

VILLAGE OF SARANAC
PLANNING COMMISSION
REGULAR MEETING/PUBLIC HEARING MINUTES

AUGUST 13, 2025

The Planning Commission (PC) rescheduled Regular Meeting and Public Hearing was called to order by Chairperson Shaw at 7:00 p.m. at the Saranac Village Office, 27 N. Bridge Street.

The meeting was opened with the Pledge of Allegiance.

Present: Shaw, Day, Hesché, Tlapek

Absent: Trierweiler

Guests: Sharon Darby, Adam Doll, Sarah Doll, Jake Estrada, Jenna Estrada, William Jones, Tim McClellan, Virginia McClellan, Johnathan Powers, Amy Reedy, Robin Schneider, Cheryl Totch, Mark Totch Jr., Jeanne Vandersloot, David Washburn

Motion was made by Hesché, supported by Day, to approve the Agenda for the August 13, 2025 rescheduled Regular Meeting and Public Hearing. All yeas.

Public Comments – None

Public Hearing on Special Use Permit (SUP) Application

Motion was made by Shaw, supported by Day, to open the Public Hearing to hear comments on a SUP application submitted by Mark Totch Jr., to convert the former church located at 146 Church Street into a 3-family dwelling. All yeas.

Adam Doll asked for clarification of today's process.

Shaw explained that the purpose of the Public Hearing is to allow for public comment on the SUP application submitted by Mark Totch Jr. The Zoning Ordinance allows a dwelling unit conversion from a single-family to a 2-family in the MDR-2 District where 146 Church Street is located. Therefore, a SUP is required for a 3-family dwelling.

On June 30, 2025 at a Public Hearing held by the Zoning Board of Appeals (ZBA), Totch was granted variances from lot area, lot width and number of units.

Per Jeanne Vandersloot, Zoning Administrator, the PC can place conditions on the SUP, but cannot reverse the variances approved by the ZBA.

Adam Doll expressed concern that the PC cannot make changes to the variances approved.

Darby stated that she felt there was not enough concern to turn down the request.

Robin Schneider expressed concern about parking, space for children to play, an area to put snow, storage of trash, privacy fence and material for driveway and parking.

Hesché asked if the PC has to approve the SUP. Vandersloot stated that yes, they do. However, the PC can place conditions on the SUP, such as fencing, parking and snow removal.

Vandersloot inquired of Totch, where he intended to put a fence. Totch stated that he plans to put a fence on the south, east and west sides of the house. He will also maintain a gate at the southwest corner of the property, allowing the McClellans access to their property, from 146 Church Street.

Vandersloot explained that the PC can make the type of fence, a condition of the SUP.

A question was raised regarding trash removal. Totch stated that each unit will have their own container.

Sarah Doll asked what the dimensions of the driveway are, specifically, the width between the building and the lot line. Totch stated that there is 19 feet between the building and the neighbor's lot line and the driveway will be 9 feet wide.

Darby asked Totch which of the 3 parking options he decided to go with. Totch answered that he chose Option 1, where all 6 parking spaces are located on the south property line.

Sarah Doll asked what the plan is for snow removal. Totch said he will ask the tenants to shovel the sidewalk.

Washburn asked whether the units would be ADA compliant. Totch explained the current status of the building in that regard and did not mention any changes that need to be made.

Adam Doll stated that most people in the room want a 2-unit, not 3. Traffic and parking will be an issue. Doll is happy for the growth, but not a 3rd unit. There is not enough outdoor space for families.

Motion was made by Shaw, supported by Day, to close the Public Hearing. All yeas.

The PC discussed conditions to place on the SUP, as follows:

1. A 6-foot solid wall fence, shall be installed on the south, east and west sides of the property
2. Parking spaces must be marked and on a solid service
3. The Lease Agreement must include parking spaces assigned to each unit

Hesche asked Vandersloot to clarify what power the PC has to change or modify the variances approved by the ZBA. Vandersloot responded that the variances are already approved and can't be undone. The PC can only discuss and place conditions on the SUP.

Motion was made by Tlapek, supported by Hesche, to approve the SUP submitted by Mark Totch Jr., to convert the church at 146 Church Street into a 3-family dwelling with conditions as noted above.

Roll call vote: yeas – Shaw, Hesche, Tlapek; nays – Day; absent – Trierweiler.

Motion was made by Tlapek, supported by Day, to approve the June 4, 2025 Regular Meeting minutes. All yeas.

Motion was made by Tlapek, supported by Hesche, to reappoint Steve Trierweiler as PC Commission Member, with a 3-year term expiring the 2nd Monday of June 2028. All yeas.

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Old Business – None

New Business – None

Public Comments – None

The next regular PC Meeting will be held on September 3rd, 2025 at 7:00 p.m. at the Village Office, unless called off by Chairperson Shaw.

The meeting was adjourned by Shaw at 8:13 p.m.

Norman Day, Ex Officio PC Member
Village of Saranac Planning Commission