TOWN OF OAKFIELD

LAND USE BOARD MEMBER TRAINING POLICY

Section 1. Purpose

The Town Board of the Town of Oakfield recognizes that members of the Planning Board and the Zoning Board of Appeals perform important quasi-judicial and administrative functions affecting the health, safety, welfare, and orderly development of the community. Continuing education ensures that board members remain informed of changes in law, land use practices, environmental regulations, ethics, and planning principles.

This policy is adopted pursuant to **New York Town Law §§ 267(7-a) and 271(7-a)**.

Section 2. Applicability

This policy shall apply to all appointed members and alternate members of the:

- Town of Oakfield Planning Board; and
- Town of Oakfield Zoning Board of Appeals.

Section 3. Annual Training Requirement

Each member shall complete a minimum of **four (4) hours of approved training during each calendar year**, or such other minimum requirement as may be established by New York State law.

Training shall be directly related to the responsibilities of Planning Board and Zoning Board of Appeals members and shall improve their ability to carry out their official duties.

Training completed in excess of the annual minimum may be carried forward to future years to the extent permitted by New York State law.

Section 4. Approved Training

Training may be obtained through programs offered by, including but not limited to:

- New York State Department of State

- Genesee County Planning Department
- Genesee/Finger Lakes Regional Planning Council
- New York Planning Federation
- New York State Association of Towns
- New York Conference of Mayors (NYCOM)
- Municipal attorneys or professional planners
- Colleges and universities
- Other organizations approved by the Town Board

Training may be completed through:

- Conferences
- Seminars
- Workshops
- Webinars
- Virtual meetings
- Online courses
- Classroom instruction
- Other instructional formats approved by the Town Board.

Section 5. Appropriate Subject Matter

Approved training may include topics such as:

- Planning and zoning law
- Site plan review
- Subdivision review
- Area and use variances
- Interpretation of zoning regulations
- Comprehensive planning
- State Environmental Quality Review Act (SEQR)
- Open Meetings Law
- Freedom of Information Law (FOIL)
- Municipal ethics and conflicts of interest
- Decision writing and findings
- Land use case law
- Agricultural districts
- Floodplain management
- Environmental conservation
- Historic preservation
- Municipal procedure
- Other subjects relating to land use regulation and municipal governance.

Section 6. Documentation

Each board member shall submit documentation of completed training to the Town Clerk within **thirty (30) days** after completion of the training.

Documentation shall include, whenever available:

- Name of the training program;
- Date(s) attended;
- Training sponsor;
- Number of training hours earned; and
- Certificate of completion or other acceptable proof of attendance.

The Town Clerk shall maintain a permanent record of training completed by each member.

Section 7. Reimbursement

Subject to available appropriations and prior approval of the Town Board, the Town may reimburse board members for reasonable expenses associated with approved training, including:

- Registration fees;
- Mileage;
- Meals;
- Lodging; and
- Other necessary travel expenses,

in accordance with the Town's Travel and Expense Reimbursement Policy.

Section 8. Compliance

Completion of the required annual training is expected of every member.

Failure to satisfy the annual training requirement may be considered by the Town Board when making future appointments or reappointments to either board, consistent with New York State law.

Nothing contained in this policy shall invalidate any official action taken by either board due solely to a member's failure to complete the required training.

Section 9. Waiver or Modification

Pursuant to New York Town Law §§ 267(7-a) and 271(7-a), the Town Board may, by resolution, waive or modify the annual training requirement when it determines such action to be in the best interest of the Town.

Any waiver or modification shall be entered into the official minutes of the Town Board.

Section 10. Administration

The Town Clerk shall:

- Maintain training records for all members;
- Provide annual reports of completed training upon request of the Town Board;
- Maintain copies of certificates and supporting documentation; and
- Notify board members of available educational opportunities when practical.

Section 11. Effective Date

This policy shall take effect immediately upon adoption by resolution of the Town Board and shall remain in effect until amended or repealed.

CERTIFICATION

Adopted by the Town Board of the Town of Oakfield

Resolution No. _____

Date: _____

Town Supervisor: _____

Town Clerk: _____