

**VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES
39 MAIN STREET SARANAC LAKE NY
MEETING AGENDA 5:00 PM**

Monday, January 26, 2026

**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/86856122537>

Meeting ID: 868 5612 2537

CALL TO ORDER

ROLL CALL:

AUDITING:

- a. Pay Vouchers
- b. Approve Minutes from 1-12-2026

SPECIAL GUEST: Leslie Karasin-Northern Forest Center/Housing Task Force Presentation

COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

PUBLIC COMMENT:

ITEMS FOR BOARD ACTION

BILL	9	2026	Resolution to appoint Election Inspectors
BILL	10	2026	Resolution to call for a Public Hearing on proposed local law amending the Development Code
BILL	11	2026	Resolution to hire temporary clerk for Mount Pisgah
BILL	12	2026	Authorize lease agreement with Homeward Bound
BILL	13	2026	Resolution to hire maintenance worker within the Department of Public Works
BILL	6	2026	Resolution adopting policy for use of village sign frames
BILL	7	2026	Resolution authorizing the creation of emergency water and sewer grant and loan program

OLD BUSINESS: Trustee White-Geothermal Project Update, APA lease negotiation, Public Safety Facility discussion, Pisgah Update

NEW BUSINESS:

PUBLIC COMMENT:

EXECUTIVE SESSION: Collective Bargaining Negotiations

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, January 12, 2026

Regular Meeting began at 5:00 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 present; Trustee Ryan; present; Trustee Scollin present; Trustee White present.

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 2026 Budget \$603,221.71 batch number 1122026. Complete detail of these vouchers is attached and made part of these minutes.

Motion: Scollin Second: Williams

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

APPROVAL OF MINUTES:

Chair Mayor Williams called for a motion to approve the minutes

Motion: White Second: Ryan

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

SPECIAL GUEST: Jennifer Perry – River Valley Regeneratives Compost Bin Program

SPECIAL GUEST: Sue Dyer – Historical Mark Riverfront Park

PUBLIC COMMENT:

Ellen Yousey – Tax Assessment Meetings and Village involvement

ITEMS FOR BOARD ACTION:

Bill 1-2026 Resolution identifying the polling place and hours of operation for Village Election

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

Bill 2-2026 Resolution accepting CFA grant funding

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: White

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

Bill 3-2026 Resolution to deem equipment surplus

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Brunette

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

Bill 4-2026 Approve FEMA Contract Amendments

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 yes; Ryan yes; Scollin yes; White yes; Williams yes.

Bill 5-2026 Resolution authorizing the overnight travel and training for Community Development Department

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

Chair Mayor Williams called for a motion

Motion: White Second: Ryan

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

Bill 6-2026 Resolution adopting policy for use of Village Sign Frames

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

Chair Mayor Williams called for a motion

Motion: White Second: Brunette

Motion to Table: Ryan Second: Scollin

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

Bill 7-2026 Resolution authorizing the creation of an Emergency Water and Sewer Grant Loan Program

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

Chair Mayor Williams called for a motion

Motion to Table: Ryan Second: Scollin

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

Bill 8-2026 Resolution to hire Danny Plowe as laborer within the Department of Public Works

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 yes; Ryan yes; Scollin yes; White yes; Williams yes.

OLD BUSINESS: Geothermal Project Discussion and APA Lease Negotiation and Wendel December Update

PUBLIC COMMENT:

Frank Schmidt importance of updated Public Safety Facility

EXECUTIVE SESSION: Collective Bargaining Negotiations and Employee History

Chair Mayor Williams called for a motion to enter into executive session:

Motion: Scollin Second: Ryan

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

Chair Mayor Williams called for a motion to exit executive session.

Motion: Ryan Second: Scollin

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

MOTION TO ADJURN:

Chair Mayor Williams called for a motion

Motion: Williams Second: Ryan

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

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

BILL #: 9-2026

SUBJECT: Appoint Election Inspectors

FOR AGENDA: 1/26/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/13/2026

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

WHEREAS, the State of New York Election Law §15-116 states that the Board of Trustees shall, by resolution appoint inspectors of election for each village election district, designate a chairman for each district, designate alternates, and shall fix the compensation of the inspectors.

THEREFORE, BE IT RESOLVED, the following list designates the inspectors and chairperson.

BE IT FURTHER RESOLVED, that the inspectors shall be compensated \$150.00 for each day worked serving as election inspector on election day, March 18, 2026.

VILLAGE ELECTION INSPECTORS-2026

ONE DISTRICT

CHAIRPERSON	Phil Leblanc	(R)	84 Margaret Street
	Cathy Leblanc	(R)	84 Margaret Street
	Deborah Beairsto	(NPO)	157 Kiwassa
	Edward Mazder	(D)	37 Birch Street
	Martha Lawthers	(D)	37 Birch Street
	Diane Thoma	(D)	35 James Street

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

BILL #: 10-2026

SUBJECT: Call for a Public Hearing

FOR AGENDA: 1/26/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/15/2026

MOVED BY: _____ SECONDED BY: _____

Resolution to call for a public hearing on a proposed local law amending the development code

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

RESOLUTION NO. ____ OF 2026

**INTRODUCING PROPOSED LOCAL LAW NO. ____ OF 2026 ENTITLED “2026
DEVELOPMENT CODE AMENDMENTS” AND SCHEDULING A PUBLIC HEARING**

WHEREAS, the Village Board of Trustees (the "Village Board") is considering the adoption of Local Law No. ____ of 2026, entitled “2026 Development Code Amendments” (the "Proposed Local Law"); and

WHEREAS, the Proposed Local Law amends Chapter 106 (Development Code) of the Village Code to modernize zoning definitions, update design standards, streamline administrative procedures, and amend the Official Zoning Map to designate Tax Map Parcel 32.3-4-6.000 as Zoning District C-4 following its annexation; and

WHEREAS, the Village Board has received the draft Proposed Local Law from the Village Development Board; and

WHEREAS, the Village Board intends to serve as Lead Agency for the environmental review of this action pursuant to the State Environmental Quality Review Act ("SEQRA"); and

WHEREAS, the Village Board has reviewed the Full Environmental Assessment Form (FEAF) Part 1 and tentatively identifies the adoption of the Proposed Local Law as a Type I Action under SEQRA; and

WHEREAS, because the Village of Saranac Lake is situated within both Franklin and Essex Counties, and the Proposed Local Law involves village-wide text amendments and map amendments, the action requires referral to both the Franklin County and Essex County Planning Boards pursuant to General Municipal Law § 239-m; and

WHEREAS, pursuant to New York State Village Law § 7-706(2-a), the Village is required to provide written notice of the public hearing to the Clerks of adjacent municipalities where the proposed zoning amendments affect property within 500 feet of the municipal boundary.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Saranac Lake as follows:

1. Introduction. The Village Board hereby introduces Proposed Local Law No. ____ of 2026, entitled “2026 Development Code Amendments,” for consideration.
2. SEQRA Lead Agency. The Village Board hereby declares its intent to act as Lead Agency for the SEQRA review of this action and affirms the tentative classification of the action as a Type I Action.

3. Public Hearing. A public hearing on the Proposed Local Law shall be held on Monday, January 26, 2026, at 5:30 pm, in the Village Board Room located at 39 Main Street, Saranac Lake, NY 12983, to hear all interested parties and citizens.
4. Publication of Notice. The Village Clerk is hereby directed to publish the Legal Notice of said hearing in the *Adirondack Daily Enterprise*, the official newspaper of the Village, at least ten (10) days prior to the date of the hearing, and to post said notice on the Village website and sign board.
5. County Referral (GML § 239-m). The Village Clerk is hereby directed to refer the Proposed Local Law, the Zoning Map amendment, and Part I the Full Environmental Assessment Form (EAF) to both the Franklin County Planning Board and the Essex County Planning Board for review in accordance with General Municipal Law § 239-m.
6. Neighboring Municipal Notice (Village Law § 7-706). The Village Clerk is hereby directed to send written notice of the public hearing to the Town Clerks of the Town of Harrietstown, the Town of North Elba, and the Town of St. Armand at least ten (10) days prior to the hearing, pursuant to New York State Village Law § 7-706.
7. Public Availability. A copy of the Proposed Local Law shall be kept on file in the Office of the Village Clerk and made available for public inspection during regular business hours and posted on the Village website.

VILLAGE OF SARANAC LAKE, NY

LOCAL LAW NO. ____ OF 2026 DEVELOPMENT CODE AMENDMENTS LAW

**A LOCAL LAW TO AMEND CHAPTER 106 (DEVELOPMENT CODE) OF THE CODE OF THE VILLAGE OF
SARANAC LAKE UNIFIED DEVELOPMENT CODE**

Be it enacted by the Board of Trustees of the Village of Saranac as follows:

SECTION 1: TITLE.

This local law shall be cited as Local Law No. ____ of 2026 of the Village of Saranac Lake and entitled
“2026 Development Code Amendments.”

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 to modernize zoning definitions and standards, streamline administrative procedures, enhance housing options, and improve development regulations to better serve the community's evolving needs while maintaining the character and sustainability of the Village of Saranac Lake.

SECTION 3: AUTHORITY

The Development Code of the Village of Saranac Lake is enacted by the Board of Trustees of the Village of Saranac Lake pursuant to its authority to adopt local laws under Article IX of the New York State Constitution and Municipal Home Rule Law Section 10 and implements authority provided to New York State villages pursuant to Article 7 of New York State Village Law.

SECTION 4: TERMS DEFINED.

Article II, Section 106-6 of the Development Code entitled “Definitions” is hereby amended as follows:

A. Deletion of Existing Definitions. The following definitions are hereby deleted in their entirety:

DWELLING UNIT

One or more rooms, designed, occupied, or intended for occupancy as separate living quarters, with cooking, sleeping and sanitary facilities for the exclusive use of a singly family maintaining a household.
[EDITOR’S NOTE: This is a duplicate definition. Keep definition added 6-12-2023 by L.L. No. 3-2023]

DWELLING UNIT, SECONDARY

A dwelling unit, 500 square feet or less, either in or added to a single-family dwelling, or in a separate accessory building on the same lot as the principal dwelling, for use as a complete and independent housekeeping unit. Such a dwelling shall be clearly accessory and incidental to the principal dwelling.

HISTORIC STRUCTURE

Any structure that is:

A. Listed individually on the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

- B. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- C. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- D. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either by an approved state program as determined by the Secretary of the Interior or directly by the Secretary of the Interior in states without approved programs.

B. Amendment of Existing Definitions. The following existing definitions are hereby amended to read as follows:

ACCESSORY USE

A use of a building/structure, lot or portion thereof that is customarily incidental and subordinate to, and does not change the character of, a principal land use or development and that customarily accompanies or is associated with such principal land use or development. Examples of accessory uses include, but are not limited to:

- A. A secondary dwelling of 850 square feet or less that is accessory to a residential or mixed-use;
- B. The parking of tenant-owned cars in the parking lot of an apartment building;
- C. A home occupation in a residential area;
- D. An employee cafeteria in an office building;
- E. A warehouse space of a manufacturing facility, etc.

ACCESSORY STRUCTURE

A structure which is customarily incidental and subordinate to the principal building (i.e., detached garages, carports, sheds, etc.). Accessory structures may include structures necessary for providing wind or solar power to the principal building.

ADIRONDACK ARCHITECTURE

Refers to the rugged architectural style generally associated with many buildings within the Adirondack Mountain area of Upstate New York, many of which are utilized and referred to as "great camps." Other uses include commercial and common residential. The builders used native building materials, such as pine, cedar and spruce woods, and often provided rustic appearances which incorporate many highly craftsman-like details, while avoiding the costs and time costs of importing materials from elsewhere. Saranac Lake is home to many builders and craftsmen specializing in the construction of Adirondack architecture throughout the Saranac Lake chain of lakes, Lake Placid and the St. Regis Lakes. Elements such as whole, split, or peeled logs, bark, roots, and burls, along with native granite and fieldstone were used to build interior and exterior components. Massive fireplaces and chimneys built of cut stone are also common with this architecture. The use of native building materials was not only for promoting a natural appearance but also to avoid the expense of transporting conventional building materials into a remote location. Design elements of Adirondack architecture often include one or more of the following features:

CARPORT

A roofed structure open on at least one side and designed for the storage of one or more motor vehicles. A carport may be attached to a principal structure or freestanding. When detached from the principal structure, a carport shall be considered an accessory structure.

DEVELOPMENT BOARD

The board appointed by the Board of Trustees of the Village of Saranac Lake with the powers set forth in the village law and the Village of Saranac Lake Development Code.

DWELLING, MANUFACTURED HOME

A factory-manufactured dwelling unit built on or after June 15, 1976, and conforming to the requirements of the Department of Housing and Urban Development (HUD) Manufactured Home Construction and Safety Standards, 24 CFR Part 3208, 4/1/93, transportable in one or more sections, which in the traveling mode is eight feet (2,438 mm) or more in width or 40 feet (12,192 mm) or more in length, or, when erected on site, is 320 square feet (29.7 m²) minimum, constructed on a permanent chassis and designed to be used with a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning and electrical systems contained therein. The term "manufactured home" shall also include any structure that meets all the requirements of this definition except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Federal Department of Housing and Urban Development and complies with the standards established under the national Manufactured Housing Construction and Safety Act of 1974, as amended. The term "manufactured home" shall not include any self-propelled recreational vehicle. Manufactured homes are considered to be single-family dwellings.

DWELLING, MULTIFAMILY

A building or portion thereof containing five or more entirely separate dwelling units separated by walls and/or floors and designed for occupancy by five or more families living independently of each other. The dwelling units may be owned in common or separately but shall not include townhouses as defined below.

DWELLING, SINGLE-FAMILY

A detached building containing one dwelling unit designed for occupancy by one family. Manufactured homes (mobile homes) are considered to be single-family dwellings.

DWELLING, TOWNHOUSE

A one-family dwelling in a row of at least three, but no more than four, such units in which each unit has its own front and rear access to the outside, no unit is located over another unit, and each unit is separated from any unit by one or more vertical, common, fire-resistant walls. Townhouses may include separate fee ownership of the unit and land underlying each unit, but may also include commonly owned lands associated with the townhouses, or all dwelling units may have a single owner.

FLOOR AREA

The sum of the gross horizontal area of all floors of a building measured from the inside face of the exterior walls or from the center line of the walls separating two buildings. Unheated porches, terraces, cellars, basements and enclosed off-street parking areas shall not be included in calculation of floor area.

HISTORIC BUILDING/STRUCTURE

Any building or structure that is:

- A. Listed individually or eligible to be listed on the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- A. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

- B. Individually listed or eligible to be listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- C. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either by an approved state program as determined by the Secretary of the Interior or directly by the Secretary of the Interior in states without approved programs.

LAND DISTURBANCE

Any activity involving the clearing, cutting, excavating, filling, or grading of land or any other activity that alters existing land topography or ground cover.

RETAIL SALES, TYPE I

The selling or rental of goods or merchandise to the general public or to business clients, for personal use or household consumption, and the rendering of services incidental to the sale of such goods within a building equal to or less than 7,000 square feet in size.

RETAIL SALES, TYPE II

The selling or rental of goods or merchandise to the general public or to business clients, for personal use or household consumption, and the rendering of services incidental to the sale of such goods within a building greater than 7,000 square feet in size.

ROOMING HOUSE

A dwelling in which, for compensation, lodging is provided to two or more unrelated persons who share common kitchen or bathroom facilities with other occupants. Rooms are rented for periods of more than 30 consecutive days and are not intended for transient or short-term occupancy. Rooming houses may provide sleeping rooms with or without meals. They do not constitute a hotel, motel, bed and breakfast, or group home. The operator of the rooming house may or may not reside on the premises.

C. Addition of New Definitions. New definitions are hereby added, in alphabetical order, to read as follows:

DWELLING UNIT, ACCESSORY (ADU)

A dwelling unit, 850 square feet or less, either in or added to a single-family dwelling, or in a separate accessory building on the same lot as the principal dwelling, for use as a complete and independent living unit. Such a dwelling shall be clearly accessory and incidental to the principal dwelling or a mixed-use building.

- A. Attached Accessory Dwelling Unit: An accessory dwelling unit that is located entirely within or attached to a principal structure, or that is located within or attached to an accessory structure.
- B. Detached Accessory Dwelling Unit: An accessory dwelling unit that is a separate freestanding structure on the same lot as the principal structure.

DWELLING, 3-4 FAMILY

A detached building designed as a single structure, containing three or four dwelling units, each of which is designed to be occupied as a separate permanent residence for one family. The dwelling units may be owned in common or separately and for the purposes of this chapter, shall include townhouses as defined herein.

LOT COVERAGE

The total area of a lot covered by all buildings, including accessory structures, decks, patios, paved or unpaved walkways and parking areas, sidewalks and all other impervious surfaces.

MODULAR HOME

A dwelling unit constructed on-site in accordance with the state building code and composed of components substantially assembled in a manufacturing plant and transported to the building site for final assembly on a permanent foundation. Modular homes are considered to be single-family dwellings.

SECTION 5: COMMUNITY DEVELOPMENT DIRECTOR

Subsection C of Section 106-7 of Article III of the Development Code entitled “Community Development Director; powers and duties” is hereby amended to read as follows:

§ 106-7 Community Development Director; powers and duties.

C. Issue administrative determinations and certificates of compliance pursuant to this code, including Administrative Review and Administrative Approval;

SECTION 6: ADMINISTRATIVE REVIEW

Section 106-9 of Article III of the Development Code entitled “Procedure for administrative review” is hereby amended by revising Paragraph (4) of Subsection E and adding a new Subsection I to read as follows:

E. Procedure.

(4) Upon receipt of the determination of application completeness, the applicant shall provide written notice to each adjoining property owner that an application for administrative review is being requested from the Director. The notice shall include a description of the project for which adjustment is sought, the level of adjustment sought, the address where written objection to the project may be written, and the date by which the written objection must be received. Within five days after provision of the notice to adjoining property owners, the applicant shall provide to the Director a copy of the notice sent, a list of the adjoining property owners receiving the notice, and written evidence (i.e., mail certification receipts) that the notice has been properly made to each adjoining property owner.

I. Any amendment of a final application previously approved by the Director shall be subject to the same approval procedure as provided by this chapter.

SECTION 7: ADMINISTRATIVE APPROVAL

Section 106-10 of Article III of the Development Code entitled “Procedure for administrative approval” is hereby amended by the addition of new Subsections C and D:

C. Expiration. The administrative approval is subject to expiration in accordance with § 106-11 C.

D. Any amendment of a final application previously approved by the Director shall be subject to the same approval procedure as provided by this chapter.

SECTION 8: NOTICE OF DECISION

Section 106-11 of Article III of the Development Code entitled "Notice of decision by Director or Development Board" is hereby amended by revising Subsection C as follows:

C. A notice of decision for an approval or approval with conditions for a site plan or special use permit, or a variance issued pursuant to this code shall lapse one year following the date it was issued if the project has not been commenced or the use has not been commenced. Upon a request filed prior to lapsing of the notice of decision the board granting the approval may renew the notice of decision for a period of one year from the date it would have originally lapsed, provided that the facts upon which the original determination was granted have not changed. The Development Board may provide for a subsequent renewal, upon request made before lapsing of the notice of decision, provided that the facts upon which the original determination was made have not changed.

SECTION 9: MATERIAL CHANGES IN USE

Section 106-12 of Article III of the Development Code entitled "Material changes in use" is hereby amended and restated in its entirety to read as follows:

§ 106-12 Material changes in use.

When a structure, building or parcel changes in use, the owner shall be responsible for submitting the proposed change to the Director for a determination pursuant to § 106-8 whether the proposed change is material. (See the definition of "material change" of use in § 106-6.)

- A. If the proposed change of use is determined by the Director to be a material change, then the Director shall make a determination as to what type of approval is required. If the proposed change in use is determined by the Director not to be a material change, then the Director shall notify the applicant that the development is subject to administrative approval from the Director pursuant to § 106-8.
- B. A change in tenant that is continuing the existing use is not a material change and does not require any new approvals.

SECTION 10: AMENDMENTS

Sections 106-25 and 106-30 of Article IV of the Development Code entitled "Amendments" are hereby amended as follows:

§ 106-25 Referral to Development Board.

Should the Board of Trustees decide to consider the requested amendment, the Board of Trustees shall refer it to the Development Board for a recommendation. No action shall be taken on the requested amendment referred to the Development Board until its recommendation, in writing, has been received by the Board of Trustees, or 30 days have elapsed after such referral has been made, unless the Development Board and Board of Trustees agree to an extension beyond the thirty-day requirement for the Development Board's review and recommendation. The Board of Trustees shall consider the Development Board's recommendation.

§ 106-30 Effect on projects approved prior to amendment.

Where a permit or approval has been lawfully issued for a project and such project would be rendered nonconforming by an amendment of this code, such project shall have the right to be completed pursuant to the provisions in effect when the project permit was issued.

SECTION 11: AMENDMENT OF THE OFFICIAL ZONING MAP

The Official Zoning Map of the Village of Saranac Lake, established pursuant to Section 106-35 of the Village Code, is hereby amended as follows:

The parcel identified as Tax Map Section, Block and Lot (SBL) Number 32.3-4-6.000 is hereby designated as Zoning District C-4. Said parcel, having been annexed into the Village of Saranac Lake pursuant to Article 17 of the General Municipal Law and Local Law No. 3-2025, shall be subject to all standards, uses, and regulations of Chapter 106 applicable to the C-4 District.

SECTION 12: USE REGULATIONS

Attachment 1 – Schedule 1 Allowed Uses, as referenced in Section 106-40 of Article VIII of the Development Code, is hereby repealed in its entirety and replaced with the revised Attachment 1 – Schedule 1 Allowed Uses, which is attached hereto and made a part of this Local Law.

[NOTE TO CLERK: Ensure the new "Schedule 1 Allowed Uses" table is physically stapled/attached to the back of this Local Law when filing with the Secretary of State.]

Section 106-9 of Article III of the Development Code entitled "Procedure for administrative review" is hereby amended by revising Paragraph (4) of Subsection E and adding a new Subsection I to read as follows:

SECTION 13: DIMENSIONAL STANDARDS

Section 106-41 of Article VIII of the Development Code entitled "Dimensional standards" is hereby amended by revising Paragraph (1) of Subsection G to read as follows:

(1) Front yard. In order to maintain the existing pattern of development along a given street, a minimum front yard setback shall be as required under the provisions of Schedule 2, Dimensional Standards.

Further, Attachment 2 – Schedule 2-Dimensional Standards, as referenced in Section 106-41, is hereby repealed in its entirety and replaced with the revised Attachment 2 – Schedule 2-Dimensional Standards, which is attached hereto and made a part of this Local Law.

[NOTE TO CLERK: Ensure the new "Schedule 2- Dimensional Standards" table is physically stapled/attached to the back of this Local Law when filing with the Secretary of State.]

SECTION 14: SITE PLAN REVIEW APPLICATION

Section 106-60 of Article XI of the Development Code entitled "Site plan review application" is hereby amended by revising Paragraph (3)(a) of Subsection C, adding a new Paragraph (15) to Subsection D, and revising Subsection E and Paragraph (2) of Subsection H to read as follows:

(C)(3)(a) Location, use and height of all existing buildings and structures;

(D)(15) Completed Adirondack Park Agency (APA) Jurisdictional Inquiry Form (JIF), if determined necessary by the Director.

E. Following the receipt of an application, the Director shall determine its completeness.

(H)(2) Upon approval of the site plan application, the Development Board shall certify its approval on three copies of the site plan and shall forward one copy to the Director and provide one copy to the applicant. The Development Board will retain one copy as the site plan of record, and the applicant is responsible for sending the other copy to the Essex and/or Franklin County Planning Board, as applicable. Upon disapproval of a site plan, the Development Board shall notify the applicant, in writing, of its decision and its reasons for disapproval.

SECTION 15: FILING OF DECISION

Section 106-61 of Article XI of the Development Code entitled “Filing of decision” is hereby amended and restated in its entirety to read as follows:

§ 106-61 Filing of decision and expiration.

The decision of the Development Board shall be filed in the office of the Village Clerk and a copy thereof mailed to the applicant. The decision shall contain such findings of fact and conditions as are required by this code. The notice of decision is subject to expiration in accordance with § 106-11 C.

SECTION 16: AMENDMENTS TO SITE PLANS

Article XI of the Development Code entitled “Site Plan Review” is hereby amended by the addition of new section 106-64.1 entitled “Amendments to site plans” as follows:

§ 106-64.1. Amendments to site plans.

A. Any amendment of a site plan previously approved by the Development Board shall be subject to the same site plan approval procedure as provided by this article.

B. The Development Board may waive any of the procedural steps to the extent it deems appropriate for an application, provided that the amended site plan shall be formally submitted to amend and receives formal approval thereof, and the application to amend is submitted prior to the expiration of the original approval.

SECTION 17: SPECIAL USE PERMIT APPLICATION PROCEDURE

Subsection B of § 106-71 of Article XII of the Development Code entitled “Application procedure” is hereby amended as follows:

B. If an application is for a parcel or parcels on which more than one use requiring a special use permit is proposed, the applicant may submit a single application for all such uses. For purposes of determining whether the application is a major or minor project under these special use permit regulations (and for compliance with SEQRA and the LWRP consistency review as provided for in Article XV of this code) all proposed uses and/or actions on a single parcel or on contiguous parcels shall be considered together.

SECTION 18: SPECIAL USE PERMIT EXPIRATION AND CHANGE OF USE

Section 106-76 of Article XII of the Development Code entitled “Expiration and change of use” is hereby amended by adding a new Subsection C as follows:

- C. Any notice of decision for a special use permit or amendment to a special use permit is subject to expiration in accordance with § 106-11 C.

SECTION 19: LIGHTING

Section 106-83 of Article XIII of the Development Code entitled “Lighting” is hereby amended by revising Paragraph (2) of Subsection B to read as follows:

(2) When required, a lighting plan should be developed using the Guidelines for Good Exterior Lighting Plans, prepared by the Dark Sky Society.

<http://www.darksksociety.org/handouts/LightingPlanGuidelines.pdf>

SECTION 20: DESIGN STANDARDS

Section 106-84 of Article XIII of the Development Code entitled “Architectural design standards” is hereby amended by revising the introductory paragraph of Subsection A, and revising Paragraphs (2) and (10) of Subsection B to read as follows:

A. All commercial, mixed-use and non-residential land use and development is subject to the following architectural design standards. The design objective for the architectural design standards is to:

(B)(2) Through the conversion of residential buildings to commercial uses, certain residential styles have become representative of commercial buildings. Commercial structures/uses may continue to utilize this type and style. Representative residential to commercial conversions consist of one- or two-story buildings characterized by pitched roofs with wood siding, and windows typically double hung with exterior wood casings. Representative commercial buildings are multistory structures with gabled, hipped, or semi-flat roofs. Exterior materials consist of coursed wood such as clapboards and shingles, brick, stucco, or stone, which does not include pre-engineered vertical sheets such as T-111.

(B)(10) Structures which exceed 120 feet in length on any facade shall provide a prominent shift in the mass of a structure at each ninety-foot interval, or less. The shift shall be in the form of a fifteen-foot change in building facade alignment or a fifteen-foot change in total roofline.

Article XIII of the Development Code entitled “Design Standards” is hereby amended by the addition of new Section 106-87.1 entitled “Townhouse and rowhouse structures” to read as follows:

§ 106-87.1 Townhouse structures. In addition to applicable requirements of § 106-84, Architectural Standards, and § 106-85, Historic structure architectural standards (if applicable), the following standards, requirements, and consideration shall apply to all new townhouse structures and significant alterations visible from public areas, as indicated below.

- A. Setbacks. Required side and rear setbacks are applicable only to the entire structure. Internal side setbacks of 0 feet are permitted between units that share an internal wall.

B. Building length. The maximum building length of any townhouse structure shall be 100 feet with a maximum of four units.

C. Façade and architectural design. All townhouses shall integrate diverse design elements to break up large wall expanses. Refer to Figure 1: Example Townhouse Design Elements. This shall include:

(1) Vertical articulation.

(a) Distinct architectural features: Clearly separate units with varying windows, entrances, and material changes.

(b) Facade plane changes: Implement a minimum two-foot recess or projection for individual units or facade segments.

(c) Varying rooflines: Incorporate diverse roof forms or varying roof heights between units.

(d) Base delineation: The ground floor (base) must be clearly articulated with a change in materials, a distinct horizontal line (e.g., a belt course), or enhanced detailing, at least 24 inches tall from finished grade.

(e) Cornice/parapet lines: Introduce distinct cornice lines or parapet heights at the top of the facade to provide a clear termination and differentiate units.

D. Horizontal Articulation:

(1) Facade length variation: For structures over 50 feet long, a prominent facade shift of at least four feet in depth is required, ensuring no more than 50% of the facade appears unbroken.

(2) Segmented facades: No continuous wall plane can exceed 30 feet without a two-foot plane change, material change, or significant architectural feature (e.g., bay window).

(3) Bays, balconies, recessed entries: These features are encouraged, requiring them to extend/recess at least two feet from the main facade.

E. Materials and Fenestration:

(1) Material Changes: Use a variety of exterior materials to differentiate units and facade segments.

(2) Window Variety: Vary window sizes, shapes, and patterns.

(3) Transparency: At least 15% of any street-facing facade (excluding garage doors) must consist of windows or main entrance doors.

F. Utilities. Each townhouse shall be a self-contained one-family dwelling unit with independent plumbing, heating, cooling and utility systems and facilities. Adequate public water, sewerage and storm drain facilities must be available.

G. Building spacing and layout. Townhouse structures shall be located so that monotonous and undifferentiated silhouettes are avoided. In no case shall individual townhouse structures be closer to one another than 25 feet.



Figure 1. Example Townhouse Design Elements (for illustrative purposes only)

SECTION 21: ACCESSORY STRUCTURES

Section 106-90 of Article XIV of the Development Code entitled “Accessory structures and appurtenant structures” is hereby amended by revising Paragraph (8) of Subsection A and adding a new Subsection C to read as follows:

(A)(8) The maximum height of accessory structures shall not exceed 16 feet above the finished grade, measured at the primary access to the building. However, an attached accessory dwelling unit built atop an accessory structure may be permitted to a height that does not exceed the height of the principal structure.

C. Accessory dwelling units.

- (1) Detached accessory dwelling units shall comply with the setbacks established for principal structures. Accessory dwelling units attached to an accessory structure must comply with the setbacks for accessory structures.
- (2) Detached accessory dwelling units shall be exempt from the 15% maximum lot area limitation for accessory structures.

SECTION 22: MANUFACTURED HOMES AND MANUFACTURED HOME COMMUNITIES

§ 106-94 of Article XIV of the Development Code entitled “Manufactured homes and manufactured home communities” is hereby repealed and replaced in its entirety as follows:

A. All manufactured homes outside manufactured home communities may be permitted within any zoning district where single-family dwellings are permitted pursuant to this code, provided that the following requirements are met:

- (1) The manufactured home shall comply with all dimensional standards of this code.
- (2) The manufactured home shall be affixed to a permanent foundation, and all towing devices, wheels, axles, and hitches shall be removed.
- (3) The manufactured home shall be placed on the lot in such a manner that is compatible with and reasonably similar in orientation to any site-built housing in adjacent or nearby locations.
- (4) No more than one manufactured home shall be allowed on a single lot.
- (5) Any manufactured home placed outside a manufactured home community shall demonstrate proper connection to the Village water and sewer systems

B. All manufactured home communities shall require a special use permit.

C. Manufactured home communities.

- (1) A manufactured home shall be so placed on each lot that it shall be a distance of at least 20 feet from the next manufactured home in such court in any direction.
- (2) No manufactured home lot shall be located within 50 feet of any public highway or street lines or within 25 feet of any adjacent property line;
- (3) An adequate supply of pure water for drinking and domestic purposes shall be supplied to all buildings and manufactured home lots within the courts to meet the requirements of the court.
- (4) Each manufactured home lot shall be provided with proper water connections.
- (5) Each manufactured home lot shall be provided with a sewer line according to the standards and specifications of the Village Department of Public Works, which shall be connected to receive the waste from the shower, bathtub, flush toilet, lavatory and kitchen sink the manufactured home harbored in such lot and having any and all of such facilities.
- (6) Sewer connections in unoccupied lots shall be so closed that they will not emit any odors or cause a breeding place for insects.
- (7) Gage cans with tight-fitting covers shall be provided in quantities adequate to permit disposal of all garbage and rubbish.
- (8) Garbage cans shall be located not farther than 200 feet from any manufactured home lot.
- (9) Each manufactured home community shall provide weatherproof electric service connections and outlets for each lot, all such connections and outlets to be of a type approved by an appropriate electrical inspection agency.

D. Occupancy records. The owner or operator of each manufactured home community shall keep a record, in writing, of all persons occupying or using the facilities of such manufactured home community, which record shall include the following:

- (1) The name and address of the occupant of each manufactured home; and
- (2) The name and address of the owner of each manufactured home which is not occupied by the owner.

E. None of the provisions of this section shall be applicable to a temporary office located on the site of a construction project, survey project or other similar work project and used solely as a field office or work or tool house in connection with such project, provided that such manufactured home is removed from said site within 30 days after the completion of construction.

SECTION 23: SOLAR ELECTRIC SYSTEMS

Section 106-103 of Article XIV of the Development Code entitled “Solar electric systems” is hereby amended by revising Paragraph (3) of Subsection A to read as follows:

A. General regulations.

(3) Permits required. Prior to installation of a solar electric system an administrative approval and a building permit are required. A New York State Unified Solar Permit application may be submitted in-lieu of an administrative permit application and building permit application for roof-mounted solar electric systems. The application for an administrative permit for a Ground-mounted or freestanding solar electric system must be accompanied by a site plan that includes the items required in Subsection (4).

SECTION 24: SUBDIVISION OF LAND

Sections 106-121 and 106-122 of Article XVII of the Development Code entitled “Subdivision Regulations” are hereby amended by adding a new Paragraph (c) to Subsection A(3) of Section 106-121, and revising Paragraph (1) of Subsection G and Paragraph (1) of Subsection H of Section 106-122 to read as follows:

§ 106-121 Minor subdivisions.

A. Minor subdivision procedure.

- (3) The submission of a complete minor subdivision application requires the following:
 - (c) One or more of the minor subdivision application requirements may be waived by the Development Board at the written request of the applicant.

§ 106-122 Major subdivisions.

G. Step 2:

(1) Preliminary submittal requirements. The preliminary plat is a formalization of the conceptual design and involves submission of information that shall be completed by a certified professional. One or more of the submittal requirements may be waived by the Development Board at the written request of the applicant. The submission of a complete preliminary plat application requires the following:

H. Step 3:

(1) Final plat submission requirements. The final plat is the concluding step in the major subdivision review process and shall also be completed by a certified professional. One or more of the submittal requirements may be waived by the Development Board at the written request of the applicant. The submission of a complete final plat submission requires the following:

SECTION 25: SUBDIVISION AMENDMENTS

Article XVII of the Development Code entitled "Subdivision Regulations" is hereby amended by the addition of new Section 106-138.1 entitled "Amendments" to read as follows:

106-138.1. Amendments. Any amendment of a minor or major final plat previously approved by the Development Board shall be subject to the same approval procedure as provided by this article.

SECTION 26: SUPERSESSION.

Pursuant to New York Municipal Home Rule Law Section 22, this law is intended to supersede any other inconsistent provision of law.

SECTION 27: SEVERABILITY.

If any clause, sentence, paragraph, section, article or part of this Local Law shall be adjudicated in any court of competent jurisdiction to be invalid, such judgement shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section, article or part thereof directly involved in the controversy in which such invalidity shall not be deemed to affect the remaining portions thereof.

SECTION 28: EFFECTIVE DATE.

This law shall take effect immediately upon filing with the Secretary of State.

Attachment 1

Village of Saranac Lake - Unified Development Code: Schedule #1 - Allowed Uses

[Amended 7-9-2018 by L.L. No. 2-2018; 10-22-2018 by L.L. No. 4-2018; 12-9-2019 by L.L. No. 1-2020; 11-9-2020 by L.L. No. 7-2020; 1-9-2023 by L.L. No. 1-2023; Amended by L.L. No. X-20XX]

Land Use Type:	Districts:																																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35					
	District A-1	District A-2	District A-3	District A-4	District A-5	District B-1	District B-2	District B-3	District B-4	District C-1	District C-2	District C-3	District C-4	District D-1	District D-2	District D-3	District E-1	District E-2	District E-3	District F-1	District F-2	District G	District H-1	District H-2	District H-3	District I	District I-1	District I-2	District K-1	District K-2	District K-3	District K-4	District L-1	District L-2	District L-3					
Symbol Legend:	P	Permitted				SP	Site Plan Review Required				A	Administrative Permit Required				SUP										Special Use Permit Required					Note: Blank cells indicate use is not permitted.									
Residential																																								
1 Community House																		SUP	SUP	SUP																				
2 Dwelling Unit, Accessory (ADU)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
3 Dwelling, Multi-Family					SP	SUP		SUP		SUP	SUP	SP	SP	SP	SP			SP	SP ¹	SP	SUP	SUP	SP	SUP			SUP	SP	SUP		SUP		SUP		SP	SP				
4 Dwelling, Single Family	P	P	P	P	P			P			P	P		P	P											SUP	SP	SUP		SUP			SUP		SP	SP				
5 Dwelling, 3-4 Family/Townhouse	SP	SP	SP	SUP	SP	SP	SP	SP		SUP	SP	SP	SP	SP	SP			SP	SP ^{1,2}	SP	SP	P	SP	P	SUP	P	SP	P	SUP	SP	SP	SP	SP	SP	SP	SP				
6 Dwelling, Two Family	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A				A	A	A	A	A	SUP	A	A	A	A	A	A	A	A	A	A	A				
7 Group Home	P	P	P	P	P					P	P			P	SUP	P				SUP	P	P	SP	P		P	SP	P	SUP	P	P	P	P	P	P	SP				
8 Manufactured Home Community	SUP																																							
9 Rooming House					SP	SP		SUP	SP			SUP	SP	SP	SUP			SP	SP ¹	SP		SUP	SP	SUP			SUP			SUP					SUP	SUP				
Public/Institutional																																								
1 Ambulance Service																		SUP	SUP	SUP			SUP																	
2 Assisted Living Residence					SP					SUP	SUP		SUP	SUP				SP	SP ¹	SP			SUP					SUP					SUP							
3 Cemetery																																								
4 Club/Lodge		SUP			SP	SP							SP	SP	SUP			SP	SP	SP		SUP	SP					SUP				SUP		SP	SP					
5 College, Private					SP	SUP						SUP	SUP	SUP				SP	SP	SP								SUP												
6 Community Garden, Up to One (1) Acre	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
7 Community Garden, Over One (1) Acre	SP	SP	SP	SP	SP					SP	SP	SP	SP	SP	SP	SP	SP				SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP				
8 Day Care, Commercial					SP	SUP				SUP																		SUP	SP	SP	SP	SP	SP	SP	SP	SP	SP			
9 Fire Department																																								
10 Garage, Public Parking					SP														SUP	SUP	SUP		SUP																	
11 Government Office					SP														SP	SP	SP	SP						SUP								SP	SP			
12 Hospital																			SP	SP	SP			SP				SUP								SP	SP			
13 Library						SUP	SUP	SUP	SUP	SUP			SUP	SUP	SUP	SUP			SP	SP	SP			SP				SUP								SP	SP			
14 Multi-Modal Trail	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP				
15 Museum					SP	SUP	SUP	SUP	SUP				SUP	SUP	SUP	SUP			SP	SP	SP		SP					SUP								SP	SP			
16 Nursing/Convalescent Home					SP														SP	SP	SP		SP					SUP								SP	SP			
17 Park	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SUP	SUP	SUP	SUP	SUP			SP	SP ¹	SP			SP				SUP									SP	SP			
18 Parking Lot, Public					SP	SP													SP	SP	SP																			
19 Place of Worship					SP	SP	SP			SP	SP								SP	SP	SP						SP	SUP												
20 Public Utility Facility	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP			
21 Railroad Depot																																								
22 Railway					SP								SP	SP	SP	SP			SP	SP						SP	SP	SP												
23 Recreation Facility, Public					SP	SP				SP				SP					SP	SP	SP	SP					SP	SP	SUP								SP			
24 Rehabilitation Center					SP							SUP	SUP					SP	SP	SP	SUP						SUP	SUP					SUP		SUP	SP	SP			

Village of Saranac Lake - Unified Development Code:
Schedule #1 - Allowed Uses

(Amended 7-9-2018 by L.L. No. 2-2018; 10-22-2018 by L.L. No. 4-2018; 12-9-2019 by L.L. No. 1-2020; 11-8-2020 by L.L. No. 7-2020; 1-9-2023 by L.L. No. 1-2023 Amended by L.L. No. X-20XX)

Land Use Type:	Districts:																																				
	District A-1	District A-2	District A-3	District A-4	District A-5	District B-1	District B-2	District B-3	District B-4	District C-1	District C-2	District C-3	District C-4	District D-1	District D-2	District D-3	District E-1	District E-2	District E-3	District F-1	District F-2	District G	District H-1	District H-2	District H-3	District I	District J-1	District J-2	District K-1	District K-2	District K-3	District L-1	District L-2	District L-3			
Symbol Legend: P Permitted					SP	SUP																															
25 School																																					
Commercial																																					
1 Amusement and Recreation Services						SUP	SUP		SUP									SP	SUP				SUP				SUP		SUP						SUP		
2 Antique Shop						A	A	A	A									A	SP	A			A				SUP		SUP						A	A	
3 Agri-Business						SP	SUP		SUP														SP				SUP		SUP								
4 Artisan Workshop		SP	SP	SP	SP	SP	A	A	A	A	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	A	SP		SUP	SUP	SUP	SP	SUP	SP	SP				SUP	
5 Arts Spaces		SP	SP	SP	SP	SP	A	A	A	A	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	A	SP		SUP	SUP	SUP	SP	SUP	SP	SP			SUP	A	A
6 Automotive Dealer																							SP					SUP		SP	SP	SP			SUP	A	A
7 Automotive Repair/Service																							SP					SUP		SUP						SUP	
8 Bank						A	A	SP	A									A	SP				SUP					SUP		SUP						SUP	
9 Bank, Drive-Through						SP	SP	SP	SP									SP	SUP				A					SUP		SUP						SUP	
10 Bed and Breakfast		SP	SP	SP	SP	SP	A	A	A	A	SP	SP	SP	SP	SP	SP	SP	A	SP ¹	A	SP	SP	A	SP			SUP		SP	SUP	SP	SP	SUP			SUP	SUP
11 Boat Storage, Commercial									SP									SP	SP	SP			SUP												SP	SP	
12 Brewpub						SP	SP	SUP	SP									SP	SP	SP			SUP													SUP	
13 Building Material Supply									SP																											SUP	
14 Cannabis Consumption Facility, On-Site						SUP	SUP	SUP	SUP									SUP	SUP	SUP			SP					SUP								SUP	
15 Cannabis Cultivation Facility						SUP	SUP		SUP			SUP						SUP	SUP	SUP	SUP		SUP												SUP		
16 Cannabis Distributor						SUP	SUP		SUP			SUP						SUP	SUP	SUP	SUP		SUP			SUP									SUP		
17 Cannabis Microbusiness						SUP	SUP		SUP			SUP						SUP	SUP	SUP	SUP		SUP			SUP									SUP		
18 Cannabis Nursery						SUP	SUP		SUP			SUP						SUP	SUP	SUP	SUP		SUP												SUP		
19 Cannabis Processing Facility						SUP	SUP		SUP			SUP						SUP	SUP	SUP	SUP		SUP												SUP		
20 Cannabis Retail Dispensary						SUP	SUP	SUP	SUP									SUP	SUP	SUP			SUP												SUP		
21 Car wash						SUP	SUP	SUP	SUP									SUP	SUP	SUP			SUP												SUP		
22 Cinema						SP	SP	SP	A									SP	SP	SP			SP					SUP								SUP	
23 Driving Range																		SP	SP	SP			SUP					SUP							SUP		
24 Farmer's Market						SP	SP		SP														SUP					SUP								SUP	
25 Funeral Home																		SP	SP	SP			SUP				SUP	SUP							SUP		
26 Gasoline Station																				SP			SUP					SUP	SUP						SUP		
27 Gasoline Station/Auto Repair/Service																						SUP					SUP	SUP							SUP		
28 Gasoline Station/Retail Sales																						SP					SUP										
29 Greenhouse, Commercial																																					
30 Hotel/Motel						SUP	SUP		SP			SP					SUP	SUP	SUP	SUP			SP				SUP	SUP	SUP						SUP		
31 Kennel						SP	SP	SUP	SP						SUP			SP	SP	SP			SUP				SUP	SUP							SUP		
32 Liquor Store						SUP	SUP	SUP	SUP									SUP	SP	SP			SP				SUP								SP	SP	

Village of Saranac Lake - Unified Development Code:
Schedule #1 - Allowed Uses

[Amended 7-9-2018 by L.L. No. 2-2018; 10-22-2018 by L.L. No. 4-2018; 12-9-2019 by L.L. No. 1-2020; 11-9-2020 by L.L. No. 7-2020; 1-9-2023 by L.L. No. 1-2023; Amended by L.L. No. X-20XX]

	Districts:																																				
	District A-1	District A-2	District A-3	District A-4	District A-5	District B-1	District B-2	District B-3	District B-4	District C-1	District C-2	District C-3	District C-4	District D-1	District D-2	District D-3	District E-1	District E-2	District E-3	District F-1	District F-2	District G	District H-1	District H-2	District H-3	District I	District J-1	District J-2	District K-1	District K-2	District K-3	District K-4	District L-1	District L-2	District L-3		
Land Use Type:																																					
	Symbol Legend: P Permitted SP Site Plan Review Required A Administrative Permit Required SUP Special Use Permit Required Note: Blank cells indicate use is not permitted.																																				
33 Marina, Type I		SP					SP	SP		A Administrative Permit Required										SUP Special Use Permit Required					Note: Blank cells indicate use is not permitted.												
34 Marina, Type II		SP					SP	SP	SP	SP																											
35 Medical Clinic						A	A	SUP	A								A	SP	A				SP														
36 Mixed Use						A	A	SUP	A								A	SP	A	SUP			A					SUP	SUP				SUP			SUP	SUP
37 Multi-Use Building						SP		SUP	SP								SP	SP	SP									SUP	SUP							SUP	SUP
38 Office						A	A	SUP	A								A	SP	A				A					SUP	SUP							SUP	SUP
39 Outdoor Storage, Type II										SUP																		SUP	SUP							SUP	SUP
40 Personal Services						A	A	A	A								A	SP	A				A						SUP	SUP						SUP	SUP
41 Recreation Facility, Private						SP	SP		SP							SUP	SP	SP	SP			SP						SP								SP	SP
42 Research and Development Facility						A	A	A	A								SP	A	SP	A			A					SUP	SUP								SP
43 Restaurant						A	A	A	A								A	SP	A				A						SUP	SUP							SP
44 Restaurant, Drive Through										SP																			SUP								SP
45 Restaurant, Fast Food						A	SP	SP	SP								SP	SP	SP				SP						SUP								SUP
46 Retail Sales, Type I						A	A	A	A								A	SP	A				A					SUP	SUP								SUP
47 Retail Sales, Type II						SUP			SUP								SUP	SUP											SUP	SUP						SP	SP
48 Retail Sales, Outdoors						SUP	SUP	SUP	SUP							SUP	SUP	SUP				SUP							SUP							SUP	
49 Retail Store, Convenience						SP	SP		SP								SP	SP												SUP							SUP
50 Sawmill																																					SUP
51 Self-Service Storage Facility																SUP																					
52 Shopping Center									SP																												
53 Tavern						SP	SP	SUP	SP								SP	SP	SP				SUP						SUP								
54 Tourist Attraction						SP	SUP	SP	SP								SP	SP	SUP				SUP					SUP									SUP
55 Veterinary Clinic/Hospital						SP	SP		SUP								SP	SP	SUP				SP					SUP									SUP
Industrial																																					
1 Chemical and Petroleum Storage																																					
2 Contractor Storage Yard																SUP							SUP													SUP	
3 Heavy Equipment Repair																SUP							SUP													SUP	
4 Industry, Type I																SUP	SUP						SUP													SUP	
5 Industry, Type II																SUP							SUP					SUP								SUP	
6 Mining					SP																																SUP
7 Transfer Station																																					SUP
8 Warehouse																SUP																					SUP
Accessory Uses																																					

For All Districts and Sub-Districts: Allowed accessory uses are those uses that are customarily subordinate and incidental to allowed principal uses.

¹First floor residential is prohibited in principal buildings

2 Townhouses are prohibited in the E-2 Zoning District

Attachment 2

DEVELOPMENT CODE

106 Attachment 2

Village of Saranac Lake Development Code

Schedule 2 - Dimensional Standards [Amended 10-15-2019 by L.L. No. 4-2019]

District & Sub-District	Minimum Yard Setbacks						Lot Size & Coverage		Building Height
	Principal Buildings			Accessory Structures			Min. Lot Size	Max. Lot Coverage	Max. Building Height
	Front	Rear	Side	Front	Rear	Side			
A									
A-1	25'	15'	15'	NP	8'	8'	5,000	70%	40'
A-2							10,000		
A-3							5,000		
A-4							10,000		
A-5							10,000		
B									
B-1	20'	20'	15'	NP	8'	8'	SPR	70%	40' or SPR
B-2							10,000		
B-3							10,000		
B-4							SPR		
C									
C-1	25'	15'	10'	NP	8'	8'	25,000	70%	40'
C-2							25,000		
C-3							SPR		
C-4							10,000		
D									
D-1	25'	15'	10'	NP	8'	8'	SPR	70%	40'
D-2		20'					10,000		
D-3		15'	SPR						
E									
E-1	0 ¹	0'	0'	NP	8'	8'	SPR	SPR	Min: 24' & 2 stories Max: SPR
E-2	0 ²	0'	0'						
E-3	15'	15' ¹	10' ¹						
F									
F-1	SPR	SPR	10'	NP	8'	8'	SPR	70%	40'
F-2	25'	15'	10'				5,000		
G									
District-Wide	25'	20'	15'	NP	8'	8'	5,000	70%	40' or SPR
H									
H-1	25'	20'	10'	NP	8'	8'	10,000	70%	40'
H-2			15'				25,000		
H-3							25,000		
I									
District-Wide	20' ²	20' ¹	15' ¹	NP	8'	8'	SPR	70%	40'
J									
J-1	25'	20'	10'	NP	8'	8'	10,000	70%	40'
J-2	25'						SPR		

SARANAC LAKE CODE

District & Sub-District	Minimum Yard Setbacks						Lot Size & Coverage		Building Height
							Min. Lot Size	Max. Lot Coverage	Max. Building Height
	Principal Buildings			Accessory Structures					
	Front	Rear	Side	Front ⁴	Rear	Side			
K									
K-1	25'	25'	15'	NP	8'	8'	25,000	70%	40'
K-2							10,000		
K-3			25'				25,000		
K-4							SPR		
L									
L-1	20'	20'	15'	NP	8'	8'	25,000	70%	40'
L-2							10,000		
L-3			0'				5' ³		
PUDD									
Lake Flower	See Attachment 4								

NP — Not Permitted

SPR — To be determined during Site Plan Review

Notes:

The minimum shoreline setback for all structures in all districts is 50 feet unless otherwise noted.

¹ This requirement shall be the same as the existing building (if applicable). If no building is present, then the requirement is as shown.

² This setback is mandatory.

³ Minimum rear yard setback can be reduced to zero feet if the back of the lot abuts a street.

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

SUBJECT: Temporary Hire Clerk

Date: 1-26-2026

DEPT OF ORIGIN: Village Manager

Bill # 11-2026

DATE SUBMITTED: 1-21-2026

SUMMARY STATEMENT

Resolution authorizing the Village Manager to temporarily hire Clerk for Mount Pisgah

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO TEMPORARILY HIRE BROOKE
SOFIELD AS CLERK FOR MOUNT PISGAH

WHEREAS, the Village of Saranac Lake requires additional clerical assistance at Mount Pisgah to support and administrative duties on a temporary basis, and,

WHEREAS, the Village seeks to fill the Account Clerk position at Mount Pisgah on a temporary basis to meet these operational needs, and,

WHEREAS, the Village of Saranac Lake has received approval from Franklin County Civil Service to temporarily hire Brooke Sofield for the position.

THEREFORE, BE IT RESOLVED, the Village Manager is authorized to hire Brooke Sofield as Temporary Clerk for Mount Pisgah.

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

SUBJECT: Lease Agreement

Date: 1-26-2026

DEPT OF ORIGIN: Village Manager

Bill # 12-2026

DATE SUBMITTED: 1-22-2026

SUMMARY STATEMENT

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

LEASE AGREEMENT

(commercial)

THIS AGREEMENT, made this ____ day of _____, 2026, is by and between THE VILLAGE OF SARANAC LAKE, 39 Main St., Suite 9, Saranac Lake, NY 12983 (herein after referred to as "Landlord") and HOMEWARD BOUND USA, INC. dba HOMEWARD BOUND ADIRONDACKS of PO Box 1100, 81 Main St, Suite 2, Saranac Lake, NY 12983 (hereinafter referred to as Tenant).

1. AGREEMENT: Landlord does hereby agree to lease to Tenant and Tenant does hereby agree to lease from landlord, the premises described below under all the terms and conditions stated herein.
2. PREMISES: The subject premises of this agreement shall be 24 Depot St., Saranac Lake, New York 12983.
3. TERM: The term of this lease shall be for two years from February 1, 2026 through January 31, 2028.

4. RENT:

(A) Tenant shall pay to Landlord as rent the yearly sum of **One Dollar (\$1.00)** on or before **February 1, 2026** and on or before the 1st (first) day of each year thereafter through the end of 2026. At that time, Tenant shall have the option to renew the Lease for an additional two-year period at the same rent.

(B) SECURITY DEPOSIT: Tenant shall pay an initial security deposit of \$1.00. This is due and payable at lease signing, receipt of which is hereby acknowledged upon Landlord signing the Lease.

(C) LATE FEES: If rent is not received on or before the 10th day of each month, Tenant hereby acknowledges that a late fee in the amount of \$1.00 shall be assessed to that month's rent and shall be due immediately.

(D) TERMINATION: Tenant shall provide Landlord with Six (6) Month Notice of intent to terminate the lease and vacate the premises.

5. TAXES: Landlord hereby agrees to pay all taxes assessed against the property during the term of this lease.
6. UTILITIES: Tenant shall pay all electrical, cable, and/or satellite, telephone, internet, propane and/or fuel oil charges for the leased premises, Tenant shall pay water and sewer charges assessed against leased premises.
7. MAINTENANCE AND REPAIRS: Tenant shall take good care of the leased premises and its fixtures and appliance (i.e. heating and cooling system) and shall suffer no waste or misuse of said premises or fixtures or appliances. Tenant shall be responsible for maintaining the interior of, and grounds surrounding, the premises, including means of ingress and egress

for Tenants, guests, or invitees, in a neat and clean condition, including snow and ice removal. If the premises, its fixtures or appliances are damaged or destroyed as a result of the neglect or misuse of same by tenant, his agents, servants, employees or business invitees, Tenant shall promptly repair or replace any such damaged item or portion of leased premises, at Tenant's own cost and expense. Landlord shall have the right to inspect said premises upon reasonable prior notice to Tenant to make sure that the premises are being maintained properly and to also make repairs.

8. **COMPLY WITH LAWS AND ORDINANCES:** Tenant shall comply with all sanitary laws, ordinances and rules and all orders of the Board of Health or other authorities affecting the cleanliness, occupancy, use and preservation of leased premises during the term of this lease.
9. **STRUCTURAL ALTERATIONS:** Tenant shall not make any alterations or structural changes to leased premises without the prior written consent of Landlord.
10. **USE OF THE PREMISES:** Tenant shall use the leased premises for the business operations of a support group for injured veterans and no other use without the prior written consent of Landlord. Tenant shall suffer no excessive noise levels that would disturb upper tenants, i.e. loud music, bar or entertainment. Lessee shall comply with all sanitary laws, ordinances and rules and all orders of the Board of Health or other authorities affecting the cleanliness, occupancy, use and preservation of leased premises during the term of this Lease Agreement.
11. **SURRENDER OF PREMISES IN GOOD CONDITION:** Tenant shall deliver up and surrender the premises to Landlord at the expiration of the term of this lease in good order and condition, natural wear and tear expected.
12. **MODIFICATION AND WAIVER:** A modification of any of the provisions of this lease agreement shall be effective only if made in writing and executed with the same formality as this original agreement. Failure of Landlord to insist upon strict performance under any of the provisions of this agreement shall not be construed to be a waiver of any subsequent defaults of the same or similar nature, or any other term of this agreement.
13. **REQUIRED BUSINESS INSURANCE:**
 - (A) Prior to moving into the commercial space, the Tenant will obtain its own property and liability insurance and give a certificate or a binder to Landlord.
 - (B) Tenant is required to keep business insurance in force at all times;
 - (C) Business policy will preferably be a BOP (business owner's policy) but at a minimum will carry commercial general liability in amounts of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate for the policy year. Business owners will carry at least \$100,000.00 in fire legal liability and \$1,000.00 in medical payments. Tenant is responsible for insuring its own contents. The building owner's policy does not cover any contents;
 - (D) Tenant will name Landlord as a certificate holder/additional insured on insurance policy;
14. **HOLD HARMLESS:** Tenant hereby agrees to forever release, discharge, acquit, defend and indemnify, and forgive any and all claims, debts, actions, suits, demands, agreements, and each of them, if more than one, liabilities, judgments, and proceedings both at law and in equity arising from the beginning of time to the date of these presents which it has, or may

have at anytime in the future against the Landlord as it may pertain to (1) Tenant's use of the subject premises to the extent that the Landlord has complied with all of their obligations under the terms of this Lease and (2) any third-party claims, debts, suits, actions, etc. as set forth above, arising out of Tenant's use of the subject premises.

15. **PERSONAL GUARANTEE** (If applicable-where Tenant is a business entity): For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and to induce Landlord to enter into a Lease with Tenant, the Undersigned hereby absolutely and unconditionally guarantees to Landlord the full and prompt payment when due the debts, liabilities and obligations of Tenant's responsibilities pursuant to this agreement. This is an absolute, unconditional and continuing guaranty of the Indebtedness and shall continue to be in force and be binding upon the Undersigned, whether or not all indebtedness is paid in full, until the guaranty is revoked by written notice actually received by Landlord, and such revocation shall not be effective as to Indebtedness existing or committed for at the time of actual receipt of such notice by the Landlord. If there be more than one Undersigned, such revocation shall be effective only as to the one so revoking.
16. **SIGN:** Tenant may install a sign on the exterior of the building with prior acceptance by Landlord as to location and size.
17. **NOTICE:** Whenever in this lease there shall be required or permitted that notice or demand be given or served by either party to this lease, to or on the other, such notice or demand shall be given or served in writing, by regular first class mail, addressed as follows:

TO THE LANDLORD AT: The Village of Saranac Lake
 39 Main St, Suite 9
 Saranac Lake, NY 12983

TO THE TENANT AT: Homeward Bound Adirondack
 PO Box 1100
 Saranac Lake, NY 12983

All rental payments shall be made to the Landlord at the above address, or any other address he shall so designate. These addresses may be changed from time to time by either party by serving notice as provided above.

18. **DEFAULT:** If Tenant shall default in the observance or performance of any term or covenant of this agreement to be observed or performed under or by virtue of any of the terms or provisions in this lease, Landlord may immediately terminate the lease and take possession of said premises. If Landlord makes any expenditures or incurs any obligations for payment of money in connection with a default of any of the terms of this agreement or with the termination of this lease or the summary repossession of said premises, including, but not limited to attorney fees, costs and disbursements in instituting, prosecuting or defending any action or proceeding, such sums paid or obligations incurred with interest and costs shall be deemed to be additional rent hereunder and shall be paid by Tenant to Landlord within five (5) days of rendition of any bill or statement to Tenant.

19. **MISCELLANEOUS:**

- (A) Tenant agrees not to assign or sublet this lease to a party not bound by this lease without first obtaining the written consent of the Landlord to such assignment.
- (B) This lease and all of the terms and provisions hereof, shall inure to the benefit of and be binding upon the parties hereto, their respective heirs, administrators, executors, successors and assigns.
- (C) It is mutually agreed by and between Landlord and Tenant that the respective parties shall and they hereby do, waive trial by jury in any action, proceeding or counterclaim brought by either of the parties against the other on any matters whatsoever arising out of or in any way connected with this lease, the relationship of Landlord or Tenant, Tenant's use of occupancy of said premises, and/or any claim of injury or damage, and any emergency statutory or other statutory remedy. It is further mutually agreed that in the event Landlord commences any summary proceeding for non-payment of rent, Tenant will not interpose any counterclaim of whatever nature or description in any such proceeding.
- (D) In the event any of the terms of this agreement shall be deemed unlawful, illegal or void as against public policy, by a court of competent jurisdiction, such determination or decision shall have no force and effect upon the remaining terms and as otherwise set forth herein, the remaining terms and conditions shall remain in full force and effect.
- (E) This lease constitutes the final and entire agreement between Tenant and Landlord and there are no other agreements, written or verbal, affecting the subject matter of this agreement.

The parties shall sign this agreement in duplicate, each of which shall constitute and original.

LANDLORD:

TENANT:

By: Bachana Tsiklauri
Its: Village Manager

By: Mark Moeller
Its: Board President

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

SUBJECT: Hire Maintenance Worker

Date: 1-26-2026

DEPT OF ORIGIN: Village Manager

Bill # 13-2026

DATE SUBMITTED: 1-22-2026

SUMMARY STATEMENT

Resolution authorizing the Village Manager to hire Maintenance Worker within the Department of Public Works

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS	_____
TRUSTEE RYAN	_____
TRUSTEE WHITE	_____
TRUSTEE SCOLLIN	_____
TRUSTEE BRUNETTE	_____

RESOLUTION TO AUTHORIZE THE VILLAGE MANAGER TO HIRE JEREMY PARENT AS
WATER WASTEWATER MAINTENANCE WORKER WITHIN DPW

WHEREAS, the Village is committed to maintaining a full staff and,

WHEREAS, the Village of Saranac Lake is authorized to work through Franklin County Civil Service, and,

WHEREAS, the application of Jeremy Parent has been approved by Franklin County Personnel and the DPW Superintendent, and,

WHEREAS, this position is a member of the teamsters union and will begin with all the benefits of a starting union member.

THEREFORE, BE IT RESOLVED, the Village of Board of Trustees authorizes the Village Manager to hire Jeremy Parent as Water Wastewater Maintenance Worker with the Department of Public Works.

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

BILL #: 6-2026

SUBJECT: Village Sign Frame Policy

FOR AGENDA: 1/26/2026

DEPT OF ORIGIN: Trustee White

DATE SUBMITTED: 1/8/2026

Resolution adopting policy for use of Village Sign Frames

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

RESOLUTION ADOPTING POLICY FOR USE OF VILLAGE SIGN FRAMES

WHEREAS, the Village of Saranac Lake has installed permanent sign frames on Village-owned properties to support clear, consistent communication with residents and visitors; and

WHEREAS, the Village Board recognizes the importance of ensuring that signage placed in these frames maintains the integrity, safety, aesthetics and public purpose of Village communications; and

WHEREAS, there is a desire to establish the use of these sign frames for official Village purposes or Village-sponsored activities, events, or programs;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby adopts the following policy governing the use of Village sign frames:

1. Authorized Use.

- Village sign frames may be used **only** for official Village communications, public notices, events, programs, initiatives, or information directly managed, produced, or authorized by the Village of Saranac Lake.
- Sign frames may also be used for **Village-sponsored** events in which the Village is a formal partner, fiscal sponsor, or recognized collaborator.

2. Prohibited Use.

- Village sign frames shall **not** be used for private, commercial, political, religious, or non-Village organizational messaging.

3. Approval & Oversight.

- All content to be displayed in the sign frames shall be reviewed and approved by the Village Manager or their designee to ensure compliance with this policy.
- The Village reserves the right to remove any unauthorized signage immediately.

4. Maintenance & Presentation.

- The Village shall be responsible for maintaining the physical condition of sign frames and ensuring that displayed signage reflects the standards of clarity, consistency, and safety expected for Village communications.

BE IT FURTHER RESOLVED, that this policy shall take effect immediately and shall apply to all existing and future Village sign frames.

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

BILL #: 7-2026

SUBJECT: Water Sewer Grant and Loan Program

FOR AGENDA: 1/26/2026

DEPT OF ORIGIN: Trustee White

DATE SUBMITTED: 1/8/2026

Resolution authorizing the creation of an Emergency Water and Sewer Grant and Loan Program

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION AUTHORIZING THE CREATION OF AN EMERGENCY WATER
AND SEWER GRANT AND LOAN PROGRAM**

WHEREAS, the Village of Saranac Lake operates municipal water and sewer systems funded through fees paid by users; and

WHEREAS, from time-to-time users experience unexpectedly large water and sewer bills due to leaks, breaks and other circumstances; and

WHEREAS, users with unexpectedly large water and sewer bills will occasionally request partial or full forgiveness of their fee from the Board of Trustees; and

WHEREAS, the Board of Trustees is prohibited by law from forgiveness of water and sewer fees; and

WHEREAS, the Board of Trustees seeks to balance the needs of all ratepayers while showing empathy and support to certain owners who experience extraordinary circumstances.

THEREFORE BE IT RESOLVED, the Board of Trustee intends to establish an emergency water & sewer grant and loan program funded through its community development fund to assist rate payers with emergencies, and

BE IT FURTHER RESOLVED, the Board of Trustees directs the Village Manager to develop and present program guidelines to the Board for consideration and approval, and

BE IT FURTHER RESOLVED, the guidelines shall include the following:

1. The program is limited to accounts for properties located within the Village of Saranac Lake.
2. The program is limited to the primary residence of the applicant.
3. The grant or loan shall be transferred directly between the community development fund and the water and sewer funds so that the water and sewer funds are made whole.
4. Grant Eligibility & Criteria: One time grants may be considered for the following account holders:
 - a. Households at or below 80% of the median household income for Franklin and Essex counties whichever is higher,
 - b. Households where the owner is disabled,
 - c. Households where the owner is 65 years or older.
 - d. The amount of the grant shall be equal to the current charge minus the average charge from the last 4 quarters. Will only be available for a quarterly charge that is at least 25% higher than the 4 quarter average.

5. Loan Eligibility & Criteria: One-time loans may be considered for all account holders within the Village of Saranac Lake.
 - a. Loans may be considered for terms of 1, 2 or 5 years and a fixed interest rate of 2%.
 - b. The amount of the loan shall be equal to the current charge minus the average charge from the last 4 quarters. Will only be available for a quarterly charge that is at least 25% higher than the 4 quarter average.
6. Upon receipt of an application the Village Manager or designee shall determine whether the application meets the criteria, if so, the application shall be approved by the Village Manager.