

**VILLAGE OF COXSACKIE
PLANNING BOARD MINUTES
October 19, 2023**

Chairman Robert Van Valkenburg, Jr. called the Planning Board Meeting to order at 6:03 p.m. Present were Planning Board Members: Patricia Maxwell and Deidre Meier. Christine Martin was present via Zoom Video Conference. Jarrett Lane and Matthew Bennett were absent.

A motion to approve the minutes from the June 15, 2023 Planning Board Meeting was tabled due to a lack of quorum of eligible votes.

A motion to approve the minutes from the July 20, 2023 Planning Board Meeting was made by Deidre Meier and seconded by Patricia Maxwell. Chairman Van Valkenburg, Jr. voted yes. Christine Martin voted yes. Patricia Maxwell voted yes. Deidre Meier voted yes. The motion carried.

New Business

1. **1 Reed Street** – Chairman Van Valkenburg, Jr. stated that the Planning Board has to review the Site Plan application received from Katlyn Irwin, of 1 Reed Street, for a change of use.

Katlyn Irwin submitted the Planning Board application and survey to the Planning Board. She stated that the area is 1,500 square feet with no partitions. She is present on behalf of her parents, Bob and Mary Irwin, who are the property owners. She stated that they are not asking for any outdoor tables and chairs at the moment, and they do not have details on the signage since the name is still in the works. They are calling the project, “Project American House”, because the building itself was called “The American House”. Until they have determined what the name is going to be, they are calling the project by that name. She knows that she will have to come to the Board once she knows details about the signage. It is likely that they would be doing window decals like the General Store and the Reed Street Bottle Shop. The only exterior lighting is the one light fixture that faces Reed Street where the covered stoop is, and the existing side light. Nothing is changing with the lighting. The project is being done utilizing the grant money received from Catskill Mountain Housing.

Chairman Van Valkenburg, Jr. stated that because of the nature of the Site Plan where nothing is changing to the exterior or dimensionally, he feels that the timeline of work submitted as part of the grant is adequate for this project.

Katlyn Irwin stated that most of the work has been done by Chris Fisher who will continue to do the work. As part of the NY Forward Grant application, her parents have applied for money to

put in a small commercial kitchen in the back. If given that money, which has not been determined, that work would not begin until early to mid-2024. At that point, they would seek the guidance for approval from the NYS Department of Health for the kitchen itself. However, nothing going forward from the point of the Certificate of Occupancy, until that is done, would have anything to do with any sort of cooking on site. While that is in the ether, it is not relevant at this time.

Chairman Van Valkenburg, Jr. asked if he understood correctly that when the kitchen goes in, the event space will remain the same, and not become a restaurant. It will just be a catering and event space.

Katlyn Irwin stated that that is correct.

Chairman Van Valkenburg, Jr. asked Ms. Irwin what she expects for occupancy.

Katlyn Irwin stated that she has already had the Building Inspector come and take measurements, and it has been determined that for an event with tables and chairs it would be a maximum occupancy of 66 people, and for standing only it would be 100 people. At this time, there is no request for outdoor seating. If there is a request from anyone hoping to use the space, she will revisit that if and when the kitchen is installed, making it more of a destination where people may want to come and eat something for these events. She would come back to the Board at that time.

Chairman Van Valkenburg, Jr. asked if there are going to be set hours, or if it will be more of a pop-up thing as booked.

Katlyn Irwin stated that there are no set hours. The rates that she has are based on 5-hour blocks of time.

Chairman Van Valkenburg, Jr. asked if there was a limit as far as when it can operate until.

Katlyn Irwin stated that it can operate within the limits of the Village's noise ordinance.

Chairman Van Valkenburg, Jr. stated that he knows that there is not a lot of parking downtown. He asked what the plan was for parking during events.

Katlyn Irwin stated that the plan for parking is the same as everybody else downtown. It will be first come, first served. Because she does not see having an event with more than 60 people there, the parking utilized will likely be at the Riverside Park. Right now, until the community can come up with a better plan for parking downtown, which she hopes can be addressed soon, it

is a first come, first served situation. As far as emergency services, the Building Inspector stated that there is no sprinkler system necessary for anything under 200 people. There will never be 200 people in that building. As far as she can tell, this project doesn't have an impact on existing public services, unless the Board feels otherwise.

Chairman Van Valkenburg, Jr. stated that he doesn't think it is necessarily going to have any additional impacts. The parking was the only issue, but everyone in the downtown area is all in the same boat, and the Board needs to look at projects on a case-by-case basis and make a determination on whether something can or cannot be done.

Patricia Maxwell stated that there might be outdoor seating on the side patio down the road. She asked if she was looking at the dimensions properly to understand that it is 8' x 5'.

Katlyn Irwin stated that that is correct, and it is in the shape of a teardrop.

Chairman Van Valkenburg, Jr. stated that he feels that the application is complete enough to decide to move forward. What the Board will need is for Ms. Irwin to fill out a State Environmental Quality Review SEAF form, because the Board will have to review that at the next meeting. He asked if the other Board Members had any concern with considering this application complete for the purpose of moving forward.

Christine Martin, via Zoom, stated that there was no concern on her end. She is in favor of what Ms. Irwin is proposing. She thinks that the village needs more businesses to expand into something that can be more useful for everybody.

A motion to accept the application received from Katlyn Irwin, on behalf of Bob and Mary Irwin, of 1 Reed Street, as complete was made by Deidre Meier and seconded by Patricia Maxwell. Chairman Van Valkenburg, Jr. voted yes. Christina Martin 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 Thursday, November 16th at 6:15 p.m. The Board will need the completed SEQR form before they can approve the project. He stated that the project can be classified as a Type II Action because it is rehabilitating an existing space. Once the SEQR form is submitted, the Board will go through and make their final determination for SEQR.

2. 5-7 Mansion Street – Chairman Van Valkenburg, Jr. stated that the Planning Board has to review the Site Plan application received from Amy Bennett, of 5-7 Mansion LLC, for rehabilitation to 5-7 Mansion.

Amy Bennett stated that 5-7 Mansion Street used to be Lower Landing restaurant. In total, it is a 9,600 square foot building, comprised of a ground floor restaurant space, and two floors above that is primarily used for residential space. Her desire is to return it to a restaurant use on the bottom floor, since it is already built out as a restaurant space. The building suffered a lot of water damage, and therefore has been out of use for over a year. Above the restaurant space, she would like to have (8) one-bedroom apartments. She feels that one-bedroom apartments fits a real need in the area. That is her goal with the building.

Chairman Van Valkenburg, Jr. asked if there was any parking available on site.

Amy Bennett stated that there is not enough parking available for the restaurant. That would become a variance situation. However, for the apartments, there is space available for parking to the rear of the building.

Chairman Van Valkenburg, Jr. stated that the Board has been pretty lenient when it comes to businesses downtown and parking, because they understand that there is a situation down there. However, when it comes to residences, the Village Code requires 2 parking spots per each unit, regardless of the number of bedrooms. He thinks that the Board can be a little lenient about that, but when people are living downtown, it becomes more of an issue because of cars being parked there overnight. He is really hoping that Ms. Bennett can make some spots available on the property.

Amy Bennett stated that Building Inspector, Mike Ragaini, just came and did an initial inspection, and she feels that she could get 5 parking spots on the property as is. She said that on the other side of the Post Office is 21 Reed Street, which is George Knauer's old property. She now owns that property as well, and on that parcel, there is a 20-space parking lot.

Chairman Van Valkenburg, Jr. stated that if she were to make an agreement to utilize that parcel for parking, that would suffice. That makes this way easier to go through the process, because she would have parking for the residents, and overflow parking for the restaurant. He stated that she would need to show that on the Site Plan. The cover sheet can be modified to show the building and the spots of available parking before the next meeting. The Board will also need a full-size set of plans, which can be 11" x 17". He suggested that she take a look at the Site Plan checklist in section 155-64 of the Village Code. The plans will also need to include any utilities on the street such as fire hydrants etc. He asked if Ms. Bennett will be doing any substantial changes to the exterior of the building.

Amy Bennett stated that she may be doing signage, but that will be a separate application to the Historic Preservation Commission.

Chairman Van Valkenburg, Jr. stated that it is correct that she will need to go before the Historic Preservation Commission, but the Planning Board will have to approve it as well. He stated that the Board can move forward with the Site Plan review, and then address the signage separately when the time comes. That is not a problem. Aside from the Site Plan showing the exterior of the building, parking, and utilities, the Board will need to see any permits or approvals in relation to the restaurant, such as the Department of Health.

Amy Bennett stated that that is the second stage of this project. She is focusing on the build out right now. After the building is done, the restaurateur would apply to the DOH and apply for a liquor license. She would have to come before the Board with a separate application at that time.

Chairman Van Valkenburg, Jr. stated that he believes that the Board can look at the project as a complete Site Plan for the purposes of rehabbing the building as a whole.

Patricia Maxwell stated that the Board could always do a conditional approval subject to DOH permitting approval.

Chairman Van Valkenburg, Jr. asked if the other Board Members had any questions or comments.

Christine Martin stated that she still needs to review the documents.

Amy Bennett asked how many sets of 11" x 17" plans the Board needs.

Chairman Van Valkenburg, Jr. stated that they just need 5 copies of the Site Plan overview. He said that Ms. Bennett will need to fill out a SEQR SEAF form. The Board needs to follow the SEQR process, review it, and schedule a Public Hearing. He said that he feels that the Board can consider this a complete application pending the submission of the Site Plan showing the parking, and all of the additional items discussed tonight. He feels that this project would qualify as a Type II Action since it is rehabilitation of the structure.

A motion to approve accepting the Site Plan application received from Amy Bennett, of 5-7 Mansion, LLC, as complete pending the submission by Ms. Bennett for the additional information requested by the Board was made by Deidre Meier and seconded by Patricia Maxwell. Chairman Van Valkenburg, Jr. voted yes. Christine Martin voted yes. Patricia Maxwell voted yes. Deidre Meier voted yes. The motion carried.

Chairman Van Valkenburg, Jr. stated that the Public Hearing will be on Thursday, November 16th at 6:45 p.m. For the Public Hearing, the Village notifies the newspaper. It is up to the applicant to notify all adjacent neighbors within 500 feet of the property via certified mail and

return receipt. The Village Clerk can help populate the list of people that are within the 500 feet and send that to Ms. Bennett, along with the sample notice. The residents have to be notified 10 days prior to the Public Hearing. Because the Board understands that there is a substantial amount of people down there, and the mailing can be expensive, they will allow for proof of receipt of hand delivering the notice in addition to mailing.

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. Christine Martin voted yes. Patricia Maxwell voted yes. Deidre Meier voted yes. The motion carried.

The meeting was adjourned at 6:39 p.m.

Respectfully submitted,


Nikki Berezna
Clerk