



# Village of Saranac Lake

Community Development Department

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

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: [www.saranaclakeny.gov](http://www.saranaclakeny.gov)

APPLICATION #: SUP-STR-001
Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>
DATE RECEIVED: 8/14/23
DATE PAID: _____

## SPECIAL USE PERMIT APPLICATION REQUIREMENTS

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

1. **Pre-application Conference** – Before filing a formal application, an informal pre-submission conference with the Director is recommended to discuss the nature of the proposed use and to determine the specific information that will need to be submitted.
2. **Mandatory staff review submission:**
  - A. **Submit one electronic copy of the following:**
    - Special Use Permit Application Form, signed**
    - Site Plan Review Checklist**
    - Site Plan Drawings/Maps**, for new construction: include Elevation Drawings
    - Environmental Assessment Form** – complete Part 1 (check with Director on whether to complete the Full or Short form)
    - Waterfront Assessment Form (WAF)** - complete Section 1 only
    - Drawing of proposed sign(s) (if applicable)
    - For Pre-Existing STR application:** submit proof of operation as of January 31, 2023<sup>1</sup>
  - B. **Application fee of \$300.00.** Make check payable to Village of Saranac Lake.
3. **Final submission for review by the Development Board:**
  - A. **Submit one hard copy + one digital copy of the application packet. Site Plan to be at a scale that is suitable for the proposed development relative to its size and is sufficiently legible for the required review to occur. Digital copy should be sent to [comdevassist1@saranaclakeny.gov](mailto:comdevassist1@saranaclakeny.gov).**
    - Special Use Permit Application Form, signed**
    - Site Plan Review Checklist**
    - Site Plan Drawings/Maps**, for New construction: include Elevation Drawings
    - Environmental Assessment Form** – complete Part 1
    - Waterfront Assessment Form (WAF)** - complete Section 1 only
    - Drawing of proposed sign(s)** (if applicable)

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

<sup>1</sup> Acceptable documentation includes: 1. A Franklin or Essex County Certificate of Authority to collect occupancy tax.  
2. Proof of operation as a STR between January 31, 2022, and January 31, 2023.

## SPECIAL USE PERMIT APPLICATION

<b>Applicant Information</b>	
Applicant Name	Jesse Purcell
Applicant Address	71 Virginia St, Saranac Lake, NY 12983
Mailing Address, If Different	
Applicant Email	jesse.purcell@yahoo.com
Applicant Phone	518-524-6608

<b>If Different from Project Applicant</b>	
Property Owner Name	
Property Owner Address	
Mailing Address, If Different	
Property Owner Email	
Property Owner Phone	

**Project Information**

1. Project Address 71 Virginia St, Saranac Lake, NY 12983
2. Tax Map # 446.68-3-6
3. Zoning District 02
4. Current Lot Size .25
5. Building square footage 800       Existing  
 Proposed
6. Property/Building use
  - a. Present use of property, (i.e., commercial, residential, mixed, vacant): mixed
  - b. Proposed use of property: Mixed residential and STR
  - c. For mixed-use buildings:

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

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

N/A

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

We have an existing Airbnb in our cottage in back of our house which we also use for our family and friends. It is a dependant residence that shares utilities with our primary residence. The residence is a 2 bedroom with a pull out couch in the living room. We allow up to 6 guests but rarely have that many. We allow up to 2 cars and they both fit in our driveway. We have regular garbage pick up. We have no plans to make any changes.

9. State and federal permit or approvals needed, (i.e., SHPO, APA, DEC, DOT, or Other)  
none

10.

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

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

**Criteria to be addressed:**

11. Explain how the proposed use will not have a substantial or undue adverse effect upon adjacent property, traffic conditions, parking, and other matters affecting the public health, safety and general welfare. Does the project include buffers or screening from neighboring properties and public roads?  
We have been running the Airbnb for years with no issues or complaints.

12. Provide evidence and information which demonstrates that the proposed use will not substantially impact the nature and character of the surrounding neighborhood.  
We have been running the Airbnb for years with no issues or complaints .

13. Provide information which demonstrates that the proposed use will be adequately served by storm drainage structures, water, sanitary sewers, off-street parking, access to public roads to handle projected traffic volumes, fire and police protection, and solid waste disposal, and any other services that may be relevant to your project.  
The airbnb has less impact on these utilities than a long term rental would due to the amount of vacant days and time people actually spend in the house.

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

No impact.

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

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

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

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

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

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

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

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

Name	Company	Profession	Phone	Email
Corey Purcell	Spouse	Real	518-524-6608	corey.purcell@fourseasonssir.com

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature Jesse Purcell dotloop verified  
08/14/23 2:20 PM EDT  
BKL9-WGAM-P3ZY-RQKR Date \_\_\_\_\_

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

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

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

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

<b>Part 1 - Project and Sponsor Information</b>			
Existing Airbnb			
Name of Action or Project: "Village Cottage" Airbnb			
Project Location (describe, and attach a location map): 71 Virginia St. Saranac Lake, NY 12983			
Brief Description of Proposed Action: Existing Airbnb- no changes			
Name of Applicant or Sponsor: Jesse Purcell		Telephone: 518-524-6608	
		E-Mail: jesse.purcell@yahoo.com	
Address: 71 Virginia St.			
City/PO: Saranac Lake		State: NY	Zip Code: 12983
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO <input type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			





18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	<b>NO</b>	<b>YES</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	<b>NO</b>	<b>YES</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	<b>NO</b>	<b>YES</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: <u>Jesse Purcell</u>	Date: <u>8/14/23</u>	
Signature: <u><i>Jesse Purcell</i></u>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>dotloop verified 08/14/23 2:20 PM EDT FTCJ-YSVT-OANI-FH5H</small> </div>	



# Village of Saranac Lake

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

## VILLAGE OF SARANAC LAKE WATERFRONT ASSESSMENT FORM (WAF)

### Section A. Instructions

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

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

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

### SECTION B. Description of Site and Proposed Action

1. Name of applicant: <b>Jesse Purcell</b>		3. Telephone Number: <b>518-524-6608</b>	
2. Mailing address: <b>71 Virginia St</b>		5. Tax Map # (s): <b>446.68-3-6</b>	
4. Location of action:		7. Present land use(s): <b>residential/STR</b>	
6. Size of site: <b>.25 acre</b>	8. Present zoning classification: <b>residential</b>		
9. Percentage of site which contains slopes of 15% or greater: <b>0</b>		10. Type of action (check appropriate response) <input type="checkbox"/> Directly undertaken (e.g. capital construction, planning activity, agency regulation, land transaction) <input type="checkbox"/> Financial assistance (e.g. grant, loan, subsidy) <input type="checkbox"/> Permit, approval, license, certification <input type="checkbox"/> Agency undertaking action:	
11. Streams, lakes, ponds, or wetlands existing within or continuous to the project area? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, Waterbody Name: _____ Waterbody Size(in acres): _____			
12. Describe nature and extent of action:			
13. Describe any unique or unusual land forms on the project site (i.e. bluffs, ground depressions, other geological formations):			
14. Will the action be directly undertaken, require funding, or approval by a State or Federal Agency? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, which State or Federal Agency? _____			



**SECTION E. Preparer Information**

Preparer's Name (Please print):

Title:

Organization Name: **Village of Saranac Lake Development Board**

Phone Number:

Signature:

Date:

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

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

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

\_\_\_\_\_  
Print Name of Planning Board Chair

\_\_\_\_\_  
Signature of Planning Board Chair

\_\_\_\_\_  
Date

Date	Type	Confirmation Code	Start Date	Highly Grant	Leads	Diocese	Category	Amount	Fund Code	Head Fee	Charging Fee	Fringe Fee	
06/12/2023	Payment	HMBQCE9TN	06/12/2023	3	In Becht	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	699.50	20.40	80.00	2023
07/28/2023	Payment	HMKCE9P9S	07/28/2023	2	Joanne Cardfield	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	418.04	12.86	80.00	2023
07/27/2023	Payment	HMT9SS3ZY	07/28/2023	3	Alyssa DiCenzo	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	517.01	15.89	80.00	2023
07/28/2023	Payment	HMP944BNS	07/28/2023	1	Janelle Schumacher	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	223.10	6.80	80.00	2023
07/28/2023	Payment	HMC9TH9VY	07/28/2023	1	Patricia Greenwood	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	272.57	8.43	80.00	2023
07/28/2023	Payment	HMT953CJD	07/28/2023	2	Jillian Ethel	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	388.80	11.40	80.00	2023
07/14/2023	Payment	HME9LJ2ND	07/14/2023	8	Nicholas Vidali	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	1127.82	34.89	80.00	2023
07/10/2023	Reservation	HMC9ER9KT	07/09/2023	1	Isabelle Wray	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	223.10	6.80	80.00	2023
07/09/2023	Reservation	HME9JF0T2	07/07/2023	2	Miseric Miranda	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	376.38	11.84	80.00	2023
07/05/2023	Reservation	HMT9S68BM	07/04/2023	3	Karen Barnes	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	541.28	16.74	80.00	2023
07/05/2023	Reservation	HMC9TDMVJ	07/05/2023	2	Piya Matha	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	485.80	14.40	80.00	2023
06/19/2023	Reservation	HML9EZF4J	06/18/2023	14	Gregory Leach	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	1828.36	56.84	80.00	2023
06/16/2023	Reservation	HMM9HL4FD	06/17/2023	1	Mark Oglio	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	271.90	8.40	80.00	2023
06/11/2023	Reservation	HMC9HS9MW	06/10/2023	7	John Froehets	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	1003.85	31.05	80.00	2023
06/09/2023	Reservation	HMC9CE9T2	06/05/2023	2	Maura	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	218.25	6.75	80.00	2023
06/03/2023	Reservation	HMC9NK9HE	06/02/2023	2	Country Ward	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	370.34	11.46	80.00	2023
06/07/2023	Payment	HME9CJ1TQ	05/29/2023	3	Eric Rouse	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	525.74	16.88	80.00	2023
06/12/2023	Payment	HMT9S9BKM	05/29/2023	2	Jessica Dixon	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	465.80	14.40	80.00	2023
06/12/2023	Reservation	HMB9SL9T2	05/11/2023	3	Mechan Esposto	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	447.17	13.83	80.00	2023
06/08/2023	Reservation	HMP9CS9VA	05/05/2023	2	Suzanna Little	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	323.88	10.02	80.00	2023
04/07/2023	Reservation Adjustment	HMB9M9M58	03/10/2023	2	Jonathan	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	-55.50	0.00	0.00	2023
04/07/2023	Adjustment	HMB9M9M58	03/10/2023	2	Jonathan	Village Cottage	Resolution adjustment for resolution 28273028	5014 (USD)	USD	-918.45	0.00	0.00	2023
04/07/2023	Reservation	HMA9V9S9V	04/06/2023	5	Margaret Myers	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	653.35	19.65	80.00	2023
04/05/2023	Payment	HMB9E9Z9S	03/24/2023	2	Theri Nerivo	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	300.70	9.30	80.00	2023
04/11/2023	Reservation	HMT9L9K9B	03/17/2023	2	Brooks Wills	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	388.80	11.40	80.00	2023
03/11/2023	Payment	HMB9M9M58	03/10/2023	2	Jonathan	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	218.25	6.80	80.00	2023
03/04/2023	Payment	HMC9Y9C9B	03/03/2023	2	Ashley Wagner	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	418.04	12.89	80.00	2023
02/29/2023	Payment	HMB9K9D9B	02/22/2023	4	Jessica DiGimmo	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	665.79	21.21	80.00	2023
02/28/2023	Payment	HMB9M9K9E	02/19/2023	3	Emily Ann	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	514.10	15.90	80.00	2023
02/16/2023	Payment	HMB9D9E9T	02/17/2023	2	Clint Zym	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	527.75	17.25	80.00	2023
02/03/2023	Reservation	HMB999L9B9M	01/01/2023	34	Damon Anderson	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	318.19	9.87	7.04	2023
01/02/2023	Payment	HMB9K9L9B9M	01/01/2023	34	Damon Anderson	Village Cottage	Transfer to Jesse Purnell, Checking	5014 (USD)	USD	3805.51	102.23	75.86	2023