Village of Freeville Local Law No. 6 of 2026
A Local Law Establishing Procedures and Fees for Special Meetings of the Planning Board and Zoning Board of Appeals

Section 1. Legislative Intent
It is the intent of the Village Board of Trustees to ensure that requests for special meetings of the Planning Board and Zoning Board of Appeals are handled in a fair, consistent, and transparent manner. The Board recognizes that while regularly scheduled meetings provide predictability and efficiency, certain projects may require expedited review due to unique circumstances. This law is intended to balance the needs of applicants with the Village's responsibility to manage staff time, administrative resources, and public notice requirements. By establishing clear procedures and a uniform fee schedule, the Village seeks to promote accountability, safeguard public participation, and maintain the orderly administration of land use decisions.

Section 2. Authority
This local law is enacted pursuant to the authority granted to villages under the New York State Village Law and the Municipal Home Rule Law.

Section 3. Applicability
This local law applies to all applicants seeking a special meeting of the Village of Freeville Planning Board of Zoning Board of Appeals.

Section 4. Application Requirements
A. Form Submission
    a. Applicants must complete the official Special Meeting Request Form provided by the Village.
    b. The form shall include applicant information, project details, type of application, board requested, reason for requesting a special meeting, and preferred/alternate dates.
B. Supporting Materials
    a. All required supporting documents must be submitted no later than 14 calendar days prior to the requested meeting date.
    b. Failure to submit materials on time shall result in postponement, and a new fee shall be required to reschedule.

Section 5. Fee
A. A non-refundable fee of $200.00 shall be required for each special meeting request.
B. The fee shall cover administrative costs, legal advertising, and staff time.
C. Payment must accompany the completed application form.

Section 6. Scheduling and Approval

A. The Village reserves the right to deny or reschedule requested meeting dates based on board availability, scheduling conflicts, or other administrative considerations.
B. Special meetings shall only be scheduled upon approval by the Chairperson of the requested board and confirmation by Village Clerk.

Section 7. Applicant Responsibilities

A. Applicants must provide a clear and valid reason for requesting a special meeting instead of waiting for the next regularly scheduled meeting.
B. Applicants must attend the scheduled meeting or designate a representative with a notarized Affidavit.
C. Applicants acknowledge that failure to comply with submission deadlines or attendance requirements may result in forfeiture of fees and rescheduling delays.

Section 8. Severability

If any provision of this local law is found invalid by a court or competent jurisdiction, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

Section 9. Effective Date

This local law shall take effect immediately upon filing with the New York State Department of State.