



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

**DEVELOPMENT BOARD
MEETING MINUTES 5:00PM
TUESDAY, APRIL 14, 2026**

**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

ATTENDANCE

Development Board Members:

Bill Domenico, Present

Rick Weber, Present

Tim Jackson, Present

Dan Reilly, Present

Meg Cantwell- Jackson, Present

Kt Stiles, Alternate, Present

A. Approval of Minutes

- February 3, 2026 Meeting Minutes by Weber, seconded by Reilly
Domenico asked for a Roll Call Vote.
Roll Call: Jackson, yes; Reilly, yes; Domenico, yes; Weber, yes.
Meeting minutes approved.
- March 3, 2026 Meeting Minutes by Jackson, seconded by Cantwell-Jackson
Domenico asked for a Roll Call Vote.
Roll Call: Jackson, yes; Domenico, yes; Cantwell-Jackson, yes.
Meeting minutes approved.

B. Application of: Kirk and Libby Sullivan, Special Use Permit for an Un-Hosted Short-Term Rental, 24 Mills Road.

Libby Sullivan, the applicant, stated her family has invested in the apartment and plans to recoup costs through short-term rental use. The property has two on-site parking spaces, with additional parking near the rail trail

Public Hearing

For the application of Kirk and Libby Sullivan, Special Use Permit for an Un-Hosted Short-Term Rental, 24 Mills Road.

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

hearing opened.

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

Board Action

Application of Kirk and Libby Sullivan, Special Use Permit for an Un-Hosted Short-Term Rental, 24 Mills Road.

- Motion to issue a negative declaration for purposes of SEQR
Motion: Reilly seconded by: Stiles
Domenico asked for a Roll Call Vote.
Roll Call: Stiles, yes; Domenico, yes; Weber, yes; Reilly, yes; Jackson, yes. All in favor, declaration moved.
- Motion to find the project in conformance with LWRP policy standards and conditions
Motion: Jackson seconded by: Stiles
Domenico asked for a Roll Call Vote.
Roll Call: Stiles, yes; Domenico, yes; Weber, yes; Reilly, yes; Jackson, yes. All in favor, declaration moved.
- Motion to approve Special Use Permit for Short Term Rental
Motion: Reilly seconded by: Stiles
Domenico asked for a Roll Call Vote.
Roll Call: Stiles, yes; Domenico, yes; Weber, yes; Reilly, yes; Jackson, yes. Declaration moved.

C. Application of: Whispering Hearth, Special Use Permit for an Un-Hosted Short-Term Rental, 10 Harbor Hill, Saranac Lake, NY 12983.

Applicant currently holds a hosted permit and is seeking an unhosted permit. Jackson noted the ownership structure remains unchanged. When asked about the change, the applicant stated it allows for less on-site presence. Adequate parking is available, and maintenance and plowing are contracted out with no reported issues. Trash service is handled by Casella, with bins moved to and from the roadside. The property currently holds 5-star ratings with positive reviews.

Public Hearing

For the application of Whispering Hearth, Special Use Permit for an Un-Hosted Short-Term Rental, 10 Harbor Hill, Saranac Lake, NY 12983.

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

Board Action

Application of Whispering Hearth, Special Use Permit for an Un-Hosted Short-Term Rental, 10 Harbor Hill, Saranac Lake, NY 12983.

- Motion to issue a negative declaration for purposes of SEQR

Motion: Weber seconded by: Reilly

Domenico asked for a Roll Call Vote.

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

- Motion to find the project in conformance with LWRP policy standards and conditions

Motion: Reilly seconded by: Jackson

Domenico asked for a Roll Call Vote.

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

- Motion to approve Special Use Permit for Short Term Rental

Motion: Cantwell-Jackson seconded by: Reilly

Domenico asked for a Roll Call Vote.

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

Declaration moved.

D. Application of: James Duncan, Special Use Permit for an Un-Hosted Short-Term Rental, 12 Prescott Place, Saranac Lake, NY 12983.

James Duncan, the applicant, stated the property is a three-unit building with two long-term tenants, and he occupies the third unit. He plans to rent his unit short-term during the summer to offset costs and help keep tenant rents low. The property has two parking spaces, and he noted he would be selective with renters to be mindful of existing tenants.

Public Hearing

For the application of James Duncan, Special Use Permit for Un-Hosted Short-Term Rental, 12 Prescott Place, Saranac Lake, NY 12983.

- Motion to open the public hearing by Weber Second: Cantwell-Jackson

Domenico asked for a Roll Call Vote.

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

- Motion to close the public hearing by Reilly Second: Cantwell-Jackson

Domenico asked for a Roll Call Vote.

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

Board Action

Application of James Duncan, Special Use Permit for Un-Hosted Short-Term Rental, 12 Prescott Place, Saranac Lake, NY 12983.

- Motion to issue a negative declaration for purposes of SEQR

Motion: Weber seconded by: Jackson

Domenico asked for a Roll Call Vote.

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

- Motion to find the project in conformance with LWRP policy standards and conditions

Motion: Reilly seconded by: Cantwell-Jackson

Domenico asked for a Roll Call Vote.

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

- Motion to approve Special Use Permit for Short Term Rental

Motion: Cantwell-Jackson seconded by: Jackson

Domenico asked for a Roll Call Vote.

Roll Call: Cantwell-Jackson, yes; Domenico, yes; Weber, yes; Reilly, yes; Jackson, yes.
Declaration moved.

E. Application of: PLAY ADK, Site Plan Approval, 55 Depot Street, Saranac Lake, NY 12983. (Tax Map Parcel #447.69-1-13). POSTPONED

F. Application of: Doug Fralick, Site Plan Review, Saranac NY 12983. Tax Map Parcel #32.29-1-30.200
Applicant stated they own a lot on Pisgah and are planning to build on the property. They have discussed the project with a neighbor, who indicated it would not impact their view. The site can accommodate approximately four vehicles and will require some grading, with no basement planned. The septic reserve area is located on a steep slope and would require grading, but the site is considered buildable. Domenico suggested a condition for the code enforcement officer to inspect during initial land disturbance due to steepness; other board members did not feel this was necessary.

Public Hearing

Doug Fralick, Site Plan Review, Saranac NY 12983. Tax Map Parcel #32.29-1-30.200

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

Board Action

Doug Fralick, Site Plan Review, Saranac NY 12983. Tax Map Parcel #32.29-1-30.200

- Motion to issue a negative declaration for purposes of SEQR
Motion: Domenico seconded by: Reilly
Domenico asked for a Roll Call Vote.
Roll Call: Cantwell-Jackson, yes; Domenico, yes; Weber, yes; Reilly, yes; Jackson, 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
Domenico asked for a Roll Call Vote.
Roll Call: Cantwell-Jackson, yes; Domenico, yes; Weber, yes; Reilly, yes; Jackson, yes. All in favor, declaration moved.
- Motion to approve Site Plan Review.
Motion: Cantwell-Jackson seconded by: Reilly
Domenico asked for a Roll Call Vote.
Roll Call: Cantwell-Jackson, yes; Domenico, yes; Weber, yes; Reilly, yes; Jackson, yes.
Declaration moved.

G. OLD BUSINESS

H. NEW BUSINESS

- **Unhosted STR Appeal To Development Board**
Kelsey Cassidy and Chelsea Gram spoke on behalf of Karen Regen regarding the property at 5 Harbor Hill, noting that the cabin is not suitable for long-term rental use and cannot function as a

hosted rental due to its size. They explained that the property has historically operated as a short-term rental and was designed with that use in mind. They also noted that this is currently the only cabin in the area without a short-term rental permit, and that waiting until the next season for resolution would be challenging.

Ms. Cassidy added that it is difficult to find buyers interested in these types of properties for long-term use, stating that the most likely purchasers would be investors. However, she also emphasized that there are individuals who would like the opportunity to own property in the community even if they are not full-time residents. She further noted that HOA fees in the area are also significant.

Jackson stated that he would not want the issue to become transactional, particularly given that other districts do not have a density regulation. Domenico commented that it was helpful to hear public input on the matter and that it had influenced their thinking moving forward. He noted that no final decision would be made that evening, but that a recommendation to the Village Board was possible.

Weber added that it makes sense to recognize the unique character of Harbor Hill. While density was considered, the original framework did not fully address the nature of use for all short-term rentals, and these properties do have historical value. Reilly outlined a few potential options, including maintaining the current law, amending the regulations to better define the area, or allowing a conversion of one hosted permit to unhosted use either broadly or specifically for 5 Harbor Hill.

The board agreed that establishing a clear timeline for a decision would be beneficial for clarity and transparency. Ultimately, the board recommended bringing the matter forward to the Village Board with the same presentation for further consideration.

- **E Code Demonstration by Jean Sanders**

I. ADJOURNMENT

Motion to adjourn the meeting.

Motion: Domenico Second: Jackson

Domenico asked for a Roll Call Vote.

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

Meeting was officially adjourned at 6:56 PM.

Meeting Minutes prepared by; Community Development Assistant, Bayle Reichert