

Town of Red Hook

Planning Board Policies and Procedures

7340 South Broadway

Red Hook, NY 12571

845-758-4613

www.redhook.org

Meetings

1. The Town of Red Hook Planning Board holds regular meetings on the first and third Monday of each month at 7:30 PM unless otherwise announced. Meeting schedules may be subject to change due to legal holidays, conflicts, or other reasons, in which case the new meeting date will be determined by the Planning Board.
2. The Planning Board may, at a regular meeting, set a special meeting when deemed necessary. For such meetings scheduled at least one week in advance, notice must be posted in the Planning Office and given to the news media no less than 72 hours before the meeting. Meetings scheduled less than one week in advance must include notice posted in the Planning Office and provided to the news media to the extent practicable.
3. Executive sessions of the Planning Board will be conducted only in accordance with the New York State Open Meetings Law. All official actions of the Planning Board will be taken at an open public meeting.
4. In the event that a meeting is cancelled, the Chair may reschedule public hearings and other agenda items to the next available regularly scheduled Planning Board meeting. Public hearings will be re-noticed with the new date in accordance with the Town Zoning and Subdivision regulations.

Establishment of Agenda

1. The submission deadline to be placed on a Planning Board meeting agenda is 12 o'clock noon, ten (10) days prior to the scheduled meeting. This applies to both new applications and submissions for continuing reviews.
2. No matter will be placed on an agenda unless all required materials are received by the submission deadline.
3. Items will be placed on the next available agenda on a first come, first served basis, as determined by the time and date of the submission. Items which cannot be fit on the agenda of the next scheduled meeting because of the number or length of previously scheduled items will receive priority in scheduling for the subsequent meeting.
4. In the event that the Planning Board schedules a special meeting, the Board will identify the submission deadline for that special meeting as part of its approval of the special meeting.
5. The Planning Board will not review new materials or plans at the meeting at which such materials are submitted. However, the Planning Board may review the material at a later date.
6. The Planning Board Chairperson will designate a Planning Office staff member to serve as the point person for submittal of materials. This staff member, in consultation with the Chairperson, will determine whether an application or submission is complete, whether it was timely delivered, and which meeting agenda it will be placed on.

7. Applicants may only deliver submissions directly to the Planning Board's consultants if permitted to do so by the Planning Board. In such cases, in order to be placed on the next available agenda, a copy of the transmittal letter must be delivered to the Planning Office at 7340 South Broadway, Red Hook, NY 12571, or emailed to planning@redhook.org by the submission deadline. The applicant will reduce the number of required submission copies that it delivers to the Planning Office by the number of copies that it delivers directly to the Planning Board's consultants.
8. The Planning Board Clerk will notify the applicant or the applicant's representative when a matter has been placed on the agenda. Times noted on the written agenda are approximate.
9. It is not the intention of members of the Planning Board to interact with the public or applicants outside of meetings of the Planning Board regarding pending agenda items.
10. Planning Board agendas will be posted on the Town Hall Bulletin Board and the Town's website at www.redhook.org.

Consultant Review

1. Unless other arrangements have been made, the Planning Board Clerk will forward all appropriate materials to the Planning Board's consultants for review.
2. Planning Board consultants must submit their reviews to the Planning Office no later than two (2) business days prior to the next Planning Board meeting. The Planning Board may authorize consultant reviews to be forwarded to applicants or their representatives prior to the meeting.
3. If the Chairperson or the Planning Board Clerk requests that a Planning Board consultant attend a meeting, that attendance will be mandatory.
4. At the meeting, any Planning Board consultant requested to attend will be prepared to discuss and analyze the application in sufficient detail to aid the Planning Board in its review of the application, including the identification of relevant issues raised by the application, and the identification of any deficiencies or any material information missing from the application.

Governing Rules

1. Robert's Rules of Order, as revised, will serve as guidelines for the Planning Board's proceedings, except as specified otherwise by the Planning Board policies and procedures.
2. The Planning Board will adhere faithfully to all requirements of the New York State Open Meeting Law.
3. All meetings will be run by the Chairperson or, in the absence of the Chairperson, by the Deputy Chairperson who shall be a member of the Planning Board selected by the Chairperson or by a vote of the Planning Board members. Members of the Planning Board presiding at a meeting at which the Chairperson and Deputy Chairperson are absent may vote to select an Acting Chairperson to conduct the meeting until the return of either the Chairperson or the Deputy Chairperson.

Agenda Format

1. The following order of items for the agenda will generally be adhered to for all Planning Board meetings:
 - Approval of Minutes
 - Public Hearings
 - Review of Old Business
 - Review of New Business
 - Other Business

Conduct of Public Hearings

1. The Chairperson reads the public hearing notice published in the official Town newspaper.
2. The applicant or his/her agent presents a summary of the proposal for members of the public. (Prior to the public hearing, the application and supporting materials will be available for review by the public at the Town's Clerk's office in Town Hall.)
3. The Chairperson then opens the hearing to the public for comments and questions. All comments and questions are directed to the Chairperson who determines whether a response is necessary and, if so, who will respond.
 - (a) All who speak must identify themselves as to name and address.
 - (b) Anyone wishing to comment on the application will do so verbally at the hearing, or by a signed, written statement submitted to the Board.
 - (c) No comments will be submitted or entered into the record by one person on behalf of another.
4. The Planning Board has set a time limit of three minutes for anyone other than the applicant or his/her agent to speak on a matter before the Board. Three-minute extensions may be granted with the unanimous approval of the Board.
5. Planning Board members and consultants then ask questions and present reports.
6. When all who wish to do so have spoken, the Chairperson asks the Board for a motion to:
 - (a) Close the hearing if the Board is satisfied that all comments have been received and all questions answered.
 - (b) Adjourn the hearing to an unspecified date if additional information is necessary and no time frame exists as to when that information will be available. In this case, the hearing must be re-noticed in accordance with Town and State requirements.
 - (c) Adjourn the hearing to a specified date if that is possible.

Record of Meetings

1. The Planning Board Clerk keeps minutes of all Planning Board meetings and hearings. Minutes will include the names of persons appearing and addressing the Planning Board, and will faithfully reflect the record or a summary of all proposals, matters discussed, comments received at public hearings, resolutions, findings and the reasons thereof, and any matter formally voted upon, including the vote thereon.
2. Copies of the Planning Board's meeting minutes will be available to all Planning Board members no later than two (2) business days prior to the next Planning Board

meeting. The minutes become official only after they have been formally accepted by a vote of the Board at a regular meeting.

3. Copies of the minutes will be available at the Planning Office and on-line.
4. Copies of resolutions and SEQR determinations will be attached to the minutes.

Application Submission

1. The Planning Board has application forms and checklists for applicants to complete, detailing their subdivision, site plan, and special use permit proposals.
2. The Planning Board will only entertain one development proposal for a property at a time. One development proposal may consist of one or more approval applications (such as subdivision and site plan, or site plan and special use permit). If an applicant submits a new development proposal for the property for Planning Board review, the initial proposal must be withdrawn.
3. All applications must be accompanied by an Environmental Assessment Form (EAF). The Planning Board will determine whether the project is subject to SEQR.
4. Applicants must prepare Part 1 of the EAF. For projects that are subject to SEQR, it is the Planning Board's policy that the applicant or its consultants prepare the Part 2 and 3 EAF in draft form for the Board's review and consideration. The Planning Board may change or request further information regarding the Part 2 and 3 EAF if it believes such change or further information is necessary to make the required determination of significance under SEQR.
5. If the Planning Board determines that the proposed project may have the potential for at least one significant adverse environmental impact, a Draft Environmental Impact Statement (EIS) will be required.
6. Under Article 8 of the New York State Environmental Conservation Law and its implementing regulations found in 6 NYCRR 617, the Planning Board can take no action to approve or deny an application until the Board has complied with the provisions of SEQR.

Fees and Escrow

1. All applications must be accompanied by payment of applicable fees and escrow deposits as set forth in the Planning Board's fee schedule and in Chapter 70 of the Town of Red Hook Code. No application will be processed or considered without payment of the requisite fees and escrow deposits.
2. Application fees are non-refundable.
3. Unused portions of escrow deposits will be returned to the applicant.

Conflict with Laws

1. These policies and procedures are not intended to modify the provisions of the Code of the Town of Red Hook or any New York State or Federal law, and all conflicts with these policies and procedures are to be resolved in favor of the Town Code, laws of the State of New York and laws of the United States.