



Village of Saranac Lake

Community Development Department

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DEVELOPMENT BOARD DRAFT MEETING MINUTES TUESDAY, FEBRUARY 3, 2026

ATTENDANCE

Development Board Members:

Bill Domenico, Present

Rick Weber, Present

Tim Jackson, Present

Dan Reilly, Present

A. Approval of Minutes

- January 6, 2026 Meeting Minutes by Reilly, seconded by Domenico
Jackson asked for a Roll Call Vote.
Roll Call: Jackson, yes; Reilly, yes; Domenico, yes; Weber, yes.
Meeting minutes approved.

B. OLD BUSINESS

C. NEW BUSINESS

- Work Session: Review of Development Code Amendments**
Guests: Jaime Konkoski, LaBella Associates
Guests: Matthew Rogers, LaBella Associates

Ms. Konkoski provided an overview of the proposed draft amendments. Trustee White expressed concern regarding changes to administrative duties. Mr. Rogers clarified that the changes were focused on clarifying procedures and do not change any current administrative responsibilities. Trustee White inquired about the cannabis regulations in the code, noting recent updates in New York State law regarding the proximity of cannabis retailers to youth facilities. White stated that the new law is in conflict with Alpine Agronomy, and she is not sure how we handle that when someone is in the process of project completion and a law changes. White asks if we have to reach out to Matt McCardle (Village attorney), on how to handle this situation. Mr. Rogers clarified that communities are allowed to establish 500 ft setbacks between dispensaries/microbusinesses and Public Use Facilities such as playgrounds, but it is not a requirement, and these setbacks are not in the Development Code. These setbacks are different than the required setbacks for schools and houses of worship which are in the Development Code. Conversation continues on what Alpine Agronomy currently has as a permit for (retail vs growing) and what is allowed based on the cannabis law. Konkoski comments that the Development Board approved the project as a cannabis microbusiness. Mr. Rogers further clarified that according to the Office of Cannabis Management website, the business was issued a license to operate a microbusiness on June 23, 2025, valid through 2027.

Mr. Rogers noted that while the Village could incorporate the setbacks from Public Use Facilities

the State does not currently require the 500 ft setbacks from Public Use Facilities. He emphasized that any modifications would be a municipal decision. Mr. Rogers also clarified that after the Village adopted their cannabis law, New York State modified the procedure for measuring distances between dispensaries/microbusinesses and schools and churches and that the Village code should be evaluated to ensure consistency with the State law. Mr. Reilly commented that he did not wish to review the state law in this meeting, with Mr. Domenico concurring. Mr. Weber stated that a review of the cannabis code is worth examining further in the future.

- **Special Use Permit Process**

Trustee White inquired how the Village ensures that properties comply with Special Use Permit conditions prior to project completion. Mr. Rogers explained the process: site plans and related documentation are on file and accessible to the Building Inspector. All conditions must be met before a Certificate of Occupancy (CO) is issued. This process applies to Saranac Lake as well as many other communities. Mr. Rogers added that the Code Enforcement Officer typically processes compliance, and there is a procedure for revoking permits, if necessary, which is in every zoning law.

Trustee White asks if there is a change in their special use permit, should they come back to the board. Trustee White asks if Alpine Agronomy has a Certificate of Occupancy, with Mr. Peltier (code enforcement officer) states that they have a temporary CO for their growing facility and the retail side is in a building permit stage. White continues asking about Alpine Agronomy permits. Reilly comments that the CEO is the eyes and ears, the Development Board does not issue the Certificate of Occupancy. Trustee White asks Mr. Peltier if he would be the one that would make sure any details in the Special Use Permit is being done. He answers yes. Mr. Weber comments that if there are conditions then he goes off of those conditions. Trustee White comments that there are complaints through the police department that it smells at the location.

Glynn states that she would like to discuss phasing and when to phase a project. Mr. Rogers clarified that phasing is determined during project review and approval and if the Development Board is made aware of any project phasing the approval must be for the full project as communities should not segment project reviews. Any work not covered in the original approval must return to the Development Board for authorization. Mr. Rogers clarified that an applicant may implement their fully approved project in phases for various reasons provided they stay in compliance with their approvals and have a valid building permit.

- **STR Letter from Trevor Fravor**

A tenant of a recently issued STR, sent a letter to the Village Board and Development Board, stating a grievance with the STR Law. Currently, a Special Use Permit notification is only required to be posted on the building, and sent to homeowners within 200ft of the property via certified mail. Sending notice to the building tenants is not required.

It was noted that current law does not require tenants to be notified; only property owners within 200ft must be notified via certified mail. A new STR amendment has been proposed, requiring Special Use Permit Notices to be sent to all additional addresses of the shared building, if applicable. Mr. Weber expressed support for the amendment. Mr. Domenico indicated he did not like the way it was written. It was determined that this topic will be revisited in a future workshop.

Motion to hold new potential STR amendment until after current amendment revisions go to the Village Board.

Motion: Domenico Second: Weber

Jackson asked for a Roll Call Vote.

Roll Call: Jackson, yes; Reilly, yes; Domenico, yes; Weber, yes.

All in favor, declaration moved.

- **Lake Flower Signage**

Trustee White provided reference to a resolution in which there are proposed code changes and permit application changes for Village temporary signage, particularly the two banner frames along Lake Flower Ave. Village CEO processes these banner permits, following the same process as sign permit applications. If the CEO encounters a banner for an event he has not seen previously, he requests additional information and a photo of the banner. There is no restriction on when applications for banners can be submitted.

CEO noted that due to high demand, it was decided last year that Prescott Park had space for a sign frame, so an additional frame was installed. Ms. Glynn asked Trustee White about the source of the banner concerns, noting that she had not received any complaints as Community Development Director or seen any correspondence. Trustee White explained that approximately eight individuals had approached her directly, expressing confusion about which signs are permitted in certain locations.

Mr. Reilly commented that many nonprofit-run events support the community and should not be displaced by a 30-day banner. He stated that the allowable timeframe for banner placement was previously 14 days and is now a 30-day maximum, and suggested that charitable events should receive preferential consideration. Mr. Reilly also recommended reviewing groups from past years to better understand usage.

The Development Board noted that banner signs are important for promoting tourism and discussed the potential for structures that can accommodate multiple signs. The Board emphasized the need for further trustee review to define what qualifies as a Village-sponsored event, a potential banner permits hierarchy, and determination on what happens to permits already issued for 2026. The Development Board chose to hold their recommendation until those questions are clarified by the Village Board.

- **STR Renewal Update**

Ms. Glynn reviewed the STR Renewal update with the board.

D. ADJOURNMENT

Motion to adjourn the meeting.

Motion: Domenico Second: Reilly

Jackson asked for a Roll Call Vote.

Roll Call: Domenico, yes; Weber, yes; Jackson, yes; Reilly, yes.

All in favor, meeting adjourned.

Meeting was officially adjourned at 7:00 PM.

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