



Village of Saranac Lake

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DEVELOPMENT BOARD MEETING MINUTES

2/7/2023

ATTENDANCE

Development Board Members:

Elias Pelletieri, Chairperson, Present

Adam Harris, Excused

Rick Weber, Present

Paul Herrmann, Present

Meg Cantwell-Jackson, Present

Bill Domenico, Alternate, Present

Dan Reilly, Alternate, Excused

I. APPROVAL OF MINUTES

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

Motion to approve January 3, 2023 Regular Meeting Minutes by Paul Herrmann, seconded by Meg Cantwell-Jackson.

Pelletieri asked for a Roll Call Vote.

Roll Call: Rick Weber, yes; Cantwell-Jackson, yes; Herrmann, yes; Bill Domenico, abstain; and Pelletieri, yes.

Majority in favor, meeting minutes approved.

II. ITEMS FOR BOARD ACTION

1) Application of: Button, Minor Subdivision, 33 Petrova Avenue

Pelletieri stated that this is a two-lot subdivision that the Board is reviewing tonight.

Jamie Konkoski, Community Development Director, introduced the project with the potential process, should the minor subdivision be approved by the Board.

Joe Riccio, Director of Communications and Government Affairs for Citizen Advocates, owner of the parcel, stated that the proposed subdivision is to create two lots with the intent to sell one to the Village of Saranac Lake.

Paul Langdon, Director of Support Services for Citizen Advocates, demonstrated on the survey map where the proposed subdivision is, with Citizen Advocates retaining a new 7-acre parcel on the western side.

Motion to open the public hearing by Weber, seconded by Herrmann.

Pelletieri asked for a Roll Call Vote.

Roll Call: Weber, yes; Cantwell-Jackson, yes; Herrmann, yes; Domenico, yes; and Pelletieri, yes. All in favor, public hearing opened.

Mary Thill, neighbor on Lake Street, asked a clarifying question about any feasibility studies that have to be conducted.

Matt Scollin, Village Board Trustee and representative for the Public Safety Building Committee, stated that a feasibility study is ongoing.

Elizabeth Kochar, neighbor on Petrova Ave., stated that if the sale goes through this will affect the neighbors and asked questions pertaining to zoning and other potential sites for the emergency services. She left written comments with Konkoski.

Mark Wilson, neighbor on Lake Street, asked about the proposed timeline and when additional public hearings may take place.

Konkoski stated that the timeline for the sale of the parcel by Citizen Advocates to the Village is unknown. She

stated that the potential amendment to the Development Code to create the 'Public Safety Facilities' definition and incorporate it as an allowed use in the J2 district may go to the Village Board where that Board may call for a public hearing as soon as February 27th.

Wilson asked about any feasibility study for a zoning amendment and if that was up to the Development Board to decide tonight.

Konkoski stated that a recommendation for the amendment to the Development Code was requested of the Development Board by the Village Board and that the Village Board may take the recommendation and change it or proceed without it as they are the decision-making body. She added that there is not a feasibility study for an amendment.

Maggie Mortensen, neighbor on Bay Boulevard Way, asked about access to the garage area used for plowing and the Adult Center.

Konkoski stated that will remain with Citizen Advocates.

Linda Brown, asked the applicant to clarify the subdivision line.

Herrmann asked about wetlands on the site.

Konkoski stated that the wetlands have not been delineated yet.

Scollin stated that there are wetlands on the parcel that the Village is looking at, but that they are not in the area that may be developed.

Tony Coreli stated concern that the Village was already moving forward without listening to comments.

Pelletieri stated that the subdivision of this parcel is the only decision to be made tonight, and that is if the application meets all criteria for a subdivision in the Code. He stated that any proposed amendments to the Code can come from this Board as a recommendation.

Kochar asked about the process of Code amendments.

Domenico stated that the Development Board can examine the Code and determine where needs are for potential new definitions and uses, but that any permanent changes do come from the Village Board and their final version might not reflect the Development Board's recommendation.

Konkoski stated that there are still a number of uses that are allowed, with permitting, in the J2 district.

Weber asked the applicant if they are seeking APA approval.

Langdon stated that they are reaching out to the APA.

Pelletieri stated that the survey map does not include the wetland areas but that they have enough information to go on for the decision tonight regarding SEQR.

David Ryan, neighbor, stated that he believes there are wetlands in that area.

Pelletieri stated that if there are no other public comments that the Board will move to close the public hearing.

Motion to close the public hearing by Herrmann, seconded by Pelletieri.

Pelletieri asked for a Roll Call Vote.

Roll Call: Weber, yes; Cantwell-Jackson, yes; Herrmann, yes; Domenico, yes; and Pelletieri, yes. All in favor, public hearing closed.

Domenico asked about the subdivision line and if buildings adjacent to it will meet setbacks for that district.

Konkoski stated that yes, buildings and parking areas will still comply with side and front setbacks.

Domenico asked about the need for additional utilities or a utility easement.

Langdon stated that there is a proposed utility and access easement.

Weber stated that this proposed project meets all of the requirements for a minor subdivision.

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

Pelletieri asked for a Roll Call Vote.

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

Weber briefly described the purpose of the Village's Local Waterfront Revitalization Program (LWRP) as a program that sets out guidelines to help steer development across the Village.

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

Pelletieri asked for a Roll Call Vote.

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

Domenico asked about any conditions on approval of the minor subdivision.

Konkoski stated that the Board can include the language that the approval does not authorize any other new land use and development on either parcel and that all new land use and development on the parcels created

through this subdivision shall be in compliance with Village of Saranac Lake Code Chapter 106, Development Code.

Motion to approve minor subdivision with the conditions that 1) Approval of the two-lot subdivision does not authorize any other new land use and development on either parcel, and 2) all new land use and development on the parcels created through this subdivision shall be in compliance with Village of Saranac Lake Code Chapter 106, Development Code, by Weber, seconded by Domenico.

Pelletieri asked for a Roll Call Vote.

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

2) Application of: Allott, Site Plan Review, 644 Lake Flower Avenue

Stacey Allott, owner of Traverse Lodge and parcel where proposed project will take place, gave a brief overview of her project to the Board. She noted the three proposed structures for the site: an open-air pavilion, a bike storage shed, and a vendor shed.

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

Pelletieri asked for a Roll Call Vote.

Roll Call: Weber, yes; Cantwell-Jackson, yes; Herrmann, yes; Domenico, yes; and Pelletieri, yes. All in favor, public hearing opened.

Motion to close the public hearing by Herrmann, seconded by Pelletieri.

Pelletieri asked for a Roll Call Vote.

Roll Call: Weber, yes; Cantwell-Jackson, yes; Herrmann, yes; Domenico, yes; and Pelletieri, yes. All in favor, public hearing closed.

Domenico asked for clarification on the parcels.

Allott stated that there are two separate lots, one which has the Traverse Lodge which was recently improved and the other where she is proposing the 'rest area' for bikers, skiers, and guests.

Konkoski detailed the proposed structures as in compliance with the Development Code. She stated that the pavilion will be the principle structure and the vendor shed as a second principle structure with the bike storage shed as a secondary structure on site. She stated that all three meet dimensional standards and setbacks.

Allott stated that there may be temporary operations in place in the summer months as she is open to having a food truck on the site as well.

Konkoski stated that there may be a change to the Site Plan or submission of an Area Variance due to the parking, as proposed on the Site Plan, does not meet the standards for off-street parking design and screening. She reiterated that the applicant will need to either redesign the Site Plan or seek a variance.

Allott stated that she will evaluate the Site Plan to look to do that and asked for clarification on the additional approval.

Konkoski stated that if the parking remains, she can come before this Board to request a variance, or, in other words, an exception to the standards for parking in this district. This is per Development Code 106-81.

Herrmann asked about the square footage of the pavilion and if it meets requirements for principle structure and the setbacks.

Allott stated that it meets both of those requirements.

Domenico encouraged the applicant to look at signage.

Pelletieri asked about screening and removal of garbage and temporary bathrooms.

Allott addressed Board members' questions and comments while referencing the Site Plan. She stated that she will work with Konkoski to move forward with her application.

Konkoski stated that due to the required development referral to Essex County, this site plan review will be on the Development Board's March agenda for approval, and that the preliminary review was helpful for the applicant tonight.

3) Application of: Ferruzza, Site Plan Review, 11 Woodruff Street

Pelletieri stated that the Board will open the public hearing first, and then address questions from Board members with the applicant.

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

Pelletieri asked for a Roll Call Vote.

Roll Call: Weber, yes; Cantwell-Jackson, yes; Herrmann, yes; Domenico, yes; and Pelletieri, yes. All in favor, public hearing opened.

Ryan asked about the location of the project.

Jill Zagrobelny, neighbor, asked about the scope of the proposed project.

Stephen Ferruzza, applicant, gave an overview of the Site Plan and proposed business operations on site to the Board. He asked his project engineer to detail more of the Site Plan for the Board.

Tom Labombard, engineer for the project, described the proposed uses in the zoning district, E2, with the note that the second floor will be dedicated to a private residence and space for the commercial operation.

Jill Zagrobelny asked the Board about the Site Plan and the layout of the interior space close to the ADA bathroom.

Labombard described the layout of the first floor, referencing the Site Plan, and stated that the bathroom will be in the back, right side of the building.

Ferruzza stated that he sees the layout as open and flexible.

Mark and Jill Zagrobelny commented on the challenges and creative solutions to Woodruff Street's traffic and parking.

Konkoski asked about the proposed outdoor seating and the access. She also asked about the placement for garbage bins.

Ferruzza stated that he believes the proposed capacity of the garbage bins will be enough and that they will be screened from the street.

Labombard showed the outdoor seating area, the patio, to the Board members on the Site Plan.

Domenico stated that the stairwell is not shown on the ground floor. He asked about access to the apartment, if that stairwell will be removed, or how it will fit with the patio. Domenico suggested the garbage bins be moved to the back of the building rather than being between the patio and the sidewalk.

Labombard stated that the stairwell is there and will remain, adding that it is 2.5ft. to 3ft. max. He stated that the apartment utilizes those stairs.

Ferruzza stated that he has no problem moving those bins. He detailed the back of the property and stated that it may need to be cleaned up a bit.

Pelletieri addressed the applicant with a few questions and comments previously submitted to the Board by a Village property owner. This is included in the project file.

Cantwell-Jackson stated that the second floor is for a single-bedroom apartment and the restaurant. She asked about fire-wall separation and access.

Labombard stated that there is separation already and that the door to the apartment will not be accessible to the public.

Ferruzza stated that is the apartment he stays in. He stated that any resemblance of the shotty second apartment has been removed.

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

Pelletieri asked for a Roll Call Vote.

Roll Call: Weber, yes; Cantwell-Jackson, yes; Herrmann, yes; Domenico, yes; and Pelletieri, yes. All in favor, public hearing closed.

Weber stated that he would like to see where the property lines are delineated on a Site Plan.

Domenico stated that the egress for the residence and second floor restaurant use needs to be included on a Site Plan.

Cantwell-Jackson stated that the dedicated exit hallway needs to be included and the detail of the fire-wall suppression.

Labombard offered the second floor windows as a means of egress.

Pelletieri stated that the Board is looking at an incomplete Site Plan to make a decision on.

Konkoski stated that with a revised Site Plan, the Board will look for garbage bins in the back, the side stairwell on the ground floor, egress for the second floor, and fire-wall suppression.

Pelletieri stated that the Board will adjourn this project until the next available meeting date. He stated that the applicant can come back before the Board with the revised Site Plan on Tuesday, February 21st.

4) Review of Cannabis Use Local Law

Konkoski stated that there is now a final version of the Development Code amendment for Cannabis Uses with a Resolution to adopt the proposed local law included in the next Village Board agenda. She stated that any local Village law needs to comply with the Village's LWRP and that this Board is the approving body.

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

Pelletieri asked for a Roll Call Vote.

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

III. OLD BUSINESS

IV. NEW BUSINESS

Development Code Amendment for Public Safety Building- Konkoski introduced the request of the Development Board to put forth a recommendation on a proposed change to the Schedule #1: Allowed uses and the definitions in the Development Code. She stated that a recent amendment, within the past several years, added in the use of emergency services and definition of an ambulance service when the SLVRS was looking at a parcel on the western end of Woodruff Street. She stated that this definition does not detail the Village's proposed move to have all three emergency services occupying one site, so she looked across the Code at definitions and a new definition has been drafted for 'Public Safety Facilities.' She stated that the Development Board can also recommend where this new definition can fit within the allowed uses for zoning districts.

Pelletieri read the 'Development Code Amendment for Public Safety Facilities Memo' and asked each member for their thoughts on the proposed amendments, the current zoning, next steps and a few of the discussion questions.

Domenico stated that within the zoning districts where one emergency use is allowed, it may be appropriate to have each of the other uses allowed. He added that while the proposed 'Public Safety Facilities' use allows all three as a combined unit, why not allow each of the individual uses on their own where the use table already allows one as a standalone, like the ambulance service.

Weber asked about the capacity of what is needed for a proposed site to hold all three.

Mayor Williams stated that based on the work done so far by the committee and the consultants for the feasibility study, 70,000 sq.ft. is needed.

Domenico stated that is more than he would have thought, however, the 'Public Safety Facilities' as an allowed use, along with the three services allowed to exist individually, do fit the downtown historic feel and what some see as a good concentration of those services in the downtown area.

Pelletieri stated that the proposed review would be a Special Use Permit. He asked the members of the Board for any thoughts on that.

Domenico stated that seems appropriate, especially since all but the Government Office use, which requires a Site Plan Review, already require the Special Use Permit per the Code.

Wilson stated that J2 is very site specific.

Konkoski stated that current uses are residential and institutional, hence the allowed occupation/operation of Sunmount Developmental and Citizen's Advocates.

Wilson and Thill stated additional concerns as noted in the public hearing portion of the minor subdivision on tonight's agenda.

Pelletieri stated that the goal is to create minimal impact for a positive project.

Williams seconded that statement.

Konkoski confirmed with the Board members the minor edits to the 'Development Code Amendment for Public Safety Facilities Memo' and will move the Memo onto the Village Board.

The item of 'New Business' Public Hearings for Site Plan Review was tabled until the next meeting.

V. ADJOURNMENT

Motion to adjourn the meeting by Herrmann, seconded by Domenico.

Pelletieri asked for a Roll Call Vote.

Roll Call: Weber, yes; Cantwell-Jackson, yes; Herrmann, yes, from outside of the Village Board Room; Domenico, yes; and Pelletieri, yes. All in favor, meeting adjourned.

Meeting was officially adjourned at 8:43pm.

Meeting Minutes prepared by Cassandra Hopkins, Administrative Assistant.