

## LETTER FROM CHAIRMAN FOR FEBRUARY 2022 MEETING

My experience in the community is that there is a very deep misunderstanding of what the Planning Board can and cannot do. I've drafted this notice in an effort to clear this misunderstanding up.

The Town of Glen Planning Board is made up of Town of Glen residents. The 7 people that have been appointed to the Board are volunteers. They have made a commitment to volunteer their time as a means of giving back to our community and ensuring the best interests of our town.

The work that is done by the Planning Board is regulated by Town and State laws. The process that is followed for all applications and requests that come before the Planning Board is in writing. The decision making that occurs is driven by Town and State laws.

While Planning Board members certainly have opinions on projects brought before them, their opinions are not a legal reason for any decision that could be made. Personal opinion is not cause for approval or denial of any application before the Planning Board.

Our Town has a Land Use Management Plan, Town of Glen Code, Town of Glen Comprehensive Plan, Town of Glen Zoning, and the Town of Glen Solar Law. These documents are used as part of the review of all Planning and Town Board actions that occur within our town boundaries, that are within Town control. These documents lay out what is an allowable use and the process that shall take place for anyone wanting to engage in said use within the Town.

When an application presents itself to the Town Code Enforcement Officer it is his responsibility to review it and determine if the use is allowable or requires additional review. If additional review is required, it is sent to the Planning Board. The Planning Board has a set process and set timelines it is required to follow. All applications are reviewed. A negative personal opinion on a particular application or project is not cause for disapproval or refusal to review. All applications shall be treated as laid out in the Town laws and codes.

It's very difficult in today's society to engage people to be actively involved in the community. The people who volunteer on your Planning Board spend hours each month reviewing applications, learning about projects, learning rules, laws, and regulations well outside the scope of their everyday jobs, keeping notes, updating the Town website and generally doing a second job, that benefits the entire community, as part of their desire to give back. I'm asking members of the community to take the time to use the resources that the Town has developed and made available to you. Read the information that our Town is governed by, including the laws and regulations. Understand that many projects are incredibly complicated, and decisions are often not easy to make, but the Planning Board does its due diligence of balancing the law with the best interest of the community as a whole.

I'm asking the public to please be respectful to all members of the Planning Board, and know clearly, this Board respects each taxpayer and resident of OUR town. We encourage a partnership with everyone in Town and highly encourage residents to get involved and become part of every process. That's how we all ensure our community continues to be what we wish of it, and we all grow together.

Lastly, I'd like to clarify public participation in meetings. All meetings of a quorum of the Planning Board (4 or more) are public meetings. This means the public is encouraged to attend and hear/review what is going on. There are set rules about when the public is allowed to speak at meetings following [NYS Open Meetings Law](#).

Thank you all. Keep in mind there are multiple ways to contact the Planning Board and communicate with us. We are working diligently to ensure you have access to the data we are reviewing by way of the Town's website. If you are unable to make a meeting, you will find out what occurred at the meeting by reviewing the materials under the Planning Board. We can be reached by Phone or Email if you have questions. And if someone wishes for paper copies, as they are unable to view them online, a phone call or email to us will ensure paper copies are mailed to you.

-JD Downing, Town of Glen Planning Board Chairman

Created 2/17/22

To ensure everyone has an opportunity to engage in public comment, please follow the rules as listed:

1. Special Meetings

- Meeting is open for public to view/listen in
- Meeting is not open for public comment

2. Regular Monthly Meetings

- Public comment period is open at the end of the business meeting
- Residents wishing to speak should raise their hand, state their name and address (road is fine)
- Public comment allows residents to express concerns, share feedback, etc.
- All questions must be directed to the Planning Board
- There should not be an expectation of an answer to every question. This is not Q&A, rather an opportunity for the Planning Board to collect feedback from the public
- Each person called upon to address the planning board will be granted 5 min to do so
- It is required to keep all comments respectful and appropriate for a public meeting
- Notes are taken by the Planning Board Secretary to capture all questions and comments made. However, if you wish to ensure your comment is part of the official meeting record, please provide the Planning Board with a written copy of such comment to be added to the record

3. Public Hearings

- Public hearings are open for the public to ask questions and express concerns about proposed projects
- Residents wishing to speak should raise their hand, state their name and address (road is fine)
- While not all questions can be answered during the meeting (further research may be required), this format is a Q&A session that allows the public to ask questions directly of the applicant and/or Planning Board
- Each person called upon to address the planning board will be granted 5 min to do so
- It is required to keep all comments respectful and appropriate for a public meeting
- Notes are taken by the Planning Board Secretary to capture all questions and comments made. However, if you wish to ensure your comment is part of the official meeting record, please provide the Planning Board with a written copy of such comment to be added to the record