

**Village of Coxsackie**  
**Planning Board Minutes – April 20, 2017**

- 1. Attendance:** Pat Maxwell, Sec. Stacey Smith  
Bob VanValkenburg Rodney Levine  
Deidre Meier

**2. Call to Order:** The regular Planning Board meeting was called to order at 7:00 by Pat Maxwell, Chairperson and Secretary of the Planning Board. Kathie Tatara was present from Delaware Engineering to consult with us on our continued review of the Village Code.

**3. New Business:**

1. **40 Bailey Street** – Ed Ross, owner of the property, appeared for a sketch plan conference regarding the development of the property. Drawings of the exterior with store fronts for the 3 businesses he proposed to operate there: Commercial Sales, LLC – Equipment sales and rental as well as materials supply both supporting and in addition to and supporting his other businesses, Ross Site Development Corp. for site management and consulting services, and SipsMod, LLC for the design and fabrication of panelized and modular structures with the use of structural insulated panels (“sips”) were provided, as well as layouts of the outside areas, signage and indoor retail and office space. Ed also provided a Descriptions of Operations and answered questions that the Board had regarding the site.

We determined that hours of operation were not an issue, since none are specifically restricted in the Industrial District, where this property is located. We also determined that the 25,000 square footage requirement for retail space in the Industrial District would also be met, since the retail area would extend into the entire interior of the building as customers were brought beyond the showroom to exam repairs, component parts, etc. related to the equipment and materials for sale. Office space would be convenient for and incidental to the operations of the main businesses of manufacturing, distribution and retail, and were, therefore, not in violation of code requirements. Outdoor display areas would not require additional impervious space, nor would any grassy areas beyond a small amount on the southwestern portion of the property abutting Bailey Street be disturbed. As explained by Ed, almost all of the property is upon a deep bed of gravel and stone built up over the years when the business was operational and/or when the town and village used the area for sand and salt related to road maintenance in the winter months.

After reviewing the sketch plans, written description, aerial and topographic maps and the responses to our questions, the Board, in a motion made by Deidre Meier and seconded by Stacy Smith, approved acceptance of the sketch plan and closed the conference. Ed will try to have the site plan application to us in time for our next meeting on May 18<sup>th</sup>. Pat will send him the site plan checklist from Code Chapter 155-64 and a copy of the EAF Short Form, Part 1, to begin SEQR review.

2. **Cask & Rasher Projects** – Jarrett Lane, owner and operator of the business at 195 Mansion Street, West Coxsackie, outlined his plans for an outdoor roofed patio area between the current restaurant and the building next door, which he also owns. After discussion with

Jarrett and as confirmed by Kathie Tatara, we determined that the current project was not subject to Planning Board review. If future plans included changes to the neighboring building or land behind the Cask, that required a special permit for its intended use, Jarrett will contact us. Jarrett also expressed his interest in becoming a member of the Planning Board and left a copy of his resume with us. Pat will forward it to the Village Board for their consideration and hopeful approval of him as an alternate member at their Board meeting in May.

3. **Town Building** – Bailey Street. Pat updated the Board on the proposed town maintenance/town hall building to be built next to the 40 Bailey Street property. The Village denied their request for waiver of site plan review, and the Village Attorney will also be looking into the currently non-permitted use of government buildings in Industrial Districts in the Village. Rick Hanse, Town Supervisor, emailed Pat Maxwell that they would compile the documents necessary for our review, hopefully in time for our May meeting. The Mayor has also asked our Board to do whatever we can to assist the Town in moving forward as efficiently as possible. We will not waive any requirements, but may try to move up and/or include extra meetings in our schedule to accommodate them.
4. **29 Elm Street** – Anson Tollefson discussed a proposed lot line adjustment for moving the property line running between his property and that of Don and Debbie Doaust next door. The line will be moved a few feet to properly include a small structure belonging to Anson to be totally within his property lines as surveyed. Pat sent him the application for a minor subdivision, which the lot line adjustment is defined as, and he will try to have it ready for our May or June meeting.

4. **Minutes:** In a motion made by Bob VanValkenburg and seconded by Rodney Levine, the Board approved the minutes from our March 23, 2017 meeting.

5. **Old Business:**

A. **Aaron Flach Project, True Value Building:** As of our meeting date, the old building is undergoing asbestos removal per DOL permits and demolition has begun.

B. **UHM** – no new information or updates.

C. **Review of the Village Code** –

**Chapter 75 – Historic Districts.** Pat Maxwell has finished revisions for the model law language from the NYS Dept of Parks & Recreation that needs to be integrated with our amendment and has forwarded the draft to Linda Mackey at NYS for their review and comments.

**Chapter 87- Manufactured Home Parks.** The Village Attorney, Jason Shaw, has reviewed and rewritten the draft that we sent to him, and returned it to the Village Board and us for our input. Pat will compare Jason’s draft to our original one for comments, questions, etc. and consult with the Village Board on how they want to proceed.

**Chapters 106 – Property Maintenance, 78 – Junk Storage, and 82 – Littering** - drafts approved by the Planning Board at their March meeting have been sent to the Village Board, along with proposals to repeal Chapters 38 (Brush, grass and weeds) and Chapter 143 (Vehicles Abandoned, Junked or Unregistered) since most of the language in these 2 chapters is now redundant and has been more effectively combined and restated in Chapter 106. Pat will discuss our recommendations at the Village Board workshop in May.

**Chapter 132 – Subdivisions** – in Pat’s discussion with Jason Shaw regarding the adoption of this draft by the Village Board in their January 2017 meeting, he agreed that the SEQR process needed to be formally completed and approved by the Village Board, and that they should then readopt a new local law so that its passage will be technically correct and enforceable. He will review the draft of the chapter and the related SEQR documents before the Village moves forward on this.

**Review of Application forms** – subdivisions, site plans, special use permits – tabled for a future meeting.

**6. Other –**

1. Since no other business was brought before the Board, the meeting was adjourned at 8:04 in a motion made by Deidre Meier and seconded by Bob VanValkenburg.
2. Our next meeting is scheduled for May 18, 2017, assuming the 40 Bailey Street or another new project is brought before the Board. Otherwise, we will re-convene in May to continue our Code review and/or updating of forms for Site Plans and Sub-Divisions.

Respectfully submitted,

Patricia H. Maxwell, Secretary of the Planning Board