

VILLAGE OF SARANAC
PLANNING COMMISSION
REGULAR MEETING
November 6, 2019

The Planning Commission Regular Meeting was called to order at 7:06 p.m. on November 6, 2019, by Acting Chair, David Shaw.

The meeting was opened with the Pledge of Allegiance.

Present: Bush, Shaw, & Tlappek
Absent: Klutman
Guests: Timothy Johnson, Mark Schaafsma, Jeanne Vandersloot & Jim VandenBerge

Motion was made by Tlappek, supported by Bush, to approve the Regular Agenda. All yeas.

Motion was made by Tlappek, supported by Shaw, to approve the October 2, 2019 Regular Meeting Minutes. All yeas.

Shaw welcomed the public to comment during the PC's review of draft language for an Adaptive Re-Use Planned Unit Development (AR-PUD).

Shaw turned the floor over to Tim Johnson from Main Street Planning, who led the review process of the proposed AR-PUD draft language.

During the review of Sec. 30.15A.02 – Permitted Uses, a discussion arose regarding alcohol and whether it's use should be addressed in the draft. Bush suggested writing the draft so that it is based on approval per each situation. Tlappek mentioned that facilities that don't have their own liquor license, can use an outside company who has a license for special events. Johnson will add additional language to item G – Banquet & Event Facilities, for the PC's review.

Tlappek suggested that for item M – Professional Offices, that retail sales be limited to items accessory to the permitted use, with approval by the Planning Commission. Johnson will add additional language for the PC's review.

Johnson noted the proposed new density language in Sec. 30.15A.03, which allows the PC to approve fewer than 15 dwelling units per acre, if a reduction in the number of units would better achieve the intent and purpose of the Village Master Plan. Commission members concurred with the new language.

Johnson moved the discussion on to review Sec. 30.15A.04 – Specific Development Standards.

Johnson suggested changing the not to exceed height from 23 feet to 20 feet in item E - Lighting. Commission members concurred.

Vandersloot raised questions about the set-back standards found in item B - Setbacks. It was discussed that the Harker Middle School property meets the setback requirements because the two side parcels on Clover Lane were purchased by the same person.

VandenBerge raised questions regarding “efficiency” versus “one-bedroom” language found in item H – Minimum Floor Area. He explained that the bedroom plan for the Harker Middle School project includes 400+ square feet assisted living apartments, with a kitchenette. Through discussion, Bush stated that she is in favor of lowering the square feet requirement. PC members concurred to reduce the one-bedroom language from 600 square feet to 400 square feet.

Johnson pointed out that he added items C and D to Sec. 30.15A.05 – General Development Standards. Commission members concurred with the additions.

VandenBerge raised concerns on Special Use Permits, and how current regulations could affect their project. Johnson was able to clarify any questions and concerns that were mentioned.

Motion was made by Bush, supported by Tlappek, to accept all changes discussed at tonight’s meeting. All yeas.

Johnson will incorporate the changes into a revised draft document that will be proposed at the Public Hearing on the PC’s next meeting date of December 4th.

Shaw opened the floor to Vandersloot for review of sample live-work ordinances. Vandersloot suggests requiring that a certain percentage of square footage be dedicated for the business portion of a building. Bush liked the idea of the square footage wording. Tlappek agreed and mentioned that she likes the live-work ordinance idea as she feels it will draw small businesses to move to Saranac and grow. Shaw feels that it is logical to help attract people to the vacant commercial buildings.


Vandersloot recommended putting together ideas and having Johnson draft proposed language.

Motion was made by Tlappek, supported by Bush, to move forward on the live-work concept and to recommend to the Village Council that Tim Johnson be retained to draft the language. All yeas.

It was the general consensus of commission members, to table the public hearing on upper-story apartment units in the CBD until live-work language has been approved, at which time a public hearing will be held for both Zoning Ordinance amendments.

The next Planning Commission meeting is Wednesday, December 4, 2019 at 7:00 p.m. A Public Hearing on Zoning Ordinance amendments to create regulations for an AR-PUD will be held in conjunction with the PC’s regular meeting.

Motion was made by Shaw, supported by Bush, to adjourn at 8:26 p.m. All yeas.

A handwritten signature in black ink that reads "Elizabeth Bush". The signature is written in a cursive, flowing style.

Elizabeth Bush, Secretary