

# Fulton and Montgomery County Planning Boards' Annual Spring Planning and Zoning Training

Tuesday, March 24, 2026  
SUNY Fulton-Montgomery RAO Theatre:  
2805 NY-67, Johnstown, NY 12095  
FREE Registration: [tinyurl.com/PlanningZoning2026](http://tinyurl.com/PlanningZoning2026)



BY: .....

This training is designed for Zoning Board of Appeals Members, Planning Board Members, Municipal Officials, and Code Enforcement Officers. All members serving on a Planning Board or Zoning Board of Appeals are required to complete a minimum of four (4) hours of educational training each year. The training is valid for one (1) year. If you have any questions, please contact Aaron Enfield (Fulton County) at 518-736-5660 or Alex Kuttesch (Montgomery County) at 518-853-8334.

3:15 p.m. - 4:00 p.m. - Registration

### 4:00 p.m. - 5:30 p.m. - Open Government in Planning and Zoning Decision-Making

*Presented by Mark Schachner, Partner - Miller, Mannix, Schachner & Hafner*

Although we all generally support open government ideals, numerous open government issues are presented in the Planning and Zoning application review process. This presentation will focus on compliance with open government legal requirements and the best ways to promote transparency, including discussion of the Open Meetings Law, meeting quorum, "out-of-school" discussions, recusal, site inspections, and the Freedom of Information Law.

5:30 p.m. - 5:45 p.m. Break

### 5:45 p.m. - 7:15 p.m. - State Environmental Quality Review Act (SEQRA) Basics

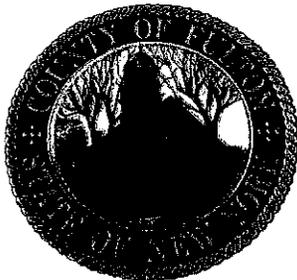
*Presented by Chris Eastman and Lindsey Drew, NYS DOS, Division of Local Government Services*

This introduction to the State Environmental Quality Review Act includes an overview of the environmental assessment form (EAF), Type I, Type II, and Unlisted actions, and the sequence of making a positive or negative declaration on a project's potential to have an adverse impact on the environment. The relationship between the administration of local regulations and SEQRA will also be discussed.

### 7:15 p.m. - 8:00 p.m. - SEQRA: The Short Environmental Assessment Form

*Presented by Chris Eastman and Lindsey Drew, NYS DOS, Division of Local Government Services*

This course uses a hypothetical site plan for a relatively small project to guide Parts 2 and 3 of the Short Environmental Assessment Form. A variety of scenarios that could result in a different outcome for the SEQRA process will be discussed in the context of mitigating the potential impact of the project to the environment.



*Mark Schachner*  
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Department of State  
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MONTGOMERY  
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