

# **TOWN OF RED HOOK**

7340 SOUTH BROADWAY  
RED HOOK, NY 12571

## **Planning Department**

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## **PLANNING BOARD POLICIES AND PROCEDURES**

### **Application Process**

Application forms and checklists are available from the Planning Board office and on-line through the Town of Red Hook website. Applicants should consult the portions of the Town of Red Hook Zoning Code, subdivision regulations and other Town planning documents pertinent to their application prior to making an initial submission. Applicants may also contact the Planning Board staff at (845) 758-4613 or [planning@redhook.org](mailto:planning@redhook.org) with questions concerning procedure or scheduling. Pre-submission conferences with the Planning Board Clerk, Planning Consultant or the Board are encouraged.

New applications are reviewed by the Board at a regularly scheduled meeting. In order to be considered for inclusion on an available agenda, a complete initial application package must be submitted to the Planning Board Clerk at least ten calendar days prior to a scheduled meeting. Incomplete applications will not be processed. The Board Chairman will make the final determination as to whether a matter will be placed on the agenda. The application may be provided to the Board's planning consultant, the Town Engineer or the Board's legal counsel for review prior to the first meeting.

At the initial meeting, the applicant will present the proposal for the Board's review. Depending on the type and complexity of the application, the Board may request the submission of additional information before accepting the application as complete. The Board may refer the application to its consultants as previously noted or to federal, state or county agencies or to Town advisory committees, boards or departments for comments.

After the Board has formally accepted the application, it will proceed to consider the environmental consequences of the proposal under SEQR and will in most cases schedule a public hearing. After the Board has conducted the public hearing, it will consider the project in light of all the information received and then vote on the application itself. The Board may decide to grant the application, to grant it with conditions or to deny it. The Board's decision will be set forth in a written resolution, a copy of which is sent to the applicant.

### **Environmental Assessment Forms and SEQR Process**

All applications submitted to the Planning Board must be accompanied by an Environmental Assessment Form (EAF). In many cases, the applicant may submit a short form EAF. Depending on the type, scale or location of the project, however, a long form

EAF may be required. The Planning Board will utilize the EAF and other information submitted by the applicant to determine the potential environmental impact of the proposed project. According to state law, the Planning Board can take no action on the application until the Board has reviewed the environmental consequences of the proposal and made a determination of significance.

At the conclusion of the review, the Planning Board will formally make a determination of significance. If the Board determines that the action will cause no potential significant adverse effects on the environment, it will issue a negative declaration deeming an environmental impact statement to not be required. If the environmental impact may be mitigated or reduced by changes to the size, design or other aspects of the proposal, the Board may issue a negative declaration with conditions setting forth the changes it will require prior to final approval. Should the Board decide that the project may have a significant effect on the environment, the submission of an environmental impact statement will be required.

### **Fees and Escrow Deposits**

All applications must be accompanied by payment of applicable fees and escrow deposits as set forth in the Board's fee schedule. Copies of the fee schedule are available at the Planning Board office and on-line. Application fees are non-refundable. Escrow deposits are utilized to pay consultant expenses incurred by the Board in reviewing an application. Unused portions of the escrow deposit are returned to the applicant. On occasion, an applicant may be required to supplement the initial escrow deposit. No application will be processed or considered without payment of the requisite fees and escrow deposits.

### **Planning Board Meetings**

The Planning Board normally meets on the first and third Mondays of each month at 7:30 p.m. Meeting schedules are subject to change because of legal holidays or other conflicts. Meetings are held at the Town Hall which is located at 7340 South Broadway in Red Hook. All meetings of the Board are open to the public.

At these meetings, the Board holds pre-submission conferences, reviews new applications, makes SEQR determinations, conducts public hearings, and votes on final applications.

No matter will be placed on an available agenda unless all required submissions are received by the Planning Board Clerk no later than 12 noon ten days prior to the scheduled meeting date. All submissions must comply with pertinent provisions of the Town of Red Hook Zoning Code or Subdivision Regulations. Agendas are posted in Town Hall and are available on-line. 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.

### **Public Hearings**

The Planning Board is required to hold a public hearing on most applications submitted to it. At the hearing, members of the public are permitted to comment on the proposal verbally or in writing. Prior to the hearing, the Planning Board Clerk is required to arrange for publication of a notice of hearing in a local newspaper and, in some instances, to notify nearby property owners by certified mail. While many hearings may be conducted and completed in one meeting session, the Board may elect to continue a hearing to consider additional information or comments if appropriate.

At a typical hearing, the Chairman will read the hearing notice and ask the applicant to present a summary of the proposal for the members of the public who are present. (Prior to the hearing, the application and supporting materials will be available for review by the public at the Town Clerk's office in Town Hall.) The Chairman will then ask for comments from the public and will read any written comments received by the Board. All persons who comment must provide their names and addresses. Speakers should address the Board, not the applicant or the applicant's representative.

### **Record of Meetings**

The Planning Board Clerk prepares minutes of the Board's meetings which record the matters discussed, comments received at hearings, the results of formal votes and other matters. The draft minutes are generally available approximately one week after the meeting date. The minutes become official only after they are formally accepted by the Board at a subsequent meeting. Copies of the minutes are available at the Planning Board office and on-line.

### **Board Resolutions and Decisions**

Most formal decisions of the Board are set forth in resolutions, copies of which are attached to the minutes and which are provided to the applicant. In many cases, the Board will approve an application provided that certain conditions, set forth in the resolution, are met. Such a resolution will authorize the Chairman to sign the final site plan or subdivision plat when the applicant has fulfilled the conditions. Applicants should be aware that the Zoning Code imposes time limits, typically six months, for the satisfaction of such conditions prior to expiration of the approval.