



# Village of Saranac Lake

Community Development Department

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 – 4150

Fax: (518) 891 – 1324

Web Site: [www.saranaclakeny.gov](http://www.saranaclakeny.gov)

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## DEVELOPMENT BOARD MEETING AGENDA 5:00PM TUESDAY, October 7, 2025

This meeting will be held in the Village Board Room and may be viewed through ZOOM  
Enter at the side door of the building, 39 Main Street

<https://us02web.zoom.us/j/5184919884?pwd=Nk5ISVZQNjgvdS9tbitMZG93M2xZUT09>

Meeting ID: 518 491 9884

Passcode: 704556

### A. Approval of Minutes

- September 2, 2025 Meeting Minutes

### B. Application of: Cynthia Thomsen, Special Use Permit for Hosted STR at 51 Front Street, Saranac Lake, NY 12983 (Tax Map #447.78-1-2)

#### Public Hearing

- Public Hearing for the Application of: Cynthia Thomsen, Special Use Permit for Hosted STR at 51 Front Street, Saranac Lake, NY 12983 (Tax Map #447.78-1-2)

#### Board Action

- Application of: Cynthia Thomsen, Special Use Permit for Hosted STR at 51 Front Street, Saranac Lake, NY 12983 (Tax Map #447.78-1-2)

### C. Application of: Wms Bros Holdings, LLC, Site Plan Review for multi-use and office space at 20 Bloomingdale, Saranac Lake, NY 12983. (Tax Map # 447.69-7-3)

#### Public Hearing

- Public Hearing for the Application of: Wms Bros Holdings, LLC, Site Plan Review for multi-use and office space at 20 Bloomingdale, Saranac Lake, NY 12983. (Tax Map # 447.69-7-3)

#### Board Action

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### D. OLD BUSINESS

### E. NEW BUSINESS

### F. ADJOURNMENT



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## DEVELOPMENT BOARD

### MEETING AGENDA 5:00PM

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This meeting will be held in the Village Board Room and may be viewed through ZOOM

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Meeting ID: 518 491 9884

Passcode: 704556

### ATTENDANCE

#### Development Board Members:

Bill Domenico, Present

Rick Weber, Present

Meg Cantwell-Jackson, Present

Dan Reilly, Present

### A. Approval of Minutes

- July 8, 2025 Meeting Minutes by Reilly, seconded by Weber  
Weber asked for a Roll Call Vote.  
Roll Call: Cantwell-Jackson, yes; Domenico, yes; Weber, yes; Reilly, yes. Meeting minutes approved.
- August 5, 2025 Meeting Minutes by Cantwell-Jackson, seconded by Domenico  
Weber asked for a Roll Call Vote.  
Roll Call: Cantwell-Jackson, yes; Domenico, yes; Weber, yes; Reilly, yes. Meeting minutes approved.

### B. Application of: Lake Colby, LLC, Minor Subdivision for Tax Map #: 446.43-1-3.100

The applicant is proposing to subdivide a parcel located along Route 86 for future use. The existing storage facility is situated entirely on one lot, with half of the property located within the Village and the other half in the Town of Harrietstown. The sidewalk lies within the NYS DOT right-of-way. Currently, the parcel includes a gravel edge, with the blacktop running diagonally across the lot. The rear portion of the property quickly transitions into vegetated, elevated terrain.

### Public Hearing

Public Hearing for the Application of: Lake Colby LLC, Minor Subdivision for Tax Map #: 446.43-1-3.100

- Motion to open the public hearing by Cantwell-Jackson Second: Weber  
Weber asked for a Roll Call Vote.  
Roll Call: Domenico, yes; Weber, yes; Reilly, yes; Cantwell-Jackson, yes. All in favor, public hearing opened.
- Motion to close the public hearing by Weber Second: Domenico  
Weber asked for a Roll Call Vote.  
Roll Call: Domenico, yes; Weber, yes; Cantwell-Jackson, yes; Reilly, yes. All in favor, public

hearing closed.

### Board Action

- Application of: Lake Colby, LLC, Minor Subdivision for Tax Map #: 446.43-1-3.100
  - Motion to issue a negative declaration for purposes of SEQR  
Motion: Reilly seconded by: Cantwell-Jackson  
Weber asked for a Roll Call Vote.  
Roll Call: Domenico, yes; Weber, yes; Cantwell-Jackson, yes; Reilly, yes. All in favor, declaration moved.
  - Motion to find the project in conformance with LWRP policy standards and conditions  
Motion: Cantwell-Jackson seconded by: Reilly  
Weber asked for a Roll Call Vote.  
Roll Call: Domenico, yes; Weber, yes; Cantwell-Jackson, yes; Reilly, yes. All in favor, declaration moved.
  - Motion to approve Minor Subdivision  
Motion: Cantwell-Jackson seconded by: Domenico  
Weber asked for a Roll Call Vote.  
Roll Call: Domenico, yes; Weber, yes; Cantwell-Jackson, yes; Reilly, yes. Declaration moved.

**C. Application of:** Rob Carr, Special Use Permit for a hosted Short-Term Rental at 165 Neil Street, Saranac Lake, NY 12983. (Tax Map #446.76-3-12)

The applicant initially planned to place a prefabricated unit at the rear of the property. However, after consultation with the Community Development Director, it was determined that the lot configuration results in the property having two front yards, which prohibits the placement of an accessory unit.

The applicant currently has an existing structure on the property that could be converted into a small short-term rental unit, with the potential for future long-term rental use. The applicant has been interested in investing in this structure for several years. A basic floor plan has been submitted, showing the layout. Parking will be accommodated in the existing large driveway, which provides ample space. Utilities would be drawn from the applicant's property.

The structure is located in a private, quiet area with minimal potential disturbance to neighbors. The applicant has previously operated Airbnbs and is familiar with the requirements. The existing building is currently used as a garden shed and does not have interior partitions, but the proposal includes adding a full bathroom, kitchen, and other necessary amenities. The applicant has delayed investment until receiving approval.

### Public Hearing

Public Hearing for the Application of: Rob Carr, Special Use Permit for a hosted Short-Term Rental at 165 Neil Street, Saranac Lake, NY 12983. (Tax Map #446.76-3-12)

- Motion to open the public hearing by Cantwell-Jackson Second: Domenico  
Weber asked for a Roll Call Vote.  
Roll Call: Domenico, yes; Weber, yes; Reilly, yes; Cantwell-Jackson, yes. All in favor, public hearing opened.
- Motion to close the public hearing by Domenico Second: Cantwell-Jackson  
Weber asked for a Roll Call Vote.  
Roll Call: Domenico, yes; Weber, yes; Cantwell-Jackson, yes; Reilly, yes. All in favor, public hearing closed.

### Board Action

- Application of: Rob Carr, Special Use Permit for a hosted Short-Term Rental at 165 Neil Street, Saranac Lake, NY 12983. (Tax Map #446.76-3-12)
  - Motion to issue a negative declaration for purposes of SEQR  
 Motion: Reilly seconded by: Cantwell-Jackson  
 Weber asked for a Roll Call Vote.  
 Roll Call: Domenico, yes; Weber, yes; Cantwell-Jackson, yes; Reilly, yes. All in favor, declaration moved.
  - Motion to find the project in conformance with LWRP policy standards and conditions  
 Motion: Domenico seconded by: Cantwell-Jackson  
 Weber asked for a Roll Call Vote.  
 Roll Call: Domenico, yes; Weber, yes; Cantwell-Jackson, yes; Reilly, yes. All in favor, declaration moved.
  - Motion to approve Special Use Permit for a hosted Short-Term Rental with conditions a building permit is received within a year and a certificate of occupancy is obtained.  
 Motion: Domenico seconded by: Weber  
 Weber asked for a Roll Call Vote.  
 Roll Call: Domenico, yes; Weber, yes; Cantwell-Jackson, yes; Reilly, yes. Declaration moved.

#### **D. OLD BUSINESS**

- Status of Development Code Updates – Scheduled for October 14 at 5pm

#### **E. NEW BUSINESS**

#### **F. ADJOURNMENT**

Motion to adjourn the meeting.

Motion: Reilly Second: Cantwell-Jackson

Weber asked for a Roll Call Vote.

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

Meeting was officially adjourned at 5:49 pm.

Meeting Minutes prepared by; Community Development Administrative Assistant, Bayle Reichert



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APPLICATION #:	DB2025-026
Major <input type="checkbox"/>	Minor <input checked="" type="checkbox"/>
DATE RECEIVED:	9/19/25
DATE PAID:	9/19/25

## SPECIAL USE PERMIT APPLICATION REQUIREMENTS

Incomplete application forms, site plans, or SEQR forms (when applicable) will not be accepted. If you have questions when filing out the application, please contact the Community Development Department.

1. **Pre-application Conference** – Before filing a formal application, an informal pre-submission conference with the Director is recommended to discuss the nature of the proposed use and to determine the specific information that will need to be submitted.

2. **Mandatory staff review submission:**

- A. **Submit one electronic copy of the following:**

- ☒ **Special Use Permit Application Form, signed**
  - ☐ **Site Plan Review Checklist**
  - ☒ **Site Plan Drawings/Maps**, for new construction: include Elevation Drawings
  - ☒ **Environmental Assessment Form** – complete Part 1 (check with Director on whether to complete the Full or Short form)
  - ☐ **Waterfront Assessment Form (WAF)** - complete Section 1 only
  - ☐ Drawing of proposed sign(s) (if applicable)
  - ? ☐ **For Pre-Existing STR application:** submit proof of operation as of January 31, 2023<sup>1</sup>

- B. **Application fee of \$300.00.** Make check payable to Village of Saranac Lake.

3. **Final submission for review by the Development Board:**

- A. **Submit one hard copy + one digital copy of the application packet. Site Plan to be at a scale that is suitable for the proposed development relative to its size and is sufficiently legible for the required review to occur. Digital copy should be sent to [comdevassist1@saranaclakeny.gov](mailto:comdevassist1@saranaclakeny.gov).**

- ☐ **Special Use Permit Application Form, signed**
  - ☐ **Site Plan Review Checklist**
  - ☐ **Site Plan Drawings/Maps**, for New construction: include Elevation Drawings
  - ☐ **Environmental Assessment Form** – complete Part 1
  - ☐ **Waterfront Assessment Form (WAF)** - complete Section 1 only
  - ☐ **Drawing of proposed sign(s)** (if applicable)

The application shall be accompanied by the information listed above. The Community Development Director may require additional submission materials if determined appropriate for the nature and scale of the proposed project. The pre-application conference may be used to determine the application requirements. The information above should be emailed and brought to the Village of Saranac Lake at least three weeks prior to the scheduled Development Board meeting in order to be placed on the agenda. The Board meets on the first Tuesday of each month at 5:00pm in the Village Board Room, 39 Main St., Saranac Lake, NY 12983

<sup>1</sup> Acceptable documentation includes: 1. A Franklin or Essex County Certificate of Authority to collect occupancy tax.

2. Proof of operation as a STR between January 31, 2022, and January 31, 2023.

## SPECIAL USE PERMIT APPLICATION

Applicant Information	
Applicant Name	Cynthia Thomsen
Applicant Address	51 Front Street Saranac lake NY
Mailing Address, If Different	83 Broadway Saranac lake NY
Applicant Email	Cthomsen49@gmail.com
Applicant Phone	914-469-8540

If Different from Project Applicant	
Property Owner Name	
Property Owner Address	
Mailing Address, If Different	
Property Owner Email	
Property Owner Phone	

### Project Information

1. Project Address 51 Front Street  
Saranac lake NY 12983
2. Tax Map # 447.78-1-2
3. Zoning District D1
4. Current Lot Size 0.202
5. Building square footage 3442 ☒ Existing ☐ Proposed
6. Property/Building use
  - a. Present use of property, (i.e., commercial, residential, mixed, vacant):
  - b. Proposed use of property: owner occupied - STR
  - c. For mixed-use buildings: NA

Level	Current Use	Proposed Use
Basement	Storage	
1st	Has 2 units	owner occupied / STR
2nd	Has 2 units	<del>STR</del> Long Term Rentals
3rd		

7. Will development be phased? ☒ NO ☐ YES If yes, explain in a narrative:

51 Front

**Bruce Thomsen 121 Main Street, Saranac Lake NY 12983, Property Description**

- This is a multifamily building with 4 separate units throughout. It has a basement with all utilities not accessible to guests.
- Parking is offered in the front of house; there are 4 parking spots in the lot as well as street parking when available. All units enter the building via the front door. *1 spot per unit*
- Upon entering the building via the front entrance Unit 1 and Unit 2 are on the first floor. Unit 3 and Unit 4 entrance are up the main staircase to the 2<sup>nd</sup> floor.
- In addition to the front main entrance, Unit 2 (owners 'unit') has a private entrance as well in the back yard.
- There is extra storage space for any of guests with extra equipment bikes, skis, hiking equipment, kayak or anything else they may need to store while they are staying at the units.
- Spacious backyard
- Private Laundry room and Foyer when entering unit 1 for all guest to use.

**Floor One:**

- **Unit 1:** 1-bedroom 13x12, 1-bathroom, eat in kitchen, living room dining room, plenty of closet space.
- **unit 2:** Owners unit, 1-master bedroom 9x10, second bedroom 9x10, 1-bathroom
- open floorplan to kitchen, living room and dining room combined. Sliding doors to out side deck plenty of storage space

**Floor Two:**

- **Unit 3:** Has 2 bedrooms, Master bedroom 10x9'6, second bedroom 10x9'6,
- 1 full bathroom, open floor plan to dining room, living room, kitchen.
- **Unit 4:** Has 2 bedrooms. The master bedroom 11x10 with an additional space for sitting room and relaxing, bedroom 10x9, open floor plan for living room, kitchen, dining room, Bathroom.

Office and game room on second floor for all guest to use, across from unit 3.

**The kitchens in all the units are fully set for all cooking needs and plenty of storage throughout the unit**

*CEO to inspect -*

8. Please provide a written description of proposed structures and improvements. Include all of the following information that applies to the project: *see Attache 1*
- Describe primary and secondary uses *owner occupied & Short term Rental + LTR*
  - Proposed interior changes *None*
  - Day/hours of operation *365 days - In by 3pm Out by 10 AM*
  - Utilities- will you connect to existing utilities or install new? *existing*
  - Anticipated number of residents, users, shoppers, employees, etc. as a result of this project *NA*
  - Exterior features to be added/changed, (i.e., lighting fixtures, signage, decorative elements, doors, windows, siding, painting, etc.) *None*
  - For residential, mixed-use buildings, or STRs, include a number of dwelling units by size (efficiency/studio, one-bedroom, two-bedroom, three or more bedroom) *see Attached*
  - Parking plan *4 spaces*
  - Proposed Landscaping *None*
  - Garbage storage *side of house*
  - Explain the need for managing stormwater and drainage facilities that will be utilized in preventing flooding and erosion *NA*



9. State and federal permit or approvals needed, (i.e., SHPO, APA, DEC, DOT, or Other)

None

10.

If you are operating a new business at the project location, provide the following information	
Name of Business	None
Hours of Operation	None

In granting or denying special use permits, the Development Board shall take into consideration the scale of the proposed project and the need to maintain the historic, close-knit building pattern in the Village and compatibility among adjoining land uses. If the applicant proves the proposed project meets the review criteria, they are entitled to the Special Use Permit. Conversely, if the applicant fails to address or satisfy any one or part of the review criteria then they are not entitled to the Special Use Permit.

Criteria to be addressed:

11. Explain how the proposed use will not have a substantial or undue adverse effect upon adjacent property, traffic conditions, parking, and other matters affecting the public health, safety and general welfare. Does the project include buffers or screening from neighboring properties and public roads?

No substantial or undue adverse effects upon adjacent properties.

12. Provide evidence and information which demonstrates that the proposed use will not substantially impact the nature and character of the surrounding neighborhood.

Was already a short term rental x2.  
No impact to neighborhood.

13. Provide information which demonstrates that the proposed use will be adequately served by storm drainage structures, water, sanitary sewers, off-street parking, access to public roads to handle projected traffic volumes, fire and police protection, and solid waste disposal, and any other services that may be relevant to your project.

Was already a STR. Will be adequately served by utilities.

14. Explain how the project safely accommodates bicycle and pedestrian travel to/from the site. Explain how the project will impact pedestrian safety, either positively or negatively.

Front Street is part of Helen Hill and Walkable to Downtown.

15. Is the property suitable for the proposed project considering the lot size, location, topography, vegetation, soils and hydrology?

Yes, property is suitable for air bnb.

16. How will your project avoid the loss, destruction, or damage to any natural, historic, and scenic resources of the village through design, layout of structures, provision of buffer areas, and operation of the proposed use?

There will be no loss or destruction.

17. Is the project consistent with the village goal of concentrating retail uses in villages, avoiding strip commercial development, and locating nonresidential uses that are incompatible with residential use on well-buffered properties?

Yes, project is consistent with village goals.

18. Will the proposed use result in excessive noise, dust, odors, solid waste, or glare, create any other nuisances, or result in the introduction of invasive species?

Proposed use will not result in excessive noise, dust, etc.

19. Explain why your proposed use will not be more objectionable than would development of uses that are permitted by right (allowed uses that do not require a special use permit)? Consider the environmental, social and economic impacts of traffic, noise, dust, odors, solid waste, glare or any other nuisances.

Already an STR. Going from 2 permits to 1 permit.

20. Is the project located within a historic building? ☒ NO ☐ YES  
 historic district? ☒ NO ☐ YES

To check if your property falls within a historic district or is on the National Register, visit the Cultural Resource Information System (CRIS) website and use the mapping tool: [cris.parks.ny.gov](http://cris.parks.ny.gov)

21. Please list any professionals who will be assisting you with your application None

Name	Company	Profession	Phone	Email

Applicant's Signature Cynthia Thome Date 9/19/25

Property Owner's Signature Cynthia Thome Date 9/19/25

For Office Use Only - Essex County Referral		
Property is located within 500 feet of:	Y	N
Property located in Essex County	<input type="checkbox"/>	<input type="checkbox"/>
Municipal boundary (village or town)	<input type="checkbox"/>	<input type="checkbox"/>
County or State Parks	<input type="checkbox"/>	<input type="checkbox"/>
County or State Roads	<input type="checkbox"/>	<input type="checkbox"/>
County or State Facilities	<input type="checkbox"/>	<input type="checkbox"/>



	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: <u>NA</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: <u>Existing</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: <u>Existing</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p>	<b>NO</b>	<b>YES</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p>	<b>NO</b>	<b>YES</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p>	<b>NO</b>	<b>YES</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: <u>Cynthia Thomsen</u> Date: <u>9/19/25</u></p> <p>Signature: <u>Cynthia Thomsen</u></p>		





## Village of Saranac Lake

Community Development Department  
39 Main St.  
Saranac Lake, NY 12983  
Phone (518) 891-0490  
Fax (518) 891-5928  
[www.saranaclakeny.gov](http://www.saranaclakeny.gov)

### VILLAGE OF SARANAC LAKE WATERFRONT ASSESSMENT FORM (WAF)

#### Section A. Instructions

Instructions: Applicants or, in the case of direct actions, Village agencies, shall complete this WAF for proposed actions which are subject to the LWRP consistency review law. This assessment is intended to supplement other information used by a Village agency in making a determination of consistency with the Village's Local Waterfront Revitalization Program.

Before answering the questions in Section C, the preparer of this form should review the policies and explanations of policy contained in the Local Waterfront Revitalization Program (LWRP), a copy of which is on file in the Village of Saranac Lake, 39 Main St., Second Floor, Saranac Lake, NY 12983 or online at [www.saranaclakeny.gov](http://www.saranaclakeny.gov). A proposed action should be evaluated as to its significant beneficial and adverse effects upon the waterfront area.

If any question in Section C on this form is answered "yes", then the proposed action may affect the achievement of the LWRP policy standards and conditions contained in the consistency review law. Thus, the actions should be analyzed in more detail and, if necessary, modified prior to making a determination that it is consistent to the maximum extent practicable with the LWRP policy standards and conditions. If an action cannot be certified as consistent with the LWRP policy standards and conditions, it shall not be undertaken.

#### SECTION B. Description of Site and Proposed Action

1. Name of applicant: <u>Cynthia Thomsen</u>		3. Telephone Number: <u>914-469-8540</u>	
2. Mailing address: <u>83 Broadway Saranac Lake NY 12983</u>		5. Tax Map # (s): <u>447-78-1-2</u>	
4. Location of action: <u>51 Front St Saranac Lake NY 12983</u>		7. Present land use(s): <u>Residential Home</u>	
6. Size of site: <u>3442</u>		9. Percentage of site which contains slopes of 15% or greater: <u>Not greater than 15%</u>	
8. Present zoning classification: <u>D1</u>			
10. Type of action (check appropriate response) <input type="checkbox"/> Directly undertaken (e.g. capital construction, planning activity, agency regulation, land transaction) <input type="checkbox"/> Financial assistance (e.g. grant, loan, subsidy) <input checked="" type="checkbox"/> Permit, approval, license, certification <input type="checkbox"/> Agency undertaking action:			
11. Streams, lakes, ponds, or wetlands existing within or continuous to the project area? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, Waterbody Name: _____ Waterbody Size (in acres): _____			
12. Describe nature and extent of action: <u>owner occupied and STR Permit approval</u>			
13. Describe any unique or unusual land forms on the project site (i.e. bluffs, ground depressions, other geological formations): <u>None</u>			
14. Will the action be directly undertaken, require funding, or approval by a State or Federal Agency? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, which State or Federal Agency? _____			

**1. Will the proposed action have a significant effect upon:**



**SECTION E. Preparer Information**

Preparer's Name (Please print):

Katrina Glynn

Title:

Community Development Director

Organization Name:

Village of Saranac Lake Development Board

Phone Number:

518-891-4150 x235

Signature:

Katrina Glynn

Date:

9/19/2025

**SECTION F. Determination of LWRP Consistency (To be completed by the Planning Board)**

The Village of Saranac Lake Planning Board finds that the above referenced project is:

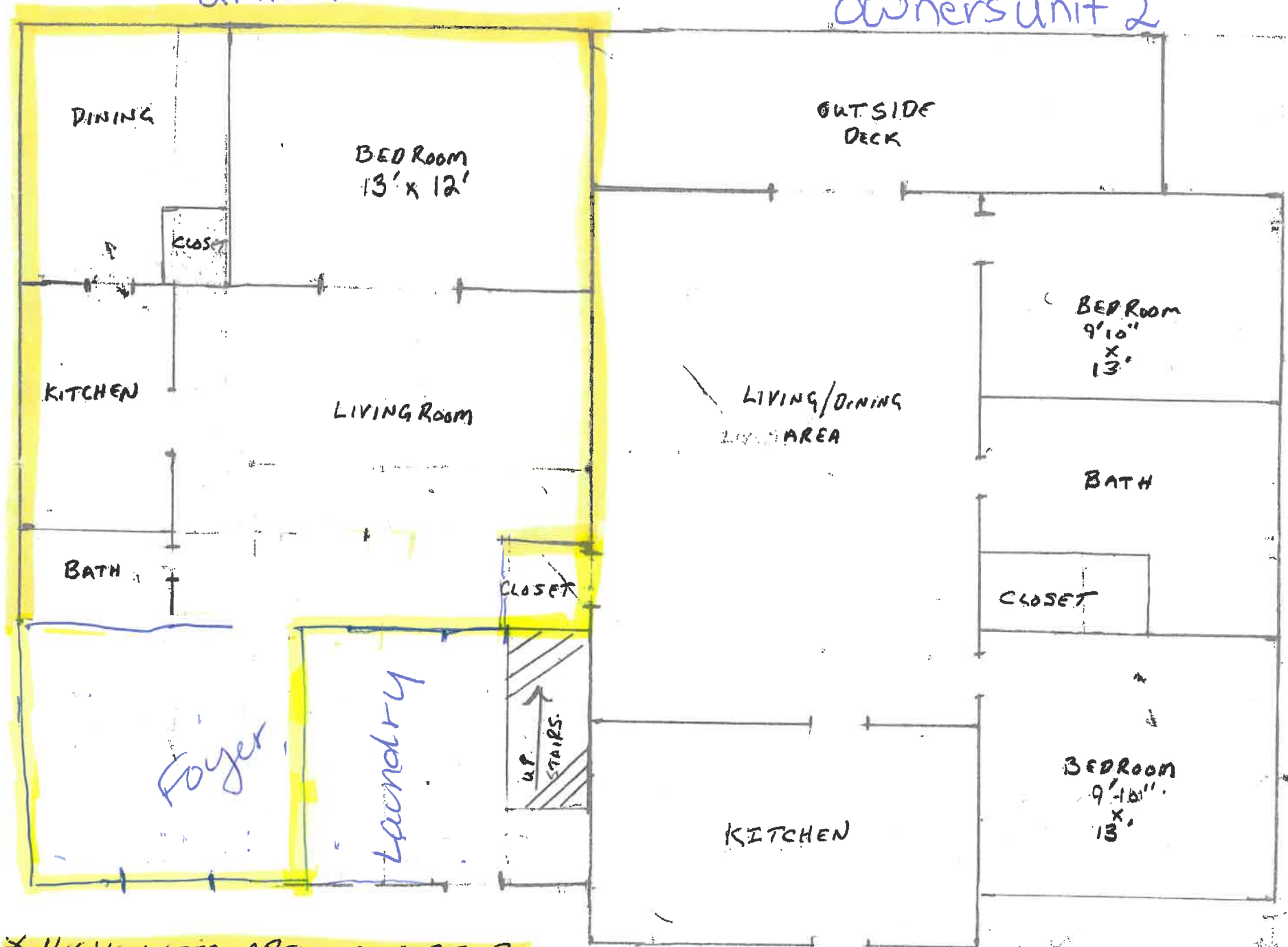
- ☐ consistent with LWRP policy standards and conditions.
- ☐ not consistent with LWRP policy standards and conditions and shall not be undertaken.

\_\_\_\_\_  
Print Name of Planning Board Chair\_\_\_\_\_  
Signature of Planning Board Chair\_\_\_\_\_  
Date

unit 1

FLOOR

Owners unit 2



\* HIGHLIGHTED AREA IS AIRBNB

Entrance











## Village of Saranac Lake - Planning Department

39 Main St.

Saranac Lake, NY 12983

Phone (518) 891-4150

[www.saranaclakeny.gov](http://www.saranaclakeny.gov)

### Instructions:

- A complete application must include a Site Plan with all information pertinent to the project (a site plan example is attached)
- Site Plan Review application fee - \$250.00
- SEQR - Short Environmental assessment form, part 1 (attached)
- WAF - Waterfront Assessment Form, section B (attached)
- Incomplete applications will not be placed on the Development Board agenda
- Dependent on the project scope, a public hearing may be required: <https://ecode360.com/31626259>
- Site Plan regulations can be found at: <https://ecode360.com/31626635>

### SITE PLAN REVIEW APPLICATION

Project Address: 20 BLOOMINGDALE AVE		Tax Map #: 447.69-7-3	Zoning District: E2
Property Owner Name: STURDY OIL CORPORATION		Applicant Name (if different): WMS BROS HOLDINGS LLC	
Address: P.O. BOX 349		Address: 964 KIWASSA LAKE RD.	
City: SARANAC LAKE	State: NY	City: SARANAC LAKE	State: NY
Phone: 518-524-7019	Zip: 12983	Phone: 949-275-8916	Zip: 12983
Email: tom@hydefuel.com		Email: 891williams@gmail.com	

Please provide a written description of the project with relevant details, i.e., days/hours of operation, proposed exterior changes.

### Narrative

SEE ATTACHED

Property Owner Signature(required):

Date:

9/19/25

Applicant Signature(if different):

Date:

9/19/25



## Village of Saranac Lake

Community Development Department  
39 Main St.  
Saranac Lake, NY 12983  
Phone (518) 891-0490  
Fax (518) 891-5928  
[www.saranaclakeny.gov](http://www.saranaclakeny.gov)

### VILLAGE OF SARANAC LAKE WATERFRONT ASSESSMENT FORM (WAF)

#### Section A. Instructions

Instructions: Applicants or, in the case of direct actions, Village agencies, shall complete this WAF for proposed actions which are subject to the LWRP consistency review law. This assessment is intended to supplement other information used by a Village agency in making a determination of consistency with the Village's Local Waterfront Revitalization Program.

Before answering the questions in Section C, the preparer of this form should review the policies and explanations of policy contained in the Local Waterfront Revitalization Program (LWRP), a copy of which is on file in the Village of Saranac Lake, 39 Main St., Second Floor, Saranac Lake, NY 12983 or online at [www.saranaclakeny.gov](http://www.saranaclakeny.gov). A proposed action should be evaluated as to its significant beneficial and adverse effects upon the waterfront area.

If any question in Section C on this form is answered "yes", then the proposed action may affect the achievement of the LWRP policy standards and conditions contained in the consistency review law. Thus, the actions should be analyzed in more detail and, if necessary, modified prior to making a determination that it is consistent to the maximum extent practicable with the LWRP policy standards and conditions. If an action cannot be certified as consistent with the LWRP policy standards and conditions, it shall not be undertaken.

#### SECTION B. Description of Site and Proposed Action

1. Name of applicant: <b>WMS BROS HOLDINGS LLC (SAMUEL WILLIAMS MEMBER)</b>		3. Telephone Number: <b>949-275-8940</b>
2. Mailing address: <b>79 MAIN ST.</b>		5. Tax Map # (s):
4. Location of action: <b>20 BLOOMINGDALE AVE</b>		
6. Size of site: <b>.389 ACRES</b>	7. Present land use(s): <b>Commercial, Retail</b>	
8. Present zoning classification: <b>E2</b>	9. Percentage of site which contains slopes of 15% or greater: <b>0</b>	
10. Type of action (check appropriate response) <input type="checkbox"/> Directly undertaken (e.g. capital construction, planning activity, agency regulation, land transaction) <input type="checkbox"/> Financial assistance (e.g. grant, loan, subsidy) <input checked="" type="checkbox"/> Permit, approval, license, certification <input type="checkbox"/> Agency undertaking action:		
11. Streams, lakes, ponds, or wetlands existing within or continuous to the project area? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, Waterbody Name: Waterbody Size (in acres):		
12. Describe nature and extent of action: <b>Site plan review for existing building</b>		
13. Describe any unique or unusual land forms on the project site (i.e. bluffs, ground depressions, other geological formations):		
14. Will the action be directly undertaken, require funding, or approval by a State or Federal Agency? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, which State or Federal Agency?		





**SECTION E. Preparer Information**

Preparer's Name (Please print):

Katrina Glynn

Title:

Community Development Director

Organization Name:

Village of Saranac Lake

Phone Number:

518-891-4150 x235

Signature:

Katrina Glynn

Date:

9/19/25

**SECTION F. Determination of LWRP Consistency (To be completed by the Planning Board)**

The Village of Saranac Lake Planning Board finds that the above referenced project is:

- ☐ consistent with LWRP policy standards and conditions.  
☐ not consistent with LWRP policy standards and conditions and shall not be undertaken.

\_\_\_\_\_  
Print Name of Planning Board Chair\_\_\_\_\_  
Signature of Planning Board Chair\_\_\_\_\_  
Date

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

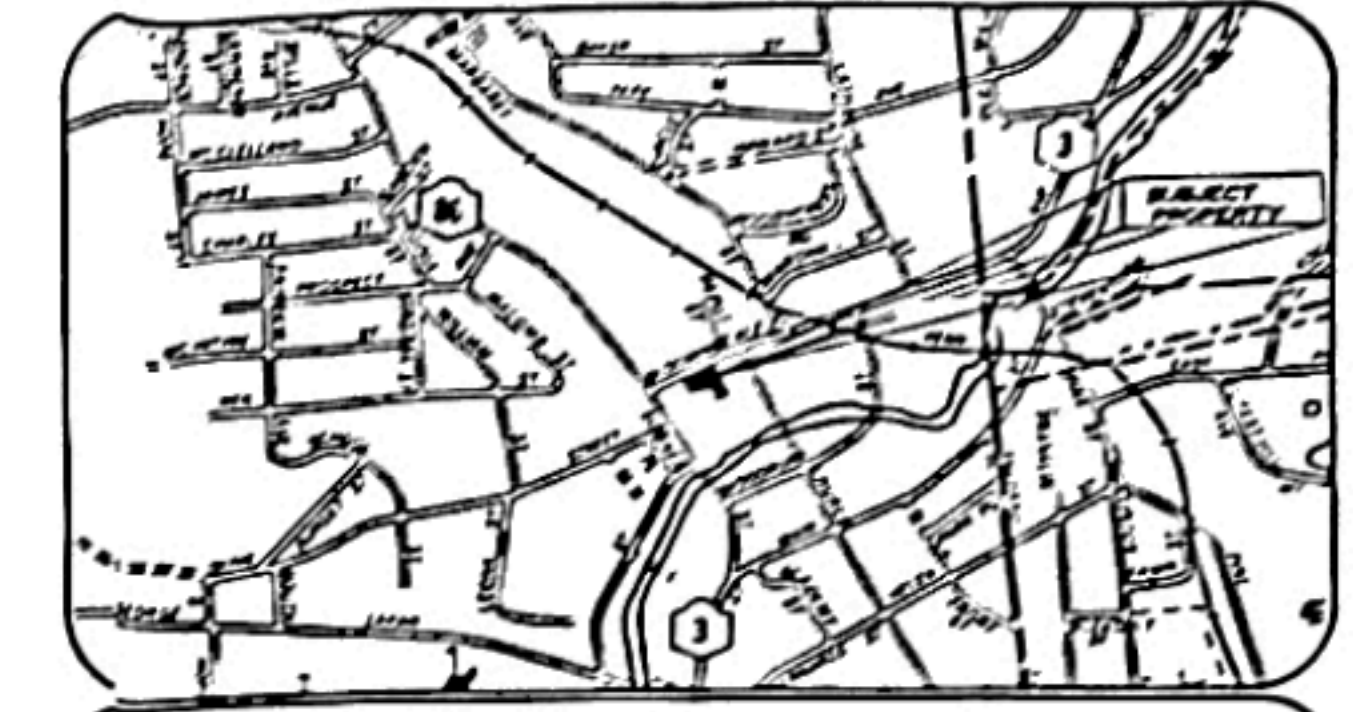
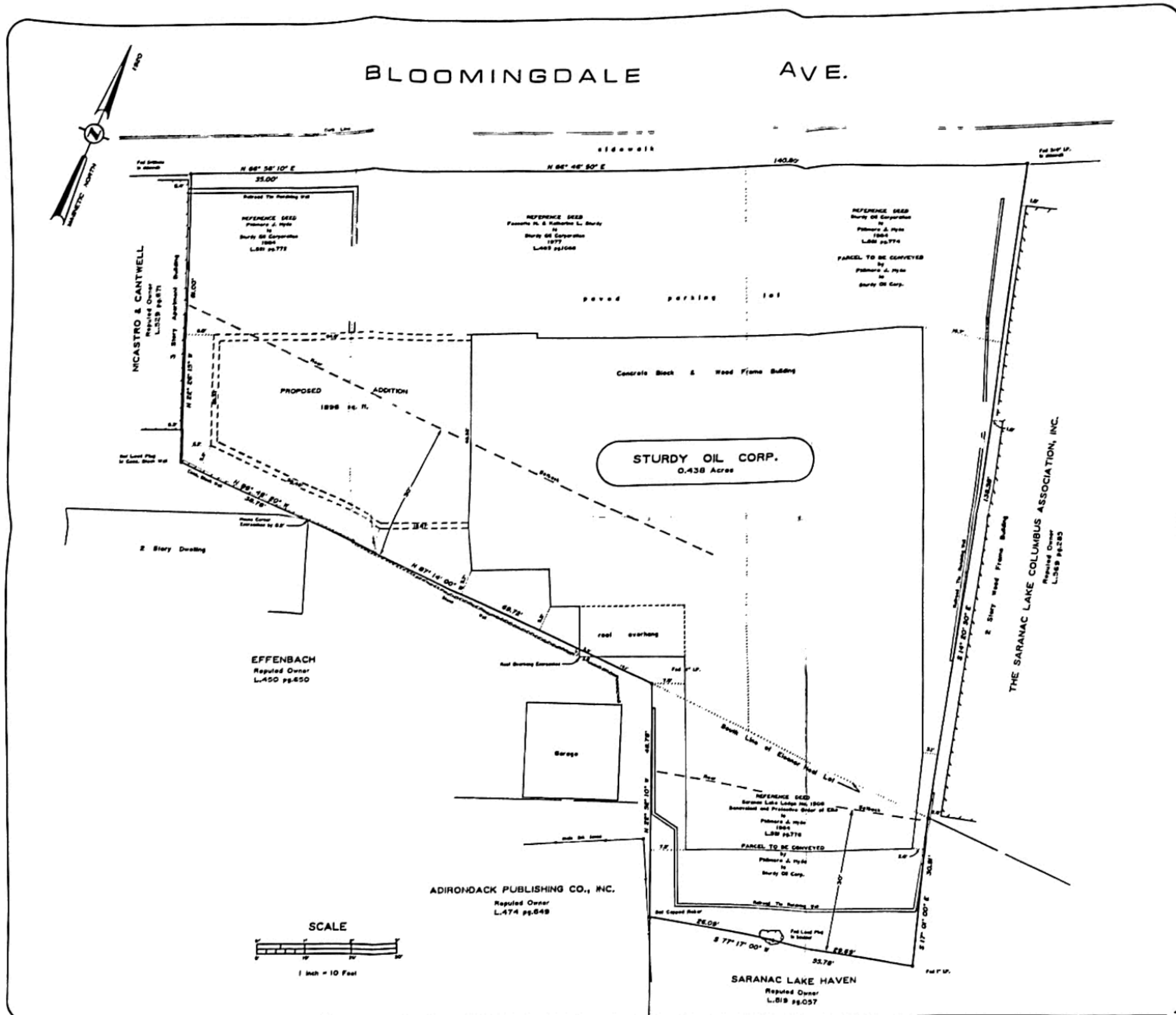
**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
WMS BROS HOLDINGS LLC			
Name of Action or Project: SITE PLAN REVIEW FOR MULTI USE BUILDING			
Project Location (describe, and attach a location map): 20 BLOOMINGDALE AVE SARANAC LAKE, NY 12983			
Brief Description of Proposed Action: SEE ATTACHED			
Name of Applicant or Sponsor:		Telephone: 949-275-8916	
WMS BROS HOLDINGS LLC (James Williams)		E-Mail: 891williams@gmail.com	
Address: 964 KIWASSA LAKE RD.			
City/PO: SARANAC LAKE		State: NY	Zip Code: 12983
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<input checked="" type="checkbox"/> <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			NO YES
If Yes, list agency(s) name and permit or approval:			<input checked="" type="checkbox"/> <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ acres	
b. Total acreage to be physically disturbed?		8 _____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> WMS BROS HOLDINGS LLC Applicant/sponsor name: <u>JAMES WILLIAMS</u> Date: <u>9/19/25</u> Signature: <u><i>Jim Williams</i></u>		



**LOCATION MAP**  
NEW YORK STATE DEPT. OF TRANSPORTATION  
Village of Saranac Lake Area

**NOTES**

**MAP REFERENCES**  
See Map entitled "Map Showing Survey of Property for Fosselle H. Sturdy and Katherine L. Sturdy" by Glenn D. Odone, PLS dated January 6, 1978.  
See Map entitled "Sketch Showing Survey of Property for Sturdy Oil Corporation" by Glenn D. Odone, PLS dated October 26, 1984 and revised December 20, 1984

**ZONING**  
Subject Property is located within the E-2 Planning Area and is subject to the current zoning regulations as adopted by the Village of Saranac Lake.

**Property Survey**  
Prepared for  
**STURDY OIL CORP.**

Situate in  
PART OF THE ELEANOR NEAL LOT TOWNSHIP 21  
GREAT TRACT ONE MACOMB'S PURCHASE  
VILLAGE OF SARANAC LAKE  
TOWN OF HARRISTOWN  
STATE OF NEW YORK

**SURVEYORS CERTIFICATION**  
This map and the survey on which it is based was prepared in accordance with the standard code of practice for Land Surveys as adopted by the New York State Association of Professional Land Surveyors.  
CERTIFIED TO: STURDY OIL CORP.

**DATE OF SURVEY** MARCH 16, 1993  
**DATE LAST REVISED**

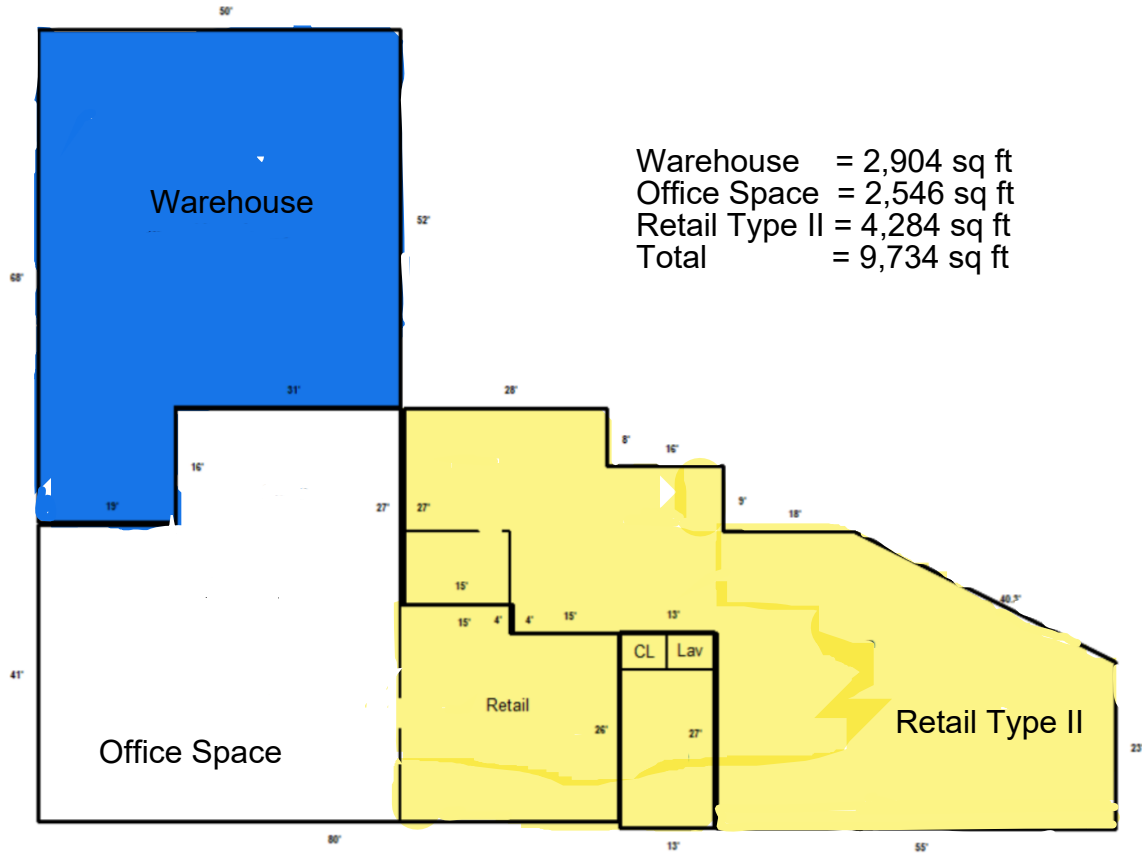
DRAFTED BY: Glenn D. Odone, Jr.

**GLENN D. Odone**  
Professional Land Surveyor  
SARANAC LAKE, NEW YORK





## BUILDING SKETCH & AREA CALCULATIONS



## Site Plan Review for Bloomingdale Ave.

### **Proposed Multi-Use Building (Existing Retail Type II and Conversion to Office Space)**

Converting an existing **9,734 sq ft** retail type II space into a **multi-use building** with:

- **7,188 sq ft** for **rail trail rental inclusive of warehouse (continues to be a retail type II)**
- **2,546 sq ft** for newly renovated **office space rental**

The building will remain retail-focused but add office use, becoming a **multi-use commercial building**.

Signage to be designed in accordance with village signage standards, and necessary permitting. Garbage to be kept on site/inside. 20 parking spots available. No planned exterior changes.



