

**VILLAGE OF COXSACKIE  
PLANNING BOARD MINUTES  
August 15, 2024**

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

A motion to approve the minutes from the June 13, 2024 Planning Board Meeting was made by Jarrett Lane and seconded by Matthew Bennett. Matthew Bennett voted yes. Jarrett Lane voted yes. Patricia Maxwell voted yes. Debra Jung abstained. The motion carried.

**New Business**

**1. 87 Mansion Street** – Patricia Maxwell stated that the Board needs to have a Sketch Plan Conference for a potential Minor Subdivision application from Stephen Phelps of 87 Mansion Street.

Stephen Phelps, of 87 Mansion Street, stated that he is looking to subdivide his property on Mansion Street, tax map number 56.19-2-5, in order to allow for the possibility of erecting a small dwelling on the newly created parcel, to the rear of the existing parcel. The dwelling would be 4-5 hundred square feet, and only one level. The lot that would be created would be .743 acres. There is shared parking with neighbor, Jeffrey Phillips, via a private shale drive from Mansion Street.

Patricia Maxwell stated that once the property is subdivided, Mr. Phelps would have to work with the Building Inspector, to make sure that his building plans conform to lot specifications and requirements. She said that it seems that the property is zoned as Mixed Residential, which allows for Mr. Phelps' proposed plan.

Stephen Phelps asked about potential Village water and wastewater services to the new proposed dwelling.

Patricia Maxwell stated that both questions on the Short Environmental Assessment Form (SEAF) relating to water and wastewater should be answered, "no", as the proposed action at this point is just for subdivision of property, not related to building. However, Mr. Phelps should be aware that the Village is currently under a sewer moratorium. He would have to go through the necessary procedures with the Village for that. One thing that will have to be addressed with this Board, is the issue surrounding the 15' wide parcel that the Village Engineer made mention to in previous email correspondence. Mr. Phelps will need to engage with a land surveyor to research

the status of the 15' wide parcel to find out who owns it, and which parcel(s) are servicing it.

Stephen Phelps stated that Santos Associates did a survey 16 years ago, and in that survey they named the ownership of the 15' wide parcel as "unknown". He asked what happens if the ownership for this section of parcel is not found out.

Patricia Maxwell stated that she is unsure what happens in that case. She imagines that that would be handled at the County. She is not familiar with this issue. She suggested reaching back out to Santos Associates. In the meantime, she will clarify with Mary Beth Bianconi, of Delaware Engineering, if the Tax Map submitted satisfies the requirement of showing updated property owners within 500' of the parcel.

Stephen Phelps asked how he forms a list of property owners within 500' of his property for the purpose of mailing certified letters.

Patricia Maxwell stated that when that time comes in the process, the Village Clerk will assist Mr. Phelps with this. This process will likely lead into October. With the review of the complete application in September, and the Public Hearing, and subsequent action by the Board in October.

Stephen Phelps stated that he will check with both Santos Associates, and neighbor John Hammerer, to see if the road in question is deeded to him.

Patricia Maxwell stated that the Board will need a completed application for the September meeting, which will include the application, Sketch Plan, SEAF, location map, as well as a survey.

A motion to accept the Sketch Plan as complete for further review was made by Jarrett Lane and seconded by Matthew Bennett. Matthew Bennett voted yes. Debra Jung voted yes. Jarrett Lane voted yes. Patricia Maxwell voted yes. The motion carried.

A motion to determine this Minor Subdivision as a Type II Unlisted Action for SEQR purposes was made by Jarrett Lane and seconded by Matthew Bennett. Matthew Bennett voted yes. Debra Jung voted yes. Jarrett Lane voted yes. Patricia Maxwell voted yes. The motion carried.

Jarrett Lane asked if the property is zoned as Mixed Residential.

Patricia Maxwell stated that the property is either zoned as Medium Density Residential or Mixed Residential; it's hard to tell from the zoning map that she looked at. Either zoning district allows for both potential lots to adequately conform per the Village Zoning Code.

Jarrett Lane suggested that Mr. Phelps sit and meet with Mike Ragaini, Building Inspector, regarding the square footage requirements for dwelling units.

Patricia Maxwell stated that the dwelling cannot be a mobile home, but can be a modular home. It does not have to be a stick built home.

**Public Comment Period**

No public comments were offered.

A motion to adjourn the Planning Board meeting was made by Matthew Bennett and seconded by Debra Jung. Matthew Bennett voted yes. Debra Jung voted yes. Jarrett Lane voted yes. Patricia Maxwell voted yes. The motion carried.

The meeting was adjourned at 6:27 p.m.

Respectfully submitted,

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

Nikki Berezna  
Clerk