

**TOWN OF PUTNAM, NEW YORK**  
**LOCAL LAW NO. 2 OF 2026**

A LOCAL LAW REPEALING LOCAL LAW NO. 1 OF 2020 (SITE PLAN REVIEW LAW), ABOLISHING THE PLANNING BOARD OF THE TOWN OF PUTNAM, AND TRANSFERRING PLANNING BOARD POWERS AND DUTIES TO THE TOWN BOARD

Be it enacted by the Town Board of the Town of Putnam, Washington County, New York, as follows:

**SECTION 1. Legislative Intent.**

The Town Board of the Town of Putnam finds and determines that it is in the best interests of the Town to repeal Local Law No. 1 of 2020 entitled “Site Plan Review Law” and to abolish the Planning Board created pursuant to § 271 of the New York State Town Law. The Town Board further finds that the powers and duties previously exercised by the Planning Board shall be assumed and exercised by the Town Board.

**SECTION 2. Repeal of Local Law No. 1 of 2020.**

Local Law No. 1 of the Year 2020 entitled “Site Plan Review Law,” together with any and all amendments thereto, is hereby repealed in its entirety.

**SECTION 3. Abolition of Planning Board.**

Pursuant to § 271 of the New York State Town Law and the Municipal Home Rule Law, the Planning Board of the Town of Putnam is hereby abolished. Upon the effective date of this Local Law, all appointments to the Planning Board shall terminate.

**SECTION 4. Transfer of Powers and Duties.**

All powers, duties, responsibilities, and authority previously vested in the Planning Board under Local Law No. 1 of the Year 2022 (Town Law regulating solar installations) are hereby transferred to and shall be exercised by the Town Board of the Town of Putnam.

**SECTION 5. Supersession.**

This Local Law is adopted pursuant to the Municipal Home Rule Law, including but not limited to § 10 thereof, and is intended to supersede any inconsistent provisions of the Town Law of the State of New York, including Town Law § 271, to the extent necessary to accomplish the abolition of the Planning Board and the transfer of its powers and duties to the Town Board.

**SECTION 6. Severability.**

If any clause, sentence, paragraph, subdivision, section or part of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part thereof directly involved in the controversy in which such judgment shall have been rendered.

**SECTION 7. Effective Date.**

This Local Law shall take effect immediately upon filing with the Secretary of State of the State of New York in accordance with § 27 of the Municipal Home Rule Law.

**TOWN OF PUTNAM**

**RESOLUTION ISSUING A NEGATIVE DECLARATION UNDER SEQRA**

**LOCAL LAW NO. 2 OF 2026**

**REPEALING THE SITE PLAN REVIEW LAW, ABOLISHING THE PLANNING BOARD AND  
TRANSFERRING DUTIES TO THE TOWN BOARD**

WHEREAS, the Town Board of the Town of Putnam is considering the adoption of Local Law No. 2 of 2026, a local law repealing Local Law No. 1 of 2020, abolishing the Planning Board of the Town of Putnam and transferring the powers and duties of the Planning Board to the Town Board; and

WHEREAS, the proposed action may constitute an “Unlisted Action” under the State Environmental Quality Review Act (“SEQRA”) and its implementing regulations (6 NYCRR Part 617); and

WHEREAS, the Town Board of the Town of Putnam is the lead agency for purposes of conducting environmental review of the proposed action; and

WHEREAS, the Town Board has reviewed Part 1 of the Short Environmental Assessment Form, which describes the proposed action as the legislative adoption of a local law repealing Local Law No. 1 of 2020 entitled "Site Plan Review Law", abolishing the Planning Board pursuant to New York Town Law §271 and transferring its duties to the Town Board;

WHEREAS, the Town Board has further reviewed Parts 2 and 3 of the Short Environmental Assessment Form, evaluating the potential environmental impacts of the proposed action, including potential impacts relating to land use, traffic, infrastructure, historic resources, natural resources, flooding, drainage, and public health;

WHEREAS, the proposed action involves no physical construction, land disturbance, or alteration of natural resources, but instead constitutes a legislative reallocation of administrative authority within the Town government; and

WHEREAS, the Town Board has carefully considered the relevant areas of environmental concern identified in the SEAF and has taken a hard look at those factors; and

WHEREAS, the Town Board finds that the proposed local law will not result in any significant adverse environmental impacts, because the action merely transfers review authority previously exercised by the Planning Board to the Town Board and does not change land use regulations, zoning standards, or environmental protections currently in effect;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Putnam, having reviewed the Short Environmental Assessment Form and having taken a hard look at the potential environmental impacts of the proposed action, hereby determines that the adoption of Local Law No. 2 of 2026 repealing Local Law No. 1 of 2020 entitled "Site Plan Review Law", abolishing the Planning Board and transferring its duties to the Town Board will not result in any significant adverse environmental impacts; and

BE IT FURTHER RESOLVED, that the Town Board hereby issues a Negative Declaration pursuant to 6 NYCRR §617.7, determining that the preparation of an Environmental Impact Statement is not required; and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to sign the Part 3 Determination of Significance portion of the Short Environmental Assessment Form reflecting this determination.

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Local Law No. 2 for the Year <sup>2026</sup> <del>2025</del> Repealing Local Law No. 1 of <sup>2020</sup> <del>2000</del> , abolishing the Planning Board & transferring duties to Town Board			
Project Location (describe, and attach a location map): Town of Putnam			
Brief Description of Proposed Action: Passage of Local law repealing Local Law No. 1 of <sup>2020</sup> <del>2000</del> entitled "Site Plan Review Law", abolishing Planning Board and transferring any duties of the Planning Board to the Town Board			
Name of Applicant or Sponsor: Town Board of Putnam		Telephone: 5180547-8317	
Address: P.O. Box 95		E-Mail: townclerk@townofputnamny.com	
City/PO: Putnam Station		State: NY	Zip Code: 12861
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Project:	Local Law No. 2 for 2026
Date:	April 9, 2026

**Short Environmental Assessment Form  
Part 2 - Impact Assessment**

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Project: Local Law No. 2--2026

Date: April 9, 2026

**Short Environmental Assessment Form  
Part 3 Determination of Significance**

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Town of Putnam	April 9, 2026
Name of Lead Agency	Date
Darlene Kerr	Supervisor
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**