

VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES
39 MAIN STREET SARANAC LAKE NY
MEETING AGENDA 5:30 PM
Monday, September 23, 2024

This meeting will be held in the Village Board Room and may be viewed through ZOOM
Enter at the side door of the building, 39 Main Street

Join Zoom Meeting

<https://us02web.zoom.us/j/83464593667?pwd=UzV2YHl2VGtqdGRzL3F5OVZvNmMxUT09>

Meeting ID: 834 6459 3667

Passcode: 459999

CALL TO ORDER PLEDGE OF ALLEGIANCE

ROLL CALL:

STR WORK SESSION

AUDITING:

a. Pay Vouchers

b. Approve Minutes from 9-9-2024

PUBLIC COMMENT:

ITEMS FOR BOARD ACTION

BILL	140	2024	Resolution designating September 27 th as “DJ Daniel Day” in the Village of Saranac Lake
BILL	141	2024	Resolution to engage Siemens Industry Inc. for Project Management and Energy Services Company (ESCO)
BILL	142	2024	Resolution to approve park use application for Farmers Market Fall Fest with permission to serve beer and wine
BILL	133	2024	Resolution to authorize release of RFP for professional services for SEQR process to complete zoning changes for Emergency Services Building Project

OLD BUSINESS: Housing Update and Emergency Services Facility update

NEW BUSINESS: Employee Handbook, Village Policies, and NYCOM Conference

WORK SESSION: Updates to Workplace Violence Policy

PUBLIC COMMENT:

EXECUTIVE SESSION: Employment history of a particular organization and sale of property

MOTION TO ADJOURN

PUBLIC COMMENT

PERIOD OF MEETINGS

1. Anyone may speak to the Village Board of Trustees during the public comment periods of a public hearing or the public comment periods of the meeting.
2. As a courtesy, we ask those participating in public comment to introduce themselves.
3. Individual public comment is limited to **5 minutes** and may be shortened by the meeting chairperson if not respectful and productive in manner.
4. When a meeting is attended by a group of people who share the same or opposing views on a public comment topic, the chair may require that the group(s) designate not more than two spokespersons and limit the total time public comment to 5 minutes for each point of view or side of an issue.
5. Individual time may not be assigned/given to another.
6. A public hearing is meant to encourage comment and the expression of opinion, not a direct debate, nor should a commenter be intimidated by a village board member. Should a village response be asked, The Village Board of Trustees may offer explanation or information to the public at that time. They also reserve the right to request the individual leave contact information with the Clerk to receive a more researched answer at a later time.
7. Individuals requesting response from the village board, not offered during the meeting, will be contacted by phone, email, letter, or request for in-person meeting.
8. All remarks shall be addressed to the board as a body and not to any individual member thereof.
9. Interested parties or their representatives may address the board at any time by written or electronic communications.
10. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
11. Village Board members are offered a 5-minute grace period for meeting start. If board member is more than 5 minutes late to the meeting, they will forfeit their right to participate and vote during the meeting.
12. While electronic devices are necessary for viewing documents and time keeping, as a courtesy to the public and fellow board members, Village Board Members must refrain from texting, e-mailing, and instant messaging during Board Meetings, except in the case of family emergencies.

Please note- During the course of regular business, discussion and commentary is limited to board members and village staff only. We ask for this courtesy, for the board and staff to conduct their business and discussion without interruption. All village board members and staff are available after the conclusion of a meeting for one on one discussion.

VILLAGE BOARD REGULAR MEETING

Monday, September 9, 2024

Regular Meeting began at 6:30 PM and ended at 7:00PM

Meeting was held in person in the Village Board Room and was also available on zoom

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL FOR REGULAR MEETING: Present, Mayor James Williams

Trustees: Present, Trustee Brunette, Trustee Ryan, and Trustee White. Absent, Trustee Scollin.

Staff also Present: Village Manager Bachana Tsiklauri, Village Clerk Amanda Hopf, and Village Treasurer Kendra Martin

AUDITING:

Chair Mayor Williams called for a motion to approve payment for the 2025 Budget \$112,774.70 batch number 09092024. Complete detail of these vouchers is attached and made part of these minutes.

Motion: Ryan Second: Brunette

Roll Call: Brunette yes; Ryan yes; Scollin; absent; White yes; Williams yes.

APPROVAL OF MINUTES:

Chair Mayor Williams called for a motion to approve these minutes

Motion: White Second: Ryan

Roll Call: Brunette yes; Ryan yes; Scollin; absent; White yes; Williams yes.

SPECIAL GUEST: Executive Director North Country Sports Council

PUBLIC COMMENT:

Peter Seward 33 Petrova Project effect on taxpayers

ITEMS FOR BOARD ACTION:

Bill 134-2024 Arbor Day Proclamation

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: Ryan Second: Brunette

Roll Call: Brunette yes; Ryan yes; Scollin; absent; White yes; Williams yes.

Bill 135-2024 Appoint Members to Tree Committee

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: Ryan Second: Brunette

Roll Call: Brunette yes; Ryan yes; Scollin; absent; White yes; Williams yes.

Bill 136-2024 Resolution to authorize overnight travel and training for Community Development Department for APA Chapter Conference

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: White Second: Ryan

Roll Call: Brunette yes; Ryan yes; Scollin; absent; White yes; Williams yes.

Bill 137-2024 Resolution to authorize Village Manager to hire Account Clerk

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: White Second: Ryan

Roll Call: Brunette yes; Ryan yes; Scollin; absent; White yes; Williams yes.

Bill 138-2024 Deem equipment surplus

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: White Second: Ryan

Roll Call: Brunette yes; Ryan yes; Scollin; absent; White yes; Williams yes.

Bill 139-2024 Resolution to appoint project advisory committee for DRI Whitewater Project

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: White Second: Ryan

Motion to amend: White Second: Brunette

Roll Call to amend: Brunette yes; Ryan yes; Scollin; absent; White yes; Williams yes.

Roll Call to pass amended: Brunette yes; Ryan yes; Scollin; absent; White yes; Williams yes.

OLD BUSINESS: Open Meetings Law Training and Agenda Items

PUBLIC COMMENT SECTION:

Mark Wilson public forum with Wendel concerning Emergency Services Complex

MOTION TO ADJOURN:

Chair Mayor Williams called for a motion to adjourn

Motion: Brunette Second: Ryan

Roll Call: Brunette yes; Ryan yes; Scollin; absent; White yes; Williams yes.

SHORT TERM RENTAL REPORT

Village of Saranac Lake



September 2024
Community Development Department

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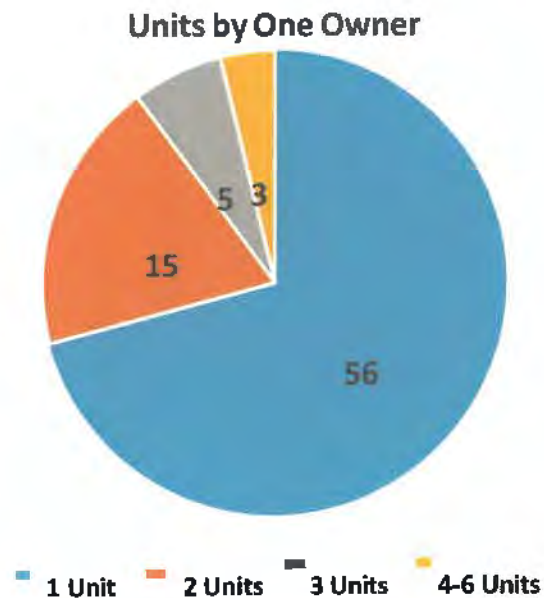
Overview of Pre-Existing STR Applications

Applications and Permits

- 91 applications were submitted, 85 applications were reviewed:
 - 6 of the 91 applications withdrew due to either the selling of their home or were no longer interested
 - Each application represents a single tax map parcel/ property
 - Some applications had more than 1 unit per parcel/ property
 - Each unit was issued a separate permit
- A total of 116 pre-existing STR units received permits:
 - 116 units represents 254 bedrooms for a maximum total of 606 occupants
 - Of the 35 Village districts 18 have at least 1 STR unit
 - Zone K-2 (Kiwassa Rd. area around Lake Flower) was issued the most units (20 units representing 45 bedrooms/120 max. occupants)

Number of Units by One Owner

This category identifies how many applicants own either one or multiple units.

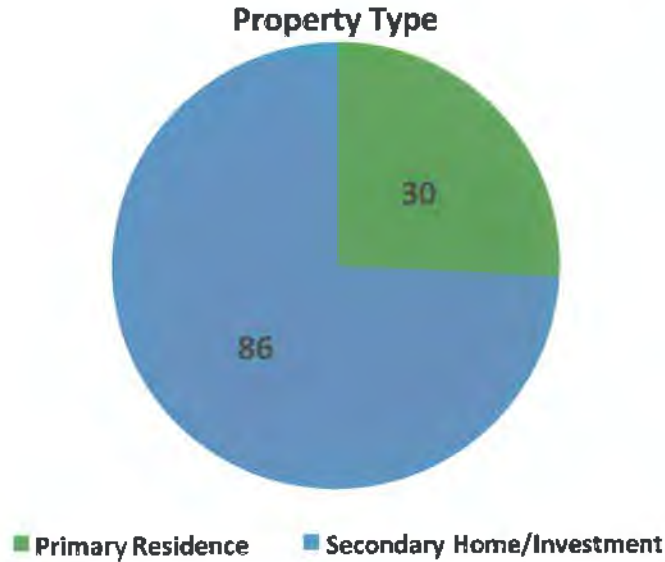


Property Type

This category identifies whether the property is a Primary Residence or used as a Secondary Home/Investment Property.

Primary Residence = owner occupied

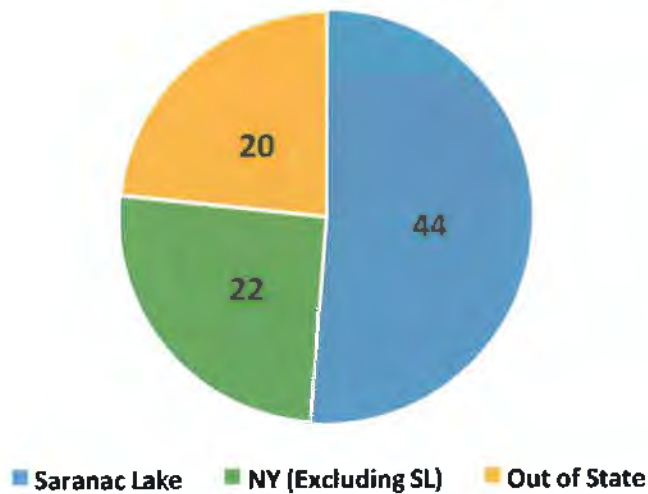
Secondary Home / Investment = second home or investment property



Secondary Home / Investment Properties, by Owner Address

This category identifies the number of Secondary Home/ Investment Properties owned by Saranac Lake Residents, NY State Residents, and Out of State Residents.

**Secondary Home / Investment Properties,
by Owner Address**



Licensed vs. Unlicensed STRs (Rentalscape data as of September 2024)

This category identifies the number of STRs that are licensed through the Village of Saranac Lake versus active unlicensed and dormant unlicensed units.

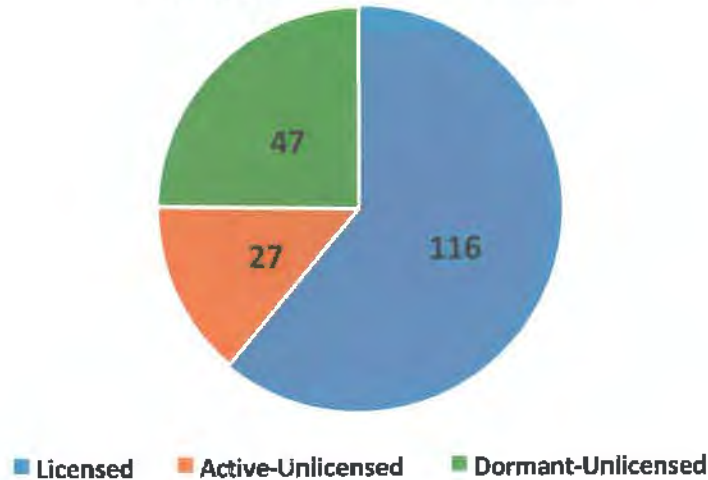
Licensed: Received permit through the Village to operate as a STR.

Unlicensed: Did not receive permit from the Village to operate as a STR.

Active: Unit is listed and visible on an online rental platform.

Dormant: Unit that was listed previously but is not currently available online to rent.

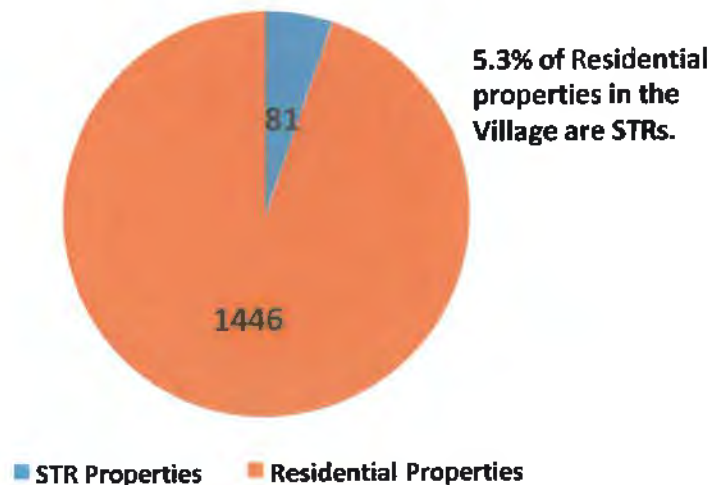
Licensed vs Unlicensed STRs



Village STR Density

This category identifies the number of residential properties compared to the number of STR properties. There are properties that are neither an STR or Residential. Multiple properties have more than one STR on the property. See Attachment B for more detail.

Village STR Density (1527 Total Residential Properties in Village)



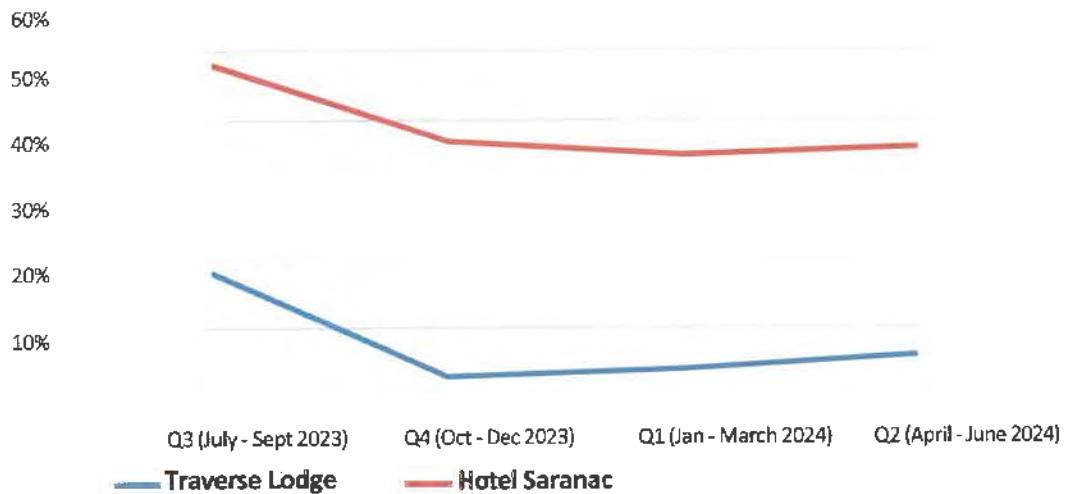
Lodging Occupancy per Quarter

This category identifies the average percent occupancy rate of Saranac Lake lodging businesses per quarter from 2023-2024.

*Still waiting on Occupancy from VOCO (Waterfront Lodge), Sara-Placid Inn & Best Western. Gauthiers declined to comment.

Note: The Ashley is at 100% occupancy - working with Elderwood for long term housing (nurses in 2023) and contracts with J1s (foreign student workers program).

Lodging Occupancy



Number of STRs per District

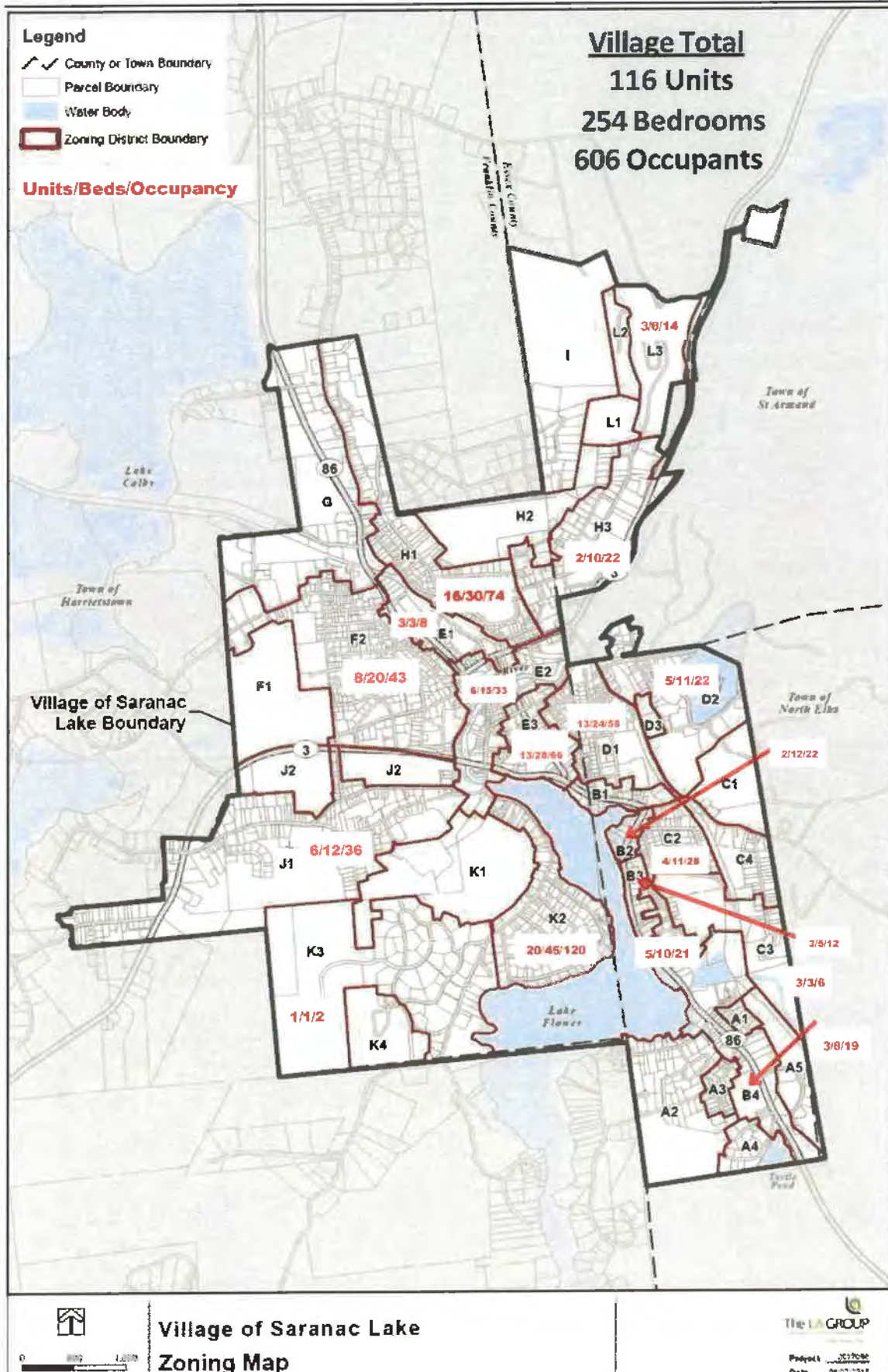
This category identifies the number of STRs in each of the Village Districts. See Attachment D for allowed uses per district.

Number of STRs per District



Attachment A – District Map STR Data

The map shows the number of STR Units/Bedrooms/Occupants in each district.



Attachment B – Licensed Properties by District Showing Density

District	Residential Properties (RP)	# STRs	Density (% STR vs. RP)
A2	51	4	7.8%
A5	3	1	33.3%
B2	4	2	50.0%
B3	18	2	11.1%
B4	30	3	10.0%
C2	88	4	4.5%
D1	139	8	5.8%
D2	60	4	6.7%
E1	19	2	10.5%
E2	35	6	17.1%
E3	31	5	16.1%
F2	293	6	2.0%
H1	186	12	6.5%
H2	1	1	100.0%
H3	73	2	2.7%
J1	198	5	2.5%
K2	125	13	10.4%
K3	45	1	2.2%
Total	1527	81	5.3%

(AMA/Trudeau Village is one tax map parcel.)

Attachment C – Active Unlicensed Properties by District

*These unlicensed properties are currently listed on an online rental platform.

District	# STRs
A3	1
B1	1
B2	1
B4	3
D1	5
E3	2
F2	3
G	1
H1	2
H3	3
I	1
J1	1
K2	3
Total	27

Village of Saranac Lake - Unified Development Code:

Schedule #1 - Allowed Uses

[Amended 7-9-2018 by L.L. No. 2-2018; 10-22-2018 by L.L. No. 4-2018; 12-9-2019 by L.L. No. 1-2020; 11-9-2020 by L.L. No. 7-2020; 1-9-2023 by L.L. No. 1-2023]

Land Use Type:		Districts:																																				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35		
		District A-1	District A-2	District A-3	District A-4	District A-5	District B-1	District B-2	District B-3	District B-4	District C-1	District C-2	District C-3	District C-4	District D-1	District D-2	District D-3	District E-1	District E-2	District E-3	District F-1	District F-2	District G	District H-1	District H-2	District H-3	District I	District J-1	District J-2	District K-1	District K-2	District K-3	District K-4	District L-1	District L-2	District L-3		
Symbol Legend:		P Permitted		SP Site Plan Review Required							A Administrative Permit Required							S Special Use Permit Required							Note: Blank cells indicate use is not permitted.													
33	Marina, Type I		SP				SP	SP																														
34	Marina, Type II		SP				SP	SP	SP	SP																												
35	Medical Clinic						A	A	S	A								A	SP	A			SP					S	S					S			S	
36	Mixed Use						A	A	S	A								A	SP	A	S		A						S	S					S		SP	
28	Multi-Use Building						SP		S	SP								SP	SP	SP			S						S								S	S
29	Office						A	A	S	A								A	SP	A			A						S	S							SP	SP
30	Outdoor Storage, Type II									S							S						S														S	S
31	Personal Services						A	A	A	A								A	SP	A			A							S							SP	SP
32	Recreation Facility, Private						SP	SP		SP							S	SP	SP	SP			SP						SP									SP
33	Research and Development Facility						A	A	A	A							SP	A	SP	A			A						S	S								SP
34	Restaurant						A	A	A	A								A	SP	A			A							S								SP
35	Restaurant, Drive Through									SP													S							S								SP
36	Restaurant, Fast Food						A	SP	SP	SP								SP	SP	SP			SP							S								S
37	Retail Sales, Type I						A	A	A	A								A	SP	A			A						S	S							SP	SP
38	Retail Sales, Type II						S			S								S	S	S			S							S								S
39	Retail Sales, Outdoors						S	S	S	S							S	S	S				S							S								S
40	Retail Store, Convenience						SP	SP		SP								SP	SP				SP							S								S
41	Sawmill																						S															S
42	Self-Service Storage Facility																S						S															S
43	Shopping Center																						S							S								S
44	Tavern						SP	SP	S	SP								SP	SP	SP			S						S									S
45	Tourist Attraction						SP	S	SP	SP								SP	SP	S			SP						S									S
46	Veterinary Clinic/Hospital						SP	SP	S	SP								SP	SP	S			SP						S									SP
Industrial																																						
1	Chemical and Petroleum Storage																						S														S	
2	Contractor Storage Yard																S						S															S
3	Heavy Equipment Repair																S						S															S
4	Industry, Type I																S	S					S						S									S
5	Industry, Type II																S						S						S									S
6	Mining						SP																S															S
7	Transfer Station																						S															S
8	Warehouse																S						S															S
Accessory Uses																																						
		For All Districts and Sub-Districts: Allowed accessory uses are those uses that are customarily subordinate and incidental to allowed principal uses.																																				

Attachment E – Village of Saranac Lake Short Term Rental Law

VILLAGE OF SARANAC LAKE LOCAL LAW NO. #--3.--0F 2023

A LOCAL LAW TO AMEND THE VILLAGE OF SARANAC LAKE UNIFIED DEVELOPMENT CODE

SECTION 1: TITLE.

This local law shall be cited as Local Law No. 3 of 2023 of the Village of Saranac Lake and entitled "Short-Term Rental Law."

SECTION 2: LEGISLATIVE INTENT AND PURPOSE.

This local law amends Chapter 106 of the Village Code to provide amendments to the Village's Unified Development Code. The purpose of this local law is to address the use of Short-Term Rental Units [hereafter STRs] within the Village of Saranac Lake; in an effort to mitigate the impact of STRs on the Village; ensure the safety of STRs; and ensure that certain concerns and opportunities, including but not limited to, the following are addressed:

- A. Balance the needs and rights of all residents;
- B. Protect residents from external forces affecting housing access and affordability;
- C. Provide stability and a high quality of life for Village residents;
- D. Provide Village residents with the opportunity to benefit from tourism;
- E. Provide great benefit to the community when operated appropriately by Village residents.

The continued operation of Pre-Existing STRs must also be addressed with an appreciation for the substantial investments that have often been made by the owners of those properties and/or their reliance on income from those properties. The Village acknowledges that it has allowed Pre-Existing STRs to be developed and operated without any zoning regulation or required approvals and that zoning regulation of STRs has only recently evolved.

Accordingly, as a matter of fairness to these owners, the Village Board finds that Pre-Existing STRs should be allowed to continue to operate so long as they comply with requirements deemed necessary by the Village for the protection of public health, safety, and welfare. To achieve the desired balance of needs and rights, however, residents living near Pre-Existing STRs should have the opportunity to comment on their operation.

Overall, it is the Village Board's goal to see a respectful dialogue between Pre-Existing STR owners and potentially impacted neighbors facilitated by the Development Board through the Special Use Permit process.

This Local Law imposes mandatory regulations and requirements on all Village of Saranac Lake property owners currently renting, or planning to operate, one or more STRs, as defined herein. The purpose of such regulations and requirements is to assure that the properties being rented meet certain minimum safety and regulatory requirements thereby protecting the property owners, the occupants of such housing, and the residents of the Village of Saranac Lake.

SECTION 3: AUTHORITY.

This Local Law is adopted in accordance with Article 7 of the Village Law of the State of New York, which grants the Village of Saranac Lake the authority to regulate and restrict the location and use of buildings, structures, and land for trade, industry, and residence, for the purpose of promoting the health, safety, morals, or general welfare of the community, and in accordance with Municipal Home Rule Law, Article 2, Section 10, that gives the Village of Saranac Lake the power to protect and enhance its physical and visual environment.

The Village Board of Trustees authorizes the Development Board to issue Special Use Permits to property owners to use their properties as STRs, per the provisions set forth in this local law. The STR Permit Administrator may, thereafter, issue or deny STR renewal permits. Applications for permits to operate STRs shall be processed under the procedures set forth in the Development Code and this local law.

SECTION 4: APPLICABLE LAW.

All property owners desiring to operate an STR must comply with the regulations of this local law. However, nothing in this local law shall alter, affect, or supersede any regulations or requirements of the Village of Saranac Lake Development Code, any regulations or requirements imposed by Franklin or Essex Counties, or any State or Federal regulations or requirements, and all property owners must continue to comply with such regulations or requirements.

Except as temporarily provided herein for Pre-Existing STRs, no operation of an STR unit shall occur except pursuant to a valid Special Use Permit issued by the Village of Saranac Lake Development Board and an STR permit issued by the STR Permit Administrator. Such STR permits shall be valid for up to a one-year period, expiring on January 31st of the following year.

SECTION 5: DEFINITIONS.

Article 11, Section 106-6 of the Development Code entitled "Definitions" is hereby amended by adding the following new definitions:

Access: The place, means, or way by which pedestrians and or vehicles shall have safe, adequate, and usable ingress and egress to a property, structure, or use.

Bedroom: Any room or space used or intended to be used for sleeping purposes in either a dwelling or sleeping unit.

Building Code: The New York State Uniform Fire Prevention and Building Code as promulgated by the New York State Building Code Commission pursuant to Article 18 of the New York Executive Law.

Camping: The use of a property as a site for sleeping outside; or for the temporary parking of occupied travel or pop-up trailers, motor homes, truck campers, tents, and all buildings and facilities pertaining thereto to serve as temporary residences.

Dwelling Unit: A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Host-Pre-Existing-Owner: A person who owns the real property within which the STR is located and has lawfully been in operation as of January 31, 2023.

Host-Resident-Owner: A person whose legal primary residence is within the Village of Saranac Lake, and can provide proof of such residency, and owns the real property within which the STR is to be located.

House Rules: A set of rules that applies to renters of an STR unit while occupying the unit, set forth by the property owner prior to any rental occurrence or lease.

Primary Residence: A person's domicile where they usually live. A primary residence is considered to be a legal residence for the purpose of income tax and voting registration.

Rental: An agreement granting use or possession of a residence, in whole or in part, to a person or group in exchange for consideration valued in money, goods, labor, credits, or other valuable consideration.

Rental Arbitrage: The practice of renting or leasing properties and subletting them on STR platforms with or without knowledge or consent of the property owner.

Short-Term Rental (STR): The use of a lot for the rental or lease of any, or part of any, residential use dwelling unit, for a period no more than thirty (30) days. The STR may occur within an entire dwelling, in rooms within a dwelling, or in a separate attached or detached dwelling unit or units on the parcel. Motels, hotels, resorts, inns, and beds & breakfasts, as defined in this chapter, are excluded from this definition.

Short-Term Rental Permit: A Permit issued and renewed through the STR Permit Administrator. All applicants must be issued a Special Use Permit by the Development Board before an STR Permit can be issued for the first time.

Short-Term Rental Permit Administrator: A person(s) designated by the Village Board to issue STR permits and annual renewals.

Short-Term Rental Unit: Dwelling units or rooms used as STRs.

Short-Term Rental Pre-Existing: An STR, as defined herein, which is lawfully in operation as of January 31, 2023 and is authorized to continue operation pursuant to the provisions of subsection 106-14.3 of these regulations.

Short-Term Rental New: An STR not lawfully in operation as of January 31, 2023.

Sleeping Unit: A room or space in which people sleep, which can also include permanent provisions for living, eating and either sanitation or kitchen facilities, but not both.

Wastewater: Includes, but is not limited to laundry, toilets, and showers.

Article 11, Section 106-6 of the Development Code entitled "Definitions" is hereby amended by removing the following existing definitions:

Housekeeping Cottage: A one-story building containing a single unit made up of a room or group of rooms, containing facilities for eating, sleeping, bathing and cooking, rented to transient guests for a period usually not exceeding 30 days.

Districts where permitted.

Section 106-40 of the Development Code entitled "Schedule of Use Regulations" is hereby amended to include Short-term Rental as a new residential land use type requiring special use permit in all districts.

SECTION 6: SUPPLEMENTAL STANDARDS.

Article XIV of the Development Code entitled "Supplemental Standards" is hereby amended by the addition of new section 106-104.2 entitled "Short-Term Rentals" as follows.

Ownership of Properties.

Properties must be owned by an individual, individuals, sole proprietorship, general partnership, limited liability partnership, limited liability company, or S corporation. No property owned by any other type of corporation shall qualify for a permit.

A general partnership, limited liability partnership, limited liability company, or S corporation must disclose names of all partners and/or members when applying. Any changes in partners and/or members shall be provided in writing to the STR Permit Administrator within thirty (30) days.

Individually owned properties must be owned by a Host-Resident-Owner, as defined above, to qualify for a New STR Permit. At least one owner, with at least 25% ownership of proposed STR property, (1) owner of a general partnership, limited liability partnership, a limited liability company, or an S-Corp must be a Host-Resident-Owner, as defined above, to qualify for a New STR Permit.

Host-Pre-Existing-Owners are exempt from the Host-Resident-Owner requirement.

Short-Term Rentals Pre-Existing.

Property owners who operate a Pre-Existing STR, as of the effective date of this local law, shall have 60 days from such date to apply for a Special Use Permit for a minor project from the Development Board.

Continued operation of a Pre-Existing STR may occur so long as an application for Special Use Permit is diligently pursued and until such time as approval, or approval with conditions, is granted by the Development Board and an STR Permit is issued by the STR Permit Administrator.

Special Use Permit application fees shall be applied to Pre-Existing STRs application fees for permit to operate. New STRs will be required to pay both special use permit and STR permit fees associated Procedures for notices for public hearings are outlined in section 106-20. (Notices of public hearings required by this code shall be provided by Village publication in a newspaper of general circulation within the Village at least 10 days prior to the hearing. Within the same time frame, a copy of the notice shall also be provided by the applicant by certified mail to all owners within 200 feet of the Tax Map parcel on which the applicant's project is proposed. Proof of certified mailing upon such individual property owners shall be provided to the Director before the public hearing is held. The applicant shall also post a conspicuous, waterproof copy of the notice at the site of the proposed project at least 10 days prior to the date of the hearing.)

To qualify as a Pre-Existing STR, within 60 days of the effective date of this local law, a property owner shall submit a complete a Special Use Permit application and an STR Permit application to the STR Permit Administrator and the following documentation:

1. A Franklin or Essex County Certificate of Authority to collect occupancy tax.
2. Proof of operation as a STR between January 31, 2022, and January 31, 2023.

Any property owner who fails to produce such documentation shall not qualify as a Pre-Existing STR and shall cease operation until a Special Use Permit is approved by the Development Board and an STR permit is issued by the STR Permit Administrator.

After a public hearing, the Development Board shall approve Pre-Existing STRs, but shall have the authority to impose reasonable, site-specific conditions in addition to these regulations to address valid impacts. Any conditions shall be limited to reasonable measures required in order to minimize impacts on the neighborhoods where Pre-Existing STRs are located.

Short-Term Rental Permit Cap.

The Village of Saranac Lake Board of Trustees will set a maximum number of STR permits allowed during any given period, in order to protect the health and safety of the residents of the Village of Saranac Lake. The maximum number of New STR permits issued Village-wide between the effective date of this local law and January 31, 2024, shall not exceed 10.

The caps on available permits (not including those deemed to be Pre-Existing) shall be established by the zoning district and may be reviewed annually.

Exemptions to the caps may be granted by the Board of Trustees under special circumstances such as new construction and rehabilitation of a derelict or dilapidated building. Any exemption to the caps that may be granted by the Board of Trustees shall first require a public hearing.

General STR Permit Regulations.

All STRs shall conform with applicable sections of the Village Code, a Special Use Permit, and the following regulations:

Camping. Camping is not permitted on properties where an STR is permitted.

Display. Permit must be displayed in the dwelling unit in a place where it is easily visible to the occupants. STRs shall have posted on or about the inside of the front or main door of each dwelling unit a card listing emergency contact information and House Rules.

Noise. STRs must obey local noise ordinance.

Occupancy. The Code Enforcement Officer shall establish the maximum occupancy. The Code Enforcement Officer shall limit the number of occupants per the provisions of NYS Property Maintenance Code. Occupancy limits shall be strictly enforced by the owner.

Parking. Parking shall be allowed solely in approved off-street or legal on-street parking spaces.

Rental Arbitrage. Rental Arbitrage is not permitted on properties where an STR is permitted.

Rubbish & Garbage. The owner is responsible for all refuse and garbage removal. Rubbish & garbage management and storage shall conform to section 106-96.

Signage. Exterior advertising signs are prohibited, however an STR may display one non-illuminated accessory use freestanding or wall sign not to exceed four (4) square feet in area to identify the STR. The sign shall conform to the Signage Design Standards.

Transfer. STR permits may not be assigned, pledged, sold, or otherwise transferred to any other persons, businesses, entities, or properties, except to a spouse, parent, or naturally born/legally adopted child or sibling. If a permitted property is sold, the new owners shall submit a completed STR permit application, and nonrefundable STR permit application fee to the STR Permit Administrator within 30 days of the date of new ownership to continue operation as an STR.

Validity. STR permits shall be valid for up to one year. An STR permit issued in any given year will expire on January 31 of the next calendar year. All renewal permits shall run from January 31 of the year of issuance to January 31 of the following calendar year. If the permit is not renewed by the expiration date, the STR will be operating without a permit and subject to fines outlined in the Fine and Fee Schedule.

Application Forms.

Application forms for an STR permit shall be developed by Village staff and authorized for implementation/revision by the Village Board.

Fee.

A nonrefundable STR permit application fee shall be established by resolution of the Village of Saranac Lake Board of Trustees for each dwelling unit that functions as or contains at least one STR unit. Such permit fee shall be submitted with each new application and each annual renewal application. An application shall not be deemed complete unless the permit fee is received.

Application Process.

The initial application to operate an STR shall include both a Special Use Permit application and an STR Permit application submitted to the Director. The Special Use Permit application **will** be reviewed by the Development Board. If the Special Use Permit is approved, the STR Permit application will be reviewed by the STR Permit Administrator. The two applications shall include the following:

Proof of Ownership in the form of a Deed or Land Contract.

Certificate of Authority to collect occupancy tax. Copy of the corresponding Franklin or Essex County Certificate of Authority to collect occupancy tax.

Contact Information. The names, addresses, email address(es), and day/night telephone numbers of the property owner(s), host or property manager. List the contacts in the order that should be contacted.

Description. A floor plan of each property, including the dimensions of all rooms, occupancy of each bedroom and the methods of ingress and egress (examples: doors and windows).

Site Plan. The applicant shall submit a plan of the property showing approximate property boundaries and existing features, including buildings, structures, driveway, the number and location of parking spaces, dumpsters or garbage receptacle locations, firepits, streets and neighboring buildings within ten (10) feet of the property line.

Hosting Platform Information. Names and URLs for all hosting platforms (including, but not limited to, Airbnb, VRBO, etc.), websites, social media platforms (including, but not limited to, Facebook and Instagram) used by the applicant for advertisement of the STR. Any changes or additions to this information shall be reported on the renewal permit application.

House Rules. A copy of the House Rules that will be posted.

Water and Sewer/Septic. The source of the water and sewer/septic service shall be stated on the application and the permit. Sewer/septic systems shall be functioning. The type, size, and location of the septic system (if applicable) shall also be stated on the application.

For Pre-Existing STR applications, submit proof of lawful operation as of January 31, 2023. Acceptable forms of proof include copies of occupancy tax payments, Certificate of Authority to Collect Occupancy Tax, or a dated screen shot of listing on an advertising platform.

For New STR applications, submit proof of residency. Acceptable forms of proof include a copy of a license or state-issued ID or voter registration.

Application Review.

Upon receipt of the application and fee, the Director shall determine if the applicant has complied with all the requirements of this local law, the Development Code, and any applicable federal, state, county, or local laws. If the applicant has fully complied, then the Development Board may issue the property owner a Special Use Permit for an STR after a public hearing. Based on the approval of such a Special Use Permit, the STR Permit Administrator may issue a renewable STR permit. No more than one application for short-term rental new host-resident-owner will be permitted in a 30 day period.

Renewal Permits.

A renewal permit application with the renewal application fee must be submitted to the STR Permit Administrator annually. Permit holders shall be able to apply for renewal permits from November 1 through January 15 and shall be allowed to continue to operate until a determination is made on their application. Any applicant who applies for an STR permit and did not hold a permit the immediate prior year, shall be considered an initial applicant and not a renewal applicant. The STR Permit Administrator may deny a renewal application based on noncompliance with the

regulations contained in this section or conditions of the Special Use permit, or upon failure of a fire safety inspection in any aspect of that inspection. The STR Permit holder may appeal the denial to the Development Board.

Inspections.

No initial or renewal permits may be issued without all owners of the property signing an affidavit attesting to compliance with all required elements of the submitted application, and all fire, safety, and building codes, including, but not limited to;

There shall be one functioning smoke detector in each bedroom and at least one functioning smoke detector in at least one other room, one functioning fire extinguisher, in the kitchen and at each primary exit. At least one carbon monoxide detector is required if a source of combustion is present in the STR.

Exterior doors shall be operational, and all passageways to exterior doors shall be clear and unobstructed.

Electrical systems shall be serviceable with no visual defects or unsafe conditions.

All fireplaces, fireplace inserts or other fuel-burning heaters and furnaces shall be vented and properly installed.

Each bedroom shall have an exterior exit that opens directly to the outside, or an emergency escape or egress window.

GFIs must be present in all kitchens and bathrooms.

After issuance of a Special Use Permit, the STR may be inspected by the Code Enforcement Officer to verify compliance with the New York State Uniform Fire Prevention and Building Code and all requirements of the Special Use Permit. An STR which is not in compliance with conditions of the Special Use Permit shall not receive an STR permit.

House Rules.

STR properties shall post for renters of each STR unit a listing of House Rules. House Rules shall include, at minimum, the following:

Camping. Camping is not permitted.

Commercial Use. STR units shall not be permitted to be used for any other commercial use or commercial event space.

Contact Information. The names, addresses, email address(es), and day/night telephone numbers of the property owner(s)/manager(s).

Description. An emergency exit egress plan and the location of fire extinguishers. Identification of the property lines and a statement emphasizing that unit occupants may be liable for illegal trespassing.

Fires. If allowed by the property owner, instructions for fires in indoor fireplaces or wood stoves. If not allowed by the property owner, a statement to that effect.

Noise. Noise shall be kept at a reasonable level. Unreasonably loud, disturbing, and unnecessary noise should not occur, including during quiet hours between 10:00 p.m. and 7:00a.m.

Parking. Parking shall be allowed solely in approved off-street or legal on-street parking spaces.

Pool. If the property has a pool, hot tub, or other swimming appurtenance [hereafter pool], a clear list of requirements related to use of the pool, including explanation of the use of any required barriers, barrier latches, alarms, electrical disconnects, etc.

Rubbish & Garbage. Identification of the procedures for disposal of rubbish and garbage.

Complaints.

Complaints regarding noise of an STR shall be made to the Village of Saranac Lake Police Department.

Complaints regarding the operation of an STR shall be made in writing to the Code Enforcement Officer.

Upon receipt of a complaint of violation, the Code Enforcement Officer shall investigate to determine the presence of a violation. Upon finding that a violation was or is currently occurring, the Code Enforcement Officer shall issue a notice detailing the alleged violation(s) as determined in accordance with Village Code. Such notice shall also specify what corrective action is required, and the date by which action shall be taken. No renewal permit shall be issued until violation(s) are resolved.

Penalties for Offenses.

Operation of an STR without a permit will result in fines outlined in the Fine and Fee Schedule. The Code Enforcement officer may bring a criminal or civil proceeding in Town Court for enforcement of this section.

Severability.

If any part or provision of this local law is judged invalid by any court of competent jurisdiction, such judgment shall be confined in application to the part or provision directly on which judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Law or the application thereof to other persons or circumstances. The Village hereby declares that it would have enacted the remainder of this Law even without such part, provision, or application.

Effective Date.

This local law shall become effective immediately upon its filing in the office of the New York Secretary of State pursuant to Section 27 of the Municipal Home Rule Law.

Attachment F – Village of Saranac Lake Moratorium Law

VILLAGE OF SARANAC LAKE LOCAL LAW NO. # 4 OF 2023

To enact a moratorium in the form of a local law in order to temporarily suspend the issuance of new, initial Short Term Rental Permits in the Village of Saranac Lake

Section 1. Title:

This law shall be known as the Moratorium Law #4-2023 of the Village of Saranac Lake.

Section 2. Purpose and Intent:

The purpose of this Moratorium is to temporarily suspend the administrative review and approval process for new, initial applications to operate short term rentals (STRs) in the Village of Saranac Lake, to include both Special Use Permit applications and STR Permit applications as outlined in Village of Saranac Lake Local Law No. 3 of 2023. The Village recently adopted a Local Law to amend the Village of Saranac Lake Unified Development Code, which Local Law authorizes pre-existing STRs to continue to operate, and to apply for a Special Use Permit for a minor project from the Village of Saranac Lake Development Board within 60 days of the effective date of the Local Law. The Village is uncertain how many applications will be submitted for pre-existing STRs. Thus, this Moratorium is appropriate so that the Village may have the time necessary to receive and evaluate applications for pre-existing STRs before receiving applications for new STRs. Such effort is advisable given potential development pressures for this type of use in the Village of Saranac Lake.

Section 3. Authority:

This Moratorium is enacted by the Village Board of the Village of Saranac Lake pursuant to its authority to adopt local laws under the New York State Constitution Article IX, the Village Law and Section 10 of the Municipal Home Rule Law.

Section 4. Moratorium Imposed:

For the period of eighteen (18) months immediately following the effective date of this Local Law, there is hereby imposed a Moratorium on all new, initial applications to operate STRs in the Village of Saranac Lake, to include both Special Use Permit applications and STR Permit applications as outlined in Village of Saranac Lake Local Law No. 3 of 2023; and that no approvals, permits, actions or decisions shall be made or issued by any Board or official of the Village of Saranac Lake with respect to any such applications. This Moratorium shall apply to all such applications, whether pending or received prior to the effective date of this law. No such applications shall be accepted by any Board or official of the Village of Saranac Lake while this law remains in effect. Pre-existing STRs, as defined in Section 5 of Local Law No. 3 of 2023, shall not be subject to this moratorium. Exemptions may be granted by the Board of Trustees under special circumstances such as new construction and rehabilitation of a derelict or dilapidated building. Any exemption granted by the Board of Trustees

shall first require a public hearing.

Section 5. Effect of Moratorium:

Upon the effective date of this Local Law, no Board, body or official of the Village shall accept for review, continue to review, hold a hearing upon, make any decision upon, or issue any permit or approval upon any application or proposal for the uses, projects or developments set forth in Section 4 above. Any statutory or locally-enacted time periods for processing and making decisions on all aspects of the aforesaid applications are hereby suspended and stayed while this Local Law is in effect.

Section 6. Effective Date:

This local law shall take effect once filed with the office of the New York State Secretary of State.

Attachment G – STR Data (2021-2023)

STR Data			
Data Categories	Date		
	Total Number of Properties		
Data Filtered by Live Now	9.16.21	7.19.22	1.27.23
Identified	75	97	99
Unidentified	0	0	0
Data Filtered by Live Now and Identified			
Residential Type			
Primary	16	10	16
Secondary/Investment	57	41	67
Unknown	2	46	16
Rental Type			
Full unit	66	83	91
Partial	7	8	7
Unknown	2	6	1
Rental Structure			
Main Structure	53	69	75
ADU	7	7	7
Multifamily	13	18	15
Unknown	2	0	2
Zoning District			
A	6	6	8
B	2	6	10
C	3	7	4
D	11	17	16
E	10	11	12
F	4	6	8
G	2	1	1
H	9	15	15
I	1	0	0
J	5	7	7
K	13	17	18
L	1	1	0
Advertising Platform			
Airbnb	73	95	97
VRBO	18	31	37
Both Airbnb & VRBO	75	97	99
Homeaway/Flipkey	1	3	3
Ownership and Hosting			
How many owners own 1 property, etc.?			
1 property	69	78	96
2 properties	1	3	3
3 properties	0	0	0
Host listed on 1 property, 2 properties, 3 properties, etc.			
1 property	59	45	81
2 properties	8	10	11

3 properties	0	4	6
For secondary/investment properties- how many are owned by SL addresses, NY state addresses, out of state addresses?			
Saranac Lake	43	50	52
NY (excluding Saranac Lake)	7	13	16
Outside of state	6	17	16

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: DJ Daniel Day

DATE:9-23-2024

DEPT OF ORIGIN: Trustee Scollin

BILL # 140-2024

DATE SUBMITTED: 9/13/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED

AMOUNT
BUDGETED

APPROPRIATION
REQUIRED:

Resolution to declare September 27th as DJ Daniel Day in the Village of Saranac Lake

APPROVAL OF RESOLUTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____



**RESOLUTION DESIGNATING SEPTEMBER 27 AS
“DJ DANIEL DAY” IN THE VILLAGE OF SARANAC LAKE**

WHEREAS, the Village of Saranac Lake respects and commends the courageousness of Devarjaye “DJ” Daniel, a 12-year-old from Houston, TX, who is battling a rare form of cancer; and

WHEREAS, DJ has made it his goal to be sworn in as an honorary member of as many police departments as possible, tallying nearly 850 over the past six years; and

WHEREAS, DJ and his father, Theodis Daniel, will travel to the Village of Saranac Lake on September 27, 2024, to be sworn in as an honorary member of the Saranac Lake Police Department; therefore, be it

RESOLVED, that the village board of trustees hereby designates September 27, 2024, and every September 27 thereafter, as “DJ Daniel Day” in the Village of Saranac Lake; and

BE IT FURTHER RESOLVED, that the village clerk will add this commemoration to the Village’s annual calendar, in honor of DJ’s inspirational journey and demonstrable commitment to the law enforcement profession.

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Project Management & Energy Service Company Date: 09/23/2024

DEPT OF ORIGIN: Village Manager Bill # 141-2024

DATE SUBMITTED: 9/11/2024 EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to engage Siemens Industry Inc. for project management and energy services company (ESCO)

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

**RESOLUTION TO ENGAGE SIEMENS INDUSTRY INC. FOR PROJECT MANAGEMENT
AND ENERGY SERVICES COMPANY (ESCO)**

WHEREAS, the Village of Saranac Lake issued a Request for Qualifications (RFQ) from qualified firms to provide project management and ESCO services for energy performance in the Village, and,

WHEREAS, the Village received three submissions by qualified firms, and,

WHEREAS, a selection committee reviewed the qualifications and interviewed the firms and recommend engage Siemens Industry Inc. to assist the Village with energy performance services, and

WHEREAS, Siemens Industry Inc. will propose an energy savings project to the Village, and

WHEREAS, the Village is under no contractual obligation to accept said project.

THEREFORE, BE IT RESOLVED, the Village of Saranac Lake Board of Trustees accepts the recommendation to engage with Siemens Industry Inc. for Energy Services Company (ESCO) services.

An aerial photograph showing a dense green forest on the left and a city with several large, classical-style buildings on the right. The image is framed by a thick, teal-colored circular border.

Village of Saranac Lake & Siemens

Energy and Infrastructure Partnership

SIEMENS

Discussion Agenda

1 Welcome & Introductions



2 Energy Performance Contracting (EPC)



3 Programs and Process





1 | Introductions

Your Stable and Reliable Partner

- 175+ years in business as a Global Technology Company
- Working with 200+ US local governments and municipalities
- Generating \$1 billion in energy and operational savings
- Wide portfolio of capabilities and deep experience
- Strong commitment to NY State with deep local resources
- \$78 billion in revenues with 320,000 global employees

175

Years of Siemens

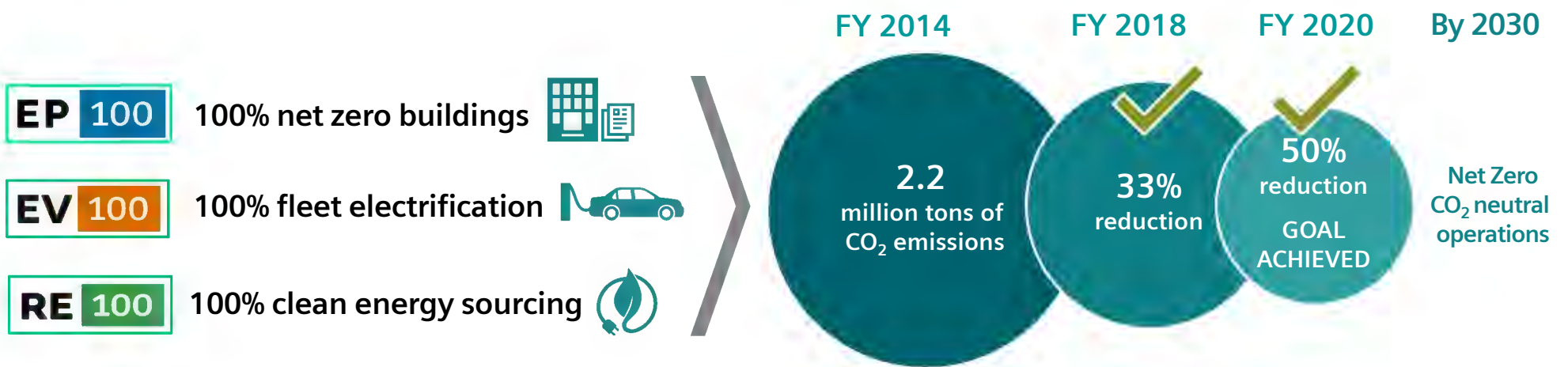
SIEMENS

Siemens Corporate Decarbonization Performance

We walk the walk...

Levers for a CO₂ neutral Siemens by 2030

CO₂ reduction progress in our operations



To date we have **invested \$100M** into our own energy efficiency projects
This has produced **\$20M of annual cost reduction** for our operations

From **2024-30** we will **invest \$650M decarbonizing** our operations

Using our offerings **Siemens customers avoided 160k Tons CO₂e** in FY 2023 alone

Partnership Alignment



Three main areas of focus

Technology, Energy, and Infrastructure Renewal

Sustainability & Electrification & Resiliency

Digitalization & Operational Excellence

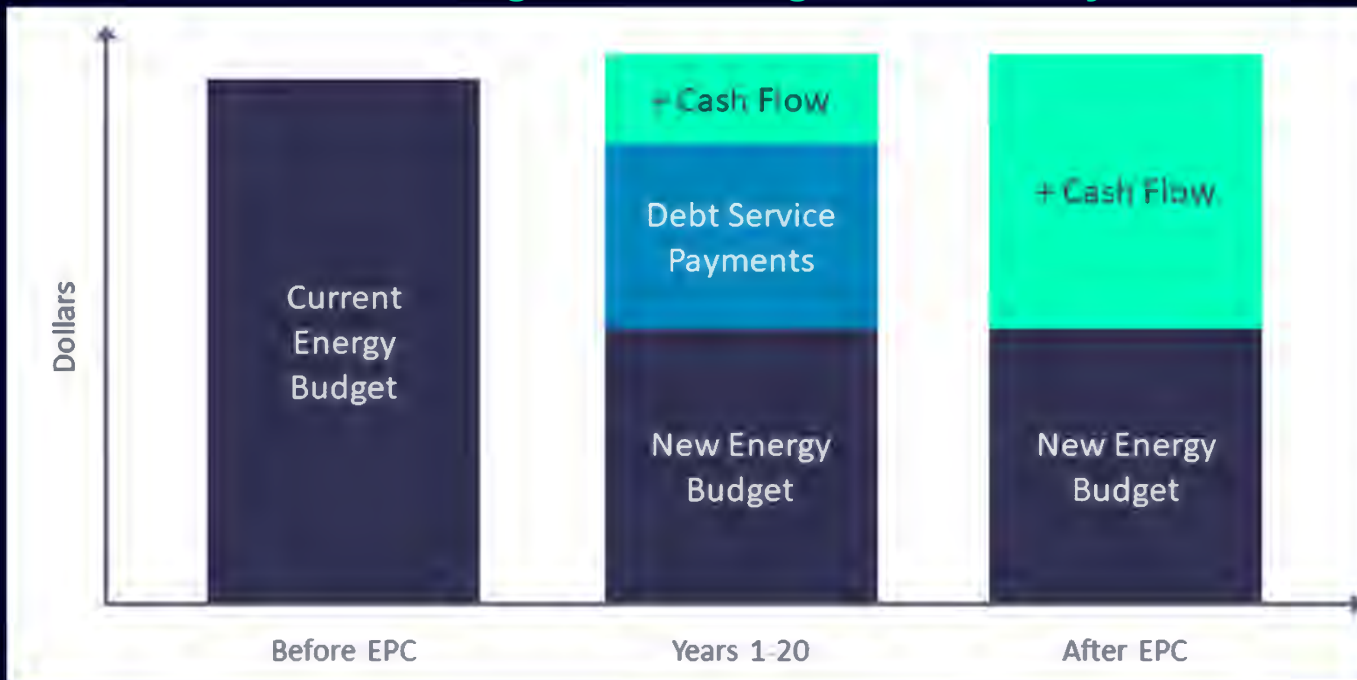
RFQ award allows Siemens to work with the Village to develop energy projects at Siemens risk

A large, stylized graphic of a teal particle stream or energy flow, originating from the top center and moving towards the right side of the slide. The particles are small dots of varying sizes, creating a sense of motion and energy.

2 | Energy Performance Contracting NY State Energy Law Article 9

New York State Article 9 (Energy Performance Contracting EPC)

Achieving Self-Funding Sustainability



- ✓ Energy & Operational savings fund additional capital needs
- ✓ Budget Neutral
- ✓ Single Source Responsibility
- ✓ No Change Orders
- ✓ Maximize all available incentives, grants and tax rebates
- ✓ Revenue Generation for Smart Village technologies

Siemens pragmatic approach to infrastructure

1. REDUCE

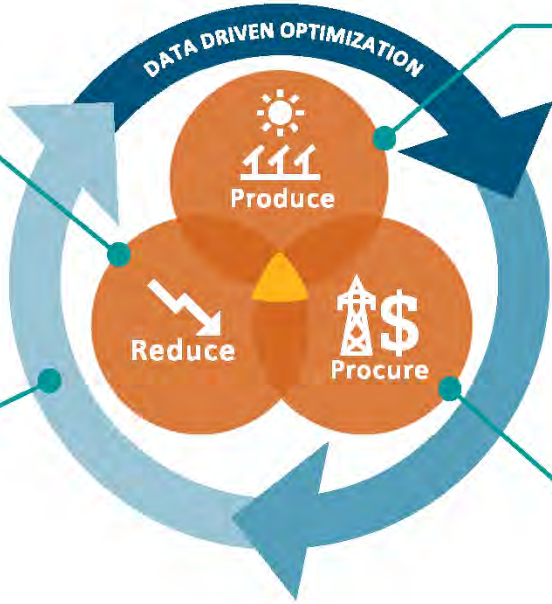
Energy Efficiency:

Drive down energy consumption and increase operational efficiency to reduce costs and your environmental impact.

4. PROTECT

Data-Driven Optimization:

Continuously analyze and optimize your buildings and operations to be more precise and effective with your investment decisions.



2. PRODUCE

On-Site Generation:















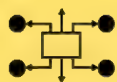







Generate and store energy on-site so that you are less reliant on the grid and have a more sustainable energy-mix.

3. PROCURE

Energy Supply Management:

Manage the energy purchasing process to lower total energy spend, mitigate risks and meet sustainability targets.

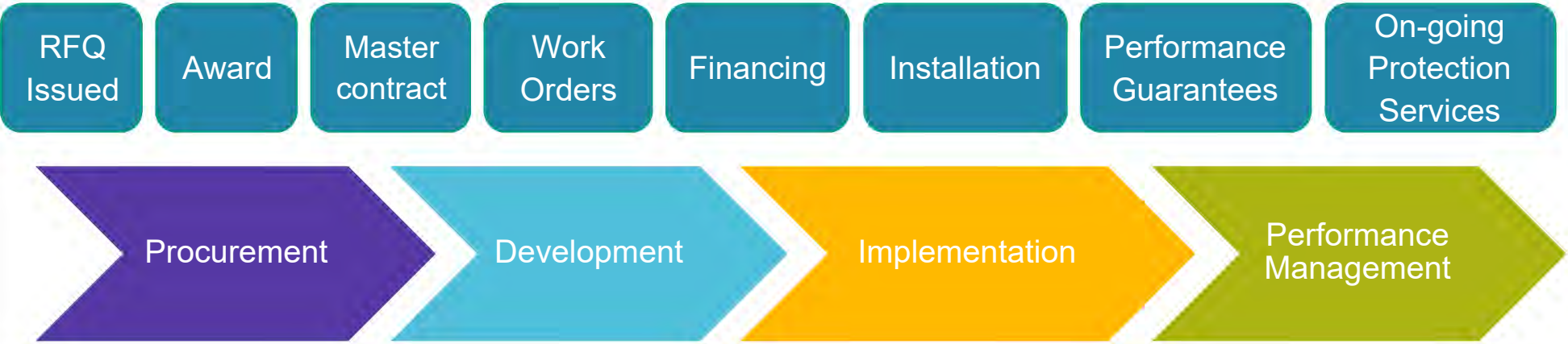
Our capability overview

<p>Data Analytics "Edge Devices" (short life)</p>	<p>Sustainability & Decarbonization planning</p> 	<p>Consulting & Technical Services</p> 	<p>Digitalization & Building Analytics</p> 	<p>IoT Platform</p> 	<p>Brightly Asset Management</p> 	<p>STEM to Workforce</p> 		
<p>System Layer (medium life)</p>	<p>HVAC Systems</p> 	<p>LED Lighting & controls</p> 	<p>Smart Connected Buildings</p> 	<p>Building Electrification</p> 	<p>Life Safety & Security</p> 	<p>Indoor Air Quality</p> 	<p>Building Envelope</p> 	<p>Water Conservation</p> 
<p>Infrastructure Layer (long life)</p>	<p>Geothermal Energy</p> 	<p>Solar Photo Voltaic</p> 	<p>Water & Wastewater</p> 	<p>EV Charging & Smart Parking</p> 	<p>Real Estate Programming & Consolidation of Services</p> 	<p>LED Streetlights & Traffic Signals</p> 	<p>Micro Grid & Battery Storage</p> 	<p>Arenas, Pools & Playgrounds</p> 

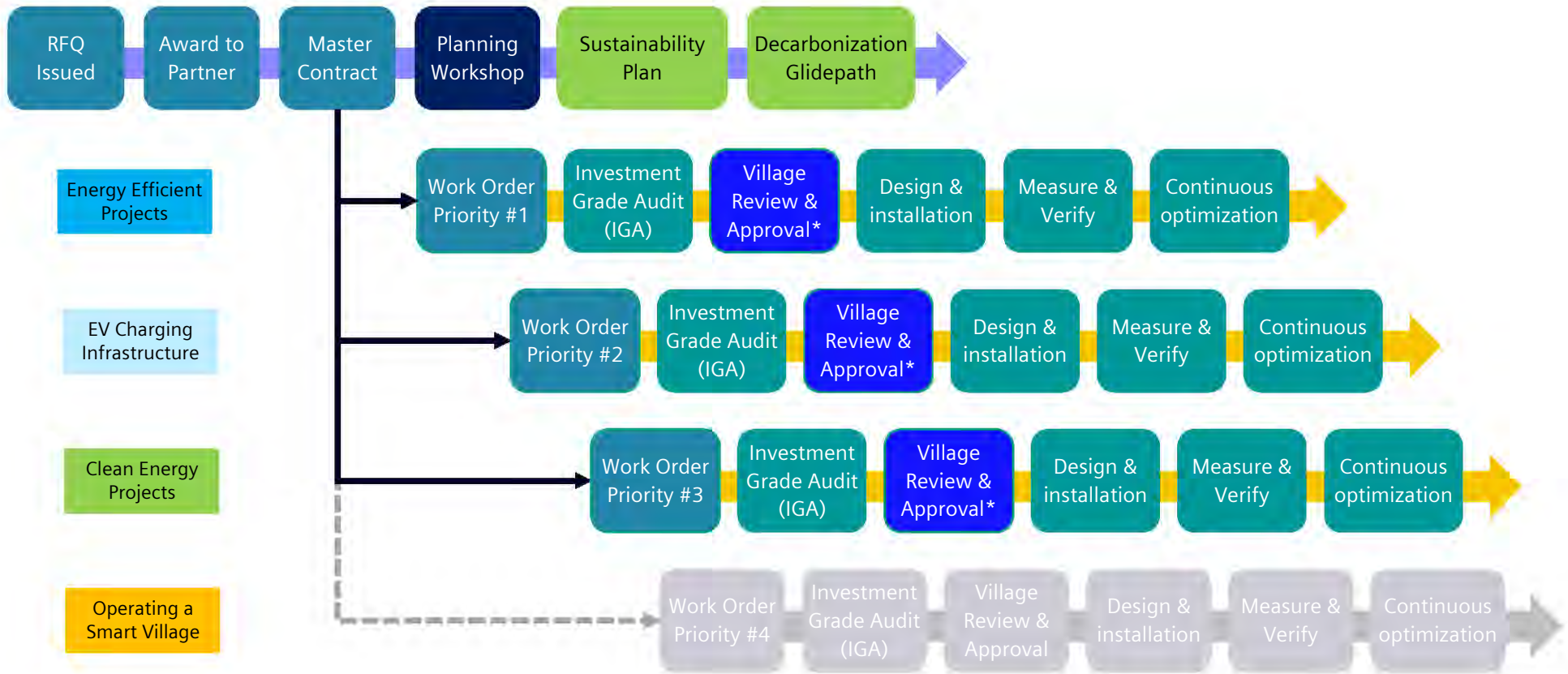


SIEMENS

Energy and Infrastructure Partnership Process Overview




Energy and Infrastructure Partnership Process Steps



***Projects are developed at Siemens risk & each project requires Village approval**

Contract and Financial Vehicles

Contract & Procurement

- Energy Savings Performance Contract
- Cooperative Purchasing Program 
- PPA - Power Purchase Agreement
- EaaS - Energy-as-a-Service
- Utilities Monetization/Outsourcing
- Service Contracts



Financing and Funding

- Tax Exempt Municipal Lease
 - Grants - Federal and State
 - Utility Rebates & Incentives
 - Asset Monetization - Revenue Generation
 - Inflation Reduction Act Programs
 - Bipartisan Infrastructure Law
- Bond
- Debt/Equity Finance

Overview of Siemens Approach

Team approach

- ✓ Collaborative with Village departments
- ✓ Work with strategic partners of Village
- ✓ Iterative process focused on highest needs
- ✓ No risk Development Agreement
- ✓ Design Build Methodology



Holistic approach

Reinventing, rebuilding & strengthening Village infrastructure across portfolio
Leverage NYS Energy Law Article 9
Guaranteed Energy Savings + Grants = Infrastructure Renewal
Assured price - No Change Orders



Broad technology & solutions portfolio expertise

- Broad knowledge of energy technology.
- Implementation best practices,
- On-going asset protection services
- We are also product agnostic



Flexible financial models

- Tax Exempt Municipal Lease (TEML)
- Power Purchase Agreements (PPA)
- Energy-as-a-Service
- Bonds
- Siemens Financial Services



Deep NYS experience

Continued success with our multi-phase guaranteed Energy Performance Contracting customers across NYS

- Rensselaer County
- City of Troy
- City of Buffalo
- City of Oswego
- City of Fulton
- City of Johnstown
- Town of Clarkstown
- Gloversville ESD
- City of Glens Falls
- Oxford Academy



SIEMENS

SIEMENS

Contact

Published by Siemens Smart Infrastructure

Shadrach Treat

Market Lead – Municipalities & K-12

Energy & Performance Services

6 British American Blvd.

Latham, NY 12110

Mobile 518-320-6684

E-mail Shadrach.Treat@siemens.com





4 | Use Case Studies



PERFORMANCE CONTRACTING REFERENCE

City of Johnstown
Johnstown, New York

The City of Johnstown is located in Fulton County in Upstate New York. In 2019 the City entered into a performance contracting agreement with Siemens for the acquisition of street lights and LED upgrades along with needed facility improvement measures to its City Hall and Department of Public Works.

PERFORMANCE CONTRACTING REFERENCE

City of Troy
Troy, New York

The City of Troy is located in Rensselaer County in New York State. It is one of three major centers for the Albany metropolitan area. Siemens has had a very long-standing relationship with the City. After a successful Phase 1 project that included facility improvement measures at two Police Stations, six Fire Stations, Knickerbacher Arena, the Department of Public Works, and two Parking Garages in 2011; the City contracted with Siemens for two additional phases that include a Police Station, Parking Garages, six Fire Stations and the Department of Public Works.



PERFORMANCE CONTRACTING REFERENCE

Rensselaer County

Troy, New York

The first phase of our project with Rensselaer County involved energy efficiency improvements to the County's Municipal building. This was followed by improvements in the operation and capacity of the WWTP. Siemens developed solutions to resolve issues with the existing sludge reduction process, which included the conversion of three sludge holding tanks to anaerobic digesters. The Phase 2 aspect of the project involved Siemens' advanced solution for sludge disposal whereby a natural gas/methane direct-fired sludge dryer was installed. This device eliminates the need for monofill space or off-site removal, saving the sewer district in excess of \$1 million per year. A third phase just yielded \$1.3 million in actual savings after the first year of the guarantee.



PERFORMANCE CONTRACTING REFERENCE

Van Rensselaer Manor

Troy, New York

The Van Rensselaer Manor "The Manor" is a large 362-bed facility built in 1996 on a beautiful campus in North Greenbush, New York. The Manor is considered to still be a state-of-the-art facility as it was when it originally opened over 25 years ago. Siemens is proud to have played a role in keeping this accolade by updating the facility through three phases of energy saving performance contracting projects.

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Park Use Application permission with beer and wine

DATE: 9-23-2024

DEPT OF ORIGIN: Village Manager

BILL # 142-2024

DATE SUBMITTED: 9/13/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED

AMOUNT
BUDGETED

APPROPRIATION
REQUIRED:

Resolution to approve Park Use application for 2024 Farmers Market Fall Fest with permission to serve beer and wine

APPROVAL OF RESOLUTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

RESOLUTION TO APPROVE PARK USE APPLICATION FOR 2024
FARMERS MARKET HARVEST FESTIVAL WITH PERMISSION TO SERVE BEER AND
WINE

WHEREAS, High Peaks Farmers Market is requesting usage of Berkeley Green and Main Street from Broadway Intersection to Hotel Saranac Parking Lot on October 19, 2024, and

WHEREAS, the High Peaks Farmers Market has partnered with the Village and the Hotel Saranac to provide vendors for food, beer, and wine during the festival, and,

WHEREAS, all parties involved will provide the necessary certificates of insurance naming the Village of Saranac Lake additionally insured, and,

WHEREAS, special event permits from the New York State Liquor Authority will be obtained by vendors and a copy of this permit will be placed on file with the Village,

THEREFORE BE IT RESOLVED, the Village Board of Saranac Lake authorizes High Peaks Farmers Market to use Berkeley Green and Main Street for 2024 Harvest Festival Event and allow the sale of beer and wine.

High Peaks Harvest Festival – October 19, 2024

12:00pm – 4:00pm (set up for vendors starts at 10:00am / breakdown is from 4:00pm - 5:30pm)

A community street festival to welcome the Fall season, as well as highlight the High Peaks Farmers Market relocation to Hotel Saranac for the winter months.

Purpose: Many of our surrounding towns host either a Fall Festival or October Fest, that draws residents and visitors to their Downtown area. Based on other small town experiences, a Fall Festival is enjoyed by all ages, and expands the Villages sense of community. Many visitors travel to the Adirondacks during the Fall and are looking for events to supplement hikes and other nature related activities. The High Peaks Harvest Festival will:

- Provide our residents and visitors with a unique and fun experience.
- Promote Downtown as a lively destination.
- Give visibility to the Winter Farmers Market at Hotel Saranac (Saturdays, October - December 10:00 – 1:00).
- Encourage residents and visitors to support local businesses in an otherwise slow time of year.

High Peaks Harvest Festival, organized by the Village of Saranac Lake, High Peaks Farmers Market, Hotel Saranac and ANCA will have vendor tents (local businesses & artists), food, music, and kids activities.

The event will take place on Main St, with area business participation, from the corner of Main and Broadway to the entrance to the Hotel Saranac parking area (keeping access to Hotel Saranac open).

We would also request that the bathrooms at Berkeley Green be open for this event.

In case of rain, the event will be moved inside Hotel Saranac. A smaller portion of the road will remain closed to accommodate the food and beer vendors. Food and beer will be allowed to be brought into the hotel.

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Authorize RFP

Date: 09/23/2024

DEPT OF ORIGIN: Trustee White

Bill # 133-2024

DATE SUBMITTED: 8/22/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to authorize the release of a RFP for professional services for SEQR process to complete zoning changes for Emergency Services Building Project

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

Resolution to authorize the release of a RFP for professional services for SEQR process to complete zoning changes for Emergency Services Building Project

WHEREAS, the Village is committed to completing the SEQR process for the zoning regulation changes, amendments to the comprehensive plan, and the proposed Emergency Services Facility, and

WHEREAS, the Village recognizes changes to zoning districts and amendments to the comprehensive plan are considered a Type 1 action under the State Environmental Quality Review Act and require an environmental review and a Full Environmental Assessment Form,

WHEREAS, the Village currently has the need for an independent company to oversee and assist in the SEQR process for the necessary zoning changes, adjustments to the comprehensive plan and the proposed Emergency Services Facility at 33 Petrova,

NOW, THEREFORE BE IT RESOLVED, the Village Board of Trustees authorizes the Village Manager to issue an RFP seeking the professional services of a SEQR expert to complete the process for zoning changes within the Village, updates to the comprehensive plan, and the proposed Emergency Services Facility project.