

# VILLAGE OF TIVOLI PLANNING BOARD PROCEDURES

## WORKSHOP MEETINGS

1. The Village of Tivoli Planning Board Workshops are scheduled for the second Monday of the month starting at 7:00 PM in the Village Hall at 86 Broadway in Tivoli.
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 meeting. Formal action is reserved for the Planning Board's regular meeting, which is conducted on the third Monday 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 Procedures for 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's clerk at least one week prior to the Workshop and has also met with the Zoning Enforcement Officer.
4. If the Chair requests that a Planning Board consultant attend a Workshop, that attendance will be mandatory.
5. If requested, the applicant will 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 two weeks before the Workshop.
6. At the Workshop, any Planning Board consultant requested to attend will 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 raised by the application, and the identification of any deficiencies or any material information missing from the application.

