

Citizen Advisory Board or Commission
Work Plan 2010

Zoning Board of Appeals

This revised work plan format provides space to list what goal of the Board of Trustees is supported by each project, what specific outcomes/deliverables were completed, the time frame of the project and any costs associated with the project. Attach your total anticipated budget for 2010, if any.

Board of Trustees Goals/Enabling Language

The purpose of each work plan item should be tied to the Board or Commission's enabling language and/or to board goals

- Board or Commission Enabling Language
- Diversity
- Housing
- Retail Strategy
- Commercial District Vitality
- Fiscal Responsibility
- Sustainability
- User Friendly Village Hall
- Intergovernmental Cooperation

Outcomes/Deliverables: Why are you doing this project? List each specific deliverable or outcome produced/anticipated as a result of the project.

Timeframe: When does/did this project take place? For annual projects indicate what time of year (if applicable).

Costs: List anticipated or actual (for past projects) costs of the project.

TOTAL 2010 BUDGET REQUEST:

Details of all the Commission Budgets are referenced in the actual budget in the section marked *Policy Development & Support*

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Accomplishments 2009

TOPIC	BOARD GOAL	OUTCOMES	TIMEFRAME	COST (if any)
Process Improvement	User Friendly Village Hall	Continued to use Application Checklist for <ul style="list-style-type: none"> • 1- and 2-family structures to streamline number of items required and simplify application process. • Commercial and Multi-family structures to enhance organization and completeness of information presented. Prepared proposed wording for Ordinance Amendment to address “de minimis” variation requests.		

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Ongoing Initiatives

Topic	BOARD GOAL	OUTCOMES	TIMEFRAME	COST (if any)
Process Improvement	User Friendly Village Hall	<p>Continue to explore avenues to streamline application process, either through code revisions or process enhancements such as a consent agenda or permitting administrative approval by staff for minor variations.</p> <p>Create/compile sample application materials - make available to applicants in the office and on the website. Student assistance is requested for this project (either an intern or student volunteer).</p> <p>Create a ZBA video to assist applicants with the process. Student assistance is requested for this project (either an intern or student volunteer).</p>	<p>1st Quarter</p> <p>2nd-3rd Quarter</p> <p>2nd-3rd Quarter</p>	

New Initiatives

TOPIC	BOARD GOAL	OUTCOMES	TIMEFRAME	COST (if any)
Process Improvement	User Friendly Village Hall	<p>Prepare proposed Amendment relative to the “reasonable return” standard.</p> <p>Prepare proposed Amendment for a consent agenda procedure.</p>	<p>Starting 1st Quarter</p> <p>Starting 1st Quarter</p>	