

## **ARTICLE 17 PLANNING BOARD**

### **SECTION 17.01 ESTABLISHMENT AND MEMBERSHIP**

The Town of Schuylers Planning Board is created pursuant to Chapter 62, Article 16, Section 271, of the Town Law of the State of New York. The Planning Board shall consist of seven (7) members who shall be appointed by a resolution of the Town Board. The Town Board shall appoint a secretary to the Planning Board and the Planning Board members shall elect a chairperson and vice-chairperson. In the absence of the chairperson, the vice-chairperson shall serve as chairperson. No member of the Planning Board shall be the Town Supervisor, a member of the Town Board or a member of the Zoning Board of Appeals. Each member shall be appointed for a term of seven (7) years.

### **SECTION 17.02 PROCEDURES OF THE BOARD**

The Planning Board by resolution shall determine the time and place of meetings. A special meeting may be called by the chairperson or upon written request by two (2) members of the Planning Board. The presence of four (4) members shall constitute a quorum. The concurring vote of four (4) members of the Planning Board shall be required to decide on any matter upon which the Board is required to pass. The Planning Board shall adopt rules for the transaction of business, and shall keep a public record of its resolutions, transactions, findings, and determinations. A copy of the minutes from all Planning Board meetings shall be filed in the office of the Town Clerk and any decision on a site plan review request shall be dated and filed with the Town Clerk and have copies forwarded to the Town Board for its information and to the Herkimer County Planning Board pursuant to Section 239 of the General Municipal Law of the State of New York.

### **SECTION 17.03 HEARINGS**

The Planning Board shall fix a reasonable time and date for all public hearings, whether required or optional, and shall give public notice by publication in the official newspaper of such public hearing prior to the hearing date in accordance with the schedule in Section 19.06.

### **SECTION 17.04 JURISDICTION**

The Planning Board shall discharge the following duties pursuant to this Ordinance:

- A. Formulation of Zoning Ordinance and Amendments

The Planning Board shall be responsible for formulation of the Zoning Ordinance, review of amendments to the Zoning Ordinance, holding hearings on a proposed Zoning Ordinance or amendments, and reporting its findings and recommendations concerning the Zoning Ordinance or amendments to the Town Board.

B. Site Plan Review

The Planning Board shall be responsible for review of applications for site plan approval in accordance with Article 13. As provided for in Article 13, the Planning Board shall be responsible for either making a determination to grant approval, approval subject to revisions, or denial of site plan approval.

C. Planned Unit Development Review

The Planning Board shall be responsible for the review of all applications for planned development in accordance with Article 12. The Planning Board shall be responsible for making a recommendation to the Town Board to grant approval, approval with conditions, or denial of a Planned Unit Development proposal.

D. Subdivision Review

The Planning Board shall be responsible for reviewing all preliminary and final subdivision plats and making a recommendation on action to be taken by the Town Board.

E. Review of Zoning Board of Appeals Applications

The Planning Board shall review and issue an advisory opinion to the Zoning Board of Appeals on all applications referred to them as provided in Section 18.02.

F. Formulation of a Comprehensive Plan

The Planning Board shall be responsible for formulation, and submission to the Town Board for adoption, of a comprehensive master plan (i.e., the Town of Schuyler Master Plan) as a guide for the development of the Town.

G. Review of Matters Referred by the Town Board

The Planning Board shall be responsible for review of matters relating to land development referred to it by the Town Board. The Planning Board shall recommend appropriate regulations and action on such matters.