

**VILLAGE OF COXSACKIE  
PLANNING BOARD MINUTES  
September 18, 2025**

Chairman Robert Van Valkenburg, Jr. called the Planning Board Meeting to order at 6:03 p.m. Present were Planning Board Members: Matthew Bennett and Jarrett Lane. Debra Jung and Patricia Maxwell were absent.

A motion to approve the minutes from the August 21, 2025 Planning Board Meeting was made by Matthew Bennett and seconded by Jarrett Lane. Chairman Van Valkenburg, Jr. voted yes. Matthew Bennett voted yes. Jarrett Lane voted yes. The motion carried.

**New Business**

**1. 69 Bailey Street** – Chairman Van Valkenburg, Jr. stated that the Planning Board needs to review a Sketch Plan for a potential Site Plan application received from Ed Ross for 69 Bailey Street. He asked if Mr. Ross could give an overview of the proposed project.

Ed Ross stated that he is looking to install an overhead door with a driveway approach, do some landscaping in front of the building, paint the front of the building, repair/replace the fence between buildings, and perform general ordinary repairs as needed. The company that will be utilizing this space in the building will be Tin-It Direct, LLC, which will be doing commercial sales, with pickup times between 7 a.m. to 7 p.m., but 24 hour manufacturing inside. Tin-It Direct, LLC's operations include folding and shaping of metal materials to create finished building materials used as roofing, siding, and architectural building components, and stocking and distribution of support items for materials manufactured. Materials include structural lumber, fasteners/brackets, windows/doors, siding, insulation, etc.

Chairman Van Valkenburg, Jr. asked if he understood correctly that Mr. Ross will not be doing retail or sales.

Ed Ross stated that that is correct. It will be wholesale manufacturing. They are utilizing the front 35,000 square feet of the north building.

Chairman Van Valkenburg, Jr. stated that since this is considered a change of use, the Board needs a proper Site Plan which needs to meet the proper criteria spelled out in the Village Code. This includes things like the title of drawing, including name and address of applicant and person responsible for preparation of such drawing; North arrow, scale and date; boundaries of the property, plotted to scale; location, design and construction materials of all parking and truck-loading areas, showing access and egress; location, design and construction materials of all

existing or proposed site improvements, including drains, culverts, retaining walls and fences; location, size and design and construction materials of all proposed signs; general landscaping plan and planting schedule; and an estimated project construction schedule and phasing sequences. He asked Mr. Ross if the building is currently hooked up to Village water and sewer.

Mr. Ross stated that the building is currently hooked up to Village water and sewer.

Chairman Van Valkenburg, Jr. asked if Mr. Ross is shifting operations completely over to this building, from his other owned building on Bailey Street.

Mr. Ross stated that that is correct. He said that he will be sure to include the 2 handicap parking spaces on the Site Plan as well.

Chairman VanValkenburg, Jr. stated that Mr. Ross should include those delineated spaces on the plan. He said that he would just like to verify that the property is zoned as Industrial per the Village Zoning Code. Any Site Plan review requires a Public Hearing per the Village Code, so he would suggest that a Public Hearing be scheduled for the next Planning Board Meeting on October 16<sup>th</sup>, pending submission of the Site Plan application.

Jarrett Lane asked if Mr. Ross was planning on putting up any interior walls, or leaving it open inside.

Ed Ross stated that he is just planning on putting up warehouse curtains.

Chairman Van Valkenburg, Jr. stated that per the Village Code, manufacturing and industry, warehousing, distribution, and storage, and wholesale and distribution is permitted in the Industrial Zoning District. The only other thing the Board will need from Mr. Ross is a State Environmental Quality Review (SEQR) Short Environmental Assessment Form (SEAF). If Mr. Ross can submit to the Board, the Site Plan with all of the pertinent information on it, the SEQR SEAF, and the Site Plan application, prior to their next October 16<sup>th</sup> meeting, he doesn't think that there is any reason that the Board would have to delay another month. He thinks that the Public Hearing can be scheduled for that night at 6:15, pending the submission of these items 10 days prior to the meeting. This is a pretty minor change of use. Mr. Ross will be responsible for sending out the Public Hearing notices to all property owners within 500 feet. They need to be sent certified, return receipt. He asked that Mr. Ross not send the notices out until the Board receives his submission, and gives him the go ahead.

Mr. Ross stated that he will try to submit everything to the Board next week, and wait to hear from them before mailing out the notices.

**Public Comment Period**

No public comments were offered.

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

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Nikki Berezna", written in black ink. The signature is fluid and extends to the right with a long, sweeping tail.

Nikki Berezna  
Clerk