



Planning Board

Stanley H. Kellerhouse Municipal Building
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TO: Mayor Brian Pugh and the Village Board of Trustees

FROM: Chairman Luntz, Planning Board

RE: Recommendation to Village Board regarding Local Law Introductory 2 of 2025, to amend Chapter 230, Zoning, of the Code of the Village of Croton on Hudson to transfer authority for the issuance of Special Permits to the Planning Board

DATE: April 16, 2025

At its regularly scheduled meeting on March 4, 2025, and April 15, 2025, the Planning Board reviewed the referral from the Village Board regarding Local Law Introductory 2 of 2025.

Overall, the Planning Board recognized that taking on this extra responsibility will be more work, but believe that it makes sense. The Planning Board understands that many municipalities have their Planning Boards issue special permits, and that this was the reason for the change in procedure. Upon reviewing the Local Law, the Planning Board had the following suggestions:

1. That the wording in section 230-57, Application, that states "The submission must include the following documentation," be changed to "The submission must include the following documentation, unless waived by the Planning Board."
2. In section 230-58, Review of Application, where it states that "Fourteen hard copies of the application and supporting documents shall be distributed to the Planning Board", it should read, "The number of hard copies will be determined by the Building Department."
3. In Section 230-57 C, the wording "Village Master Plan" should be changed to "Village Comprehensive Plan."
4. In sections 230-62 A and B, the Board of Appeals should be changed to the Zoning Board of Appeals.
5. Section 230-62 B prohibits the Planning Board from waiving any requirements and conditions. The wording in this section would need to be revised if the draft law was revised as stated in #1 above.

It is noted that in Section 230-58, an electronic version of the application shall be distributed to the Board of Trustees for its recommendation, if any. However, there is no time frame specified for a response as is currently in Section 230-59 of the Zoning Code.

The Planning Board was pleased to receive clarification from the Village Board of Trustees that any project of a certain scale that requires a zoning change or zoning amendment would require a review by the Village Board of Trustees.

The Planning Board recommends that Local Law 2 of 2025, to amend Chapter 230, Zoning, of the Code of the Village of Croton on Hudson to transfer authority for the issuance of special permits to the Planning Board be adopted with the above taken into consideration.