

**VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES
SARANAC LAKE DEVELOPMENT BOARD
39 MAIN STREET SARANAC LAKE NY
WORK SESSION AGENDA**

Tuesday, March 18, 2025 5:00 PM

**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/82896836850?pwd=HnMkxMDlUwWfgorHWjaRkLflT9oN6.1>

Meeting ID: 828 9683 6850

Passcode: 413943

CALL TO ORDER PLEDGE OF ALLEGIANCE

A. SHORT-TERM RENTAL AND DEVELOPMENT CODE WORK SESSION

JOINT EXECUTIVE SESSION: Employment History of Particular Person(s).

MOTION TO ADJOURN



Village of Saranac Lake

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: www.saranaclakeny.gov

Village Trustees,

Please see below the Development Boards combined comments and recommendations on Local Law-1-2025.

- Development Board stated that there are too many different ways that a permit can be issued – exemptions, caps, and owner occupied. It was stated that the process is getting over complicated and recommended that paths to obtain a permit are more limited.
- Development Board would like there to be a cap on owner occupied permits but also stated that owner occupied is a misleading term, giving the impression that the owner is residing in the home or property while it is being rented. Development Board recommends using language for “Hosted” STR’s, like Lake Placid.
- Definitions – Hosted STR vs Non-Hosted STR
 - Hosted STR’s - permits for STR owners who live in the town at least 184 days a year and stay at their STR overnight while it’s being rented.
 - Non-Hosted STR’s - permits for STR owners where the owner isn’t required to stay overnight in the rental while it is being rented.
- Development Board stated that the consensus of the public is, residents prefer “hosted” STR’s more than non-hosted or owner occupied STR’s.
- Development Board would like to discuss defining the concept of density (STR clusters) at the Village Board/Development Board work session.

Please let me know if you have any questions.

Thanks,
Katrina

Katrina Glynn
Community Development Director
Village of Saranac Lake
39 Main St., Suite 9
Saranac Lake, NY 12983
comdev@saranaclakeny.gov
518-891-4150 x235



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APPLICATION #: _____

PRE-EXISTING: ___ NEW: ___

DATE RECEIVED: _____

DATE PAID: _____

SHORT-TERM RENTAL PERMIT APPLICATION

Instructions

- Applicant to complete the permit application only after a Notice of Decision has been issued for the approval of a **Special Use Permit** at the property for the operation of a short-term rental
- Fees - Special Use Permit application fees shall be applied to Host-Pre-Existing-Owners' STR Permit application fees only. See [fee schedule](#)
 - New Short-Term Rental applicants will be required to pay both the Special Use Permit and the STR Permit fee
- Incomplete applications will not be approved

STR Property Address: _____

Applicant Information	
Applicant Name	
Applicant Address	
Mailing Address, If different	
Applicant Email	
Applicant Phone	

Contact Information

List the contacts **in the order they should be contacted**. Include the property owner(s), host, or property manager if applicable.

Title	Name	Email	Day Phone	Night Phone
<i>Example: Owner</i>	<i>Jane Doe</i>	jdoe@gmail.com	518-xxx-xxxx	518-xxx-xxxx

Submit the following documentation:

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

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

An affidavit signed by all property owners and a notary public (see attached form).

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

Water and Sewer/Septic

<u>Water:</u>	Municipal service	Well
<u>Sewer:</u>	Municipal service	Septic

STR Hosting Platform Information

Title of listing
Name of platform
url

Title of listing
Name of platform
url

Title of listing
Name of platform
url

Acknowledgements

Instructions: Initial next to each statement verifying that you understand and agree to follow each of these conditions in order to retain a STR Permit:

Initials	Statement
	House Rules. A copy of the House Rules will be posted in a visible location for guests.
	Camping. Camping is not permitted on the STR property.
	The STR permit will be displayed in the dwelling unit in a place where it is easily visible to the occupants (on or about the inside of the front or main door of each dwelling unit)
	Emergency contact information will be posted in the dwelling unit in a place where it is easily visible to the occupants.
	Emergency exit plan and location of fire extinguishers shall be posted in each dwelling where it is easily visible for guests.
	Guests shall be made aware of the property lines and notified that that they may be liable for illegal trespassing.
	Guests must obey local noise ordinances. Noise shall be kept at a reasonable level. Unreasonably loud, disturbing and unnecessary noise shall not occur, including during quiet hours between 10pm and 7am.
	Rental arbitrage is not permitted on properties with an STR Permit.
	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.
	STR permits are valid for up to one year. Permits expire on January 31 each year. It is the owner's responsibility to renew the STR permit each year. If a permit is not renewed by the expiration date it is understood that the STR will be operating without a permit and subject to fines.
	The STR unit(s) shall not be used for any other commercial use or commercial event space.
	Fires. If allowed by the property owner, instructions for fires in indoor fireplaces or wood stoves will be shared with all guests. If fires are not allowed, that information will be conveyed to guests.
	Pools. If the property has a pool, hot tub or other swimming appurtenance, a clear list of requirements related to pool use, including an explanation of the use of required barriers, latches, alarms, or electrical disconnects will be shared with all guests.
	Garbage. Procedures for disposal of garbage and recycling shall be shared with guests.
	By accepting a STR Permit, I acknowledge that the property may be inspected by the Code Enforcement Officer to verify compliance with New York State Uniform Fire Prevention and Building Code and all requirements of the Special Use Permit.
	Renewal Application. The STR Permit Administrator may deny a renewal application based on noncompliance with STR regulations 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.

	If any information submitted as part of this application changes before the time of renewal of an STR Permit, the applicant must submit changes in writing to the Community Development Department via email to comdevassist1@saranaclakeny.gov.
	Agree to follow any conditions relating to the approval of the Special Use Permit.

Certification

Applicant's Signature _____ **Date** _____

If Applicant is not the property owner:

Property Owner Name: _____

Property Owner Signature: _____ **Date** _____



Village of Saranac Lake

Community Development Department
39 Main Street, Suite 9 Saranac Lake, NY 12983-2294
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PERMIT#: _____

DATE RECEIVED: _____

DATE PAID: _____

SHORT-TERM RENTAL PERMIT RENEWAL APPLICATION

INSTRUCTIONS FOR PERMIT RENEWAL:

- 2025 STR renewal permits will only be issued to existing 2024 STR permit holders.
- Applicant to complete the renewal permit application between November 1, 2024 and January 15, 2025. Incomplete applications will not be approved.
- Completed applications can be emailed to comdevassist1@saranaclakeny.gov or can be brought/mailed to Village offices at 39 Main Street, 2nd Floor, Saranac Lake NY 12983.
- STR renewal permit application fees are dependent on STR type.
- 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.
- Applicant to answer the following questions:
 - Has there been a change of ownership for this property?
 - Is the owner of this property a Village of Saranac Lake resident?
 - Has there been any change to the layout or number of rental rooms for this property?
 - Is there any other change regarding this property that the Village should be aware of?

Applicant Information	
Applicant Name	
STR Property Address	
Mailing Address, if different	
Applicant Email	
Applicant Phone	

CONFIRM PROPERTY CONTACT INFORMATION:

List the contacts **in the order they should be contacted**. Include the property owner(s), host, or property manager if applicable.

Title	Name	Email	Day Phone	Night Phone
<i>Example: Owner</i>	<i>Jane Doe</i>	jdoe@gmail.com	518-xxx-xxxx	518-xxx-xxxx

ACKNOWLEDGMENTS:

Instructions: Initial next to each statement verifying that you understand and agree to follow each of these conditions in order to renew a STR Permit:

Initials	Statement
	House Rules. A copy of the House Rules will be posted in a visible location for guests.
	Camping. Camping is not permitted on the STR property.
	The STR permit will be displayed in the dwelling unit in a place where it is easily visible to the occupants (on or about the inside of the front or main door of each dwelling unit)
	Emergency contact information will be posted in the dwelling unit in a place where it is easily visible to the occupants.
	Emergency exit plan and location of fire extinguishers shall be posted in each dwelling where it is easily visible for guests.
	Guests shall be made aware of the property lines and notified that that they may be liable for illegal trespassing.
	Guests must obey local noise ordinances. Noise shall be kept at a reasonable level. Unreasonably loud, disturbing and unnecessary noise shall not occur, including during quiet hours between 10pm and 7am.
	Rental arbitrage is not permitted on properties with an STR Permit.
	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.
	STR permits are valid for up to one year. Permits expire on January 31 each year. It is the owner's responsibility to renew the STR permit each year. If a permit is not renewed by the expiration date it is understood that the STR will be operating without a permit and subject to fines.
	The STR unit(s) shall not be used for any other commercial use or commercial event space.
	Fires. If allowed by the property owner, instructions for fires in indoor fireplaces or wood stoves will be shared with all guests. If fires are not allowed, that information will be conveyed to guests.
	Pools. If the property has a pool, hot tub or other swimming appurtenance, a clear list of requirements related to pool use, including an explanation of the use of required barriers, latches, alarms, or electrical disconnects will be shared with all guests.
	Garbage. Procedures for disposal of garbage and recycling shall be shared with guests.
	By accepting a STR Permit, I acknowledge that the property may be inspected by the Code Enforcement Officer to verify compliance with New York State Uniform Fire Prevention and Building Code and all requirements of the Special Use Permit.
	Renewal Application. The STR Permit Administrator may deny a renewal application based on noncompliance with STR regulations 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.
	If any information submitted as part of this application changes before the time of renewal of an STR Permit, the applicant must submit changes in writing to the Community Development Department via email to comdevassist1@saranalakeny.gov .
	Agree to follow any conditions relating to the approval of the Special Use Permit.

CERTIFICATION:

Applicant's Signature _____ Date _____

If Applicant is not the property owner:

Property Owner Name: _____

Property Owner Signature: _____ Date _____

FOR VILLAGE USE ONLY:

Has this property received any complaints or violations that should prohibit this property from continuing as a STR property?

- If yes, has this been addressed with the STR property owner?

Is this STR renewal application APPROVED or DENIED?

- If APPROVED, date of renewal permit issuance:
- If DENIED, date of communication with property owner:



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Affidavit Attesting to Compliance with NYS Fire, Safety and Building Codes

STR Property Address: _____

Name(s) of ALL Property Owners: _____

The Undersigned being duly sworn deposes and attests to the following:

- There shall be one functioning smoke detector in each bedroom and at least one functioning smoke detector in at least one other room and that the correct number of devices are installed per the New York State Building Code, including date of device.
- There shall be one functioning fire extinguisher in the kitchen and at each primary exit.
- At least one carbon monoxide detector is present if a source of combustion is present in the building.
- 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 shall be present in all kitchens and bathrooms.
- The property complies with the New York State Property Maintenance Law.
- Street side emergency address numbers are displayed in accordance with 911 regulations.

The property owners listed above certify that the Short-term rental property for which I/we are applying for a STR Permit meets all of the criteria described above. I/we acknowledge that failure to comply with the short term rental requirements may result in revocation of the short term rental permit.

Signature of All Property Owners (attach additional sheets if needed)

Name: _____
Signature: _____
Date: _____

[STATE] _____) s.s.:
[COUNTY] _____)
On this [] day of [], 20[], before me, the undersigned notary public appeared _____,
proved to me through satisfactory evidence of identification, which were _____,
to be the person whose name is signed on the preceding or attached document, and who swore or
affirmed to me that the contents of the document are truthful and accurate to the best of (his)(her)
knowledge and belief.

[], Notary Public
My Commission Expires: _____

Name: _____
Signature: _____
Date: _____

[STATE] _____) s.s.:
[COUNTY] _____)
On this [] day of [], 20[], before me, the undersigned notary public appeared _____,
proved to me through satisfactory evidence of identification, which were _____,
to be the person whose name is signed on the preceding or attached document, and who swore or
affirmed to me that the contents of the document are truthful and accurate to the best of (his)(her)
knowledge and belief.

[], Notary Public
My Commission Expires: _____

••• By signing the foregoing, the signatory has verified the accuracy of its contents and such verification is made pursuant to section 100.30 (d) of the criminal procedure law of the state of New York and said signatory knows that a false statement is punishable as a Class A Misdemeanor pursuant to section 210.45 if the penal law of the State of New York.



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Short-Term Rental Permit Fee and Fine Schedule 2024/2025

STR Annual Fees

One bedroom in owner occupied house	\$25.00
Studio/1 Bedroom	\$200.00
2-4 Bedrooms	\$400.00
5-6 Bedrooms	\$800.00
7-8 Bedrooms	\$1,200.00
9+ Bedrooms	\$1,600.00

STR Fines

Operating without a permit	Up to \$ 500.00 Per Day
Failure to remedy	Up to \$ 500.00 Per Day

STR permit expiration date is January 31 of the following year. Exact year is listed on permit.

Nontransferable: STR permits may not be assigned, pledged, sold, or otherwise transferred to any other persons, businesses, entities, properties, except to a spouse, parent, sibling or naturally born/legally adopted child. STR administrator shall be notified if property is sold. New applicants must contact the STR administrator to discuss potential for new permits.

STR permits are to be posted in the dwelling unit, in a location that is easily visible to the occupants.



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APPLICATION #: _____

Major ____ Minor ____

DATE RECEIVED: _____

DATE PAID: _____

SPECIAL USE PERMIT APPLICATION REQUIREMENTS

Incomplete application forms, site plans, or SEQR forms (when applicable) will not be accepted. If you have questions when filing out the application, please contact the Community Development Department.

1. Pre-application Conference – Before filing a formal application, an informal pre-submission conference with the Director is recommended to discuss the nature of the proposed use and to determine the specific information that will need to be submitted.

2. Mandatory staff review submission:

A. Submit one electronic copy of the following:

- Special Use Permit Application Form, signed**
- Site Plan Review Checklist**
- Site Plan Drawings/Maps**, for new construction: include Elevation Drawings
- Environmental Assessment Form** – complete Part 1 (check with Director on whether to complete the Full or Short form)
- Waterfront Assessment Form (WAF)** - complete Section 1 only
- Drawing of proposed sign(s) (if applicable)
- For Pre-Existing STR application:** submit proof of operation as of January 31, 2023¹

B. Application fee of \$300.00. Make check payable to Village of Saranac Lake.

3. Final submission for review by the Development Board:

A. Submit one hard copy + one digital copy of the application packet. Site Plan to be at a scale that is suitable for the proposed development relative to its size and is sufficiently legible for the required review to occur. Digital copy should be sent to comdevassist1@saranaclakeny.gov.

- Special Use Permit Application Form, signed**
- Site Plan Review Checklist**
- Site Plan Drawings/Maps**, for New construction: include Elevation Drawings
- Environmental Assessment Form** – complete Part 1
- Waterfront Assessment Form (WAF)** - complete Section 1 only
- Drawing of proposed sign(s)** (if applicable)

The application shall be accompanied by the information listed above. The Community Development Director may require additional submission materials if determined appropriate for the nature and scale of the proposed project. The pre-application conference may be used to determine the application requirements. The information above should be emailed and brought to the Village of Saranac Lake at least three weeks prior to the scheduled Development Board meeting in order to be placed on the agenda. The Board meets on the first Tuesday of each month at 5:00pm in the Village Board Room, 39 Main St., Saranac Lake, NY 12983

¹ Acceptable documentation includes: 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.

SPECIAL USE PERMIT APPLICATION

Applicant Information	
Applicant Name	
Applicant Address	
Mailing Address, If Different	
Applicant Email	
Applicant Phone	

If Different from Project Applicant	
Property Owner Name	
Property Owner Address	
Mailing Address, If Different	
Property Owner Email	
Property Owner Phone	

Project Information

1. Project Address

2. Tax Map #
3. Zoning District
4. Current Lot Size
5. Building square footage Existing
 Proposed
6. Property/Building use
 - a. Present use of property, (i.e., commercial, residential, mixed, vacant):
 - b. Proposed use of property:
 - c. For mixed-use buildings:

Level	Current Use	Proposed Use
Basement		
1st		
2nd		
3rd		

7. Will development be phased? NO YES If yes, explain in a narrative:

8. Please provide a written description of proposed structures and improvements. Include all of the following information that applies to the project:
- Describe primary and secondary uses
 - Proposed interior changes
 - Day/hours of operation
 - Utilities- will you connect to existing utilities or install new?
 - Anticipated number of residents, users, shoppers, employees, etc. as a result of this project
 - Exterior features to be added/changed, (i.e., lighting fixtures, signage, decorative elements, doors, windows, siding, painting, etc.)
 - For residential, mixed-use buildings, or STRs, include a number of dwelling units by size (efficiency/studio, one-bedroom, two-bedroom, three or more bedroom)
 - Parking plan
 - Proposed Landscaping
 - Garbage storage
 - Explain the need for managing stormwater and drainage facilities that will be utilized in preventing flooding and erosion

9. State and federal permit or approvals needed, (i.e., SHPO, APA, DEC, DOT, or Other)

10.

If you are operating a new business at the project location, provide the following information	
Name of Business	
Hours of Operation	

In granting or denying special use permits, the Development Board shall take into consideration the scale of the proposed project and the need to maintain the historic, close-knit building pattern in the Village and compatibility among adjoining land uses. If the applicant proves the proposed project meets the review criteria, they are entitled to the Special Use Permit. Conversely, if the applicant fails to address or satisfy any one or part of the review criteria then they are not entitled to the Special Use Permit.

Criteria to be addressed:

11. Explain how the proposed use will not have a substantial or undue adverse effect upon adjacent property, traffic conditions, parking, and other matters affecting the public health, safety and general welfare. Does the project include buffers or screening from neighboring properties and public roads?

12. Provide evidence and information which demonstrates that the proposed use will not substantially impact the nature and character of the surrounding neighborhood.

13. Provide information which demonstrates that the proposed use will be adequately served by storm drainage structures, water, sanitary sewers, off-street parking, access to public roads to handle projected traffic volumes, fire and police protection, and solid waste disposal, and any other services that may be relevant to your project.

14. Explain how the project safely accommodates bicycle and pedestrian travel to/from the site. Explain how the project will impact pedestrian safety, either positively or negatively.

15. Is the property suitable for the proposed project considering the lot size, location, topography, vegetation, soils and hydrology?

16. How will your project avoid the loss, destruction, or damage to any natural, historic, and scenic resources of the village through design, layout of structures, provision of buffer areas, and operation of the proposed use?

17. Is the project consistent with the village goal of concentrating retail uses in villages, avoiding strip commercial development, and locating nonresidential uses that are incompatible with residential use on well-buffered properties?

18. Will the proposed use result in excessive noise, dust, odors, solid waste, or glare, create any other nuisances, or result in the introduction of invasive species?

19. Explain why your proposed use will not be more objectionable than would development of uses that are permitted by right (allowed uses that do not require a special use permit)? Consider the environmental, social and economic impacts of traffic, noise, dust, odors, solid waste, glare or any other nuisances.

20. Is the project located within a historic building? NO YES
 historic district? NO YES

To check if your property falls within a historic district or is on the National Register, visit the Cultural Resource Information System (CRIS) website and use the mapping tool: cris.parks.ny.gov

21. Please list any professionals who will be assisting you with your application

Name	Company	Profession	Phone	Email

Applicant's Signature _____ **Date** _____

Property Owner's Signature _____ **Date** _____

For Office Use Only - Essex County Referral	Y	N
Property is located within 500 feet of:		
Property located in Essex County		
Municipal boundary (village or town)		
County or State Parks		
County or State Roads		
County or State Facilities		

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____</p>	<p>NO</p>	<p>YES</p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____</p>	<p>NO</p>	<p>YES</p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____</p>	<p>NO</p>	<p>YES</p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		



Village of Saranac Lake

Community Development Department
 39 Main St.
 Saranac Lake, NY 12983
 Phone (518) 891-0490
 Fax (518) 891-5928
www.saranaclakeny.gov

VILLAGE OF SARANAC LAKE WATERFRONT ASSESSMENT FORM (WAF)

Section A. Instructions

Instructions: Applicants or, in the case of direct actions, Village agencies, shall complete this WAF for proposed actions which are subject to the LWRP consistency review law. This assessment is intended to supplement other information used by a Village agency in making a determination of consistency with the Village's Local Waterfront Revitalization Program.

Before answering the questions in Section C, the preparer of this form should review the policies and explanations of policy contained in the Local Waterfront Revitalization Program (LWRP), a copy of which is on file in the Village of Saranac Lake, 39 Main St., Second Floor, Saranac Lake, NY 12983 or online at www.saranaclakeny.gov. A proposed action should be evaluated as to its significant beneficial and adverse effects upon the waterfront area.

If any question in Section C on this form is answered "yes", then the proposed action may affect the achievement of the LWRP policy standards and conditions contained in the consistency review law. Thus, the actions should be analyzed in more detail and, if necessary, modified prior to making a determination that it is consistent to the maximum extent practicable with the LWRP policy standards and conditions. If an action cannot be certified as consistent with the LWRP policy standards and conditions, it shall not be undertaken.

SECTION B. Description of Site and Proposed Action

1. Name of applicant:	
2. Mailing address:	3. Telephone Number:
4. Location of action:	5. Tax Map # (s):
6. Size of site:	7. Present land use(s):
8. Present zoning classification:	9. Percentage of site which contains slopes of 15% or greater:
10. Type of action (check appropriate response) <input type="checkbox"/> Directly undertaken (e.g. capital construction, planning activity, agency regulation, land transaction) <input type="checkbox"/> Financial assistance (e.g. grant, loan, subsidy) <input type="checkbox"/> Permit, approval, license, certification <input type="checkbox"/> Agency undertaking action:	
11. Streams, lakes, ponds, or wetlands existing within or continuous to the project area? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, Waterbody Name: _____ Waterbody Size(in acres): _____	
12. Describe nature and extent of action:	
13. Describe any unique or unusual land forms on the project site (i.e. bluffs, ground depressions, other geological formations):	
14. Will the action be directly undertaken, require funding, or approval by a State or Federal Agency? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, which State or Federal Agency?	

SECTION C. Waterfront Assessment (To be completed by reviewing agency)

	<u>YES</u>	<u>NO</u>
1. Will the proposed action have a <u>significant effect</u> upon:		
(a) Commercial or recreational use of fish and wildlife resources	<input type="checkbox"/>	<input type="checkbox"/>
(b) Scenic quality of the waterfront environment?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Development of future, or existing water dependent uses?	<input type="checkbox"/>	<input type="checkbox"/>
(d) Stability of the shoreline?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Surface or groundwater quality?	<input type="checkbox"/>	<input type="checkbox"/>
(f) Existing or potential public recreation opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
(g) Structures, sites or districts of historic, archeological or cultural significance to the Village, State or nation?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action <u>involve</u> or <u>result in</u> any of the following:	<u>YES</u>	<u>NO</u>
(a) Physical alteration of land along the shoreline, land under water or coastal waters?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Physical alteration of two (2) acres or more of land located elsewhere in the waterfront area?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Expansion of existing public services or infrastructure in undeveloped or low density areas of the waterfront area?	<input type="checkbox"/>	<input type="checkbox"/>
(d) Energy facility not subject to Article VII or VIII of the Public Service Law?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Mining, excavation, filling or dredging?	<input type="checkbox"/>	<input type="checkbox"/>
(f) Reduction of existing or potential public access to or along the shore?	<input type="checkbox"/>	<input type="checkbox"/>
(g) Sale or change in use of publicly-owned lands located on the shoreline or under water?	<input type="checkbox"/>	<input type="checkbox"/>
(h) Development within designated flood hazard area?	<input type="checkbox"/>	<input type="checkbox"/>
(i) Development on a natural feature that provides protection against flooding or erosion?	<input type="checkbox"/>	<input type="checkbox"/>
(j) Diminished surface or groundwater quality?	<input type="checkbox"/>	<input type="checkbox"/>
(k) Removal of ground cover from the site?	<input type="checkbox"/>	<input type="checkbox"/>
3. Project:	<u>YES</u>	<u>NO</u>
(a) If a project is to be located adjacent to shore:		
(1) Will water-related recreation be provided?	<input type="checkbox"/>	<input type="checkbox"/>
(2) Will public access to the shoreline be provided?	<input type="checkbox"/>	<input type="checkbox"/>
(3) Does the project require a waterfront site?	<input type="checkbox"/>	<input type="checkbox"/>
(4) Will it supplant a recreational or maritime use?	<input type="checkbox"/>	<input type="checkbox"/>
(5) Do essential public services and facilities presently exist at or near the site?	<input type="checkbox"/>	<input type="checkbox"/>
(6) Is it located in a flood prone area	<input type="checkbox"/>	<input type="checkbox"/>
(7) Is it located in an area of high erosion	<input type="checkbox"/>	<input type="checkbox"/>
(b) If the project site is publicly owned:		
(1) Will the project protect, maintain and/or increase the level and types of public access to water-related recreation resources and facilities?	<input type="checkbox"/>	<input type="checkbox"/>
(2) If located in the foreshore, will access to those and adjacent lands be provided?	<input type="checkbox"/>	<input type="checkbox"/>
(3) Will it involve the siting and construction of major energy facilities?	<input type="checkbox"/>	<input type="checkbox"/>
(4) Will it involve the discharge of effluents from major steam electric generating and industrial facilities into a waterway	<input type="checkbox"/>	<input type="checkbox"/>
(c) Is the project site presently used by the community as an open space or recreation area?	<input type="checkbox"/>	<input type="checkbox"/>
(d) Does the present site offer or include scenic views or vistas known to be important to the community?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Will the surface area of any waterways or wetland areas be increased or decreased by the proposal?	<input type="checkbox"/>	<input type="checkbox"/>
(f) Will the project involve any waste discharges?	<input type="checkbox"/>	<input type="checkbox"/>
(g) Does the project involve surface or subsurface liquid waste disposal?	<input type="checkbox"/>	<input type="checkbox"/>
(h) Does the project involve transport, storage, treatment or disposal of solid waste or hazardous material?	<input type="checkbox"/>	<input type="checkbox"/>
(i) Does the project involve shipment or storage of petroleum products?	<input type="checkbox"/>	<input type="checkbox"/>
(j) Does the project involve discharge of toxics, hazardous substances or other pollutants?	<input type="checkbox"/>	<input type="checkbox"/>
(k) Will the project affect any area designated as a freshwater wetland?	<input type="checkbox"/>	<input type="checkbox"/>
(l) Will the project alter drainage flow, patterns or surface water runoff on or from the site	<input type="checkbox"/>	<input type="checkbox"/>
(m) Will best management practices be utilized to control storm water runoff into waterways?	<input type="checkbox"/>	<input type="checkbox"/>
(n) Will the project cause emissions which exceed Federal or State air quality standards or generate significant amounts of nitrates or sulfates?	<input type="checkbox"/>	<input type="checkbox"/>

SECTION D. Remarks or Additional Information

For questions answered "Yes" in Section C, explain methods you will undertake to reduce adverse effects. Review the LWRP to see if the project is consistent with each policy. List policies the project is not consistent with and explain all mitigating actions. Add any additional sheets necessary to complete this form.

SECTION E. Preparer Information

Preparer's Name (Please print):

Title:

Organization Name:

Phone Number:

Signature:

Date:

SECTION F. Determination of LWRP Consistency (To be completed by the Planning Board)

The Village of Saranac Lake Planning Board finds that the above referenced project is:

- consistent with LWRP policy standards and conditions.
- not consistent with LWRP policy standards and conditions and shall not be undertaken.

Print Name of Planning Board Chair

Signature of Planning Board Chair

Date



Village of Saranac Lake

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Village Trustees,

Please see below the Development Boards combined comments and recommendations on Local Law-1-2025.

- Development Board stated that there are too many different ways that a permit can be issued – exemptions, caps, and owner occupied. It was stated that the process is getting over complicated and recommended that paths to obtain a permit are more limited.
- Development Board would like there to be a cap on owner occupied permits but also stated that owner occupied is a misleading term, giving the impression that the owner is residing in the home or property while it is being rented. Development Board recommends using language for “Hosted” STR’s, like Lake Placid.
- Definitions – Hosted STR vs Non-Hosted STR
 - Hosted STR’s - permits for STR owners who live in the town at least 184 days a year and stay at their STR overnight while it’s being rented.
 - Non-Hosted STR’s - permits for STR owners where the owner isn’t required to stay overnight in the rental while it is being rented.
- Development Board stated that the consensus of the public is, residents prefer “hosted” STR’s more than non-hosted or owner occupied STR’s.
- Development Board would like to discuss defining the concept of density (STR clusters) at the Village Board/Development Board work session.

Please let me know if you have any questions.

Thanks,
Katrina

Katrina Glynn
Community Development Director
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