

Article 2 - Review Bodies and Administrators

Part 1: Purpose

This section establishes and describes the authority, basic duties, and responsibilities of various decision-making bodies in the Town of Clarence responsible for administering and enforcing this Code, in accordance with State law. Further details on procedures for reviews, determinations, and issuance of permits are found in [Article 3](#).

Part 2: Town Board

2.1 Legislative Body

The Town Board is the governing body of the Town empowered by State law to regulate planning and zoning activities that affect the development and conservation of land within the Town of Clarence for the purpose of promoting the health, safety, morals, or the general welfare of the community.

2.2 Powers and Duties under this Code

To exercise the authority granted by State and local laws, the Town Board shall have the following powers and duties under this Code, in addition to others noted within Town Law, Chapter 62 of the Consolidated Laws of New York:

A. Adopt and amend code.

The Town Board shall have the authority to make changes to these regulations to reflect changes in public policy, changed conditions, or to advance the welfare of the Town and in conformance with the adopted Comprehensive Plan and any other such community-supported and developed plans. Such amendment(s) are subject to public hearing, review, and referral procedures set forth in Town Law.

B. Enact general rezoning.

The Town Board shall have the authority to amend the zoning classification(s) and district(s) as shown on the official Zoning Map. The purpose is not to relieve particular hardships, nor to confer special privileges or rights on any person, but only to make adjustments necessary in light of changed conditions or changes in public policy. This Zoning chapter shall act as an implementing tool for the Town's adopted Comprehensive Plan and all regulations and amendments must be in conformance with the adopted plan. Initiation for such actions and the process for such are outlined in [Article 3, Section 3.2.1](#).

C. Adopt and modify fees.

The Town Board is authorized to adopt and modify, by resolution, a schedule of fees governing the review of development applications, plans, permits, inspections, and other matters involving the administration and enforcement of this Code.

D. Adopt and modify civil penalties.

The Town Board is authorized to adopt and modify, by resolution, a schedule of civil penalties for violations of this Code.

E. Delegate Authority to other decision-making bodies.

The Town Board is authorized to establish certain review and decision-making authorities and responsibilities to other local review bodies and to delegate review and decision-making authority to such bodies.

F. Make Appointments to boards.

- (1) Make appointments to the Zoning Board of Appeals in accordance with Town Law, specifically §267, as well as other provisions including, but not limited to, addressing vacancies, removal, alternates, and reappointments. See also [Part 5](#).
- (2) Make appointments to the Planning Board in accordance with Town Law, specifically §271, as well as other provisions including, but not limited to, addressing vacancies, removal, alternates, and reappointments. See also [Part 3](#).
- (3) Make appointments to other advisory boards, committees, and/or commissions as noted herein.

G. Pre-Development Review. Development applications that exhibit greater complexity or are substantial in nature may be subject to initial discussion and review with the Town Board prior to formal application to the Planning and Zoning Department. The process is noted in [Article 3](#) but the following thresholds indicate where applicants shall present their development to the Town Board (any one of the below may be triggered):

- (1) Previously unimproved property
- (2) Significant diversion or inconsistency with the Comprehensive Plan, other community planning documents, or the outlined purpose/intent of the zoning district the property is located in
- (3) Anticipated or desired rezonings
- (4) Development that includes financial aspects as noted herein subject to Town Board review
- (5) Projects determined to be SEQRA Type 1 actions

- (6) A change of use that would result in a significant increase in traffic; under NYSDEC analyses, a significant increase in traffic is defined as a development project generating more than 100 peak-hour vehicle trips per day.

H. Granting of waivers.

The Town Board shall, pursuant to § 274-a(5) of Town Law, have the right to waive, when reasonable, upon written request of the applicant, any of the procedural or submittal requirements of this Chapter for the approval, approval with modifications or disapproval of special use permits and site plans submitted for approval. Such waiver and the reasons therefor shall be recorded in the minutes of the Board. This waiver authority may be exercised in the event any such requirements are found not to be requisite in the interest of the public health, safety, or general welfare or are not applicable to a particular site plan. Any such waiver shall be subject to the following conditions:

- (1) No waiver shall result in allowing use(s) not permitted within the applicable zoning district.
- (2) No waiver shall be given with respect to standards outside the scope of this article which would otherwise require a variance from the Zoning Board of Appeals.
- (3) Waivers shall be limited to those situations where the full application of the requirements contained herein would generate unnecessary data, are not compatible or relevant to the project/site, or cannot be otherwise be provided due to unique circumstances with regard to deciding the matter at hand, due to the scope or nature of the project involved. The request for such waivers and reasoning shall be outlined by the applicant.
- (4) An applicant for site plan approval who desires to seek a waiver of certain requirements pertaining to such applications shall submit a preliminary site plan to the Planning Board as outlined in [Article 3](#). The Planning Board shall review the preliminary site plan, advise the applicant as to potential problems and concerns and determine if any additional site plan information is required. Should a waiver still be deemed needed or necessary, the Planning Board shall refer the decision on the waiver to the Town Board to consider prior to submission of a final site plan and determination by the Planning Board.
- (5) The Town Board, upon receiving a waiver referral from the from the body currently reviewing the application, shall determine the extent of waivers to be applied. Waivers shall be weighed against the following criteria:
 - i. Element to be waived is not relevant to the project and/or property

- ii. Waiver is generally minor in scope in comparison to the entirety of the project
 - iii. Will not result in a significant alteration to the project and/or property in terms of circulation, drainage, land use, etc.
 - iv. Impacts to adjacent properties are negligible
 - v. Waiver is consistent with Comprehensive Plan, other planning or design documents, and the zoning code
- (6) Nothing herein shall authorize the Town Board to waive any State Environmental Quality Review (SEQRA) requirements.
- I. Financial aspects. The Town Board shall have the authority to review and approve any financial aspects related to site plan approval, subdivisions, and special use permits. This shall be coordinated with the Town Board during the internal review and referral process for an application. These elements include, but are not limited to:
 - (1) Creation of special taxing districts
 - (2) Dedication of public improvements
 - (3) Financial implications associated with environmental mitigation
 - (4) Incentive zoning
- J. Special Use Permits. A special use permit, previously referred to as a “special exception use,” is the authorization of a particular land use which is permitted subject to additional requirements or standards to assure that the proposed use is in harmony with this Chapter and will not adversely affect the neighborhood if such requirements are met. The Town Board shall have final authority on special use permits in coordination with other Boards and upon receiving comments from referral entities, internally and externally, and holding a public hearing. The Town Board may attach reasonable conditions and restrictions to plans, which might otherwise produce deleterious effects on the environment, neighborhood character, and/or the Town resident’s health, safety and welfare.

Part 3: Planning Board

Section 3.1 Authority

A Planning Board is established to review projects and make final approvals on site plan reviews and subdivisions, provide recommendations on special use permits as and make recommendations to the Town Board on any other matters referred by said Board.

Section 3.2 Composition and Terms

- A. **Membership.** The Planning Board shall consist of seven full members and one alternate member. The Town Board shall appoint the members of the Planning Board on a staggered-term basis in conformance with Town Law §271. The Planning Board alternate shall be appointed on an annual basis. The alternate member, while attending any meeting of the Board and serving in the absence of any regular member, shall have and may exercise all the powers and duties of a regular member. Members shall be compensated at a rate as determined by the Town Board. Members are also required to fulfill required annual training in accordance with Town Law §271.7a.
- B. **Vacancies.** Vacancies occurring for any reason other than expiration of term shall be filled by appointment of the Town Board and shall be for the period of the unexpired term.
- C. **Executive Committee.** The Town Board shall appoint a Chairperson, Vice Chairperson and Second Vice Chairperson from the membership of the Planning Board. Collectively, such members shall constitute the Planning Board Executive Committee. Non-decision-making group, sets agenda and prep work for PB.

Section 3.3 Powers and Duties

- A. **Meetings, hearings and procedures of the Planning Board.** All meetings and hearings of the Planning Board and the Planning Board Executive Committee shall be open to the public and shall be conducted in accordance with the procedure set forth in these regulations and by New York State Town Law and rules and procedures established by the Planning Board. Such rules and procedures may be amended by the Planning Board membership.
 - (1) Any rules of procedure adopted by the Planning Board shall be kept on file at the Planning and Zoning Department and shall be made available to the public upon request.
 - (2) Permanent records shall be kept on file in the Planning and Zoning Department for all proceedings of the Town Planning Board and shall be made available to the public upon request.
- B. **Site Plan Review.** The Planning Board shall have final authority on site plan review in coordination with other Boards and upon receiving comments from referral entities, internally and externally. The Planning Board may attach reasonable conditions and restrictions to plans, which might otherwise produce deleterious effects on the environment, neighborhood character, and/or the Town resident's health, safety and welfare.

- C. Staff. The Director of Community Development and their designee(s) shall serve as staff to the Planning Board and shall provide technical assistance to the Planning Board, as requested.

Part 4: Planning and Zoning Department

Section 4.1 Authority

The Planning and Zoning Department serves the community by providing current and long-range planning activities, oversight and administration of all local land use laws, application coordination, and support in related issues for the various boards, committees, and advisory groups of the Town of Clarence as indicated herein.

Section 4.2 Appointment

The positions within this Department are set forth by the Town Board and subject to hiring and tenure in accordance with Chapter 39 of the Town Code (Officers and Employees) as well as current New York State Civil Service requirements.

Section 4.3 Powers and Duties

The Planning and Zoning Department (“Planning and Zoning”) shall be lead by the Director of Community Development (“Director”) and be the responsible agent for all activities undertaken, subject to delegation to other representatives, agents, or assignees. The terms “Director” or “Planning and Zoning” may be used interchangeably, referring to the department as the intended body. The following are the powers and duties of the department.

- A. Technical assistance – Providing the various boards, committees, and advisory groups of the Town of Clarence, as well as other internal departments, with technical assistance related to planning, zoning, and community development. This may consist of reviews, reports, meetings, etc.
- B. Application submission, tracking and coordination – Primary point of contact for all zoning applications as noted in [Article 3](#), including fees, supplementary documents, and coordination of internal and external referrals necessary for permits.
- C. Coordination of long-range planning – Review development projects to ensure they are consistent with Comprehensive Plan and other long-range planning document(s), zoning regulations, and environmental requirements.
- D. Pre-Application Conference – Upon receiving an application, the department shall advise the applicant on the process, fees, documents to be submitted, applications, applicability of pertinent sections of the Town Code, potential variances, etc.; detailed design-specific guidance is not within the purview of the department. A pre-development review/sketch plan meeting with the Town Board may be required as noted herein.

- E. Complete application - Applicants must submit a complete application to the department; this includes all required forms, site plans, supporting documents, and fees. Once the application is deemed complete, at the discretion of the department and in accordance with this Chapter, the application shall be forwarded on to the appropriate authority or board(s), placed on the next agenda for review and consideration.
- F. Parcel line adjustments – Upon coordination with necessary boards and departments, the Planning and Zoning Department shall administratively review and approve such modifications.
- G. Accessory dwelling units

Section 4.4 Issuance of Permits

Upon approval of applications from the pertinent Board(s), the Planning and Zoning Department shall coordinate the issuance of permits with other Town departments and entities in accordance with [Article 3](#).

Part 5: Zoning Board of Appeals

Section 5.1 Authority

The Zoning Board of Appeals (ZBA) shall have the authority to hear and decide appeals from any order, decision, determination or interpretation made pursuant to or regarding these regulations. The Zoning Board of Appeals shall have the authority to hear and decide applications for variances from the requirements of these regulations.

Section 5.2 Appointment

- A. Membership in ZBA.
 - (1) The Zoning Board of Appeals shall consist of five members and one alternate member, appointed by the Town Board. The alternate member, while attending any meeting of the Board and serving in the absence of any regular member, shall have and may exercise all the powers and duties of a regular member. Members shall be compensated at a rate as determined by the Town Board.
 - (2) The terms of office of the members of the Zoning Board of Appeals shall be for overlapping terms of five years.
 - (3) Vacancies occurring for any reason other than expiration of term shall be filled as soon as is reasonably possible after such vacancy occurs by the Town Board, and such appointment shall only be for the period of the unexpired term. Members may be removed for cause by the Town Board and upon written charges and after public hearing.

- (4) The Town Board shall appoint a Chairperson and Vice Chairperson of the Zoning Board of Appeals from the membership of the same Board.

Section 5.3 Powers and Duties

- A. Meetings, hearings and procedures of the ZBA:
 - (1) All meetings and hearings shall be open to the public and shall be conducted in accordance with the procedures set forth in these regulations and by New York State Town Law and rules of procedure adopted by the Zoning Board of Appeals. Such rules of procedures may be amended by the Zoning Board of Appeals membership.
 - (2) Any rules of procedure adopted by the Zoning Board of Appeals shall be kept on file at the Planning and Zoning Office and shall be made available to the public upon request.
 - (3) Permanent records shall be kept on file for all proceedings of the Zoning Board of Appeals at the Planning and Zoning Office and shall be made available to the public upon request.
- B. Staff. The Director of Community Development or their designee(s) shall serve as staff to the Zoning Board of Appeals and shall provide technical assistance to the Zoning Board of Appeals as requested.
- C. Initiation of appeals and variances.
 - (1) An appeal may be initiated by any aggrieved party or by any officer, department or board of the Town of Clarence.
 - (2) An application for a variance may be initiated only by the owner of the affected property, an agent authorized in writing to act on the owner's behalf, or a person having a written contractual interest in the affected property.
- D. Administrative review, appeals and interpretation. The Zoning Board of Appeals shall hear and decide appeals from and review any order, requirement, decision, interpretation or citation made by the Director of Community Development or their designee(s), Code Enforcement Officer (CEO) or their designee(s), or Town Board regarding any portion of this chapter and apply such interpretation to particular fact situations. In addition, the Director of Community Development or their designee(s), Code Enforcement Officer or their designee(s) or Town Board may ask the Zoning Board of Appeals to interpret any portion of the Zoning Law.
 - (1) The Zoning Board of Appeals may, after having held a public hearing on the matter, reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed or make an interpretation of the Zoning Law.

- (2) The Zoning Board of Appeals shall have all the powers of the Director of Community Development, Code Enforcement Officer or their designee(s), or Town Board in making any order, requirement, decision, interpretation or determination with reference to an appeal or petition.
 - (3) An appeal may be made by any person who has received a ruling from the Director of Community Development or their designee(s), Code Enforcement Officer or their designee(s). An appeal to the Zoning Board of Appeals shall be made within 45 days of the decision, order, determination or interpretation made by the Zoning Enforcement Officer. The Zoning Enforcement Officer may make an appeal to the Zoning Board of Appeals at any time.
- E. Variances. When practical difficulties, special conditions, or unnecessary hardships would result from carrying out the strict letter of this chapter, the Zoning Board of Appeals shall have the power to vary or modify any of the regulations or provisions of this chapter relating to the construction or alteration of buildings or structures or the use of land.
- (1) A "use variance" shall mean the authorization by the Zoning Board of Appeals for the use of land for a purpose which is otherwise not allowed or is prohibited by the applicable zoning regulations.
 - (a) No such use variance shall be granted without a showing by the applicant that applicable zoning regulations and restrictions have caused unnecessary hardship. In order to prove such unnecessary hardship, the applicant shall demonstrate to the Board of Appeals, for each and every permitted use under the zoning regulations for the particular district where the property is located:
 - [1] That the applicant cannot earn a reasonable return, provided that lack of return is substantial as demonstrated by competent financial evidence;
 - [2] That the alleged hardship relating to the property in question is unique and does not apply to a substantial portion of the district or neighborhood;
 - [3] That the requested use variance, if granted, will not alter the essential character of the neighborhood; and
 - [4] That the alleged hardship has not been self-created.
 - (b) The Board of Appeals, in the granting of use variances, shall grant the minimum variance that it shall deem necessary and adequate to address the unnecessary hardship proven by the applicant and at the same time

preserve and protect the character of the neighborhood and the health, safety and welfare of the community.

- (2) An "area variance" shall mean the authorization by the Zoning Board of Appeals for the use of land in a manner which is not allowed by the dimensional or physical requirements of the applicable zoning regulations.
 - (a) In making its determination, the Zoning Board of Appeals shall take into consideration the benefit to the applicant if the variance is granted, as weighed against the detriment to the health, safety and welfare of the neighborhood community by such grant. In making such determination the Board shall also consider:
 - [1] Whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance;
 - [2] Whether the benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than an area variance;
 - [3] Whether the requested area variance is substantial;
 - [4] Whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; and
 - [5] Whether the alleged difficulty was self-created, which consideration shall be relevant to the decision of the Board of Appeals, but shall not necessarily preclude the granting of the area variance.
- (3) The Zoning Board of Appeals, in granting a variance, may prescribe reasonable conditions and restrictions in conformity with this chapter as are directly related to and incidental to the proposed use of the property. Such conditions shall be consistent with the spirit and intent of the zoning ordinance or local law and shall be imposed for the purpose of minimizing any adverse impact such variance may have on the neighborhood or community. Violation of such conditions and restrictions, when made a part of the terms under which a variance is granted, shall be deemed a violation of this chapter and shall be punishable as prescribed in this chapter.
- (4) Unless otherwise authorized by the Board of Appeals and included in its decision to grant a variance, any order of the Board of Appeals in granting a variance shall expire if a building permit or certificate of occupancy (for a use for which a building permit is not required) has not been obtained within one year from the date of its decision.

Part 6: Advisory Boards, Committees and Commissions

Section 6.1 General

- A. Advisory Boards, committees and commissions holds limited authority subject to specific standards and serve to fill the gaps of expertise on topics surrounding development in the Town, including but not limited to design, preservation, conservation, and other topics as identified as necessary by the Town Board. Boards, committees and commissions are created at the discretion of the Town Board and can be suspended by a majority ruling by the Town Board, with the support of the community. Members are encouraged to have background or knowledge related to each group.
- B. Terms and vacancies. The terms for each advisory board, committee or commission shall be for overlapping timeframe as written or established by the Town Board. Vacancies occurring for any reason other than expiration of term shall be filled as soon as is reasonably possible after such vacancy occurs by the Town Board, and such appointment shall only be for the period of the unexpired term.
- C. Removal. Members may be removed for cause by the Town Board and upon written charges and after public hearing

Section 6.2 Advisory Boards

- A. Traffic Safety Advisory Board (TSAB)
 - (1) The purpose of the Traffic Safety Advisory Board is to enhance the safety and efficiency of transportation within the Town of Clarence by providing recommendations to referral boards on matters related to traffic flow, pedestrian and cyclist safety, and roadway infrastructure. The Board shall review traffic data, coordinate with the Highway Superintendent (as requested), and recommend evidence-based strategies and improvements that promote safe mobility for all users.
 - (2) Responsibilities include:
 - (a) Reviews of traffic impact analysis' provided by others
 - (b) Recommendations of traffic calming measures
 - (c) Advise on pedestrian and bike safety improvements
 - (d) Coordination on transportation-focused plans and initiatives with the Highway Department

Section 6.3 Committees

- A. Conservation Advisory Council Committee (CACC)
 - (1) The purpose of the CACC is to promote conservation efforts in the town, provide an avenue for consultation on conservation issues, partner with

citizens and volunteer groups, and provide recommendations on related issues in plans, policies, and development.

(2) Responsibilities include:

- (a) Review development proposals and advise on environmental impacts
- (b) Recommend ecologically sound land-use practices as part of development reviews
- (c) Research local environmental policies and recommend improvements
- (d) Advise on updates to comprehensive plans and zoning laws
- (e) Work with other municipal bodies and community organizations on conservation initiatives

B. Landscape Review Committee (LRC)

(1) The Landscape Review Committee is a five-member committee consisting of three regular members and two alternates, authorized to review and approve landscape-related applications. Generally, this committee has final approval authority over applications that do not require Planning Board review, including but not limited to: open space modifications, tree replacement plans, and amendments to previously approved subdivisions. In such instances, the Committee shall serve as the sole approval authority.

(2) Responsibilities include:

- (a) Review landscape plans submitted to the committee and provide recommendations to the approving board(s)
- (b) Ensure landscaping aligns with local ordinances, environmental goals, and community standards
- (c) Advise on plant selection and design
- (d) Suggest updates to landscape ordinances or design standards
- (e) Advise on green infrastructure, stormwater management, and tree preservation
- (f) Encourage sustainable landscaping practices

C. Municipal and Farmland Protection Committee (MFPC)

(1) The purpose of the Municipal and Farmland Protection Committee is to support the development and implementation of the Agricultural and Farmland Protection Plan, guide local efforts in preserving farmland and supporting agricultural viability, and provide a conduit for local farmers in planning and development within the Town.

- (2) Responsibilities may include:
 - (a) Advise the Planning and Town Board on agricultural matters, especially those related to land use, zoning, and economic development
 - (b) Suggest zoning changes to better define and protect agricultural land
 - (c) Promote awareness of agricultural issues and opportunities
 - (d) Collaborate with state and county agencies to secure funding for farmland protection

D. Community Character Protection Committee (CCPC)

- (1) A Community Character Protection Committee as appointed by the Town Board to review all site plans submitted for approval within the **Clarence Hollow and Clarence Center Overlay Zones**. These committees shall be a recommending body to the Town Board/Planning Board and shall meet as required and requested by the Town Board.
- (2) Generally, the CCPC shall review and provide comment to the Town Board and/or Planning on site design elements including architecture and landscaping along with other elements as directed by the Town Board, in consultation with the Planning Board. The CCPC shall be guided by design standards set forth in this Chapter as well as Town-adopted or approved planning documents.

E. Sign Review Committee (SRC)

- (3) The purpose of the Sign Review Committee is to review and approve sign permit applications. The Sign Review Committee must consist of three Planning Board members; the Planning Board Chairperson (or Vice Chairperson in his or her absence) and two other Planning Board members.
- (4) Responsibilities may include:
 - (a) Their approval may allow business names, logos and signs in plazas, shopping malls, etc.
 - (b) Decisions against any sign permit may be appealed to this committee

Section 6.4 Commissions

A. Historic Preservation Commission (HPC)

- (1) Purpose. It is hereby declared as a matter of public policy that the protection, enhancement and perpetuation of landmarks and historic districts is necessary to promote the economic, cultural, educational, and general welfare of the public. Inasmuch as the identity of a people is founded on its past, and inasmuch as Clarence has many significant historic, architectural

and cultural resources which constitute its heritage, this chapter is intended to:

- (a) Protect and enhance the landmarks and historic districts which represent distinctive elements of the Town of Clarence's historic, architectural, social, economic, and cultural heritage;
 - (b) Foster civic pride in the accomplishments of the past;
 - (c) Protect and enhance the Town's attractiveness to visitors and the support and stimulus to the economy thereby provided, and promote the use of historic districts and landmark sites for the education, pleasure and welfare of the Town;
 - (d) Insure the harmonious, orderly, and efficient growth and development of the Town, while safeguarding the Town's historic, aesthetic and cultural heritage as embodied and reflected in such landmarks and districts.
- (2) Membership. The Commission shall consist of nine members to be appointed, to the extent available in the community, by the Town Board as follows:
 - (a) At least one shall be an architect experienced in working with historic buildings;
 - (b) At least one shall be a historian;
 - (c) At least one shall be an attorney;
 - (d) At least two shall have demonstrated significant interest in and commitment to the field of historic preservation evidenced either by involvement in a local historic preservation group, employment or volunteer activity in the field of historic preservation, or other serious interest in the field; and
 - (e) All members shall have a known interest in historic and/or architectural preservation and historic development within the Town of Clarence.
- (3) Term. Commission members shall serve for a term of four years, with the exception of the initial term of the nine members. In the initial term, one member shall serve one year, two shall serve two years, three shall serve three years, and three shall serve four years.
- (4) The Chairman and Vice Chairman of the Commission shall be appointed by the Town Board.
- (5) The powers of the Commission shall include:
 - (a) Employment of staff and professional consultants as necessary to carry out the duties of the Commission with budget approval from the Town Board;

- (b) Promulgation of rules and regulations as necessary to carry out the duties of the Commission;
 - (c) Adoption of criteria for the identification of significant historic, architectural, and cultural landmarks and for the delineation of historic districts;
 - (d) Conduct of surveys of significant historic, architectural, and cultural landmarks and historic districts within the Town with budget approval from the Clarence Town Board as necessary;
 - (e) Recommend to the Town Board that identified structures or resources be identified as landmarks and historic districts, respectively;
 - (f) To make recommendations to the Town Board on the donation of facade easements and development rights and the making of recommendations to the Town government concerning the acquisition of facade easements or other interests in real property as necessary to carry out the purposes of this chapter;
 - (g) Increasing public awareness of the value of historic, cultural and architectural preservation by developing and participating in public education programs;
 - (h) Making recommendations to Town government concerning the utilization of state, federal or private funds to promote the preservation of landmarks and historic districts within the Town;
 - (i) Recommending acquisition of a structure and properties by the Town government where its preservation is essential to the purposes of this chapter and where private preservation is not feasible;
 - (j) Approval or disapproval of applications for certificates of appropriateness pursuant to this chapter; and
 - (k) Commenting and recommending on nominations and approvals of state and national landmarks.
- (6) Meetings. The Commission shall meet at least monthly if any business is pending, but no less than quarterly. Meetings may be held at any time on the written request of any two of the Commission members or on the call of the Chairman or the Town Board.
- (7) Quorum. A quorum for the transaction of business shall consist of four of the Commission's members, but not less than a majority of the full-authorized membership may grant or deny a certificate of appropriateness.