

## 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 #: Najor Minor	P-STR-0B
DATE RECEIVED: 8	15/23
DATE PAID: 8/15	13

## 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. <u>Pre-application Conference</u> – 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 <a href="mailto:comdevassist1@saranaclakeny.gov">comdevassist1@saranaclakeny.gov</a>.
  - ☐ 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>&</sup>lt;sup>1</sup> Acceptable documentation includes: 1. A Franklin or Essex County Certificate of Authority to collect occupancy tax.

<sup>2.</sup> Proof of operation as a STR between January 31, 2022, and January 31, 2023.

## **SPECIAL USE PERMIT APPLICATION**

Applicant Information	
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

If Different from Project Applicant	
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
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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	Kesidence

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.

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

	e project will impact pedestrian safety, either positively or negatively.
N/A	
45 ()	roperty suitable for the proposed project considering the lot size, location, topography,
	ion, soils and hydrology?
Yes	
resourc	Il your project avoid the loss, destruction, or damage to any natural, historic, and scenic les of the village through design, layout of structures, provision of buffer areas, and operation proposed use?
N/A	
comme	roject consistent with the village goal of concentrating retail uses in villages, avoiding strip ercial development, and locating nonresidential uses that are incompatible with residential use -buffered properties?
Yes to t	he best of our knowledge
	e proposed use result in excessive noise, dust, odors, solid waste, or glare, create any other
18. Will the nuisand	ces, or result in the introduction of invasive species?

	are permitted by r	proposed use will not be more ight (allowed uses that do not cial and economic impacts of t	require a spe	cial use permit	)? Consider the
	his property has ental since at lea	not had a change in use	in over 25+	years. It has	s been a short term
16	entai since at lea	51 1990			
20	Is the project locat	ted within a historic building?	MO DV	ES	
20.	is the project local	historic district?			
		operty falls within a historic di	strict or is on		_
	Resource Informati	ion System (CRIS) website and	use the map	oing tool: <u>cris.p</u>	arks.ny.gov
21.	Please list any pro	fessionals who will be assistin	g you with you	ur application	
Na	me	Company	Profession	Phone	Email
NON		Company	11010331011	THORE	Lillan
1					
		1/1/1/11			
		RGOTE HAVE	W10 -	_	08/15/2023
Appl	licant's Signature	Revate Ha	nTa	Dat	
Appl	licant's Signature _	Klorate Hw	nta	Dat	
Appl	licant's Signature _	RGat Ha	w1a_	Dat	
•••		0		Dat	
•••		0		Dat	ee
•••		0		•	
•••		0		•	08/15/2023
•••		0		•	08/15/2023
Prop	perty Owner's Signa Office Use Only - E	iture Referral		•	08/15/2023
Prop	perty Owner's Signa Office Use Only - Experty is located wit	issex County Referral		•	08/15/2023
For Pro	oerty Owner's Signa Office Use Only - E operty is located wit operty located in Ess	issex County Referral thin 500 feet of:	4mia	•	08/15/2023
For Pro	perty Owner's Signa Office Use Only - Experty is located with operty located in Ess Inicipal boundary (v	issex County Referral thin 500 feet of:	4mia	•	08/15/2023
For Pro	oerty Owner's Signa Office Use Only - E operty is located wit operty located in Ess	Essex County Referral thin 500 feet of:  Esex County rillage or town)	4mia	•	08/15/2023

**County or State Facilities** 

## Reservations

Past guast	Past guest	Past güest	Past guest	Past guest	Past guest	Past guest	Past guest	Past guest	Status	Upcoming
								- 51		Completed
Stephanie Gowan Zadafr	Charle Field	Amy.Briggs	Doug Schulze 2 adults, 2 pets	Amy Dames a adults 3 child 1 mill	Reven Villa z sdutt:	Ashley Campbell	Tina Albiach 2 advitu	Zack Hyland	Guests	Canceled
5				3						≧
Feb 25, 2022	Feb 21, 2022	Feb 20, 2022	Feb 18, 2022	Feb 18, 2022	Feb 13, 2022	Feb 13, 2022	Feb 11, 2022	Jan 28, 2022	Check-in ◆	
Feb 27, 2022	Feb 24, 2022	Feb 25, 2022	Feb 21, 2022	Feb 20, 2022	Feb 18, 2022	Feb 13, 2022	Feb 13, 2022	Jan 30, 2022	Checkout	
Jan 7, 2022 11:42 PM ET	Jan 23, 2022 2/12 PM ET	Jan 24, 2022 9-1) AN FT	Jan 7, 2022 10 M phys.	Jan 14, 2022	Jan 16, 2022 1:25 PM ET	Jan 14, 2022 5.49 PM ET	Jan 7, 2022 9:45 PM ET	Jan 7,2022 10:18 PM ET	Booked	
Baker Cabin at Colden Lodge on Lake Flower	Baker Cabin at Colden Lodge on Lake Flower	Tamerac Cabin at Colden Lodge on Lake Flower	Baker Cabin at Colden Lodge on Lake Flower	Tamarac Cabin at Colden Lodge on Lake Flower	Baker Cabin at Colden Lodge on Lake Flower	Tamarac Cabin at Colden Lodge on Lake Flower	Baker Cabin at Colden Lodge on Lake Flower	Baker Cabin at Colden Lodge on Lake Flower	Listing	
HMWWEJBF4S	нм,вновр5т	Нли4599НВZ	HMW5HQ9RYE	HMRQJB9X3F	HRAHEHNJB8B	HMSAP3ARSZ	HMHKNHYFM3	НМТСТЗКШНЕ	Confirmation Code	

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

## Certificate of Authority

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 The undersigned County Treasurer, having determined upon application, having been duly satisfied, and authorized to execute the 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
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.

Part 1 - Project and Sponsor Information		
Name of Action or Project: 5TR Special USE		
Project Location (describe, and attach a location map):  67 RIVERSIDE DRIVE		
See Fing Special Use Permil for STR		
Name of Applicant or Sponsor:  Telephone: 305-450-6  E-Mail: by Colden	lage	(cn
Address: 7 Piverside Prive	- C- 1-	
CHYPO. SLK	p Code:	3
<ol> <li>Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?</li> <li>If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that</li> </ol>	NO K	YES
may be affected in the municipality and proceed to Part 2. If no, continue to question 2.	1	
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	YES
11 1es, list agency(s) name and permit of approval.	X	
3.a. Total acreage of the site of the proposed action?  b. Total acreage to be physically disturbed?  c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		
4. Check all land uses that occur on, adjoining and near the proposed action.  ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify):		
☐ Parkland		

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?		V	
b. Consistent with the adopted comprehensive plan?		M	
6. Is the proposed action consistent with the predominant character of the existing built or natural		NO	YES
landscape?			
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Are	a?	NO	YES
If Yes, identify:		<b>V</b> 1	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	-	NO	YES
a. Will the proposed action result in a substantial increase in traffic above present levels:		NO	TES
b. Are public transportation service(s) available at or near the site of the proposed action?			H
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed acti	on?	V	$\Box$
9. Does the proposed action meet or exceed the state energy code requirements?		NO	YES
If the proposed action will exceed requirements, describe design features and technologies:			
		ш	
10. Will the proposed action connect to an existing public/private water supply?		NO	YES
If No, describe method for providing potable water:			
		ш	
11. Will the proposed action connect to existing wastewater utilities?		NO	YES
If No, describe method for providing wastewater treatment:			
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic	-	NO	YES
Places?		NO	
b. Is the proposed action located in an archeological sensitive area?	-	$\square$	믬
		V	diam'r.
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	ŀ	NO	YES
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	Ī		
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres:		_	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all	that a	pplv.	
☑Shoreline ☐Forest ☐ Agricultural/grasslands ☐ Early mid-succession		rry.	
□ Wetland □ Urban □ Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed		NO	YES
by the State or Federal government as threatened or endangered?			
16. Is the project site located in the 100 year flood plain?		NO	YES
		2	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	-	NO	YES
a. Will storm water discharges flow to adjacent properties?			
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains If Yes, briefly describe:	)?		

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)?	NO	YES
If Yes, explain purpose and size:		
19. Has the site of the proposed action or an adjoining property been the location of an active or closed	NO	YES
solid waste management facility?		_
If Yes, describe:		
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or	NO	YES
completed) for hazardous waste?  If Yes, describe:		
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE KNOWLEDGE  Applicant/sponsor name:  Signature:  Date: 8/5/2	BEST C	DF MY



## 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

## 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 <a href="https://www.saranaclakeny.gov">www.saranaclakeny.gov</a>. 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.

<b>SECTION B. Description of Site and Proposed</b>	Action	
1. Name of applicant: JUGR HAMER		
2. Mailing address: 67 RIVERSIDE DR	3. Telephone Number	70-6500
4. Location of action: AM 2		58.38.47
6. Size of site:	7. Present land use(s): ASIDELAIA	
8. Present zoning classification: LES I Deut A	Percentage of site which contains slopes of 15% or greater:	50%
Type of action (check appropriate response)     Directly undertaken (e.g. capital construction, planning activity, agency regules Financial assistance (e.g. grant, loan, subsidy)     Permit, approval, license, certification     Agency undertaking action:	ation, land transaction)	
11. Streams, lakes, ponds, or wetlands existing within or continuous to the project area  No  Yes If yes, Waterbody Name:	/? _Waterbody Size(in acres):	
12. Describe nature and extent of action: No Chang He EXIST	Fine	
13. Describe any unique or unique of unique land forms on the project site (i.e. bluffs, ground do	epressions/ other geological formations):	
14. Will the action be directly undertaken, require funding, or approval by a State or Fe  No  Yes If yes, which State or Federal Agency?	deral Agency?	

SECTION C. Waterfront Assessment (To be completed by reviewing agency)	THE IS	
Will the proposed action have a <u>significant effect</u> upon:	YES	NO
(a) Commercial or recreational use of fish and wildlife resources		
(b) Scenic quality of the waterfront environment?		
(c) Development of future, or existing water dependent uses?		
(d) Stability of the shoreline?		
(e) Surface or groundwater quality?		
(f) Existing or potential public recreation opportunities?		
(g) Structures, sites or districts of historic, archeological or cultural significance to the Village, State or nation?	√ <u>L</u> e	
2. Will the proposed action involve or result in any of the following:	YES.	∺ I
<ul><li>(a) Physical alteration of land along the shoreline, land under water or coastal waters?</li><li>(b) Physical alteration of two (2) acres or more of land located elsewhere in the waterfront area?</li></ul>	吕	뭐
(c) Expansion of existing public services or infrastructure in undeveloped or low density areas of the waterfront area?	H	н
(d) Energy facility not subject to Article VII or VIII of the Public Service Law?	H	ᆸ
(e) Mining, excavation, filling or dredging?	H	HI
(f) Reduction of existing or potential public access to or along the shore?	Ħ	Fi I
(g) Sale or change in use of publicity-owned lands located on the shoreline or under water?	П	
(h) Development within designated flood hazard area?	$\sqcap$	
(i) Development on a natural feature that provides protection against flooding or erosion?		
(j) Diminished surface or groundwater quality?		므ᅵ
(k) Removal of ground cover from the site?		
3. Project:	1E2	NU
(a) If a project is to be located adjacent to shore:		
(1) Will water-related recreation be provided?	H	HI
(2) Will public access to the shoreline be provided?	H	片
(3) Does the project require a waterfront site? (4) Will it supplant a recreational or maritime use?		
(5) Do essential public services and facilities presently exist at or near the site?	님	片
(6) Is it located in a flood prone area	H	붜ㅣ
(7) Is it located in an area of high erosion	H	片
(b) If the project site is publicly owned:		ᆈ
(1) Will the project protect, maintain and/or increase the level and types of public access to water-related recreation resources and facilities?		
(2) If located in the foreshore, will access to those and adjacent lands be provided?	$\equiv$	Fil
(3) Will it involve the siting and construction of major energy facilities?		
(4) Will it involve the discharge of effluents from major steam electric generating and industrial facilities into a waterway		
(c) Is the project site presently used by the community as an open space or recreation area?		□□
(d) Does the present site offer or include scenic views or vistas known to be important to the community?		
(e) Will the surface area of any waterways or wetland areas be increased or decreased by the proposal?		
(f) Will the project involve any waste discharges?		
(g) Does the project involve surface or subsurface liquid waste disposal?	님	닏ㅣ
(h) Does the project involve transport, storage, treatment or disposal of solid waste or hazardous material?	片	밁
<ul><li>(i) Does the project involve shipment or storage of petroleum products?</li><li>(j) Does the project involve discharge of toxics, hazardous substances or other pollutants?</li></ul>	H	片ㅣ
(k) Will the project affect any area designated as a freshwater wetland?	H	뭐
(I) Will the project alter drainage flow, patterns or surface water runoff on or from the site	H	HI
(m) Will best management practices be utilized to control storm water runoff into waterways?	H	ᆔ
(n) Will the project cause emissions which exceed Federal or State air quality standards or generate significant amounts of nitrates or sulfates?		
SECTION D. Remarks or Additional Information		land.
For questions answered "Yes" in Section C, explain methods you will undertake to reduce adverse effects. Review the LWRP to see if the project is co	neietont	with
each policy. List policies the project is not consistent with and explain all mitigating actions. Add any additional sheets necessary to complete this form.		WIU.
each policy. List policies the project is not consistent with and explain all militigating actions. Add any additional project is not consistent with and explain all militigating actions. Add any additional project is not consistent with and explain all militigating actions.		- 1
		- 1
		- 1
		- 1
		- 1

<b>SECTION E. Preparer Information</b>			
Preparer's Name (Please print):			
Title:			
Organization Name: Village of Saranac Lake De	velopment Board		
Phone Number:			
Signature:		Date:	
<b>SECTION F. Determination of LW</b>	RP Consistency (To be comp	pleted by the Planning Board	J)
The Village of Saranac Lake Planning Board finds  □ consistent with LWRP policy standards and	that the above referenced project is:		
□ not consistent with LWRP policy standards	and conditions and shall not be undertaken	<u>n.</u>	
Print Name of Planning Board Chair			
Signature of Planning Board Chair	Date	-	