

**VILLAGE OF COXSACKIE  
PLANNING BOARD MINUTES  
May 15, 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.

A motion to approve the minutes from the April 17, 2025 Planning Board Meeting was made by Matthew Bennett and seconded by Debra Jung. Chairman Van Valkenburg, Jr. voted yes. Matthew Bennett voted yes. Debra Jung voted yes. Patricia Maxwell abstained. The motion carried.

Jarrett Lane arrived at 6:02 p.m.

**New Business**

**1. Coxsackie Brick, LLC** – Chairman Van Valkenburg, Jr. stated that the Board needs to review the Site Plan application received from Aaron Flach for 13-17 Reed Street. The Planning Board has received a memo from Delaware Engineering who reviewed the application on the Board's behalf. Based on the Site Plan, it appears that a mixed use is proposed with a retail on the first floor and apartments in the same structure. SEQR must be conducted. Chairman Van Valkenburg, Jr. summarized the memo received from Delaware Engineering, including the following:

“Zoning-The parcel of land proposed for this project is in the Village Center zoning district which permits both the multi-family and retail. 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 Code permits designation of a primary use and an accessory use on the same property. It seems that the apartments are the primary use, and the retail is accessory.

SEQR-It appears that the proposed project is an Unlisted Action under SEQR. It appears the property is within the boundary of the Scenic Area of Statewide Significance CGN-9.

Site Plan Review Comments-

Section 155-36 D of the Village Code permits the Planning Board flexibility in determining the number of parking spaces required. In this case, 15 spaces are technically required. The site plan proposes 5 spaces dedicated and signed for the apartments. The site plan indicates factually that on-street and public off-street parking is proximate to the site. The progress set shows what appear to be one bedroom loft units for which it may be reasonable to consider less than 2 cars per unit because they may be occupied by single individuals. The curb length dimension of the

parking spaces should be noted on the plans. Otherwise, the 30-degree stalls are code compliant.”

Chairman Van Valkenburg, Jr. stated that he feels that the Board should follow suit from similar prior parking limitations, and refer Mr. Flach to the Zoning Board of Appeals in order to obtain area variances for the parking.

The memo received from Delaware Engineering also states the following:

“Section 155-37 which deals with off-street loading space does not apply to this plan as the area of retail is below the applicable threshold.

Section 155-48 G of the Village Code does not apply for this plan as the number of parking spaces is less than the threshold.

Details regarding the grass areas have been provided.

Section 155-47 I of the Village Code provides requirements for trash enclosures. A location for trash receptacles is identified, but details regarding how they are to be enclosed are required.”

Chairman Van Valkenburg, Jr. stated that he would like more clarification on the trash receptacles in the plan. If they are individual receptacles, they may not need to be enclosed per the details in that section of Code.

The memo received from Delaware Engineering also states the following:

“It appears that the driveway to access the parking is located on lands of the Village of Coxsackie’s public parking lot on Betke Boulevard. The lands on the Village of Coxsackie have large concrete planters spaced at intervals along the west property boundary to separate the Village Parking Lot from property owned by 21 Reed, LLC. The site plan shows the property boundaries but does not include the location of the planters. The site plan shows that the gap between the property of the National Bank of Coxsackie and 21 Reed, LLC and the subject property is less than 16’ without consideration of the concrete planters. This gap area is the entry to the proposed parking area, which is acceptable as it is owned by the Village. However, the site plan should depict the location of the planters. It appears from field observation that the current informal access to the rear of the subject property may rely on use of the lands of the National Bank of Coxsackie. This situation should be clarified.”

Chairman Van Valkenburg, Jr. stated that there should be survey, or pin marker info, on this proposed parking area.

The memo received from Delaware Engineering also states the following:

“Next Steps-

1. It has been the Planning Board’s practice to refer site plan applications that do not meet the parking requirements to the ZBA for review, and the Planning Board may wish to do so with this application.
2. Prior to consideration by the ZBA, the applicant should clarify the location of the concrete planters and the land ownership of the access point between the Village Parking Lot and the subject property to ensure there is adequate driveway space without encroachment on the adjacent parcel.
3. When the application has been addressed by the ZBA, the steps will be:
  - a. Conduct SEQR
  - b. Schedule and conduct a public hearing
  - c. Planning Board consideration of the application for approval, approval with modification or disapproval.”

Chairman Van Valkenburg, Jr. stated that Mr. Flach needs to provide some further clarification on the Site Plan. He will make sure that Mr. Flach’s architect receives a copy of Delaware Engineering’s memo for review. Once they receive clarification, and an updated Site Plan if necessary, then the Board can refer it to the ZBA in order to seek an Area Variance for parking.

### **Old Business**

**1. McQuade Building** – Chairman Van Valkenburg, Jr. stated that the continued Site Plan review of the application received from Aaron Flach/Joan Tailleir for 2-6 Mansion Street is tabled. Mr. Flach and Ms. Tailleir are awaiting the Village Board to act on their request to amend the zoning map, allowing their parcel to be under one zoning district, rather than be dissected between two different zonings.

**1. Dolan Block** – Chairman Van Valkenburg, Jr. stated that the Board needs to continue their review of the amended Site Plan application received from Aaron Flach for 22-34 South River Street. Nothing further has been received from Mr. Flach for tonight, so this will be tabled for further discussion at a later date.

### **Other Business**

Chairman Van Valkenburg, Jr. stated that the originally scheduled Joint Public Hearing for tonight, for the review of the Historic Preservation Commission, Site Plan, and Special Use Permit applications received from Young & Sommer, LLC, on behalf of Bell Atlantic Mobile

Systems, LLC, DBA Verizon Wireless, for 46 Reed Street, owned by State Telephone, was rescheduled for Thursday, June 19<sup>th</sup> at 6:00 p.m. This is for the proposed public utility/personal wireless service facility on property located at 46 Reed Street (Verizon Wireless site: Cocksackie Waterfront).

**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. Debra Jung voted yes. Jarrett Lane voted yes. Patricia Maxwell voted yes. The motion carried.

The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

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

Nikki Berezna  
Clerk