

DATE OF MEETING: November 2, 2020
PLACE OF MEETING: Village Hall, Pawling, New York
MEMBERS PRESENT: Mayor Robert Liffland
Trustee Dan Peters
Trustee Earl Slocum
Trustee Lauri Taylor

The meeting was called to order at 7:00 P.M. with the Pledge of Allegiance.

The Village Clerk stated the Public Hearing on Local Law No 1 of 2020 – Amending Chapter 26 of the Village Code, Entitled “Ethics, Code Of” by repealing Chapter 26 and Replacing it with a Revised Code of Ethics would be held open until the next meeting.

MOTION by Trustee Taylor to open the Public Hearing on the 2021 CDBG Application at 7:01 P.M. **SECONDED** by Trustee Peters. There was no discussion; all were in favor and the motion carried.

Ms. Patty Richardson a resident of the village said she used the library all the time. She stated she was all for the library trying to provide a wheelchair accessible and disabled accessible bathroom in the library. She said she felt it was long overdue. She said she felt badly that a large faction of the patrons who would like to use the library are not able to use the library and all of its wonderful resources and enrichment because of the challenge of the library not having the right bathroom.

Mr. Brian Avery, Director of The Pawling Free Library, thanked the Board for their consideration in sponsoring the library’s application for the 2021 CDBG. He said it was discussed at the last meeting, plans were submitted and he was happy to answer any questions.

Ms. Janet Couch, a village resident, said she was very much in favor of the bathroom being built by the grant so there would be no cost to the taxpayer. She stated the current bathroom is located behind the computers and it was awkward for the user of both the bathroom and the computers. She said they were shared by staff and community and sometimes there was a waiting line of 5 or 6 people. Ms. Couch stated that pre-pandemic the library averaged 5 or 6 thousand people a month so it was definitely needed. She said the library bathrooms would be built outside where there now is an oil tank and once the oil tank is removed it would be a safer environment for everybody.

There were no more public comments.

MOTION by Mayor Liffland to Close the Public Hearing at 7:06 P.M. **SECONDED** by Trustee Taylor. There was no discussion; all were in favor and the motion carried.

**A RESOLUTION AUTHORIZING THE SUBMISSION OF THE 2021 DUTCHESS COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION**

Activity Title: Pawling Free Library Handicapped Accessible Bathroom Project

WHEREAS, the Village of Pawling (hereinafter referred to as the Municipality) is participating in the 2021 Dutchess County Community Development Consortium, and

WHEREAS, input from citizens and groups has been received and considered at a public hearing, and

WHEREAS, an application has been prepared for the above referenced activity which addresses our community concerns.

NOW, THEREFORE BE IT RESOLVED, that the 2021 application to the Dutchess County Community Development Block Grant Program for the above referenced activity is approved.

BE IT FURTHER RESOLVED, that the submission of the application to the Dutchess County Department of Planning and Development is authorized.

MOTION MADE BY: Trustee Dan Peters

SECONDED BY: Trustee Lauri Taylor

VOTE:	Trustee Dan Peters	Aye
	Trustee Earl Slocum	Aye
	Trustee John Burweger	Absent
	Trustee Lauri Taylor	Aye
	Mayor Robert Liffland	Aye.

The 2021 preliminary Garbage Budget was presented to the Board. Trustee Peters said it would raise the annual cost from \$219.00 per unit to \$239.00 per unit which would enable the Board not to use money from the fund balance.

MOTION by Trustee Slocum to set the Public Hearing date for the 2021 Garbage Budget for December 7, 2020. **SECONDED** by Trustee Taylor. There was no discussion; all were in favor and the motion carried.

The following Resolution was proposed by Trustee Peters, who moved its adoption, and seconded by Trustee Slocum.

WHEREAS, the Village of Pawling Board of Trustees ("Trustees") is the governing board of the Village of Pawling; and

WHEREAS, on or about July 30, 2020 the Clerk of the Village of Pawling received a Petition for Local Government Consolidation filed pursuant to General Municipal Law §757(1). (the "Petition") and

WHEREAS, on or about August 7, 2020 the Clerk of the Village of Pawling determined pursuant to General Municipal Law §757(6) that the number of signatures on the Petition was sufficient; and

WHEREAS, pursuant to General Municipal Law §757(7) within thirty (30) days of the determination that the Petition contained the sufficient number signatures the Trustees must enact a resolution calling for a referendum on the proposed consolidation by the electors in each of the entities and set a date for such referendum; and

WHEREAS, on or about September 1, 2020, the Trustees adopted a resolution calling for a referendum on the proposed consolidation by the electors in each of the entities and set a date for such referendum; and

WHEREAS, the Trustees must set the hours for the referendum which hours cannot be less than noon until 9 o'clock in the evening; and

NOW, THEREFORE, it is:

RESOLVED: the consolidation referendum shall be held on November 30, 2020 from 12 P.M. until 9 P.M.

The question of the foregoing Resolution was duly put to a vote, the Board of Trustees voting as follows:

Mayor Robert Liffland	Aye
Trustee Daniel Peters	Aye
Trustee John Burweger	Absent
Trustee Lauri Taylor	Aye
Trustee Earl Slocum	Aye.

Mr. Steve Goldberg, Chairman of the Planning Board, gave a presentation on the status of the Planning Board (see attached).

MOTION by Trustee Peters to adopt the following resolution. **SECONDED** by Trustee Taylor.

Whereas:

- Village Law indicates that the Board of Trustees has jurisdictional control over the Village Planning Board and Village Planning Board training; and
- The training requirements are four hours per calendar year; and
- Training may be modified by the Board of Trustees.

Now Therefore Be It Resolved that:

The training requirement for the Village of Pawling Planning for calendar year 2021 shall be three hours total, an excess of which may be carried over to 2022. Compliance with such training compliance for 2021 shall be administrated by the Chair of the Planning Board. And, this training will include

- (Mandatory) The 1.5 Hour Planning Board Overview Online Course and one item from the three below:
 1. The SEQR Cookbook *or* The Local Officials Guide to SEQR and SEQR Timelines
 2. The EAF Glossary **and** The Online Glossary for Planning and Zoning
 3. The James Coon Technical Series on Site Plan Review.

There was no discussion; all were in favor and the motion carried.

Trustee Peters announced that Linda Murray, Pawling Joint Sewer Commission Secretary, would be retiring as of March 2021. He said the recommendation was to advertise for the vacancy in the position with the intent to hire someone by January 1st.

MOTION by Mayor Liffland to place an ad for the position of Pawling Joint Sewer Commission Secretary. **SECONDED** by Trustee Peters. There was no discussion; all were in favor and the motion carried.

There was discussion on “No Skateboarding/Bicycling” signs for the bandstand.

MOTION by Trustee Peters to put “No Skateboarding/Bicycling” signage up at the bandstand and he would talk to Lieutenant Dampf about enforcement in the bandstand area and on all the brickwork on the green. **SECONDED** by Trustee Slocum. There was no discussion; all were in favor and the motion carried.

There was discussion on parking on the green at Baxter Green.

MOTION by Trustee Peters to not expand parking in Baxter Green – that there needs to be accommodations made in their own driveways. **SECONDED** by Trustee Taylor. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Slocum to approve accepting credit cards for the utility billing through Williamson Law. **SECONDED** by Trustee Taylor. There was no discussion; all were in favor and the motion carried.

The following Resolution was proposed by Trustee Peters, who moved its adoption, and seconded by Trustee Taylor.

WHEREAS, the Village of Pawling (“Village”) and Rudolph K. Umscheid, as Trustee of the Rudolph K. Umscheid Revocable Trust U/A/D 2/23/02 (“Umscheid”) entered into a contract dated June 15, 2020 (the “Contract”), whereby Umscheid has agreed to sell and the Village has agreed to purchase the Premises subject to the terms and conditions set forth therein; and

WHEREAS, certain Improvements installed by the Village on the Premises pursuant to the Contract include water wells (“Wells”); and

WHEREAS, on or about October 22, 2020 the Village declared a water emergency; and

WHEREAS, while the Contract is in effect, the Village wishes to use the Wells and Umscheid is willing to permit such use upon the terms set forth in the License Agreement annexed hereto as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED THAT: that the License Agreement is approved and the Board of Trustees ratifies all actions taken to date in furtherance of the License Agreement.

The question of the foregoing Resolution was duly put to a vote, the Board of Trustees voting as follows:

Mayor Robert Liffland	Aye
Trustee Daniel Peters	Aye

Trustee John Burweger
Trustee Lauri Taylor
Trustee Earl Slocum

Absent
Aye
Aye

The Resolution was adopted.

MOTION by Trustee Taylor to approve the Agreement with Dutchess County regarding General Municipal Law Section 239. **SECONDED** by Trustee Peters. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Peters to approve the extended maintenance for the handheld and belt clip transceiver for the water meters. **SECONDED** by Trustee Taylor. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Peters to approve the waiver of the penalty for Water Account No. 10472 in the amount of \$19.04. **SECONDED** by Trustee Slocum. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Peters to approve the minutes from September 1, 2020 and September 21, 2020. **SECONDED** by Trustee Taylor. There was no discussion; all were in favor and the motion carried.

Mr. Dan Stone, an engineer from Chazen, gave an update on the status of the water supply. He stated that the public needs to be reminded to conserve water use, that there is no outside water use and notices should be put in the utility bills. He reported that he would be submitting proposals for the engineering work associated with rehabilitating the Corbin Road Well in the amount of \$75,000, work associated with the Notice of Incomplete Application from the DEC regarding endangered species in the amount of \$50,000 and the work on the hydraulics in the amount of \$40,000 - \$50,000. He said those were estimates and he was giving the Board a heads up that formal proposals would be coming.

MOTION by Trustee Peters to pay the October bills in the amount of \$196,353.36 and the EFC bills in the amount of \$102,024.51. **SECONDED** by Trustee Taylor. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Peters to adjourn the meeting at 8:02 P.M. **SECONDED** by Trustee Slocum. There was no discussion; all were in favor and the motion carried.

Village Clerk

Pawling Village Planning Board Update

Presented to: Village Board of Trustees
November 2nd 2020



Discussion Guide

Why This Presentation?

Planning Board Administration

- Process Changes
- Training
- Alignment with ZBA Schedules

Recommendation on Zoning Updates

- Minor Changes
- SEQR Mandatory Changes

Update on Current and Upcoming Applications

- Developer Outreach
- Potential issues

We Can and Should Do More

TRAINING FOR THE PLANNING BOARD -2021

State law requires that members receive at least **four hours of training each year.**

Training in excess of four hours in any one year may be carried over into succeeding years.

1. *The Board of Trustees determines what qualifies for credit towards these hours*
2. *The Training can be tracked by the Clerk, Secretary or Chair (I'll track)*
3. *Training can be from the Department of State, DEC, Other Agencies, etc.*
4. *Training can also be from private sources like books, etc.*
5. *Training can be about Regulation Matters (like SEQR) or about Advisory Matters (like Special Permits.)*
6. Training can be waived or modified by the Board of Trustees but, it must be by resolution

Recommendation: The Board of Trustees pass a resolution that due to COVID-19, the 2021 training requirement will be only 3 hours of online work.

This will include as follows:

- (Mandatory) The 1.5 Hour Planning Board Overview Online Course and one item from the three below:
 - A. The SEQR Cookbook *or* The Local Officials Guide to SEQR and SEQR Timelines
 - B. The EAF Glossary *and* The Online Glossary for Planning and Zoning
 - C. The James Coon Technical Series on Site Plan Review

MINOR CHANGES IN ZONING CODE

September 20th, 2020

To: Dave Daniels

CC: Lauri Taylor, Mike Keupp, Bill Volmer

From: Steve Goldberg

RE: Zoning Code – Possible Changes and Clarifications

As you know, our Zoning Code is roughly 25 years old and, has held up quite well. However, there are a few places where it either (a) is slightly outdated or (b) a little less clear than it could be. Over the last two months I've compiled a draft roster of where I believe the Zoning Code could use a tweak.

The vast majority of these fit into the area of “minor” change which should not necessitate passage of any local law, etc. A few others (marked in the table below) are probably “policy” changes that – while not reflecting any change to the Master/Comprehensive Plan, might require discussion, public hearing, etc.

I am circulating this **draft** to get your input on additions, etc. My hope is that we can present the minor changes to the Board of Trustees during the month of October.

Section	Item/Comment	Minor	Policy/ Significant	Hearing SEQR
98-5	Add definition of Highway	X		
	Add Definition of AirBnB (Versus Boarding House)		X	X
	Antenna: change “other utility” to “other utility with the exception of telecommunications”	X		
	Building - Add the word “Single”	X		
	Lot Coverage- Insert the word “Building” between “combined” and “area”	X		
	Mixed Use Building add the word “single” before the word “building”	X		
	Add definition of Retail	X		
	Restaurant Add: “but may include significant consumption off premises”	X		
98-13	After the words “where applicable” add the words “specific provisions of”	X		
98-14	After the words “where applicable” add the words “specific provisions of”			
98-15	Density Bonus – Consider adding new conditions including public parking, infrastructure improvement, etc.		X	X
98-20 A 6	Add the words “and parking” after “vehicular traffic”	X		
98-22 A 4	Change from 1/5 seats to 1/3 seats. (this would include B2 and all R) Create additional guideline for Bar Areas		X	
98-22 A 8	Add parking space requirements for Hotels and Restaurants outside the B1	X		
98-22 B 4	Change Senior Housing from 1 space / 3 units to 1/1.5 Units		X	X
98-22 B 5	Change from “Gross Floor Area” to “Gross Customer Use Floor Area.”	X		
98-22 B 5	Consider adding “but not less than 1 per 3 seats”		X	

Section	Item/Comment	Minor	Policy/ Significant	Pub- Hearing SEQR
98-23 C	Consider a higher fee of \$1,000	X		
98-65 D	Change “shall be held” to “may be held”	X		
98-65 F	After the clause “an Application for Site Plan Approval shall be made in writing to the Planning Board”; Add a period and the following sentence: “All Applications and Submittals are formally received as of the date of the next regularly scheduled Planning Board Meeting”. (this conforms with site application procedures.) Following this sentence, strike the word “and”, insert “All Site Applications”	X		
98-65 H	Change Heading to “Consultant Review and Referral” add “In addition, the Planning Board may refer matters to the ZBA.”		X	
98-65 I	Public Notice add “as well as the Village Web Site and any social media outlet deemed acceptable.”	X		
98-68 B	Public Notice add “as well as the Village Web Site and any social media outlet deemed acceptable.”	X		
98-72	Public Notice add “as well as the Village Web Site and any social media outlet deemed acceptable.”	X		
98-76 A	Add the words “separately and” before the word “collectively”			
98-76 D 1	Large Lots: Strike the words “The Site must have” and replace with “Large Lots are defined as a Site having:	X		
98-78	Section Heading should include the words “on Route 22”	X		
98-79 B 3	Consider changing 25% to 33%		X	
98-78 B 4	Change from “fabricated” to “entirely fabricated”	X		
98-80	Can/Should we add that accessory dwelling may (or may not) be used for Air BnB, VRBO		X	X
98-81	Heading: Add the words “in a residential structure”	X		
Sched A	Multi-Family Dwellings Consider adding “Or contain fewer than XX Bedrooms”		X	X

Looking forward to your input.

S.

Roster of significant changes Zoning Code to be Researched/Considered

1. We need to Define AIRBNB's (versus Boarding Homes) and Related Policy (§98-80)
 - a. The Town has passed a resolution (it is attached).
2. Creating Incentive Zoning for Density Bonuses in the B1 District including:
 - a. Public Parking spaces
 - b. Infrastructure Improvement including sidewalks
 - c. Landscaping and related maintenance in B1 District
3. Change parking for restaurants and bars
 - a. From 1 space per 5 customers to 1 space to 3
 - b. To include spaces for on shift employees
4. Add a minimum number of bedrooms to Schedule A parameters for multi-family bedrooms
 - a. At least 33% two or more bedrooms
5. Increase the % of square footage permissible for home office occupations (§98-79)
6. Changes to communication towers
7. Do we still need or want minimums for Affordable Housing? (Both inside and outside B1)

ACTIVITY UPDATE:

112 East Main Street a/k/a Heinchon Dairy	Special Permit Rejected. Site Plan Rejected Both without prejudice
146 Main Street a/k/a McGrath's	Conditional Neg Dec Issued. SEQR Closed. Headed to ZBA for November Meeting
Tap House	Approved for Expanded Use
HPV Warehouse	Public Hearing at November meeting
Verizon	Completed Application for November meeting
Mt Tom	Early early early stage...but...

APPENDIX -1 (FYI ONLY)

PROCESS NOTES FOR VILLAGE of PAWLING PLANNING BOARD September 1st, 2020

After reviewing our recent minutes and meetings, submissions and procedures as well as getting input from many of you and our consultants, I put together some notes about our process. Hope these are useful and welcome your feedback.

I. Submissions:

- a. Deadlines (Noon, 14 days prior to the meeting) will be adhered to without exception
- b. Board members will be notified of all submissions as soon as possible
 - i. Jen will notify Board members of any withdrawal as soon as possible

II. Consultant Reports:

- a. When applicable, will be due at Close of Business the Thursday prior to the Meeting.

III. Conflicts of interest/ex parte communications (and now a word from our lawyers):

- a. If you have a conflict of interest on an Application, please let me know as soon as possible prior to the meeting:
 - i. Conflicts of interest are anything where a decision by you or the Planning Board could benefit or hurt you personally,
 - ii. This could include: any existing or expected/promised trade assignment for you or a member of your immediate family, or any change in value (up or down) for a property you or a member of your family owns,
 - iii. Not all conflicts mean you must recuse yourself from an issue. But,
 - iv. All conflicts must be disclosed and if you do recuse yourself, it is best to explain why in a public forum.
- b. “ex parte communications” is a fancy way of saying “one sided” communications but in our case means “communications (about Board business) with applicants or their agents or with members of the Board of Trustees (other than Lauri) that are not conducted during public meetings”
 - i. Please do your best to avoid these.
 - ii. But if they take place, please make no promises. Also, be absolutely sure to tell the other party that nothing you say is an indication of how the Board will act,
 - iii. If they do take place, please let me and Jen know so that we can make note of it during the public meeting. That way, we maintain credibility about our integrity.

THANKS FOR READING THE LEGALEZE – NOW ON TO PART VI (MEETINGS)

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IV. Meetings:

- a. Remember we need a quorum to proceed with official business so please do your best to attend every meeting.
 - i. Unless it is an emergency, if you are unable to make a meeting, please let Jen know within one week of the meeting date.
 - ii. If you can't attend but have questions, for applicants, please let me know
- b. We have an obligation to complete the Site Review process within a certain time frame (62 days from acceptance of a complete application.) *For projects which entail public hearings, we have 62 days from the date of the public hearing.*
- c. Accordingly, for submissions which involve significant new construction, Use Variances, Rezoning, etc.
- d. The first meeting will generally (but not always) be designated as a "sketch conference" versus a formal Site Plan Review.
 - i. At that meeting the applicant will review the project and we will (a) identify required permits and approvals (b) identify any interested agencies that would need to participate in the SEQR review (c) identify the key issues to be addressed and the need for consultant reports (d) accordingly set the Escrow
 - ii. The application will not be considered complete at this meeting
- e. The second meeting will begin the more formal Site Plan Review.
 - i. At this meeting, we will review reports from consultants and outline steps for the applicant to undertake to advance the application to completion.
 - ii. If the application is progressing, the Board will establish intent to be Lead Agency and circulate, as needed, their intent and the SEQR documentation to other involved agencies.
 - iii. If there are no involved agencies, the Board will declare themselves Lead Agency at this meeting.
 - iv. Mandatory circulations to the County will occur at this time (substantive revisions will also be sent to the County)
- f. Public Hearings (when required) will be scheduled for the meeting subsequent to the Site Plan Review (therefore within the 62-day deadline) However:
 - i. Applicants who have not made significant progress by this meeting's submission deadline will not have a Hearing scheduled.
 - ii. Instead we will motion to extend the Public Hearing deadline or (if the applicant does not agree to an extension) dismiss the Application in order to restart the clock
 - iii. We will not issue a determination under SEQR for the project prior to holding the Public Hearing

Applications will not be considered complete until SEQR has been completed.

APPENDIX -2 (FYI-ONLY)

From Plan To Permit... Part One

Written by current Village Planning Board Chairman Steve Goldberg as part of his ongoing outreach to the Pawling Community

One of the more complex things that happens in our Village is the way new Developments – projects like commercial buildings and multi-family dwellings – get approved or rejected.

This responsibility is the key role and purpose of the Village Planning Board.

But what's involved? What are the steps? And most importantly, how does the Public participate?

Let's start with what the Planning Board's role in the process. The Planning Board reviews Development Applications (called Site Plans) to determine if they have the potential to impact the welfare of the Village (and really the Town as well). The review deals with two basic areas:

1. The **Appearance** and dimensions of the Development
2. The **Planned Use** of the Development

The **Appearance**, obviously, is mostly about the way a project looks. This includes the height and density of buildings, open space, materials used, how far back the buildings are from the street, proximity to things like schools, landscaping, lighting, access for the fire department, parking spaces and the way they are laid out and much more.

All of these parameters are laid out in the Zoning Code of our Village. If the Building Inspector or Planning Board believes a Developer is not following these parameters, they can ask the Developer to change the project. The Developer can accept the suggested change and often does. But sometimes they decide it is better to try get the rules waived (this is called a variance) and then they have to appear before the Zoning board of Appeals who may or may agree with them.

But the Planning Board also can make additional judgments about how the project's appearance fits in with the part of the Village in which it is located. Here the Planning Board will rely on the Comprehensive Plan which includes lots of drawings and ideas about what Pawling Village is all about.

These judgments are not something the Developer can appeal. And, they must be made very carefully to make sure the Planning Board is really acting in the Public's interest (this is where the public's input – discussed in part two of this BEET – is critical.)

The **Planned Use** is totally different from Appearance. The Zoning Code divides our Village into Districts and each District has a set of permitted uses (Houses in residential areas, shops and bars in the center of the Village, etc.) If a developer wants to create a different use; like a restaurant in a residential area or a multi-family apartment building in the center of the Village

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then they need a Special Use Permit. These are granted solely by the Planning Board and these decisions can't be appealed to the Zoning Board.

When issuing a Special Use Permit the Planning Board again relies on the Zoning Code which lays out some pretty specific conditions depending on the part of the Village where the Development is planned. These can include number of apartments in a building, size of a building, maximum square feet in a restaurant or store, etc.

But, the Planning Board also has wide latitude in setting conditions for Special Uses that are in the interest of the community. For example, they may insist a restaurant have Valet Parking or that a store can't stay open past 10PM. As long as the conditions are truly in the interest of the community these types of conditions have to be met. **Again, this is a place where input from the Public is really critical.**

From Plan to Permit... Part Two

Written by current Village Planning Board Chairman Steve Goldberg as part of his ongoing outreach to the Pawling Community

One of the more complex things that happens in our Village is how new Developments – projects like commercial buildings and multi-family dwellings – get approved or rejected.

What are the steps? And importantly, how does the Public participate?

Each project is a little different based on where it is, how big it is and what type of business it will be etc. For example, some projects are on streets (like Main Street) where they might impact traffic flow – which then needs to be studied. Other projects might be adjacent to other properties (like John Kane House or a school) who have their own special concerns. Sometimes, projects need special studies to see how wildlife, like the Bog Turtles that live in our area, will be impacted or if the noise from a new bar or restaurant will adversely impact neighbors.

But all projects tend to adhere to the steps below...

Step one: (Pre-Submission) Often the Applicant and the Planning Board decide to have a pre-submission session (sometimes called a sketch conference) where the Applicant lays out the basics of the Development. This might include early drawings showing the size of buildings, basic materials to be used, parking areas, landscaping ideas and, how the project matches “the overall look and feel” of the Village.

During this Step, the Planning Board gives initial impressions and indications of how the plan will be received and likely areas of concern. The Planning Board will also figure out if this is a significant project likely to have an impact on neighbors or the whole Village. If so, the Planning Board will identify who needs to be part of the review (this can include the Town, the County, Neighbors, the Public, the Parks Department and others.)

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Note that Step one is optional but, it is generally considered a useful “best practice.” Furthermore, it is a great way to give the Public a “Heads Up” about major Developments.

Step two: (Submission) Incorporating initial feedback, an Applicant submits a Site Plan for review by the Planning Board. Sometimes, the Site Plan will include supplemental information like Traffic Impact studies, letters of support from nearby businesses or historical sights, etc. But usually, all the necessary additional materials are not included and will need to be obtained.

In either case, if other Agencies (like the Town, the Parks Department or the DOT) are involved, the Planning Board will declare itself “Lead Agency” for the project and, in that role, refer and coordinate aspects of the review with other Agencies or consultants. These can include things like a report on parking by a Transportation Engineer, or geology and environmental impact reports by Civil Engineers. And, The Planning Board will also isolate items that need to be referred to the Zoning Board of Appeals.

In Pawling, the Planning Board secures an Escrow from the Applicant to pay for these parts of the process.

The Planning Board also conducts a Public Hearing on the project on projects that are significant. Villagers and others are not only welcome to come and give feedback, they are encouraged to do so. They can discuss why they think the project does or does not fit in the Village, concerns that they have about the project or ask questions about the way the Development will be used. This is a very critical part of the process and – if the project is not referred to the Zoning Board – may be the only chance the public has to comment on the Developer’s plans.

When all of this has been done, the Planning Board can Accept and Approve the Site Plan.

However, very often, the Site Plan is not acceptable and changes must be made based on the variances that are needed, public feedback, input from other agencies like the Department of Transportation, and the conditions set by the Planning Board.

If that happens, the process becomes iterative, with the Applicant returning for further review as they make adjustments. **When the adjustments are significant the Planning Board can re-open the Public Hearing and collect more input from Village residents and others.**

Sometimes there is no way to resolve all the issues and the Planning Board can reject the Application. And sometimes, the Applicant will decide that there is no way to meet all the requirements and withdraw the Application.

But most often, the process reaches a point where the needs of the Public and the desires of the Developer are both met in a balanced way. The Planning Board will then accept the Application and issue Permits for the Project.