



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 AGENDA 5:00PM TUESDAY, JUNE 2, 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

- **Approval of Minutes**

- April 14, 2026

Application of: Little Lupine Canine Retreat, Kayle Staves, Use Variance Application for a Kennel at 25 Brandy Brook Ave, Saranac Lake, NY 12983 Panorama Drive, Saranac Lake, NY 12983. (Tax Map Parcel #32.215-1-5.200).

Public Hearing

Little Lupine Canine Retreat, Kayle Staves, Use Variance Application for a Kennel at 25 Brandy Brook Ave, Saranac Lake, NY 12983 Panorama Drive, Saranac Lake, NY 12983. (Tax Map Parcel #32.215-1-5.200).

Board Action

Little Lupine Canine Retreat, Kayle Staves, Use Variance Application for a Kennel at 25 Brandy Brook Ave, Saranac Lake, NY 12983 Panorama Drive, Saranac Lake, NY 12983. (Tax Map Parcel #32.215-1-5.200).

- **OLD BUSINESS**

- Marijuana Law
- Special Use Permit process/STR Law
- Article 3, Section 106-9 & 106-10: Administrative Review and Procedure of Administrative Approval, Section 106-11: Notice of Decision by Director/ Development Board

- **NEW BUSINESS**

- **ADJOURNMENT**



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

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<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



Village of Saranac Lake - Planning Department
 39 Main St.
 Saranac Lake, NY 12983
 Phone (518) 891-4150
www.saranaclake.ny.gov

Instructions:

- A complete application must include a dimensioned plot plan
- Use Variance 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>
- Use Variance regulations can be found at: <https://ecode360.com/31627468>

USE VARIANCE APPLICATION			
Project Address: 25 Brandy Brk Saranac Lake		Tax Map #: 32.215-1-5.200	Zoning District: 751
Property Owner Name: <i>Stuart Stevens</i>		Applicant Name (if different): <i>Kaylea Staves</i>	
Address: <i>319 Park Street</i>		Address: 319 Park Street	
City: <i>Tupper Lake</i>	State: <i>Ny</i>	City: Tupper Lake	State: Ny
Phone: [REDACTED]	Zip: <i>12986</i>	Phone: [REDACTED]	Zip: [REDACTED]
Email: [REDACTED]		Email: [REDACTED]	

Please provide a written description of the project. The narrative should describe why a variance is requested.

Narrative
<p>Little Lupine Canine Retreat is proposed as a small scale, locally owned dog boarding and daycare facility located at the former Adirondack Park Pet Hospital in Saranac Lake. The building was previously used for veterinary care and animal boarding for many years, and the proposed use is consistent with the property's historic animal care function.</p> <p>The Project would reuse an existing commercial building rather than create new construction. Renovations would be primarily interior improvements, including updated flooring, kennel/suite areas, play space, sanitation improvements, and cosmetic repairs. No major expansion of the building footprint is proposed.</p> <p>The goal of Little Lupine is to provide a safe, clean, home-style boarding option for local residents and visitors while preserving the long standing community role of the property. Operations will be managed with structured pick up/ drop off times, vaccination requirements, cleaning protocols, waste disposal procedures, and noise control practices to minimize impact on surrounding properties.</p> <p>The requested approval/variance is necessary so the property may continue serving a compatible animal care purpose and remain a productive local business space.</p>

Property Owner Signature(required): *Kaylea Staves F&A* Date: *4-28-2026*

Applicant Signature(if different): _____ Date: _____

Criteria Response

No use variance shall be granted without a showing by the applicant that applicable zoning regulations have caused unnecessary hardship. In order to prove unnecessary hardship, the applicant shall demonstrate to the Development Board that, for each and every permitted use under this code for the district in which the applicant's property is located:

1. The applicant cannot realize a reasonable return, provided that lack of return is substantial as demonstrated by competent financial evidence;

Explanation

The property was specifically designed and historically operated as a veterinary and animal boarding facility. Reusing the building for a compatible animal care related use allows the existing layout, kennel infrastructure, drainage, and operational setup to continue serving a practical purpose. Converting the building to an unrelated use would likely require substantial reconstruction and additional expenses while eliminating an established animal care function historically associated with the property.

2. The alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood;

Explanation

This is not just any commercial building. The property is unique due to its longstanding history as a veterinary hospital and animal boarding facility, along with interior features specifically designed for animal care operations. These characteristics are not typical of other nearby commercial properties and make the site particularly suited for a small scale boarding and daycare use.

3. That the requested use variance, if granted, will not alter the essential character of the neighborhood;

Explanation

Little Lupine will not alter the essential character of the neighborhood because the project involves reuse of an existing commercial building rather than large scale new construction or industrial activity. The operation is intended to remain small scale and community oriented, similar in intensity and character to the property's longstanding historical use.

4. That the alleged hardship has not been self-created;

Explanation

The conditions creating the need for the requested approval were not created by the applicant, but instead stem from the property's preexisting configuration, historical use, and zoning circumstances. The proposal seeks to responsibly continue a compatible use within an existing building rather than create a new incompatible condition.

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.

Part 1 - Project and Sponsor Information			
Name of Action or Project: Use Variance - BI Kennel			
Project Location (describe, and attach a location map): 25 Brandy Brk Saranac Lake			
Brief Description of Proposed Action: Change of Use from an existing vet clinic to a Kennel in the BI district			
Name of Applicant or Sponsor: Kaylea Staves		Telephone: [REDACTED]	
Address: 319 Park St		E-Mail: [REDACTED]	
City/PO: Tupper Lake		State: NY	Zip Code: 12986
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? 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.		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		1.15 acres	
b. Total acreage to be physically disturbed?		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		1.15 acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input 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			

<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> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<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> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<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> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: <u>Mahea Staves</u> Date: <u>4-28-2016</u></p> <p>Signature: <u><i>Mahea Staves</i></u></p>		



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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. 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: <i>Mailea Staves</i>		3. Telephone Number: [REDACTED]	
2. Mailing address: <i>319 Park Street Tupper Lake NY 12986</i>		5. Tax Map # (s): [REDACTED]	
4. Location of action: <i>25 Brandy Brk Saranac Lake NY 12983</i>		6. Telephone Number: <i>32.215-1-5.200</i>	
6. Size of site: <i>1.15 acres</i>	7. Present land use(s): <i>Boarding</i>		
8. Present zoning classification: <i>B-1</i>	9. Percentage of site which contains slopes of 15% or greater:		
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: <i>Kenel</i>			
13. Describe any unique or unusual land forms on the project site (i.e. bluffs, ground depressions, other geological formations): <i>none</i>			
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 C. Waterfront Assessment (To be completed by reviewing agency)

	YES	NO
1. Will the proposed action have a significant effect upon:		
(a) Commercial or recreational use of fish and wildlife resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b) Scenic quality of the waterfront environment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(c) Development of future, or existing water dependent uses?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d) Stability of the shoreline?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(e) Surface or groundwater quality?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(f) Existing or potential public recreation opportunities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(g) Structures, sites or districts of historic, archeological or cultural significance to the Village, State or nation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Will the proposed action involve or result in any of the following:	Yes	No
(a) Physical alteration of land along the shoreline, land under water or coastal waters?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b) Physical alteration of two (2) acres or more of land located elsewhere in the waterfront area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(c) Expansion of existing public services or infrastructure in undeveloped or low density areas of the waterfront area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d) Energy facility not subject to Article VII or VIII of the Public Service Law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(e) Mining, excavation, filling or dredging?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(f) Reduction of existing or potential public access to or along the shore?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(g) Sale or change in use of publicly-owned lands located on the shoreline or under water?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(h) Development within designated flood hazard area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(i) Development on a natural feature that provides protection against flooding or erosion?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(j) Diminished surface or groundwater quality?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(k) Removal of ground cover from the site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Project:	Yes	No
(a) If a project is to be located adjacent to shore:		
(1) Will water-related recreation be provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(2) Will public access to the shoreline be provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(3) Does the project require a waterfront site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(4) Will it supplant a recreational or maritime use?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(5) Do essential public services and facilities presently exist at or near the site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(6) Is it located in a flood prone area	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(7) Is it located in an area of high erosion	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b) If the project site is publicly owned:		
(1) Will the project protect, maintain and/or increase the level and types of public access to water-related recreation resources and facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(2) If located in the foreshore, will access to those and adjacent lands be provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(3) Will it involve the siting and construction of major energy facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(4) Will it involve the discharge of effluents from major steam electric generating and industrial facilities into a waterway	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(c) Is the project site presently used by the community as an open space or recreation area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d) Does the present site offer or include scenic views or vistas known to be important to the community?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(e) Will the surface area of any waterways or wetland areas be increased or decreased by the proposal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(f) Will the project involve any waste discharges?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(g) Does the project involve surface or subsurface liquid waste disposal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(h) Does the project involve transport, storage, treatment or disposal of solid waste or hazardous material?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(i) Does the project involve shipment or storage of petroleum products?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(j) Does the project involve discharge of toxics, hazardous substances or other pollutants?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(k) Will the project affect any area designated as a freshwater wetland?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(l) Will the project alter drainage flow, patterns or surface water runoff on or from the site	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(m) Will best management practices be utilized to control storm water runoff into waterways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(n) Will the project cause emissions which exceed Federal or State air quality standards or generate significant amounts of nitrates or sulfates?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SECTION D. Remarks or Additional Information

For questions answered "Yes" in Section C, explain methods you will undertake to reduce adverse effects. Review the LWRP to see if the project is consistent with each policy. List policies the project is not consistent with and explain all mitigating actions. Add any additional sheets necessary to complete this form.

SECTION E. Preparer Information

Preparer's Name (Please print):

Katrina Glynn

Title:

Development Board Director

Organization Name:

Village of Saranac Lake

Phone Number:

518-891-4150 x235

Signature:

K. Glynn

Date:

4/28/26

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

Little Lupine Canine Retreat Use Variant Request for Zone B1

Residential

Single Family / Multi-Family / Townhouse / Two Family Dwelling

The property was developed for commercial use and would require extensive renovations for residential conversion.

Rooming House

The structure was not designed for long-term residential occupancy and would require significant reconstruction.

Public / Institutional

Club/Lodge / Museum / Place of Worship

These uses could create increased traffic and parking demands not suited for the site.

College, Private

The lot size and existing building layout are not appropriate for educational use.

Community Garden

The site is already fully developed and not suitable for agricultural or garden use.

Day Care, Commercial

The existing commercial building layout is not ideally suited for childcare operations.

Parking Lot, Public

The property is not appropriately sized or configured for large-scale public parking use.

Library

The building layout and parking availability are not ideal for public library use.

Multi-Modal Trail / Park / Recreation Facility

The site is an existing developed commercial property and is not suitable for recreational open-space use.

Public Utility Facility

The property lacks the infrastructure required for utility operations.

Marina, Type I & II

The property is not located on suitable waterfront land for marina use.

Medical Clinic

The building layout and parking configuration are not ideal for large medical office operations.

Mixed Use / Multi-Use Building

The current lot size and building configuration are not well suited for multiple commercial uses within one structure.

Office

The existing building layout is not ideally configured for traditional office use.

Personal Services

The building layout and infrastructure are not ideally suited for high customer turnover service operations.

Recreation Facility, Private

The lot size and parking availability are limited for recreational facility use.

Research and Development Facility

The building lacks the infrastructure and space requirements needed for research operations.

Restaurant / Restaurant, Fast Food

These uses could create increased traffic, noise, and parking congestion not suited for the site.

Retail Sales, Type I & II / Retail Sales, Outdoors / Convenience Store

The property is not ideally configured for high-volume retail traffic and customer parking demands.

Tavern

This use could create increased nighttime traffic and noise impacts for the surrounding area.

Tourist Attraction

The site size and parking availability are limited for large public visitor use.

Veterinary Clinic/Hospital

The building was previously used as a veterinary clinic. Efforts have been made to find a new Veterinarian however we are unable to find an interested party for this area.

School

The property layout and lot size are not ideally suited for educational use.

Commercial**Amusement and Recreation Services**

This use could create increased traffic, noise, and parking congestion for the surrounding area.

Antique Shop / Artisan Workshop / Arts Spaces

The building layout is not ideally configured for retail or public gallery use.

Agri-Business

The developed commercial site is not suitable for agricultural operations.

Bank / Bank, Drive-Through

The site layout and traffic flow are not ideal for banking operations or drive-through traffic.

Bed and Breakfast / Housekeeping Cottage / Hotel-Motel

The building was not designed for overnight lodging accommodations and would require significant renovation.

Brewpub

This use could create increased nighttime traffic, noise, and parking impacts given the Pub in construction next door.

Cannabis Uses (Consumption Facility, Cultivation, Distributor, Microbusiness, Nursery, Processing Facility, Retail Dispensary)

These uses would require specialized infrastructure, security measures, and operational modifications not suited for the existing property.

Cinema

The property size and parking availability are limited for theater use.

Farmer's Market

The developed site layout is not well suited for open-air market operations.

Funeral Home

The building layout and parking capacity are not ideal for funeral service operations.

Greenhouse, Commercial

The fully developed commercial site is not suited for greenhouse operations.

Liquor Store

The property is not ideally configured for high customer turnover retail use.



LITTLE LUPINE

— CANINE RETREAT —



Little Lupine Canine Retreat

Informal Project Overview Packet 25 Brandy Brook Avenue, Saranac Lake, NY

Introduction

Little Lupine Canine Retreat is a proposed small-scale dog boarding and daycare facility located at the former veterinary clinic property at 25 Brandy Brook Avenue in Saranac Lake. The goal of this project is to thoughtfully repurpose an existing animal-service property into a calm, safe, and professionally managed canine retreat focused on small-group care. This building has served the community and local animals for decades through my grandfather's veterinary practice, and Little Lupine aims to continue that legacy of care while revitalizing the existing property. Our focus is intentionally small-scale, low-impact, and community-oriented, with an emphasis on cleanliness, safety, structure, and responsible operation.

About Little Lupine

Little Lupine Canine Retreat is a locally owned small business focused on creating a safe, cozy, and structured environment for dogs while providing peace of mind for pet owners. The facility is designed to offer a quieter and more personalized alternative to traditional large-scale kennels. Dogs will be cared for in supervised small groups with structured routines and indoor-focused play areas. The proposed business continues the property's longstanding connection to animal care while adaptively reusing the existing commercial structure.

Proposed Services

- Overnight dog boarding- Dog daycare- Puppy care- Medication administration- Basic hygiene services such as baths and nail trims Services will operate on a reservation-based model with intentionally limited occupancy to maintain a controlled and low-stress environment.

Startup Plan

Phase 1 – Initial Opening- Renovation and cleanup of the existing structure- Small occupancy operation of approximately 3–5 dogs- Reservation-only scheduling- Indoor-focused care model
Phase 2 – Gradual Growth- Gradual increase in occupancy as operations stabilize- Additional suite improvements- Expanded daycare scheduling
Long-Term Goal Little Lupine intends to remain intentionally small-scale and community-focused.

Renovation & Property Improvements

Planned improvements focus primarily on adaptive reuse of the existing structure rather than major site expansion. Planned renovations and upgrades include:- Interior cleanup and repainting- Updated flooring and sanitation surfaces- Interior play and enrichment areas- Fencing and safety improvements- Exterior cleanup and landscaping improvements

Noise Management Plan

- Small occupancy limits- Indoor-focused care and play- Separation of dogs by temperament and size- Quiet hours during evenings and overnight hours- No outdoor overnight boarding- Structured drop-off and pickup scheduling
The goal is to minimize disruption to surrounding properties while maintaining a calm environment for the dogs in care.

Sanitation & Safety Policies

- Daily disinfecting and cleaning schedules- Routine waste removal procedures- Vaccination requirements for boarding and daycare dogs- Temperament screening procedures- Secure kennel and suite systems- Emergency veterinary contact procedures- Odor-control and ventilation management

Traffic & Parking

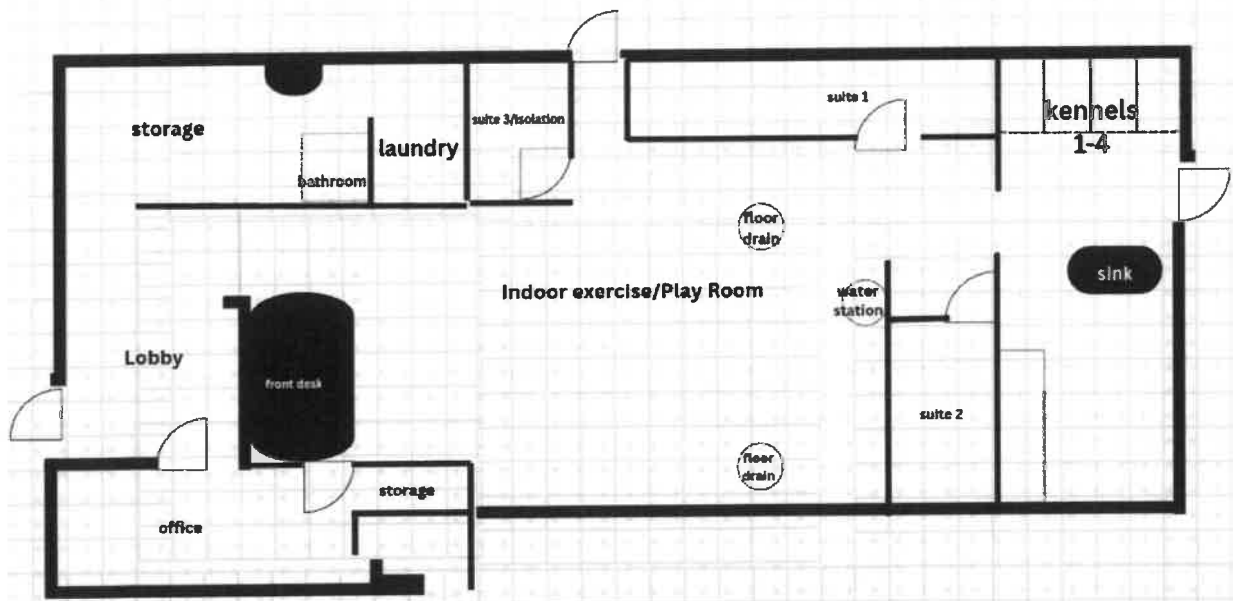
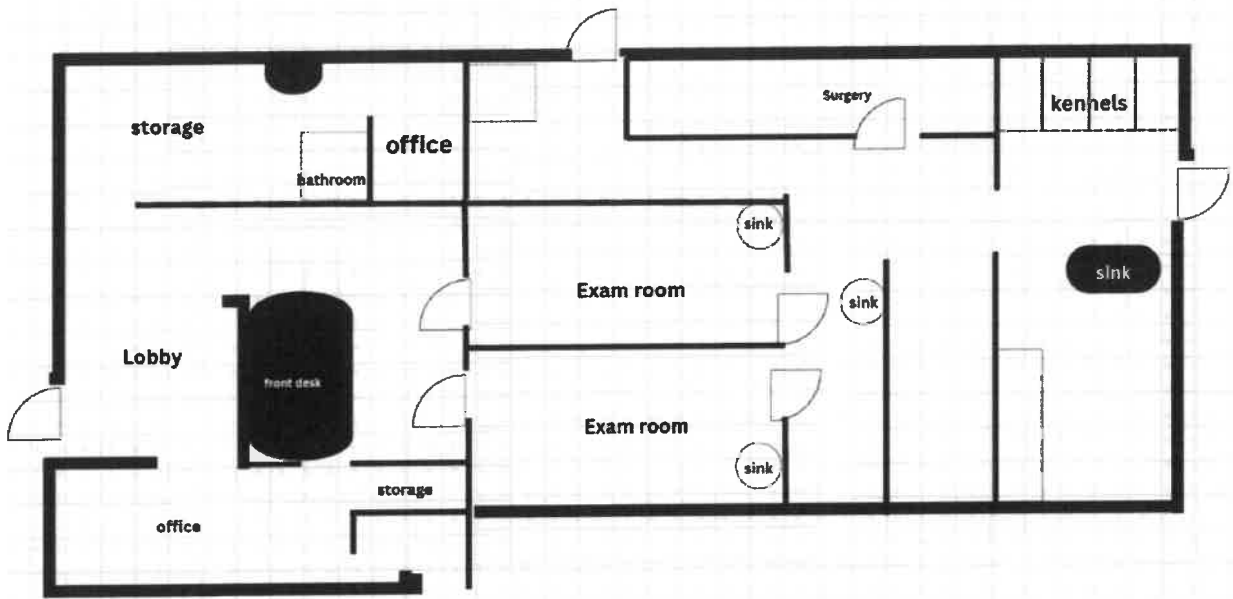
- Scheduled drop-offs and pickups- Small occupancy limits- Existing on-site parking availability- Reduced customer turnover compared to many permitted commercial usesThe proposed use is expected to create minimal traffic impact within the surrounding area.

Community Benefit

- Adaptive reuse of an existing commercial property- Continued animal-care related use of the site- Revitalization and improvement of the property- Support for local pet owners- Potential future local employment opportunities- Investment in the local community

Closing Statement

Little Lupine Canine Retreat is intended to be a thoughtful, low-impact adaptive reuse of an existing animal-service property with a focus on safety, cleanliness, and responsible operation.The goal is to create a calm and professionally managed environment for dogs while respectfully maintaining compatibility with the surrounding area.Thank you for your time, consideration, and review of this proposal.













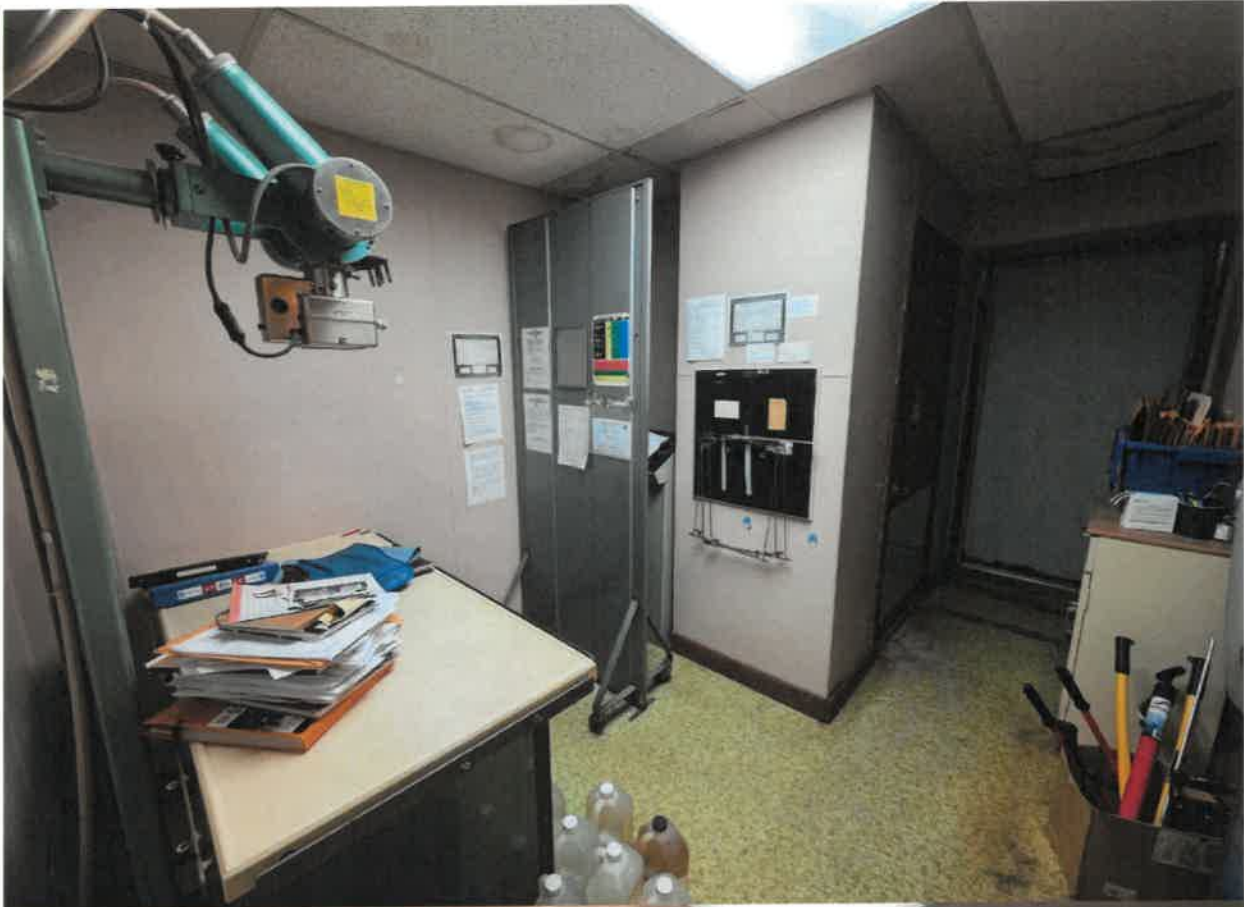














Little Lupine

CANINE RETREAT

Services & Pricing



Overnight Boarding

Kennel Stay	\$45 per night
Suite Stay <i>(Home-style comfort)</i>	\$65 per night

Daycare

Standard Daycare	\$35 per day
Puppy Daycare <i>(Extra support & supervision)</i>	\$40 per day

Trial Day *(Required for New Dogs)*

Trial Day **\$30**

** Credited toward first booking **

Add-On Services

- Puppy Care +\$10 per day
- Bath *(No Grooming)* +\$15
- Nail Clipping +\$10
- Medication Management *(Non-Diabetic)* +\$10

Additional Fees

- Late Pick-Up Fee +\$30

Small pack. A space that feels like home.

Personalized care in a peaceful, home-style environment.



MEMORANDUM

TO: Saranac Lake Development Code

FROM: Matthew Rogers, LaBella Associates

DATE: May 21, 2026

RE: Miscellaneous Development Code Issues Discussion

CANNABIS FACILITIES (§ 106-104.2)

Schools and Houses of Worship Setback Requirements

1. Under the N.Y. Cannabis Law, Adult-use cannabis dispensaries are prohibited from being located:
 - a. on the same street and within 500 feet of a building containing a **school** (N.Y. Cannabis Law § 72(6)a).
 - b. on the same street and within 200 feet of a building exclusively occupied as a **house of worship** (N.Y. Cannabis Law § 72(6)b).
2. Pursuant to recent amendments (February 13, 2026) § 72(6)(C) now requires the measurements be taken in straight lines from the **center of the nearest entrance of the premises sought to be licensed to the center of the nearest entrance of such school or house of worship**.
 - a. The word "entrance" shall mean: (A) a door of a school regularly used to give ingress to students of the school; (B) a door of a house of worship regularly used to give ingress to the general public attending the house of worship; or (C) a door of the premises sought to be licensed regularly used to give ingress to customers of such premises.
3. The current Development Code regulations (§ 106-104.2(A)(1)(c)) utilizes requirements from previous versions of the N.Y. Cannabis Law which now incorrectly directs separation distances be measured "in a straight-line form the center of the nearest entrance of such place of worship or the nearest point of school grounds to the center of the nearest entrance of such cannabis facility."

Recommended Amendments

Reference the measurement requirements in the N.Y. Cannabis Law or at a minimum, add the following recommended language:

1. Measurements amendments to § 160-104.2(A)(1)(c):
 - a. REMOVE: "Separation distances shall be measured in a straight-line from the center of the nearest entrance of such place of worship or the nearest point of school grounds to the center of the nearest entrance of such cannabis facility."
 - b. REPLACE WITH: "Separation distances shall be measured in a straight-line from the center of the nearest public entrance of such place of worship or school building to the center of the nearest public entrance of the cannabis facility, in strict accordance with the New York State Cannabis Law statutory measurement standards."
2. Amend § 160-104.2(A)(1)(d): "If the school or place of worship or cannabis facility is situated on a corner lot, such establishment is considered to be on both roads of the intersection, whether or not there is an entrance to the building on both roads."
 - a. REMOVE: "...whether or not there is an entrance to the building on both roads."
 - b. REPLACE WITH: "...provided that the school, place of worship, or cannabis facility has a regulated public entrance physically facing or directly accessing that respective road of the intersection."
3. ADD: "Refer to N.Y. Cannabis Law § 72 for additional requirements related to required setbacks from schools and houses of worship."
 - a. The above recommended text ensures applicants and the Development Board take into consideration all other applicable requirements related to these setbacks. This avoids having to include the entire section of the N.Y. Cannabis Law in the Development Code.
4. It is also recommended that the Development Code be updated by adding the following as a new subsection "O".

"The New York State Office of Cannabis Management (OCM) retains final statutory authority over the licensure, approval, and ultimate location of any proposed cannabis facility. Issuance of a local Special Use Permit or Site Plan approval by the Village of Saranac Lake shall be conditional upon the applicant receiving and maintaining a valid, active license from the OCM. In the event of a conflict between local measurement interpretations and a final proximity determination issued by the OCM, the state determination shall govern."

Additional Setbacks from Community Youth Facilities

1. Pursuant to N.Y. Cannabis Law § 131 and 9 NYCRR § 119.2(a)(10), communities can require additional setbacks from Public Youth Facilities, defined as: "A location or structure owned by a government, government subdivision, or government agency, that is accessible to the public, where the primary purpose is to provide recreational opportunities or services to children or adolescents (under the age of 18)."

2. What the Village CAN Protect: Municipal parks with playgrounds, village-owned youth centers, municipal swimming pools, public libraries, or town-operated sports complexes.
3. What the Village CANNOT protect under this specific rule: Privately owned daycares, private gymnastics/dance studios, boy/girl scout offices operating out of leased commercial spaces, or private church-run youth camps. (These can only be regulated via general, non-discriminatory zoning, not cannabis-specific setbacks).
4. Option A: If the Village passes a local law identifying property as a Public Youth Facility, the state's baseline protection buffer (500 ft.) automatically applies.
5. Option B: The Village can utilize its "Time, Place, and Manner" zoning authority to establish tailored distances rather than the full 500 ft.
 - a. 200-Foot or 300-Foot Radiuses: Applying a standard radius protection directly around the designated youth facilities regardless of whether they share a street name.
 - b. Property Line Measurements: Because public parks are outdoor spaces, the Village can specify that the distance is measured from the nearest public entrance of the dispensary structure directly to the closest property boundary line of the public park, completely insulating the active play zones.
6. While the Village is permitted to institute these additional setbacks, it is legally barred from adopting any zoning requirements or cumulative setbacks that would effectively prohibit or block cannabis facilities from operating within municipal limits. Pursuant to N.Y. Cannabis Law § 131, any local restrictions that fully isolate or geographically exclude these businesses are considered "unreasonably impracticable" and are strictly preempted by state law. Therefore, any local youth facility setbacks considered by the Board must leave realistic, viable commercial areas available for state-licensed retail dispensaries to safely site and function.
7. If the Village wishes to pursue youth facility setbacks, the next planning step is to compile a definitive, named inventory of the Village-owned parks and structures intended for designation (e.g., *Riverside Park*, *Baldwin Park*, *Saranac Lake Free Library*). This list must be adopted into the local code, so applicants have absolute map clarity. Prior to adoption, the Village will need to ensure that property remains available for retail dispensaries.

SPECIAL USE PERMIT TIMELINES

1. Pursuant to § 106-76(A), (Expiration and change of use), a special use permit shall expire if the applicant fails to obtain the necessary project permit or fails to comply with the conditions of the special use permit within six months of issuance, or the limit of the special use permit expires without renewal.

2. Recommendation:

- a.** Consider providing one (1) year to be consistent with the term of the Notice of Decision (§ 106-11(C)).
- b.** Clarify what “necessary project permit” is intended to mean and address. Generally, this would be considered a Building Permit.

PUBLIC HEARING NOTICES

- 1.** Under § 106-20 (Notices of Public Hearing), applicants must send public hearing notices via certified mail to all property owners within a 200-foot radius of the subject Tax Map parcel.
- 2.** This requirement lacks clarity for multi-use or multi-tenant buildings. The current language fails to address whether or how tenants, who are directly impacted by adjacent or co-located projects, should be notified.
- 3.** It is recommended that § 106-20 clearly state that notices be provided by certified mail to all owners within 200 feet of the Tax Map parcel on which the applicant's project is proposed along with all tenants if proposed in a building with additional tenants.