

## Town of Canandaigua

### Board and Committee Vacancies – March 2022

#### Planning Board

The role of the Planning Board (PB) is to review project applications for compliance with town code and to ensure the project adheres to sound planning practices that are in keeping with the Town's Comprehensive Plan and several other adopted documents relating to open space and environmental protection, parks and recreation, history, agriculture, complete streets, water, and sewer. Interested candidates should have a background in or an understanding of code language and land use planning. The PB has a vacancy for an alternate board member position, which is an unpaid, volunteer position that serves when a regular member is unable to attend a meeting. Interested persons should send an e-mail with a letter of interest along with a resume or CV to Shawna Bonshak, Town Planner at [sbonshak@townofcanandaigua.org](mailto:sbonshak@townofcanandaigua.org) or call 585-394-1120 x2241.

#### Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) hears and decides appeals and requests for variances from the requirements of the [Zoning Chapter](#) of the Canandaigua Town Code. The Zoning Board of Appeals shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the Local Administrator in the enforcement or administration of the Zoning Chapter of the Code. The ZBA has a vacancy for an alternate board member position, which is an unpaid, volunteer position that serves when a regular member is unable to attend a meeting. Interested persons should send an e-mail with a letter of interest along with a resume or CV to Shawna Bonshak, Town Planner at [sbonshak@townofcanandaigua.org](mailto:sbonshak@townofcanandaigua.org) or call 585-394-1120 x2241.

#### Environmental Conservation Board

The Environmental Conservation Board (ECB) assists the Town Board with public awareness and education regarding the Town of Canandaigua's natural resources and routinely reviews development projects in the Town of Canandaigua for potential impacts to natural resource protection. ECB members are involved in planning ECB meetings, project reviews, public workshops or events, etc. Applicants having a background in conservation, natural resource management, land use planning, or a related field are strongly encouraged to apply. ECB members receive a stipend that is paid quarterly. The ECB currently has two board member vacancies. Interested persons should send an e-mail with a letter of interest along with a resume or CV to Shawna Bonshak, Town Planner at [sbonshak@townofcanandaigua.org](mailto:sbonshak@townofcanandaigua.org) or call 585-394-1120 x2241.

#### Board of Assessment Review

The Board of Assessment Review for the Town of Canandaigua has a vacancy. The BAR consists of five members of the community that meet annually on Grievance Day (4<sup>th</sup> Tuesday in May) to hear property owner complaints relating to their assessment.

Qualifications:

- Must have knowledge of property values
- Must be at least 18 years of age
- Must be a U.S. citizen
- Must be a property owner in the Town of Canandaigua
- Must be a resident (elector) of the Town of Canandaigua
- Must take and file an oath of office
- Must complete necessary training

- Must be available for Grievance Day each year, held on the 4<sup>th</sup> Tuesday in May

If you meet the above-mentioned criteria and would consider serving in this capacity, we would love to hear from you. Please respond with a letter of interest to Michelle Rowlinson at [mrowlinson@townofcanandaigua.org](mailto:mrowlinson@townofcanandaigua.org) or send a hard copy to:

Town of Canandaigua  
Attn: Michelle Rowlinson  
5440 Route 5 & 20, Canandaigua NY 14424

Interviews with prospective BAR candidates will be conducted in the coming weeks.

### **Parks, Trails, and Recreation Committee**

The Parks Committee advises the Town Board on parkland and recreation. They also advise the Parks Department in the need for park building repairs and/or construction, the creation of new recreational facilities and equipment, and they make recommendations for capital budgets. In addition, the Committee monitors the implementation of the adopted Town of Canandaigua Parks and Recreation Master Plan, including annual reporting thereon to the Town Board. Other duties include preparing and submitting an annual report, and proposing amendments to adopted park rules and regulations. There are currently two vacancies on the Parks Committee: one regular member and one youth member (between the age of 14 and 19). If you are interested in serving on the Parks Committee, please send a letter of interest to Lindsay Frarey at [lfrarey@townofcanandaigua.org](mailto:lfrarey@townofcanandaigua.org).