

# Streamlining the Land Use Review and Approval Process

Land Use Law Center

Pace Law

April 9, 2019

6:00 PM-8:00 PM

# AGENDA



- Welcome
- How to Assess Your Process?
- Process Streamlining Strategies
- Lessons Learned: City of Poughkeepsie
- Exercise: Mapping your Process
- Funding Opportunity

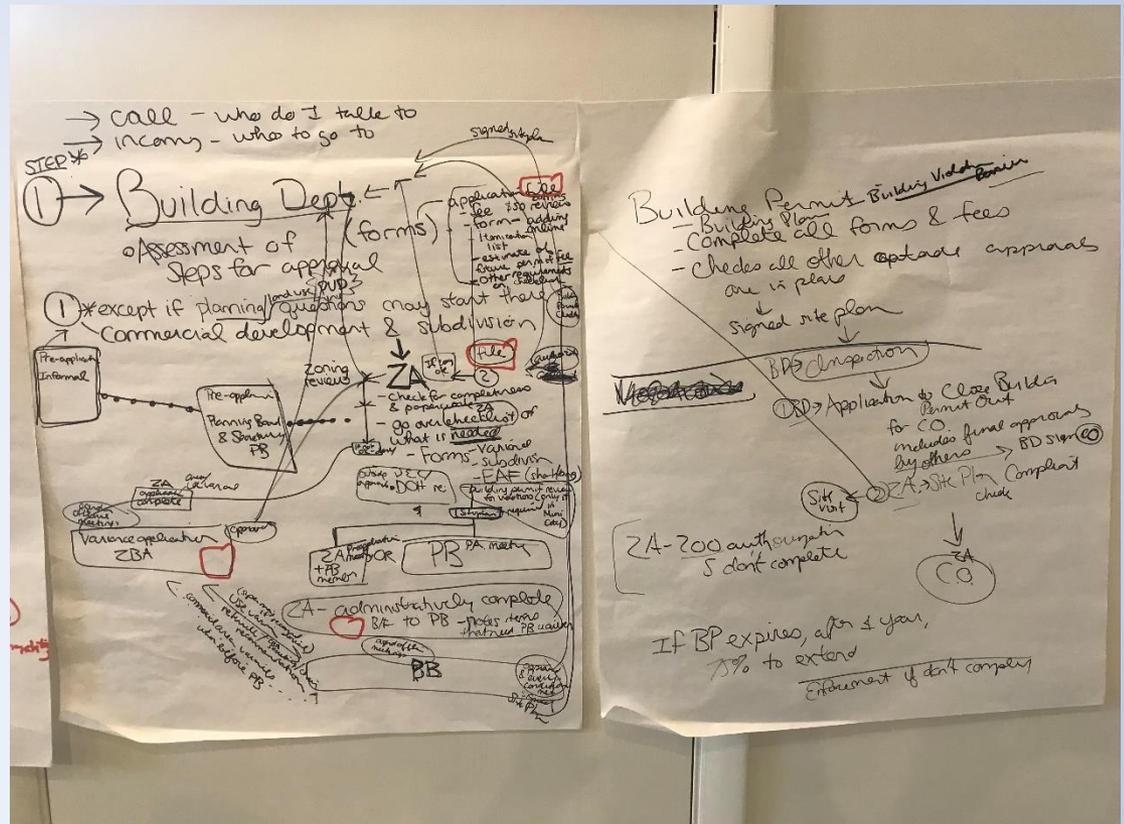
# LAND USE LAW CENTER



# ASSESS CURRENT PROCESS



Examine the current review and approval process to identify common delays, unnecessary redundancies, and any difficulties applicants have understanding or navigating the process.



# STEPS



- Communication with staff.
- Survey of past applicants.
- Process discussion with land use board members.
- Recommendation development.
- Select process streamlining strategies.
- Implement strategies.

# Streamlining Strategies

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- Simplify the Process
- Consolidate the Review and Approval Process
- Clarify the Review and Approval Process
- Automate the Process
- Pre-Application Consultations
- Adopt Fast Track Process for Priority Projects
- Train Local Boards

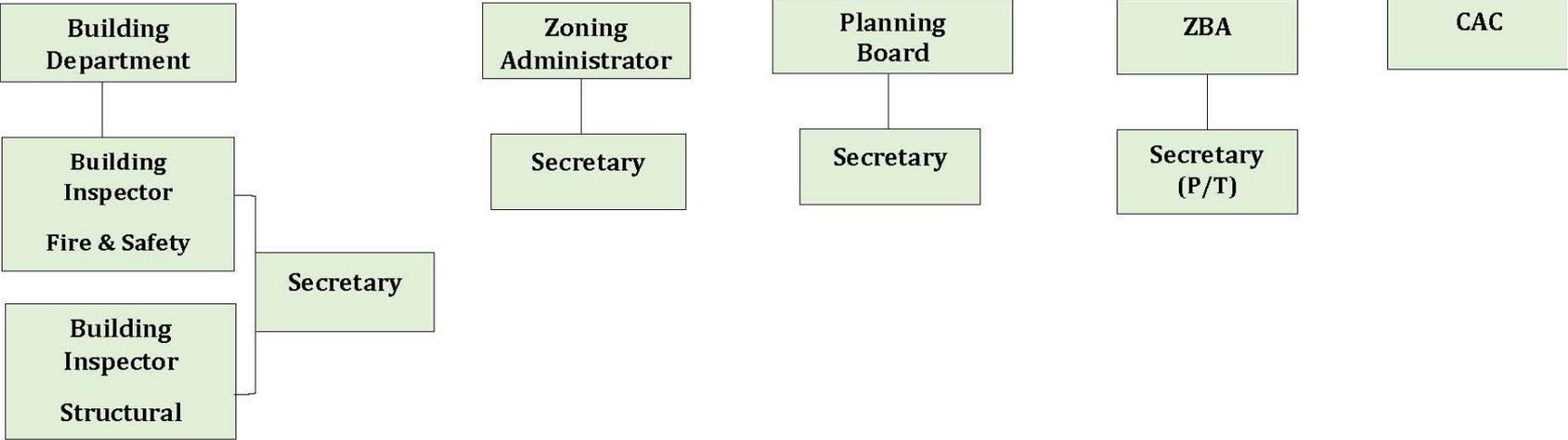
# Organizational Chart/Staff Roles

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- Clarify Department Organization: Separate building, planning, zoning
- Where does the process start? Develop and Define Intake Process

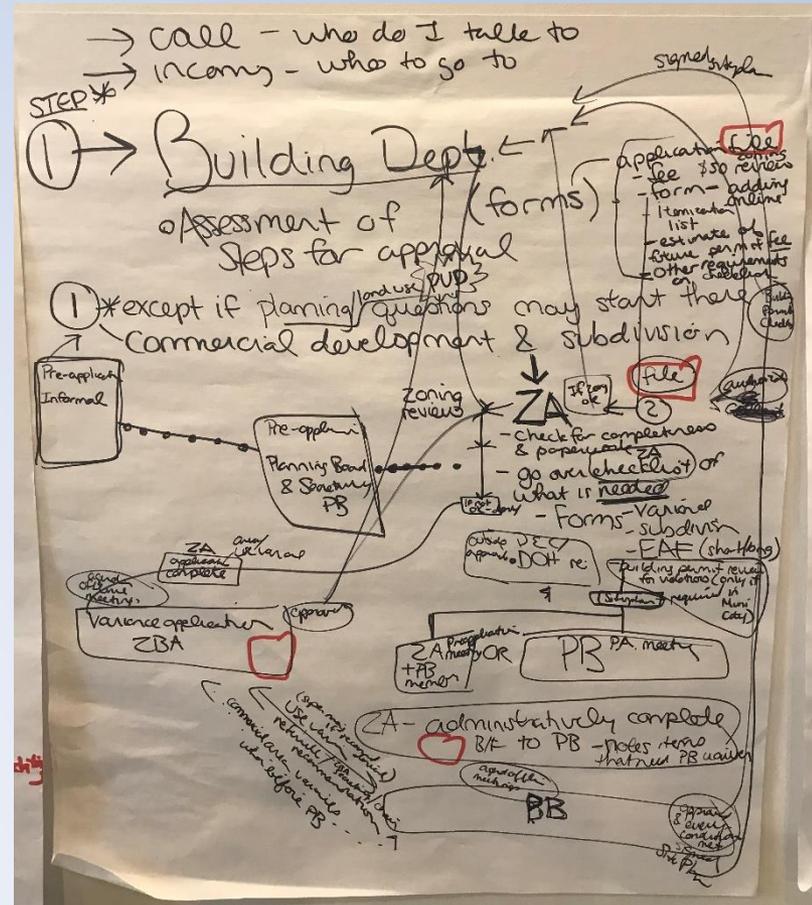
# Land Use Development Department



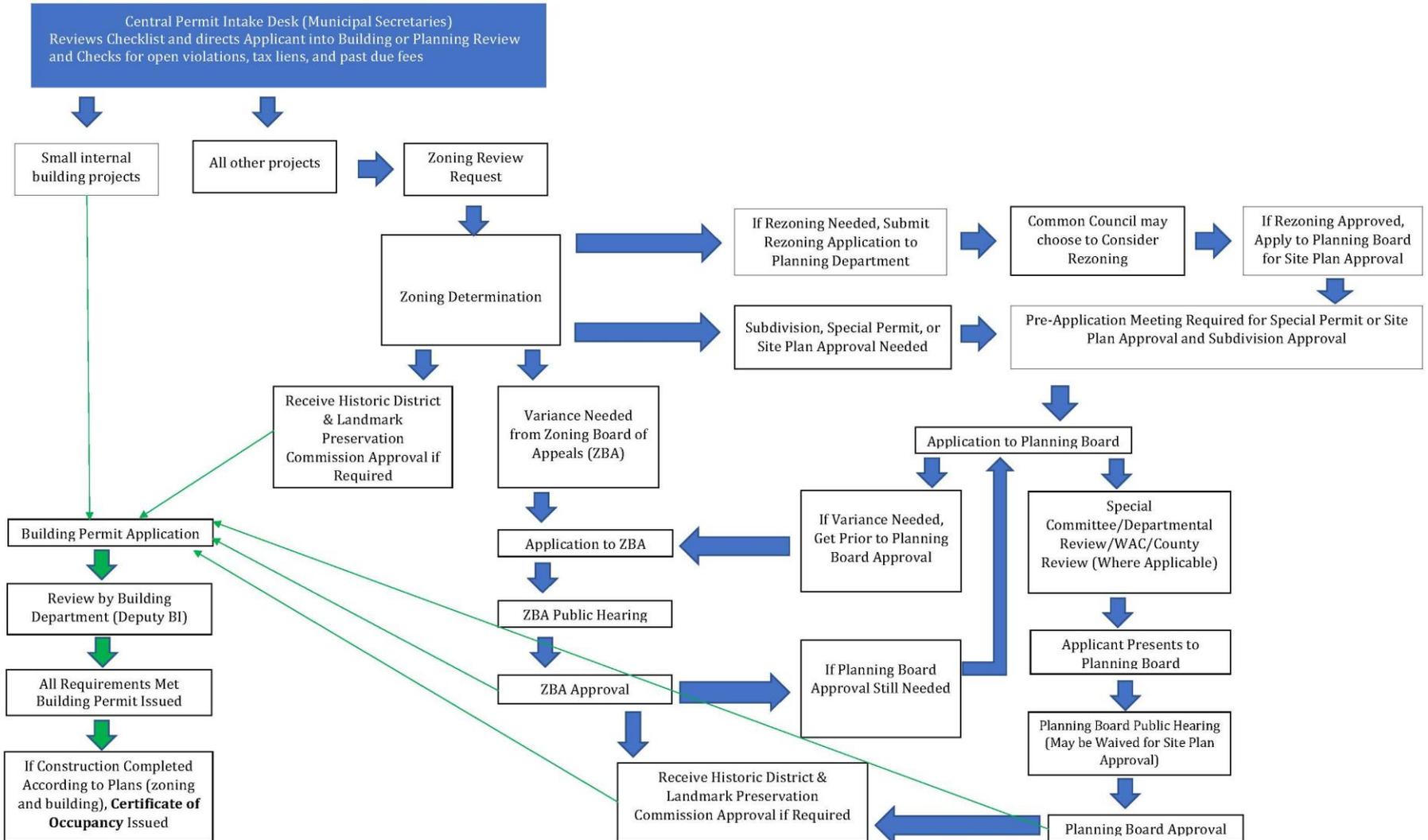
# Flow Chart



- Create Internal and External Flow Charts
- Create Guidance for Applicants
  - Glossary
  - Timing of Process
  - Roles of Departments
- Consolidated and Improved Forms
- Coordination with Supplemental Boards



## City of Poughkeepsie Land Use Review Process



# Land Use Development Approval Timeline

The length of time necessary for each land use review depends on the project type and scale, whether or not the initial application contains all the required materials and other factors. In general, a land use review will take from two to six months. Delays may occur when additional materials must be submitted, when a review is placed on hold to address various issues, or when a review is appealed. Land use development approvals are subject to [6 NYCRR Part 617 State Environmental Quality Review \(SEQR\)](#). SEQR requires the identification and mitigation of significant environmental impacts associated with land use development. Projects with significant environmental impacts will require a more extensive review process and an extended approval timeline.

Depending on the scale and impact of the project, separate approvals may be required from outside agencies, such county, state and federal agencies. These approvals are often conditions of local approvals. Delays related to outside approvals are beyond the Town's control and may impact the timeline. Outside agencies often involved in the local land use development approval process include Dutchess County's Department of Health, Water and Wastewater Authority, Department of Public Works, and Department of Planning and Development; NYS Department of Transportation; and NYS Department of Environmental Conservation.

# Supplemental Processes

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- Expand and Clarify: Informational Meetings, Workshops, and Checklists
  - When are they required v. offered?
  - Who attends?
  - What information is provided?

# Evaluate Automated Process & Pursue Technology Upgrades

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- Evaluate technology needs:
  - Agenda management system
  - Electronic submissions
  - Intake clearance process
  - Interdepartmental file sharing

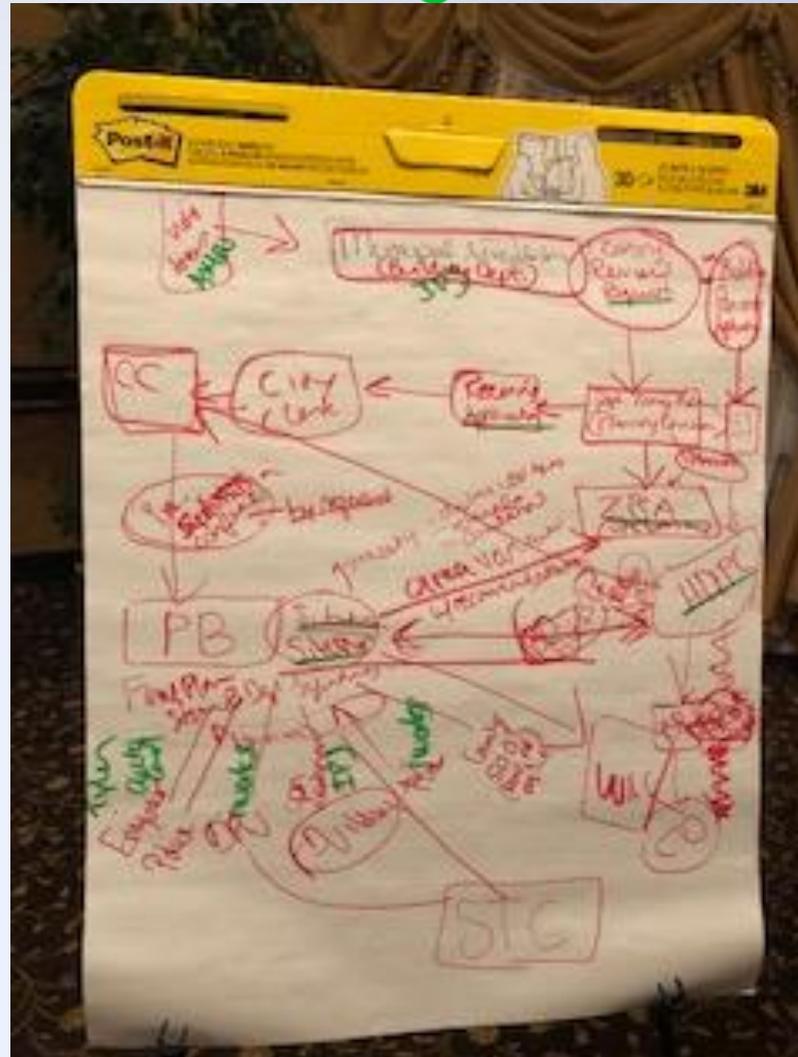
# Unified Vision to Guide Decision Making

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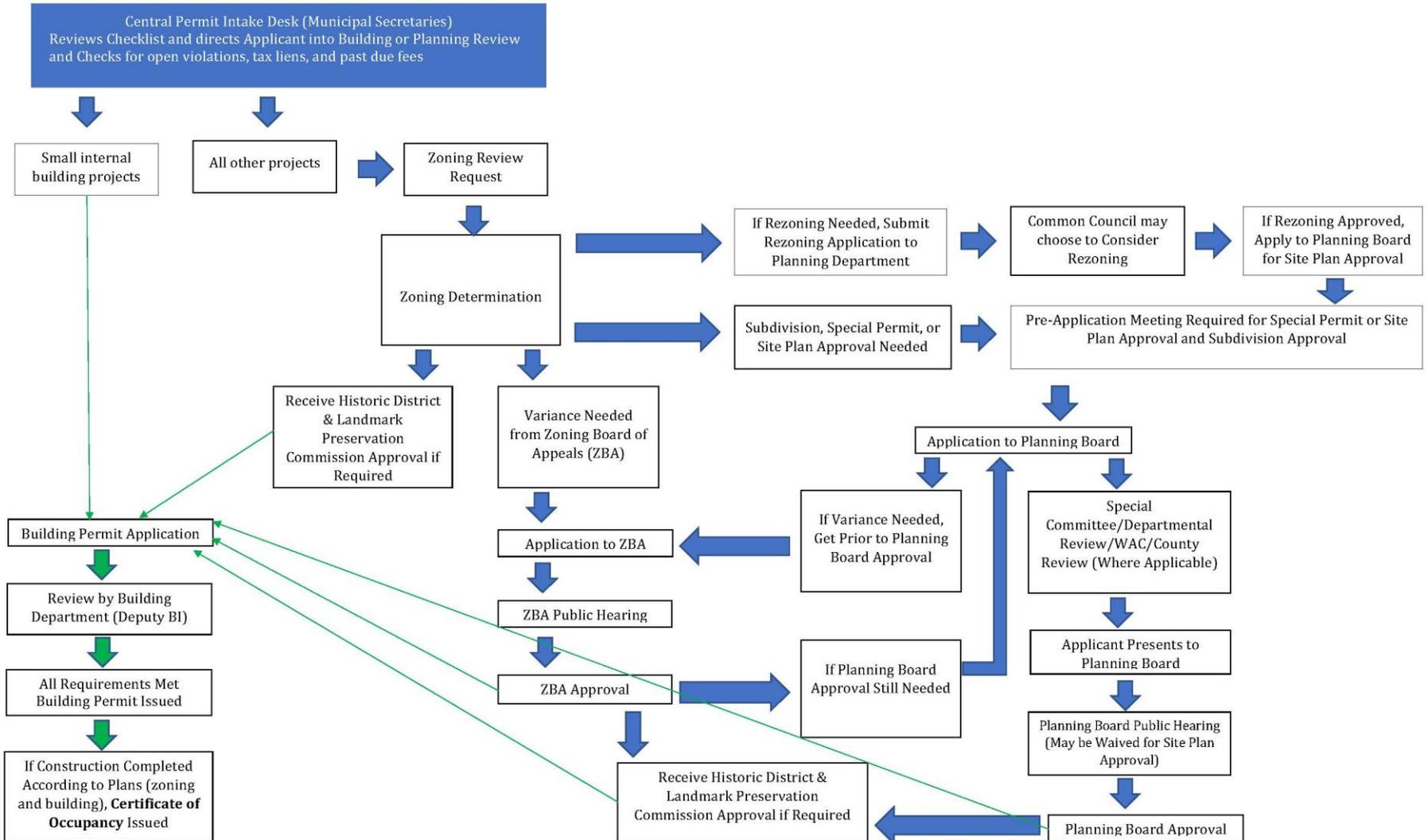


- Updated Comprehensive Plan
- Updated Zoning

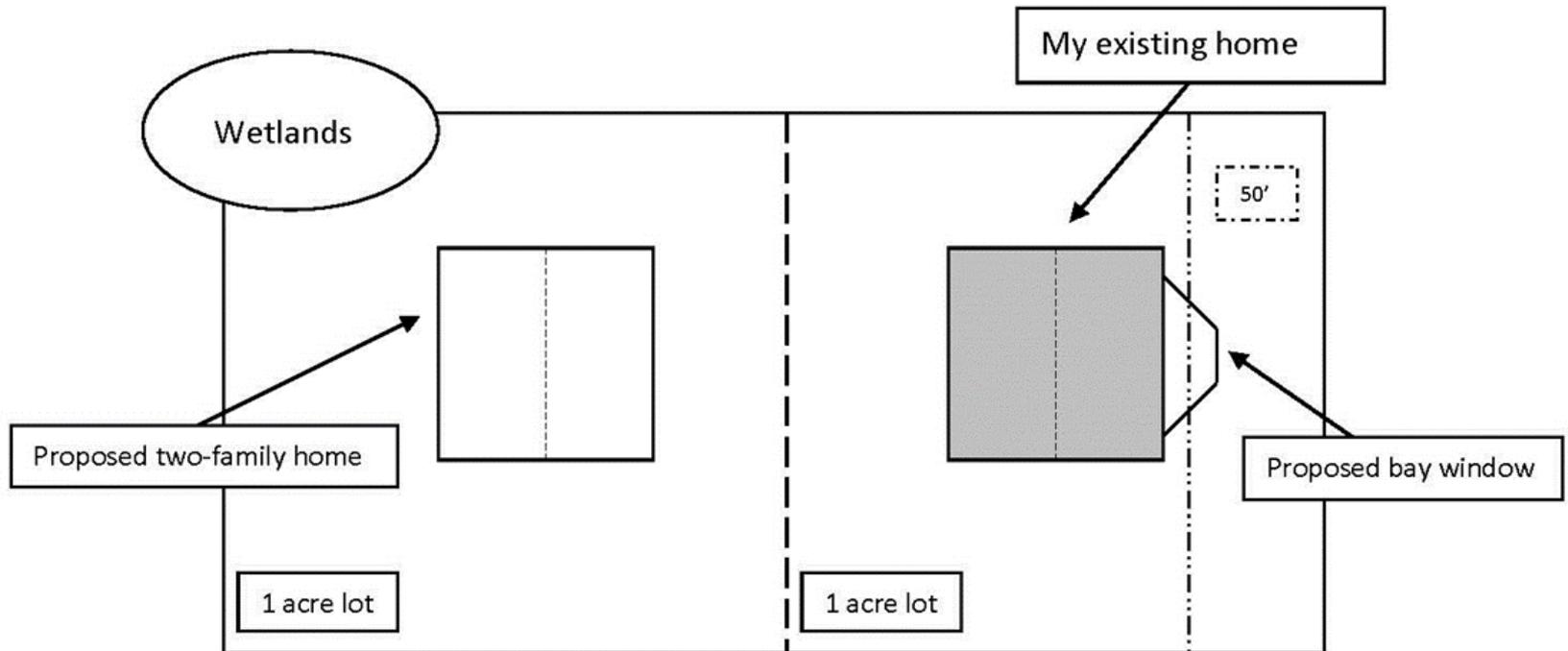
# Lessons Learned: City of Poughkeepsie



## City of Poughkeepsie Land Use Review Process



# Bay Window Exercise



# Dutchess County

## Municipal Innovation Grants

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- Land Use/Economic Development: Land is one of the most highly regulated assets in our economy. Excessive regulations stifle job creation and the rebuilding of our main streets, limiting housing choices for many. This funding will help communities modernize and streamline their land use regulations and review processes.
- Due May 3<sup>rd</sup>
- For more information:

<https://www.dutchessny.gov/Departments/Planning/Municipal-Innovation-Grant-Program.htm>