

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

Chairman Robert Van Valkenburg, Jr. called the Planning Board Meeting to order at 6:01 p.m. Present were Planning Board Members: Matthew Bennett, Debra Jung, Jarrett Lane, and Patricia Maxwell.

A motion to approve the minutes from the September 18, 2025 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. Debra Jung and Patricia Maxwell abstained. The motion carried.

New Business

1. 69 Bailey Street – Chairman Van Valkenburg, Jr. stated that the Planning Board needs to review the Site Plan and Special Use Permit applications 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 in the front of the lot, there is currently a grass area that he is looking to open up for traffic access. It will be one way in, and one way out. Where there is existing blacktop and/or stone, this will be used for their parking area. It is 70 feet deep, which will be ample space for both parking, and allowing larger vehicles to be able to swing through. The old boiler room area will be used as a maintenance/shop area. The existing impervious space includes the alleyway between the two buildings, which is already stone, and the driveway going to the back of the building. The first 5,000 square feet in the building will be used for a walk-in/consult area, and allowing people to view the products and samples of what they manufacture. There will also be 32,000 square feet of production space, where the metal manufacturing will take place. This is the machinery that is currently operating at 40 Bailey Street. The back area of the building will remain operating as warehousing, as it does currently.

Chairman Van Valkenburg, Jr. asked if he understood correctly that Mr. Ross is basically transferring operations from 40 Bailey Street, to this new location at 69 Bailey Street.

Ed Ross stated that that is correct. He has three businesses, Tin-It Direct, LLC, which is folding and shaping of metal materials, Commercial Sales, LLC, which is warehousing and distribution of building materials, and Store It All, LLC, which is interior warehouse climate controlled self-storage, that will be operating out of 69 Bailey Street. Later down the road, he has a potential client that is interested in coming into 40 Bailey Street.

Chairman Van Valkenburg, Jr. asked if Mr. Ross has any exterior lighting in the parking area.

Ed Ross stated that there are wall packs on the outside of the building, as well as pole lights around. He does not feel there is any need to put any spotlights around. There are currently some lights not working, which is why it seems dark now, but they are just going to get those lights back up and operational.

Chairman Van Valkenburg, Jr. asked Mr. Ross to include the lighting detail on the Site Plan. He asked if the lights are dark sky compliant.

Ed Ross stated that he is not sure as they are the same lights that have been there, but he can always put visors on the lights if needed.

Chairman Van Valkenburg, Jr. asked what the hours of operation will be.

Ed Ross stated that the hours will most be 7:00 a.m. to 7:00 p.m. If a night shift manufacturing needs to be run, there will be employee parking in the rear. So, it should not interfere with the public, or surrounding areas.

Chairman Van Valkenburg, Jr. asked if there are night shift operating now at the existing location.

Ed Ross stated that they only do so on special occasions. It is not a normal circumstance. He is just trying to plan ahead in case they need to increase production.

Chairman Van Valkenburg, Jr. asked what the noise level of the operations are.

Ed Ross stated that you can't hear the equipment running from the outside.

Chairman Van Valkenburg, Jr. stated that Mr. Ross needs to include the location of the lighting poles and wall packs on the Site Plan.

Patricia Maxwell stated that Mr. Ross will also need to get a letter from the Fire Department for the egress.

Chairman Van Valkenburg, Jr. stated that that is correct. Mr. Ross will need to schedule a site visit and walkthrough with the Fire Chief, and will likely need to install a Knox Box on the outside of the building as well.

Patricia Maxwell asked if there are Fire Hydrants on the property.

Ed Ross stated that there are five Fire Hydrants on the property.

Chairman Van Valkenburg, Jr. asked Mr. Ross to add the locations of the Fire Hydrants to the Site Plan as well. Chairman Van Valkenburg, Jr. went over the Site Plan checklist with Mr. Ross. He asked Mr. Ross if there were loading docks in the rear of the building.

Ed Ross stated there are 9 loading dock doors in the rear of the building.

Chairman Van Valkenburg, Jr. asked Mr. Ross to make that more clear on the Site Plan as well.

Ed Ross stated that he will be sure to make the Site Plan larger to show more details.

Chairman Van Valkeburg, Jr. asked if the sign at the street would be lit.

Ed Ross stated that there is no power runt to it, but there are street lights above it.

Chaiman Van Valkenburg, Jr. asked Patricia Maxwell if she knew the requirements for lighting signs.

Patricia Maxwell stated that if a sign is lit, it has to be backlit, but there is no requirement for lighting signs. There can be a light from the top.

Chairman Van Valkenburg, Jr. asked if Mr. Ross had a project completion date.

Ed Ross stated that a good target for total completion would be late May/early June.

Chairman Van Valkenburg, Jr. asked Mr. Ross if he requires any State permits for his operation.

Ed Ross stated that he does not require any State permits.

Chairman Van Valkenburg, Jr. stated that Mr. Ross will have to schedule that walkthrough with the Fire Department to look at everything, and make sure that they can access everywhere they would need to access in the event of an emergency. There are some additional items that are needed on the Site Plan, but he would consider it substantially complete, pending those changes. Mr. Ross needs to show the lighting, Fire Hydrants, and loading docks on the Site Plan. Chairman Van Valkenburg, Jr. stated that there will need to be a Public Hearing scheduled for the Special Use Permit application, and for the Site Plan review.

A motion to accept the Site Plan application received from Ed Ross, for 69 Bailey Street, as

complete, pending the submission of the additional details discussed tonight, for the purpose of scheduling a Public Hearing was made by Jarrett Lane and seconded by Patrica Maxwell. 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.

Chairman Van Valkenburg, Jr. stated that Mr. Ross will also have to fill out a State Environmental Quality Review (SEQR) form.

Ed Ross stated that he already has that form ready to go.

Chairman Van Valkenburg, Jr. stated that the Board will review the SEQR information after the Public Hearing. The Public Hearing will be scheduled for December 18th at 6:00 p.m. Mr. Ross is responsible for mailing out the Public Hearing notification to all residents within 500 feet of the property. They need to be mailed certified, return receipt, and delivered 10 days prior to the Public Hearing. He asked the Clerk if she is able to help populate a mailing list.

Nikki Berezna, Clerk, stated that she is able to help populate a mailing list to give to Mr. Ross to utilize for the mailing.

Chairman Van Valkenburg, Jr. stated that in the meantime, he will get in touch with the Fire Chief to let him know that they have a pending application that requires a site inspection.

Chairman Van Valkenburg, Jr. stated that he would like to remind the Board Members that they need to complete 4 hours of training credits per year. So, if they have not done so already, he would encourage them to go to the NYS Department of State website, where there are Planning Board specific trainings that can be taken.

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. Jarrett Lane voted yes. Patricia Maxwell voted yes. The motion carried.

The meeting was adjourned at 6:22 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Nikki Berezna". The signature is fluid and cursive, with a long horizontal stroke at the end.

Nikki Berezna
Clerk