



# VILLAGE OF MILLERTON

## Planning Board

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### Planning Board Policies and Procedures (Workshop)

1. The Village of Millerton Planning Board Workshops are typically on a Wednesday of each month as needed.
2. Workshops are reserved for discussion of applications in front of the Planning Board. There will be no formal action taken on any application at a Workshop. Formal action shall be reserved for the Planning Board's regular meeting, which is typically the second Wednesday of the Month.
3. No application will be discussed at a Workshop meeting unless the applicant has complied with the filing procedures and deadlines identified in the Policies and Procedures (Regular Meetings). However, pre-application (sketch) conferences may be discussed at the Workshop if the applicant submits a request for such a conference to the Planning Board Secretary at least one week prior to the Workshop.
4. If the Chairman or the Applicant request that a Planning Board consultant attend a Workshop, that attendance shall be mandatory.
5. The applicant shall provide the Planning Board's consultants with a copy of each submission that it makes to the Planning Board. Each submission must be delivered to the Planning Board's consultants no later than 10 days before the Workshop.
6. At the Workshop, any Planning Board Consultant requested to attend shall be prepared to discuss and analyze the application in sufficient detail to aid the Planning Board in its review of the application, including the identification of relevant issues implicated by the application, and the identification of any deficiencies or any material information missing from the application.