

Planning Board Background Information

Under NY State laws, Town Planning Boards have both advisory powers, and regulatory powers.

Planning Board regulatory powers may include:

- Review of subdivision plans
- Site plan review
- Special use permits

Planning Board advisory powers include offering advice on the following:

- Comprehensive Plan
- Land use regulations
- Land use studies and reports
- Capital budgets
- Proposed actions by other boards
- Area variance requests

The Role of the North East Planning Board

The Town of North East Planning Board is appointed by the Town Board, and is comprised of seven members, each of whom is appointed to a seven year term. The Planning Board has two main responsibilities assigned to it by the Town Code – to review and approve detailed site plans where site plan approval is required by the Code, and to review and approve of any proposed subdivision of any property parcel in the Town.

The Town Code requires Planning Board approval of site plans for all uses of property located in the Town's commercial zoning districts and for special use permits in all of the Town's zoning districts. The procedures for seeking site plan approval from the Planning Board, and the standards the Planning Board is required to apply in considering an application for site plan approval, are described in detail in Article III of the Town Code.

The Town Code also requires that any proposed subdivision be reviewed and approved by the Planning Board. The procedures for seeking approval

of a subdivision from the Planning Board and the procedures the Planning Board is required to follow and the standards it is required to apply in considering an application for subdivision approval are also described in detail in the Code.

In 2019, the Town adopted a new Comprehensive Plan. New York State Town Law provides that the zoning provisions of the Town Code, and the districts created in the Town Code, be made in accordance with the Town's Comprehensive Plan. This Plan, created with the involvement of residents, business and community leaders, and elected and appointed officials, guides us to a vibrant future that maintains a high quality of life for our residents in a way that is both economically and environmentally sustainable. The Planning Board encourages all project applicants to review the Comprehensive Plan and to incorporate its principles into their development projects.

The Planning Board has regularly scheduled meetings on the second and fourth Wednesdays of each month. Meetings are occasionally canceled when there is no application pending before the Planning Board, and special meetings are occasionally scheduled when needed. Planning Board members are expected to familiarize themselves with State and municipal laws and regulations, and to take four hours of additional training each year.

Additional information for prospective members:

- Members should have a good understanding of the community, its (recent) history and its present state. Members should understand and support the goals of the Town's Comprehensive Plan and our zoning code.
- Members should be comfortable reading and understanding technical planning and zoning materials. For example, our zoning code, which can be fairly dense in places. Members should be willing to do their own research to understand issues that come before the planning board, especially issues related to SEQRA.
- Members should be able to maintain composure when confronted by adversarial applicants; they should be able to help the Board Chair guide applicants through the application review process.
- Members need to realize that there is a steep learning curve for working on the Planning Board and that, for that reason, they should be prepared to fill a full seven year term on the Board, or more.