

Town of Lyme Planning Board

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CHAUMONT, NY 13622
NOVEMBER 5TH, 2025

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Planning Board Members:

Reg Schweitzer, Chair
Adam Brown
Susan Warner
Gail Miller
Jake Savage

Others Present: Community Members

Call to Order: Reg Schweitzer calls the meeting to order and establishes a quorum at 6:30 pm.

Public Hearings:

- Heath Subdivision
- Sally Port Special Use Permit Amendment

- Reg Schweitzer opens the floor for anyone to speak on behalf of the items above, specifically Sally Port.
 - Deanna Lothrop, shares her support for Sally Port's expansion, highlighting its positive impact on the community. Sally Port has brought celebrities, revenue, and has been a venue for various events, including school events and book launches. The expansion is seen as beneficial for the town, providing more lodging and making the area a year-round destination.
 - Fred Lavarney supports Sally Port, agreeing with the positive impact it has on the community.
 - Erin, a former owner of Snug Harbor, supports Sally Port's growth, emphasizing the need for more jobs and activities in the area.
 - Julie Greco supports Sally Port for engaging locals and providing family activities, which are lacking in the area.
 - Keilani, a military family member, supports Sally Port for its activities and benefits to the community.

- Lynn and Todd Farris support Sally Port, emphasizing the positive impact on the community and the need to support local businesses.
- Barbara Collins supports Sally Port, noting the positive change it has brought to Three Mile Bay.
- Greg Hoppell and Mark Thompson also support Sally Port, seeing it as a positive addition to the community.
- Megan, owner of Snug Harbor and Maives Diner, supports Sally Port, highlighting the mutual support between local businesses.

Approval of Minutes: October 7th Meeting minutes tabled for next meeting

Public Comments (other than agenda items): None

Old Business:

- Sallyport Special Use Permit Amendment for Lodge and Restaurant Review
 - Mike Laselle explains the expansion plans for Sally Port, including adding a 30-unit lodge and a restaurant.
 - The expansion is within the allowed district and requires a special use permit for lodging and the restaurant.
 - The expansion includes additional parking and a new septic field, with no significant changes to the existing water service.
 - The expansion is expected to reduce traffic peaks and improve the overall community experience.
 - Concerns were raised about the lack of paving on the entry road, as required by the initial permit.
 - Reg Schweitzer goes through SEQR. Adam Brown makes a motion to approve, 2nd by Sue Warner. All in favor, none opposed. He then makes a motion to approve the special-use permit.
 - Jake Savage asks Reg Schweitzer about the Memorandum he requested be reviewed by the Town Attorney at the previous meeting. Specifically, he inquires about the attorney's response and whether Reggie has it in writing, emphasizing that it should be provided and shared with all board members for transparency.

- Reg Schweitzer indicates that the attorney has reviewed it and that the planning board has been instructed by the Town Attorney to continue forward with the current path, despite the legal concerns.
- Gail Miller mentions she requested the response in writing before this meeting, and that she was not provided it. Stating that we should see something in writing from a legal attorney telling us to move forward with an action she also does not consider legal.
- Reg Schweitzer mentions to attendees that the concerns are over the initial special permit that the venue was considered a restaurant, and that's what it was reviewed under the premise of it via a restaurant, and that we took action based on that.
- Gail Miller states that that is simply not true. They wanted an event center. She recommended that it go back to zoning. We create an event center for them. We then had a legal way to give this special permit. She said that she was voted down under the current special permit that is on file in the town office. And that there is currently no designation. She states that if it were approved as a restaurant, it should have said restaurant on it. It does not. It does not have any designation tying it to our zoning, and that is simply not workable. She claims this needs to be cleaned up. And states that no one is trying to shut down Sally Port. It needs to be done the proper way, which means we need to know what it is. If it's a restaurant, it's a restaurant it's if it's a hotel, it's a hotel; probably it really is an event center, but we don't have it in our zoning.
- Reg Schweitzer explains that the town has honored the initial special use permit, allowing Sally Port to operate.
- Gail Miller relays that the special use permit was filled out improperly, that it is not listed as a restaurant, and was, in fact, left blank. That it doesn't have a legal designation tying it to zoning. That, as well multiple changes have been made and filed without the rest of the planning board knowing. Further going on to say that what we are trying to do is get back to the regulations and do it properly. That an event center seems like a feasible way to look at it, but we don't have an event center in our zoning, which we need to do.
- Reg Schweitzer says we are good. And that we have talked about this in multiple different ways. We have been instructed to continue on the path we are on. That we just did SEQR. He again mentions he was looking for a motion to approve this with conditions that we set forth at the approval of the 60 cabin units in the first place. And with the condition of the most important thing being that the paving is completed at the street onset.

- Reg Schweitzer makes a motion to approve the Special Use Permit, 2nd by Adam Brown.
 - Adam Brown says he would like to possibly add one thing, that we officially update their special use permit to be a restaurant, and get the previous matter over with.
 - Reg Schweitzer says he thinks that it's already the action. The indication is that we've already taken the action 3 years ago, and treated them as such, and that he is okay with it already being that.
 - Gail Miller objects. Claiming that what she thinks we are doing is not legal, and that she wants to see proof that the attorney told us to do this.
 - The board votes 3:2 to approve the special permit with conditions, including the completion of the entry road paving.
- Vote Results- Reg Schweitzer, Sue Warner, Adam Brown Yes. Jake Savage and Gail Miller No.

- Heath Subdivision

- Scott Kolb presents the Heath subdivision, detailing the proposed changes and the need for a 50-foot right of way.
- The subdivision includes four lots, each with the required frontage, and the right-of-way will be deeded to all parcels.
- Reggie reviews the SEQR. Gail Miller motions to approve, 2nd by Sue Warner. All in favor, none opposed.
- The board votes unanimously to approve the subdivision as proposed, with a motion by Gail Miller and a 2nd by Adam Brown. All in favor, none opposed.

- Jason Corbin – AVL Sign Special Permit Review

- Jason Corbin presents changes to his AVL Sign plans, including additional exterior lighting and screening.
- Jason Corbin discusses the use of eco-friendly inks and the absence of odors from the business.
- The board reviews the SEQR findings, determining that the proposed action has no or a small impact on the community. Motion to approve made by Sue Warner, 2nd by Adam Brown. All in favor, none opposed.

- Sue Warner makes a motion to approve the special permit with conditions, including obtaining county building and highway permits and meeting the septic plan requirements, 2nd by Adam Brown. Gail Miller requests that he confirm the septic plan is suitable for commercial use since the plans list it as residential. All in favor, none opposed.

New Business:

- Stinson and Pitkin Subdivision
 - Reg Schweitzer explains the current road changes, mentioning the Clock Road going straight through.
 - Reg Schweitzer discusses the ratification process of the map and the need for a public hearing next month. Thus, a public hearing is scheduled for next month.
- Lot Line Adjustment
 - Reg Schweitzer and Garth discuss property line changes and a garage built on someone else's property.
 - Reg Schweitzer confirms a lot line adjustment
 - Reg Schweitzer and Garth discuss the urgency of the lot line adjustment.
 - Garth mentions the closing date of the property transaction.
 - Reg Schweitzer outlines the requirements for a lot line adjustment and the need for a SEQR form.
 - Reg Schweitzer reads the SEQR. Gail Miller makes a motion to approve, 2nd by Sue Warner. All in favor, none opposed.
 - Reg Schweitzer signs the SEQR forms and advises on filing them within 62 days.

Other/Correspondence:

- Rick Hathaway Resignation
 - Reg Schweitzer mentions Rick Hathaway's resignation from the board and the need for a new member.
- Need for PB Secretary
 - Reg Schweitzer and Gail Miller discuss the need for a planning board secretary.

- Gail Miller suggests advertising the secretary position.
- Reg Schweitzer and Gail Miller discuss the town's budget and the salary for the secretary position.
- Gail Miller emphasizes the importance of transparency and the need for a secretary.
- Gail Miller offers to help with the advertisement and suggests using local resources.
- Jen Kingsley mentions reaching out to Cara, who expressed interest in town involvement.
- Gail Miller and Reg Schweitzer discuss the job description and responsibilities of the secretary.
- Jake Savage mentions the need for someone to post minutes and other documents online, and suggests that this should be the secretary.
- Jake Savage suggests using technology to help with meeting minutes and documentation.
- New York State Open Meetings Laws
 - Jake Savage discusses the requirements of the New York State Open Meetings Laws and the importance of transparency.
 - Reg Schweitzer and Jake Savage discuss the need for agendas and meeting minutes to be posted online within specified timeframes. Agendas specifically are supposed to be made available to the public and everybody on the board 24 hours in advance of the meeting and posted to the town website as well. That the meeting minutes are also supposed to be posted and made available to the public within two weeks of meetings, and any material to be discussed must be provided 24 hours in advance. Emphasizing that all are now supposed to be posted to a .gov town website
 - Jake Savage discusses the recurring requests by the community at Town Board Meetings that meeting minutes and agendas need to be posted and have not been for quite some time. It is to note that the last time anything was posted to the website was January 2024.

- Gail Miller expresses concerns about transparency and the need for public trust. She has been approached many times, also with people concerned about the lack of agendas and knowing what's coming before us.
- Reg Schweitzer agrees it should be posted and that he admits that we're finishing agendas the day of the meeting. He suggests seeking legal advice from the town attorney or county planning on any possible procedural timeframe waivers.
- Gail Miller respectfully requests that if the attorney is to give us advice, we see it in writing. That she finds it hard to believe that the attorney would tell us to do something that could be considered illegal, but that she believes that's supposedly what's happened regarding Jacobs' prior questions before the attorney.
- Reg Schweitzer mentions he would prefer not to be involved in it.
- Jake Savage mentions that he took his questions to the town board and that he was directed to involve the chair and was told that the chair needs to be cc'd and that any questions go through him to the attorney.
- Reg Schweitzer said he isn't withholding any information and that we are welcome to talk to the attorney as far as he is concerned.
- Gail Miller insists that she doesn't like to be told to do something without it being in writing because next week, he can say he didn't say it. That he can talk to you Reg, and say this is the way that you're going to do it. and if we get in trouble, turn around and say he never had that conversation with you. She says she thinks in writing is the professional way to do it.
- Reg Schweitzer asks how we would like this to proceed.
- Jake Savage states that he was told it should be provided to all of us board members in writing. And that any correspondence with the attorney that could affect any of our actions as a board regarding any permits whatsoever should be shared.
- Reg Schweitzer says he knows, as recently as the 29th. Jim asked the attorney again, and asked if he got a response back to you.
- Jake Savage states that he asked Jim, even more specifically at the last town board meeting, and Jim said he was told everything was done legally, and he dismissed it.

- Jake Savage further emphasizes that he certainly believes he should be able to see any response in writing.
- New York State Education Requirements For Planning Board Members
 - Jake Savage brings up the education requirements for planning board members. Emphasizing that 4 hrs are required per year for each member.
 - The board discusses where this can be achieved, with Reg Schweitzer referring to emails he forwards regarding trainings when he knows they are available.
- Town of Lyme Employee Handbook
 - Jake Savage makes note that the town has an employee handbook with a code of ethics. He suggests everyone review the employee handbook. He further offers to email the employee handbook to all board members. But notes that it should have been provided to everyone by the supervisor when it was enacted or upon each being appointed.
- NYS Town Law Filing Requirements and Deadlines
 - Jake Savage mentions NYS Town Law procedural and filing requirements and deadlines. Specifically, the 5-day filing deadline with the town clerk. He expresses concerns about missed filing deadlines for special use permits. Noting the importance of meeting deadlines and the need for proper documentation. Noting that it's concerning that the last amendment to Sally Port had missed the deadline by a month.
 - Reggie requests to have Jake Savage help with the documentation and meeting deadlines. It is agreed to be followed up on at the next meeting.

Adjournment: Motion to adjourn made by Reg Schweitzer, 2nd by Gail Miller. Meeting adjourned.

Next Meeting: December 2nd, 2025