



# 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

APPLICATION #: SUP-STR-003
Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>
DATE RECEIVED: 8/15/23
DATE PAID: 8/15/23

## 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	HARBOR HILL COTTAGES LLC DBA COLDEN LODGE
Applicant Address	67 RIVERSIDE DRIVE, SARANAC LAKE, NY 12983
Mailing Address, If Different	SAME
Applicant Email	bobby@coldenlodge.com
Applicant Phone	305-450-6500

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

**Project Information**

1. Project Address 67 RIVERSIDE DRIVE, SARANAC LAKE, NY 12983
2. Tax Map # 458.38-4-1
3. Zoning District K2
4. Current Lot Size .80
5. Building square footage 2352  Existing  
 Proposed
6. Property/Building use
  - a. Present use of property, (i.e., commercial, residential, mixed, vacant): Residential Mixed
  - b. Proposed use of property: Residence and Short Term Rental
  - c. For mixed-use buildings:

Level	Current Use	Proposed Use
Basement	Residence	Residence
1st	Short Term Rental	Short Term Rental
2nd	Residence	Residence
3rd	Residence	Residence

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

**Residential Mixed Use Description:**

The primary residence is composed of 5 level.

The basement is a full basement occupied by the owners as a component of the residency.

The 1st Floor is composed of two one bedroom/ 1 bathroom apartments that will be utilized as short term rentals.

The 2nd Floor is the primary residency.

The 3rd Floor is the primary residency.

The 4th Floor is the primary residency.

9. State and federal permit or approvals needed, (i.e., SHPO, APA, DEC, DOT, or Other)

N/A

10.

If you are operating a new business at the project location, provide the following information	
Name of Business	Harbor Hill Cottages LLC DBA Colden Lodge
Hours of Operation	

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

**Criteria to be addressed:**

11. Explain how the proposed use will not have a substantial or undue adverse effect upon adjacent property, traffic conditions, parking, and other matters affecting the public health, safety and general welfare. Does the project include buffers or screening from neighboring properties and public roads?

The property has been operated as a short term rental for the past 25+ years. There is no new modifications to the property planned at this time.

12. Provide evidence and information which demonstrates that the proposed use will not substantially impact the nature and character of the surrounding neighborhood.

The property has been operated as a short term rental for the past 25+ years. There is no new modifications to the property planned at this time. The residence to the east is also a short term rental and the residence to the west is protected by fauna and trees.

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 home and cabins are currently all connected to village services

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.

N/A

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

Yes

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?

N/A

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?

Yes to the best of our knowledge

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?

No. We have strict policies in place to limit noise. We dont produce and excessive dust, odors, solid waste, or glare

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.

This property has not had a change in use in over 25+ years. It has been a short term rental since at least 1998

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
NONE				

Applicant's Signature  Date 08/15/2023

Property Owner's Signature  Date 08/15/2023

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"/>

# Reservations

Upcoming Completed Canceled All

Status	Guests	Check-In	Checkout	Booked	Listing	Confirmation Code
Past guest	<b>Zack Hyland</b> 1 adult	Jan 29, 2022	Jan 30, 2022	Jan 7, 2022 10:18 PM ET	Baker Cabin at Colden Lodge on Lake Flower	HMTCT3KWHE
Past guest	<b>Ther Albrecht</b> 2 adults	Feb 11, 2022	Feb 13, 2022	Jan 7, 2022 9:49 PM ET	Baker Cabin at Colden Lodge on Lake Flower	HMKKNHYFM9
Past guest	<b>Ashley Campbell</b> 3 adults	Feb 11, 2022	Feb 13, 2022	Jan 14, 2022 5:47 PM ET	Tamarac Cabin at Colden Lodge on Lake Flower	HKISAP3AR52
Past guest	<b>Roxan Villa</b> 2 adults	Feb 13, 2022	Feb 18, 2022	Jan 16, 2022 1:25 PM ET	Baker Cabin at Colden Lodge on Lake Flower	H4HEHNJB8B
Past guest	<b>Amy Dumas</b> 4 adults, 1 child, 1 pet	Feb 18, 2022	Feb 20, 2022	Jan 14, 2022 1:38 PM ET	Tamarac Cabin at Colden Lodge on Lake Flower	HMKRQJB9X3F
Past guest	<b>Doug Schultz</b> 2 adults, 2 pets	Feb 18, 2022	Feb 21, 2022	Jan 7, 2022 11:31 PM ET	Baker Cabin at Colden Lodge on Lake Flower	H4WWSHQ9RYE
Past guest	<b>Amy Briggs</b> 3 adults	Feb 20, 2022	Feb 25, 2022	Jan 24, 2022 9:11 AM ET	Tamarac Cabin at Colden Lodge on Lake Flower	H4AN4599HBZ
Past guest	<b>Charlie Field</b> 2 adults	Feb 21, 2022	Feb 24, 2022	Jan 23, 2022 2:21 PM ET	Baker Cabin at Colden Lodge on Lake Flower	HMUBHQBD51T
Past guest	<b>Stephanie Gowen</b> 2 adults	Feb 25, 2022	Feb 27, 2022	Jan 7, 2022 11:47 PM ET	Baker Cabin at Colden Lodge on Lake Flower	H4WWEJBF4S

**County of Franklin**  
**Office of the County Treasurer**  
**Frances Perry**  
**Occupancy Tax Law**

**Certificate of Authority**

*The undersigned County Treasurer, having determined upon application, having been duly satisfied, and authorized to execute the instrument, does hereby certify that pursuant to Chapter 117 of the Laws of 2015 of the State of New York, Local Law Number 5 of 2015 of the County of Franklin, that*

**COLDEN LODGE**

*Located at,*

**67 RIVERSIDE DRIVE, SARANAC LAKE, NY 12983**

*is authorized to collect the Occupancy Tax on behalf of Franklin County. Such authorization shall be in effect as of January 25, 2023 at 11:00 am and continue in effect until terminated by operation of law or by action taken pursuant such laws, rules, and regulations as may be applicable.*



*Frances Perry*

**Frances Perry**  
**Franklin County Treasurer**



# 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>							
Name of Action or Project: <span style="font-size: 1.2em; font-family: cursive;">STR Special Use</span>							
Project Location (describe, and attach a location map): <span style="font-size: 1.2em; font-family: cursive;">67 Riverside Drive</span>							
Brief Description of Proposed Action: <span style="font-size: 1.2em; font-family: cursive;">Seeking Special Use Permit for STR</span>							
Name of Applicant or Sponsor: <span style="font-size: 1.2em; font-family: cursive;">Robert E Turner</span>		Telephone: <span style="font-size: 1.2em; font-family: cursive;">305-450-6500</span>					
Address: <span style="font-size: 1.2em; font-family: cursive;">67 Riverside Drive</span>		E-Mail: <span style="font-size: 1.2em; font-family: cursive;">bobby@coldenlodge.com</span>					
City/PO: <span style="font-size: 1.2em; font-family: cursive;">SLK</span>		State: <span style="font-size: 1.2em; font-family: cursive;">NY</span>	Zip Code: <span style="font-size: 1.2em; font-family: cursive;">12983</span>				
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.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<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:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
3.a. Total acreage of the site of the proposed action?		<span style="font-size: 1.2em; font-family: cursive;">.81</span> acres					
b. Total acreage to be physically disturbed?		<span style="font-size: 1.2em; font-family: cursive;">0</span> acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		<span style="font-size: 1.2em; font-family: cursive;">.81</span> 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							



<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: <u>Robert Hower</u> Date: <u>8/15/23</u></p> <p>Signature: <u>[Signature]</u></p>		



# Village of Saranac Lake

Community Development Department  
 39 Main St.  
 Saranac Lake, NY 12983  
 Phone (518) 891-0490  
 Fax (518) 891-5928  
[www.saranaclakeny.gov](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: <i>Robert Hamer</i>		3. Telephone Number: <i>305-450-6500</i>	
2. Mailing address: <i>67 Riverside Dr</i>		5. Tax Map # (s): <i>458.38.47</i>	
4. Location of action: <i>SAME</i>		7. Present land use(s): <i>RESIDENTIAL</i>	
6. Size of site: <i>18</i>	8. Present zoning classification: <i>Residential</i>		
9. Percentage of site which contains slopes of 15% or greater: <i>50%</i>		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: <i>No change to existing</i>			
13. Describe any unique or unusual land forms on the project site (i.e. bluffs, ground depressions, other geological formations): <i>N/A</i>			
14. Will the action be directly undertaken, require funding, or approval by a State or Federal Agency? <input checked="" 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