

**VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES**  
**39 MAIN STREET SARANAC LAKE NY**  
**MEETING AGENDA 5:00 PM**  
**Monday, April 28, 2025**

**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/82006020765?pwd=PX0baMVavjlkIMJFKYRbISplcHQywV.1>

Meeting ID: 820 0602 0765

Passcode: 260277

**CALL TO ORDER**

**ROLL CALL:**

**AUDITING:**

a. Pay Vouchers

b. Approve Minutes from 4-14-2025

**SPECIAL GUEST:** NYS DOT Regional Director Robert Haynes and planning team

**ITEMS FOR BOARD ACTION**

<b>BILL</b>	<b>45</b>	<b>2025</b>	Adopt 2025-2026 Budget
<b>BILL</b>	<b>46</b>	<b>2025</b>	Resolution authorizing the acceptance and implementation of wayfinding proposal for the Saranac Riverwalk
<b>BILL</b>	<b>47</b>	<b>2025</b>	Appointment of Health Officer, Ray Scollin for one year term
<b>BILL</b>	<b>48</b>	<b>2025</b>	Resolution to authorize re-levy of unpaid water/sewer bills to Village tax bills
<b>BILL</b>	<b>49</b>	<b>2025</b>	Authorize the acceptance of ADK quad-county statewide community regrant (SCR)
<b>BILL</b>	<b>50</b>	<b>2025</b>	Resolution to support the funding for the Willard Hanmer Guideboat Race
<b>BILL</b>	<b>51</b>	<b>2025</b>	Resolution authorizing the Village Manager to provisionally hire code enforcement officer
<b>BILL</b>	<b>52</b>	<b>2025</b>	Deem Equipment Surplus for dry well concrete structures
<b>BILL</b>	<b>53</b>	<b>2025</b>	Resolution allowing dissolution of the Village's contract with Joule Assets, Inc. to provide administration services for a CCA program
<b>BILL</b>	<b>54</b>	<b>2025</b>	Resolution to call for a public hearing on Monday, May 12, 2025 at 5:00 pm for amendments to the Short-term Rental Law

**OLD BUSINESS:**

**NEW BUSINESS:**

**PUBLIC COMMENT:**

**MOTION TO ADJOURN**

**PUBLIC COMMENT**  
**PERIOD OF MEETINGS**

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

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

## VILLAGE BOARD REGULAR MEETING

Monday, April 14, 2025

Regular Meeting began at 5:30 PM and ended at 6:15 PM

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

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

**ROLL CALL:** Mayor Williams present; Trustee Brunette absent; Trustee Ryan; present;  
Trustee Scollin present; Trustee White absent.

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

### AUDITING:

Chair Mayor Williams called for a motion to approve payment for the 2025 Budget \$190,705.11 batch number 04142025. Complete detail of these vouchers is attached and made part of these minutes.

Motion: Ryan Second: Scollin

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

### APPROVAL OF MINUTES:

Chair Mayor Williams called for a motion to approve these minutes

Motion: Scollin Second: Ryan

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

### PUBLIC HEARING: 2025-2026 Tentative Budget

Chair Mayor Williams called for a motion to open the Public Hearing

Motion: Ryan Second: Scollin

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

Public Comment: Mark Wilson sewer rates and salary of the Village Manager

Chair Mayor Williams called for a motion to close the Public Hearing

Motion: Scollin Second: Ryan

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

### PUBLIC COMMENT: Jeremy Evans on Harrietstown Sidewalk Agreement

### ITEMS FOR BOARD ACTION:

#### **Bill 36-Resolution establishing a Capital Reserve Fund for Fire Department Equipment**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

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

#### **Bill 37-2025 Resolution authorizing the Village Manager to approve AES Contract Amendment #6 for project**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

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

**Bill 38-2025 Resolution to allocate \$10,000 to the current fiscal year budget beach accounts for immediate accessibility and mobility improvements**

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: Scollin

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

**Bill 39-2025 Resolution to authorize the Village Manager to hire Water/Sewer Maintenance Helper**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

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

**Bill 40-2025 Resolution to accept CFA grant for 1-3 Main Street Waterway Restoration Project**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

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

**Bill 41-2025 Deem Equipment Surplus**

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: Scollin

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

**Bill 42-2025 Authorize agreement with the Town of Harrietstown for Ampersand Ave Sidewalk Project**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

Motion to amend: Williams Second: Ryan

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

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

**Bill 43-2025 Resolution issuing a negative declaration for the purposes of SEQR for the construction of improvements at Garwood POW Park**

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: Scollin

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

**Bill 44-2025 Resolution to submit a Municipal Parks and Recreation Grant Program Application for Garwood POW Park**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

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

**Bill 45-2025 Resolution to establish funding source for Riverwalk Improvements**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

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

**OLD BUSINESS:** Funds for PD improvements

**NEW BUSINESS:** Newly appointed Saranac Lake Volunteer Fire Officers

**MOTION TO ADJURN:**

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

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

## **RVILLAGE OF SARANAC LAKE**

**APRIL 14, 2025**

### **ANNUAL MEETING, BOARD OF TRUSTEES, VILLAGE OF SARANAC LAKE, NY**

An Organizational Meeting of the Board of Trustees of the Village of Saranac Lake, New York was held in the Village Board Room at 39 Main Street, Suite 9, Saranac Lake New York

Roll Call: Present: Mayor James Williams, Trustees: Sean Ryan and Matthew Scollin. Absent: Trustee Brunette and Trustee White

The Meeting was called to order by Mayor James Williams and everyone stood for the Pledge of Allegiance

1. Be it Resolved, the **REGULAR MEETINGS** of the Board be held on the second and fourth Mondays of the month at **5:00 pm**, except holidays, when the Meeting will be held the next business day as per the attached schedule.

Motion: Ryan Second: Scollin

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

2. Be it Resolved, each bill submitted to the Board of Trustees for consideration shall have its **SPONSOR'S NAME** affixed thereto. Said Sponsor(s) may be the Mayor, Trustees, or Village Manager.

Motion: Scollin Second: Ryan

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

3. Be it Resolved, The **SUBMISSION OF BILLS FOR CONSIDERATION** at regular meetings shall be made no later than noon on the Thursday before each regular Monday Meeting and that the regular Monday Meeting agenda be completed before the close of business on the Friday before each regular Monday meeting and be available for review by each member of the Board of Trustees. In the case the regular Monday meeting is changed due to holidays or board resolution, then the aforementioned submission and publication dates shall be adjusted accordingly.

Motion: Ryan Second: Scollin

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

4. Be it Resolved, **SPECIAL MEETINGS** shall be defined as those village board meetings that are not regularly scheduled in the organizational meeting and at which bills and actions are considered and/or voted upon by the board. These meetings shall only be called and held under the following conditions:

Emergency-Mayor. The Mayor, or in the Mayor's absence, the Deputy Mayor, may call a Special Meeting where the health, welfare or financial security of any part of the village is threatened by harm or loss. A 24-Hour notice is required for this type of Special Meeting.

Non-Emergency-Mayor. The Mayor, or in the Mayor's absence, the Deputy Mayor, may call a Special Meeting for the consideration and/or vote upon a bill or bills deemed worthy with a three day notice to all other Trustees.

Non-Emergency-Trustees. Two or more Trustees may call a Special Meeting for the consideration and/or vote upon on a bill or bills deemed worthy with a three day notice to all

other Trustees and Mayor. The same two trustees may not call for two special meetings in a row. All Village Board members must be notified of a special meeting and must confirm receipt of meeting notification.

Emergency-Village Manager. The Village Manager may call a Special Meeting where the health, welfare or financial security of any part of the village is threatened by harm or loss. A 24-hour notice is required for this type of Special Meeting.

Further: A vote at a Special Meeting shall require a minimum of three affirmative votes.

All meeting rules adopted in the Organizational Meeting shall apply to Special Meetings.

Motion: Scollin Second: Ryan

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

5. Be it Resolved, Resolutions **Advance Approval of Claims, Electronic Signatures, Mileage Allowance, Approval for Returned Check Charges, and Official Banking Facilities** be adopted, said resolutions are attached and made a permanent part of these minutes.

Motion: Ryan Second: Scollin

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

6. Be it Resolved, Resolution **PURCHASING POLICY, INVESTMENT POLICY, EMPLOYEE HANDBOOK, WORK PLACE VIOLENC POLICY, DRUG POLICY, and HARASSMENT AND ANTI-DISCRIMINATION POLICY** be adopted.

Motion: Scollin Second: Ryan

Motion to amend Workplace Violence Policy: Scollin Second: Ryan

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

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

7. Be it Resolved, **APPOINTMENTS ARE SUBJECT TO AND CONSISTENT WITH BUDGETARY APPROPRIATIONS.**

Motion: Scollin Second: Ryan

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

8. Be it Resolved, the **ADIRONDACK DAILY ENTERPRISE** as the **OFFICIAL NEWSPAPER**

Motion: Scollin Second: Ryan

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

9. Mayor Williams appointed Trustee **Matthew Scollin** as **Deputy Mayor** for a one-year term.

10. Mayor Williams, with approval of the Board to nominate Tim Jackson as **Chairperson of the Development Board** for a term of one year.

Motion: Ryan Second: Scollin

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

11. Mayor Williams, with approval of the Board to nominate KT Stiles and Chris McClatchie as alternate Development Board members for a term of Five Years.

Motion: Scollin Second: Ryan

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

12. Mayor Williams, with approval of the Board to nominate **Ray Scollin** as **Health Officer** for a term of one year.

Motion: Williams Second: Ryan

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

13. Be it Resolved, Resolution **ACKNOWLEDGEMENT OF A CONFLICT OF INTEREST**, be adopted, said resolutions are attached and made permanent part of these minutes.

Motion: Scollin Second: Ryan

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

**PUBLIC COMMENT:** Mark Wilson 33 Petrova Funding and meeting with engineer

**MOTION TO ADJOURN:**

Mayor Williams asked for a motion to adjourn the annual meeting

Motion: Scollin Second: Ryan

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

Respectfully submitted, Amanda Hopf, Village Clerk



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

SUBJECT: Adopt 2025-2026 Budget

Date: 4/28/2025

DEPT OF ORIGIN: Village Manager

BILL # 45-2025

DATE SUBMITTED: 4/15/2025

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Approve the 2025-2026 Operating Budgets for the Village of Saranac Lake

**RECOMMENDED ACTION**

**APPROVAL OF RESOLUTION**

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE RYAN \_\_\_\_\_

TRUSTEE SCOLLIN \_\_\_\_\_

TRUSTEE WHITE \_\_\_\_\_

VILLAGE OF SARANAC LAKE  
BOARD OF TRUSTEES  
THE ADOPTION OF THE ANNUAL OPERATING BUDGETS GENERAL FUND, WATER  
FUND, & SEWER FUND FOR 2025-2026

WHEREAS, the Village of Saranac Lake is required to develop annual budgets for its General Fund, Water Fund, and Sewer Fund operations, and,

WHEREAS, the Village of Saranac Lake Board of Trustees held the required Public Hearing for these operating budgets on April 14, 2025 at 5:30 PM, and,

WHEREAS, the Village of Saranac Lake Board of Trustees has been presented with a Tentative Budget that complies with the provisions of the Tax Cap regulations, and,

WHEREAS, by resolutions dated April 28, 2025 and prior to consideration of this resolution, the Village of Saranac Lake Board of Trustees adjusts the Tentative Budgets, while remaining under the Tax Cap limit.

THEREFORE, BE IT RESOLVED, the Village Board of Trustees hereby approves the adoption of the General Fund, Water Fund, and Sewer Fund operating budgets for the 2025-2026 Fiscal Year.

**LINK TO 2025-2026 BUDGETS**  
**TO BE ADOPTED**

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

SUBJECT: Riverwalk Wayfinding Proposal      Date: 4/28/2025

DEPT OF ORIGIN: Trustee Brunette      BILL # 46-2025

DATE SUBMITTED: 4/23/2025      EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Resolution authorizing the acceptance and implementation of the Comprehensive Wayfinding proposal for the Saranac Riverwalk

**RECOMMENDED ACTION**

MOVED BY: \_\_\_\_\_      SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS      \_\_\_\_\_

TRUSTEE BRUNETTE      \_\_\_\_\_

TRUSTEE RYAN      \_\_\_\_\_

TRUSTEE SCOLLIN      \_\_\_\_\_

TRUSTEE WHITE      \_\_\_\_\_

## VILLAGE OF SARANAC LAKE

### **AUTHORIZING ACCEPTANCE AND IMPLEMENTATION OF THE COMPREHENSIVE WAYFINDING PROPOSAL FOR THE SARANAC RIVERWALK**

**WHEREAS**, the Village of Saranac Lake recognizes the Saranac Riverwalk as a vital recreational, cultural, and economic asset to the community, and;

**WHEREAS**, the 1992 Conceptual Plan for River Access, the 2018 Parks Vision Plan, and the 2020 Riverwalk Alternatives Report have consistently identified the need for improved signage, interpretation, and wayfinding along the Riverwalk corridor, and;

**WHEREAS**, the Village has received a Comprehensive Wayfinding Proposal prepared by Green Goat Maps, which outlines a phased plan to develop and implement trailhead kiosks, printed maps, interpretive signage, on-trail directional signs, and a mobile-friendly interactive map to support Riverwalk access, navigation, and visitor experience, and;

**WHEREAS**, this proposal prioritizes ADA-compliant design, multilingual accessibility, and integration with Village branding standards to ensure consistency, inclusivity, and long-term usability, and;

**WHEREAS**, the total cost of the proposed services, excluding printing and installation, is \$32,680 and implementation is proposed to begin in June 2025, with a completion target of September 2025, and;

**WHEREAS**, the Village Board finds that this investment aligns with the Village's comprehensive planning goals and represents a critical improvement to one of the Village's most utilized and iconic public spaces;

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Saranac Lake Board of Trustees hereby accepts the Green Goat Maps Comprehensive Wayfinding Proposal for the Saranac Riverwalk, authorizes the Village Manager to execute any agreements necessary to proceed, and directs the Village Manager and Parks Manager to support and oversee the phased implementation of the project as outlined in the proposal.

**BE IT FURTHER RESOLVED**, that the Village Board authorizes the allocation of funds not to exceed \$32,680 for the design and production of the wayfinding system.



# Saranac Lake Riverwalk Maps

Village of Saranac Lake

February 19, 2025

Prepared by: Ezra Schwartzberg

Prepared for: Village of Saranac Lake

**Client:**

Village of Saranac Lake  
C/O: Kelly Brunette, Trustee  
39 Main Street, Suite 9  
Saranac Lake, NY 12983  
Email: [kdeeb Brunette@gmail.com](mailto:kdeeb Brunette@gmail.com)

**Consultant:**

Dr. Ezra Schwartzberg, Director  
Green Goat Maps  
73 Church Street, Suite 2  
Saranac Lake, NY 12983  
Phone: (518) 278-6070  
Email: [ezra@greengoatmaps.com](mailto:ezra@greengoatmaps.com)  
Website: [www.greengoatmaps.com](http://www.greengoatmaps.com)

## Overview

The Saranac Lake Riverwalk is an integral part of the Saranac Lake community, offering a scenic and accessible way to experience the section of the Saranac River that bisect downtown Saranac Lake. The Riverwalk is one of the official parks of the Village of Saranac Lake and has been developed as part of the Parks Vision Plan, which was adopted in 2018. The improvements of the Riverwalk have been undertaken between the late 1990s and just this past year with the extension to River Trail Beerworks and the proposed ramp to the Adirondack Rail Trail. One of the amenities suggested for the Riverwalk in the Parks Vision plan is to “Install wayfinding and interpretive signage along the Saranac Riverwalk that highlights walking loops in the Village”. The two specific Priority Projects mentioned in the Plan include *Providing park signage and a kiosk at the southwestern corner of the Dorsey Street bridge and installing wayfinding signage currently developed by the Village*. These priority projects have not yet been undertaken and are the reason for requesting this proposal from us.

To meet the needs of the Village and to address these amenities and priority projects to enhance navigation and visitor experience, this project will create a **comprehensive wayfinding and interpretive signage system** that includes:

- **A digital interactive map** featuring clickable points of interest, tooltips with additional information, and links to related resources that are linked to from on-trail QR codes.
- **A printed brochure** formatted as a six-panel trifold for distribution at the Chamber of Commerce and other public locations around the Village.
- **Trailhead kiosks** with maps and interpretive content at the beginning and near the end of the trail.
- **Interpretive signs** at key points along the Riverwalk, including the accessible trail entrance (Town Hall), the pollinator garden, and the crossing at Church Street Extension.
- **On-trail directional signs** to guide users at difficult-to-navigate locations such as the Southwest corner of the Dorsey Street Bridge.

A key focus of this project is **highlighting accessibility**, ensuring that the signage and maps emphasize **accessible routes and features** for all visitors. We specialize in making maps that are accessible. Please review our [Guide to Accessible Kiosk and Map Design](#) to see what we focus on.

## Needs of the Village of Saranac Lake

The Village of Saranac Lake is improving wayfinding along the Riverwalk to enhance public spaces, support local businesses, and ensure accessibility. A well-designed signage and mapping system will make navigation easier, reinforce the village's identity, and create a more welcoming environment.

**Expanding Multi-Platform Accessibility** supports the village's commitment to inclusive access by integrating physical signage, printed materials, and digital maps with QR codes, ensuring all users can navigate effectively.

**Improving Clear and Intuitive Navigation** aligns with the village's goal of helping visitors and residents easily access pathways, businesses, and public spaces. New signage must clearly highlight key landmarks and amenities for seamless movement.

**Strengthening Wayfinding and User Orientation** will make the Riverwalk safer and easier to use. Well-placed maps and directional signs will help visitors quickly understand key destinations, trail connections, and points of interest.

**Maintaining Consistency with Village Branding and Standards** ensures that all wayfinding elements align with existing infrastructure and park improvements, reinforcing Saranac Lake's identity.

**Enhancing the Overall Visitor Experience** supports the village's mission to create a vibrant, accessible community. Improved wayfinding will encourage exploration, strengthen the Riverwalk's role as a cultural and recreational asset, and promote economic growth.



## Needs of the Target Audience

Visitors to the Riverwalk need a wayfinding system that is clear, accessible, and easy to use, allowing them to explore confidently and efficiently. A well-designed map and signage system will help all users—locals, tourists, and those with diverse needs—navigate the space and connect with key destinations.

**Digital Access: Meeting the Needs of All Users** will make wayfinding more effective for visitors of all ages and backgrounds. An online interactive map will allow users to explore the Riverwalk in advance, customize routes based on interests or accessibility needs, and access real-time updates. Younger users may prefer mobile-friendly navigation, while older visitors can benefit from high-contrast visuals and clear labeling. Offering multiple formats—print, digital, and QR code access that all match with each other as well as the current Green Goat wayfinding maps throughout the village—ensures every visitor can find and use the information in a way that suits them best.

**Connectivity: Understanding Routes and Distances** will allow visitors to plan efficiently. Clear markers for trails, key destinations, and estimated walking times will help users make informed choices and encourage further exploration.

**Accessibility: Inclusive Routes and Amenities** must ensure all visitors, including those with mobility challenges, can navigate comfortably. Well-marked accessible routes, rest areas, and entry points, along with universal symbols and multilingual support, will create a more inclusive experience.

**Wayfinding: Intuitive Navigation** must help visitors quickly understand the Riverwalk’s layout. The map should use simplified graphics and universal symbols to highlight pathways, landmarks, and public facilities, making navigation easy for all, including those unfamiliar with the area.

By prioritizing these needs, the wayfinding system will make the Riverwalk more navigable, welcoming, and enjoyable for all visitors.

## Solution

The Village of Saranac Lake is committed to enhancing navigation along the Riverwalk through a comprehensive wayfinding system that includes a **digital map, printed brochures kiosks, and on-trail signage**. This project aims to create a **clear, accessible, and visually consistent** mapping system that improves the visitor experience, supports local businesses, and aligns with the village's branding.

To ensure clarity and ease of use, we will implement a **visual hierarchy** that helps visitors quickly interpret key features, reducing confusion and enhancing navigation. Primary trails, key destinations, and essential amenities will be emphasized using clear labels and intuitive graphics. Universal design principles will guide our approach, ensuring that all elements meet **ADA accessibility standards** and are easy to read for diverse audiences.

### **Key Components of the Wayfinding System Include:**

#### ***Digital Interactive Map***

A web-based interactive map will provide users with a **mobile-friendly, customizable tool** for navigation. Visitors will be able to search for routes, explore accessibility options, and receive real-time updates. The online platform will enhance accessibility for users of all ages, offering high-contrast visuals and text scaling for improved readability.

#### ***Printed Brochure and Pocket Maps***

To complement digital resources, a **foldable, easy-to-carry brochure** will offer a simplified Riverwalk map with key points of interest, accessibility routes, and brief descriptions. This printed guide ensures that visitors without digital access can still navigate the area effectively.

#### ***Kiosks at Key Entry Points***

Kiosks will be placed at primary Riverwalk access points, providing **large-scale overview maps, trail information, and accessibility details**. These kiosks will help visitors understand the layout of the Riverwalk before they begin their journey and highlight key attractions, businesses, and amenities.

#### ***On-Trail Wayfinding Signage***

Strategically placed **directional and interpretive signage** along the Riverwalk will reinforce navigation and encourage exploration. These signs will provide **distances to key locations, route markers, and points of interest** while maintaining consistency in design and messaging.

## Commitment to Accessibility and Inclusivity

Ensuring that the wayfinding system is **usable for all visitors** is a priority. The maps and signage will incorporate **high-contrast color schemes, ADA-compliant text sizes, and universal symbols** for accessibility. Multilingual options will also be explored to accommodate international visitors and non-English speakers.

## Seamless Integration and Long-Term Usability

The entire wayfinding system will be **cohesive, durable, and easy to maintain**, ensuring longevity. We will recommend high-quality materials such as **weather-resistant signage** for kiosks and trail markers to withstand outdoor conditions. The digital map will be designed for easy updates, allowing for long-term relevance.

By combining **physical signage, digital tools, and printed materials**, this wayfinding system will provide a **clear, inclusive, and engaging experience** for all visitors to the Riverwalk, reinforcing the Village of Saranac Lake's commitment to accessibility and community connectivity.



**Left:** A kiosk panel that we designed for Three Sisters Preserve installed in a wooden kiosk structure.

**Right:** Preserve kiosk we produced for Champlain Area Trails' Essex Quarry Preserve.

# Project Timeline

Below is a proposed timeline for the implementation of the **Riverwalk Wayfinding System**.

## Phase 1. Digital Interactive Map

6/15/2025

We will develop a **web-based interactive map** that allows users to **search for routes, explore accessibility options, and receive real-time updates**. The map will be designed with **mobile-friendly navigation, high-contrast visuals, and text scaling** to accommodate users of all ages and backgrounds. Testing and refinements will ensure a seamless user experience before launch, with QR codes on physical signage linking to the online platform.

## Phase 2. Printed Brochure

7/01/2025

To complement digital resources, we will design and print an **easy-to-carry tri-fold brochure** featuring a **Riverwalk map, key points of interest, and accessibility routes**. The brochure will be distributed at the **Chamber of Commerce and other public locations** to ensure that visitors without digital access can still navigate effectively.

## Phase 3: Kiosks at Key Entry Points

9/15/2025

We will design and develop **large-scale kiosks** to be placed at primary Riverwalk access points. These kiosks will feature **overview maps, trail information, and accessibility details** to help visitors navigate the Riverwalk before they begin their journey.

## Phase 4. Interpretive Signs at Key Locations

9/15/2025

We will develop and install **interpretive signage at key Riverwalk locations**, including the **accessible trail entrance at Town Hall, the pollinator garden, and the crossing at Church Street Extension**. These signs will provide **educational and directional information**, reinforcing the Riverwalk's cultural, historical, and environmental significance. The design phase will include content development, stakeholder review, and fabrication of **weather-resistant signs** for long-term durability.

## Phase 5: On-Trail Wayfinding Signage

9/15/2025

Strategically placed **pedestal-style directional signs** will guide visitors along the Riverwalk, reinforcing navigation and encouraging exploration. This phase includes designing signage that provides **distances to key locations, route markers, and points of interest**, while ensuring clear and accessible messaging. Once finalized, signs will be fabricated using durable, weather-resistant materials and installed at designated locations.

# Investment

The following costs are quoted based on the scope of work described above.

<b>Phase 1. Digital Interactive Map</b>	<b>\$5,940</b>
<p>The following elements are essential to this component:</p> <ul style="list-style-type: none"> <li>• Build a <b>mobile-friendly, interactive map with tool-tip pop-up points of interest, parking areas, Rail Trail Access and Parks.</b></li> <li>• Ensure compliance with <b>ADA accessibility standards, including high-contrast visuals.</b></li> </ul>	
<b>Phase 2. Printed Brochure with map</b>	<b>\$3,970</b>
<p>The following elements are essential to this component:</p> <ul style="list-style-type: none"> <li>• Develop a <b>tri-fold brochure featuring a detailed Riverwalk map, key destinations, and accessibility routes.</b></li> <li>• Include a <b>QR code</b> on the brochure to guide users to the <b>online map.</b></li> </ul>	
<b>Phase 3. Kiosks at Key Entry Points</b>	<b>\$7,425</b>
<p>The following elements are essential to this component:</p> <ul style="list-style-type: none"> <li>• Develop <b>large-scale kiosks featuring overview maps, trail information, and accessibility details</b> for primary Riverwalk entry points.</li> <li>• Ensure kiosks are <b>ADA-compliant</b> and align with <b>village branding standards.</b></li> </ul>	
<b>Phase 4. Interpretive Signs at Key Locations</b>	<b>\$12,705</b>
<p>The following elements are essential to this component:</p> <ul style="list-style-type: none"> <li>• Create and install <b>interpretive signage</b> at key Riverwalk locations, including the <b>accessible trail entrance at Town Hall, the pollinator garden, and Church Street.</b></li> <li>• Design signs to highlight <b>accessibility, environmental, and cultural significance,</b> reinforcing the Riverwalk’s identity.</li> </ul>	
<b>Phase 5. On-Trail Wayfinding Signage</b>	<b>\$2,640</b>
<p>The following elements are essential to this component:</p> <ul style="list-style-type: none"> <li>• Develop and install <b>pedestal-style directional signs</b> at strategic locations.</li> <li>• Include a <b>QR code to the online map, distance markers, route indicators, and points of interest</b> to improve visitor orientation.</li> </ul>	
*Printing and installation is not included	<b>Total</b>
	<b>\$32,680</b>

# What will the kiosks and on-trail signs look like?

The final design of the panels will be based on input from the wayfinding design team. We will draw heavily on other kiosk maps and Niagara Falls State Park’s style guide. Below are examples from recent Green Goat Maps. For a detailed explanation of our design process, visit our [Design Process page](#).



### THE WILD CENTER

**LEGEND**

- Restroom
- Information Kiosk
- Admission
- Family Beach
- Accessible Parking
- Photo Kiosk
- CDs
- Gift Shop
- Compost
- Classic Tree Climb
- Visitor Sticks
- Chimney & Scares
- Access by Stairs only
- All Distance Trail
- Trail
- Distance/loop grade
- Distance/loop grade

#### FEN TRAIL

**TRAIL DESCRIPTIONS**

**WILD WALK** (mostly all-persons trail, boardwalk)  
Start your visit on the far side of the parking lot by the small brown building with an elevating journey into the treetops of the Adirondack forest where you can jump in the Spider's Web or explore the Tree Snag.

**OSBOW OVERLOOK TRAIL** (gravel)  
Walk down to the water and enjoy the Oxbow Overlooks.

**PINES PLAY AREA TO WILD WALK** (gravel)  
Loop from the Pines Play Area to the Wild Walk and Oxbow Overlook trail.

**FEN TRAIL** (all-persons trail, gravel, 1.2 mi, roundtrip)  
Meander through the forest and end at the Raquette River. This is our longest trail, at 1.2 miles round trip.

**POND LOOP TRAIL** (all-persons trail, gravel)  
After passing the Pollinator Garden, stroll around Greenleaf Pond. You can loop back to the Exhibit Hall or continue towards our other trail.

**FOREST MUSIC TRAIL** (all-persons trail, packed dirt)  
Immerse your senses in an experience that combines nature, technology and art. Twenty-four speakers placed throughout the trail envelops guests in music that blends with natural sounds of the forest.

Welcome to  
**DEWEY MOUNTAIN RECREATION CENTER**  
WINTER MAP: SKIING & SNOW SHOEING

**ACCESS**  
1 0.0 mi

**CORSE MOUNTAIN**  
2 1.2 mi

**REUNITS**  
3 1.6 mi

**VIEW TOWER**  
4 2.0 mi

**TRAIL**  
5 2.5 mi

**TRAILS DOWN**  
6 2.5 mi

**LIFT/ATOR**  
7 2.5 mi

**DOWN HILL**  
8 2.5 mi

**UPPER BIT**  
9 2.5 mi

#### SHARING THE TRAIL

Share the trail to make a great surface for everyone. You can help by using designated signage of the trail for different types of skiing, roller skating, snowshoeing, to the sled.

#### EXPLORE DEWEY MOUNTAIN RECREATION CENTER

Dewey Mountain Recreation Center is owned by the State of New York and operated by Saranac Lakes and Trails Coalition, with support from the Saranac Lakes and Trails Coalition. The center features a state-of-the-art, high-tech, high-tech, high-tech. The trail is a packed loop system, interspersed with 10 miles of 50 mi trails in the winter. Difficulty ranges from beginner to expert and generally increases per higher one climbs up the mountain.

**RECREATE RESPONSIBLY: SAFETY & RULES**

**DO NOT FEEL SAFE IF:**

- 1. You are unsure of your skills.
- 2. You are unsure of the weather conditions.
- 3. You are unsure of the trail conditions.
- 4. You are unsure of the equipment you are using.
- 5. You are unsure of the safety procedures.
- 6. You are unsure of the location of the nearest help.

**WINTER SAFETY DO:**

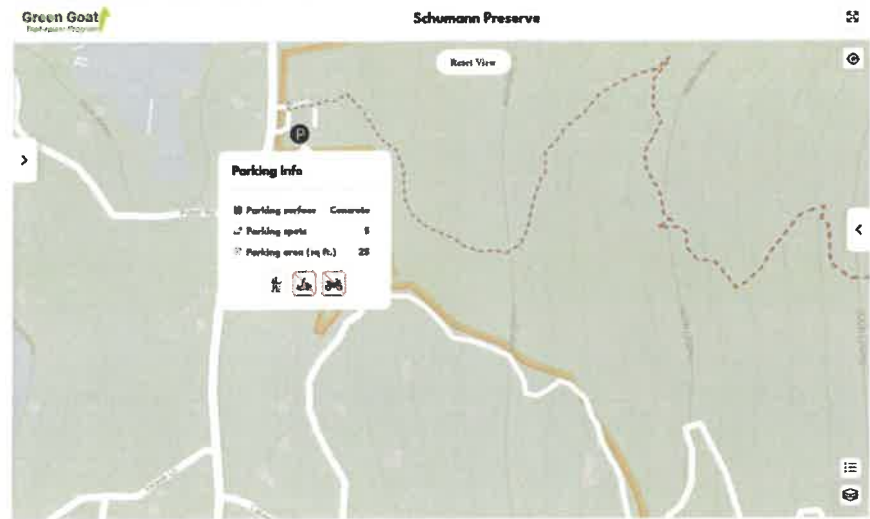
- 1. Use proper technique.
- 2. Stay hydrated.
- 3. Use proper equipment.
- 4. Know your limits.
- 5. Stay on marked trails.
- 6. Stay together.
- 7. Stay alert.

**THE 7 PRINCIPLES OF LEAVE NO TRACE:**

1. Plan Ahead & Prepare
2. Travel & Camp on Durable Surfaces
3. Dispose of Waste Properly
4. Leave What You Find
5. Minimize Campfire Impacts
6. Respect Wildlife
7. Be Considerate of Others

## What will the online maps look like?

In addition to kiosk maps, we have extensive experience creating custom online maps. We will create an online map in the same format as our Green Goat Trail-raiser Program maps (see screenshots below).





## Attribution

We reserve the rights to place the trademark “Green Goat Maps from Adirondack Research” on the map portion of the signs as shown to the right.



## Copyright

We reserve the copyright to the style and reserve the rights to use the style for other clients and uses. General copyright for usage of illustrations and other elements is non-exclusive, and the client can reproduce the artwork without alteration as needed.

## Frequently Asked Questions

### How are payments scheduled?

Payments will be due under Net-30 terms, to be paid following each invoice. Our payment schedule will follow this payment schedule:

- 20% upon signing contract
- ☒ 80% following milestones (Phases of the Investment Section). We may wait until project completion to invoice, depending on size and timeframe of later milestones.

### What assumptions are included in this proposal?

The following are our assumptions that influence our pricing. If any of these assumptions are incorrect, please inform us so that we can adjust the proposal to reflect reality.

- ☒ The client will provide GIS files for any real property information if they wish to have those data included in the map design. Real property shape files are available to municipalities free of charge from the County office.
- ☒ The client will provide GIS shape files of any trails or highlighted routes that are not available from state sources.

### What constitutes four revisions?

We provide four full revisions to the kiosk panel and map, the interpretive signage, and trail junction markers. The first revision will focus on feedback relating to content/locational inaccuracies, missing information, approving the extent and scale of the maps, interpretive content copyediting and content editing, spelling and place names, and design aesthetics like fonts, colors, and icon choice. The second, third and fourth revisions (if all needed) will focus on

approving or further modifying the edits made in the previous revisions, or any final necessary edits. We charge an hourly fee of \$165 past the first four revisions. After the final revision, we'll share a final proof, at which point any additional copy-edits are welcome to make sure the final products are perfect.

### What assets does Adirondack Research need from the client?

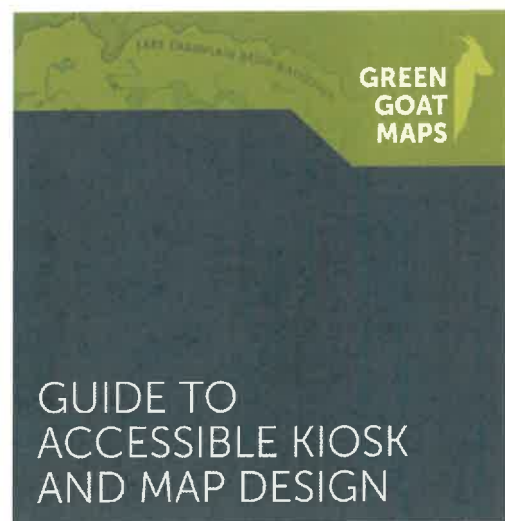
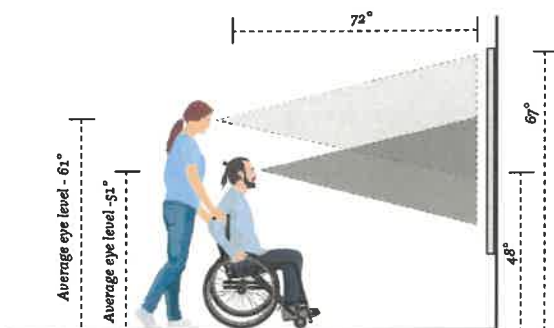
Assets are the images and graphics that you have available for us to use. It is important that these are of high quality and are made available when we need them. We will need any vector versions of logos you'd like added to the map, and any fonts, color palettes, or other info from style guides. We will also need GIS files of the property(ies) and trails that you'd like used on the map. We also welcome any background info that would be helpful in drafting the interpretive content.

### How do we handle additional charges?

We have quoted a price for designing these products based on our best estimates of time involved. This includes two revisions for the kiosk panel and map, interpretive signage, and trail junction signs. If further revisions are requested, we will charge a rate of \$165 per hour beyond the price quoted herein with advance notice to and permission of the Client.

## Accessibility Guide

We produced a Guide to Accessible Kiosk and Map Design to aid clients in making decisions when developing kiosks. The full guide can be accessed [here](#).





SARANAC LAKE

RIVER  
WALK



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

SUBJECT: Health Officer Appointment

Date: 4/28/2025

DEPT OF ORIGIN: Village Board

BILL #47-2025

DATE SUBMITTED: 4/15/2025

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Approve appointment of Health Officer, Ray Scollin for term of one year

**RECOMMENDED ACTION**

APPROVAL OF RESOLUTION

Mayor Williams, with approval of the Board to nominate **Ray Scollin** as **Health Officer** for a term of one year.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call: Brunette \_\_\_\_\_; Ryan \_\_\_\_\_; Scollin \_\_\_\_\_; White \_\_\_\_\_; Williams \_\_\_\_\_.

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

SUBJECT: Re-levy unpaid water/sewer bills

Date: 4/28/2025

DEPT OF ORIGIN: Village Manager

BILL # 48-2025

DATE SUBMITTED: 4/17/2025

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

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**SUMMARY STATEMENT**

Authorization to re-levy unpaid water and sewer bills to the Village tax bills.

**RECOMMENDED ACTION**

APPROVAL OF RESOLUTION

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE RYAN \_\_\_\_\_

TRUSTEE SCOLLIN \_\_\_\_\_

TRUSTEE WHITE \_\_\_\_\_

**RESOLUTION AUTHORIZING THE RE-LEVY OF UNPAID  
WATER/SEWER BILLINGS  
TO VILLAGE TAX BILL**

WHEREAS, the Village of Saranac Lake has unpaid water and sewer bills at the end of the current quarterly billing; and,

WHEREAS, the Village of Saranac Lake may re-levy these outstanding amounts on the Village tax bills to be issued in June 2025.

NOW, THEREFORE BE IT RESOLVED, the Saranac Lake Village Board of Trustees authorizes the re-levy of unpaid water/sewer bills to the Village Tax bills to be issued for June 1, 2025.

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

SUBJECT: ADK Quad County SCR Contract

Date: 4/28/2025

DEPT OF ORIGIN: Village Manager

BILL # 49-2025

DATE SUBMITTED: 4/21/2025

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Approve acceptance of ADK Quad-county statewide community regrants (SCR) 2024 Cultural Services Contract

**RECOMMENDED ACTION**

**APPROVAL OF RESOLUTION**

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE RYAN \_\_\_\_\_

TRUSTEE SCOLLIN \_\_\_\_\_

TRUSTEE WHITE \_\_\_\_\_

**Adirondack Lakes Center for the Arts (ALCA)  
3446 Route 28, P.O. Box 205  
Blue Mountain Lake, NY 12812**

**ADK QUAD-COUNTY STATEWIDE COMMUNITY REGRANTS (SCR)  
2024 CULTURAL SERVICES CONTRACT**

This agreement is made between the Adirondack Lakes Center for the Arts (hereinafter referred to as “ALCA” or “Grantor”), P.O. Box 205, 8897 State Route 30, Blue Mountain Lake, NY 12812, and the Village of Saranac Lake (hereinafter referred to as “Grantee”), 39 Main Street, Suite 9, Saranac Lake, NY 12983; 518-891-4150, ext. 234; comdevassist1@saranaclakeny.gov.

1. **Services to be Performed:** Grantee agrees to perform the following services, as more fully described in Grantee’s Round-2 2024 Statewide Community Re grants (SCR) application for the Community Arts project titled “Saranac Lake Holiday Village Entertainment” in accordance with the SCR application guidelines issued by ALCA for FY2024.
2. **Payments:** The sum of \$500.00 shall be paid by a check from ALCA to Grantee after receipt of SCR re grant funding from the New York State Council on the Arts (NYSCA) and upon signed receipt of this contract from Grantee.
3. **Period of Performance:** The services under this agreement to be performed by Grantee, as described in paragraph 1, shall commence or have commenced no earlier than January 1, 2024 and haven been completed no later than December 31, 2024. Upon request by the Grantee, these services can be extended into 2025 with the approval of ALCA’s SCR coordinator.
4. **Reports:** Grantee agrees to submit such reports as may be requested by ALCA, in such form as ALCA may prescribe, relating to Grantee’s services and the performance thereof and Grantee’s ability to fulfill its obligations under this agreement. In addition, Grantee shall supply a final report on such forms as ALCA may prescribe within thirty (30) days after the completion of the project.
5. **Financial Data:** Grantee shall maintain complete, accurate and current records of all income and expenses relating to its overall operations and services performed pursuant to this agreement. The supporting records shall be readily identifiable. During the term of this agreement and at any time within three years thereafter, Grantee shall make such records available to ALCA for review and audit if ALCA requests such records.
6. **Termination and Cost Disallowance:** If ALCA determines that Grantee:
  - a) has misrepresented any fact or supplied any false or misleading information in its application or in any report concerning performance of its services; or
  - b) has diverted payments under this agreement to any purpose other than performance of those services as set forth in this agreement; or



c) has failed to maintain all or any part of the financial data specified in section 5 hereof or fails to make any such records available to ALCA or such records fail to support such items or revenue or expense; or  
d) has failed to provide any required reports; or  
e) has failed to abide by any other terms or conditions of this agreement; or  
f) will be unable to satisfactorily perform part or all of the services or duties required of it hereunder, then, at the option of ALCA and the exclusive discretion of ALCA, ALCA may terminate this agreement pursuant to paragraph 7 below and/or—to the extent that any item of revenue or expense has been misrepresented, diverted or is not supported by required records—ALCA may disallow in whole or in part any payment not yet made. If payment therefore has already been made, upon demand Grantee shall refund to ALCA the amount so disallowed. Payments to Grantee shall not limit the right of ALCA to obtain a refund of any payment to Grantee that was in excess of that to which Grantee was lawfully entitled. This provision for termination shall not limit or modify any other right of ALCA to proceed against Grantee at law or under the terms of this agreement.

7. **Termination for Fault:** If ALCA determines that Grantee has failed to perform, or has good and sufficient reason to believe that Grantee will fail to satisfactorily perform, all or part of the services, obligations, or duties required of it pursuant to this agreement, ALCA may terminate this agreement in whole or in part upon written notice to Grantee specifying the services terminated and the effective date of such termination. Upon termination, all funds remaining unpaid under this agreement shall accrue to ALCA for use as it sees fit. This provision for termination shall not limit or modify any other right of ALCA to proceed against Grantee at law or under the terms of this agreement.

8. **Termination Not for Fault:** Whenever ALCA determines that termination of this agreement, in whole or in part, is in the best interest of ALCA or NYSCA, it may terminate this agreement by written notice to Grantee specifying the services terminated and the effective date of such termination, all without any liability of ALCA. Upon termination, Grantee shall be entitled to retain such portion of the grant money attributable to costs actually incurred or contractually irreversibly committed until the date of such termination for services to be performed under this agreement, but not in an amount greater than that set forth in paragraph 2 hereof, and all of the remaining portion of grant money shall be immediately returned to ALCA.

9. **Appropriate Verbiage:** In any program or other printed materials announcing or describing a service supported by ALCA or in any publication, book, catalog, film, videotape, exhibition or other service or product assisted under the terms of this agreement, Grantee shall prominently mention ALCA and include the following language verbatim—i.e., word for word—as it appears below:

***This project is made possible with funds from the Statewide Community Re grants program, a regrant program of the New York State Council on the Arts with the support of the Office of the Governor and the New York State Legislature and administered by the Adirondack Lakes Center for the Arts.***

Grantee has the option of including ALCA's logo in any materials promoting its project, but Grantee cannot use the NYSCA logo in any materials.

10. **Use of Reproducible Material:** ALCA reserves the right to reproduce for its own marketing or archival purposes without payment any publishable or otherwise reproducible matter, including any copyrighted matter directly arising from the services Grantee performs pursuant to this agreement, and Grantee will make such matter available to ALCA for such purposes. Nothing herein shall allow the reproduction or distribution of the matter created or presented by Grantee or its sponsored artist(s)/arts group for any purpose other than marketing ALCA, the SCR grant program or this project, and nothing herein shall allow the sale or exchange for value of any kind by ALCA of the matter or any copy or reproduction thereof and all copyrights in said works are owned and administered solely by the Grantee or sponsored artist(s)/arts group.

11. **Independent Contractor:** Grantee shall not represent to any person, foundation, group, organization, or government entity, whether employed by it or not, that it is acting or is entitled to act as an agent of ALCA or that it is entitled in any way to act on behalf of ALCA or incur obligations on behalf of ALCA. Grantee acknowledges that it is an independent contractor and not the employee of ALCA in connection with this agreement.

12. **Third Parties:** Nothing contained in this agreement shall create or give third parties any claim or right of action against ALCA.

13. **Authorized Persons Notice:** Whenever, in this agreement, action is to be taken or approval given by ALCA, such action or approval may be taken or given only by officers of ALCA or any employee or agent designated in writing by any of them.

14. **Assignment:** This agreement is intended to secure the personal services of Grantee and shall not be assigned, sublet, or transferred.

15. **Arts Audit:** Grantee agrees to notify ALCA at least one month in advance of any public presentation, performance, exhibition, etc., that is being funded by the ADK Quad-County SCR program for the purpose of an arts audit. If there is a charge for admittance or tickets sold, Grantee agrees to furnish ALCA with at least two complimentary tickets at least two weeks in advance of the scheduled date.

16. **Hold Harmless:** Grantee agrees to hold ALCA and its trustees, officers, employees, and agents harmless from any and all causes of action, damages, costs, expenses, or other liabilities in law or in equity arising out of the use of these funds by Grantee and Grantee's performance of services hereunder.

17. **Entire Agreement:** This agreement constitutes the entire agreement between the parties hereto, and no statement, promise, condition, understanding, inducement, or representation—oral, written, expressed, or implied—that is not contained herein shall be binding or valid; and this agreement shall not be changed, modified, or altered in any manner except by an instrument in writing executed by the parties hereto.

18. **Changes to Project:** Grantee agrees to notify ALCA immediately in writing if there is any change to the project from the information contained in the application. Grantee agrees that, if such change occurs and ALCA in its sole discretion determines that such change will impede or impair Grantee's ability to perform the contracted services, ALCA shall have the right to terminate this agreement.

19. **Awards Ceremony:** Furthermore, it is highly recommended that Grantee attend any grant awards ceremony recognizing the ADK Quad-County 2024 SCR recipients, which, if it were to occur, would will be held at a time and location to be announced assuming circumstances related to the ongoing COVID-19 pandemic permit such an event.

20. **Acceptance of Award:** By accepting this grant award, Grantee acknowledges that Grantor is not its partner or agent and that no relationship exists between Grantee and Grantor beyond that of grantee and grantor. Additionally, Grantee hereby waives any claims it may have against Grantor and agrees to indemnify and hold Grantor and its trustees, officers, employees, staff members, agents, and affiliates harmless from and against all demands, claims, assessments, losses, costs, disbursements and expenses, fees, liabilities, damages, judgments, suits, and all legal proceedings, and any and all costs and expenses in connection therewith (including reasonable attorney's fees), with regard to this grant award or Grantee's artistic work(s), project(s) or program(s).

21. **Timing:** This agreement shall be in effect upon receipt of an executed copy thereof by ALCA.

22. **Execution:** In witness whereof, the parties hereto have executed the above instrument.

**FOR GRANTEE (direct applicant or fiscal sponsor):**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_  
Village of Saranac Lake

**Date:** \_\_\_\_\_

**FOR ALCA:**

**Printed Name:** Joanna Pine \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** President, Board of Trustees \_\_\_\_\_

**Date:** \_\_\_\_\_

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

SUBJECT: Hanmer Guideboat Race Support

Date: 04/28/2025

DEPT OF ORIGIN: Village Manager

Bill # 50-2025

DATE SUBMITTED: 4/21/2025

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED:

APPROPRIATION  
REQUIRED:

\_\_\_\_\_  
SUMMARY STATEMENT:

Resolution to approve the funding support of the Willard Hanmer Guideboat Race

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS \_\_\_\_\_

TRUSTEE RYAN \_\_\_\_\_

TRUSTEE WHITE \_\_\_\_\_

TRUSTEE SCOLLIN \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

RESOLUTION TO SUPPORT THE FUNDING FOR THE  
WILLARD HANMER GUIDEBOAT RACE

**WHEREAS**, Green Side of the Big Apple, LLC is requesting financial support from the Village of Saranac Lake to ensure the continuation and expansion of the historic Willard Hanmer Guideboat and Canoe Race, and,

**WHEREAS**, the Hanmer race, a celebrated tradition since 1963, represents the “Unofficial Start of Summer in the Adirondacks,” bringing together families, community members, and visitors together, and,

**WHEREAS**, this community-centered event benefits local tourism, education, and economic activity, and support for them displays the Village’s commitment to the preservation of this community engagement, and,

**WHEREAS**, Green Side of the Big Apple, LLC respectfully requests \$1,900 to help cover event expenses including insurance and sanitation services support.

**THEREFORE, BE IT RESOLVED**, that the Village of Saranac Lake Board of Trustees supports the funding request of \$1,900 for the Willard Hanmer Guideboat Race, recognizing their value to the community.

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

SUBJECT: Provisionally Hire CEO

Date: 4/28/2025

DEPT OF ORIGIN: Village Manager

BILL # 51-2025

DATE SUBMITTED: 4/23/2025

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Resolution to authorize the Village Manager to provisionally hire Code Enforcement Officer

**RECOMMENDED ACTION**

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE RYAN \_\_\_\_\_

TRUSTEE SCOLLIN \_\_\_\_\_

TRUSTEE WHITE \_\_\_\_\_

**RESOLUTION TO PERMANENTLY HIRE CODE ENFORCEMENT OFFICER**

**WHEREAS**, the Village of Saranac Lake has a civil service position of Code Enforcement Officer open, and,

**WHEREAS**, the Village has received approval by Franklin County Civil Service of a submitted application for Zach Peltier and the position of Code Enforcement Officer, and,

**WHEREAS**, the hire will be provisional subject to successful completion of the next available civil service exam, and,

**THEREFORE, BE IT RESOLVED**, the Village Manager is authorized to provisionally hire Zach Peltier as the Village of Saranac Lake Code Enforcement Officer.

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

SUBJECT: Deem Equipment Surplus

Date: 4-28-2025

DEPT OF ORIGIN: Village Manager

Bill # 52-2025

DATE SUBMITTED: 4-23-2025

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED:

APPROPRIATION  
REQUIRED:

---

SUMMARY STATEMENT:

Resolution to deem equipment surplus

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS \_\_\_\_\_

TRUSTEE RYAN \_\_\_\_\_

TRUSTEE WHITE \_\_\_\_\_

TRUSTEE SCOLLIN \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_



RESOLUTION DECLARING EQUIPMENT SURPLUS AND AUTHORIZING SALE  
OF SURPLUS EQUIPMENT

WHEREAS, the Village of Saranac Lake has determined the equipment listed below is no longer useful to the Village, and,

1. Eight (8) concrete dry well structures

WHEREAS, the Village may deem equipment as surplus and dispose of it, if it no longer useful to the Village.

NOW, THEREFORE BE IT RESOLVED, that the Village Board of Trustees deems the equipment on the list below as surplus and allows the sale to another municipality or the services of Auction International to sell the equipment.

BE IT FURTHER RESOLVED, the revenue from the sale of the surplus equipment will be transferred to the surplus equipment account.

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

SUBJECT: Joule Assets, Inc.

Date: 04/28/2025

DEPT OF ORIGIN: Village Manager

Bill # 53-2025

DATE SUBMITTED: 04/16/2025

EXHIBITS:  
Request for Proposals

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED: \$

AMOUNT  
BUDGETED: \$

APPROPRIATION  
REQUIRED: \$

\_\_\_\_\_  
SUMMARY STATEMENT:

A resolution to allow for dissolution of the Village's contract with Joule Assets, Inc. to provide administration services for a Community Choice Aggregation program.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS \_\_\_\_\_

TRUSTEE WHITE \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE RYAN \_\_\_\_\_

TRUSTEE SCOLLIN \_\_\_\_\_

**RESOLUTION TO ALLOW FOR DISSOLUTION OF VILLAGE CONTRACT WITH JOULE ASSETS, INC. FOR A COMMUNITY CHOICE AGGREGATION PROGRAM**

WHEREAS, the Village Board of Trustees voted to enact a local law to establish a Community Choice Aggregation (energy) program in the village, which allows local elected officials to choose where the energy comes from for their community; and

WHEREAS, Community Choice Aggregation (CCA) is a program to purchase power in bulk for nearly all homes and small businesses within the village; and

WHEREAS, the Village Board executed a contract with Joule Assets, Inc. for the purpose of administering a Community Choice Aggregation program in the Village of Saranac Lake; and

WHEREAS, Joule Assets, Inc. has not been able to acquire CCA Conventional Electricity Product at a rate that satisfies the Village required benchmarks; and

WHEREAS, the CCA contract with Joule Assets, Inc. expires on May 28, 2025; and

NOW, THEREFORE BE IT RESOLVED, the Board of Trustees hereby allows for the dissolution of the contract with Joule Assets, Inc. with the acknowledgement that the Village authorizes the release of a Request for Proposals to solicit proposals from potential consultants who could provide administration services; and a committee will be formed to review proposals and make a recommendation for the hiring the company for the purpose of administering a Community Choice Aggregation program in the Village of Saranac Lake.

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

SUBJECT: Call for Public Hearing

DATE: 4-28-2025

DEPT OF ORIGIN: Mayor Williams

BILL # 54-2025

DATE SUBMITTED: 4/24/2025

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED

AMOUNT  
BUDGETED

APPROPRIATION  
REQUIRED:

Resolution to call for a public hearing on Local Law amending the Development Code's Short-term Rental Law

**APPROVAL OF RESOLUTION**

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE RYAN \_\_\_\_\_

TRUSTEE SCOLLIN \_\_\_\_\_

TRUSTEE WHITE \_\_\_\_\_

**RESOLUTION CALLING FOR A PUBLIC HEARING  
TO AMEND THE SHORT-TERM RENTAL LAW**

**WHEREAS**, the Village of Saranac Lake Board of Trustees and Development Board have proposed amendments to be made to Chapter § 106-104.3 of the Village of Saranac Lake Code, and,

**WHEREAS**, the Village Board of Trustees shall hold a public hearing pursuant to the Short-term Rental Law, to amend Chapter §106-104.3 on Monday, May 12, 2025 at 5:00 PM in the Village Board Room, located at 39 Main Street on the second floor.

**THEREFORE, BE IT RESOLVED**, the Village Clerk give notice of the public hearing by publication in the newspaper so designated by the Village Board of Trustees for legal and public notices at least 10 days prior to the hearing.

**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 31<sup>st</sup> of the following year.

## SECTION 5: DEFINITIONS.

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

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

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

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

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

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

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

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

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**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.

**Hosted Short-Term Rental:** A short-term rental property that is the owners primary residence, and at which the owner stays overnight during the entire term of each short-term rental of the property. Hosted STR's are permitted in all zoning districts in the Village and are subject to Village STR permit cap, to be set by Village Board of Trustees and reviewed annually.

**Un-Hosted Short-Term Rental:** A short-term rental at which the owner does not stay overnight during the entire term of each short-term rental of the property.

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

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

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

**Short-Term Rental (STR):** The use of a lot for the rental or lease of any, or part of any, residential use dwelling unit, for a period no more than thirty (30) days. The STR may occur within an entire dwelling, in rooms within a dwelling, or in a separate attached or detached dwelling unit or units on the parcel.

Motels, hotels, resorts, inns, and beds & breakfasts, as defined in this chapter, are excluded from this definition.

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

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

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

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

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

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

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

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

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

## **Districts where permitted.**

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

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## 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 ~~Hest~~-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 ~~Hest~~-Resident-Owner, as defined above, to qualify for a New STR Permit.

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

### Density Regulation.

To maintain neighborhood balance and prevent over-saturation of short-term rentals (STRs), new STR applications are subject to a density restriction. A new short-term rental cannot be established within 200ft. of an existing or newly approved STR property, excluding districts E1, E2, E3, B1, B2, B3, B4, G, L3, and the cabin colony establishment/existing HOA within K2. A 200ft. radius is measured from the parcel boundary. Density restriction will apply to a tax map parcel and does not restrict the number of units on a property.

### 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.
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## 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 **without zoning district restrictions** 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

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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.

**Hosted STR change in status.** When the primary residence of the owner of an approved hosted short-term rental changes, the STR permit shall be void and shall not be eligible for renewal.

## **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.

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Hosted short-term rental applicants shall sign an affidavit ensuring that the owner stays overnight

during the entire term of each short-term rental of the property.

## **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.

GFI's 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.

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

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

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

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

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

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

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

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

## **Complaints.**

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

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

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

## **Penalties for Offenses.**

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

## **Severability.**

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

## **Effective Date.**

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

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