

**VILLAGE OF COXSACKIE  
PLANNING BOARD MINUTES  
February 20, 2025**

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

A motion to approve the minutes from the August 15, 2024 Planning Board Meeting was made by Matthew Bennett and seconded by Patricia Maxwell. Matthew Bennett voted yes. Debra Jung voted yes. Patricia Maxwell voted yes. Chairman Van Valkenburg, Jr. abstained. The motion carried.

**New Business**

**1. 87 Mansion Street** – Chairman Van Valkenburg, Jr. stated that Stephen Phelps, of 87 Mansion Street, has decided not to move forward with his Minor Subdivision. Therefore, this item can be removed from the agendas moving forward.

**2. McQuade Building** – Chairman Van Valkenburg, Jr. stated that the Board needs to review a Site Plan application received from Aaron Flach/Joan Tailleir for 2-6 Mansion Street. Delaware Engineering has also reviewed the Site Plan, on behalf of the Planning Board. In a memo received from Delaware Engineering, it stated that the Site Plan application form and Short Environmental Assessment Form (SEAF) was not submitted. However, Mr. Flach is present for the meeting tonight, and has since submitted both the Site Plan application and SEAF forms. Chairman Van Valkenburg, Jr. asked if Mr. Flach would like to give a brief narrative describing the proposed land use for the site.

Aaron Flach stated that it is worth noting that he has already received State Historic Preservation Office (SHPO) part II approvals. They are looking to renovate the historic 1830's McQuade Building into a mixed use of 9 apartments, or Short Term Rentals, on the first and second floors, with a small pub/lounge on the ground floor. This property is owned by Parkview Properties, which consists of himself, along with Joan Tailleir. Each unit would have a small kitchen, bathroom, bedroom, and original fireplace mantles.

Chairman Van Valkenburg, Jr. stated that based on the site plan, and what Mr. Flach described, it appears that a mixed use is proposed with a pub/lounge and apartments in the same structure.

Aaron Flach stated that that is correct. He said that it is also worth noting that there would be parking in the back of the building. Currently, there is a gravel lane on the north side of 10

Mansion Street, but it is difficult to pull in and out of. He is looking to close that off, and put in some landscaping. There are also existing drainage structures, including a 36" culvert and 10" sewer main. He would like to get a utility easement from the Village. He stated that he is not sure whether the 9 units on the first and second floors will be apartments or Short Term Rentals.

Chairman Van Valkenburg, Jr. stated that if Mr. Flach is looking to go the route of Short Term Rentals, he needs to first check with the Village regarding Short Term Rental availability, since the Village Code has a capped amount allowed per zoning district.

Mr. Flach asked if there was a difference if he ran it as a bed and breakfast or inn, instead of a Short Term Rental.

Chairman Van Valkenburg, Jr. stated that that would make a difference, but both a bed and breakfast, or inn, is permitted per Village Code. However, Mr. Flach would have to indicate what his intentions are, in order to look into what rules and regulation he would have to follow.

Mr. Flach stated that he will have to have a conversation with his business partner to decide how they would like to move forward.

Chairman Van Valkenburg, Jr. stated that the parcel of land proposed for this project is primarily in the Village Center zoning district which permits both the multi-family and the pub. A portion of land, shown for parking, is in the Mixed Residential district, which also allows the same uses, but is more restrictive. With respect to zoning, it is recommended that Mr. Flach seek a zoning map amendment from the Village Board to result in the entire parcel being in the Village Center zoning district. In addition, it is noted that the Village Center zone is not a true mixed-use zone to permit more than one principal use on a property. However, the Village Code permits designation of a primary use and an accessory use on the same property. It would appear in this case that the primary use is the 9 apartments, and the incidental or supplementary use is the pub/lounge. He asked Mr. Flach if he could confirm this.

Mr. Flach stated that that is correct.

Chairman Van Valkenburg, Jr. stated that the Site Plan includes references to the Town of Coxsackie and Town Code. This is incorrect. The project is located wholly in the Village of Coxsackie. The references must be modified to properly reflect the proper jurisdiction and code sections.

Mr. Flach stated that his engineer, Sterling Environmental, has received a copy of the memo from Delaware Engineering, and will make the changes addressed in the memo.

Chairman Van Valkenburg, Jr. stated that Section 155-36 D of the Village Code permits the Planning Board flexibility in determining the number of parking spaces required. In this case, 25 spaces are technically required. The site plan proposes 19 spaces, with 18 dedicated and signed for the apartments and one for the employees of the pub/lounge. This implies that patrons of the lounge, for which 5 spaces are required, will need to use on street or shared parking. He asked Mr. Flach how this is intended to work so the Board can consider the specific relief from the Village Code. Chairman Van Valkenburg, Jr. asked if the pub would be open to the public, or would just be used for private use. He stated that in the past, the Board has worked with businesses in terms of parking allowances. However, according to the current proposed plans, the Planning Board would have to refer Mr. Flach to the Zoning Board of Appeals in order to obtain a variance of the parking spaces.

Mr. Flach stated that he will have to further look into the desired use, and required parking issues, and decide what needs to be done.

Patricia Maxwell asked if Mr. Flach has thought about having an agreement with the library to utilize their parking lot.

Mr. Flach stated that this was brought up to the library in the past, and at that time, they were worried about liability. However, it is definitely worth having a conversation with them.

Chairman Van Valkenburg, Jr. stated that it is definitely worth having a conversation, in order to know what to include in the Site Plan. He said that according to Delaware Engineering's memo, additional details regarding proposed perimeter landscaping are required in conformance with Section 155-48 G of the Village Code. He asked if Mr. Flach could provide additional detail regarding the landscape treatment along Mansion Street and in particular the stone walkway.

Mr. Flach stated that he is looking to put in some simple landscaping, such as a stone pathway with metal rails, and to grade the lawn.

Chairman Van Valkenburg, Jr. stated that Section 155-47 I of the Village Code provides requirements for trash enclosures, details for which are lacking on the plan. He asked Mr. Flach to please add dimensions to all site features, such as parking stall dimensions, aisle width, vegetated buffer dimensions, driveway widths, setback measurements, etc. He said that Mr. Flach's engineer should add a calculation with respect to total land disturbance, such as drive, parking, landscape areas, etc., to the site plan in addition to the impervious calculations. He said that it appears that the driveway to access the parking is located on an adjacent parcel of land and 5 parking spaces are also located on the adjacent parcel of land. While the adjacent parcel may be in common ownership presently, there is no guarantee of continued common ownership. A lease for use of the driveway and land for parking is required to be filed with the County to

ensure availability of the land for this purpose.

Mr. Flach stated that he is looking to combine these two parcels and file with the County.

Chairman Van Valkenburg, Jr. stated that combining these two parcels would address the parking on the neighboring land issue just discussed. He said that as of right now, the application for site plan review is not complete for the purposes of Village Code. Upon submission of additional information requested, review of the application will continue. When the application has been deemed complete by the Board, the steps will be to conduct SEQR, schedule and conduct a public hearing, and then the Planning Board will consider the application for approval, approval with modifications, or disapproval.

**3. Dolan Block** – Chairman Van Valkenburg, Jr. stated that the Board needs to review amendments for a Site Plan application received from Aaron Flach for 22-34 South River Street.

Mr. Flach stated that he has not submitted anything for discussion in time of tonight's meeting. However, he can let the Board know that he is looking to restore the storefront at 13-17 Reed Street, and will have commercial space on the first floor, and upstairs will have 4 apartments. There is a triangle shape in the back, that doesn't allow for 8 parking spots. It will probably only allow for 5 or so.

Chairman Van Valkenburg, Jr. stated that this would have to be referred to the Zoning Board of Appeals as well.

Mr. Flach stated that he has not submitted anything for discussion in time of tonight's meeting for the Dolan Block, at 22-34 South River Street. However, the building was originally approved for 33 spaces, with 5 apartments on the second floor, and 5 apartments on the third floor. However, the original plan was to have these larger apartments, but it was decided that rather than have larger high end apartments, to instead build out 20 market rate apartments. The site plan amendment will include 1 parking space per smaller unit, versus 2 parking spaces per unit. He will submit the site plan amendment and SEAF for the next meeting in March.

Chairman Van Valkenburg, Jr. asked if there would be any change to signage etc. on the outside of the building.

Patricia Maxwell stated that if there are going to be any changes to the exterior and/or signage, it would need to go before the Historic Preservation Commission, as well as have that information included on the site plan.

Mr. Flach stated that he will take note of that.

**Public Comment Period**

No public comments were offered.

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

The meeting was adjourned at 6:48 p.m.

Respectfully submitted,

  
Nikki Berezna  
Clerk