

TOWN OF SHANDAKEN
SPECIAL TOWN BOARD WORKSHOP MEETING

July 16, 2026 – 4:00 PM

Shandaken Town Hall

7209 State Route 28

Shandaken, New York

- **Present** Supervisor Mansfield, Councilmember Kneissl, Councilmember Steen, Town Clerk Joyce Grant
- **Absent** Councilmember Drake, Councilmember VanValkenburgh

Also Present:

- Members of the public

Call to Order

Supervisor Mansfield called the Special Town Board Workshop Meeting to order at 4:00 p.m.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Notice of Meeting

The Town Clerk read the public notice stating that the Special Town Board Workshop had been scheduled to conduct town business requiring consideration prior to the next regularly scheduled Town Board meeting and to discuss any other matters properly before the Board.

Building Department – Third-Party Professional Review

The Board conducted a workshop discussion concerning proposed resolutions to appoint an architectural consultant and a structural engineering consultant to provide third-party reviews of building permit applications when appropriate.

- **Discussion included:**
- Current building permit fee structure.
- Whether third-party review costs would result in additional fees for applicants.
- Comparison of Shandaken's permit fees with neighboring municipalities.
- Possible future revisions to the Building Department fee schedule.
- When third-party architectural or engineering review should be required.

- Protecting both applicants and the Town through independent professional review of complex projects.
- Selection process for the proposed consultants.

It was explained that under the current fee schedule, any third-party review would be covered by existing building permit fees and would not result in an additional charge to applicants. The Board discussed the possibility of revising the fee schedule in the future, but agreed that additional policy work was needed before making any changes.

Proposed Resolutions

Resolution No. 102 – Appointment of an Architectural Consultant

Resolution No. 103 – Appointment of an Engineering Consultant

During discussion, Board members noted that the draft resolutions referenced direct billing to applicants, which conflicted with the Town's current fee structure. Additional revisions were deemed necessary before adoption.

Motion

Motion made to table Resolutions No. 102 and No. 103 until the August 3, 2026 Town Board Meeting to allow the resolutions to be revised and clarified.

Seconded.

Vote: All Present – Aye.

Motion carried.

Public Comment

Members of the public asked questions regarding the possibility of future applicant charges for third-party review and the process used to select the proposed architectural and engineering firms. It was explained that the firms were selected based upon New York State licensing, local familiarity, availability, and reasonable rates. A brief discussion also took place regarding the recent Phoenicia Water District meeting.

Adjournment

A motion was made and seconded to adjourn the meeting. All in favor – Aye. The meeting adjourned at approximately 4:20 p.m.

Respectfully submitted,

Joyce Grant

Town Clerk