

VILLAGE OF FREEVILLE
ZONING BOARD OF APPEALS
MEETING MINUTES (DRAFT)
March 2, 2026
7:00 pm, Freeville Village Hall

The Village of Freeville Zoning Board of Appeals (ZBA) met at the Village Hall, 5 Factory Street, Freeville, NY on Monday, March 2, 2026

Call to Order:

The meeting was called to order at 7:02 p.m. by Chairperson Kristen Olson

Present:

ZBA members: Kristen Olson (Chairperson), Anu Rangarajan (Vice Chairperson), Marcus Griffith, David Lampman, and Michael Whalen

Approval of Minutes:

Member Griffith motioned to approve the minutes from the previous meeting (January 13, 2026), seconded by Member Whalen. All Members present voted Aye.

Discussion of potential recommendations for revisions to Freeville's Land Use Development Code:

Member Whalen made three recommendations:

- a. A recommendation to clarify sections 307 and 415 was made to the Village of Freeville Planning Board.
- b. Define terminology to align with NYS Village Law.
- c. Consider including the standalone 2017 Solar Energy law in the LUDC.

Chair Olson suggested looking at other aspects of village law and look for discrepancies, for example, timelines aligning

Member Whalen recommended developing worksheets or guides to establish typical timelines, procedures (such as GML 239 review), and milestones for the variance process.

Chair Olson suggested setting aside time for a worksession at the next regular ZBA meeting and keeping LUDC revisions as a standing item on the agenda.

Member Lampman noted the LUDC has been updated and a complete version incorporating all revisions is not readily available. Chair Olson suggested the ZBA ask the Village Clerk for a complete version of the LUDC and to attend future worksessions to discuss potential recommendations.

Chair Olson moved that Member Whalen draft proposed language on the clarification of terminology in the LUDC to present to the Village of Freeville Planning Board. Member Griffith seconded. All Members present voted Aye.

Succession Planning:

Chair Olson noted that her term on the ZBA will end on May 31, 2027 (the end of the Village's fiscal year), and recommended that the next Chair be identified prior to that date, to allow for an orderly transition and handoff of duties. Discussion followed on whether a Chair's term would need to be coincident with the start of a new fiscal year, and whether the ZBA has authority to select its own Chair and Vice Chair or whether these assignments must be recommended to the Board of Trustees for approval. It was agreed that Chair Olson would ask the Village Clerk for clarification.

June Meeting:

Chair Olson motioned to change the date of the regularly scheduled June meeting of the ZBA to June 15 to avoid a conflict, seconded by member Rangarajan. All Members present voted Aye.

New Business:

There was no new business.

Meeting Adjournment:

Member Whalen made a motion to adjourn, which was seconded by Chair Olson. All Members present voted Aye. The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Kristen Olson,

Chairperson, Zoning Board of Appeals

Next regularly scheduled meeting: Monday, June 15, 2026.