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MEMORANDUM

TO: Board of Trustees

FROM: Christine Wagner, Zoning Board Chair and
Zoning Board Members

Copy to: Village Manager, Bryan Healy
Stefanie Correale, Zoning Board Secretary

DATE: November 3, 2025

RE: Recommendations Regarding Local Law Introductory 14 of 2025

At its regularly scheduled October 2025 meeting, the Zoning Board of Appeals reviewed Draft Local Law Introductory No. 14 of 2025, which proposes to authorize the Village Board of Trustees to appoint an alternate member to both the Zoning Board of Appeals (ZBA) and the Planning Board for a term of one year.

The ZBA had an in-depth discussion regarding the proposed law and the accompanying draft resolution. While the Board recognized the potential value of having an alternate member to prevent delays in proceedings, several points of clarification and concern were identified regarding the structure and implementation of the proposed law.

Recommendations and Comments:

1. Clarify the Number of Alternates

The draft language could be read as authorizing only one alternate member for both the ZBA and Planning Board collectively as opposed to one alternate member per Board. The ZBA recommends that the law clearly state that each Board may have its own alternate member.

2. Define the Role and Level of Participation

The ZBA recommends that the law specify under what circumstances an alternate may participate in meetings. The Board felt that it should be made clear that an alternate member:

-May only participate in deliberations and vote when formally designated to substitute for a regular member who is absent or recused.

-Should otherwise attend meetings as an observer but not engage in discussion or decision-making unless officially seated as a voting member.

3. Clarify Expectations for Attendance and Preparation

The ZBA requests clarification on whether alternates are expected to attend all meetings or only when needed. If alternates are to be called upon at short notice, they should be provided with meeting materials in advance to ensure they are adequately prepared when required to serve.

4. Reconsider the Term Length

The proposed term of one official year was thought to be too brief to be practical. The ZBA recommends consideration of a longer term, consistent with the staggered multi-year terms of regular ZBA members, to allow the alternate to gain adequate understanding with procedures and ongoing matters.

5. Clarify the Purpose and Need

ZBA members noted that quorum issues are rare and that the Board has been able to conduct its business effectively with existing members. The ZBA requests that the Village Board provide further context on the specific issues this proposal is intended to address and the anticipated benefits to board operations.

In Conclusion the ZBA does not take a formal position for or against the adoption of Draft Local Law Introductory No. 14 of 2025. However, the Board strongly recommends that the Village Board of Trustees clarify the points above before proceeding with adoption. Addressing these concerns will ensure that the role of alternate members is clearly defined and effectively supports the functioning of the Zoning Board of Appeals (and Planning Board).