

MILLER, MANNIX, SCHACHNER & HAFNER, LLC

ATTORNEYS AT LAW
15 WEST NOTRE DAME STREET
GLENS FALLS, NEW YORK 12801
Telephone: (518) 793-6611

Mark Schachner
Leah Everhart
Jacquelyn P. White
Mary Elizabeth Kissane

John W. Miller (1908-1968)
John C. Mannix (1931-2006)

Facsimile: (518) 793-6690
Toll Free: 1-800-421-6166

Robert H. Hafner, Of Counsel
Michael J. Hill, Of Counsel
Brian S. Reichenbach, Of Counsel
Glen T. Bruening, Of Counsel

Web Site: millermannix.com
E-Mail: leverhart@mmslaw.com

ELEMENTS OF RUNNING PLANNING & ZONING MEETINGS SUCCESSFULLY

**CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
TROY, NY**

**Mark Schachner, Esq.
October 17, 2025**

- I. BASIC GOALS AND GUIDELINES**
- II. WHO ARE THE "PLAYERS"?**
- III. MUNICIPAL OBLIGATIONS vs. ACCEPTABLE PRACTICES**
- IV. PROCESS FOR MEETINGS**
- V. RULES AT AND FOR MEETINGS**
- VI. VITAL ROLE OF CHAIRPERSON**
- VII. MOTION MAKING**
- VIII. PREPARING DECISION MOTION IN ADVANCE (BUT NOT TOO FAR IN ADVANCE)**
- IX. DECISION-MAKING TIPS AND THINGS TO AVOID**

- X. INTERPLAY WITH OTHER LAND USE BOARDS
- XI. THE MORE COMPLEX/CONTROVERSIAL THE APPLICATION, THE GREATER LEVEL OF FORMALITY APPROPRIATE
- XII. Demeanor and Tone

Mark Schachner is the Senior Principal Attorney of MILLER, MANNIX, SCHACHNER & HAFNER, LLC in Glens Falls. While the firm maintains a general practice of law, Mr. Schachner's efforts are concentrated in the areas of municipal, environmental, land use and planning/zoning law. Mr. Schachner and his colleagues represent numerous municipalities in Essex, Franklin, Fulton, Hamilton, Herkimer, Saratoga, Warren and Washington Counties. He also serves as Counsel to the Saratoga County Water Authority, the Gloversville-Johnstown Joint Sewer Board and Glens Falls Open Door Mission. His practice includes extensive participation in regulatory proceedings before the New York State Department of Environmental Conservation, Adirondack Park Agency and Lake George Park Commission. Mr. Schachner is a graduate of Brown University and Boston University School of Law. He is author of the chapter entitled "Environmental Law - New York State Environmental Quality Review Act ("SEQRA")" in the book Pitfalls of Practice published by the New York State Bar Association in 1993 and 2002. Mr. Schachner has lectured about municipal, environmental, planning and zoning law matters at numerous conferences throughout the State. He is President of the New York Planning Federation.