

**VILLAGE OF COXSACKIE
PLANNING BOARD MINUTES
February 16, 2023**

Chairman Robert Van Valkenburg, Jr. called the Planning Board Meeting to order at 6:02 p.m. Present were Planning Board Members: Jarrett Lane, Rodney Levine, Patricia Maxwell and Deidre Meier.

A motion to approve the minutes from the January 19, 2023 Planning Board Meeting was made by Patricia Maxwell and seconded by Jarrett Lane. Chairman Van Valkenburg, Jr. voted yes. Jarrett Lane voted yes. Rodney Levine voted yes. Patricia Maxwell voted yes. Deidre Meier abstained. The motion carried.

New Business

1. 30 Bailey Street - Chairman Van Valkenburg, Jr. stated that the Planning Board needs to review the Site Plan with Jen Crawford, of Crawford & Associates Engineering & Land Surveying, PC., regarding 30 Bailey Street.

Jen Crawford, of Crawford & Associates Engineering & Land Surveying, PC., introduced the property owner of 30 Bailey Street, Ted Kennedy, of Trenton Corporation.

Ted Kennedy, Executive Vice-President of Trenton Corporation, stated that they are a manufacturer based out of Ann Arbor, Michigan, and have been around for 75 years. They make coatings for metal infrastructure to prevent corrosion. He said that he has been in New York for several years working remotely. One of his responsibilities was to find a location for marketing, sales, and training. When he saw that the lumberyard at 30 Bailey Street was for sale, he felt that this was a space that they could easily facilitate training. They will use this space for in person training, as well as to shoot and produce training videos. He is also a filmmaker, so he is interested in trying to figure out how to utilize the space as an artist studio as well. They bought the property in July with the intended use being for professional office space and artist studios.

Jen Crawford stated that they are before the Board requesting a Site Plan review for the change of use, because the property has sat vacant for so long. They are not proposing anything on the exterior, they are just trying to do some interior renovations.

Chairman Van Valkenburg, Jr. asked if he understood correctly that this Site Plan is just for a change of use for artist space.

Jen Crawford stated that it is for artist space and professional offices.

Chairman Van Valkenburg, Jr. asked if artist studios are allowed per the Zoning Code.

Jen Crawford stated that it is listed as one of the permitted uses in that zone. She said that there may be a mistake on the application listing is as “Neighborhood Commercial” instead of “Neighborhood Residential”.

Chairman Van Valkenburg, Jr. stated that the application is correct. It is zoned as “Neighborhood Commercial”. He said that the Board needs to go through the application checklist to make sure that all information is complete and accurate. He asked if they will be making any changes to the parking lot as it stands now, or any changes to the exterior of the buildings.

Jen Crawford stated that they will not be making any changes to the exterior of the building. The only proposed feature is that they show parking areas on their Site Plan to demonstrate that there is plenty of off-street parking. They did replace exterior lighting, but in the same location as the previous lighting.

Chairman Van Valkenburg, Jr. asked if the lighting will all be downward facing.

Jen Crawford asked if there was specific criteria.

Chairman Van Valkenburg, Jr. stated that there is a section in the Village Code that pertains to lighting.

Jen Crawford asked if it is “dark sky compliance”.

Patricia Maxwell stated that she does not think it has to be “dark sky compliant”, but definitely downward facing. There is a specific area in Chapter 155 of the Village Code pertaining to Zoning, and the lighting requirements.

Chairman Van Valkenburg, Jr. stated that they just want to be sure that the lighting is compliant with the Village Code. He said that if they are installing lighting, even on existing fixtures, to verify that they are compliant with the Village Code. He asked that they submit something showing detail on the lighting, if necessary.

Jen Crawford stated that they can add a note stating that it meets code requirements.

Chairman Van Valkenburg, Jr. asked if there was going to be any exterior dumpsters on the property for garbage disposal.

Ted Kennedy stated that right now, they just have plastic dumpsters that they keep inside. He

doesn't think there is any plan in the near future for dumpsters.

Jen Crawford stated that if Mr. Kennedy would like that option, they can show it on the Site Plan to include this.

Chairman Van Valkenburg, Jr. stated that if they are thinking that they may want one in the future, he would suggest that they mark it on the Site Plan as a future proposed option, and just note that it will meet the compliance of the dumpster standards in the Village Code. He said that the Village does require a screened enclosure, which can be 3-sided privacy fencing. It is explained in the Village Code as well. He asked if there are any fire hydrants on the property.

Jen Crawford stated that she did not see any on the survey, but there is one in the right of way across the street.

Chairman Van Valkenburg, Jr. asked if there will be any signage.

Ted Kennedy stated that there is an existing sign on top of two steel beams, with power going to it, that they have no plans to utilize right now. However, they may want to utilize it in the future.

Chairman Van Valkenburg, Jr. stated that even though they do not have plans to utilize it now, he would suggest still showing the approximate location on the Site Plan. If they do decide to utilize it in the future, it would require a submission of the sign information for review, to make sure that it is compliant with everything.

Jen Crawford asked if that would require a Public Hearing.

Chairman Van Valkenburg, Jr. stated that it does not require a Public Hearing.

Patricia Maxwell stated that it would go before the Building Inspector.

Chairman Van Valkenburg, Jr. stated that so long as what they are planning to do meets Code compliance, it would just go before the Building Inspector.

Jarrett Lane asked if the artist studio would operate under the banner of Trenton Corporation, or if that is something that Mr. Kennedy would be doing separate.

Ted Kennedy stated that he owns a bunch of camera equipment that he rents to Trenton Corporation when they make a company video. He said that he thinks the equivalent will be, that he will have his own separate production company, that will be renting the studio space from Trenton Corporation. At this point, there is no plan to have an independent production company

that is open to advertising studio space, or anything like that.

Jarrett Lane stated that he was just curious as to how that fit into the business plan.

Patricia Maxwell asked if she understood correctly that it will be all in house. They would not be renting studio space to another artist, or another production company.

Ted Kennedy stated that there is no plan to do that.

Jen Crawford asked if they wanted to rent out artist space in the future, if there would be an objection to that.

Chairman Van Valkenburg, Jr. stated that as long as they cover that use in the Site Plan review it shouldn't be an issue. They can denote that they will be using the building for this use possibly in the future. He asked if there are going to be any NYS or Greene County permits that they will have to pursue.

Jen Crawford stated that there are no permits needed that she is aware of. Just the Site Plan approval and Building Permit.

Jarrett Lane asked how many total employees the foresee.

Jen Crawford stated that they estimated a maximum of 10 employees.

Ted Kennedy stated that they have 9 now, with 2 working remotely, and they will be hiring 1 more. It will stay a pretty small crew.

Chairman Van Valkenburg, Jr. stated that that site is certainly big enough to handle that number of employees without any issues.

Jen Crawford stated that there is lots of space parking wise, but she wasn't sure of the parking requirements for the artist studio. She asked if the Board wanted to see more spaces shown on the Site Plan.

Chairman Van Valkenburg, Jr. stated that the Site Plan is showing 40 spaces. Based on their discussion, he feels that that is more than adequate. There is clearly enough room on the site for future parking.

Deidre Meier asked if they are going to have commercial trucks coming in and out with supplies.

Ted Kennedy stated that they may receive deliveries via commercial trucks.

Jen Crawford stated that they will conform to the Code requirements regarding how long a truck can be parked to load/unload.

Deidre Meier stated that her only concern was if they were going to be on the road causing increased traffic.

Chairman Van Valkenburg, Jr. asked if they will be warehousing material there.

Ted Kennedy stated that they will be warehousing some of their products that will be available to use for training purposes. They will not be acting as a distribution center.

Patricia Maxwell stated that they should get a statement from the Fire Department stating that they are compliant for fire protection.

Chairman Van Valkenburg, Jr. stated that they should reach out to the Fire Department so that they can schedule completing a walk through.

Jen Crawford stated that she would like to suggest that they schedule this once they have a floor plan finalized.

Chairman Van Valkenburg, Jr. stated that he feels that that would be acceptable since this is an existing site, where they are not changing the exterior at all.

Patricia Maxwell stated that the Fire Department should also make sure that trucks don't have any issues with the egress and turnaround.

Chairman Van Valkenburg, Jr. asked if they could work with the Fire Department to get that part done before the Public Hearing that will be scheduled for next month. Pending the additional things that the Board is asking for on the Site Plan, in relation to the signage, lighting, and dumpsters, he believes that the Board can accept this application as complete.

Jen Crawford stated that they can make sure everything is submitted with those changes 10 days prior to the scheduled Public Hearing date next month. She asked if this will be considered a Type II Action under the State Environmental Quality Review (SEQR).

Chairman Van Valkenburg, Jr. stated that he believes that it will be considered an Unlisted Action under the SEQR.

Jen Crawford asked if they need to circulate with anyone.

Chairman Van Valkenburg, Jr. stated that they would not need to circulate with other agencies, just fill out the Short Environmental Assessment Form (SEAF). He stated that he will find out for sure which type of action it would be considered.

Jen Crawford asked if the Board could declare a Lead Agency just in case.

A motion to approve accepting the Site Plan application received from Crawford & Associates Engineering, on behalf of Ted Kennedy of Trenton Corporation, for 30 Bailey Street, as complete, pending the changes discussed, and submission of those changes prior to the Public Hearing to be scheduled for next month, was made by Deidre Meier and seconded by Patricia Maxwell. Chairman Van Valkenburg, Jr. voted yes. Jarrett Lane voted yes. Rodney Levine voted yes. Patricia Maxwell voted yes. Deidre Meier voted yes. The motion carried.

A motion to approve declaring the Village of Coxsackie Planning Board as the Lead Agency for the SEQR review for the 30 Bailey Street project was made by Patricia Maxwell and seconded by Jarrett Lane. Chairman Van Valkenburg, Jr. voted yes. Jarrett Lane voted yes. Rodney Levine voted yes. Patricia Maxwell voted yes. Deidre Meier voted yes. The motion carried.

Chairman Van Valkenburg, Jr. stated that the Public Hearing will be scheduled for March 16, 2023 at 6:00 p.m. As for the legal notices, the Village will provide the notice to the newspaper, and the applicant is responsible for notifying all property owners within 500 feet. If they need any help with populating a list, they can reach out to the Village Clerk.

2. Village Gmail Accounts - Patricia Maxwell stated that she would like to propose that they ask the Village Board to supply each of them with a Village Gmail account, so that they can handle all Village related business separate from their personal email accounts. This way, things don't get co-mingled, and if there is ever a need for legal reasons to produce those emails it would help control it. She just thinks it would be a good idea.

Deidre Meier stated that she agrees with this idea as well.

Chairman Van Valkenburg, Jr. stated that he also feels that this is a very good idea, and he will certainly approach the Village Board about this.

Patricia Maxwell stated that she would like to see this done before the United Mobile Homes (UMH) project gets going.

3. Stipends, Short Term Rental Update - Chairman Van Valkenburg, Jr. stated that he would

also like to reach out to the Village Board about possibly increasing their stipend payment now that budget time is approaching. He stated that he also wanted to let the other Planning Board Members know that the Village Board has approved a temporary moratorium on Short-Term Rentals. He has been asked to be a part of the discussion with the Village Board in relation to any potential Code changes relating to Short-Term Rentals. He will relay any pertinent information to the other Planning Board Members as received.

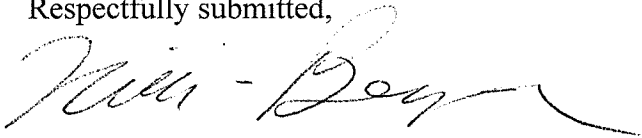
Public Comment Period

No public comments were offered.

A motion to adjourn the Planning Board meeting was made by Patricia Maxwell and seconded by Deidre Meier. Chairman Van Valkenburg, Jr. voted yes. Jarrett Lane voted yes. Rodney Levine voted yes. Patricia Maxwell voted yes. Deidre Meier voted yes. The motion carried.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Nikki Berezna", with a long horizontal flourish extending to the right.

Nikki Berezna
Clerk