TO SUBMIT THIS APPLICATION

1. **Online – Email Form**
2. **Print and mail to:** Office of the Supervisor, Town of Pittsford, 11 S. Main Street, Pittsford, NY 14534
3. **Fax to:** (585) 248-6247