

Dated: February 2006

## INTRODUCTION TO THE PLANNING BOARD

And the basic planning process for the Town of Shawangunk, Ulster County, NY

The Planning Board is a 5-member panel appointed by the Town Board to act on its behalf to review development applications to ensure that development occurs in a manner that is consistent with the adopted Town Master Plan and Town Zoning Regulations. The Town Master Plan sets forth the land use policies for the community and guides both its growth and conservation goals and objectives. The Planning Board examines all applications for subdivision, site plan and special use permit to ensure that they conform to the Town Zoning Law and other regulations.

Each Planning Board Member is a Town resident with many years experiencing the life style issues and concerns that are ever changing throughout the Town of Shawangunk. They have been selected from and reside in geographically diverse areas of the Town. Each Member provides their own **first hand knowledge of regional and local conditions and concerns, such as water, sewer, geography, topography, traffic flow and patterns, as well as, health and safety** issues.

Planning Board meetings are held monthly, usually the First Tuesday at Town Hall and the last Tuesday at the Wallkill Ambulance Building starting at 7:00 p.m. Applicants or their representatives approach and present their proposals. During the next several months, additional appearances may occur to get input from the Board and to present the Board with maps, documentation and required permits so that the Planning Board may determine an application is complete to commence formal public review. The Board must also review the application to determine whether it **may have an environmental impact** as per the regulations implementing **the New York State Environmental Quality Review Act**. To ensure that applications meet not only local laws but also any County, State and Federal Laws and regulations, the Planning Board often seeks outside professional help from engineering firms, planning agencies and attorneys to aid them in areas that they feel may need professional expertise, advice or opinions.

Upon receipt of a complete application, **a Public Hearing is held** to solicit public comment on the application. This **assists the Planning Board in determining what issues are of concern to Town residents** so that these issues can be addressed in the review process. All property owners within 500 feet of the applicant's property are notified by mail and Town wide residents are notified by publication in the local paper of the date on which the public hearing will be opened.

You are invited to attend the Public Hearing in person or submit comments in writing to express your opinions and concerns either for or against the matter before the Board. Over the course of the review, the development will be revised to address public and agency comments to the extent that applicable laws allow.

The residents of the Town of Shawangunk should be assured that the **Planning Board does it's best** so that under the current zoning Town-County-State and Federal laws and regulations have been adhered to with respect to the health safety and general welfare of all.

Respectfully,

Planning Board  
Town of Shawangunk