



Village of Saranac Lake

Community Development Department

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DEVELOPMENT BOARD MEETING MINUTES 5:00PM TUESDAY, DECEMBER 5, 2023

ATTENDANCE

Development Board Members:

Elias Pelletieri, Chairperson, Present

Meg Cantwell-Jackson, Present

Bill Domenico, Present

Kt Stiles, Present

Tim Jackson, Present

I. APPROVAL OF MINUTES

Chair Elias Pelletieri opened the meeting at 5:01pm.

Motion to approve November 7, 2023 Regular Meeting Minutes by, Bill Domenico, seconded by Meg Cantwell-Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Tim Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Kt Stiles, yes; and Pelletieri, yes. All in favor, meeting minutes approved.

II. ITEMS FOR BOARD ACTION

1) Public Hearings

A. Public Hearing for the Application of: Kelli OSullivan, Special Use Permit for a Short-Term Rental, 97 Forest Hill Ave.

Motion to open the public hearing by Cantwell-Jackson, seconded by Domenico.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes.

All in favor, public hearing opened.

No public comment made.

Motion to close the public hearing by Cantwell-Jackson, seconded by Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes.

All in favor, public hearing closed.

B. Public Hearing for the Application of: John and Colleen Miner, Special Use Permit for a Short-Term Rental, 66 Edgewood Rd., Apt. 1

Motion to open the public hearing by Domenico, seconded by Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes.

All in favor, public hearing opened.

Pelletieri read aloud a letter that was received from Patrick and Joan Kiah, neighbors at 54

Edgewood Rd. which stated support.

Motion to close the public hearing by Domenico, seconded by Cantwell-Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes.

All in favor, public hearing closed.

C. Public Hearing for the Application of: Darlene Pagano, Special Use Permit for a Short-Term Rental, 11 Circle St.

Motion to open the public hearing by Jackson, seconded by Stiles.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes.

All in favor, public hearing opened.

No public comment made.

Motion to close the public hearing by Jackson, seconded by Domenico.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes.

All in favor, public hearing closed.

D. Public Hearing for the Application of: Saul Rigberg, Special Use Permit for a Short-Term Rental, 80 Franklin Ave.

Motion to open the public hearing by Cantwell-Jackson, seconded by Stiles.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes.

All in favor, public hearing opened.

Pelletieri read aloud a letter that was received from Jan Hunt voicing concern over the use of the property as a short-term rental due to the increase in traffic and parking concerns.

Motion to close the public hearing by Domenico, seconded by Cantwell-Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes.

All in favor, public hearing closed.

E. Public Hearing for the Application of: Saranac Lake Properties, LLC, Special Use Permit for a Short-Term Rental, 37 Woodycrest Rd.

Motion to open the public hearing by Pelletieri, seconded by Stiles.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes.

All in favor, public hearing opened.

No public comment made.

Motion to close the public hearing by Jackson, seconded by Stiles.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes.

All in favor, public hearing closed.

F. Public Hearing for the Application of: Sara-Placid Sled & Spoke, LLC Special Use Permit to operate a retail sales use, 255 Broadway

Motion to open the public hearing by Domenico, seconded by Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes.

All in favor, public hearing opened.

Jimmy Williams stated support for the project and that he is in favor of seeing development there.

Motion to close the public hearing by Cantwell-Jackson, seconded by Domenico.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes.

All in favor, public hearing closed.

2) Board Action

A. Application of: John and Colleen Miner, Special Use Permit for a Short-Term Rental, 66 Edgewood Rd., Apt. 1

John Miner, applicant, stated that the short-term rental is the lower apartment in a duplex with a full-time rental above. He shared details for parking as presented on the site plan. Pelletieri asked for clarification on where the garbage from the short-term rental was stored. Miner stated that there is space in the garage.

Cantwell-Jackson asked about the exact number of parking spaces dedicated to the short-term rental.

Miner stated that it is only a one-bedroom rental, which typically has only one vehicle, and that the long-term tenants above have two vehicles. He stated that the tenants get the dedicated parking space in the garage and that there are five spaces in the driveway.

Motion to issue a negative declaration for purposes of SEQR by Domenico, seconded by Pelletieri.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, declaration moved.

Motion to find the project in conformance with LWRP policy standards and conditions by Cantwell-Jackson, seconded by Domenico.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, declaration moved.

Motion to approve Special Use Permit for a Short-Term Rental with the following conditions, 1) the applicant shall apply for a Short-Term Rental Permit pursuant to §106-104.3 Short Term Rentals, 2) camping shall not be permitted, 3) the Short-Term Rental Permit and a copy of the house rules in conformance with §106-104.3.K shall be displayed in the dwelling unit in a location that is easily visible and noticeable to guests, 4) post on or about the inside of the front room or main door of each dwelling unit a card listing emergency contact information and house rules, 5) comply with Village Code Chapter 188. Peace and Good Order, with respect to noise, 6) comply with the maximum occupancy limits that will be established by the Code Enforcement Officer, 7) parking shall be allowed solely in approved spaces, 8) rental arbitrage shall not be permitted, 9) the owner shall be responsible for all refuse and garbage removal in conformance with §106-96 of the Village Code, and 10) compliance with the signage requirements of §106-104.3 Short Term Rentals, by Domenico, seconded by Cantwell-Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, project approved.

B. Application of: Darlene Pagano, Special Use Permit for a Short-Term Rental, 11 Circle St.

Darlene Pagano, applicant, stated that this is a three-story building, and that only the third story with one bedroom is a short-term rental. She stated that she rents through Adirondack By Owner and that her preference is always for longer-term tenants. She stated that she is asking for approval as she would like the option to rent as a short-term rental. She shared parking, entrances, and garbage storage with the Board as presented on the site plan.

Jackson asked for clarification on if there is a parking space in the back of the property.

Pagano stated that yes, there is a 6' x 6' space around the property line at the back. She added that there are two spaces in front that are dedicated to the rental.

Motion to issue a negative declaration for purposes of SEQRA by Cantwell-Jackson, seconded by Domenico.

Pelletieri asked for a Roll Call Vote.

Roll Call: All in favor, declaration moved.

Motion to find the project in conformance with LWRP policy standards and conditions by Domenico, seconded by Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, declaration moved.

Motion to approve Special Use Permit for a Short-Term Rental with the following conditions, 1) the applicant shall apply for a Short-Term Rental Permit pursuant to §106-104.3 Short Term Rentals, 2) camping shall not be permitted, 3) the Short-Term Rental Permit and a copy of the house rules in conformance with §106-104.3.K shall be displayed in the dwelling unit in a location that is easily visible and noticeable to guests, 4) post on or about the inside of the front room or main door of each dwelling unit a card listing emergency contact information and house rules, 5) comply with Village Code Chapter 188. Peace and Good Order, with respect to noise, 6) comply with the maximum occupancy limits that will be established by the Code Enforcement Officer, 7) parking shall be allowed solely in approved spaces, 8) rental arbitrage shall not be permitted, 9) the owner shall be responsible for all refuse and garbage removal in conformance with §106-96 of the Village Code, and 10) compliance with the signage requirements of §106-104.3 Short Term Rentals, by Domenico, seconded by Cantwell-Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, project approved.

C. Application of: Saul Rigberg, Special Use Permit for a Short-Term Rental, 80 Franklin Ave.

Saul Rigberg, applicant, stated that the property is a house with two stories dedicated to one rental with three bedrooms, and a basement-level one-bedroom apartment. He acknowledged to the Board an ongoing issue for on-street parking on that section of the street, which he attributes to the numerous multi-family dwellings with tenants that utilize the street to park their vehicles. He added that his property provides parking for two vehicles.

Pelletieri asked about completing a question on the Special Use Permit application about the building being historic or not.

Rigberg clarified that he addressed that question to state no, although it is historic in that it is an older-style building.

Domenico asked for clarification on how guests are instructed to park.

Rigberg stated that the left space in the property's driveway is dedicated to the house level, and that the other space is for the basement rental. He added that outside of that there are municipal lots or parking on the street when it is allowed.

Pelletieri stated that the way he views the designated parking is that on-street parking is approved parking as long as it is outside of the times that are mentioned in the parking rules for the winter. He added that this should be made clear in the house rules.

Rigberg stated that this is addressed in the house rules and that there haven't been any issues that he has been made aware of.

Stiles asked for clarification on garbage placement.

Rigberg shared the site plan and that garbage and recycling containers are in the driveway

on the edge of the property.

Motion to issue a negative declaration for purposes of SEQR by Jackson, seconded by Cantwell-Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, declaration moved.

Motion to find the project in conformance with LWRP policy standards and conditions by Domenico, seconded by Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, declaration moved.

Motion to approve Special Use Permit for a Short-Term Rental with the following conditions, 1) the applicant shall apply for a Short-Term Rental Permit pursuant to §106-104.3 Short Term Rentals, 2) camping shall not be permitted, 3) the Short-Term Rental Permit and a copy of the house rules in conformance with §106-104.3.K shall be displayed in the dwelling unit in a location that is easily visible and noticeable to guests, 4) post on or about the inside of the front room or main door of each dwelling unit a card listing emergency contact information and house rules, 5) comply with Village Code Chapter 188. Peace and Good Order, with respect to noise, 6) comply with the maximum occupancy limits that will be established by the Code Enforcement Officer, 7) parking shall be allowed solely in approved spaces, 8) rental arbitrage shall not be permitted, 9) the owner shall be responsible for all refuse and garbage removal in conformance with §106-96 of the Village Code, and 10) compliance with the signage requirements of §106-104.3 Short Term Rentals, by Domenico, seconded by Stiles.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, project approved.

D. Application of: Kelli OSullivan, Special Use Permit for a Short-Term Rental, 97 Forest Hill Ave.

Kelli OSullivan, applicant, described the property's use, history, and her intentions to keep it as a short-term rental in the event that her mother does not move here. She added that she lives one house away.

Cantwell-Jackson stated that she is familiar with the property and it seems that there are always good renters when it's rented out.

Motion to issue a negative declaration for purposes of SEQR by Domenico, seconded by Cantwell-Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, declaration moved.

Motion to find the project in conformance with LWRP policy standards and conditions by Stiles, seconded by Cantwell-Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, declaration moved.

Motion to approve Special Use Permit for a Short-Term Rental with the following conditions, 1) the applicant shall apply for a Short-Term Rental Permit pursuant to §106-104.3 Short Term Rentals, 2) camping shall not be permitted, 3) the Short-Term Rental Permit and a copy of the house rules in conformance with §106-104.3.K shall be displayed

in the dwelling unit in a location that is easily visible and noticeable to guests, 4) post on or about the inside of the front room or main door of each dwelling unit a card listing emergency contact information and house rules, 5) comply with Village Code Chapter 188. Peace and Good Order, with respect to noise, 6) comply with the maximum occupancy limits that will be established by the Code Enforcement Officer, 7) parking shall be allowed solely in approved spaces, 8) rental arbitrage shall not be permitted, 9) the owner shall be responsible for all refuse and garbage removal in conformance with §106-96 of the Village Code, and 10) compliance with the signage requirements of §106-104.3 Short Term Rentals, by Domenico, seconded by Cantwell-Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, project approved.

E. Application of: Saranac Lake Properties, LLC, Special Use Permit for a Short-Term Rental, 37 Woodycrest Rd.

Jim Griebisch addressed the Board to state that he is present to represent the applicant, Anne Cook, as she is away with a health issue. He added that he is a neighbor and knows the property well as he looks after the property when she is gone. He stated that the renters are often reoccurring guests staying anywhere from 3 days to 1 to 2 weeks at a time. He added that he hasn't had any issues with any guests and that Anne includes house rules in her materials for guests. He stated that the driveway has room for two vehicles and that is where the garbage is stored that is picked-up weekly.

Motion to issue a negative declaration for purposes of SEQR by Pelletieri, seconded by Stiles.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, declaration moved.

Motion to find the project in conformance with LWRP policy standards and conditions by Pelletieri, seconded by Cantwell-Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, declaration moved.

Motion to approve Special Use Permit for a Short-Term Rental with the following conditions, 1) the applicant shall apply for a Short-Term Rental Permit pursuant to §106-104.3 Short Term Rentals, 2) camping shall not be permitted, 3) the Short-Term Rental Permit and a copy of the house rules in conformance with §106-104.3.K shall be displayed in the dwelling unit in a location that is easily visible and noticeable to guests, 4) post on or about the inside of the front room or main door of each dwelling unit a card listing emergency contact information and house rules, 5) comply with Village Code Chapter 188. Peace and Good Order, with respect to noise, 6) comply with the maximum occupancy limits that will be established by the Code Enforcement Officer, 7) parking shall be allowed solely in approved spaces, 8) rental arbitrage shall not be permitted, 9) the owner shall be responsible for all refuse and garbage removal in conformance with §106-96 of the Village Code, and 10) compliance with the signage requirements of §106-104.3 Short Term Rentals, by Cantwell-Jackson, seconded by Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, project approved.

F. Application of: Sara-Placid Sled & Spoke, LLC, Special Use Permit to operate a retail sales use, 255 Broadway.

Dylan Duffy, applicant, stated that the goal of this proposal is to develop an opportunity for recreational outfits along the Adirondack Rail Trail. He stated they plan to do guided tours, snowmobile rentals, and bicycle rentals. He described the site as having a small shop area, a check-in/waiver signing area, and rental storage area.

Pelletieri asked about potentially acquiring the other storage building that is located just behind this site.

Duffy stated that they do not have an executed agreement at this time, although, they have looked into this and talked with the owner. He stated that either way, the goal would be to move that structure to their site at 255 Broadway, or to buy a new structure that meets our purposes.

Cantwell-Jackson asked about the office and with it being temporary the business not running there completely.

Duffy stated that it will be him and Maclay Stratford operating everything by appointment only.

Domenico confirmed that this is just for rentals and they are just set up in temporary structures.

Duffy stated that they only plan on doing the guided tours when available, renting snowmobiles and fat tire bikes in the winter months and other bicycles in the summer. He described the structure as a carport structure that will be enclosed either with barn doors or a metal door.

Domenico asked about the lease on the property and when they might see them back at the Development Board.

Duffy stated that this is a 3-year lease and if they anticipate any changes when they get going, they will seek approval.

Matthew Rogers, Development Code Administrator, stated that if an approval is granted tonight for the rentals by appointment only, and then the applicants seek to switch to retail sales, then they will need an amendment to their Special Use Permit.

Pelletieri asked about repair work on site.

Duffy stated that they will only do minor upkeep of rentals on site.

Rogers clarified that it is mentioned as a condition only because, per a building code requirement, there cannot be any fluids on site.

Stratford explained a plan for refueling snowmobiles off-site.

Rogers stated that even though the Board isn't involved in the building code, the temporary structure proposed is just for storage and that extended time cannot be spent there. He stated that the rentals are to be by appointment only and that parking will be on the same lot. He added that after review of a temporary structure in the Development Code, there will still be a lot to work through with the Village's Code Enforcement Officer, Chris McClatchie, for the building code side. He added that the bathroom requirement has been fulfilled by that agreement submitted with Woods and Waters and that the structure that was mentioned in the application is within that 30' x 40' site, as designated on the site plan.

Domenico stated that in time, the business may be limited by the Code.

Duffy stated that they are willing to come back for an additional review or an amendment when the time comes. He added that they don't have the warming hut in place and that they can always come back for an amendment for that.

Katrina Glynn, Community Development Director, stated that they can always table the warming hut and come back within that three-year timeline.

Rogers stated that at this time, they are still waiting on a response from the referral to

Franklin County Planning, however, if the applicants get approval tonight it will more than likely go through, and the applicant can continue to work with the Code Enforcement Officer on building code issues.

Motion to issue a negative declaration for purposes of SEQR by Pelletieri, seconded by Stiles.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, declaration moved.

Motion to find the project in conformance with LWRP policy standards and conditions by Domenico, seconded by Pelletieri.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, declaration moved.

Motion to approve Special Use Permit with the following conditions 1) receipt of approval from Franklin County Planning or expiration of the 30-day period, 2) no fueling will be permitted on site, 3) minor repairs are permitted, 4) a minimum of one fire extinguisher shall be carried in company vehicles, 5) structure to be placed within footprint provided it meets setbacks, and 6) approved for a period of 3 years, at which time applicant to request for an extension within 60 days of expiration, by Domenico, seconded by Stiles.

Pelletieri asked for a Roll Call Vote.

Roll Call: Jackson, yes; Cantwell-Jackson, yes; Domenico, yes; Stiles, yes; and Pelletieri, yes. All in favor, project approved.

III. OLD BUSINESS

Pelletieri stated that while the focus has been on approving pre-existing STRs, the Board will get back to looking at potential Development Code amendments.

IV. NEW BUSINESS

Rogers will look into the Code more closely about standalone structures for electrical equipment.

V. ADJOURNMENT

Motion to adjourn the meeting by Cantwell-Jackson, seconded by Domenico.

Meeting was officially adjourned at 7:09pm.

Meeting Minutes prepared by Cassandra Van Cott, Administrative Assistant