

**VILLAGE OF COXSACKIE  
PLANNING BOARD MINUTES  
August 21, 2025**

Chairman Robert Van Valkenburg, Jr. called the Planning Board Meeting to order at 6:05 p.m. Present were Planning Board Members: Matthew Bennett, Debra Jung, and Patricia Maxwell.

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

**Old Business**

**1. McQuade Building** – Chairman Van Valkenburg, Jr. stated that the Planning Board left the July 17<sup>th</sup> Public Hearing open for written comment to be received to the Village Clerk, in case anyone had additional comments. There were no written comments received.

A motion to close the July 17<sup>th</sup> Planning Board Public Hearing at 6:06 p.m. 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.

Chairman Van Valkenburg, Jr. stated that the Planning Board needs to continue their review of the Site Plan application received from Aaron Flach, for the purpose of restoration of a historic 1830's building to an inn and pub/lounge at 2-6 Mansion Street. He stated that there are a couple of items that they are still waiting for. One of which is a copy of a Lease Agreement between the two properties in relation to parking.

Don McDonald stated that he can provide a copy of the Lease Agreement to the Board after the meeting.

Chairman Van Valkenburg, Jr. stated that that would be fine. He thinks that the Board is comfortable with approving the project pending the submission of that agreement. So long that it is provided to the Board after the fact. He stated that the next step is to make a SEQR classification for this project. He stated that this would be considered an Unlisted Action for SEQR purposes. This means that a Short Environmental 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 answers, that were supplied from the applicant, aloud. He said that the Brief Description of the Proposed Action needs to change from "...Short Term Rentals/Apartments..." to "...Inn...".

Chairman Van Valkenburg, Jr. stated that the Planning Board needed to read the SEAF Part 2 questions aloud pertaining to the project. The Board responded with the answers which declared 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 a Negative Declaration SEQR determination for this project was made by Matthew Bennett and seconded by Patricia Maxwell. Chairman Van Valkenburg, Jr. voted yes. Matthew Bennett voted yes. Debra Jung voted yes. Patricia Maxwell voted yes. The motion carried.

A motion to approve the Site Plan application received from Aaron Flach, for the purpose of restoration of a historic 1830's building to an inn and pub/lounge at 2-6 Mansion Street, pending the submission of a Lease Agreement between the two separate parcels ensuring that parking is maintained and serves both parcels for the duration, as well as an updated plan showing the stained, wooden, fencing that will be used for the trash enclosure was made by Matthew Bennett and seconded by Patricia Maxwell. Chairman Van Valkenburg, Jr. voted yes. Matthew Bennett voted yes. Debra Jung voted yes. Patricia Maxwell voted yes. The motion carried.

### **Public Comment Period**

Rosemarie Crow stated that she is looking to submit a variance for operating a Short Term Rental at her property at 138 South River Street, due to a hardship she has experienced. Because her property is not located in a commercial district, and she is not grandfathered in from when Local Law #4 of 2023 was passed, she needs to apply for a variance.

Village Clerk, Nikki Berezna, explained that Ms. Crow needs to submit the application and letter to the Village Board, not the Planning Board.

Chairman Van Valkenburg, Jr. stated that although they are sympathetic to Ms. Crow's situation, they are not the proper Board to handle this sort of request.

No further 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 6:29 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Nikki Berezna", written in black ink. The signature is positioned above the typed name and title.

Nikki Berezna  
Clerk