



CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

Fall 2022 Planning & Zoning Workshop
FRIDAY, OCTOBER 28, 2022

ADAPTING PLANNING BOARD PROCEDURES FOR THE DIGITAL AGE



DELAWARE ENGINEERING, D.P.C.

CIVIL AND ENVIRONMENTAL ENGINEERING
ALBANY • ONEONTA • RED HOOK • MONTICELLO • GOSHEN



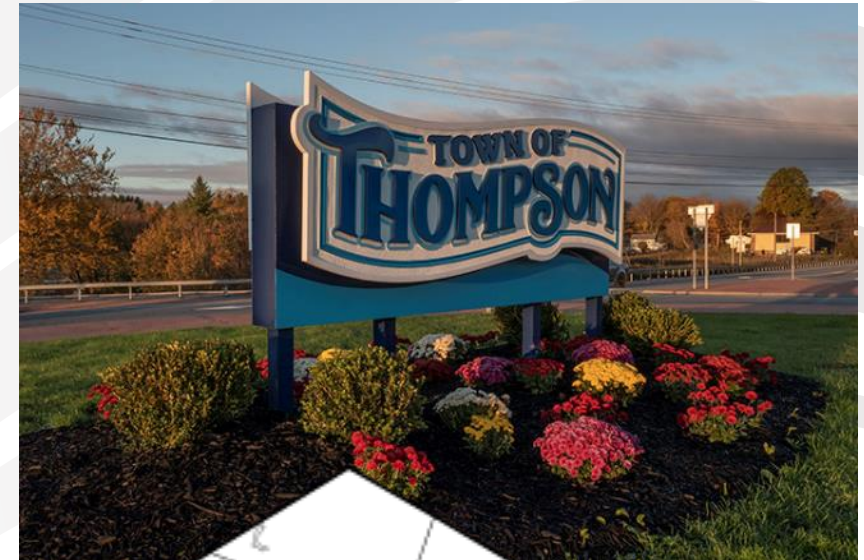
ABOUT DELAWARE ENGINEERING

- Originally founded in 1987, Delaware Engineering, D.P.C. is a multi-disciplinary engineering firm with offices in Albany, Oneonta, Red Hook, Monticello, and Goshen.
- Our clients are predominantly municipalities. Although we specialize in water and wastewater infrastructure, we also provide Planning Board review services and serve as Town planner for several municipal clients.
- We serve clients in the Capital District, the Adirondack and North County region, the upper and lower Hudson Valley, the Southern Tier and Catskill Mountains.



ABOUT THE TOWN OF THOMPSON

- The most populous town in Sullivan County with a year-round population of approximately 15,000 residents and an annual budget of \$4.7 million.
- Includes the Village of Monticello (county seat) and several hamlets, the largest of which is Rock Hill.
- The **Building, Planning & Zoning Department** is the first point of contact for applicants with projects requiring Planning Board review. Staff include the Director, 3 CEOs, and a secretary.



Adapting Planning Board Procedures for the Digital Age

	WHAT WE DID	WHY WE DID IT
TASK 1	Streamlined Planning Board procedures	To improve efficiency (reduce time & consultant costs)
TASK 2	Updated forms & applications	To make PB review process transparent to the public
TASK 3	Switched to all digital files with cloud storage	To reduce paperwork and save space (file storage).
TASK 4	Adopted hybrid in-person & Zoom meeting format	To make the COVID transition easier.



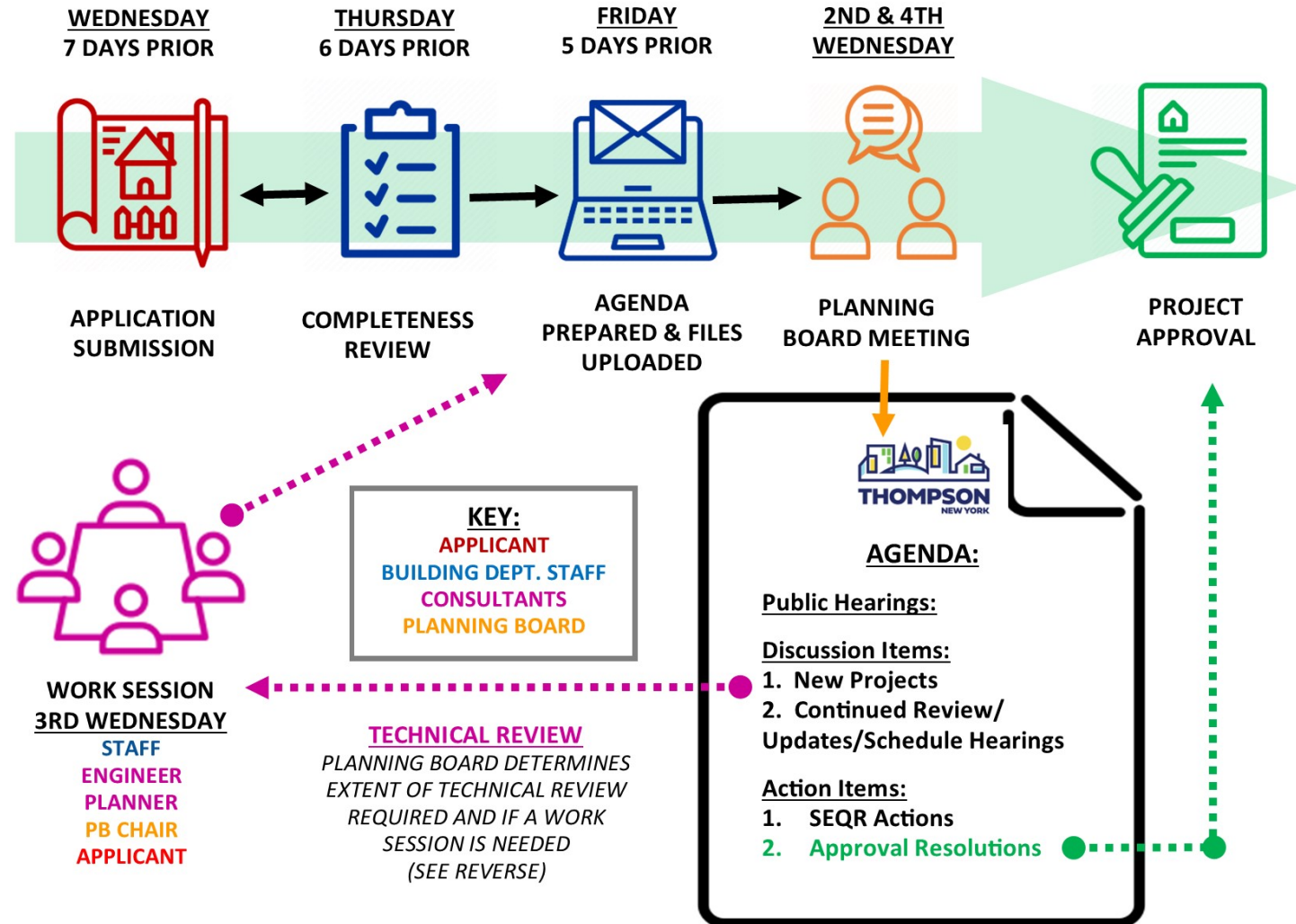
TASK 1

Adapting Planning Board Procedures for the Digital Age

PLANNING BOARD PROCEDURES

WHAT WE DID

- Reduced the number of work sessions & eliminated the “meeting before the meeting.”
- Initial plan review conducted by the Planning Board, rather than consultants.
- Modified agenda format to improve transparency & meeting efficiency



TASK 2

Adapting Planning Board Procedures for the Digital Age

FORMS & APPLICATIONS

WHAT WE DID

- Reduced the application from 6 pages to 3 pages.
- Updated the application checklist
- Incorporated new logo & branding
- Made it a form-fillable PDF document
- Created new “Project Overview Form” as a tracking document & review tool for the Planning Board.

Town of Thompson Planning Board
4052 Route 42
Monticello, New York 12701-3221
Phone: (845) 794-2500
Fax: (845) 794-7353

Subdivision / Site Plan Application

RETURN TO: DATE RECEIVED: / / FEES:

Planning Board
Town of Thompson
4052 Route 42
Monticello, NY 12701

Application Fee: \$.00 (Paid)(Due)
Preliminary Plan Review Fee: \$.00 (Paid)(Due)
Final Plan Review Fee: \$.00 (Paid)(Due)

1. Identifying title of Subdivision / Site Plan: _____

2. Owner of Lands to be reviewed:
Name _____
Address _____ Phone _____

3. Who will appear before the Planning Board:
Circle one: Owner, Agent, Representative of Owner, Contract Vendee

4. Who prepared Subdivision/ Site Plan:
Name _____
Address _____ Phone _____
Email address _____

5. Location of Lands to be reviewed:
Zoning District: _____

6. Tax Map: Section _____ Block _____ Lot _____

7. Purpose of review (describe briefly): _____
Land to be subdivided: _____ Number of Lots: _____
Lot line change: _____
Site Plan Review: _____
Other: _____

8. Easements or other restrictions on property (Describe generally): _____



PLANNING BOARD
Matthew Sush, Chairman
Michael Croissant
Michael Hoyt
Arthur Knapp
Kathleen Lara
Shannon Ciento (Alternate)

TOWN STAFF & CONSULTANTS
James Carnell (Department Head)
Paula Kay (Attorney)
Matt Sickler (Consulting Engineer)
Helen Budrock, AICP (Planner)
Heather Zangia (Secretary)

THOMPSON NEW YORK

4052 Route 42, Monticello, NY 12701 | Phone: (845) 794-2500 | E-mail: Planning@townofthompson.com

Site Plan/Subdivision Application

DATE STAMP

FEES DUE:	AMOUNT	STATUS
Application Fee:	_____	<input type="checkbox"/> Paid <input type="checkbox"/> Due
Preliminary Plan Review Fee:	_____	<input type="checkbox"/> Paid <input type="checkbox"/> Due
Final Plan Review Fee:	_____	<input type="checkbox"/> Paid <input type="checkbox"/> Due
Other Fees:	_____	<input type="checkbox"/> Paid <input type="checkbox"/> Due

PROJECT INFORMATION:

Project Name/Title: _____

Type of Review: ☐ SITE PLAN REVIEW ☐ SUBDIVISION OF LAND (# OF LOTS: _____)
☐ LOT LINE CHANGE ☐ OTHER: _____

Purpose of Review (describe briefly): _____

PROPERTY INFORMATION:

Physical Location/Address: _____

Zoning District(s): _____ S/B/L: _____ Acreage: _____

Easements or other restrictions on property (describe briefly): _____

CONTACT INFORMATION:

PROPERTY OWNED BY:	PLANS PREPARED BY:
Individual: _____	Individual: _____
Company: _____	Company: _____
Address 1: _____	Address 1: _____
Address 2: _____	Address 2: _____
Phone: _____	Phone: _____
E-mail: _____	E-mail: _____

Name of person who will appear before the Planning Board: _____
Affiliation: ☐ Owner ☐ Agent/Representative ☐ Contract Vendee ☐ Other: _____

CERTIFICATION/ACKNOWLEDGEMENT

THE UNDERSIGNED HEREBY REQUESTS APPROVAL BY THE PLANNING BOARD ON THE ABOVE-IDENTIFIED APPLICATION. BY SIGNING THIS APPLICATION, THE UNDERSIGNED ACKNOWLEDGES RESPONSIBILITY FOR PAYMENT OF ALL FEES AND PROFESSIONAL SERVICES INCURRED BY THE PLANNING BOARD IN REVIEW OF THIS APPLICATION INCLUDING BUT NOT LIMITED TO PLANNER/CONSULTANT, ENGINEER, LEGAL, PUBLIC HEARING AND/OR SITE INSPECTION.

Signature: _____ Title: _____
Date: _____

Adapting Planning Board Procedures for the Digital Age

TOWN OF THOMPSON PLANNING BOARD PROJECT OVERVIEW FORM



Applicant Name:	
Location:	S/B/L:
Folder Link:	

PROJECT INFO:

Zoning:	Use Type:	Record of Appearances
Acres:		
PB Approval(s) Requested:		
<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Preliminary Subdivision	
<input type="checkbox"/> Preliminary Site Plan	<input type="checkbox"/> Final Subdivision	
<input type="checkbox"/> Final Site Plan	<input type="checkbox"/> Lot Improvement	
<input type="checkbox"/> Site Plan Modification	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Special Permit	<input type="checkbox"/> Other: _____	
Site Utilities & Access:		
Water: <input type="checkbox"/> Private <input type="checkbox"/> Public	Water District: _____	
Sewer: <input type="checkbox"/> Private <input type="checkbox"/> Public	Sewer District: _____	
Access: <input type="checkbox"/> Private <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Town		
Third Party Approval(s) Needed: (check any that apply) <input type="checkbox"/> N/A		
<input type="checkbox"/> NYS Dept. of Health	<input type="checkbox"/> Delaware River Basin Commission	
<input type="checkbox"/> NYS Dept. of Env Conservation.	<input type="checkbox"/> Sullivan County DPW	
<input type="checkbox"/> NYS Dept. of Transportation	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> NYS Dept. of Labor	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> US Army Corps of Engineers	<input type="checkbox"/> Other: _____	

PUBLIC HEARINGS & REFERRALS: (check any that are required)

☐ N/A

<input type="checkbox"/> Public Hearing	<input type="checkbox"/> County 239 Referral	<input type="checkbox"/> ZBA Referral
Noticed on: _____	Date Referred: _____	Referral Date: _____
Rec'd & Approved: _____	Response Rec'd: _____	Meeting Date: _____
Hearing Opened: _____	<input type="checkbox"/> Local Determination	<input type="checkbox"/> Approved
Hearing Closed: _____	<input type="checkbox"/> Denial	<input type="checkbox"/> Denied

NOTES/COMMENTS:

TECHNICAL REVIEW REQUESTED:

☐ N/A

<input type="checkbox"/> Comment Memo/Opinion Letter:			<input type="checkbox"/> Work Session(s): (enter notes below)
Requested From	Purpose of Review	Received	
Town Engineer		<input type="checkbox"/>	
Town Planner		<input type="checkbox"/>	
Legal Counsel		<input type="checkbox"/>	
Other Consultant		<input type="checkbox"/>	

☐ Escrow Account Established: Date: _____ Amount: _____

SEQR REVIEW:

SEQR Classification:

☐ Type I ☐ Type II ☐ Unlisted

Environmental Assessment Form (EAF):

Date of initial submission:

Latest Revision (if applicable)

☐ Short Form

☐ Long Form (w/o appendices) ☐ Part 1 ☐ Part 2

☐ Long Form (w/appendices) ☐ Part 1 ☐ Part 2

Coordinated Review: ☐ Yes ☐ No

Intent to Serve as Lead Agency: _____

Lead Agency Notice Sent: _____

Published in ENB: _____

Lead Agency Declared: _____

Determination of Significance:

☐ Negative Declaration: _____

☐ Positive Declaration: _____

(see EIS Checklist)

Environmental Impact Statement (EIS) Checklist

Action	Date
Positive Declaration	
Draft Scoping Document Submitted	
Public Scoping Session (60 days)	
Final Scoping Document Approved	
Draft EIS Submitted	
DEIS Accepted by Lead Agency (45 days)	
DEIS Public Comment Period (30 days)	
DEIS Public Hearing (optional)	
Final EIS Submitted (60 days)	
FEIS Public Hearing (optional)	
Lead Agency Findings (30 days)	
Cond Neg Dec Comment Period (30 days)	
Final Acceptance (45 days)	

FINAL VOTE:

Date: _____

Approval Requested	Approved	Approved (with conditions)	Denied	AYES	NAYS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Special Conditions (if applicable):

☐ N/A

Adapting Planning Board Procedures for the Digital Age

TOWN OF THOMPSON PLANNING BOARD PROJECT OVERVIEW FORM



Applicant Name: ALDI Inc.	
Location: 59 Lanahan Road, Monticello, NY	S/B/L:
Folder Link:	

PROJECT INFO:

Applicant is seeking preliminary site plan approval for a 19,787 SF grocery store with primary access via Lanahan Road. Project scope and access has been modified since the original submission in response to concerns raised by the Planning Board.

Zoning: HC-2	Use Type: Permitted	Record of Appearances 8/25/21 - Discussion 9/15/21 - Work Session 10/13/21 - Discussion 10/27/21 - Retain traffic consultant 1/26/22 - Discussion & schedule public hearing 2/9/22 - Public hearing 2/23/22 - Lead Agency 3/23/22 - Conditional approval
Acres: 6.04 acres		
PB Approval(s) Requested:		
<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Preliminary Subdivision	
<input checked="" type="checkbox"/> Preliminary Site Plan	<input type="checkbox"/> Final Subdivision	
<input type="checkbox"/> Final Site Plan	<input type="checkbox"/> Lot Improvement	
<input type="checkbox"/> Site Plan Modification	Other: _____	
<input type="checkbox"/> Special Permit	Other: _____	
Site Utilities & Access:		
Water: <input checked="" type="checkbox"/> Private <input type="checkbox"/> Public	Water District: Kiamesha Lake Spring Water Co	
Sewer: <input type="checkbox"/> Private <input checked="" type="checkbox"/> Public	Sewer District: Kiamesha Sewer District	
Access: <input type="checkbox"/> Private <input type="checkbox"/> State <input type="checkbox"/> County <input checked="" type="checkbox"/> Town		
Third Party Approval(s) Needed: (check any that apply) <input type="checkbox"/> N/A		
<input type="checkbox"/> NYS Dept. of Health	<input type="checkbox"/> Delaware River Basin Commission	
<input checked="" type="checkbox"/> NYS Dept. of Env Conservation.	<input checked="" type="checkbox"/> Sullivan County DPW	
<input type="checkbox"/> NYS Dept. of Transportation	Other: _____	
<input type="checkbox"/> NYS Dept. of Labor	Other: _____	
<input type="checkbox"/> US Army Corps of Engineers	Other: _____	

PUBLIC HEARINGS & REFERRALS: (check any that are required)

☐ N/A

<input checked="" type="checkbox"/> Public Hearing Noticed on: 1/25/22 Rec'd & Approved: 1/27/22 Hearing Opened: 2/9/22 Hearing Closed: 2/19/22	<input checked="" type="checkbox"/> County 239 Referral Date Referred: 8/19/21 Response Rec'd: 9/22/21 <input checked="" type="checkbox"/> Local Determination <input type="checkbox"/> Denial	<input type="checkbox"/> ZBA Referral Referral Date: _____ Meeting Date: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied
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NOTES/COMMENTS:

Original site plan was reconfigured with less parking, eliminating the need for an area variance (front yard setback) and reducing wetlands disturbance. County 239 referral comments focused primarily on maximizing pedestrian connections to adjacent uses. PB expressed concerns about access via Taco Bell driveway, which has since been removed from the plan set. The Town's traffic consultant submitted comments on the traffic study, and the Town Engineer submitted comments on the SWPPP. NYSDOT will not alter Lanahan Rd/Route 42 intersection to accommodate truck traffic, so trucks will be directed to Anawana Road intersection instead. County DPW is reviewing the plans and will work with applicant on necessary improvements. There were no comments at the public hearing.

TECHNICAL REVIEW REQUESTED:

☐ N/A

<input checked="" type="checkbox"/> Comment Memo/Opinion Letter:			<input checked="" type="checkbox"/> Work Session(s): (enter notes below) 9/15/21 - Discussed revised layout with less parking, access issues & ROW easement through Taco Bell
Requested From	Purpose of Review	Received	
Town Engineer		<input type="checkbox"/>	
Town Planner		<input type="checkbox"/>	
Legal Counsel		<input type="checkbox"/>	
Other Consultant	Traffic Consultant	<input type="checkbox"/>	

☐ Escrow Account Established: Date: _____ Amount: _____

SEQR REVIEW:

SEQR Classification:

☐ Type I ☐ Type II ☒ Unlisted

Environmental Assessment Form (EAF):

Date of initial submission: 10/1/21

Latest Revision (if applicable):

☒ Short Form

☐ Long Form (w/o appendices) ☐ Part 1 ☐ Part 2

☐ Long Form (w/appendices) ☐ Part 1 ☐ Part 2

Coordinated Review: ☒ Yes ☐ No

Intent to Serve as Lead Agency: 2/9/22

Lead Agency Notice Sent: 2/10/22

Published in ENB: _____

Lead Agency Declared: 3/23/22

Determination of Significance:

☒ Negative Declaration: 3/23/22

☐ Positive Declaration: _____

(see EIS Checklist)

Environmental Impact Statement (EIS) Checklist

Action	Date
Positive Declaration	
Draft Scoping Document Submitted	
Public Scoping Session (60 days)	
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DEIS Accepted by Lead Agency (45 days)	
DEIS Public Comment Period (30 days)	
DEIS Public Hearing (optional)	
Final EIS Submitted (60 days)	
FEIS Public Hearing (optional)	
Lead Agency Findings (30 days)	
Cond Neg Dec Comment Period (30 days)	
Final Acceptance (45 days)	

FINAL VOTE:

Date: _____

Approval Requested	Approved	Approved (with conditions)	Denied	AYES	NAYS
Site Plan Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	0
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Special Conditions (if applicable):

☐ N/A

See conditional approval resolution for details (PB attorney review of Jeff Bank easement, etc.)
Any potential future access from Route 42 would require Planning Board approval.

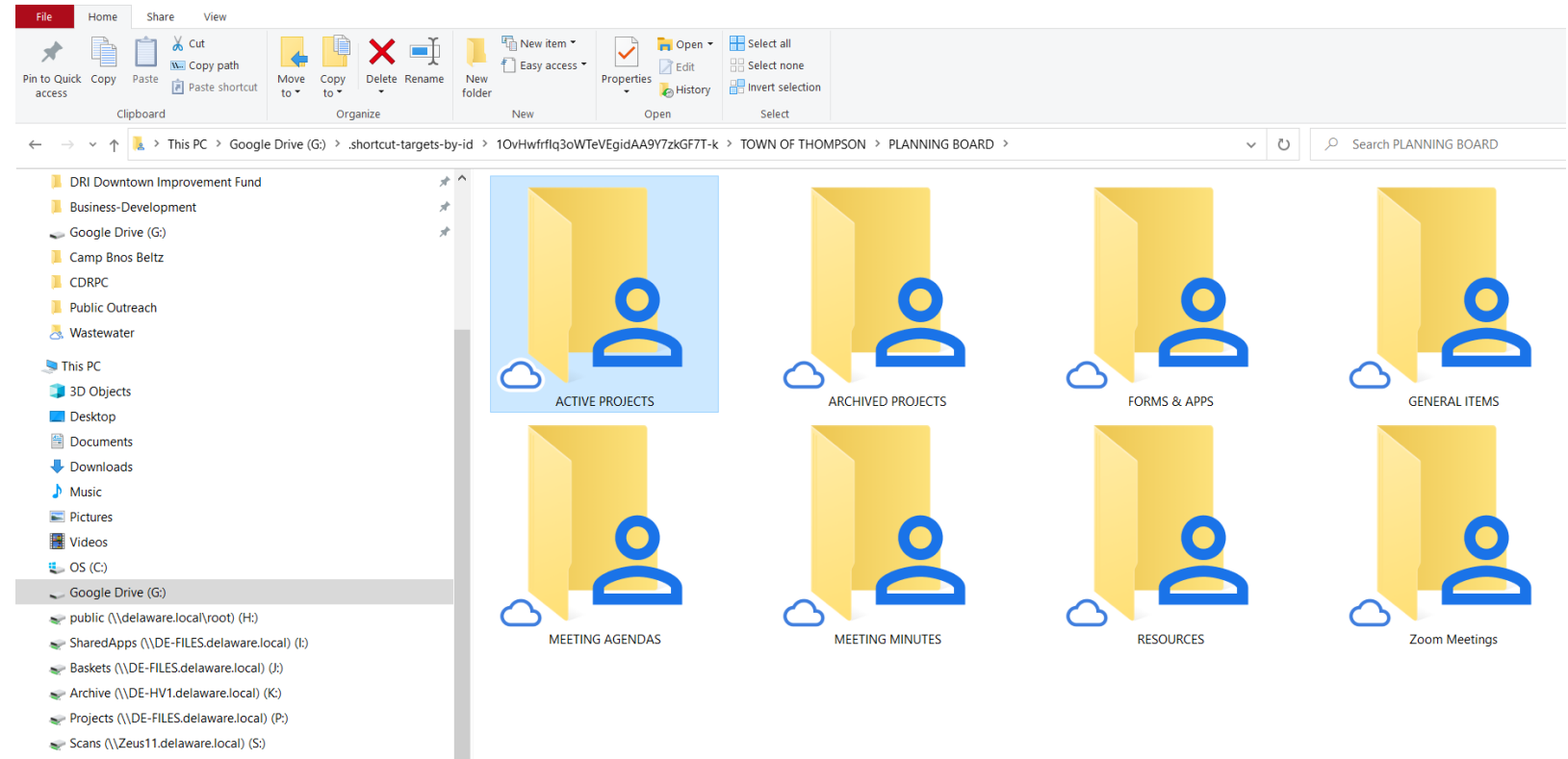
TASK 3

Adapting Planning Board Procedures for the Digital Age

PAPER TO DIGITAL

WHAT WE DID

- Created a Google Drive for file storage and sharing
- Created a generic planningthompson@gmail.com for communication to all PB members
- Purchased Microsoft Surface Pro tablets and configured them with e-mail, and shortcuts to the Google Drive and E-Code.
- Agenda items hyperlinked directly to the corresponding folder on the Google Drive.



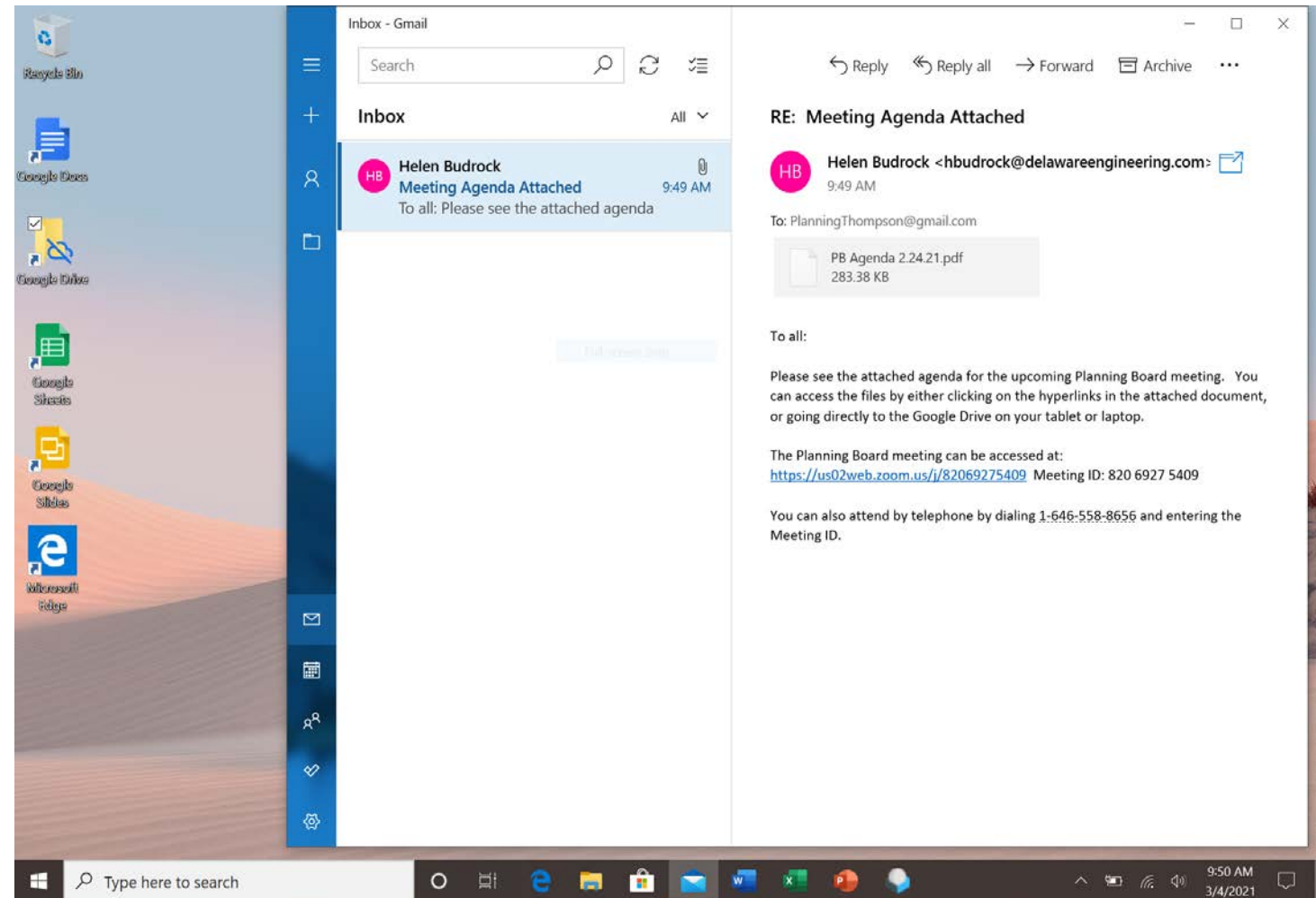
TASK 3

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- Agenda items hyperlinked directly to the corresponding folder on the Google Drive.



TASK 4

Adapting Planning Board Procedures for the Digital Age

HYBRID MEETING FORMAT

WHAT WE DID

- Installed two 70" Smart TVs in the Town Hall meeting room
- Purchased a **Meeting Owl Pro** – an all-in-one, 360-degree camera, mic, and speaker system.
- Upgraded modem & router to improve wifi capabilities.



LESSONS LEARNED

- **Planning Boards are made up of people, and people are creatures of habit...** Even though we set up the generic e-mail address for the Planning Board members, we still send the agendas to their individual e-mails for redundancy.
- **New technology can be scary...** Town staff (even Jim) picked up on it pretty quickly, but there was a learning curve for others.
- **What sounds good on paper doesn't always work in practice...** Separating discussion & action items on the agenda is more transparent, but can slow down the review process. Flexibility is key.
- **There is such a thing as too much information.** Switching to digital records saved time, money and space, but the volume of information has increased and it comes in parts & pieces via e-mail instead of all at once.
- **Public transparency pays dividends in the long run.** We've seen a dramatic decrease in the number of FOIL requests, newspaper reporting is more accurate, and the Project Overview Form has become a tool for Applicants too.



QUESTIONS?



Contact us anytime!
☎ (518) 452-1290