



# TOWN OF PITTSFORD

## VOLUNTEER OPPORTUNITIES INFORMATION / GUIDELINES

**APPLICATION ON NEXT PAGE**

*The Pittsford Town Board appoints all volunteer board members.*

**Architectural Review Board** – A five-member board, appointed annually, which meets the 2nd and 4th Monday of each month at 4:30PM in the Town Hall 2nd Floor Conference Room. This board is an advisory board to the Town Board and Planning Board, responsible for reviewing the architectural plans for all new homes, any renovations and additions to any structure for similarity or dissimilarity with surrounding structures.

**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.

**Environmental Board** – A nine-member board, appointed annually, which meets the 1st and 3rd Monday of each month at 7PM 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.

**Historic Preservation Commission** – A seven-member board, appointed to four-year terms (no term limit), which meets the 3rd Thursday of each month at 7PM in the lower level of Town Hall. This board is a legally constituted board, which has independent powers to designate and protect appropriate structures in the town as historic in an effort to preserve the character of the Town.

**Library Board of Trustees** – An eight-member board, appointed to five-year terms, with a limitation of two terms, which meets the 2nd Wednesday of each month at 7PM at the Library, in the Fletcher Steele Conference Room. This board is chartered under the Board of Regents and has responsibility for the governance of the Pittsford Community Library.

**Parks and Recreation Board** – A nine-member board, appointed annually, which meets the 4th Thursday of each month at 6:30PM 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 7:30PM 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 7PM 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):

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

*\*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:** Bill Carpenter, Town Supervisor, 11 S. Main Street, Pittsford, NY 14534
3. **Fax to:** (585) 248-6247