



# Village of Saranac Lake

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## DEVELOPMENT BOARD MEETING MINUTES

1/3/2023

### ATTENDANCE

Development Board Members:

Elias Pelletieri, Chairperson, Present

Adam Harris, Present

Rick Weber, Present

Paul Herrmann, Present, Excused at 5:45pm

Meg Cantwell-Jackson, Present

Bill Domenico, Alternate, Present

Dan Reilly, Alternate, Excused

### I. VILLAGE OF SARANAC LAKE TRAINING – Patrick Murphy

NYS Mandated Annual Anti-Sexual Harassment Training

### II. APPROVAL OF MINUTES

Chair Elias Pelletieri opened the meeting at 5:00pm.

Motion to approve December 6, 2022 Regular Meeting Minutes by Paul Herrmann, seconded by Adam Harris.

Pelletieri asked for a Roll Call Vote.

Roll Call: Harris, yes; Rick Weber, yes; Meg Cantwell-Jackson, yes; Herrmann, yes; and Pelletieri, yes. All in favor, meeting minutes approved.

### III. ITEMS FOR BOARD ACTION

None.

### IV. OLD BUSINESS

Jamie Konkoski, Community Development Director, reminded the Board of the Public Hearing at the next Village Board meeting on January 9<sup>th</sup> for the proposed amendment to the Development Code that this Board had previously reviewed and passed on to the Village Board. She stated that the Village Board members had previously seen the Draft Cannabis Law at a meeting and had asked questions regarding buffer zones, but that no changes had been made to the draft amendment.

Discussion of Development Code Amendments- The Board reviewed the revised list of potential Development Code amendments. Konkoski stated that she has reached out to the Development Code consultants to discuss a scope of work for technical assistance for the standards for townhouses and manufactured homes. She added that the Housing Task Force will continue to look at sections of the Development Code and refine recommendations for amendments.

The Board discussed general architectural design language in the Code and decided to leave it as is, as well as signage design standards and the suggested edits to temporary signage placement and duration. Harris suggested a seasonal temporary permit duration to allow for the summer season of well-kept temporary signage at businesses. The Board refined this to a potential amendment to the temporary sign permit to allow for a 60-day extension after the initial 30-day permit expires.

**V. NEW BUSINESS**

Review of draft forms for Site Plan Review/Administrative Approval/Special Use Permit for a Minor Project and Special Use Permit for a Major Project. Weber suggested an edit to the Site Plan Review/Administrative Approval/Special Use Permit for a Minor Project form regarding the pre-application conference language. Cantwell-Jackson asked for clarification on submission materials and payment.

Konkoski stated that there is a revision of the fee schedule that will be based on what goes into reviewing application types that are similar and require less levels of review than the Special Use Permit for a Major Project.

Pelletieri stated that these forms are headed in the right direction.

Konkoski stated that she will continue to share revised draft forms with the Board for input.

Harris asked about what can be done when decision making at the Board level may go against what is legal in New York State, without legal counsel present at each meeting.

Konkoski stated that the New York Conference of Mayors is a resource and that there are three options, 1) table a decision until the next meeting to allow for time to deliberate and seek clarification from a legal consultant, 2) put the topic to a vote at the meeting and if the topic is voted in favor, make it part of a conditional approval or denial until further legal clarification is sought, then refine the notice of decision accordingly, 3) ask for legal clarification before the Development Board meeting on topics that may come up as part of the Board's discussion.

**VI. ADJOURNMENT**

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

Pelletieri asked for a Roll Call Vote.

Roll Call: Harris, yes; Weber, yes; Cantwell-Jackson, yes; and Pelletieri, yes. All in favor, meeting adjourned.

Meeting was officially adjourned at 6:42pm.

Meeting Minutes prepared by Cassandra Hopkins, Administrative Assistant.