

**LAKE GEORGE VILLAGE PLANNING BOARD MEETING  
AUGUST 30, 2023 – 3:00 PM  
VILLAGE ADMINISTRATION BUILDING  
26 OLD POST ROAD - LAKE GEORGE, NY  
MEETING MINUTES**

**Board members present:** Carol Sullivan (Chairperson), Patricia Dow, Kevin Merry, and Dean Howland

**Board members absent:** Patrina Leland and Walt Adams

**Others present:** Debonnay Meyers (Planning & Zoning Clerk), Dan Barusch (Director of Planning and Zoning) Raymond Perry (Mayor of Lake George), Sam Luciano, Kathy Muncil, and Vincent Crocitto.

Carol Sullivan called the meeting to order at 3:03 pm.

**NEW BUSINESS:**

**APPLICATION: SPR#19-2023**

**APPLICANT: FORT WILLIAM HENRY / WINTER COALITION**

**TAX MAP: 264.06-2-51 & 251.18-3-72**

**ADDRESS: 46 & 48 CANADA**

**ZONE: COMMERCIAL MIXED USE**

Applicant is seeking approval to allow international company “Moment Factory” onto the Fort William Henry’s property as a temporary tourist attraction during the winter season and shoulder seasons. The attraction would be composed of lighting and visual features primarily located inside the Fort building, up on the bastions and down in the center of the Fort. There will be some ancillary features on the site, including an arch and walkway near the Fort entrance, and an arch out near the roadway entry point. During this special meeting, the Board members will have the opportunity to review the draft application and be able to ask questions regarding the proposed attraction and its components. Those questions will be documented and forwarded to the appropriate party for answers and eventual further discussion at the next regular meeting on September 20, 2023.

Sam Luciano, Kathy Muncil, and Vincent Crocitto were present to represent Fort William Henry and the Winter Coalition. Carol Sullivan asked for the project name. Sam Luciano stated it would be called “The Winter Experience”. Carol Sullivan informed everyone that the meeting would be considered a “sketch-plan meeting”. The “sketch-plan meeting” was defined as an informal meeting that allows the Board to ask questions. If the applicant didn’t have an answer, they would have time to obtain that answer and provide it during the upcoming Planning Board meeting. Carol Sullivan invited Sam Luciano, Kathy Muncil, and Vincent Crocitto to conduct their opening statement. She also stated that if they don’t want to conduct one, the Board could ask their questions. Sam Luciano said the Board could ask their questions.

Carol Sullivan asked Patricia Dow to go first. Patricia Dow expressed her concerns about traffic flow. Patricia Dow suggested them to have a temporary light in place. She added that the temporary light had been used at other events to help with traffic congestion. Sam Luciano

**LAKE GEORGE VILLAGE PLANNING BOARD MEETING**  
**AUGUST 30, 2023 – 3:00 PM**  
**VILLAGE ADMINISTRATION BUILDING**  
**26 OLD POST ROAD - LAKE GEORGE, NY**  
**MEETING MINUTES**

explained that Christian Dutcher would be the one who would have control of the traffic flow. He added that Christian Dutcher had been handling that specialty for years and he knows what to do. Sam Luciano explained that the Fort will be having a meeting on September 14, 2023, and this meeting would invite the businesses within Lake George to attend. The meeting would go into specific details as to where visitors would park and if the businesses would be willing to sell their parking spots.

Patricia Dow continued to express her concerns. The concerns related to handicap accessibility, how customers would be able to turn right out of the parking lot, the hours of operation for the event and how many people would attend the event at once. Sam Luciano said the event would occur five to six days a week and between the hours of 6 pm and 10 pm. He added that the approximate number of people per hour would be 400. Kathy Muncil asked Patricia Dow if the Ice Castle sponsors reached out to her yet for the upcoming season. Patricia Dow responded with not yet. She explained that she would rent part of her parking lot to them.

She turned the conversation to talk about her concerns with pedestrian crossing and how she would assist with that in her parking lot. Ray Perry interjected and quickly mentioned that he had been looking at crossing devices for the crosswalks in the Village. He expressed that they're outdated, and he had been working with the DOT on updating them. He said what he's been looking at is called hawkers. Hawkers are the crossing devices that flash when pedestrians are crossing the road. Dean Howland stated that the crosswalk near the Lobster Pot is very concerning to him as it's difficult to see pedestrians crossing. Everyone had separate discussions on pedestrian safety. Dan Barusch pulled the conversation back and asked Sam Luciano, Kathy Muncil, and Vincent Crocitto to bring a delineation for the pedestrian path to the next Board Meeting. They said they would do that. Dan Barusch asked Sam Luciano if they recalled their parking lot project, where they appeared in front of the Board with a map showing the directional arrows. Sam Luciano said yes. Dan Barusch requested if that could be submitted for the next meeting. They agreed to do so.

Dean Howland quickly interjected to ask a question. Carol Sullivan reminded the Board to only ask questions about parking and parking flow. Dean Howland assured everyone that his question was in relation to that. Dean Howland's question was how customers would be able to turn left to get out of the parking lot. Sam Luciano stated that the parking attendants, one stationed in the front and one in the back, would help vehicles turn in the direction they'd like to go. Patricia Dow wanted the specific locations as to where they would be. Sam Luciano said the first attendant would be by the booth out front and the second attendant would be in the back. Patricia Dow did indicate, based on her personal experiences with events, that people do tend to maneuver their own way around, whether it be in their vehicle or simply walking around. She recommended having an additional attendant. Ray Perry did indicate they had a traffic plan in place that three right turns would get customers back to Route 9. Carol Sullivan said the temporary traffic light would be worth trying for this year. Ray Perry added that it's better to try it out during this season than not having it at all. Patricia Dow had another question in relation to pedestrian crossing. She asked what would be done and what effect would occur if the snowfall

**LAKE GEORGE VILLAGE PLANNING BOARD MEETING**  
**AUGUST 30, 2023 – 3:00 PM**  
**VILLAGE ADMINISTRATION BUILDING**  
**26 OLD POST ROAD - LAKE GEORGE, NY**  
**MEETING MINUTES**

happened during the event. Vincent Crocitto said he could obtain permission from Warren County to maintain Route 9. Patricia Dow said her question wasn't really answered and reworded her question to detail the flashing lights and the snow and how that would affect the pedestrian flow. Dan Barusch explained to Patricia Dow that the hawkers were a separate matter. Patricia Dow still asked regardless of who's in charge of hawker project, she still wanted to know if it would still be effective for pedestrian crossing. Ray Perry said yes. Patricia Dow ensured with Ray Perry that it will be for all conditions.

Discussion about the hawkers continued in relation to the noises the machine would make. Carol Sullivan expressed that the walk lights should be changed. Ray Perry said that he has been Mayor for a few months now and that he's working to improve the Village. Patricia Dow wanted to add on to the conversation to express her concerns with the pedestrian crosswalks. She said that she has concerns whether they will cross or not, especially when it's raining. Carol Sullivan asked the Board if they had any other questions in relation to parking and traffic flow. Dean Howland made a comment that the pedestrian walkways are crucial. Patricia Dow asked about onsite traffic flow. Kathy Muncil went in front of Patricia Dow and used the map provided to show where the traffic flow would occur and answered all her questions. Kevin Merry inquired about the different light themes and where "2" would be on the map. Kathy Muncil showed Kevin Merry on the map where everything would go. She explained that the pictures of each exhibit were an artistic rendering, and that "A" had been removed from the plans. Kathy Muncil then went to Dean Howland and showed him what she went over with Kevin Merry and Patricia Dow.

Kevin Merry asked if "5" shown in the rendering would be a real fire or lights. Kathy Muncil said LED lighting. The Board had questions in relation to the artistic rendering. The Board asked about the height of the highest light. Sam Luciano said he doesn't have the exact measurements, but he was told that it would be less than the height of the flag poles. Carol Sullivan asked if less than 20 feet would be correct. Vincent Crocitto said if there were any changes, he promised to let the Planning Board know. Ray Perry said that the Moment Factory's goal for the height of lighting was strictly for allowing customers to take pictures to upload on social media. It was mentioned during the meeting last week.

The Board inquired how the customers would be able to see the attractions. Vincent Crocitto said they would be able to see it from inside the Fort. The Board had specific questions about the bastions. Dan Barusch asked how high the bastion would be above the deck, not at street level. Kathy Muncil said maybe six feet. Dan Barusch reworded his question to clarify how high the exterior bastion walls would be. Kathy Muncil said the actual bastions would be five feet. The walkways would be a little shorter than that. Dan Barusch stated that the walkways would not have any displays. The displays would only happen in the corners of the bastion walls and in the middle. Dan Barusch explained that the moons shown in "5" would be able to be seen slightly over the walls as well as a portion of the trees shown in "4". All the other displays won't be seen over the walls. Ray Perry explained that the artistic rendering was shown at a higher elevation. Therefore, pedestrians wouldn't be able to see many of the displays except the ones that will be a

**LAKE GEORGE VILLAGE PLANNING BOARD MEETING**  
**AUGUST 30, 2023 – 3:00 PM**  
**VILLAGE ADMINISTRATION BUILDING**  
**26 OLD POST ROAD - LAKE GEORGE, NY**  
**MEETING MINUTES**

bit above the walls, like the trees in “4” and the moons in “5”. The Board questioned the little area near “1”. Kathy Muncil said that area would include a propane firepit. That firepit won’t be part of the event as it’s used by the Fort.

Patricia Dow had concerns and questions about the plan for customers with disabilities. She indicates that any event must have a safety plan. The lights can trigger people who have vertigo; what does the Fort have in place for this if they get disoriented and don’t follow the order? Sam Luciano said the show would be choreographed in a specific manner to guide customers through the interaction. There would also be ushers and security present to help with the flow as well. Sam Luciano also added that the walkways would have enough room for wheelchairs and audio devices would be available.

Dean Howland had a question in relation to the movement through the displays. He asked if walking down the walkways would eventually lead to another display. Ray Perry said yes. Ray Perry explained that one of the displays would include a cabin. Customers would be able to throw yarn at the cabin and it would have special effects to “warm up” the cabin. Vincent Crocitto and Ray Perry went into detail as to what they were disclosed with about the special effects relating to the displays. Sam Luciano explained that these displays would be temporary, they would not be permanent. Patricia Dow interjected real quick to ask a question relating to pedestrians. She explained that it’s been a while since she’s been to the Fort, but she wanted specific information about where everything would be. She inquired where the people would be walking, would it be at the same level as where the cannons get set off. Kathy Muncil said yes.

Carol Sullivan spun the conversation to discuss the ushers and security. Sam Luciano said that they would ensure that customers would not be walking around freely and would follow the flow. Dean Howland wanted to ensure the walkways and every display would be ADA compliant. Sam Luciano ensured it would be ADA friendly.

Carol Sullivan changed the topic again to ask if there would be sound available. Vincent Crocitto said there would be sound, and it would only be heard within the Fort. Carol Sullivan then asked about signage. Sam Luciano said maybe a sign would be added on Route 149, but he wasn’t sure what they would be doing. Vincent Crocitto said that there was conversation on possibly adding external signage near the flags. Carol Sullivan asked Vincent Crocitto how people would know where to enter. Vincent Crocitto, Ray Perry, and Sam Luciano were trying to answer the question. Dan Barusch indicated that “A” that was shown on the map was the arch that was supposed to let customers know where to go. Sam Luciano said he’d love to have an archway, but he wouldn’t have time to follow specific standards. Carol Sullivan said she did have questions about the archway before she was told it would be removed. One of her questions would’ve been “would there be signage on the archway?”

The Board, Kathy Muncil, Sam Luciano, and Vincent Crocitto broke down the conversation into sections about signage. Carol Sullivan asked Kathy Muncil what they would like to do. The Black Smith Tavern sign was thrown in as a suggestion. Carol Sullivan said she thought that the

**LAKE GEORGE VILLAGE PLANNING BOARD MEETING  
AUGUST 30, 2023 – 3:00 PM  
VILLAGE ADMINISTRATION BUILDING  
26 OLD POST ROAD - LAKE GEORGE, NY  
MEETING MINUTES**

sign wouldn't be near the entrance. Sam Luciano suggested maybe having lights instead of the archway. Ray Perry said there was some miscommunication between the Winter Coalition and the Moment Factory as to who would create the archway. Sam Luciano said if the Planning Board would approve the archway, he will make the archway. If they approve the lights, they will do the lights. Carol Sullivan asked if the archway would be temporary. Sam Luciano said it could be. Carol Sullivan said the decision of what they will do is between them, and they will have to make the decision of whether they will make an archway or put-up lights.

Kathy Muncil stated that there will be no advertisement on the hotel part of the property. Kevin Merry asked if there would be parking available for the event parking. Kathy Muncil said there would be no parking on the hotel side. Kevin Merry asked if there was enough parking for the event overall. Sam Luciano said no. Carol Sullivan explained that since because the event would be considered public, the Village couldn't say that providing parking is mandatory. She provided an example of people parking on the streets during the summertime. Dan Barusch said on the southern niche, near the Conference Center, there's approximately 150 spots. Sam Luciano said 158. Dan Barusch suggested to Sam Luciano and Kathy Muncil that they should put a temporary barrier up so that way it separates the hotel from the other car parks. Carol Sullivan asked if there will be handicap parking available. Sam Luciano said there would be spots available. Sam Luciano asked the Board if they could switch the conversation back to the signage. He asked Carol Sullivan what they could do and what the Board would approve. Carol Sullivan said she could come up with some ideas to help but can't provide what would be okay for the full Board as not everyone from the Board attended the meeting. Carol Sullivan wanted to review the Village Code and what they could do. Dan Barusch said that it depends if it's temporary or not. Vincent Crocitto said they'd make it temporary. Dan Barusch said they could design the archway and then present it to the Board for review. Sam Luciano said that he'd make the archway temporary, so that way trucks could get through by slightly moving the archway, if needed.

Patricia Dow suggested doing the lights instead of the archway. She inquired what kind of lights would be hung. Ray Perry said the lights would travel up and down. Patricia Dow strongly recommended the lights as they wouldn't have to build anything. She added that customers would know where to go when they see the lights. Carol Sullivan advised that once they approve the lights, it could trigger other businesses and establishments to put up lights. Carol Sullivan asked if these lights would be on the poles. The answer came back as a yes. Carol Sullivan said she wanted to ask that question because if the Board does approve the lights to be placed on the flag poles, it would start a trend and other businesses would want lights on their flag poles. Patricia Dow suggested allowing that only during the wintertime. Carol Sullivan said the Board could put that in the motion.

Patricia Dow asked if they could use the Blacksmith sign and swap that sign with a new sign for the event. Dan Barusch said a basic sign could be designed and could be administratively approved by him if presented. Ray Perry said that a logo could be placed on the sign once designed and the sign would be backlit. Dean Howland said if they wanted to have the lights in addition to the sign, they should be placed closer to the attraction because it could be seen by the

**LAKE GEORGE VILLAGE PLANNING BOARD MEETING**  
**AUGUST 30, 2023 – 3:00 PM**  
**VILLAGE ADMINISTRATION BUILDING**  
**26 OLD POST ROAD - LAKE GEORGE, NY**  
**MEETING MINUTES**

street. Carol Sullivan agreed with Dean Howland's statement and explained why they should do that instead of having the lights on the flag poles. Sam Luciano asked why they couldn't have them on the flag poles. Carol Sullivan said having the lights on a permanent structure, such as the flag poles in this case, would cause other businesses to put their lights on their permanent structures. Sam Luciano assured the Board that the lights would be removed after the event. The Board explained that the flag poles would still be present on the property after the event. The flag poles would be considered a permanent structure and that is something the Board would not approve. Vincent Crocitto asked if the poles were removed, would the Board look at that differently? Before the Board could answer, Vincent Crocitto withdrew his question. The Board reminded Vincent Crocitto, Sam Luciano, and Kathy Muncil of Patricia Dow's suggestion about using the Blacksmith sign. Kathy Muncil suggested that instead of removing the Blacksmith sign, they could remove the Fort William Henry sign and use that for their basic sign. Vincent Crocitto asked how far back the poles would have to be to allow the lights. Carol Sullivan said it would have to be in the attraction. Patricia Dow said she believes that the lights would be too far back to know where to turn.

Dean Howland suggested utilizing string lights as an archway. Patricia Dow asked what Ice Castles did. Dan Barusch said that the castles were seen from every vantage point, so they didn't need any. Patricia Dow asked if the glow from the lights would be seen. Ray Perry said that this conversation was continuing longer than it needed to and suggested hiring people to guide vehicles should be the way to go. Carol Sullivan said if the temporary traffic light was out, it should help with that too. Sam Luciano once again asked about the requirements of the archway. Carol Sullivan asked Dan Barusch if the archway would be considered a permanent structure. Dan Barusch said it's ultimately up to them. If it's temporary, they would have to appear in front of the Board sooner rather than later. If it will be a permanent arch, the chances of having that done this year for the event wouldn't happen. Dan Barusch took time to explain the process of what would occur if they wanted to have a permanent archway.

Dan Barusch suggested using Dean Howland's string light suggestion for this year so that way they can achieve the archway. If they have a successful turnout after the event, they could plan for the permanent structure next year. Ray Perry mentioned that there are signs at Wood Park they could use to let pedestrians know "next right". Kathy Muncil asked who controls the Wood Park sign. Ray Perry said Debonnay Meyers controls it. Debonnay Meyers added that she controls those signs through her computer but, what could be placed on the sign does vary. Ray Perry said the County would be on their side for advertising. Debonnay Meyers said the County does call the Mayor if they don't like what's being advertised on the sign. Ray Perry believes that Sylvia is the one who reaches out to him from Warren County about the signs.

Carol Sullivan switched the conversation to discuss what was talked about during the meeting and what would be reviewed next year. Ray Perry wanted to revisit the traffic light and the travelling billboard. He asked if that would be allowed for the first year. Dan Barusch said if they obtain approval from the DEC, they could. Ray Perry said it would be a travelling reader board that lets pedestrians know "next right" or "event here". Dan Barusch said he doesn't think the

**LAKE GEORGE VILLAGE PLANNING BOARD MEETING  
AUGUST 30, 2023 – 3:00 PM  
VILLAGE ADMINISTRATION BUILDING  
26 OLD POST ROAD - LAKE GEORGE, NY  
MEETING MINUTES**

DEC will care about a reader board, but they will have to obtain approval for the temporary traffic light. Before another question was asked, Dan Barusch wanted clarification on whether the question was for the traffic light or for the reader board. Ray Perry said the combination of the two. Sam Luciano quickly interjected and said the customers would have time stamped tickets that they would purchase online. Patricia Dow said using the light from Canada Street near Wood Park, they could place the reader board there to let them know where to go.

The Board switched the conversation back to the concerns of parking. They asked what they would do if the parking lot was full. Kathy Muncil said they'd pull the vehicle aside and guide them through the parking lot to get them out safely then tell them where to park. Carol Sullivan asked the Board if they had any other questions before she reconfirmed everything that was discussed. The Board had no further questions. The Board, Sam Luciano, Kathy Muncil, Vincent Crocitto, Dan Barusch, Ray Perry, and Debonnay Meyers all started discussing the hours of operation and the days of the week. Ray Perry said they were thinking of having a Local Day, but it's not set in stone. Carol Sullivan asked if they had any questions for the Board. There were no questions.

Dan Barusch reminded Sam Luciano, Kathy Muncil, and Vincent Crocitto what they would need to bring for the September meeting. They would have to provide a circulation plan, a plan showing pedestrian crossing, and an updated artistic rendering sheet. Dan Barusch said he doesn't see much of an issue when it comes to public hearings. He did mention that there may be a press presence during the meeting. Patricia Dow wanted to chime in and suggest they put specific wording such as "allow additional time for parking" on the admission tickets so that way their customers were notified. The Board agreed with Patricia Dow's suggestion and encouraged them to do that.

Motion to adjourn by Carol Sullivan at 4:00 pm, seconded by Patricia Dow, and unanimously carried.

Respectfully submitted,  
Debonnay Meyers