

**TOWN BOARD MEETING
TOWN OF TAGHKANIC
July 27, 2020**

Note all documents in these minutes may be clicked on and enlarged for your reading pleasure

6 pm: The Taghkanic Town Board held a Department Head meeting on the above date at the Taghkanic Fire House. Supervisor Ryan Skoda opened the meeting.

Present:	Ryan Skoda	Supervisor	
	Kara Gilmore	Board Member	
	Linda Swartz	Board Member	
	Joyce Thompson	Board Member	
	Cheryl Rogers	Clerk	Arrived 6:20 pm
	Dennis Callahan	ZEO/CEO/BI	
	James Romaine	ZBA Chair	
	Kathy Bainer	Planning Board Chair	
Absent:	Elizabeth Craig	Board Member	

Board Member Joyce Thompson the draft of the Building Dept. Applications Process is Cheryl's and my draft that is meant only to provide a base for your discussion. I doubt it is complete and, perhaps, it will promote newer ideas for how to do it better!

Building Dept. Applications

Seeking a Building Permit:

- Go to www.taghkanic.org to review the Zoning Law pertaining to the Application.
- Go to www.taghkanic.org and download the necessary application forms.
- Fill out application and make a list of questions.
- Make an appointment and meet with the Zoning and Code Enforcement Officer (ZEO/CEO), Dennis Callahan, at 518-851-6958 or taghkanicbld@gmail.com
Hours: Town Hall, Tuesday 2 – 5 and Wednesday 9 – 12
- If Application is denied Mr. Callahan will assist the applicant(s) with forms and file them with the Town Clerk who will send them to the Planning Board (PB) or Zoning Board of Appeals (ZBA).

Applications for a Site Plan Review, Special Use Permit or Sub-Division Approval by the Planning Board:

- Town Clerk will scan and send to the Planning Board Chair Kathy Bainer, 518-851-7752 or kuhnpj@valstar.net.
- Kathy Bainer will contact applicant to discuss any outstanding elements of the application, explain the process and provide instructions and a date to appear before the Planning Board.

NEXT REGULAR MEETING: Monday August 10, 2020

Applications needing a Variance, for ZBA Approval:

- Town Clerk will scan and send to the ZBA Chair, James Romaine, 845-464-4088 or bigweld505@gmail.com.
- James Romaine will contact applicant to discuss any outstanding elements of the application, explain the process and provide instructions and a date to appear before the Zoning Board of Appeals.

Kathy Bainer: I feel this is going to help. Is it necessary that the applicant send the notice by registered mail, because it gets very costly? Also need something on the application asking if the property has been subdivided previously?

- + Board Member Linda Swartz: Registered return receipt is the only way you know if they mailed them out.
- + Clerk Rogers: a question if a property has been previously subdivided can be added to the application.

James Romaine: need zoning area added to the permit. Also need applications to be received in sufficient time for the Board members to review before the meeting.

Board Member Kara Gilmore: after the meeting with Public Hearing and the application is approved what is the next step?

- + Kathy Bainer: the Planning Board Attorney would have prepared a Resolution to be approved at that meeting that grants the approval of the application. Then the Secretary enters the Approval in the minutes and it is sent to the ZEO/CEO for his records. As Planning Board Chair, I would stamp the maps.
- + James Romaine: same.

Board Member Kara Gilmore: That should be part of the process so it is complete.

With no further business, the meeting was adjourned at 7PM on a motion by Supervisor Ryan Skoda, seconded by Board Member Linda Swartz, carried unanimously by all members present. The next Regular meeting will be August 10, 2020 at the Taghkanic Fire House.

Audience: