

VILLAGE OF GREENPORT PLANNING BOARD – PROTOCOL FOR SETTING APPLICATION-RELATED AGENDA ITEMS – AS OF SEPTEMBER 22, 2025

The Planning Board hereby adopts the following procedures:

Purpose:

This protocol governs the scheduling of **applications** (not general advisory items) for Planning Board meetings, ensuring adequate preparation time for the Board, staff, and consultants, and compliance with statutory notice requirements. The Board requests that this timeline be incorporated by the Clerk to the Planning Board/Building Department into a public document which provides guidance to applicants' to understand the timing issues around consideration of applications.

1. Agenda Scheduling Timeline

1.1 Agenda Finalization Deadline – The agenda for a scheduled Planning Board meeting should be finalized **no later than 10 calendar days** before the meeting date. In order for an item to be on the agenda all required application materials (see below) in respect of the relevant application shall have been received, reviewed and sign-off on by the Planning Board Chair (or designee) prior to the date on which the agenda for a meeting is required to be finalized.

1.2 Late Submissions – Applications for which required materials are not complete by the deadline provided in 1.1 above will be deferred to the next regularly scheduled meeting of the Planning Board (assuming that all required materials are delivered on a timely basis for such meeting) unless the Planning Board Chair (or designee) determines that the untimely submitted document, item or information is minor and a late submission can be reviewed sufficiently by Board members.

1.3 Responsibility for Agenda – The Planning Board Chair (or designee) will coordinate with the Clerk to the Planning Board and legal counsel to finalize the agenda. No agenda will be considered final until approved the Planning Board Chair (or designee has approved).

2. Application Material Requirements (For Site Plan, Conditional Use, Subdivision and Curb Cut Approvals)

2.1 Distribution Deadline – Complete required application materials (see below) in respect of an application should be **circulated to Planning Board members at least 7 calendar days** before the meeting at which such application is to be considered. This includes:

- The full application form and all required attachments (i.e., site plans, elevations, supporting studies) pursuant to Village Code

- All other “Required Pre-Hearing Documentation” as set forth below

2.2 Pre-Review by Planning Board Chair (or designee)– All Required Pre-Hearing Documents should be **reviewed and approved as “final” by the Planning Board Chair or designee** at least 10 days before the meeting to allow for timely Board review.

3. Required Pre-Hearing Documentation

For any **pre-submission hearing** or the **first scheduled public hearing** on a final application requiring Planning Board approval (other than entertainment permits), the following must be received by the Planning Board Chair (or designee) before the hearing will be scheduled:

- **Outside Engineering or Planning Consultant Report** – Required unless the Chair or designee determines in writing that it is unnecessary for a non-significant application.
- **Legal Summary** – Identification of any legal concerns from counsel, including, list of necessary approvals, code compliance issues, and procedural requirements. If there are no legal comments, counsel must confirm in writing (email is acceptable).
- **Building Department Memo** – Either (a) a notice of review from the Building Department or (b) a memorandum from the Building Department, in either case, identifying any variances, other required approvals (i.e. HPC) or zoning issues/concerns relating to the application based on submitted materials from Village Building Department. The Planning Board requests that the “Building Department Memo” also set forth the scope of Planning Board review (i.e. site plan approval, conditional use approval etc.) and include a statement as to the proposed uses of the property and whether such uses are permitted, conditional or pre-existing nonconforming uses. If there are no apparent variances, Building Department should specifically confirm this as well. The “Building Department Memo” should include copies of any approvals related to the property or the proposed use, including board, commission or Building Department approvals. This should also include any relevant certificates of occupancy, building permits and/or Fire Marshall occupancy limitations.

4. Entertainment Permit Applications

For applications seeking the issuance of an **entertainment permits**, the following documentation is required before the matter will be placed on an agenda:

- **Completed Application Materials Required by Code**
- **Building Department Code Compliance Memo** – Written confirmation stating whether:
 1. The business has had any **Code violations** or **substantiated complaints** in respect of noise or violations of Chapter 88 within the **prior 24-month period**, and
 2. The Building Department’s file contains **any resolutions, permits, licenses and/or certificates relating to approvals for the relevant business** that should be taken into account in connection with the issuance of an entertainment permit, which should be attached or summarized in the memo.

All such materials should be **received and distributed to Board members at least 7 calendar days** before the meeting date.

5. Coordination & Internal Review

5.1 Monthly Coordination Call – A standing monthly call will be held during the first week of each month between:

- The Village Building Department
- The Planning Board Chair (or designee)
- Village legal counsel
- Clerk to the Planning Board
- Village Administrator (if Planning Board Chair deems advisable)

Purpose: Review potential upcoming agenda items, identify missing materials, and flag applications needing additional review before scheduling.

5.2 Call Coordination – The Building Department/Clerk to the Planning Board will be responsible for scheduling this call and distributing a preliminary agenda for discussion.

6. Public Notice Requirements

6.1 Before the Village posts or publishes notice of any required public hearing the Planning Board Chair (or designee) shall have indicated that the items are ready for the Planning Board's agenda in accordance with the foregoing.

7. Compliance & Deferrals

7.1 If with respect to any application requiring Planning Board hearing and/or approval, required materials are incomplete, not finalized, or not received by deadlines in this protocol, except where waived in writing by the Planning Board Chair, the matter will be **deferred** to a subsequent meeting.