

VILLAGE OF STAMFORD, COUNTY OF DELAWARE

Planning Board Committee Bi-Laws

UPDATED: January 20, 2026

Purpose

The primary purpose of this committee is planning for the production and maintenance of a satisfactory living environment in the Village of Stamford, in the broadest sense of the term. This means good housing, in a good neighborhood, properly fitted to a convenient and efficient physical structure for the entire community, satisfactorily situated with respect to sound economic opportunity and adequately provided with those facilities and services that contribute to social integrity, cultural advancement and spiritual satisfaction. ~ State of New York Handbook ~

Members

Five (5) members appointed to five (5) year terms with no more than one (1) term expiring in any given year.

- The members must be resident of the Village of Stamford, the Town of Stamford or the Town of Harpersfield, and/or own a business or property in the Village of Stamford.
- Each member will be appointed by the Village Mayor, subject to final approval of the Board of Trustees, with recommendations and performance evaluation (including training hours requirement compliance) from the Planning Board committee chairman.
- The Village Mayor, after a public hearing, may remove any member from the Zoning Board of Appeals for cause, e.g. non-compliance with minimum requirements relating to attendance and training established by the Board of Trustees.
- Each member will be appointed by the Village Mayor, pending final approval by the Board of Trustees, (during year of term expiration) with recommendations and performance evaluation (including point requirement compliance) from the planning board committee chairman.
- If someone resigns or is removed from the planning board committee before their term is complete, then a new member will be appointed by the Village Mayor and they will complete the remaining term before being reappointed.
- A list of all current members and their terms shall be kept in the planning board committee filing cabinet as well as with the Village Clerk.

Officers

- Chairman – one (1) year term, selected by majority of the planning board committee present.
- Vice Chairman – one (1) year term, selected by majority of the planning board committee present.
- Secretary – one (1) year term, selected by majority of the planning board committee present.

**Office Term shall be the same as the Village of Stamford's Fiscal Year. (June 1st to May 31st) **

Duties of Officers

- ❖ *Chairman* - Serves as the Chief Volunteer of the Planning Board, Provides leadership to the Planning Board, who sets policy and to whom the Vice Chairman is accountable, Chairs meetings of the Planning Board after developing the agenda with the Secretary, Encourages Planning Board's role in strategic planning, Appoints the positions of planning board, in consultation with

the Board of Trustees, Serves *ex officio* as a member of the planning board and attends BOT meetings when asked, Discusses issues confronting the planning board with the Board of Trustees, Helps guide and mediate Planning Board actions with respect to organizational priorities and governance concerns, Reviews with the Board of Trustees any issues of concern to the Board, Formally evaluates the performance of the other planning board members and makes appointments with the Board of Trustees annually, and Performs other responsibilities assigned by the Board of Trustees.

- ❖ *Vice Chairman* - This position is typically successor to the Chairman position and will perform chairman responsibilities in their absence only, Reports to the Planning Board Chairman, Works closely with the Chairman and planning board members, Keeps records of Planning Board Members annual training requirements and reports them to the chairman before evaluation time (See Training Point Sheet on Page 3), and Performs other responsibilities as assigned by the Chairman of the Planning Board.
- ❖ *Secretary* - Maintains records of the planning board and ensures effective management of organizing records, Manages minutes of board meetings and presents them to the Village Clerk within 3 days of meeting's completion, Ensures minutes are distributed to other members of the planning board shortly after the meeting, Is responsible for all correspondence, and picking up messages from the Village Clerk, Must pick up the mail and prepare all documents for the planning board meetings and notify Chairman of any issues, Works with the Chairman to prepare the monthly meeting agenda, and Performs other responsibilities as assigned by the Chairman of the Planning Board.

Responsibilities of Members

- 1) All planning board committee members are required to attend all meetings, the Board of Trustees has set minimum meeting attendance at 85% (10 of 12 annual meetings)
- 2) Keep informed of materials, topics and tools of the planning board committee such as: zoning ordinances, bi-laws, rules and regulations, village comprehensive plan, municipal laws, and zoning maps.
- 3) Training –
 - a) All new members must complete the New York State, Department of State webinar "Planning Board Overview", or equivalent as determined by the Board of Trustees, within one (1) month of being appointed to the Zoning Board.
 - b) All members must receive 4 hours of continuous training annually (providing certified proof of course completion to the Vice Chairman). What constitutes acceptable training is established by the Board of Trustees. The requirement for training can be modified /waived by resolution of the Board of Trustees when, in their judgement, it is in the best interest of the Village to do so.

Meetings

- 1) Planning Board Committee Meetings will be held on the 2nd Tuesday of every month at 7PM, provided that there are topics for an agenda.
- 2) Required paperwork and materials ~~Agenda Material~~ must be submitted to the Secretary no later than seven (7) days prior to the board meeting date in order to be included on the agenda.
- 3) In the event that no application & material has been submitted or received, the Chairman may cancel the Planning Board committee meeting for the month. Cancellation of the

meeting is to be communicated to the Village Clerk at least two (2) days ahead of the scheduled meeting so that the Village website can be updated.

- 4) If for some reason the date of a meeting must be moved, the new date must be set and communicated IAW the expectations of Open Meetings Law.
- 5) Agenda Material must be submitted to the Secretary no later than seven (7) days prior to the board meeting date. In the event that no material has been submitted or received, the Chairman may cancel the planning board committee meeting for the month.

Absences

Recommendations may be made to the Village Mayor for possible removal from the Planning Board Committee after missing three (3) scheduled meetings ~~in a row~~ without adequate excuse and proof thereof.

Quorum

- 1) Three (3) members (majority of the five (5) member planning board committee) are required to ~~have~~ conduct a legal meeting, and for voting to take place.
- 2) All matters shall be decided by a roll call vote lead by the Chairman.

Minutes of meeting

- 1) Format - Minutes of all meetings must include, but are not limited to, members and/or residents present, date, time, place, old business discussed, new business discussed, recommendations for each topic.
- 2) All minutes are required to be emailed to all members of the planning board committee members and the Village Clerk no later than three (3) days after the meeting.

Procedures of Amending the Bylaws

If an amendment to the bylaws becomes necessary

- 1) The Planning Board Chairman, or other Village Official, proposes & describes requested change to the Village Board of Trustees.
- 2) If Board of Trustees is in agreement, an individual will be tasked with drafting the updated bylaws.
- 3) The updated bylaws are introduced by resolution at a public meeting of the Board of Trustees.
- 4) The resolution is discussed and voted upon at a public meeting of the Board of Trustees.