**VILLAGE OF COXSACKIE**

**PLANNING BOARD MINUTES**

**January 19, 2023**

Chairman Robert Van Valkenburg, Jr. called the Planning Board Meeting to order at 6:00 p.m. Present were Planning Board Members: Jarrett Lane and Rodney Levine Patricia Maxwell was present via Zoom video conference. Deidre Meier was absent.   
  
A motion to approve the minutes from the November 17, 2022 Planning Board Meeting was made by Jarrett Lane and seconded by Patricia Maxwell. Chairman Van Valkenburg, Jr. voted yes. Jarrett Lane voted yes. Patricia Maxwell voted yes. Rodney Levine abstained. The motion carried.   
  
**Public Hearing**  
  
Chairman Van Valkenburg, Jr called the Public Hearing to order at 6:00 p.m. for the review of the Lot Line Adjustment application received from Anson Tollefson and Donald Daoust for 27 & 29 Elm Street.   
  
Clifford Levine asked what the reason was for the Lot Line Adjustment.   
  
Anson Tollefson, of 29 Elm Street, stated that he currently has a cottage that was built with 1 foot onto Mr. Donald Daoust’s property at 27 Elm Street. He is looking to move the property lines between both lots to include his entire structure within his property line, and to square off the lots at the same time. He stated that there is a fence between the properties, and the back 1/3 will remain the same.  
  
No further public comments were offered.  
  
A motion to adjourn the Public Hearing and return to the regular meeting at 6:13 p.m. was made by Rodney Levine and seconded by Patricia Maxwell. Chairman Van Valkenburg, Jr. voted yes. Jarrett Lane voted yes. Rodney Levine voted yes. Patricia Maxwell voted yes. The motion carried.   
  
**New Business**Chairman Van Valkenburg, Jr. read the Short Environmental Assessment Form (SEAF) Part 1 questions, and applicant’s answers, aloud pertaining to the Lot Line Adjustment for Donald Daoust and Anson Tollefson at 27 & 29 Elm Street to the public.  
  
Chairman Van Valkenburg, Jr. stated that the Planning Board needs to read the SEAF Part 2 questions aloud pertaining to the Lot Line Adjustment for Donald Daoust and Anson Tollefson at 27 & 29 Elm Street. The Board responded with the answers which declared that there were no adverse impacts.   
  
Chairman Van Valkenburg, Jr. read the Negative Declaration aloud which states the reasons for supporting the determination.  
  
A motion to approve the Minor Subdivision/Lot Line Adjustment application submitted by Donald Daoust and Anson Tollefson for 27 & 29 Elm Street was made by Rodney Levine and seconded by Jarrett Lane. Chairman Van Valkenburg, Jr. voted yes. Jarrett Lane voted yes. Rodney Levine voted yes. Patricia Maxwell voted yes. The motion carried.   
  
Chairman Van Valkenburg, Jr. stated that 1mylar and 2 paper copies need to be filed with the Greene County Office of Real Property Tax Services. Once it is filed with the County then it becomes official.   
  
Chairman Van Valkenburg, Jr. stated that the next item of business is to review the potential uses of property at 5-7 Mansion Street with Scott Gabriel.   
  
Scott Gabriel stated that he and his girlfriend are interested in purchasing 5-7 Mansion Street, which is currently mixed use. It is an abandoned boarding house over empty commercial property. They are trying to better understand the process in potentially converting this large 14 unit boarding house, with commercial storefronts, turned into between 4-8 apartments for local residents, and commercial spaces for 1-2 businesses. He asked if this sort of conversion could be done in this area of the Village. He stated that as they engage an architect for a feasibility study, they wanted to see whether there were regulations that would limit the number of units they would divide out, both residentially and commercially. He said that after doing some research, he did not find a population density regulation for Village Center zoning. He asked if there are parking spot requirements in the Village Center for either commercial or residential. He asked if there are any other limiting factors that they should be aware of from a planning perspective before diving in.   
  
Chairman Van Valkenburg, Jr. stated that with regards to parking, Section 155-36 Off Street Parking states; “multi-family units require 2 spaces per unit, and retail shops require one spot for every 250 square feet of space, as well as one spot for every four employees.” Multi-family residences are described as, “three or more households”, and may require additional items such as fire alarm or suppression, which would be a question for Code Enforcement, as he’s not particularly familiar with those requirements. He believes that the two parking stops in front of the building could be used for the purpose of calculating parking as well, so his advice would be to figure out exactly how many spots are available behind the property.   
  
Scott Gabriel stated that he believes that there is 2,500-3,000 feet of commercial space on the ground floor. That alone would necessitate 12 parking spaces, before adding any residential units at all. However, there are only 8 spaces included in the lot. Given this, redeveloping this property into usable apartments may be challenging for any buyer. There is a lot of street parking as well as an adjacent municipal lot by the park. He asked if the Board happens to know if there is a similar trash requirement, and if this space is qualified to house two different commercial tenants on the ground floor.   
  
Chairman Van Valkenburg, Jr. stated that he believes that the Village Code states that the owner of the property has to provide trash receptacles for anything over 3 units, but he will have to double check the Code.   
  
Scott Gabriel asked how to determine the number of commercial spaces allowed.   
  
Chairman Van Valkenburg, Jr. stated that the number of dedicated parking spaces will dictate how many units are allowed.   
  
Rodney Levine asked how many spaces the property has now.   
  
Scott Gabriel stated that the listing agent told him that there are currently 7 spaces. He is looking to get more information before moving forward with putting in an offer. The offer will depend on whether he can divide into 4 units or 8 units.   
  
Chairman Van Valkenburg, Jr. stated that he will reach out to Delaware Engineering regarding the various questions.   
  
Jarrett Lane asked Mr. Gabriel how many units he would like to have on this property.   
  
Scott Gabriel stated that ideally he would like to have 8 units.   
  
Chairman Van Valkenburg, Jr. stated that he will reach out to the engineer to make sure about parking requirements, and to find out what is practical.   
  
Scott Gabriel stated that he is hoping for 8 units and 2 businesses.   
  
Chairman Van Valkenburg, Jr. stated that the next item of business is Sketch Plan Conference with Jen Crawford, of Crawford & Associates Engineering & Land Surveying, PC., regarding 30 Bailey Street.  
  
Jen Crawford, of Crawford & Associates Engineering & Land Surveying, PC, stated that she is representing the owners of the property at 30 Bailey street, which is the old GNH lumberyard. The company that purchased the property is Trenton Corporation, which manufactures specialty coatings for the oil and gas industry as well as others, but would be using the space for office personnel, and art space for creating and conducting training videos.   
  
Jarrett Lane asked if he understood correctly that there would be no actual manufacturing done at this location.   
  
Jen Crawford stated that there will not be manufacturing done there.   
  
Chairman Van Valkenburg, Jr. asked if the property was zoned “Neighborhood Commercial”.   
  
Jen Crawford stated that it is zoned “Neighborhood Commercial”, and she believes that the proposed use of property would be considered a permitted use in the “Neighborhood Commercial” zoning.   
  
Chairman Van Valkenburg, Jr. asked if this would be a phased development.   
  
Jen Crawford stated that this would be a phased development, and that their current plan is to do repairs and renovations to the interior of the buildings to make viable space for these uses. There are currently no plans for exterior work as the priority is to be able to use the property.  
  
Chairman Van Valkenburg, Jr. stated that because of the scope of the project, the Board may want to make use of Delaware Engineering for consultation but wants to wait until the Board sees the details of the application. He stated that with no changes occurring to the outside of the buildings or the existing conditions on site, he is unsure what level of detail they need for a Site Plan. If nothing is being done to improve or alter the site, and all the changes are inside the building, the Planning Board's review will be for a change in use only. The Planning Board does not have authority over interior spaces in buildings. The Code Enforcement Officer/Building Inspector is required to review for code conformance.   
  
Jen Crawford stated that they can have a Site Plan application with Full Environmental Assessment Form (FEAF) reading in time for next month’s meeting.   
  
Chairman Van Valkenburg, Jr. stated that he will consult with Mary Beth Bianconi, of Delaware Engineering, to find out what is needed for submittal.   
  
Jen Crawford stated that the property owners will also need to address some drainage issues on the property.   
  
Rodney Levine asked if there will be any structural changes or expansions done to the property.   
  
Jen Crawford stated that there will be come structural changes in the way of repairs, but no expansions.   
  
Rodney Levine asked if the exterior will be repainted.   
  
Jen Crawford stated that she is unsure at this time about her client’s plans to repaint the exterior.   
  
**Public Comment Period**  
Aaron Flach stated that he wanted to reach out to the Planning Board regarding his property at 2-6 Reed Street. He has been working with the Historic Preservation Commission on the exterior lighting plan, but he also would like to inquire about potentially making one of the spaces a shop, with the rest of the spaces continuing to be apartments. The building is zoned as “Village Center”. He is just looking to switch the one unit to commercial use.   
  
Chairman Van Valkenburg, Jr. stated that this would require a Site Plan and Public Hearing due to the change of use.   
  
Patricia Maxwell stated that the Historic Preservation Commission only deals with the aesthetics of the exterior of the building.   
  
Rodney Levine asked if the remaining units in the building will still be apartments.   
  
Aaron Flach stated that the remaining 9 units will still be apartments.   
  
Chairman Van Valkenburg, Jr. stated that per the Village Code, a storefront on the bottom level is allowed.   
  
Clifford Levine asked Mr. Flach what kind of shop he is looking to have in the building.   
  
Aaron Flach stated that it will likely be a flower shop. He has a local florist who is interested in having a second space. He said that there is a courtyard in this building that would get utilized by the flower shop as well.   
  
Rodney Levine asked what kind of timeline Mr. Flach is looking at.   
  
Aaron Flach stated that he is just looking to get the ball rolling.   
  
Patricia Maxwell stated that she feels that it makes sense for both the Historic Preservation Commission and the Planning Board to hold a joint Public Hearing when the time comes.   
  
Chairman Van Valkenburg, Jr. stated that he agrees with Ms. Maxwell. When it comes time to review the project at 2-6 Reed Street, they will look to schedule a joint Public Hearing.   
  
No further public comments were offered.  
  
A motion to adjourn the Planning Board meeting was made by Jarrett Lane and seconded by Rodney Levine. Chairman Van Valkenburg, Jr. voted yes. Jarrett Lane voted yes. Rodney Levine voted yes. Patricia Maxwell voted yes. The motion carried.

The meeting was adjourned at 6:57 p.m.

Respectfully submitted,

Nikki Bereznak  
Clerk