

VILLAGE BOARD AND DEVELOPMENT BOARD WORK SESSION

Tuesday, March 18, 2025

Meeting began at 5:00 PM and ended up 8:15PM

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ITEMS FOR BOARD ACTION:

STR AND DEVELOPMENT CODE WORK SESSION

EXECUTIVE SESSION: Employment history of particular person(s)

Chair Mayor Williams called for a motion to enter executive session with the Development Board Members

Motion: Williams Second: Scollin

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

Chair Mayor Williams called for a motion to exit executive session

Motion: Scollin Second: Williams

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

MOTION TO ADJURN:

Chair Mayor Williams called for a motion

Motion: Scollin Second: Williams

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



Village of Saranac Lake
Community Development Department
39 Main Street, Suite 9 Saranac Lake, NY 12983-2294
Phone: (518) 891 – 4150
Fax: (518) 891 – 1324
Web Site: www.saranaclakeny.gov

**Village Board of Trustees and Development Board
STR Work Session Agenda 5:00 PM
Tuesday, March 18, 2025**

- A. Comments from Matt Rogers (LaBella Associates)
- B. Short Term Rental Local Law 1-2025
 - a. Development Board Recommendations (edited law attached)
 - i. Section 106-6 Definitions
 - 1. Owner Occupied
 - 2. Hosted
 - 3. Unhosted
 - ii. Section 106-104.3 Short-Term Rentals
 - 1. Exemptions to caps
 - 2. Owner occupied/Hosted exemptions to caps
 - 3. Owner occupied/Hosted change in primary residence
 - 4. Owner Occupied/Hosted proof of residency
- C. Short Term Rental Density
 - a. Determine radius for STR proximity
 - i. By block
 - ii. 200sq ft – 500 sq ft (density map attached)
 - iii. Does this apply to both hosted and unhosted properties?
 - iv. Density added to Local Law 1-2025
- D. Short Term Rental Application Process
 - a. Set time of year vs. continuous
 - b. Yearly work session between Trustees and Development Board to establish caps

Local Law 1-2025

Be it Resolved, Chapter 106 of the Village of Saranac Lake Code is hereby amended as follows:

Section 106-6 Definitions.

ADD:

~~SHORT-TERM RENTAL, OWNER-OCCUPIED~~

~~An STR which is located on the same parcel as a dwelling unit that is used as the primary residence of the homeowner, not to exceed 2 units including the primary residence of the owner and the location where the taxes are filed. Primary residence is defined as occupancy for more than 183 days per calendar year.~~

HOSTED SHORT-TERM RENTAL

A short-term rental property at which an owner of the property resides for at least 184 days per calendar year, that is the primary residence of an owner and at which an owner stays overnight during the entire term of each short-term rental of the property.

- *"Hosted" is permitted in all zoning districts in the Village*

UN-HOSTED SHORT-TERM RENTAL

Property in which is not a Hosted Short Term Rental as that is defined in this local law. Un-hosted short-term rentals are prohibited in Village residential zoning districts.

- *"Un-Hosted" is only permitted in certain zoning districts in the Village and is subject to Village STR permit caps and exemptions*

Section 106-104.3 Short-term rentals.

C. Short-term rental permit cap.

DELETE:

(3) 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.

ADD:

(3) Exemptions to the cap may be granted by the Board of Trustees when it meets one or more of the following criteria:

- ~~1. New construction. The construction of a new building that includes at least one (1) dwelling unit. Consider not allowing new construction to be exempted from caps, as Village should focus on rehabilitation of older homes and improving neighborhoods.~~
2. Addition. An addition to an existing building that includes the creation of at least one (1) dwelling unit and which results in the net addition of at least one (1) dwelling unit in the building.
3. Repair or alteration of an unsafe building. The repair or alteration of a building or dwelling unit deemed unsafe and/or unfit for human occupancy by the Code Enforcement Officer and which results in the issuance of a certificate of occupancy for the building and at least one (1) dwelling unit in the building.

Any exemption to the caps that may be granted by the Board of Trustees shall first require a public hearing.

(4) ~~Owner-occupied~~ Hosted short term rentals are exempt from the rental permit cap.

D. (1) General STR permit regulations.

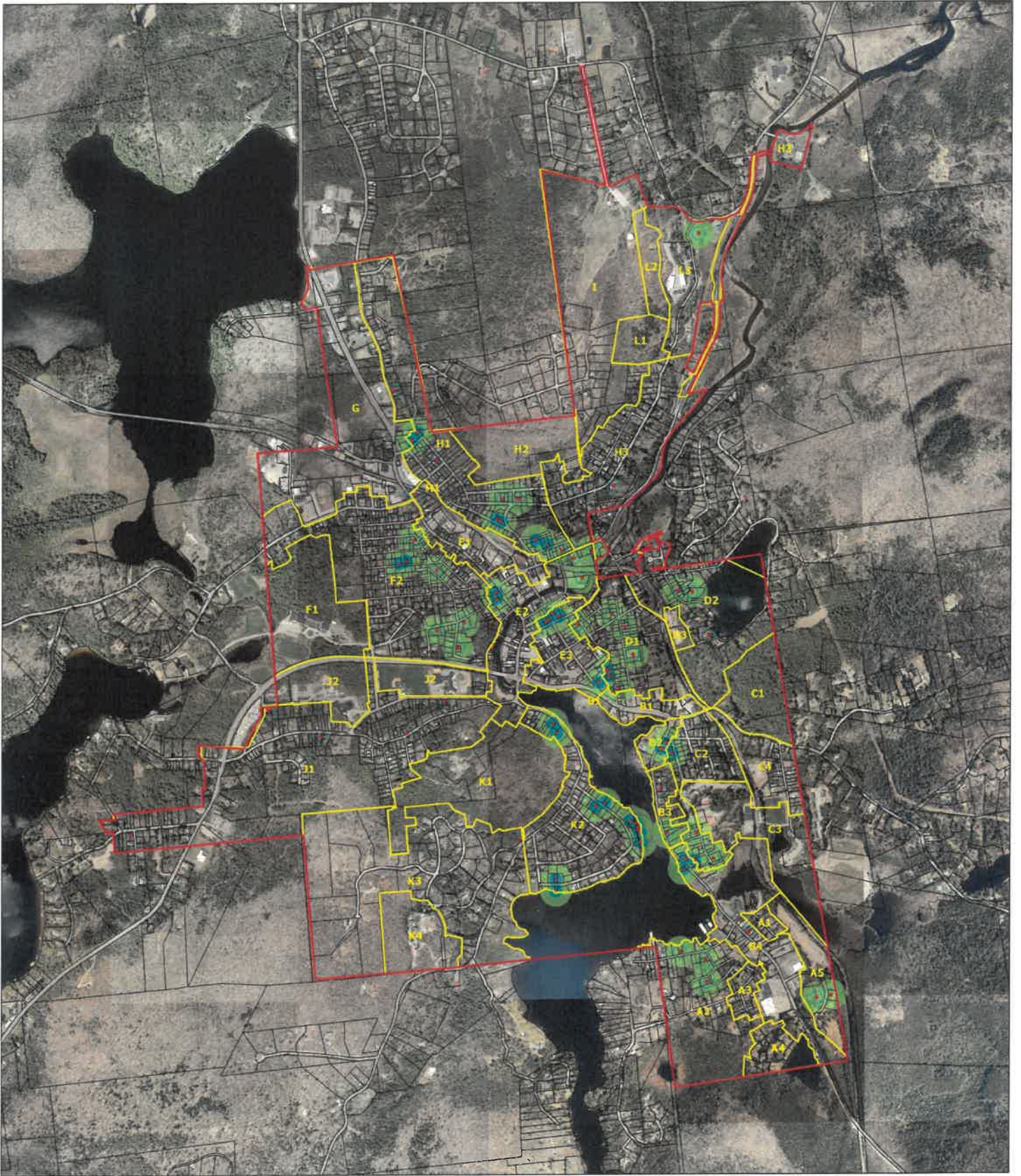
ADD:

(k) ~~Owner-occupied~~ Hosted STR change in status. When the primary residence of the owner of an approved ~~owner-occupied~~ Hosted short term rental changes, the STR permit shall be void and shall not be eligible for renewal.

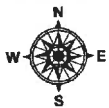
G. (1) Application process.

ADD:

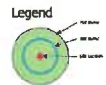
(k) For ~~owner-occupied~~ Hosted STR applications, submit proof of residency at the location where the STR is proposed. (Proof of residency: copy of driver's license or voter registration or income tax registration form).



Draft Map
 Short-Term-Rental Density in Village of Saranac Lake



0 350 700 1,400 Feet
 Scale: 1" = 1,000'





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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
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:	<input type="checkbox"/> NEW: <input type="checkbox"/>

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@saranacounty.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** _____



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 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@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** _____

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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Fax: (518) 891 - 1324

Web Site: www.saranaclakeny.gov

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 Property is located within 500 feet of:	Y	N
Property located in Essex County	<input type="checkbox"/>	<input type="checkbox"/>
Municipal boundary (village or town)	<input type="checkbox"/>	<input type="checkbox"/>
County or State Parks	<input type="checkbox"/>	<input type="checkbox"/>
County or State Roads	<input type="checkbox"/>	<input type="checkbox"/>
County or State Facilities	<input type="checkbox"/>	<input type="checkbox"/>

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			

		NO	YES	N/A
5. Is the proposed action,	a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?			NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____			NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____			NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____			NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____			NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?			NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban				
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?			NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?			NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____			NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<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)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></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?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></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?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></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)

	YES	NO
1. Will the proposed action have a significant effect 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 involve or result in any of the following:		
(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:		
(a) If a project is to be located adjacent to shore:	<input type="checkbox"/>	<input type="checkbox"/>
(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:	<input type="checkbox"/>	<input type="checkbox"/>
(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: Village of Saranac Lake Development Board

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

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294
Phone: (518) 891 - 4150
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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
Village of Saranac Lake
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**VILLAGE OF SARANAC LAKE
LOCAL LAW NO. # 3 OF 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 II, 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 II, 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 7:00 a.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.



Village of Saranac Lake

Community Development Department

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

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: www.saranaclakeny.gov

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@saranacounty.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.
