

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

Chairman Robert Van Valkenburg, Jr. called the Planning Board Meeting to order at 6:00 p.m. Present were Planning Board Members: Matthew Bennett, Jarrett Lane, Patricia Maxwell and Deidre Meier. Christine Martin was absent.

A motion to approve the minutes from the June 15, 2023 Planning Board Meeting was made by Patricia Maxwell and seconded by Jarrett Lane. Chairman Van Valkenburg, Jr. voted yes. Jarrett Lane voted yes. Patricia Maxwell voted yes. Matthew Bennett and Deidre Meier abstained. The motion carried.

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

New Business

1. **1 Reed Street** – Chairman Van Valkenburg, Jr. stated that at the last meeting the Planning Board determined that the Site Plan for 1 Reed Street is considered a Type II Action for SEQR purposes. This means that a Short Environment Assessment Form (SEAF) is needed. The applicant did fill out a SEAF Part 1 and supplied it as part of their application. Chairman Van Valkenburg, Jr. read the SEAF Part 1 questions and answers from the applicant aloud.

Public Hearing

1. **1 Reed Street**- Chairman Van Valkenburg, Jr called the Public Hearing to order at 6:16 p.m. for the review of the Site Plan application received from Katlyn Irwin, on behalf of Robert & Mary Irwin, for a change of use at 1 Reed Street.

Katlyn Irwin stated that she is present tonight representing her family who owns 1 Reed Street in downtown Coxsackie. The first floor of this building was formerly used as an art department for a record label, and later as a shipping facility for the same company. The building has been vacant since 2018. During that time, they used grant money from Catskill Mountain Housing to do façade restoration, HVAC, and restoration of artwork that was found underneath the sheetrock on the walls. The building is physically ready to be used as an event space. She stated that her vision for the building, at least for the next

year, is similar to how the Athens Cultural Community Center is used. It would be available to rent privately, but she and her family are looking forward to hosting things like art shows, classes, and anything in that realm. She has already made the Planning Board aware that in the future they may decide to pursue a commercial kitchen, which would change some of the required applications and permits. However, that is not currently the plan.

Aaron Flach stated that he wholeheartedly supports the development of downtown, but he just wants to make sure that as things develop on Reed Street, since a lot of the existing buildings don't have adequate parking for their uses, his concern is that as buildings continue to develop, if they will all be looked at the same way by the Planning Board, because once you get two or three more buildings on track for business, there is going to continue to be more of a parking issue. So, he would hate for the last two buildings on Reed Street to have to come before the Planning Board to get approval, and then the parking is a real problem at that point. He said that he feels that if the Board is not going to follow the Parking Standards, that they should just be left alone, so that everybody down there has a fair chance to operate.

Chairman Van Valkenburg, Jr. stated that he feels that the Planning Board has been pretty fair to everybody that has come before the Board. The Board looks at everything on a case-by-case basis. Obviously, there are some buildings downtown that have a commercial viability that do not have anything other than the land that the building is situated on. So, the Board has been pretty careful in understanding that parking is a pretty big issue when it comes to rental housing, and things like that. However, the Board does look at everything on a case-by-case basis. Parking down there is a problem now, and the Village has to do some work to look into mitigating that. As the Board looks at everything as a case-by-case basis, they try to temper parking and people's ability to open businesses.

Katlyn Irwin stated that when you are living in someplace or are staying in a hotel, your car is there whether it is overnight, or two days, a week, however long. It would make sense that you would need guaranteed parking. She asked if it is looked at differently when it is something like a restaurant, or a grocery store, or retail.

Chairman Van Valkenburg, Jr. stated that he can't speak for the rest of the Planning Board, but generally he thinks that they look at overnight stays, residences, and apartments, to make sure that that parking is available for people who are going to utilize that sort of thing. As far as restaurants, the Board has been very careful to be kind of lenient on parking regulations because they would not want to see a business not be able to open, or a building not being utilized, because it cannot provide the number of spots in

the regulations. So, from his point of view, specifically, he is concerned about apartments, and overnight stays, and just making sure that parking is available for that sort of thing.

Deidre Meier stated that she agrees with Chairman Van Valkenburg, Jr.'s opinion. The Board wants businesses downtown, and they want to encourage that. She thinks their main concern is more residential apartments having people who live down there being able to have a parking area just for them, so that they are not taking up the very limited amount of spaces that are for businesses.

Katlyn Irwin stated that those are the people who are pretty much patrons of all of those businesses. Those are the ones that you would want to be accommodated in a hotel, or in an apartment with a parking space, and then give their business to the other places. She would think that parking would be more crucial in those instances.

Chairman Van Valkenburg, Jr. stated that that is how he looks at it as well.

Patricia Maxwell stated that some of the businesses who are already there, and have been there for a long time, and she will cite the National Bank of Coxsackie as an example, have employees who use the boat landing parking, because it is more convenient for wherever they go, but they have parking behind their building that is underutilized. So, the Board also needs to find a way to be more proactive and find a balance between existing owners and businesses, and what is already available to them, versus new businesses coming in. If there is no commercial space for parking, then there isn't, and all of the existing businesses downtown are already treated accordingly as being able to utilize the on-street parking. For residences, they need to be behind the buildings or have 2 parking spots per apartment.

Katlyn Irwin asked if landlords are encouraged to enter that into their agreements. For example, if there is any sort of requirement of a landlord to provide to their tenant explicit direction that they are to park in the designated parking spots that are provided for them behind the building.

Chairman Van Valkenburg, Jr stated that he does not know that there is an existing provision stating that. When the Board looks at a project that involves parking, part of the approval is that designated parking on site, or on street in some cases, will be utilized as such. However, as far as the execution of that by the landlord, that is not something the Board would get involved in. The Village Code states that there needs to be 2 spots per apartment. If a new project comes along on a parcel that would certainly be scrutinized to a point, but for these existing, non-conforming buildings, there is not much the Board can

do. With these new projects, the Board would want to look at them through the lens of providing the best possible experience for everybody using them.

Cynthia Vanstone, of 9 & 11 Mansion Street, stated that their tenant rented with the understanding that she had parking in the back. However, it is a very unyielding back entrance for her. One of the issues for them will be sharing the back area with 5-7 Mansion Street, because it is a little bit of an awkward parking area. She knows that that is coming, but she just wanted everyone to understand that when there was a restaurant there, there was an agreement that you don't block anyone in. That was it. It is not like the tenant has to park back there. As a landlord you can't mandate that.

Chairman Van Valkenburg, Jr. stated that he understands that it is tough to tell someone that they have to park there, but the goal is to make sure that the spots are made available.

Aaron Flach asked Ms. Irwin if, when 1 Reed Street has events for 50 people, and there are 15-20 cars, how the parking will be handled.

Katlyn Irwin stated that it is not her intention to have any events for 50 people. Her planned events will be more for about 25 people. Again, she has made the Planning Board aware, that should it be the decision of herself and her family to put a kitchen into the back, to make it more available and desirable for larger events like 50 people, she would revisit the project with the Board at that time.

Aaron Flach stated that he just wants to say thank you for being accommodating, because it is a tricky situation with parking down there, and his attitude is that he wants all of the storefronts lit up with businesses, commercial activity, and people living there. He appreciates the Board being accommodating with that.

Chairman Van Valkenburg, Jr. stated that he thinks that that is everybody's goal. Everybody wants to see a vibrant downtown with businesses flourishing and drawing people in. It is unfortunate that the infrastructure down there is not really accommodating for a lot of parking. He is hoping that the Village Board can come up with some better solutions in the future for some parking down there. He is not sure what that would look like, but the Planning Board is just trying to the best they can to try to give everyone the opportunity to do the businesses that they want to do, while also trying to protect the residents that live down there, and make sure that they are not forced to walk 2 miles to get to their place.

A motion to accept closing the Public Hearing at 6:30 p.m. was made by Deidre Meier and seconded by Jarrett Lane. Chairman Van Valkenburg, Jr. voted yes. Matthew Bennett

voted yes. Jarrett Lane voted yes. Patricia Maxwell voted yes. Deidre Meier voted yes. The motion carried.

New Business

2. 5-7 Mansion Street- Chairman Van Valkenburg, Jr. stated that the Planning Board needs to review the Site Plan application received from Amy Bennett, of 5-7 Mansion LLC, for rehabilitation to 5-7 Mansion Street, which is a 10,000 square foot building. This building is proposed to be commercial use on the ground floor, and residential use on the top floor.

Amy Bennett, of 5-7 Mansion LLC, stated that 5-7 Mansion Street was originally a restaurant with some rooming houses above. From what she understands, the bomb cyclone caused an issue with a roof leak, and the building took on a lot of water. So, when the Benders decided to sell the building, she came across it and decided that it would be a wonderful location. It is sad to see a building not have life in it. So, she decided to take a shot at re-doing the ground floor into a restaurant, since it was previously one, and since there is a need for more housing, putting (8) 1-bedroom apartments on the second floor. That is her goal with that building.

Chairman Van Valkenburg, Jr. stated that before the Board opens the Public Hearing that is scheduled for 6:45 p.m. he wants to go over the couple of things that the Board asked for at the last meeting. One of them was to provide a Site Plan showing the additional parking behind Mr. Knauer's building that Ms. Bennett purchased. At the last meeting, there was discussion that there were about 20+ spaces there. He asked Ms. Bennett if that was not the case.

Amy Bennett stated that the difference is that if someone went and parked back there, you could fit many more cars. What her architect did, is he took the original plan for parking spots, including how much of an aisle is needed, and it turned out that you can get 6 spots.

Chairman Van Valkenburg, Jr. asked if there were spots available behind 5-7 Mansion Street.

Amy Bennett stated that there are. She had somebody come and look at that, and they said, again, with the restrictions, maybe 3-5 spots are available. That is strictly by the letter of the requirements.

Chairman Van Valkenburg, Jr. stated that one of the things he noticed, which they can

talk about, is receiving an updated Site Plan from her architect showing the spots behind the building that will be utilized for this. The Board can certainly continue with the Public Hearing, and just wait to do the approval until they receive the final plans showing some parking there. He thinks that is the biggest thing. The Board was concerned with making sure that people who are going to be living in those apartments have a place to park that is available. Certainly, there is 2 or 3 spots available in front of the building, but by the time you have a restaurant operating in there it is going to make it difficult. For himself, and he is not sure what the other members of the Planning Board think, he would like to see at least 8 spots dedicated to residents there, and any additional parking be for staff and the restaurant. Per Code, it is 2 spots per apartment, and for retail space it is based on the square footage.

Amy Bennett stated that this building was a use that existed, it is just because of the passage of time, since it was not in use for 2 years that a Site Plan is required.

Chairman Van Valkenburg, Jr. stated that the Board completely understands that, but again, they have to look at each project individually, and this required a new application.

Kenan Moran asked what the alternative would be if the Planning Board doesn't approve the project, and 5-7 Mansion, LLC cannot develop.

Chairman Van Valkenburg, Jr. stated that the building would then sit there not utilized. Or the project applicant could put less apartments in.

Kenan Moran asked if he understood correctly that the applicant could put, let's say, a 5-bedroom apartment in, and you would only need 2 parking spots.

Deidre Meier stated that the Code states 2 parking spots per apartment.

Chairman Van Valkenburg, Jr. stated that having less apartments in the building is an option. The Board hates to restrict unreasonably what people can and cannot do with their buildings. Especially downtown.

Aaron Flach asked if the Planning Board could make a recommendation to the Village Board to change that restriction to 1 spot per apartment instead of 2 spots per apartment.

Chairman Van Valkenburg, Jr. stated that they certainly could make the recommendation. He thinks that it should maybe be classified per bedroom, or something else that would involve looking at it a little more critically. That is something that the Village Board can do, and he will look into making a recommendation about the parking requirements for

apartments specifically. He thinks that that is probably a reasonable thing and makes it a little easier to go through applications like this. The Planning Board has flexibility and can decide that if there are (8) 1-bedroom apartments, the applicant may not need 16 parking spots. Not everybody is going to have 2 cars. He thinks that the Board kind of does that naturally, but certainly having something in the Code would make it a little clearer.

Kenan Moran asked if there is anything in the Code that distinguishes between pre-existing and new build, as far as parking requirements.

Chairman Van Valkenburg, Jr. stated that the Village Code does not make a distinction between the two. These buildings downtown are all pre-existing, non-conforming. As far as new projects, the Board likes to go by the Code because it is a blank slate, but for old buildings that don't have any property, or limited property, it's difficult. The Board doesn't want to restrict what people can and cannot do, but they don't want to create a situation where it is utter chaos for people who live down there. So, they try to walk a line between the two.

Public Hearing

2. 5-7 Mansion Street- Chairman Van Valkenburg, Jr called the Public Hearing to order at 6:45 p.m. for the review of the Site Plan application received from Amy Bennett, of 5-7 Mansion LLC, for rehabilitation to 5-7 Mansion Street.

Aaron Flach asked if the applicant could have her architect come up with a parking plan that accommodates the 8 spaces, even if it is not exactly the 9' x 20', or whatever is in the Code, which doesn't make any common sense anyway.

Amy Bennett stated that she can definitely have her architect do that. Also, she thinks that having 2 spots behind 5-7 Mansion Street is not an issue at all.

Chairman Van Valkenburg, Jr. stated that that would get her the at least 8 spots for the apartments.

Amy Bennett stated that as a potential landlord downtown she shares that concern about parking, because if she spends all of this money, and then people can't even get to their car, then that's a problem.

Chairman Van Valkenburg, Jr. stated that they understand that if people can't park, then they are not going to go to a building or restaurant.

Amy Bennett stated that she has taken some photos at various times, and there are some commercial vehicles using some public parking for the park overnight. So, she absolutely respects the concerns down there.

Chairman Van Valkenburg, Jr. stated that things might change. If that Post Office was to ever move, that would be a great piece of land to have some parking, but who knows what is going to happen.

Kenan Moran stated that on the 4th of July, behind 21 Reed Street, they let probably about a dozen trucks park there, and then they had one of the vendors park their big truck and their trailer there. He knows that the Code dictates that the parking spots be a certain amount, but there's definitely space.

Chairman Van Valkenburg, Jr. stated that he thinks that the applicant's architect can be a little creative in making spots a little bit smaller.

Amy Bennett stated that she thinks that it was the center isle that was hindering the spots originally, because the architect goes by the book.

Chairman Van Valkenburg, Jr. stated that anything the applicant can provide that shows additional parking would be very good.

Kenan Moran asked if the parking behind the surrounding buildings next to 5-7 Mansion Street would count as well as potential parking for 5-7 Mansion Street. He said that there are two buildings where the back parking areas converge.

Amy Bennett stated that she does not think that that is necessary if the goal is coming up with 8 spots.

Chairman Van Valkenburg, Jr. stated that if she can show 8 or more available spots behind the actual building like they have talked about, that would be sufficient.

Patricia Maxwell asked if the applicant planned to keep the concrete planters there. She said that she is only asking because if she didn't, that would create more space for parking.

Amy Bennett stated that she has thought about that, but those are heavy. She would consider it, but she wasn't planning on starting there. She would like to rehab the building first. She would need some big machinery to move them. George Knauer had it

so that it was private, and people wouldn't park there.

Chairman Van Valkenburg, Jr. stated that anything that Ms. Bennett is looking to do, to just make sure that her architect reflect that on the Site Plan.

Cynthia Vanstone stated that she knows that George Knauer put the concrete barriers up to discourage anyone from parking there. She said that when they purchased 9-11 Mansion Street, George Knauer told her and her husband that they should put up barriers as well to define their parking area. They have owned the building for over 10 years and realized that there was never a survey done. They did have it re-surveyed, so they can show Ms. Bennett where their section is, because it is very confusing how it comes together like a triangle to the driveway. There are places, like on their side, where the grass has grown in, that could be fixed. It is an awkward area that goes narrow on one end. The issue has always been that you can park, but then you have to back out. That can be discussed amongst themselves, about how everyone can get in and not have to jockey behind each other while trying to get out.

Kim Mclean, of 47 Mansion Street, asked what the proposed project is for 5-7 Mansion Street.

Amy Bennett stated that 5-7 Mansion Street used to be a restaurant with a boarding house, or shared housing, above it. She is hoping to bring back a restaurant on the ground floor and put (8) 1-bedroom apartments upstairs. It will hopefully bring more residents, which means more commerce due to people shopping. She owns a grocery store in Brooklyn and has been a small business owner for 20 years. It might seem like Brooklyn is huge, but all of the neighborhoods are pretty small, and dollars circulating in a community is very good. She feels that Coxsackie is really on the cusp of adding more residents downtown, that can support small businesses. It won't take many on the scale of what a lot are operating on, to really make it more vibrant downtown.

Kim Mclean asked if he understood correctly that Ms. Bennett said that there would be (8) 1-bedroom apartments.

Amy Bennett stated that that is correct. The building is 10,000 square feet, so each apartment is around 750 square feet.

Kim Mclean stated that that is amazing. The building does not look that big from the outside. He asked when the rehab project will start, assuming that she gets approval.

Amy Bennett stated that she will start as soon as she possibly can. She also purchased the

building that has the General Store on the bottom, so the sooner that residents can move downtown to help that store continue to survive, the better. It is a very different ballgame up here.

Kim Mclean asked Ms. Bennett if she has a contractor that is giving her a finish date.

Amy Bennett stated that she does not have a contractor's timeline. The approval from the Planning Board is the first step. Her goal for the project is to finish within a year. She has spent the last few years lining up contractors, and she has the architectural drawings ready. So, she is ready to move forward as soon as she gets the approvals.

Chairman Van Valkenburg, Jr. stated that he sees that she has a handicap spot over on the other property, which is behind George Knauer's old property at 21 Reed Street. He asked if there is a reason that it is where it is. He asked if it could be moved to behind 5-7 Mansion Street.

Amy Bennett stated that moving that spot would be very helpful. She said that she is certain that she can get 2 more spots behind 5-7 Mansion Street. She asked if the spots have to be lined.

Chairman Van Valkenburg, Jr. stated that technically they should be delineated if they are shown on this Site Plan as they are. This can be either with curb stops, or some sort of marking, just to define the spot. If she can get more parking, that is great, but as long as the Planning Board gets the spots that are deemed necessary, that is what they are looking for.

Kenan Moran asked if there are any handicap spots on the public parking side of Mansion Street or Reed Street.

Chairman Van Valkenburg, Jr. stated that there are a couple of handicap spots on Reed Street, but he is not sure if there are any on Mansion Street. However, he is not sure if those would qualify towards this project per the Code. You would need dedicated spots. He can certainly look into the Code to see what the requirements are and get back to them.

Jarrett Lane asked Mr. Flach if there was a potential to lease out the overflow parking at the James Newbury Hotel on South River Street.

Aaron Flach stated that he is supposed to have that parking available for any events that come up as part of his approval for the hotel project. From a practical perspective, it very

rarely gets used.

Chairman Van Valkenburg, Jr. stated that everything in the way of parking is difficult downtown because of the way it's been built up, and existing parking has been utilized. You don't want to restrict what people do without due cause.

Aaron Flach stated that he has made some observations that when people stay at the hotel, they park on the backside of the Wire Event Center, where there are 40 spots. People rarely go into the overflow parking lot. If they leave and come back, they sometimes park behind Patrick Henry's Waterfront Tavern.

Katlyn Irwin asked if Mr. Flach has an idea of the percentage of regular occupied parking versus capacity.

Aaron Flach stated that he thinks that it is around 50-60%. The overflow parking only gets used for large overnight events. He said that he would advocate to the Board for no parking regulations for existing, non-conforming buildings downtown.

Chairman Van Valkenburg, Jr. stated that the Board does have a lot of leeway as far as what they can require for an approval as far as parking goes. He thinks that they have been very reasonable and will continue to do that for as long as they can. Hopefully the Village Board will look into some solutions for parking downtown.

Kim Mclean stated that at 47 Mansion Street there used to be on-street parking on both sides of the street. Now there is no parking on the river side, or North side. It seems to be the only street with parking on one side. He asked why this is like this.

Chairman Van Valkenburg, Jr. stated that that question about parking on Mansion Street is really a question for the Village Board.

A motion to close the Public Hearing at 7:00 p.m. and return to the regular meeting was made by Patricia Maxwell and seconded by Deidre Meier. Chairman Van Valkenburg, Jr. voted yes. Matthew Bennett voted yes. Jarrett Lane voted yes. Patricia Maxwell voted yes. Deidre Meier voted yes. The motion carried.

New Business

2. 5-7 Mansion Street- Chairman Van Valkenburg, Jr. asked Ms. Bennett to speak with her architect about showing some additional parking spots on the Site Plan. The Board would like to see at least 8 spots. The Code requires 16 spots, with 2 for each apartment. The other option would be to limit the number of apartments.

Amy Bennett stated that making fewer two-bedroom apartments versus 1-bedroom apartments would mean that she would have to charge higher rent. She is trying to bring in residents at below market value. She said that she can always write into the lease agreements that residents are only provided 1 designated parking spot.

Deidre Meier stated that she feels comfortable about allowing the 8 spots. She thinks that that is reasonable for 1-bedroom apartments. She does see the need for additional housing, especially apartments in Coxsackie, and she does think it will help the downtown area. She is willing to make that exception to the Code, given where it is located and how long that building has been there.

Jarrett Lane asked if the outdoor dining is no longer going to be allowed downtown at Che Figata.

Katlyn Irwin stated that this is something that is brought before the Village Board every year. In order for it to be brought back next year, there may be some additional requirements that Che Figata may need to meet. It is currently before the Village Attorney to look into some liability concerns. The original decision to allow Che Figata to have outdoor dining was made during Covid because the interior of that restaurant is very small, and they were not able to provide a sustainable business without outdoor seating.

Chairman Van Valkenburg, Jr. asked if Che Figata takes the tables and chairs in for the winter season.

Katlyn Irwin stated that they take everything in during the winter season.

Patricia Maxwell stated that she does not want to see progress stop, but she has reservations about only having 8 parking spots for 5-7 Mansion Street. She knows that most young professional couples have 2 cars. So, if the Board allows only 8 spaces, then they are creating more of a problem, and the Board would be responsible for creating that problem, and she is not comfortable with that right now. It is no criticism of the applicant, or anything, it is just that unfortunately the Board is faced with a difficult decision because there is limited space, and yet they want growth. You can't turn a vacant lot into a parking area, because there is also a part of the Code that says that a lot cannot be just for parking. So, there are a lot of nuances, and not much room to maneuver. She would like to see more than 8 parking spots provided, whether that means reducing the number of apartments or creating more spaces behind George Knauer's building.

Chairman Van Valkenburg, Jr. stated that he would have the applicant ask their architect about looking into possibly creating some parking along the side.

Amy Bennett stated that the architect could not create parking along the side because of the measurements of the aisle.

Deidre Meier stated that she thinks that Ms. Bennett should bring the plans back to her architect and ask for an exception for the size of the parking spaces, so that she can fit more cars back there, and the Board can make the exception for the size of the spaces versus the amount of spaces.

Patrica Maxwell stated that she would rather go that way.

Chairman Van Valkenburg, Jr. stated that he will check with Delaware Engineering regarding how much leeway the Board has for non-conforming parking spaces.

Katlyn Irwin asked if as a landlord, you would already be filtering out certain people if you were to say that this is a 1-bedroom apartment with 1 guaranteed parking space. If you are somebody that needs 2, then this apartment is not for you. She just thinks that from her perspective, the village as a community has done a lot of work, popular and unpopular, to work on a housing crisis situation for residents here. So, she thinks that anything the community can do to encourage the availability of housing, that is not luxury housing, is important, because there have been a lot of other decisions that have been made that have had an adverse effect.

Chairman Van Valkenburg, Jr. stated that he certainly agrees with Ms. Irwin, but again, the Board needs to walk carefully as far as what they can do. However, he will talk to the Village Engineer to see what they can do.

Patricia Maxwell stated that as she was saying before, she is not advocating for not having affordable housing, it is just that she likes the idea of minimizing spaces to allow for more parking.

Amy Bennett asked if she is understanding correctly that it would be a variance for the parking measurements.

Chairman Van Valkenburg, Jr. stated that that is correct. That is what the Board is going to try to figure out. He will talk to the Village Engineer and back to Ms. Bennett with some answers.

3. 1 Franklin Street- Review of the Minor Subdivision/Lot Line Adjustment application received from Denise Warren.

Mike Pollard stated that he is present tonight on behalf of Denise Warren. They are looking to make two lot line adjustments on the part of the property adjacent to 5 Hamilton Street, thereby creating three parcels.

Chairman Van Valkenburg, Jr. stated that after reviewing the presented plans, it seems that this would be considered more of a subdivision than a lot line adjustment, since it is several lot line adjustments creating a new parcel. It was determined that the zoning for the newly created separate parcel is Mixed Residential. Per the minimum Code requirements, the minimum lot width would have to be 100 feet. The parcel will just meet this requirement. It also meets the minimum requirement of 7,500 square feet, measuring at 9,000 square feet. Therefore, it would not be creating a non-conforming lot. This minor subdivision to create one new parcel will require a Public Hearing. After review by the Board, it was determined that this parcel will meet all of the dimensional standards per the Village Code. The road frontage will be 100 feet. So, it is not creating a parcel that is unviable. He said that the applicant has filled out and submitted the Short Environmental Assessment Form Part 1. He thinks that the Board can consider this minor subdivision a Type II action for SEQR purposes.

A motion to accept the minor subdivision application received from Denise Warren for 1 Franklin Street as complete for the purposes of scheduling a Public Hearing was made by Jarrett Lane and seconded by Patricia Maxwell. Chairman Van Valkenburg, Jr. voted yes. Matthew Bennett voted yes. Jarrett Lane voted yes. Patricia Maxwell voted yes. Deidre Meier voted yes. The motion carried.

Chairman Van Valkenburg, Jr. stated that the Public Hearing for 1 Franklin Street will be scheduled for Thursday, December 21st at 6:15 p.m. Notices of the Public Hearing need to be sent certified/return receipt to all property owners within 500 feet. They have to be mailed out 10 days prior to the Public Hearing date. The Clerk can populate a list of property owners, as well as provide a sample Public Hearing Notice. Mr. Pollard or Ms. Warren will have to submit the proof of mailing to the Board at the Public Hearing. The Village is responsible for advertising the Public Hearing in the newspaper. The Board will also need 5 paper copies and 1 mylar copy of the proposed minor subdivision. Once approved, those plans get stamped and signed, and Mr. Pollard or Ms. Warren can file them with the County.

Patricia Maxwell stated that if Mr. Pollard or Ms. Warren would like to save money, they

can also formulate a list of people to obtain signatures from neighbors proving that they hand delivered the Public Hearing Notice, rather than mail all of them.

4. 40 Bailey Street- The Sketch Plan Conference for a potential Site Plan application received from Ed Ross, of 40 Bailey Street, for a change of use was tabled.

1. 1 Reed Street- Chairman Van Valkenburg, Jr. stated that the Planning Board needed to read the SEAF Part 2 questions aloud pertaining to the Site Plan for Katlyn Irwin, on behalf of Robert & Mary Irwin, for 1 Reed Street. The Board responded with answers supporting the declaration that there were no significant adverse environmental impacts.

Chairman Van Valkenburg, Jr. read the Negative Declaration aloud which stated the reasons for supporting the determination.

A motion to approve the Site Plan application received from Katlyn Irwin, on behalf of Robert & Mary Irwin, for 1 Reed Street was made by Jarrett Lane and seconded by Deidre Meier. Chairman Van Valkenburg, Jr. voted yes. Matthew Bennett voted yes. Jarrett Lane voted yes. Patricia Maxwell voted yes. Deidre Meier voted yes. The motion carried.

Public Comment Period

No public comments were offered.

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

The meeting was adjourned at 7:34 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Nikki Berezna", written in a cursive style.

Nikki Berezna
Clerk