

VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES
39 MAIN STREET SARANAC LAKE NY
MEETING AGENDA 5:00 PM
Monday, March 23, 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 3-9-2026

PUBLIC COMMENT:

ITEMS FOR BOARD ACTION

BILL	56	2026	Resolution to adopt Climate Smart Action Plan
BILL	57	2026	Resolution to create a Climate Action Advisory Board
BILL	58	2026	Resolution issuing negative declaration pursuant to SEQRA and enacting local law amending the Development Code
BILL	59	2026	Call for Public Hearing on 2026-2027 Budget and Sewer Rates
BILL	60	2026	Approve Professional Services Agreement with Recreation Engineering
BILL	61	2026	Resolution to authorize overnight travel and training for Water Wastewater Treatment Plant Employees
BILL	62	2026	Authorize acceptance of an Adirondack Park Community Smart Growth Grant
BILL	63	2026	Resolution to approve the promotion of Logan Branch to Heavy Equipment Operator
BILL	64	2026	Resolution to authorize Village Manager to hire laborer
BILL	65	2026	Resolution to approve park use application with permission to serve alcohol for Artmarket
BILL	66	2026	Resolution to approve Cannabis Sales Taxation Grant application for the Saranac Lake Adult Center
BILL	67	2026	Resolution to approve Cannabis Sales Taxation Grant application for the Saranac Lake Civic Center
BILL	68	2026	Resolution to Appoint members to the Future Families Task Force
BILL	69	2026	Resolution to release Pendragon Theater Funds

OLD BUSINESS:

NEW BUSINESS: Budget Discussion

PUBLIC COMMENT:

EXECUTIVE SESSION: Employment History of particular person

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, March 9, 2026

Regular Meeting began at 5:00 PM and ended at

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 Morgan, and
Deputy Clerk Nicole McClatchie

AUDITING:

Chair Mayor Williams called for a motion to approve payment for the 2026 Budget
\$448,832.94 batch number 02232026. Complete detail of these vouchers is attached and made
part of these minutes.

Motion: Brunette Second: Scollin

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: Ryan Second: Scollin

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

EXECUTIVE SESSION: Employment History of Particular Person(s)

Chair Mayor Williams called for a motion enter into executive session

Motion: Ryan Second: Scollin

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

Chair Mayor Williams called for a motion to exit executive session

Motion: Scollin Second: Ryan

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

SPECIAL GUEST: Saranac Lake Volunteer Fire Department

PUBLIC COMMENT:

Public Comment to address Bill 43-2026 ONLY:

Clyde Baker support of Bill 43-2026

Steve Urman questioned Bill 43-2026

Lindy Ellis support of Bill 43-2026

Mary Newman Fox support of Bill 43-2026

Jerry Michael support of Bill 43-2026

Derek Doty support of Bill 43-2026

KT Stiles support of Bill 43-2026

Zoe Smith support of Bill 43-2026

Rich Shapiro in favor of Bill 43-2026

Tamara Van Ryan questioned Bill 43-2026

Mark Wilson against Bill 43-2026

Peter Seward not in support of Bill 43-2026

Emily Martz not in support of Bill 43-2026

1st Public Comment:

Diana who is paying for FBI academy and what's the purpose, cost of 1-3 Main
David Lynch thanked board for removal of flock cameras, against Bill 53-2026
Sandra K against Bill 53-2026
Virginia Slater against Bill 53-2026
Doug Haney Transparency
Dick Shapiro against flock cameras
Forest L against flock contract
Kelly Metzger supports and thanks Police Department but against flock cameras
Joy Cranker against Bill 53-2026
Steve Urman Transparency
Vincenzo Moscoto against flock cameras

ITEMS FOR BOARD ACTION:

Bill 43-2026 Authorize Village Manager to sign lease agreement with APA

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: Scollin

Motion to Table: White Second: Brunette

Roll Call to table: Williams no; Ryan no; Scollin no; Brunette yes; White yes.

Roll Call: Williams yes; Ryan yes; Scollin yes; Brunette abstain; White no.

Bill 44-2026 Authorize agreement with Harriestown Housing Authority for Supplemental Police Services

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

Chair Mayor Williams called for a motion

Motion: Brunette Second: Scollin

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

Bill 45-2026 Resolution to award bid for 1-3 main street water chambers infrastructure repairs

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

Bill 46-2026 Resolution extending temporary winter water usage adjustment

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: White

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

Bill 47-2026 Resolution to approve proposal for installation of new pumphouse at Mount Pisgah

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

Chair Mayor Williams called for a motion

Motion: White Second: Scollin

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

Bill 48-2026 Resolution to adopt digital recordkeeping policy

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 49-2026 Resolution to authorize the sale of alcohol for party at Pisgah

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

Chair Mayor Williams called for a motion

Motion: White Second: Scollin

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

Bill 50-2026 Resolution to authorize the Village Manager to offer discounted ski pass tickets for party at Pisgah

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 51-2026 Resolution authorizing the transfer of fund from General Contingency Accounts

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

Chair Mayor Williams called for a motion

Motion: White Second: Brunette

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

Bill 52-2026 Resolution to authorize additional audit advisory services with BST

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

Chair Mayor Williams called for a motion

Motion: White Second: Scollin

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

Bill 53-2026 Resolution for automated license plate reader and public safety camera technology

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

Chair Mayor Williams called for a motion

Motion: White Second: Ryan

Motion to amend: White Second: Brunette – Terminate Contract

Roll Call to amend: Brunette yes; Ryan yes; Scollin yes; White yes; Williams no.

Motion to amend: White Second: Scollin – Future Flock Contract

Roll Call to amend: Brunette yes; Ryan no; Scollin yes; White yes; Williams no.

Motion to amend: White Second: Brunette

Roll Call to amend: Brunette yes; Ryan no; Scollin yes; White yes; Williams no.

Roll call on amended: Roll Call to amend: Brunette yes; Ryan yes; Scollin yes; White yes; Williams no.

Bill 54-2026 Resolution to approve development board recommendations for new 2026 Short-term rental permits

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 55-2026 Resolution to authorize the Village Manager to provisionally hire Ski Area Manager

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.

OLD BUSINESS: Public Safety Building

NEW BUSINESS: Flock Contract Discussion, Recycling Pilot Program, and Proper use of Executive Session

PUBLIC COMMENT:

Joy Cranker thanked board for discussions during the meeting and allowing the public to speak
Kelly Metzger flock camera discussion should have been a public forum before a resolution

MOTION TO ADJURN:

Chair Mayor Williams called for a motion

Motion: White Second: Scollin

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

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

BILL #56-2026

SUBJECT: Climate Smart Action Plan

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/13/2026

Resolution to adopt the Climate Smart Action Plan

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

RESOLUTION ADOPTING THE CLIMATE ACTION PLAN (CAP)

WHEREAS, the Village of Saranac Lake is dedicated to achieving a Climate Smart Communities (CSC) silver certification; and

WHEREAS, the Village has established a Climate Action Advisory Board (CAAB) to facilitate silver certification as a Climate Smart Community; and

WHEREAS, the role of CAAB is to assess the status and/or feasibility of action items in the Climate Action Plan, and

WHEREAS, The Climate Action Plan has been presented to the Village Board and the Village residents for public input; and

NOW, THEREFORE BE IT RESOLVED, the Board of Trustees hereby approves and adopts the Climate Action Plan.



**Climate Smart
Communities**
Certified Bronze



Saranac Lake's Climate Action Plan: Government Operations

Prepared by the Saranac Lake Climate Smart Communities Task Force

Acknowledgements

Thank you to the community members who were instrumental in implementing climate resiliency strategies in the Village of Saranac Lake. Without a supportive community, none of the successes found in the NYS Department of Environmental Conservation's Climate Smart Community program would have been possible. Thank you to the members of the Saranac Lake community who attend our events, support our initiatives, offer partnerships, and volunteer their time to work on the Saranac Lake Climate Smart Communities Task Force.

Saranac Lake 2024 Climate Smart Communities Task Force

Garrett Marino- Coordinator
Tom Collins- Coordinator
Becca Halter- Member
Harry Gordon- Member
Jenna Adulin- Member
Diana Strablow- Member
Emmett Smith- Member
Carolyn Koestner- Member

Community Contributors

Erin Griffin- Adirondack North Country Association
Carlie Leary- Adirondack North Country Association
Jill Henck- Adirondack North Country Association
Nancy Bernstein- Adirondack North Country Association
Cedar Barg- The Wild Center
Dazzle Ekblad- NYS DEC Office of Climate Change
Harry Gordon- Gordon + Gordon Architecture
Cassandra Van Cott- Lake Champlain-Lake George Regional Planning Board
Katrina Glynn- Community Development Director, Village of Saranac Lake
Kate Glenn- Northern Power & Light

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Executive Summary

Saranac Lake Climate Action Plan: Government Operations outlines practical solutions for the Village of Saranac Lake to reduce greenhouse gas emissions from government operations and decrease reliance on aging fossil fuel-based infrastructure. This plan outlines and makes recommendations based on the history of climate action in the Village; analysis of the Village's use of fossil fuels for its government operations; and sets goals/targets to reduce contributions to climate change and bolster our mitigation efforts.

Saranac Lake's Climate Action Plan: Governmental Operations serves as a roadmap for building a sustainable, climate-responsive municipality. This Climate Action Plan only focuses on government operations, and is not an all-encompassing plan for Saranac Lake's climate resiliency, mitigation, and adaptation efforts. It aligns with three key state initiatives: the NYS DEC's Climate Smart Communities Program, the NYSEERDA Clean Energy Communities program, and the NYS Climate Leadership and Community Protection Act. Based on these initiatives, the plan outlines three goals:

- Improve energy efficiency;
- Reduce reliance on fossil fuel
- Ensure all electricity use is 100% renewable.

The task force has set ambitious greenhouse gas emission reduction targets for the Village, mirroring the Climate Leadership Community Protection Act's targets of reducing GHG emissions by 40% by 2030 and 85% by 2050, based on the Village's 2017 emissions inventory. To date, we have made significant progress towards these goals, achieving a 37% reduction in greenhouse gas emissions as compared to our 2017 baseline.

By analyzing our energy use across sectors and buildings we have created an Implementation Plan. Included is a set of recommendations on how to improve government operations, including building and lighting updates, transportation upgrades, and renewable energy opportunities. Progress towards reaching these targets will be measured by tracking the Village's energy use for government operations on a monthly basis, reporting greenhouse gas emissions to the public via the Village of Saranac Lake's website annually. In addition to this report, the task force will measure Saranac Lake's progress towards our greenhouse gas emissions reduction targets to reach a 40% reduction by 2030 and 85% reduction by 2050 and make recommendations as necessary.

Background

The Village of Saranac Lake, with just under 5,000 residents, is located in the Adirondack Park in northern New York, spanning Franklin and Essex Counties as well as the townships of St. Armand, Harrietstown, and North Elba. Governed by a Village Board, the community in the heart of the Adirondacks is surrounded by abundant natural beauty, nestled among mountains and waterways. The Climate Action Plan: Government Operations (CAP) is a crucial step for the Village to address threats to our natural resources, which are essential to Saranac Lake’s way of life and economy. By acting proactively, the Village can reduce its contribution to climate change, and build resilience to the changing climate which will present unprecedented challenges to the Village. The CAP serves as a guiding document for reducing greenhouse gas (GHG) emissions and will be updated every five years to reflect progress, challenges, and changes to internal Village operations and external state and federal policy.



Figure 1: Map showing the boundary of the Village of Saranac Lake.

The History of Climate Action in the Village



History of Climate Action in the Village

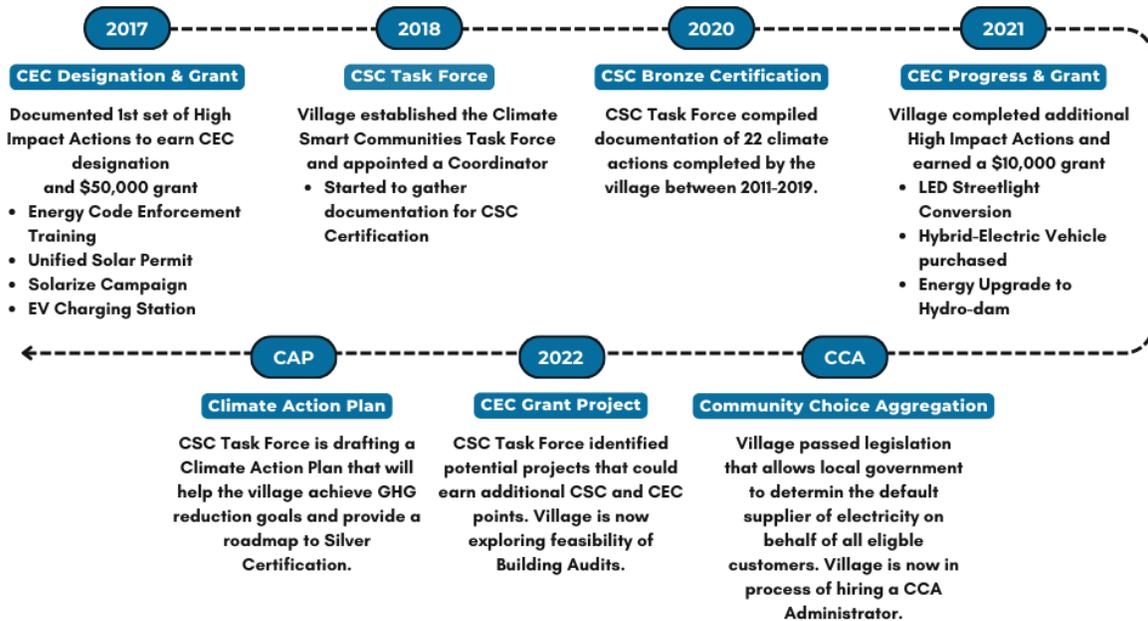


Figure 2. The history of Climate Action in the Village of Saranac Lake from 2017 - 2024

The Village of Saranac Lake has been committed to sustainability and climate initiatives since 2017 when the village became a designated New York State Energy Research and Development Authority’s (NYSERDA) Clean Energy Community (CEC) after completing four high-impact actions to reduce energy use.

In May 2018, the Board of Trustees adopted the New York State Climate Smart Communities (CSC) pledge. The Village pledged to, among other things:

- Inventory its emissions
- Set goals and make a plan for climate action
- Decrease energy use
- Shift to clean, renewable energy
- Implement climate-smart land use and support a green innovation economy.

Trustees voted unanimously to adopt the pledge that read, in part: “We believe that even if emissions were drastically reduced today, communities would still be required to adapt to the effects of climate change for decades to come.”

On September 24, 2020, the NYS Department of Environmental Conservation (DEC) announced that the [Village of Saranac Lake is now a Bronze Level Certified Climate Smart Community](#). As the first Adirondack community to achieve this designation, the Village garnered positive publicity, and reflects the commitment that the community has made towards decreasing Saranac Lake’s impact on climate change while increasing our resiliency. The Village has been incredibly supportive of the CSC Program, and other state-funded, climate resilience programs such as the CEC program. Through the Village's active participation in these programs, the Village of Saranac Lake has been able to secure \$426,288 in state funds since 2017.

To date, the Village has received these grants and funding opportunities through the Climate Smart Communities and Clean Energy Communities Programs:

May 2018 \$50,000: *CEC Round 1 grant - LED street lights & plug-in hybrid EV*
October 2021 \$24,405: *National Grid LED street light rebate - Energy Master Plan*
May 2022 \$16,883: *NYSERDA FlexTech grant - Energy Master Plan*
May 2022 \$10,000: *CEC 3,000 points-based grant - Mt. Pisgah heat pumps*
June 2023 \$5,000: *CEC action grant - Building energy upgrades*
October 2023 \$5,000: *CEC action grant - Building energy upgrades*
February 2024 \$20,000: *CEC 4,000 points-based grant - Pisgah heat pumps*
September 2024 \$100,000: *CEC 3-star (5,000 pts) grant - Building energy upgrades*
October 2024 \$10,000: *CEC action grant - DPW garage heat pumps*
November 2024 \$10,000: *CEC action grant - Central garage heat pumps*
November 2024 \$175,000: *CEC 4-star (7,000 pts) grant - Building energy upgrades*
April 2025 \$482,164: *DEC ZEV infrastructure grant - EV charging stations*

The Village and CSC Task Force are currently working towards earning Silver Certification in the CSC Program, to access new and productive opportunities for the municipality. While earning the Bronze Recertification is a tremendous accomplishment, it is only the beginning of the Village’s work towards reducing GHG emissions and reaching additional levels of certification. This CAP details a roadmap for the Village to meet GHG emission reduction goals stated below. This plan only covers the government operations of the Village, and there are many initiatives to bolster our climate resiliency, mitigation, and adaptation efforts which should continue to be explored, and implemented.

Government Operations Greenhouse Gas Inventory

The CSC Task Force conducted a baseline assessment by collating billing records of all energy use and costs for each fuel type and then converting fuel types to metric tons of carbon dioxide equivalent (CO₂e) using Environmental Protection Agency (EPA) standard methodology. This includes incorporating specific regional factors such as our energy grid's GHGs based on the contributing fuel types.

This inventory will continue to be updated annually by Saranac Lake's Department of Community Development with the assistance of the CSC Task Force to track progress towards our GHG emissions reduction targets.

Village of Saranac Lake - Climate Smart Communities																	
Electric Usage																	
	DPW Garage	G50163-401 27	Salt and sand shed	G08917-010 09	G50163-4010 Main Garage 9	Mount Ptsgah	G52651-3911 0	Beach House	G17651-41 107	Streetlights	G17752-9310 9	Main St. Park	G55249-14 104	LaPan Bridge	G05230-05 003	Holiday Lighting	
2017																	
Jan	163.00	\$ 26.82	784.00	\$ 110.89	10517.00	\$ 1,300.66	51040.00	\$ 4,749.82	0.00	\$ 21.02	23919.00	\$ 9,569.73	0.00	\$ 21.23	106.00	\$ 10.34	0.00
Feb	163.00	\$ 28.32	719.00	\$ 107.77	10751.00	\$ 1,299.59	18920.00	\$ 3,541.80	0.00	\$ 21.02	20379.00	\$ 9,303.85	0.00	\$ 21.23	90.00	\$ 9.45	0.00
Mar	163.00	\$ 25.77	652.00	\$ 90.19	9986.00	\$ 1,214.73	9400.00	\$ 1,128.23	21.00	\$ 23.21	20851.00	\$ 9,003.18	0.00	\$ 21.23	92.00	\$ 8.07	0.00
Apr	163.00	\$ 26.66	633.00	\$ 93.06	10814.00	\$ 1,323.87	6600.00	\$ 956.29	0.00	\$ 21.02	17667.00	\$ 8,736.05	0.00	\$ 21.23	78.00	\$ 7.29	0.00
May	163.00	\$ 26.50	8.00	\$ 22.22	8954.00	\$ 1,068.49	3400.00	\$ 294.98	0.00	\$ 21.02	15333.00	\$ 8,490.52	0.00	\$ 21.23	68.00	\$ 6.52	0.00
Jun	163.00	\$ 25.01	3.00	\$ 21.57	7685.00	\$ 982.80	2960.00	\$ 254.18	0.00	\$ 21.02	13482.00	\$ 8,256.91	0.00	\$ 21.23	59.00	\$ 5.18	0.00
Jul	163.00	\$ 26.23	6.00	\$ 21.95	6109.0	\$ 816.84	2760.00	\$ 276.34	591.00	\$ 90.82	13514.00	\$ 8,234.50	3.00	\$ 21.59	0.00	\$ -	0.00
Aug	163.00	\$ 27.29	5.00	\$ 21.83	5399.00	\$ 745.85	2400.00	\$ 276.85	728.00	\$ 107.54	15462.00	\$ 8,532.14	1.00	\$ 21.35	68.00	\$ 6.71	0.00
Sep	163.00	\$ 25.26	6.00	\$ 21.95	5792.0	\$ 789.13	2880.0	\$ 248.14	492.00	\$ 79.30	17006.00	\$ 8,615.88	17.00	\$ 23.27	75.00	\$ 6.38	0.00
Oct	163.00	\$ 25.19	3.00	\$ 21.60	6068.0	\$ 799.11	1760.0	\$ 195.00	0.00	\$ 21.02	18733.00	\$ 8,704.00	0.00	\$ 21.23	83.00	\$ 7.12	0.00
Nov	163.00	\$ 25.91	11.00	\$ 22.42	5386.0	\$ 722.06	1400.0	\$ 796.67	7.00	\$ 21.76	23018.0	\$ 9,444.97	2.00	\$ 21.46	102.00	\$ 10.03	0.00
Dec	163.00	\$ 26.31	499.00	\$ 74.65	7532.00	\$ 939.09	4200.0	\$ 755.05	0.00	\$ 21.35	23145.0	\$ 9,391.44	0.00	\$ 21.55	103.00	\$ 9.73	31.34
Total	1956.00	\$ 315.27	3329.00	\$ 630.10	94999.00	\$ 12,002.22	107720.00	\$ 13,473.35	1839.00	\$ 470.10	222509.00	\$ 106,283.17	25.00	\$ 257.83	924.00	\$ 86.82	31.34
\$ 2245650.34																	
\$ 930,108.33																	

Figure 3. Snapshot of a small section of the billing data collected in the spreadsheet used to determine the Village's energy use for the greenhouse gas inventory.

Greenhouse Gas (GHG) Baseline Calculations for Local Government Operations			
	2017		
Fuel Source	Quantity	Units	CO ₂ e
Electric	2245650	kWh	301
Diesel	24332	gallons	248
Gas	17110	gallons	152
Fuel Oil	41092	gallons	418
GHG Emissions - metric tons:		Total =	1120

Figure 4. Table of 2017 GHG baseline emissions.

GHG Use by Fuel Type (2017)

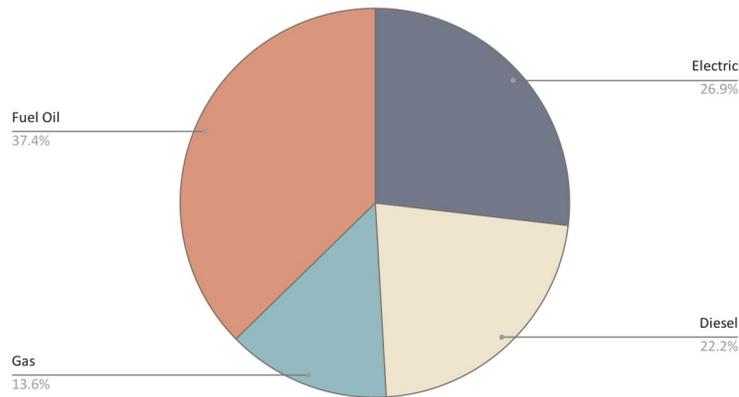


Figure 5. Greenhouse Gas usage in the Village of Saranac Lake in 2017 baseline by sector.

In 2017, the Village emitted about 1120 CO₂e. ~37.4% of the GHGs came from fuel oil and ~26.6% came from electricity. Diesel and gas were the other two fuel sources used, together contributing the remaining ~35.8% of emissions.

GHG Use by Sector (2018)

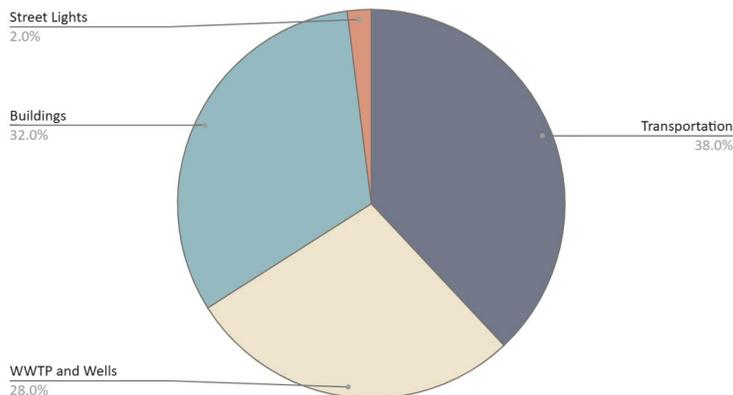


Figure 6. Greenhouse gasses emitted by the Village of Saranac Lake by sector in 2018.

Three sectors contribute about a third of the greenhouse gasses: transportation (cars, trucks, snowplows, etc.) at ~38%; buildings (heating, cooling, and lighting) at ~32%; waste water treatment and wells (pumps to move water across the Village) at ~28%; and street lights account for ~2% of GHG.

The full GHG baseline inventory for the Village of Saranac Lake can be found [here](#). By using this data and analyzing the climate impact, cost, and sector energy use, we developed a set of actions for the Village to achieve the Climate Goals detailed below.

Emission Reduction Targets and Strategies

Saranac Lake’s Emission Reductions: Targets

The New York State CLCPA set statewide reductions goals for GHG emissions of 40% by 2030 and 85% by 2050, as compared to 1990 GHG emissions levels. The CAP mirrors these targets, aiming to reduce our GHG emissions by 40% by 2030 and 85% by 2050. However, data from 1990 is unavailable and our baseline was set by the earliest available GHG inventory which was in 2017. Data of our progress towards these reductions from 2017 to 2024 are visualized below.

Year	2017	2018	2019	2020	2021	2022	2023	2024	2030	2050
Emissions (MTCO_{2e})	1120	1062	977	930	876	852	711	705	672	168
Reduction from 2017 (MTCO_{2e})	-	58	143	190	244	268	409	415	448 (target)	952 (target)
Reduction from 2017 (%)	-	5.2	12.8	17.0	21.8	24.0	36.5	37	40 (target)	85 (target)

Figure 7. Table of Saranac Lake Government Operations GHG Emissions, Reductions 2017-2024, and Reduction Targets.

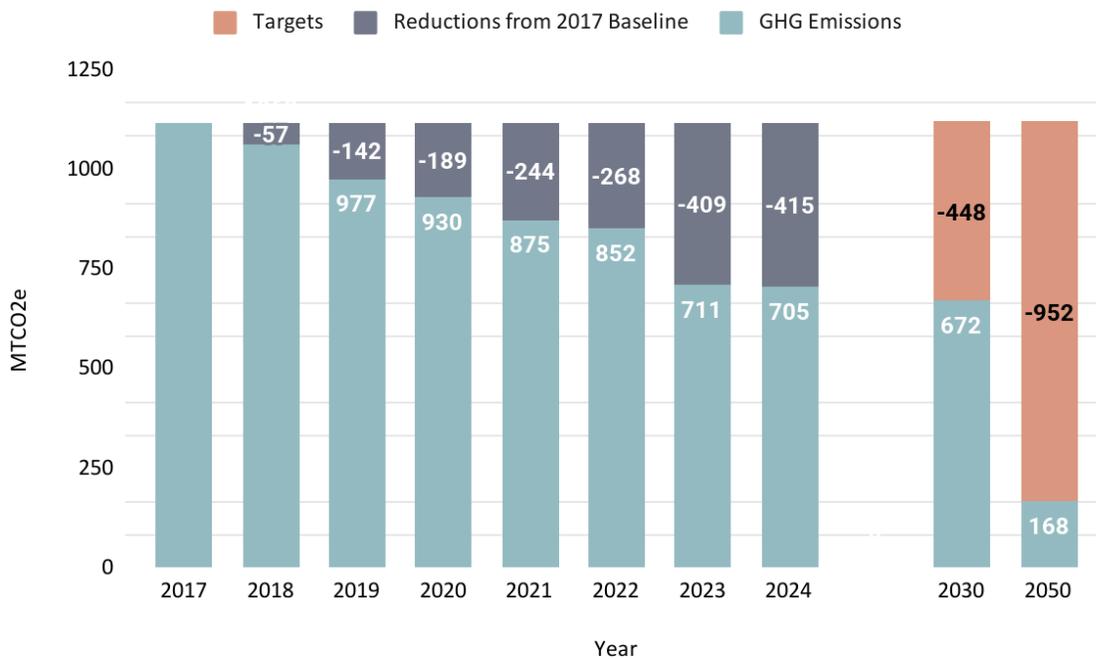


Figure 8. Bar chart of Saranac Lake Government Operations GHG Emissions, Reductions 2017-2024, and Reduction Targets.

Saranac Lake’s Emission Reductions: 2017-2024

Between 2017 to 2024, the Village of Saranac Lake has significantly reduced its GHG emissions by ~37%. This is nearly at this CAPs recommended goal and the CLCPA mandate of a 40% reduction of GHG emissions by 2040. It is important to note that while we are seeing significant progress towards our goal of reducing our GHG emissions, these reductions will become more difficult to achieve as the most impactful actions are completed. This is not to say that our goals are unachievable, rather that when strategizing around the 2050 goal of 85% GHG emissions reduction, progress will become more difficult.

One of the largest reductions in fossil fuel use was a ~47% reduction in fuel oil consumption. As the largest source of GHG emissions it significantly contributed to the vilage's reduction efforts. A large portion of these reductions are believed to come from HVAC upgrades at the 3 Main St. building. Reducing fuel oil usage remains a focus area for the Village to improve on significantly, as fuel oil is primarily used to heat buildings.

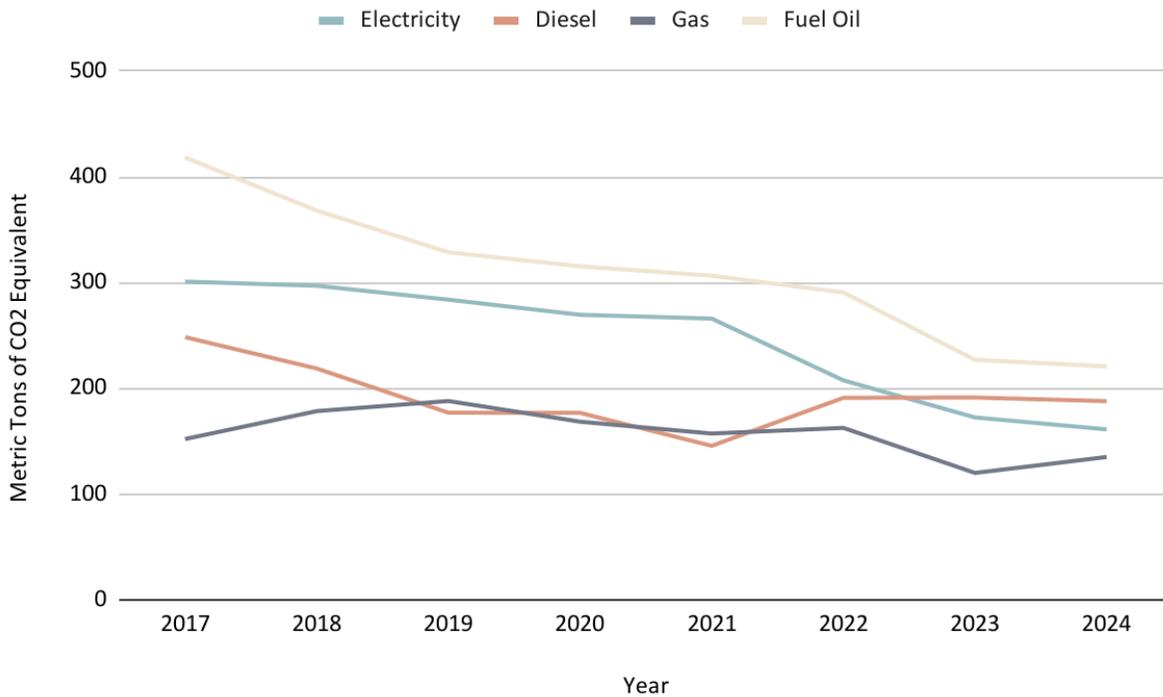


Figure 9. Village operation GHG emissions by fuel type from 2017 - 2024

Electricity use has been reduced by nearly 50% since 2017. This is likely due to installing LED lights in 2021 to 2022. Some lighting upgrades occurred in 2017, and are not reflected in this data. However, it was estimated that this reduced the Village’s electricity costs by nearly 50%. Electricity is a notable example, because in 2023 it was 56% of the Village’s energy costs, but only 24% of the Village’s GHG emissions. This means reducing energy usage will reduce the Village costs more than it will reduce its GHG emissions, although, these are both great benefits.

The hydroelectric dam on Main Street previously drew a small amount of energy, however starting in 2021 net metering was correctly applied to the Village’s accounts, effectively recording the dam as a negative energy use. This decreased electricity costs from \$237,000 to \$68,000. The hydroelectric dam will continue to provide a significant portion of carbon-free energy (37% in 2024) and cost savings for the Village.

Lastly, the two fuels used primarily in transportation, diesel and gasoline, saw substantial decreases in use. Diesel usage saw a 24% drop and gasoline a 12% drop from 2017 to 2024. However, overall trends were inconsistent year to year. In the transportation sector, diesel will likely remain difficult to reduce GHG emissions as electric vehicles are still expensive, or non-existent. For certain types of vehicles such as snow plows, police patrol cars, street sweepers and other maintenance and construction vehicles as they will continue to need to use these vehicles to provide necessary services.

A full list of completed projects that received Climate Smart Communities action points and that have played a role in the Village's GHG emission reductions can be seen above in the section *The History of Climate Action* and *Appendix B*.

Saranac Lake's Emission Reductions: 2025 and Beyond

Looking forward, we will achieve our reduction targets by taking actions detailed in the Implementation Plan, found below. This aligns with the Village goals we have created: improving Village operation energy efficiency; reducing reliance on fossil fuels; and ensuring all electricity comes from renewable energy.

GHG Emissions Reduction Targets:

- 2030: 40% reduction
- 2050: 85% reduction

Here are several considerations which will affect our emissions reduction progress:

- Wastewater Treatment Plant (WWTP):
 - The WWTP is required to implement a new UV lighting system to sterilize the water. This will increase the already high energy use and GHG emissions from the WWTP. Overall in 2024 the WWTP made up 47% of the Village's electricity usage. Wells and water pumps made up another 25%. These are expected to remain substantial contributors to the Village's overall electricity consumption and are areas where large efficiencies can be achieved.
- Population Growth:
 - The Village's population has remained relatively stable, but with more remote work options more people could be living in the area for longer (i.e. not just as a second summer home) which could increase the water and sewer system demands increasing energy usage.
- Advancements in Electric Vehicles (EV):
 - We expect technological developments in the EV market to reduce costs and increase the availability of suitable light-duty vehicles that the Village can incorporate into their fleet. Additionally, development of more specific and heavy duty EV are in development, although it will take time before high impact vehicles like plow trucks can be converted to EV's.
- Electric Heating and Cooling:
 - As building improvements are implemented, we expect energy use to shift from fuel oil to electricity which, especially given the area's grid's energy sources, will decrease the Village's GHG emissions. Besides switching heating to electric sources, there are several other factors that may increase the Village's electricity usage. As average temperatures rise the needs for building cooling in the summers will likely increase. As winter temperatures also rise, the electricity

used for snow making at the Village owned and operated ski hill Mt. Pisgah is also expected to increase.

- New Buildings:
 - There is, and will continue to be, a community need for new and upgraded facilities for our police departments and fire departments. A new building is currently proposed, which should be built in an energy efficient manner with GHG emissions reductions in mind.
- Siemens Energy Service Company (ESCO):
 - The Village is also pursuing working with Siemens, an ESCO. This company would help the Village select projects, manage their implementation or construction, and follow through with maintenance projects. This service will be in direct communication with the CSC Task Force which will serve an advisory role in the proposed projects from Siemens.

Village Climate Goals

In addition to our emissions reduction targets, this plan recommends three overarching goals to prepare Saranac Lake for the changing climate. Each goal has strategies and specific actions that the Village can take to reduce emissions. These are located in the Implementation Plan.

Village Climate Goals:

- Improve energy efficiency
- Reduce reliance on fossil fuels
- Ensure all electricity use is 100% renewable

The CSC Task Force will present an annual update to the Village Board to review its progress towards achieving these climate goals. This progress report will include one calendar year's energy use; progress towards these goals; and scoping for the next year. The Village will work with the CSC Task Force and use this CAP to inform the Village's budget and strategy based on which actions will help achieve CAP goals, and benefit the Village.

Improve Energy Efficiency

Improving energy efficiency is a critical first step towards reducing emissions. Using energy more efficiently means optimizing how systems function and upgrading existing systems with more efficient alternatives. Generally, you are working to use less energy, which decreases costs and produces fewer emissions. Energy efficiency looks different across sectors. In buildings it could be insulating walls, upgrading lights to LEDs, or installing heat pumps. With larger more expensive systems like HVAC, these upgrades are most cost effective to implement when the previous system reaches the end of its life-span.

Reduce Reliance on Fossil Fuels

Once the Village has reduced its energy usage it should focus on replacing fossil fuel dependent systems with electric alternatives. This would involve electrifying systems, as most

other fuel sources such as natural gas, propane, fuel oil, gasoline, are all derived from fossil fuels. This can be especially difficult in areas with heavy machinery, such as snow plows, where electric alternatives have not fully been developed. However, there are also areas with readily accessible technology such as cars, lighting, and heating (heat pumps), which can reduce fossil fuel consumption and are more efficient. This increases the overall impact they can have on reducing the Village's GHG emissions and saves on costs in the long term.

Ensure All Electricity Use is 100% Renewable

As the Village starts to remove fossil fuel combustion sources from its energy supplies and transition to electric sources it becomes critical to ensure that the electricity comes from 100% renewable sources. In our region, we get energy from Zone E of the electric grid which is over 80% renewables due to the high proportion of hydropower from Quebec. In addition the energy generated from our hydroelectric dam produces and offsets a significant portion of the Village's energy (37% in 2024). However, to go from 80% to 100% renewable energy, the Village will have to purchase Renewable Energy Credits (REC) or reach an agreement with a Community Choice Aggregation Program (CCA).

While Saranac Lake has signed a contract with Northern Power and Light to purchase all of the electricity for the Village's accounts, except for the street lights, from this locally operated community hydro company in 2024, the RECs from this agreement are not credited to the Village in our GHG inventory. To meet the 100% target, the Village must purchase the RECs on the market or participate in a Community Choice Aggregation (CCA) program which would allow the Village to purchase a 100% renewable plan.

Implementation Plan

The chart below outlines specific actions to implement to achieve the three Village Climate Goals. They are categorized by goal and strategies, and include a timeline, anticipated cost, if it is part of the CSC or CEC program, what department(s) or building(s) it involves and the expected impact on GHG emissions. If these actions are implemented we expect to meet the Village’s goals laid out in this plan, including our emission reduction targets.

Timeline: *Short is 1-2 years* *Mid is 3-5 years* *Long is 5+ years*
Cost: *\$ - \$10,000 or less* *\$\$ - \$10,000-\$50,000* *\$\$\$ - \$50,000 and higher*

Goal 1:	Improve Energy Efficiency					
Strategy 1.0	Ensure equipment is operating at optimal capacity	Timeline	Cost	CSC/CEC	Department/ Building	GHG reduction (low, med., high)
Action	Optimize performance of (commission) existing mechanical equipment	Short	\$	-	DPW Central Garage	Medium
Action	HVAC upgrades as needed with efficiency and electrification prioritized	Medium	\$\$	CSC	Contract	Medium
Strategy 1.1	Improve building envelope, insulation, windows					
Action	Implement Energy Master Plan Recommendations (see appendix)					
Strategy 1.2	Optimize energy use in buildings					
Action	Install Building Energy Management System	Mid	\$\$	CSC	Contract	Low
Action	Install Lighting Controls	Short	\$	-	Contract	Low
Action	Establish Green Building Standard for Government Buildings	Short	\$	CSC	Task Force	Low
Action	Install LED lighting in WWTP	Short/Mid	\$\$	-	Contract	Low
Strategy 1.3	Reduce energy use in water transportation and treatment					
Action	Conduct Energy Assessment for Water & WWTP	Short	\$	-	WWTP	Low
Action	Install variable frequency drive (VFD) pumps on wells	Mid	\$\$	-	WWTP	Low
Action	Change water billing to reflect	Mid	\$	-	Admin	Low

	exact usage					
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Goal 2:	Reduce Reliance on Fossil Fuels					
Strategy 2.0	Reduce reliance on fuel oil for heating	Timeline	Cost	CSC/CEC	Department/ Building	GHG reduction (low, medium, high)
Action	Heating System Replacement Plan	Short	\$	-	All	Low
Action	Install Heat Pumps	Building specific	\$\$\$	CSC/CEC	All	High
Action	Implement Energy Master Plan Recommendations (see appendix)					
Strategy 2.1	Reduce gasoline and diesel use					
Action	Implement Fleet Rightsizing	Short	\$	CSC	All	Low
Action	Establish Fleet Efficiency Policy	Short	\$	CSC	Task Force	Low
Action	Install alternative transportation fuel infrastructure on government property (EV charging stations)	Mid	\$\$	CSC/CEC	All	Medium
Action	Anti-idling Policy	Short	\$	CSC	Task Force	Low
Action	Purchase electric, hybrid, or fuel efficient vehicles	Short-Long	\$\$\$	CSC/CEC	All	High
Action	Research and establish optimal routes for snowplows	Mid	\$	-	DPW	Low
Action	Purchase electric lawn care equipment	Short	\$	CEC	DPW	Low

Goal 3:	Ensure All Electricity Use is 100% Renewable					
Strategy 3.0	Research renewable feasibility in Saranac Lake	Timeline	Cost	CSC/CEC	Department/ Building	GHG reduction (low, med., high)
Action	Renewable Energy Feasibility Study	Short	\$	CSC	Admin	Low
Action	Cogeneration at WWTP Feasibility Study	Mid	\$	CSC?	WWTP	Low
Action	Follow up on recommendations from feasibility studies	Mid-Long	\$\$\$	CEC/CSC	All	High
Strategy 3.1	Make Saranac Lake ready for renewable energy projects					
Action	Financing Mechanism for Government Energy Projects	Mid	\$	CSC	Admin	Low
Strategy 3.3	Take steps to purchase electricity from renewable sources					
Action	Green Power Procurement Policy	Mid	\$	CSC	Admin	Low
Action	Power Purchase Agreement for Renewables	Mid	\$\$	CSC/CEC	Admin	Medium
Action	Community Choice Aggregation	Unknown	\$	CSC/CEC	Admin	Medium
Action	Solar Energy Installations	Mid	\$\$\$	CSC/CEC	All	Medium/High

Figure 10. Climate Goal Implementation Chart

Plan Development and Public Input

Plan Development

This plan began in development as the CSC Task Force desired to support the Village in preparing for the changing climate. The task force created three Village Climate Goals and a roadmap of potential actions to achieve these goals. It was primarily written and developed by the task force members in consultation with Saranac Lake's Community Development Department and ANCA.

In 2022, The Village of Saranac Lake utilized the FlexTech Program through NYSERDA to create an Energy Master Plan for 7 municipal buildings (see Appendix B). The implementation plan, detailed below, was guided by the Energy Master Plan; actions from the CSC and CEC programs; and input from the CSC Task Force. These lists were then brought to each Village department for review and input. Department feedback shaped which items are included in the plan and what actions were determined to be realistic or not.

The CSC Task Force will assist the Village with ensuring these actions are actionable and remain a priority. With projects requiring a higher investment but yielding greater benefit, the CSC Task Force will present, inform, and advocate for the implementation of these strategic actions. Additionally, funds received from the CEC and CSC programs will be used to support actions in the Implementation Plan or that otherwise address the goals within this plan.

Climate Action Plan's Relation to Other Village Initiatives

Most suggestions included in this plan align with future projects and plans of the Village. The Village's numerous climate mitigation, energy efficiency, and municipal building upgrade plans and completed efforts such as the Comprehensive Plan, Parks Vision Plan, Urban Forestry Inventory, Downtown Revitalization Grant and Local Waterfront Revitalization Plan synergize with these recommendations. Here are some areas of overlap between the CAP and the Village's existing goals:

- Energy Efficiency and Renewable Energy:
 - Upgrading municipal buildings with energy-efficient systems; encouraging residential and commercial solar installations; and supporting community energy-efficient projects.
- Sustainable Transportation:
 - Expanding pedestrian and bicycle infrastructure and encouraging electric vehicle use through installation of EV charging stations.
- Community Engagement and Education:
 - Partner with local organizations to educate the community on sustainability practices through workshops and educational programs.
- Natural Resource Conservation:
 - Protecting local water bodies; promoting green spaces; enhancing urban forestry; and developing and expanding efforts towards eco-tourism

Public Input Process

The CSC Task Force completed the Draft Climate Action Plan in MONTH XXXX. A draft of the Plan was shared with the public on XX/XX/XXXX.

Input from the public was used to confirm and prioritize the plan's Recommended Strategies and Actions; the public was also invited to identify any mitigation-related issues not addressed in the draft. XXX Village residents were surveyed during the months of [INSERT MONTHS].

The online survey was created through Google Forms, consists of a series of questions that are designed to prompt candid feedback from Village residents. Feedback has been collated below and integrated into the Recommended Strategies and Actions section of the Saranac Lake Climate Action Plan: Government Operations.

The Climate Smart Communities (CSC) Task Force issued a press release announcing the online feedback survey, which will be reviewed, edited, and approved by the Village of Saranac Lake before finalization. This press release was distributed to local news organizations, including the Daily Enterprise, NCPR, Sun Community, and Adirondack Explorer. Additionally, the Saranac Lake Climate Action Plan: Government Operations Feedback was publicized through posters around the Village; social media; and direct outreach to prominent organizations.

A high level summary of the feedback collected is detailed below:
INSERT COLLATED FEEDBACK

Conclusion

The Saranac Lake Climate Action Plan: Government Operations provides a baseline understanding of the Village of Saranac Lake's current reliance on fossil fuels; sets three ambitious Village Climate Goals to strive towards; and offers a comprehensive Implementation Plan. This plan outlines steps towards achieving the three goals of: improving energy efficiency; decreasing the Village's reliance on fossil fuels; and ensuring all energy use is 100% renewable. If these goals are met, the Village will position itself optimally to face the unprecedented challenges that climate change presents.

As the impacts of climate change become more evident, the commitment of local governments, like the Village of Saranac Lake, play a vital role in reducing GHG emissions. The Village's leadership is essential in modeling climate action for its residents and in fulfilling its responsibility to provide key services in a cost-effective and environmentally sustainable way.

Additionally, this plan outlines GHG emissions reduction targets informed by the CLCPA GHG emissions reduction targets for 2030 (40% GHG emissions reductions) and 2050 (85% GHG emissions reductions). These reduction targets for 2030 and 2050 are ambitious. The Village has already made significant progress, cutting GHG emissions by 37% in just six years. However, further reductions will become more challenging as initial, easier projects are completed. Achieving the Village's goals will require dedicated effort from the resilient community of Saranac Lake.

State and federal climate policy are not always aligned, and the landscape for climate change initiatives is rapidly changing. However, the proposed actions outlined in this plan will benefit the Village, and its' residents, regardless of policy incentives or mandates. By implementing these actions the Village will save money by making its buildings more energy efficient, improve and upgrade municipal buildings, and improve the quality of life of residents.

As the most populous community in the Adirondacks, Saranac Lake holds a unique responsibility to protect, conserve, and enhance the environment that is integral to our community. For the first time, sustainable choices are also economically viable choices. By investing in our community, we can position ourselves ahead of the curve of climate change, and lean into the values and natural resources which are integral to our Village. With strategic decision making, effort from all parties involved, and a responsive approach towards reducing our GHG emissions, the Village of Saranac Lake can sustain our natural environment; prepare for the impacts of climate change; and create a better community for all of our residents. With the success we have already found in the CSC, CEC, and other state initiatives, Saranac Lake can prosper in the face of a changing climate.

Appendix A: List of Acronyms Referenced

CAP: Climate Action Plan

CCA: Community Choice Aggregation

CEC: Clean Energy Community - a NYSERDA program

CLCPA: Climate Leadership and Communities Protection Act

CSC: Climate Smart Communities - a NYS DEC program

DEC: Department of Environmental Conservation

EV: Electric vehicle(s)

GHG: Greenhouse gas

HVAC: Heating, ventilation, and air conditioning

LED: Light emitting diode

NY or NYS: New York or New York State

NYSERDA: New York State Energy Research and Development Authority

REC: Renewable energy credit

WWTP: Wastewater treatment plant

Appendix B: Energy Master Plan Recommendations

In 2022, The Village of Saranac Lake utilized the FlexTech Program through NYSERDA to create an Energy Master Plan for 7 municipal buildings. The plan can be found *here*. The CSC Task Force created a short list of recommendations for the board based on this plan. There recommendations are as follows:

1-3 and 17 Main (Pg 6) - This building has an uncertain future for Village use. A new emergency management building is currently proposed. If this new construction moves forward, its design should be consistent with this plan's goals.

Short Term

- ECM 2 Pipe Insulation
- ECM 3 Domestic Hot Water Upgrades
- ECM 6 Interior Lighting Upgrades
- ECM 7 Exterior Lighting Upgrades
- ECM 9 Add Wall Insulation

Med Term

Long Term

Garages (Pg 7)

Short Term

- ECM 3 Domestic Hot Water
- ECM 6 - Interior Lighting Upgrades
- ECM 8 Wall Insulation

Long Term

- Heat Pump - Ground or Air Source
- ECM 9- Add Roof Insulation (When roof is repaired/replaced)

Pisgah Recreation Center (pg 23)

Short Term

- Interior Lighting Upgrades
- Weatherstripping and Caulking
- Outdoor Lighting (Already in progress and budgeted)

Med Term

- Split Energy Meters (Reduce Cost) *Andy Recommendations

Long Term (100k / Grant?)

- VFD on Water Pumps for Snowmaking *Andy Recommendations
- Heat Pump in Lower Room
- EV Charging Station - GRANT

WWTP (pg 25)

Short Term

Thermostat Upgrade

Interior Lighting

Exterior Lighting *Review if it was done as part of NG upgrade)

Mid-Term

ECM 1 Hot Water Boiler Upgrades : VFDs for Pumps

Appendix C: Climate Action Taken by the Village

- 1.) **PE1: Build a climate-smart community**
 - a.) CSC Task Force (Completed)
 - b.) CSC Coordinator (Completed)
 - c.) National/Regional Climate Program (Completed)
 - d.) Partnerships with Other Entities (Completed)
- 2.) **PE2: Inventory emissions, set goals, and plan for climate action**
 - a.) Government Operations GHG Inventory (Approved)
- 3.) **PE3: Decrease energy use:**
 - a.) Government Building Energy Audits (Completed)
 - b.) Interior Lighting Upgrades (Approved)
 - c.) HVAC Upgrades (Completed)
 - d.) Benchmarking– Municipal Buildings (Completed)
 - e.) Clean Energy Upgrades (Completed)
 - f.) Fleet Inventory (Completed)
 - g.) Advanced Vehicles (Completed)
 - h.) LED Street Lights (Completed)
 - i.) Energy Code Enforcement Training (Completed)
- 4.) **PE4: Shift to clean, renewable energy**
 - a.) Heat Pumps (Completed)
- 5.) **PE5: Use climate-smart materials management**
 - a.) Residential Organic Waste Program (Completed)
- 6.) **PE6: Implement climate-smart land use**
 - a.) Smart Growth Policies (Approved)
 - b.) Unified Solar Permit (Approved)
 - c.) Complete Streets Policy (Completed)
 - d.) Infrastructure for Biking and Walking (Approved)
 - e.) Alternative-fuel Infrastructure (Completed)
 - f.) Local Forestry Program (Approved)
- 7.) **PE8: Support a green innovation economy**
 - a.) Farmer's Markets (Approved)
 - b.) Rooftop Solarize Campaign (Approved)
 - c.) Community Campaigns (Completed)
- 8.) **PE9: Inform and inspire the public**
 - a.) Social Media (Approved)

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

BILL #57-2026

SUBJECT: Climate Smart Advisory Board

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/13/2026

Resolution to create a Climate Action Advisory Board

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

RESOLUTION TO CREATE A CLIMATE ACTION ADVISORY BOARD (CAAB)

WHEREAS, the Village of Saranac Lake and its surrounding community depend on a healthy, thriving natural environment; and

WHEREAS, the character of Saranac Lake is related to the health of its waterways, forests, mountains, and winters; and

WHEREAS, the economy of Saranac Lake depends on tourism for its beautiful setting and access to vibrant outdoor recreation; and

WHEREAS, the Adirondacks as a whole have been experiencing increasing impacts of climate change such as warming winters, invasive species, severe weather events, and strain on our infrastructure; and

WHEREAS, communities across the country are experiencing the impacts of climate change, and Saranac Lake has historically positioned itself ahead of the curve, and should continue to seek funding opportunities to create a vibrant and resilient municipality; and

WHEREAS, the Village of Saranac Lake has been acting on climate change through its Climate Smart Communities Task Force and competitive position for funding since 2017; and

WHEREAS, the Village of Saranac Lake Board of Trustees seeks to create a more formal, integrated, and actionable advisory board dedicated to preparing, protecting, and empowering village residents, business owners, and stakeholders; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees for the Village of Saranac Lake hereby creates the Saranac Lake Climate Action Advisory Board to make recommendations on policy and implementation and undertake actions to support and enhance Saranac Lake's resilience and readiness to thrive as communities in the North Country continue to face climate change impacts.

**Village of Saranac Lake
Climate Action Advisory Board
BY-LAWS**

I – NAME

The name of the advisory board shall be the Climate Action Advisory Board, hereinafter referred to as the “Climate Action Advisory Board.”

II – PURPOSE

The purpose of the Advisory Board is to make recommendations to the Saranac Lake Village Board of Trustees regarding policies and actions that support clean energy, sustainability, and climate action. The Advisory Board will undertake actions that support the following vision statement:

“The historic Village of Saranac Lake is committed to building a more sustainable community and engaging its citizens on best practices for mitigating and adapting to climate change.”

The Advisory Board is an avenue of communication and consultation between the climate conscious community and the village government. Being climate conscious means recognizing the impact of individual and collective actions on the environment and making informed choices to mitigate climate change. This consciousness encompasses understanding the interconnectedness of social, economic, and environmental systems and advocating for sustainable practices that benefit both people and the planet.

III – DUTIES

The Advisory Board shall have the power and be required to:

- Act in an advisory capacity regarding clean energy, sustainability and climate action to meet its goals:
 - Adapt to climate change
 - Reduce greenhouse gas emissions
 - Reduce energy use
- Advocate for the implementation of the NYSERDA Clean Energy Communities and NYS DEC Climate Smart Communities Programs.
 - Assisting in implementing and regularly updating the Climate Action Plan: Government Operations.
- Advise on investment in future-focused clean energy and climate action solutions and alignment of Village operations and plans with the Climate Action Plan.
- Act as a liaison between the community and the Village Staff and Board of Trustees to advocate for climate related concerns.

- Promote public and private cooperation in support of climate action.

IV – MEMBERSHIP

The Board of Trustees for the Village of Saranac Lake shall appoint an Advisory Board of up to nine (9) voting members each serving, two-year, staggered terms; who shall not be paid officers or employees of the village; and who shall serve without compensation. Appointments shall be made to represent a variety of climate conscious members, as well as diversity with respect to age, ability, race and gender. There shall be one (1) ex-officio member who shall be a member of the Village Board of Trustees who shall act as a liaison between the Advisory Board and the Village Board of Trustees. The Village Board may remove any member of the Advisory Board for misconduct or neglect of duty. Missing three consecutive meetings without sufficient excuse shall constitute a resignation from the board. Vacancies on the Advisory Board occasioned by removal, resignation or for any other cause shall be filled for the remainder of that member's term by the Village Board of Trustees upon recommendation of the Advisory Board.

Voting Member Qualifications: Members should be residents of the Village of Saranac Lake, have an interest in climate action, or specific relevant expertise.

The ideal membership would be:

- 1 technical expert
- 1 state and federal policy expert
- 1 high school student
- 1 green building expert
- 1 outreach/education representative
- 1 data management/research representative
- 3 representatives who have an interest in climate action.

Department/Staff Liaison: Village of Saranac Lake Community Development Director

V – OFFICERS

Officers of the Board shall consist of a Chairperson, a Vice Chairperson and a Secretary. The term of office shall be one year beginning January 1st through December 31st.

The nomination of the Advisory Board's Chairperson, Vice Chairperson and Secretary shall come from the floor in either a voice or paper ballot. Appointment of the nomination will be decided by a simple majority vote, where a quorum is present. The Chairperson should lead the meetings and is responsible for developing the Board agendas and notices. The Chairperson is also responsible for developing the Advisory Board Annual Workplan.

The Vice Chair shall assist the Chair in leading the meetings. If the Chair cannot attend a meeting, the Vice Chair shall lead the meeting.

The Secretary will be responsible for taking and developing meeting minutes and shall take attendance at all meetings.

VI – MEETINGS

By-Laws

The Advisory Board shall conduct an organizational meeting to determine its bylaws, including, but not limited to: a regular meeting schedule; protocols for quorum or consensus; attendance policy; unscheduled absences and the appointment of officers. Meeting minutes shall be posted to the Village website following each meeting.

Regular Meetings

The Climate Action Advisory Board is an advisory committee to the Board of Trustees of the Village of Saranac Lake. Public notice of all Advisory Board meetings shall be posted at least 24 hours in advance. All Board meetings are open to the public unless a written explanation for closing is provided on the Village's website, where the minutes are published. Special meetings by phone and other media are permitted. Individuals and organizations wishing to speak before the Advisory Board shall adhere to rules set forth by the Advisory Board in its bylaws.

The Advisory Board shall meet as often as necessary to meet its responsibilities. However, regular Advisory Board meetings should be held once each month. There shall be in place a mandatory attendance policy. All Advisory Board members must be present at a minimum of ten (10) of the regularly scheduled monthly Board meetings. Special meetings may be called by the Chairperson or a majority of the Board with two (2) days advance written notice to members.

An Advisory Board member is considered in attendance at a regular Board meeting when said member is present for at least two-thirds of the total length of the meeting. Board members can attend by telephone/video conferencing.

At all meetings of the Advisory Board, the presence in person of more than half of the Advisory Board voting members shall constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting any business may be transacted which might have been transacted at the meeting as originally called.

At all meetings of the Advisory Board at which a quorum is present, all matters, except as otherwise expressly required by law or these By-laws, shall be decided by the vote of a majority of the members of the Board present.

All voting Advisory Board members, including the Chair of the Board, must vote on all official actions taken by the Advisory Board except when that member or members appear to have a possible conflict of interest.

Conflict of Interest

Advisory Board Members will immediately disclose any known conflicts of interest prior to board discussion of the item. No Board Member will be permitted to vote on any specific issue in which he or she has a conflict of interest. The balance of the Advisory Board will vote on whether the Board Member disclosing a potential conflict of interest will be allowed to be present for discussion of the issue.

VII – STAFF/ INTERNS

The Board will rely on staff provided by the Village of Saranac Lake. Staff shall assist the Officers of the Advisory Board and Board-designated Committees in fulfilling their duties and responsibilities.

VIII – COMMITTEES

Committees may be designated by the Chairperson as necessary to investigate and report on specific subject areas of interest to the Advisory Board.

IX – CONDUCT OF BUSINESS

The Advisory Board and committees serving the Board shall conduct business in accordance with Robert's Rules of Order, latest revised edition, except when in conflict with these By-laws.

X – PUBLIC INPUT

Individuals/organizations wishing to address the board should contact the Community Development Department at least one week prior to the meeting to be placed on the agenda. As time permits, the board will set aside 10 minutes immediately following the chair's call to order for those individuals/organizations wishing to comment that are not on the official agenda. Written comments may be submitted at any time and will be noted in the minutes of the next regular meeting.

XI– ADOPTION AND AMENDMENT

These By-laws may be amended by a majority vote of the Board members at a regular meeting provided that the proposed amendments have been distributed to each member at least seven (7) days prior to the day of the meeting.

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

BILL #58-2026

SUBJECT: SEQR Declaration and Enact Local Law

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/19/2026

Resolution to issue negative declaration pursuant to SEQR and adopt Local Law ____
2026 amending the Village of Saranac Lake Development Code

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

RESOLUTION NO. ____ OF 2026

ISSUING A NEGATIVE DECLARATION PURSUANT TO SEQRA AND ENACTING LOCAL LAW NO. 1 OF 2026 ENTITLED “2026 DEVELOPMENT CODE AMENDMENTS”

WHEREAS, the Village Board of Trustees has considered adoption of Local Law No. 1 of 2026, entitled "2026 Development Code Amendments," which seeks to amend Chapter 106 (Development Code) of the Village Code to modernize zoning definitions, update design standards, streamline administrative procedures, enhance housing options, 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 adoption of local laws affecting land use and zoning constitutes a Type 1 Action under the State Environmental Quality Review Act (SEQRA), 6 NYCRR Part 617, and the Village Board of Trustees, as lead agency, has conducted a review of the proposed action; and

WHEREAS, the Village Board of Trustees has caused the preparation of a Full Environmental Assessment Form (FEAF), Parts 1, 2, and 3, for the proposed action, and has reviewed and considered the completed FEAF in connection with its SEQRA review; and

WHEREAS, pursuant to General Municipal Law § 239-m, the proposed local law was referred to both the Franklin County Planning Board and Essex County Planning Board for review, and the County referral was completed on February 19, 2026; and

WHEREAS, pursuant to Village Law § 7-706, the Village Clerk provided written notice of the public hearing on the proposed local law to the Town Clerks of the Town of Harrietstown, the Town of North Elba, and the Town of St. Armand on February 10, 2026; and

WHEREAS, the Development Board conducted a Local Waterfront Revitalization Program (LWRP) consistency review of the proposed amendments pursuant to Article XV, § 106-106 of the Development Code, and on March 3, 2026, unanimously adopted a resolution finding that Local Law No. 1 of 2026 is consistent with the goals and objectives of the Village of Saranac Lake Local Waterfront Revitalization Program and recommending that the Village Board of Trustees proceed with its review of the proposed amendments; and

WHEREAS, the Village Board of Trustees has reviewed the proposed amendments and the Development Board's LWRP consistency recommendation, and concurs that Local Law No. 1 of 2026 is consistent with the goals and objectives of the Village of Saranac Lake Local Waterfront Revitalization Program, specifically advancing LWRP policies; and

WHEREAS, the Village Board of Trustees held a duly noticed public hearing on the proposed local law on January 26, 2026, at which members of the public were afforded an opportunity to be heard, and the Board has considered all comments received; and

WHEREAS, based upon its review of the FEAF Parts 1, 2, and 3 and all other information before it, the Village Board of Trustees has determined that the proposed action will not result in any significant adverse environmental impacts for the reasons set forth in Part 3 of the FEAF, which is incorporated herein by reference;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby finds that Local Law No. 1 of 2026 is consistent with the goals and objectives of the Village of Saranac Lake Local Waterfront Revitalization Program; and

BE IT FURTHER RESOLVED, that the Village Board of Trustees, as lead agency, hereby issues a Negative Declaration pursuant to SEQRA, finding that Local Law No. 1 of 2026 will not result in any significant adverse environmental impacts on the environment, and that an Environmental Impact Statement is not required; and

BE IT FURTHER RESOLVED, that the Village Board of Trustees hereby enacts Local Law No. 1 of 2026, entitled "2026 Development Code Amendments," amending Chapter 106 of the Village Code as described herein and in the text of the local law on file with the Village Clerk; and

BE IT FURTHER RESOLVED, that the Village Clerk is hereby directed to file this local law with the New York Secretary of State in accordance with the Municipal Home Rule Law, and to publish and post notice of adoption as required by law.

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 (ROW HOUSE)

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;
- 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 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
- 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.

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 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 SEQR 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) Façade plane changes: Implement a minimum two-foot recess or projection for individual units or façade 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 façade to provide a clear termination and differentiate units.

D. Horizontal Articulation:

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

E. Materials and Fenestration:

- (1) Material Changes: Use a variety of exterior materials to differentiate units and façade segments.
- (2) Window Variety: Vary window sizes, shapes, and patterns.
- (3) Transparency: At least 15% of any street-facing façade (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) Garbage 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: SUPERSESION.

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.

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

²Townhouses 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
	Principal Buildings			Accessory Structures			Min. Lot Size	Max. Lot Coverage	Max. Building Height
	Front	Rear	Side	Front ¹	Rear	Side			
K									
K-1	25'	25'	15'	NP	8'	8'	25,000	70%	40'
K-2			10,000						
K-3			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.

Full Environmental Assessment Form
Part 2 - Identification of Potential Project Impacts

Agency Use Only [If applicable]

Project :
 Date :

Part 2 is to be completed by the lead agency. Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency **and** the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

Tips for completing Part 2:

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer “Yes” to a numbered question, please complete all the questions that follow in that section.
- If you answer “No” to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box “Moderate to large impact may occur.”
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the “whole action”.
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

1. Impact on Land Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1) <i>If “Yes”, answer questions a - j. If “No”, move on to Section 2.</i>			
		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

2. Impact on Geological Features

The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g)

NO

YES

If "Yes", answer questions a - c. If "No", move on to Section 3.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____ _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

3. Impacts on Surface Water

The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h)

NO

YES

If "Yes", answer questions a - l. If "No", move on to Section 4.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

I. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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4. Impact on groundwater NO YES

The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t)
If "Yes", answer questions a - h. If "No", move on to Section 5.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

5. Impact on Flooding NO YES

The proposed action may result in development on lands subject to flooding. (See Part 1. E.2)
If "Yes", answer questions a - g. If "No", move on to Section 6.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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6. Impacts on Air The proposed action may include a state regulated air emission source. <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.f., D.2.h, D.2.g) <i>If "Yes", answer questions a - f. If "No", move on to Section 7.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels:			
i. More than 1000 tons/year of carbon dioxide (CO ₂)	D2g	<input type="checkbox"/>	<input type="checkbox"/>
ii. More than 3.5 tons/year of nitrous oxide (N ₂ O)	D2g	<input type="checkbox"/>	<input type="checkbox"/>
iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs)	D2g	<input type="checkbox"/>	<input type="checkbox"/>
iv. More than .045 tons/year of sulfur hexafluoride (SF ₆)	D2g	<input type="checkbox"/>	<input type="checkbox"/>
v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions	D2g	<input type="checkbox"/>	<input type="checkbox"/>
vi. 43 tons/year or more of methane	D2h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in "a" through "c", above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

7. Impact on Plants and Animals The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.) <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - j. If "No", move on to Section 8.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input type="checkbox"/>	<input type="checkbox"/>

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	<input type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

8. Impact on Agricultural Resources

The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.)
If "Yes", answer questions a - h. If "No", move on to Section 9.

NO

YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

9. Impact on Aesthetic Resources The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.) <i>If "Yes", answer questions a - g. If "No", go to Section 10.</i>				<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>		
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>		
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

10. Impact on Historic and Archeological Resources The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.) <i>If "Yes", answer questions a - e. If "No", go to Section 11.</i>				<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on the National or State Register of Historical Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places.	E3e	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input type="checkbox"/>	<input type="checkbox"/>		

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
e. If any of the above (a-d) are answered "Moderate to large impact may occur", continue with the following questions to help support conclusions in Part 3:			
i. The proposed action may result in the destruction or alteration of all or part of the site or property.	E3e, E3g, E3f	<input type="checkbox"/>	<input type="checkbox"/>
ii. The proposed action may result in the alteration of the property's setting or integrity.	E3e, E3f, E3g, E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.	E3e, E3f, E3g, E3h, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>

11. Impact on Open Space and Recreation The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. C.2.c, E.1.c., E.2.q.) <i>If "Yes", answer questions a - e. If "No", go to Section 12.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in an impairment of natural functions, or "ecosystem services", provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

12. Impact on Critical Environmental Areas The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - c. If "No", go to Section 13.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

13. Impact on Transportation

The proposed action may result in a change to existing transportation systems.

NO

YES

(See Part 1. D.2.j)

If "Yes", answer questions a - f. If "No", go to Section 14.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

14. Impact on Energy

The proposed action may cause an increase in the use of any form of energy.

NO

YES

(See Part 1. D.2.k)

If "Yes", answer questions a - e. If "No", go to Section 15.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____			

15. Impact on Noise, Odor, and Light

The proposed action may result in an increase in noise, odors, or outdoor lighting.

NO

YES

(See Part 1. D.2.m., n., and o.)

If "Yes", answer questions a - f. If "No", go to Section 16.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

16. Impact on Human Health

The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.)

NO

YES

If "Yes", answer questions a - m. If "No", go to Section 17.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____			

17. Consistency with Community Plans The proposed action is not consistent with adopted land use plans. (See Part 1. C.1, C.2. and C.3.) <i>If "Yes", answer questions a - h. If "No", go to Section 18.</i>				<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. The proposed action's land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>		
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	<input type="checkbox"/>	<input type="checkbox"/>		
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	<input type="checkbox"/>	<input type="checkbox"/>		
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	<input type="checkbox"/>	<input type="checkbox"/>		
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	<input type="checkbox"/>	<input type="checkbox"/>		
h. Other: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

18. Consistency with Community Character The proposed project is inconsistent with the existing community character. (See Part 1. C.2, C.3, D.2, E.3) <i>If "Yes", answer questions a - g. If "No", proceed to Part 3.</i>				<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
g. Other impacts: <u>See Part III</u> _____		<input type="checkbox"/>	<input type="checkbox"/>		

PRINT FULL FORM

Project : _____

Date : _____

Full Environmental Assessment Form
Part 3 - Evaluation of the Magnitude and Importance of Project Impacts
and
Determination of Significance

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude that the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

Reasons Supporting This Determination:

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

Part 2 - Section 17: Consistency with Community Plans

Question 17 was answered "Yes" because the proposed zoning amendment modifies existing development standards, which warrants review for consistency with adopted plans. However, all sub-questions were rated "no or small impact may occur" for the reasons set forth below, and the amendment will not result in a significant adverse environmental impact.

The proposed amendments are directly responsive to the Village of Saranac Lake's adopted Housing Plan (December 2021), which post-dates the Comprehensive Plan and was adopted specifically to address documented housing needs in light of changed market conditions. The Housing Plan identifies "zoning that limits multi-family development" as a predominant housing issue and explicitly calls for review and revision of local zoning codes to support a wider range of housing types (Action 4.3C), including townhomes and multi-family housing. The ADU amendments similarly implement the Housing Plan's directive to promote ADU creation as a housing supply strategy (Action 2.2A).

The amendment carefully balances these directives against the character-preservation goals of the Comprehensive Plan. The Comprehensive Plan's restrictions on multi-family development in Sub-areas K1 and K3 were motivated by concerns about maintaining residential neighborhood character. The new 3-4 Family Dwelling/Townhouse category addresses those concerns directly: structures of 3-4 units can be designed to be architecturally compatible with the existing building stock, and such structures are already present throughout the Village including in Plan Area K. The Local Law also includes Design Standards for Townhouse and Rowhouse Structures. The Design Standards and Special Use Permit requirements ensures case-by-case review of compatibility before any approval is granted, and structures of 5 or more units remain prohibited in both sub-areas. Any potential impact on community plan consistency is therefore small, and no significant adverse environmental impact will result.

Determination of Significance - Type 1 and Unlisted Actions

SEQR Status: Type 1 Unlisted

Identify portions of EAF completed for this Project: Part 1 Part 2 Part 3

Upon review of the information recorded on this EAF, as noted, plus this additional support information
Village of Saranac Lake Comprehensive Plan (2013) and Village of Saranac Lake Housing Plan (2021)

and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the
Saranac Lake Village Board of Trustees as lead agency that:

A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions which will be required by the lead agency:

There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.7(d)).

C. This Project may result in one or more significant adverse impacts on the environment, and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

Name of Action: Adoption of a Local Law to Amend the Village of Saranac Lake Development Code

Name of Lead Agency: Village of Saranac Lake

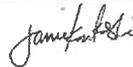
Name of Responsible Officer in Lead Agency: James Williams

Title of Responsible Officer: Mayor

Signature of Responsible Officer in Lead Agency:

Date:

Signature of Preparer (if different from Responsible Officer)



Date:

3/17/26

For Further Information:

Contact Person:

Address:

Telephone Number:

E-mail:

For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:

Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)

Other involved agencies (if any)

Applicant (if any)

Environmental Notice Bulletin: <http://www.dec.ny.gov/enb/enb.html>

PRINT FULL FORM

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

[LINK TO TENTATIVE BUDGET](#)

BILL #59-2026

SUBJECT: Public Hearing

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/19/2026

Resolution to call for a public hearing on the proposed 2026-2027 Tentative Budget and Proposed 2026-2027 Sewer Rates

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**SARANAC LAKE VILLAGE BOARD OF TRUSTEES RESOLUTION CALLING
FOR A PUBLIC HEARING ON THE PROPOSED 2026-2027 TENTATIVE
VILLAGE BUDGET AND THE PROPOSED 2026-2027 SEWER RATES**

WHEREAS, the Village of Saranac Lake Board of Trustees is always looking for input from its constituents, and,

WHEREAS, it is the responsibility of the Village of Saranac Lake Board of Trustees to ensure an adequate level of services to the community at a reasonable cost, and,

WHEREAS, the Village of Saranac Lake Board of Trustees is continually searching for new revenue sources while maintaining a reasonable budget to keep spending down, and,

WHEREAS, the Village Board of Trustees goal is to strike a balance between an adequate level of service, our existing resources, both financial and labor, and the relative cost to the community.

NOW, THEREFORE BE IT RESOLVED, the Village Board of Trustees will set a Public Hearing for Monday, April 13, 2026 regarding the proposed 2026-2027 Tentative Village Budget, and the proposed 2026-2027 Sewer Rates.

VILLAGE OF SARANAC LAKE
WATER & SEWER RATES 2026 - 2027 (WAT 2% INC | SEW 1% INC)

Metered Rates Per 1,000 Gallons: Water \$10.9677 | Sewer \$8.7042

Metered Minimum Charge: 8,500 Gallons/Quarter

Water Code	Sewer Code	Description	Water Quarterly	Sewer Quarterly	Total Quarterly	Water Annually	Sewer Annually	Total Annually
101	201	Metered - Inside Village <i>Minimum Rate</i>	\$93.23	\$73.99	\$167.21	\$372.90	\$295.94	\$668.85
120	220	Metered - District <i>Minimum Rate</i>	\$186.45	\$147.97	\$334.42	\$745.80	\$591.89	\$1,337.69
130	230	Metered - Outside - No District <i>Minimum Rate</i>	\$279.68	\$221.96	\$501.63	\$1,118.70	\$887.83	\$2,006.54
301	401	1 or 2 Bedroom House	\$206.91	\$162.08	\$368.99	\$827.64	\$648.33	\$1,475.97
302	402	3 Bedroom House	\$302.56	\$238.14	\$540.70	\$1,210.25	\$952.57	\$2,162.82
303	403	4 Bedroom House	\$398.21	\$314.20	\$712.42	\$1,592.86	\$1,256.81	\$2,849.67
304	404	5 Bedroom House	\$493.85	\$390.25	\$884.10	\$1,975.41	\$1,560.98	\$3,536.39
305	405	6 Bedroom House	\$589.50	\$466.31	\$1,055.81	\$2,358.01	\$1,865.22	\$4,223.24
306	406	7 Bedroom House	\$685.16	\$542.37	\$1,227.52	\$2,740.62	\$2,169.47	\$4,910.09
307	407	8 Bedroom House	\$780.79	\$618.43	\$1,399.22	\$3,123.17	\$2,473.71	\$5,596.88
308	408	1 Bedroom Apartment	\$206.91	\$162.08	\$368.99	\$827.64	\$648.33	\$1,475.97
309	409	2 Bedroom Apartment	\$206.91	\$162.08	\$368.99	\$827.64	\$648.33	\$1,475.97
310	410	3 Bedroom Apartment	\$302.56	\$238.14	\$540.70	\$1,210.25	\$952.57	\$2,162.82
311	411	4 Bedroom Apartment	\$398.21	\$314.20	\$712.42	\$1,592.86	\$1,256.81	\$2,849.67
312	412	5 Bedroom Apartment	\$493.85	\$390.25	\$884.10	\$1,975.41	\$1,560.98	\$3,536.39
313	413	Hotel, Cabins, Motel - Per Bedroom	\$132.08	\$127.14	\$259.22	\$528.33	\$508.57	\$1,036.90
314	414	Bd Hse, B&B, Tourist Hm, Dorm - Per Bedrm	\$114.81	\$117.20	\$232.01	\$459.23	\$468.79	\$928.02
316	416	2 Car/Stall Garage	\$32.88	\$28.16	\$61.04	\$131.53	\$112.65	\$244.18
317	417	3 Car/Stall Garage	\$65.83	\$55.36	\$121.19	\$263.34	\$221.42	\$484.76
318	418	4 Car/Stall Garage	\$98.72	\$82.46	\$181.18	\$394.86	\$329.85	\$724.72
319	419	Public Garage - Per Sq Ft	\$0.41	\$0.39	\$0.80	\$1.65	\$1.57	\$3.22
320	420	Gasoline/Service Station	\$264.38	\$276.06	\$540.44	\$1,057.51	\$1,104.25	\$2,161.76
322	422	Misc Office - Small - Under 1000 Ft	\$126.98	\$125.83	\$252.81	\$507.92	\$503.32	\$1,011.24
323	423	Misc Office - Large - Per Floor	\$253.19	\$251.36	\$504.55	\$1,012.76	\$1,005.42	\$2,018.18
325	425	Misc Store - Large - Over 1000 Ft	\$630.41	\$626.53	\$1,256.94	\$2,521.64	\$2,506.13	\$5,027.77
326	426	Misc Store - Small - Under 1000 Ft	\$204.63	\$178.51	\$383.14	\$818.52	\$714.05	\$1,532.57
329	429	Beauty Shop - 1st 2 Chairs	\$362.25	\$359.82	\$722.07	\$1,449.02	\$1,439.27	\$2,888.29
330	430	Beauty Shop - Each Chair Over 2	\$73.80	\$72.94	\$146.75	\$295.21	\$291.78	\$586.99
331	431	Physicians Offices (Each)	\$204.63	\$178.51	\$383.14	\$818.52	\$714.05	\$1,532.57
332	432	Dentists Offices & Labs (Each)	\$682.11	\$600.67	\$1,282.77	\$2,728.42	\$2,402.67	\$5,131.09
333	433	Bar, Grill, Fountain, Restaurant	\$592.00	\$588.37	\$1,180.37	\$2,367.99	\$2,353.50	\$4,721.49
335	435	Hall or Lodge	\$460.76	\$457.81	\$918.57	\$1,843.03	\$1,831.24	\$3,674.26
340	440	Trailer Park - Per Connection	\$103.05	\$102.06	\$205.11	\$412.20	\$408.24	\$820.44
343	443	Warehouse - Per Sq Ft	\$0.41	\$0.39	\$0.80	\$1.65	\$1.57	\$3.22
347	447	Boat House - Commercial	\$296.83	\$294.77	\$591.61	\$1,187.33	\$1,179.10	\$2,366.43
348	448	Theater - Per Seat	\$1.54	\$1.50	\$3.04	\$6.16	\$5.99	\$12.15
349	449	School - Per Student	\$8.54	\$8.46	\$17.00	\$34.15	\$33.85	\$68.00
356		Vacant Lot With Tap	\$93.22	\$0.00	\$93.22	\$372.88	\$0.00	\$372.88
366	466	Church	\$204.63	\$178.51	\$383.14	\$818.52	\$714.05	\$1,532.57
372	472	Field House	\$103.12	\$92.41	\$195.53	\$412.48	\$369.63	\$782.11
373	473	Temporary Disconnect	\$93.23	\$73.98	\$167.21	\$372.92	\$295.93	\$668.85

LINK TO

**Village of
Saranac Lake**



**2026 - 2027
TENTATIVE BUDGETS**

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

BILL #60-2026

SUBJECT: Contract Amendment

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/12/2026

Resolution to approve professional services agreement amendment with Recreation Engineering

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____



Recreation Engineering and Planning Amendment to Professional Services Agreement

THIS AMENDMENT ("Amendment") is made and entered into effective the date last signed below, by and between Recreation Engineering and Planning (hereinafter REP), and the Village of Saranac Lake ("Client") and amends the parties' Agreement, dated June 13, 2023 (Original Agreement).

RECITALS

1. REP and Client previously entered into an Agreement for professional services.
2. The parties now wish to enter into an Amendment to said Agreement under which REP will perform additional services for Client.

TERMS AND CONDITIONS

1. Scope of Work

The additional Scope of Work covered by this Amendment is shown in Attachment A, which is attached to this document and made a part of this Amendment.

2. Price

Original Contract Amount	\$200,525
Previous Amendments Total	\$39,575
<u>Amount Changed this Amendment</u>	<u>\$50,000</u>
New Contract Total	\$290,100

Payment to REP under this Amendment, including expense reimbursement, shall not exceed \$50,000.
Total new Contract Amount is \$290,100.

3. Effect of Amendment

Except as amended herein, the parties' Original Agreement shall remain in full force and effect.

IN WITNESS THEREOF, the parties hereto have executed this Amendment by their duly authorized agents as of the day and year first above written.

Client: **VILLAGE OF SARANAC LAKE**

RECREATION ENGINEERING AND PLANNING

By: _____
(Signature) (Date)

By: Mason Lacy 3/4/2026
(Signature) (Date)

Name: _____
(Printed Name)

Name: Mason Lacy
(Printed Name)

Title: _____

Title: Project Engineer

Attachment A – Scope of Work



Amendment 3 – Miscellaneous Permitting Scope of Work

Boothe River Park

Saranac River, Saranac Lake, New York

By Recreation Engineering & Planning (REP)

March 3, 2026

The following scope of work is for additional services for the Booth River Park Project including preparation of submittals for a shoreline setback variance submittals and permit for activities involving wetlands as required by the Adirondack Park Agency (APA). This scope of work also includes miscellaneous permitting support and coordination for FERC relicensing, and DOT permitting/coordination, up to the included number of hours. This proposal is being submitted to Katrina Glynn, Community Development Director, Village of Saranac Lake.

REP has previously contracted with the Village of Saranac Lake (executed on June 13, 2023) to provide preliminary design, environmental quality review (SEQR), final design, USACE nationwide and 401 permitting, and floodplain permitting. Amendment 1 executed October 9, 2024 included additional permitting support for FERC and APA permitting. Amendment 2 executed May 7, 2025 included additional wetland delineation and boundary survey.

The previously executed amendment 1 scope included miscellaneous permitting support for FERC relicensing, APA pre-application materials and coordination, and DOT coordination and permitting up to 120 hours. This scope of work amends the original scope of work to include additional services to support APA shoreline setback variance and permits, contacting applicable state agencies, FERC and DOT permitting coordination, up to the included number of hours. It should be noted that agency requirements can be difficult to estimate, especially with the significant amount of overlapping jurisdictions involved in this project, and additional permitting support hours may be required beyond what it is included in this amendment.

The scope of work outlined below includes estimated pricing to perform the required services. Hours are estimated not to exceed, and each item will be billed at the hourly rates. A detailed fee estimate with hours and expenses by task is attached.

Task 1.5.3 – Miscellaneous Permitting

REP will provide permitting support, as needed, up to the included hours. Anticipated work includes the following:

- APA Permit and variance documents, as required by the Pre-Application comment letter including the following:
 - Major Project General Information Request Form
 - Supplemental Information Request Application for Wetlands
 - Application for Variance from Shoreline Restrictions
 - Variance Application Appendix B



- Overlay and design plan revisions
- Wetland Mitigation Plan Development
- Applicable state agency contacts and permit applications.
- FERC relicensing coordination with Gomez and Sullivan
- DOT coordination and permitting services

This amendment does not include any additional budget for REP's permitting subconsultant, Ambient or REP's survey consultant, Geomatics. If additional support is required by Ambient or Geomatics, an additional fee estimate and scope will be developed.

This scope assumes that the Village will be the project Applicant/Sponsor and provide documentation demonstrating legal interest in the project areas, including applicable deeds and easements.

Total Fee - \$50,000

Name	Mason Lacy, PE	Jake Kabler, PE	Wyatt Alt, EIT		
Role	Project Engineer	Project Engineer	Project EIT		
Billing Rate	\$ 165.00	\$ 165.00	\$ 140.00		
				Total Hrs	Total Fee
Boothe River Park					
Task 1.5.3	Miscellaneous Permitting				
APA Shoreline Setback Variance and Permitting	30	40	40	70	\$ 17,150
Wetland Mitigation Plan	10	20	50	30	\$ 11,950
State Agency Contacts	10	10	15	20	\$ 5,400
Misc Coordination FER/DO	30	30	40	60	\$ 15,500
					\$ -
					\$ -
TOTAL Task 1.5.3	80	100	145	325	\$ 50,000
Total	80	100	145	325	\$ 50,000
Note: The fees are estimated not to exceed. Each item will be billed at the hourly rates.				TOTAL PROJECT COSTS: \$ 50,000	

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

BILL #61-2026

SUBJECT: Overnight Travel

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/6/2026

Resolution to approve the overnight travel and training for water wastewater treatment plant employees

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION AUTHORIZING OVERNIGHT TRAVEL FOR VILLAGE EMPLOYEES TO
ATTEND NEW YORK RURAL WATER ASSOCIATIONS TRAINING WORKSHOP**

WHERE AS, the Village of Saranac Lake encourages its employees to attend and participate in schooling, training, and correspondence courses that will increase their knowledge, skills and job performance,

NOW THEREFORE BE IT RESOLVED, the Village Board of Trustees approve the overnight travel and training for Dave Lewis and Preston Darrah to attend the 47th Annual Technical Training Workshop & Exhibition from May 18, 2026-May 20, 2026.

NEW YORK RURAL WATER ASSOCIATION'S

47th Annual Technical Training Workshop & Exhibition 2026

Monday, May 18, 2026, through Wednesday, May 20, 2026

at The Turning Stone Resort – Verona, NY



For room accommodations, please call 1-800-771-7711 to make your hotel accommodations. To ensure the group rate of \$233 per room/per night, please indicate you are with the NYRWA event. Please make your reservation before April 16, 2026.

The Turning Stone Resort address: 5218 Patrick Road, Verona, NY 13478

If you have any questions on the registration process or completing the enclosed registration form, please contact NYRWA at (888) 697-8725.

Providing members with the expertise and training to meet present and future challenges and representing their interest at the local, state, and federal levels.

New York Rural Water Association's 47th Annual Technical Training Workshop at The Turning Stone Resort – Verona, NY

Please note: Associate Members are not permitted entry into the Exhibit Hall unless 1.) registered as an attendant with an Exhibit Booth or 2.) registered as a paid conference attendee. NYRWA reserves the right to refuse entry to non-registered individuals.

Completed forms must be returned no later than April 27, 2026. No refunds will be made after 4/27/2026.

ALL INFORMATION IS REQUIRED TO PROCESS YOUR REGISTRATION-INCOMPLETE FORMS WILL BE RETURNED

Personal Information (PLEASE USE ONE FORM PER ATTENDEE)

Name: _____ System/Company Name: _____

Personal Cell #: _____ County: _____

Address: _____ City: _____ State: ____ Zip: _____

E-mail: (Unique) _____ DOH Cert. No. _____ DEC Cert. No. _____

Emergency Contact (Name) _____ Phone _____

Billing Information – (REQUIRED – we cannot process without this information – even if payment is enclosed)

System/Company Name: _____

Billing Address: _____ City: _____ State: ____ Zip: _____

Business Phone: _____ County: _____ Billing Email: _____

****PLEASE CIRCLE FEES BEING PAID SO THAT YOUR REGISTRATION AND PAYMENT WILL BE APPLIED PROPERLY****

Full Registration – includes training only on Monday, training with breakfast and lunch Tuesday and Wednesday.
One Day Registration – includes training only on Monday, breakfast and lunch are included Tuesday and Wednesday.

	<u>Full Registration</u>	<u>Monday Only</u>	<u>Tuesday Only</u>	<u>Wednesday Only</u>
Members	\$ 395.00	\$ 125.00	\$ 185.00	\$ 185.00
Non-Members	\$ 430.00	\$ 140.00	\$ 195.00	\$ 195.00
Walk-ins	\$ 470.00	\$ 140.00	\$ 215.00	\$ 215.00

DINNER TICKETS (for student listed above) Monday____ (# of tickets) **Tuesday**____ (# of tickets)

Dinner tickets for Monday and Tuesday are not included in the registration fees, they are sold separately.

The tickets are **\$35.00** each and can be used at participating restaurants within the resort.

Please include your dinner ticket request above – tickets need to be purchased in advance.

If you wish to purchase meal tickets for a spouse/guest, please call our office at (888) 697-8725 for more information.

I have enclosed a check in the amount of \$_____ made payable to New York Rural Water Association, Inc.
Please mail this form & payment to: NYRWA, Inc. - PO Box 487 - Claverack, NY 12513 Or fax to: (518) 828-0582

AGENDA - NYRWA, Inc. 47th Annual Technical Training Workshop

One (1) hour credit will be issued per one (1) hour of instruction - All hours are anticipated at this time.

W = Water Credit WW = Wastewater Credit D = Water & Wastewater Credit PE = Professional Engineers

MONDAY - MAY 18TH

8:30 am Pat Scamera Scholarship Fund Golf Outing Co-Sponsored by: Master Meter & Koester Associates, Inc.

10:00 am - 5:00 pm EXHIBIT SET UP (Registration begins at 10:00 am) 10:00 am - 5:00 pm ATTENDEE Registration

12:15 - 1:15 pm Workforce Development - Apprenticeship D Jamie Herman, NYRWA, Inc.

1:30 - 3:30 pm (2 Hours) Cybersecurity Regulations D Rachel Cicigline, NYS DOH / Samantha McCart, NYS DEC

3:30 - 4:30 pm "Women in Rural Water Afternoon Coffee" (outside training rooms - open to all)

3:45 - 4:45 pm Safe Digging Practices: Call Before U Dig D Emily Jetter, UDig NY

5:00 - 5:45 pm AWARDS CERMONY

5:45 - 6:45 pm Happy Hour in the Exhibit Hall

TUESDAY - MAY 19TH

6:30 - 8:00 am Breakfast in the Exhibit Hall

7:30 - 8:00 am Opening Ceremonies / Annual Business Meeting Cypress A/B/C/D/E

8:15 - 10:15 am (2 Hours) DEC Regulatory Update WW Ryan Waldron, Director, NYS DEC, Bureau of Water Compliance
Cypress A/B/C/D/E

8:15 - 10:15 am (2 Hours) The Next Generation of SCADA W Tyler Miller, Metropolitan Industries, Inc.

10:15 - 11:15 am Coffee Break in the Exhibit Hall

11:15 am - 12:15 pm USDA, RD Funding / Technical Updates D Brenda Smith / John Helgren, USDA

11:15 am - 12:15 pm Is Your Water Facility Truly Cyber-Resilient? D Hank Hosler, CoStream Technologies, Inc.

12:15 - 1:30 pm Lunch in the Exhibit Hall

1:45 - 3:45 pm (2 Hours) DOH Regulatory Update W Kristine Wheeler, NYSDOH, Bureau of Supply

1:45 - 3:45 pm (2 Hours) Collection Systems Pumping WW Greg Wall, EONE / Eric Knudsen, Gorman Rupp

3:45 - 4:15 pm Coffee Break in the Exhibit Hall

4:15 - 5:15 pm Power Wash Drones for Water & Wastewater Infrastructure D Robert Dahlstrom, Apellix Power Wash Drones
Blowin' in the Wind - Issues Impacting the Wastewater Industry WW Steve Grimm, NYRWA, Inc.
Compliance & Safety in Water Tank Management W Apurv Aggarwal, USG Water Solutions

5:15 - 6:30 pm Carnival Nite in the Exhibit Hall

WEDNESDAY - MAY 20TH

6:30 - 8:00 am Breakfast in the Exhibit Hall

8:15 - 9:15 am NYS Funding Roundtable **D** Charlie Phillion, NYS Homes & Community Renewal
UV Systems with NONCON UV Technology **WW** Romeo Vela, Glasco UV / Julie Barown, J. Andrew Lange, Inc.
"Firefighting" Won't Put Out the Fire: Case Study for Proactive Leak Detection **W** Bailey Larson, Ferguson Waterworks

9:15 - 10:15 am Ethical Guidance for Water and Wastewater Professionals **D** Mark Koester, Koester Associates, Inc.
Sherman, NY... A Case Study of Removing a Wet Well from the Lift Station **WW** Jay Irwin, Sherman, NY DPW
Field Startup of Vertical Turbine Pumps **W** Marc Gerbsch, Pioneer Pump Systems

10:15 - 11:15 am Coffee Break in the Exhibit Hall

11:15 am - 12:15 pm Importance of Alkalinity in Water & Wastewater **D** Loren Swears, Slack Chemical Co. Inc.
Optimize Your Biosolids Dewatering **WW** Christopher Boyd, Charter Machine Co.
Rapid Deployment of Temporary Membrane Treatment **W** Joseph Tedder, Wright-Pierce

12:15 - 1:45 pm Lunch in the Exhibit Hall followed by cash drawings

Vendor breakdown after 1:45 pm

1:45 - 2:45 pm Variable Speed Drives for Process Control **D** Rob Lax, Schneider Electric
Optimized Aeration Solutions **WW** Greg Roppelt, EDI
Addressing Contamination Incidents in RRAs and ERPs **D** Karen Edwards-Lindsey, US EPA

2:45 - 3:45 pm Retrofitting Your Pump System for Today Standards & Tomorrow's Requirements **D** Dereck Withey, W2O

Thank you to our sponsors!

PREMIER Sponsors

Better Power, Inc.
EJ Prescott
G.A. Fleet Associates
Koester Associates, Inc.
W2O

GOLD Sponsors

Applied Specialties Innovations (Previously Clean Waters, Inc.)
Ferguson Waterworks
H2M Architects and Engineers
Tsurumi Pump
Wright-Pierce

SILVER Sponsors

Apellix Power Wash Drones
Surpass Chemical

Thank you to our exhibitors, members, and attendees for your continued support of the New York Rural Water Association, Inc.!!

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

BILL #62-2026

SUBJECT: Smart Growth Grant

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Trustee Ryan

DATE SUBMITTED: 3/6/2026

Resolution authorizing Village Manager to accept a Adirondack Smart Growth grant in the amount of \$119,107 for design/planning work for Lake Colby Beach Bathhouse/ Infrastructure Accessibility Upgrades (with an additional in-kind match of \$10,000)

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION AUTHORIZING ACCEPTANCE OF AN ADIRONDACK PARK
COMMUNITY SMART GROWTH GRANT**

WHEREAS, the NYS DEC, in cooperation with the Department of State and Adirondack Park Agency, is solicited smart growth grant applications from Adirondack Park communities and organizations and

WHEREAS, DEC awarded grants for capital projects and community development initiatives that link environmental protection, economic development and community livability within the special conditions of the parks; and

WHEREAS, the Village of Saranac Lake received funding of \$119,107 for design/planning work for Lake Colby Beach Bathhouse/ Infrastructure Accessibility Upgrades (with an additional in-kind match of \$10,000).

THEREFORE, BE IT RESOLVED, the Village of Saranac Lake Board of Trustees authorizes the Village Manager to accept an Adirondack Community Smart Growth Grant in the amount of \$119,107 for design/planning work for Lake Colby Beach Bathhouse/ Infrastructure Accessibility Upgrades (with an additional in-kind match of \$10,000).



Department of
Environmental
Conservation

KATHY HOCHUL
Governor

AMANDA LEFTON
Commissioner

February 13, 2026

Katrina Glynn
Community Development Director
Village of Saranac Lake
39 Main Street, Suite 9
Saranac Lake NY 12983
comdev@saranaclakeny.gov

Dear Ms. Glynn,

****Note: The results of Adirondack and Catskill Community Smart Growth Grant Program will not be publicly announced by DEC for a few more weeks. Please take this email as advance notice of results. We urge awardees to delay any announcements or outreach to media and community in the meantime, as DEC Commissioner Amanda Lefton will be holding a press event in the Adirondack region for these awards. We will send the official press release once it comes to hand.**

The Division of Lands and Forests of the New York State Department of Environmental Conservation (DEC) has made the final selections for the Adirondack Park and Catskill Park Community Smart Growth Grant Program – Round 8 2025.

This letter serves as a pre-notification of a pending grant award in the amount of **\$119,107.00**, for the project **“Accessibility Upgrades at Lake Colby Beach and William Wallace Park”**. DEC hereby notifies you of its intent to award your project proposal, contingent upon approval of the Office of the State Comptroller (OSC).

In the interim, program staff will reach out to you to begin the process of developing the contract and obtaining grantee documents. Please note that the contract term within which all grant-related activity must occur is anticipated to be 04/01/2026 – 03/31/2029.

Expenditures related to project activity will be eligible for reimbursement after the contract is fully executed. If you have any questions about the grant process and your application, we would be happy to assist you. Please contact program staff Michelle Higgins via email michelle.higgins@dec.ny.gov.

Again, congratulations on your successful proposal and we look forward to supporting your project as it moves forward.

Sincerely,

Director, NYS DEC Division of Lands and Forests
New York State Forester

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

BILL #63-2026

SUBJECT: Promote Laborer

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/16/2026

Resolution to authorize the promotion of Logan Branch to Heavy Equipment Operator

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION AUTHORIZING VILLAGE MANAGER TO PROMOTE LOGAN
BRANCH
TO HEAVY EQUIPMENT OPERATOR**

Whereas, the Village of Saranac Lake has an open roster position for Heavy Equipment Operator, and,

Whereas, Logan Branch has been recommended to the position of Heavy Equipment Operator and has been approved for the position by Franklin County Civil Service.

Now, Therefore Be It Resolved, The Village of Saranac Lake Board of Trustees authorizes the Village Manger to promote Logan Branch to the position of Heavy Equipment Operator.

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

BILL #: 64-2026

SUBJECT: Hire Laborer

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/19/2026

Resolution to hire Bailey Bohl as laborer within the Department of Public Works

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION TO AUTHORIZE THE VILLAGE MANAGER TO HIRE
BAILEY BOHL AS A LABORER 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 Bailey Bohl has been approved by Franklin County Personnel 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 Bailey Bohl as Laborer within the Department of Public Works.

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

BILL #65-2026

SUBJECT: Artmarket Park Use

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/10/2026

Resolution to authorize park use and road closure with sale of alcohol for the Saranac Lake Artworks Artmarket on July 3, 2026

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION AUTHORIZING PARK USE APPLICATION WITH ROAD
CLOSURE REQUEST AND PERMISSION TO SERVE ALCOHOL**

WHEREAS, Main Street Closure from Church Street to Broadway is being requested for the Artmarket, and,

WHEREAS, Saranac Lake Artworks will be partnering with local vendors to provide food, beer, wine, and spirits for the event, and,

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

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

THEREFORE BE IT RESOLVED, the Village Board of Saranac Lake approves the authorization to serve alcohol with a Main Street road closure during the Saranac Lake Artworks Artmarket.

ArtMarket– July 3, 2026

11:30am – 1pm (Artist Setup)

1-7pm (Event Open to Public)

7-8pm (Break down)

The ArtMarket is a free community event featuring local art vendors and live music in Downtown Saranac Lake. This event is designed to connect local artists with residents and visitors in an art-driven marketplace.

Purpose:

- Create an engaging arts-focused event that brings together artists, makers, local businesses, and the community.
- Promote downtown Saranac Lake as a welcoming destination for arts, culture, and year-round creative experiences.
- Encourage residents and visitors to explore and support local galleries, shops, restaurants, and ArtMarket vendors.

The ArtMarket is organized by Saranac Lake ArtWorks and will include dozens of its member artists. We will have drink vendors, food vendors, and live music.

The event will take place in the closed road and sidewalk in front of Hotel Saranac. Our hope is for visitors to shop, dine, and visit local galleries along Main Street down to Berkeley Green.

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

The event will proceed regardless of weather conditions.

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

BILL #: 66-2026

SUBJECT: Cannabis Sales Taxation Grant Program Application

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/16/2026

Resolution authorizing the acceptance of the Cannabis Sales Taxation Funds Grant Application
by Saranac Lake Adult Center

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF CANNABIS SALES
TAXATION FUNDS GRANT APPLICATION FOR SARANAC LAKE ADULT
CENTER**

WHEREAS, the Village of Saranac Lake has established a Cannabis Sales Taxation Funds Grant Program to allocate cannabis sales tax revenues toward projects that benefit Village residents and enhance community well-being, and

WHEREAS, the Saranac Lake Adult Center, Inc., a 501(c)(3) nonprofit organization, has submitted an application requesting funding in the amount of \$5,000 for its “Active Engagement for Adults Aged 50+” program, and

WHEREAS, the proposed program provides guided wellness and movement classes designed to improve health, mobility, and social engagement for older adults, particularly those with limited access to such services, and

WHEREAS, the Village Clerk has reviewed the application and determined that it meets program eligibility requirements and aligns with the program’s priority of supporting senior citizens and promoting community wellness and engagement.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby approves the award of a Cannabis Sales Taxation Funds Grant to the Saranac Lake Adult Center, Inc. in an amount not to exceed \$5,000.



Village of Saranac Lake

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

Cannabis Sales Taxation Funds Grant Program

Village Clerk Application Summary

Applicant: Saranac Lake Adult Center, Inc.
Organization Type: 501(c)(3) Nonprofit
Project Title: Active Engagement for adults aged 50+
Amount Requested: \$5,000
Total Project Cost: \$14,525
Service Area: Village of Saranac Lake Senior Citizens

Project Description

The Saranac Lake Adult Center has applied for funding to support a series of guided wellness and movement classes for adults aged 50 and older. The proposed program includes low-impact activities to help achieve overall healthy lifestyles while connecting socially with the local community. The program also targets those older adults that are low- to moderate-income and may have limited access to fitness programs or facilities.

Alignment With Village Priorities

The application demonstrates alignment with commonly identified Village priorities for cannabis sales tax funding:

1. Support for Senior Citizens funding priority, which prioritizes programs that promote socialization, health, wellness, and independent living for the Village's aging population.
2. Supports recreational opportunity and community engagement by providing structured physical activity and social interaction opportunities for Village residents aged 50+.

Program Outcomes and Experience

Expected outcomes include improved strength, balance, and mobility, as well as reduced social isolation through regular group participation.

Financial Considerations

The total project cost is \$14,525, with the Village grant request covering \$5,000 toward instructor costs, while the Adult Center and other sources will provide additional funding and in-kind support. The applicant indicates that grant funds will be used for programmatic costs (instructors) rather than staff salaries, consistent with program requirements.

Summary

Overall, the proposal appears feasible, supported by additional funding sources and in-kind contributions from the organization. The project would provide direct health and social benefits to senior residents while advancing the Village's priority of supporting programs that improve quality of life for the aging population.

Active Engagement for Adults 50+

If buzz is a good indicator, then we're doing something people want at the Saranac Lake Adult Center. We get regular reports that people have heard about our fitness classes or dances and want to come. Our member newsletter was the only advertising, but we saw many non-member participants in 2025.

We tracked 553 participation hours in three classes alone plus 62 guests at our dances. Many participants made classes part of their routine, with a weekly average of 15 participants. Numerous people who do no other regular exercise tried several classes.

Soma Yoga participant comments suggest that they gained more than just exercise. "Inspirational! Gets me going for the day." "Thank you...improving my life quality." The instructor was so impressed with the participants' progress from doing seated exercises in the early weeks to balancing on one foot the next month, that we extended the class.

Classes were offered by several professionals:

- Dave Macdougall - MA Phy Ed, BS Sport Science, LMT/Somatic Movement Educator, led NCCC's Massage Therapy Department
- Tai Chi with Josy D, Tupper Lake, NY
- SomaBeats, INC -Johnna MacDougall, LMT/BS Phy Ed, NCCC Adjunct Massage Therapy

* Participants were evaluated for range of motion before and after each session. Improvement of joint range of motion was experienced by all.

* All Participants began with the lightest bands to enhance joint range of motion and build more strength. Half of the participants were able to increase to the next level of resistance band.

* All Participants saw greater flexibility and increased muscle strength with better stability and balance over the four weeks.

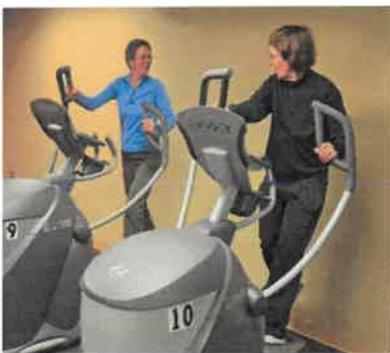
* Participants received a practice guideline sheet of 15 exercises to improve overall functional training that they could adapt for home practice 3 x a week.

* Participants said that they would continue at-home work outs, but prefer the class for social connection.

We hit our goal of engaging more seniors in functional exercise that will serve them in daily life. All programs were appropriately scaled so attendees experienced success and wanted to continue, as evidenced by repeat participation. Instructors grounded the physical instruction with plenty of education so learners understood how and why the movements work. "I really love this program. It has expanded my knowledge of how to gracefully age and continue to be active."

In addition, the classes provided meaningful social interaction that fostered a sense of belonging. As one person put it, "All the smiles and encouraging words are helpful."

Active Adults 50+ engage in Adult Center programs



Active Engagement for Adults Aged 50+ BUDGET

APPLICANT:		Saranac Lake Adult Center, Inc.		
COSTS		DESCRIPTION	EXPENSE	GRANT REQUEST
Personnel		Staff time (1 FTEs, 40 hours @ \$20/hour)	\$800.00	\$0.00
Project		Curriculum instructors - 74 sessions @ \$125 each	\$9,250.00	\$5,000.00
		Strength & stretch equipment - resistance bands, dumbbells	\$200.00	\$0.00
		Scholarships	\$200.00	\$0.00
Marketing/ Materials		Office supplies for PR, evaluations, handouts	\$75.00	\$0.00
		Building use expense including electric, heat, insurance, copier, cleaning, maintenance	\$4,000.00	\$0.00
Overhead		TOTAL PROJECT BUDGET	\$14,525.00	
		CANNABIS GRANT REQUEST		\$5,000.00
REVENUE		DESCRIPTION	FUNDING	
Anticipated Revenue		Nominal class fees, most are free.	\$500.00	
		Other Grants	\$3,750.00	
In-Kind		Saranac Lake Adult Center will absorb overhead. -providing the venue, utilities, cleaning, insurance, copier & equipment use -director's salary for administration & reporting -printed materials for marketing, participant feedback & reporting -training gear (bands, balls) -scholarships for members who can't pay	\$5,275.00	
		TOTAL REVENUE	\$9,525.00	

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

BILL #: 67-2026

SUBJECT: Cannabis Sales Taxation Grant Program Application

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/16/2026

Resolution authorizing the acceptance of the Cannabis Sales Taxation Funds Grant Application
by Saranac Lake Civic Center

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF CANNABIS SALES
TAXATION FUNDS GRANT APPLICATION FOR SARANAC LAKE CIVIC
CENTER**

WHEREAS, the Village of Saranac Lake has established a Cannabis Sales Taxation Funds Grant Program to allocate cannabis sales tax revenues toward projects that benefit Village residents and enhance community well-being, and

WHEREAS, the program identifies priority areas including Youth Programs, Support for Seniors, and Recreational Opportunities, and

WHEREAS, the Saranac Lake Civic Center, a 501(c)(3) nonprofit organization, has submitted an application requesting funding in the amount of \$13,500 for its “Civic Center Public Skating Fund,” and

WHEREAS, the proposed program provides affordable ice skating and roller skating opportunities serving residents of all ages and promoting youth engagement, physical activity, and community connection. The proposed program is expected to provide significant community benefit, including approximately 90 sessions annually and an estimated 9,000 participant visits, and

WHEREAS, the Village Clerk has reviewed the application and determined that it meets program eligibility requirements and aligns with the program’s Recreational Opportunities and Youth Program priorities, and

WHEREAS, the total project cost is \$27,000, with the applicant providing matching funds equal to the amount requested, thereby qualifying the proposal for consideration above the standard \$5,000 funding cap pursuant to program guidelines, and

WHEREAS, the Village Board has considered the requested amount in the context of available program funds and the program’s goal of supporting multiple community initiatives.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby approves the award of a Cannabis Sales Taxation Funds Grant to the Saranac Lake Civic Center in an amount not exceeding \$13,500.

BE IT FURTHER RESOLVED, that such award is granted pursuant to the program’s matching-funds provision and is contingent upon the applicant providing the proposed matching contributions.



Village of Saranac Lake

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Cannabis Sales Taxation Funds Grant Program

Village Clerk Application Summary

Applicant: Saranac Lake Civic Center (SLCC)

Organization Type: 501(c)(3) Nonprofit

Project Title: Civic Center Public Skating Fund

Amount Requested: \$13,500

Matching Funds: \$13,500

Total Project Cost: \$27,000

Project Description

The Saranac Lake Civic Center has applied for funding to support its **Public Skating Fund**, which provides affordable ice skating and roller skating sessions for residents of the Village and surrounding community. These programs serve as inclusive recreational opportunities for individuals and families of all ages, bringing together residents from diverse backgrounds in a shared community space.

Alignment With Village Priorities

The application demonstrates alignment with commonly identified Village priorities for cannabis sales tax funding:

1. Support for recreation opportunities
2. Youth Programs and Community Engagement by providing structured physical activity opportunities and social interaction for children, teens, families, and the general public.

Program Outcomes and Experience

The Civic Center anticipates offering approximately 90 ice and roller skating sessions annually, with an estimated average attendance of 100 participants per session, generating roughly 9,000 participant visits each year. These sessions provide accessible, low-cost recreation in a community where affordable recreational programming can otherwise be limited.

Financial Considerations

The total program cost is estimated to be \$27,000. The Civic Center and remaining sponsors would be responsible for a combined 50% match. Village funding would help offset the costs associated with staffing and supervision, facility operations, and contracted roller skating services.

Summary

Overall, the proposal demonstrates significant community benefit by supporting affordable recreation, encouraging youth engagement and physical activity, and fostering community connection through a long-standing local facility. The application meets the program's eligibility criteria and aligns with the Recreational Opportunities priority area.

While the request exceeds the program's standard \$5,000 grant cap, the applicant has identified matching funds equal to the requested amount, which qualifies the proposal for consideration under the program's provision allowing larger awards when supported by substantial matching contributions. The Village Board may wish to consider the requested amount in the context of available program funds and the program's goal of supporting multiple community projects.

Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program Application

Please complete the following form to apply for a grant. Refer to the Program Policy Document for guidance on eligibility and required information. All sections must be filled out. Submit the completed application to the Village Clerk's Office. Applications are accepted on a rolling basis throughout the year.

Applicant Information

- **Organization Name:** Saranac Lake Civic Center (SLCC)
- **Mailing Address:** PO Box 1040, Saranac Lake, NY 12983
- **Primary Contact Person:** Marnie Crane, Development
- **Contact Information:** 804-516-5296 or info@saranaclakeciviccenter.org
- **Organization Type/Status:** 501(c)(3)(ID# 14-1695912)

Project Details

Project Title: Civic Center Public Skating Fund

Funding Priority Area: Recreational (primary), Community Engagement, Youth Programs

Project Summary (brief description)

There is a place in our community that brings people together from every walk of life, if only for an hour at a time. During that hour, differences fade and something simple and joyful takes their place—movement, laughter, and the shared rhythm of skates on ice. Grandparents glide beside toddlers; teenagers circle with young families. Professionals skate alongside tradespeople. Newcomers share the rink with lifelong residents. Every race, background, and income level finds space on the same sheet of ice. It doesn't matter who you are, where you come from, or how much—or how little—you have.

What makes this possible is access. When a space remains open, welcoming, and affordable, it becomes more than a building—it becomes common ground. **That place is the Civic Center, and the activity that unites us is skating.**



Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program Application

The Saranac Lake Civic Center has long offered ice skating and, newly in 2026, roller skating sessions as affordable, inclusive recreational opportunities for local families. These programs are a mainstay of our seasonal offerings and provide safe, healthy activities in a community with limited access to low-cost recreation. For many participants, these sessions are their only opportunity to engage in organized skating programs.

Historically, SLCC has relied on local sponsorships to underwrite ice and roller skating sessions. However, many of our long-standing sponsors are currently facing financial constraints and have been forced to reduce or eliminate their contributions. Based on early indicators, we anticipate a **50% reduction in sponsorship support** for upcoming sessions due to broader budget pressures affecting local businesses and municipalities.

While SLCC has secured enough funding to complete the **2025–2026 ice skating season through March 31**, these funds will be exhausted at that time. Looking ahead to **summer roller skating and the 2026–2027 ice skating season**, we anticipate continued financial strain in the community and increasing difficulty in securing new sponsors.

Without supplemental funding, SLCC may be forced to significantly reduce or eliminate these programs, limiting access for residents in an already underserved area.

Project Objectives: (key goals of the project; specific issues will it address or improvements)

SLCC anticipates offering approximately 90 combined ice and roller skating sessions annually, representing a total program value of \$27,000 at an average cost of \$300 per session. These costs support essential program needs, including staffing and supervision, third-party roller skating services, facility lighting, and rink or ice time.

Due to anticipated funding losses, SLCC expects to lose approximately \$13,500 in sponsorship support for the upcoming program year. While we remain optimistic that self-funding efforts and remaining sponsors will cover a portion of this shortfall, a critical funding gap remains that threatens the continuation of these sessions.

Grant funding will directly offset the per-session cost of operating these programs, helping to cover staffing, roller skating services, and facility operations. Support from the Village of Saranac Lake Cannabis Sales Taxation Funds Grant is essential to bridge this gap and prevent reductions or cancellations in programming.

By supporting this project, the grant will help ensure continued access to affordable recreation, promote physical activity and community engagement, and sustain vital programming for residents who might otherwise lose these opportunities due to economic hardship.

Target Audience/Population (who will benefit? Describe the population served – e.g. children, teens, seniors, general public – and approximately how many people will be impacted):

The primary beneficiaries of this project are **children, teens, families, and members of the general public**, with a strong concentration of participants from **low- to moderate-income households** within the



Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program Application

local community. These programs offer affordable, inclusive recreational opportunities in an area with limited access to structured physical activity.

SLCC typically offers **approximately 90 ice and roller skating sessions annually**, with **each session drawing an average of 100 participants**. As a result, these programs generate an estimated **9,000 participant visits per year**. Some attendees are repeat participants, particularly youth and families who rely on these sessions as a consistent recreational outlet.

Without continued funding, financial barriers could significantly reduce access to these programs, disproportionately impacting community members who lack alternative recreational options.

Expected Outcomes (results expected; how will the community be better off? For example, increased number of youth served, safer public spaces, enhanced facilities, etc):

With support from the Village of Saranac Lake Cannabis Sales Taxation Funds, SLCC expects to achieve the following outcomes:

- **Sustained access to affordable recreation:** Ice and roller skating sessions will continue without reduction, ensuring approximately **9,000 participant visits annually** remain available, namely to community members who may otherwise lack access to safe, low-cost recreational activities.
- **Increased opportunities for youth engagement:** Children and teens will benefit from consistent, structured activities that promote physical activity, social interaction, and positive use of free time, particularly during summer months and winter seasons when alternative options are limited.
- **Positive impact on the local economy:** In addition to serving residents, skating sessions attract **visitors and tourists** to the area. These attendees contribute to the local economy by dining at nearby restaurants, shopping at local businesses, and utilizing other community services, generating additional economic activity and supporting small businesses.
- **Program stability during economic uncertainty:** support will help offset sponsorship losses and enable SLCC to maintain a core community program despite continued financial constraints affecting local budgets.

Together, these outcomes will enhance quality of life, strengthen community engagement, and support both the social and economic vitality of the community.

Project Timeline:

- Roller Skating season: May - August 2026
- Ice Skating season begins in October 2026

Project Location: Saranac Lake Civic Center

Budget and Funding

- **Total Project Cost:** \$27,000 (entire cost of the project)
- **Amount Requested from Village:** \$13,500
- **Matching Funds (if applicable):** \$13,500



Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program Application

Budget Breakdown:

- **Total Annual Program Cost:** \$27,000
(Approximately 90 ice and roller skating sessions at \$300 per session)
- **Expenses**
 - **Staffing & Supervision:** Covers on-site staff required to supervise sessions, manage participants, marketing and ensure safe operations.
 - **Third-Party Roller Skating Services:** Includes contracted roller skating services, equipment support, and professional oversight during roller skating sessions.
 - **Facility Operations & Lighting:** Supports lighting, utilities, and operational costs necessary to safely host skating sessions.
- **Funding Sources**
 - **Self-Funding / Remaining Sponsors:** \$13,500 (~50% of total program cost)
 - **Grant Request:** \$13,500

Sustainability: If the project will continue beyond the grant period or require ongoing funding, briefly describe how it will be sustained in the future. For instance, will your organization absorb any ongoing costs or seek other grants/donations?

SLCC is committed to sustaining its ice and roller skating programs beyond the grant period through a combination of self-funding, sponsorship development, and diversified revenue sources. The organization will continue to absorb a portion of program costs through operating funds and participant fees, while actively pursuing new local and regional sponsors as economic conditions improve.

SLCC will also seek additional grant opportunities and community partnerships to supplement private sponsorships and reduce reliance on any single funding source. Support from the Village of Saranac Lake Cannabis Sales Taxation Funds will provide critical stability during a period of financial uncertainty, allowing time to rebuild sponsorship relationships and explore new funding strategies while maintaining uninterrupted programming.

By combining internal resources with external funding and ongoing fundraising efforts, SLCC aims to preserve these programs as a long-term community asset.

Additional Information

Previous Village Funding (has your organization previously received funding from the Village of Saranac Lake or collaborated with Village programs? If yes, please briefly describe past funding or partnerships): Yes, the Civic Center has received past funding from the Village of Saranac Lake in the way of municipal contribution and bed tax.

Other Support (list other grants or donations for this project aside from the Village's funds, if applicable): The Civic Center is seeking grants from other funding sources to secure remaining funds needed for the project.

Permits or Approvals:

The project does not require any governmental approvals, permits, or partnerships.



Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program Application

Proof of Insurance (provide a certificate of insurance proving active insurance coverage for the duration of the project or event; the certificate must list the Village as additionally insured): **If awarded the Grant, a certificate of insurance coverage listing the Village as additionally insured will be provided.**

Additional Attachments: (additional pages or documentation if needed, such as project plans, letters of support, photos, or diagrams.) **Compilation of public skating attendees on page 1**

Applicant Certification and Signature

By signing below, the applicant certifies that the information provided in this application is true and complete to the best of their knowledge. The applicant also acknowledges that all grant funds, if awarded, will be used only for the purposes outlined in this application and in compliance with the program's requirements and all applicable laws. The applicant agrees that any unused funds or funds not used in accordance with the approved project must be returned to the Village. The applicant furthermore agrees to submit required progress and final reports detailing the use of funds and project outcomes.

Authorized Representative Name: Marnie Crane

Title: Development

Signature: *Marnie Crane*

Date: 3/7/26

For Village Use – Date Received by Village Clerk: _____



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

BILL #: 68-2026

SUBJECT: Appoint Members

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Mayor Williams

DATE SUBMITTED: 3/18/2026

Resolution to appoint members and ex-officio member to the Future Families Task Force

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION APPOINTING MEMBERS TO THE
FUTURE FAMILIES TASK FORCE**

WHEREAS, the Village Board of Trustees previously adopted a resolution establishing the Future Families Task Force to develop and recommend strategies to attract and retain young families in the Saranac Lake community, and

WHEREAS, letters of interest have been received from individuals representing key departments of the Village, including local employers, educators, childcare professionals, real estate experts, and marketing professionals, and

WHEREAS, the Board wishes to appoint an initial group of members to begin the work of the Task Force, with the understanding that additional members may be appointed up to the maximum of ten members.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees approves the appointments of Erika Bezio, Joshua Dann, Kirk Sullivan, Emily Dobmeier, Kristina Clifford, and Justin Garwood to the Future Families Task Force.

BE IT FURTHER RESOLVED, the Village board of trustees approves the appointment of Sean Ryan as the ex-officio to the Future Families Task Force.

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

BILL #69-2026

SUBJECT: Pendragon Funding

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/19/2026

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

RESOLUTION AUTHORIZING DISBURSEMENT CHECK OF EMPIRE STATE DEVELOPMENT FUNDS TO PENDRAGON THEATRE

WHEREAS, the Village of Saranac Lake received grant funds from Empire State Development on behalf of Pendragon Theatre, and

WHEREAS, the Village acted solely as a pass-through entity for said funds and is not responsible for any financial obligation or expenses related to the project, and

WHEREAS, the funds, in the amount of \$1,136,105.25, that were received are to be disbursed in full to Pendragon Theatre in accordance with the terms and intent of the grant award.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees of the Village of Saranac Lake hereby authorizes and directs the Village Treasurer to process a check of \$1,136,105.25 received from Empire State Development for the benefit of Pendragon Theatre.

BE IT FURTHER RESOLVED, that such disbursement is a pass-through transaction only and shall not be recorded as an expenditure of Village funds, but rather as a transfer of grant proceeds and that the Village Treasurer is authorized to take all necessary actions to complete the disbursement in accordance with applicable financial procedures.