



Town of Canaan

Zoning Board of Appeals Regular Meeting Minutes – **APPROVED**

May 30, 2023

Present: David Cooper, Chair
Craig Dillon
Patricia Liddle
Heather O’Grady

Absent: Brian Lossow
Spee Braun

Others Present: Jillian Kasow, Zoning Board of Appeals Clerk; Audience: 8

I. Meeting Called to Order

- Chair called the Regular Meeting of the ZBA to order at 7:00 p.m.
- Discussion on training opportunities for board members, at Greene County Economic Development Center. Registration via email or phone, to be held on June 12, 5pm-7pm. Also available via New York PF.
- Chair posits whether there are any other volunteers for deputy chair position to lead meetings where Chair is absent.
- Craig Dillon requests next meeting be moved to accommodate attendance. Chair notes that next meeting will be Thursday June 22.

II. Minutes Review/Approval

- The minutes of the October 25, 2022 meeting were approved by a motion made by Pat Liddle and seconded by Craig Dillon. The vote carried, as follows:

David Cooper	Aye
Patricia Liddle	Aye
Heather O’Grady	Aye
Craig Dillon	Aye

Motion carries.

III. Appeal Case 2023-01, Area Variance, Bridget Shaw, 3014 Co Rt 9, East Chatham, Tax ID 37.-1-57.1

- Appellant delivers three copies of additional information packet to board.
- Chair explains process to appellant. Zoning officer conferred standing before ZBA by denying application for area variance for a garage. Tonight’s purpose is to accept file, set a hearing date, and explain obligations to appellant in preparation for the hearing.
- Chair explains that neighbor’s contact information can be found in tax rolls and can send a letter based on that information. Heather O’Grady as Deputy Clerk for the town will assist on that information.
- Discussion on SEQRA and responsibilities of appellant and board in relation to that document.
- Chair reviews application contents before the board.

- Chair confirms application is signed and notarized.
- Plot map and zoning officer denial are included in materials, as are a site plan, SEQRA Part 1, note from nearest neighbor Helen Clark who supports the variance,
- Applicant states that garage will be one floor, have three garage doors on it (which is different than the stock photo that was provided), and that she has not shopped for the building without the variance in hand so does not have more information.
- SEQRA Part 1 areas not filled out assisted by Chair: no special district, no other governmental body other than the Town of Canaan must approve. Lot is 5.46 acres, total acreage physically disturbed 2000 square feet. Chair explains that the proposed action is a permitted use, and there is no comprehensive plan for the town so the question of consistency is not applicable. There are no pedestrian or bicycle routes near the site. Lot is characterized as agricultural grasslands.
- Craig Dillon: for question 9 on the application, confirming no electric to be brought to building? Appellant: correct.
- Pat Liddle requesting that more information on height of building by next meeting. Discussion that 35 feet is highest allowed in town.
- Motion to accept application as complete made by Craig Dillon and seconded by Heather O’Grady.

David Cooper	Aye
Patricia Liddle	Aye
Heather O’Grady	Aye
Craig Dillon	Aye

- Chair: explains change in date for next meeting and setting hearing date to June 22 at 7pm. Appellant understands and agrees. Chair states that the meeting will be downstairs and will send a confirmation letter with that information to the appellant. Fifteen days before hearing must notify all neighbors within 500 ft of metes and bounds of the property. Heather O’Grady offered that appellant can come to Town Clerk’s office to obtain contact information. Clarifies that 500 ft is measured from her property line, not the garage. Including across Route 295.
- If the right of way for the railroad is in the 500 ft, ZBA will waive notice requirement.
- Chair explains that notice can be made in person but should have a piece of paper with the information for the hearing to deliver that states that she has a matter before the board, and that there is a file of information on the application at Town Hall that can be inspected by the public there.
- Clarification that the notifications must be done and finished being sent before 15 days in advance of the hearing. Proof of mailing is sufficient; letter does not need to be certified. Neighbors can sign acknowledgment of in person proof of service. All such evidence can be submitted the night of the hearing.
- Chair will either mail these instructions or send via email. Will always send appellant a hard copy of what board is doing. Must also notify the county because request is on Route 9, county will review appellant’s file to assess impact on the county. If the county sees no issue affecting the county, the county will designate the decision be local only. Chair will file appellant’s application with the county tomorrow.
- Clarification that the fee need not be delivered at this meeting. Appellant indicates plan to visit Town Clerk’s office tomorrow to obtain addresses for notification.

IV. Meeting Adjourned

Meeting was adjourned at 7:56pm, motion by Chair and seconded by Craig Dillon, all in favor.

Submitted by Jillian Kasow, Clerk