

Village of Schuylerville Planning Board Meeting Minutes

Date: January 19, 2026

Time: 6:30 pm

Location: Village Municipal Center

Village of Schuylerville Planning Board met for its regular meeting on Monday January 19, 2026, meeting was called to order at 6:28 pm by Chairman Mike Patterson. Members present were Chairman Mike Patterson; Patti Smola; Sean Healy; Ed Carr; Susan Rhoades; and guest John McBride, Code Enforcement Officer. Absent: Brianne Dorgan

Approval of Prior Minutes: Review of prior meeting minutes was deferred because the minutes from the last meeting were not available. The board will include approval at next month's meeting.

Public Comments: Chairman Mike Patterson welcomed Jamie Rock of Steadfast Leather; Noah Chani of Grateful Threads; Ray Newberry of Kickstart Café; and Tim Blogett of Saratoga Tackle & Archery.

New Business: Change of Use Request – Mr. Blogett of Saratoga Tackle and Archery requested to relocate an existing retail business (fishing and archery) to 990 Broad Street. The business use is not changing, only the location. Applicant noted the original submission was incomplete; additional pages/forms were required. Chairman Mike Patterson provided copies of the needed forms (change of use, sign application, and site plan permit materials) and reminded applicant that owner authorization must be notarized where required. Mr. Blodgett described planned interior work including new waterproof vinyl flooring and relocating an interior door for equipment access. Chairman Patterson advised that, in addition to the change of use, a building permit is required for the work. Mr. Blodgett was asked to provide a simple floor plan (non-architectural is acceptable) and a written scope list (e.g., flooring and any other work) with the permit application. Signage requirements were discussed, including sign size/location per zoning code and the option for temporary window signage while final signage is prepared. Mr. Blodgett is to submit completed change of use package (including remaining pages) and provide a basic floor plan and scope of work. Due: by the first Monday of February (requested for distribution/review). Code Enforcement Officer Mr. McBride to coordinate site visit timing with Mr. Blodgett to review the space (date TBD).

Change of Use / Business Opening – Maroq LLC (Vintage Clothing & Leather), Broad Street
Mr. Chani presented plans for Maroq LLC, combining a vintage clothing shop and leather goods business moving into 78 Broad St. Chairman Patterson stated the application was

missing the owner authorization signature, which must be notarized. The property owner was reported to be out of the country. board member Susan Rhoades recommended Mr. Chani to use a remote/electronic notary service (e.g., notarization via video call) to obtain the required notarized authorization. Mr. Chani proposed a primary exterior sign and additional window decals/signs. Chairman Patterson advised that properties in the historical district are limited to one sign per current code; Mr. Chani and Mr. Rock may seek a variance for additional signage through the Village Board referral to the Zoning Board of Appeals. Mr. Chani discussed creating a second means of egress via an outdoor stairwell from the rear door to support rear parking access and code compliance. Building permits are required for this work. Mr. Chani noted potential removal of a non-structural wall used to create a storage area, to restore/open the space. Mr. Chani is to obtain and submit notarized owner authorization (remote notarization permitted), as soon as possible, submitting prior to next meeting for review. Mr. Chani & Mr. Rock will revise sign plan to comply with one sign requirement initially; pursue variance later if desired. Code Enforcement Officer Mr. McBride to review building permit materials and provide permit fees and next steps.

Change of Use / Business Opening – Mr. Newberry presented plans for Kickstart Cafe, move to 76 Broad St. including potential live music/band setup (using a front bay window/platform area) and related electrical considerations. Chairman Patterson noted that the application was missing notarized owner authorization, but noted the submission was otherwise complete and design materials were helpful for understanding the proposed layout. Applicants intend to use an existing hanging sign (repainted or re-used). Board noted the proposed sign dimensions appear to be within code; window signage must comply with the historical district “one sign” limitation unless a variance is obtained. Mr. Newberry will obtain and submit notarized owner authorization (remote notarization permitted). Due as soon as possible, submit prior to next meeting for review. Code Enforcement Officer, Mr. McBride to review building permit materials and issue permit fees and approvals as appropriate so work may proceed.

Motion: To allow the Maroq LLC and Kickstart Cafe applicants to move forward with building permits so construction can begin, with final planning approvals to follow once notarized owner authorizations are received.

Moved by: Member Patti Smola, seconded by: Member Sean Healy Vote: All Ayes Approved (all in favor; none opposed), motion carried 5-0.

Applicants were asked to submit complete packages (including notarized signatures and any revisions) as soon as available, preferably by the first Monday of the month to allow time for board review and placement on the Village Board agenda.

Other Business: The board discussed meeting on the second Monday of the month, noting a potential conflict with President's Day. The board will confirm and notify applicants by email.

Cumberland Farms sign: Discussion held regarding sign dimensions and whether replacement constituted maintenance/like-for-like replacement versus a new sign requiring variance. No action recorded.

Byron's sign/ownership change: Discussion that if the business name/sign does not change, a new sign permit may not be required; if the name changes, a sign permit would be needed.

Sidewalk replacement: Discussion of village cost-sharing (up to 50%) and that a building permit is required for sidewalk replacement; annual limits may apply (number not confirmed).

Permitting reminder: Code Enforcement Officer reminded attendees that most contractor work requires permits (e.g., roofs, windows), to ensure inspections and compliance documentation.

Adjournment: A motion to adjourn was made by Patti Smola and seconded by Sean Healy, motion passed. The meeting was adjourned upon a unanimous vote at 7:10 pm.

Minutes prepared by: Susan Rhoades