



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 #: <u>SUP-STR-010</u>
Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>
DATE RECEIVED: <u>8/31/23</u>
DATE PAID: <u>8/31/23</u>

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, 2023¹
 - 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.**
 - 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

¹ 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

Applicant Information	
Applicant Name	John and Colleen Miner
Applicant Address	175 Lake St Saranac Lake, NY 12983
Mailing Address, If Different	
Applicant Email	jminer@roadrunner.com
Applicant Phone	518-354-0727 or 518-524-0774

If Different from Project Applicant	
Property Owner Name	
Property Owner Address	
Mailing Address, If Different	
Property Owner Email	
Property Owner Phone	

Project Information

1. Project Address 66 Edgewood Rd. Apt. 1
Saranac Lake, NY 12983
2. Tax Map # 457.26-1-1.400
3. Zoning District J1
4. Current Lot Size .29 acres
5. Building square footage 864 Existing
 Proposed
6. Property/Building use
 - a. Present use of property, (i.e., commercial, residential, mixed, vacant): residential/STR
 - b. Proposed use of property: residential/STR
 - c. For mixed-use buildings:

Level	Current Use	Proposed Use
Basement		
1st	Residential/STR	Residential/STR
2nd	Residential	Residential
3rd		

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

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

The primary use of the property is currently and will remain residential and short-term rental.

There are no changes to the property.

Existing utilities will be used.

Anticipated number of users for the STR are 2-4 per use.

There is currently one two-bedroom unit for residential use and one one-bedroom unit as an STR.

There is sufficient on-property, off-street parking for anticipated usage.

Garbage storage is in a separate and detached garage building.

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

10.

If you are operating a new business at the project location, provide the following information	
Name of Business	Jon's Loj
Hours of Operation	24/7

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?

There will be no change in current use.

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

The proposed use is no change in the residential nature of the neighborhood. As a one-bedroom STR, the users are very low in number.

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 proposed use is no change from current use and these factors are already more than adequate.

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.

The site is a quiet neighborhood street with low traffic volume.
No change in pedestrian safety.

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

Yes - The current use and proposed use are the same

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?

There will be no changes made to the property.

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

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

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.

We have operated for almost two years as an STR with no objection from neighbors or otherwise

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

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

Name	Company	Profession	Phone	Email

Applicant's Signature *J.D.M.* Date 8/15/23

Property Owner's Signature *J.D.M.* Date 8/15/23

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 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.

Part 1 - Project and Sponsor Information			
Name of Action or Project: Jon's Loj			
Project Location (describe, and attach a location map): 66 Edgewood Rd., Apt. 1, Saranac Lake, NY			
Brief Description of Proposed Action: Short Term Rental			
Name of Applicant or Sponsor: John D. Miner		Telephone: 518-354-0727	
		E-Mail: jminer@roadrunner.com	
Address: 175 Lake 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 checked="" 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: Franklin County - Certificate of authority for collection of Occupancy tax			YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		.29 acres	
b. Total acreage to be physically disturbed?		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		.75 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 checked="" type="checkbox"/> Commercial <input checked="" 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)? If Yes, explain purpose and size: _____ _____</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? If Yes, describe: _____ _____</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? If Yes, describe: _____ _____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: <u>John D. Miner</u> Date: <u>8/15/23</u></p> <p>Signature: <u><i>John D. Miner</i></u></p>		



Village of Saranac Lake

Community Development Department
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 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 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: <u>John D. Miner</u>		3. Telephone Number: <u>518-354-0727</u>	
2. Mailing address: <u>175 Lake St. Saranac Lake, NY 12983</u>		5. Tax Map # (s): <u>457, 26-1-1.400</u>	
4. Location of action: <u>66 Edgewood Rd., Apt. 1, Saranac Lake, NY</u>		7. Present land use(s): <u>Residential</u>	
6. Size of site: <u>.29 acres</u>		9. Percentage of site which contains slopes of 15% or greater: <u>0</u>	
8. Present zoning classification: <u>R10 residential</u>			
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 checked="" 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: <u>Short-term rental permit</u>			
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 checked="" type="checkbox"/> No			
<input type="checkbox"/> Yes If yes, which State or Federal Agency?			

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

JON'S LOJ

Located at,

66 EDGEWOOD ROAD, APT. 1, SARANAC LAKE, NY 12983

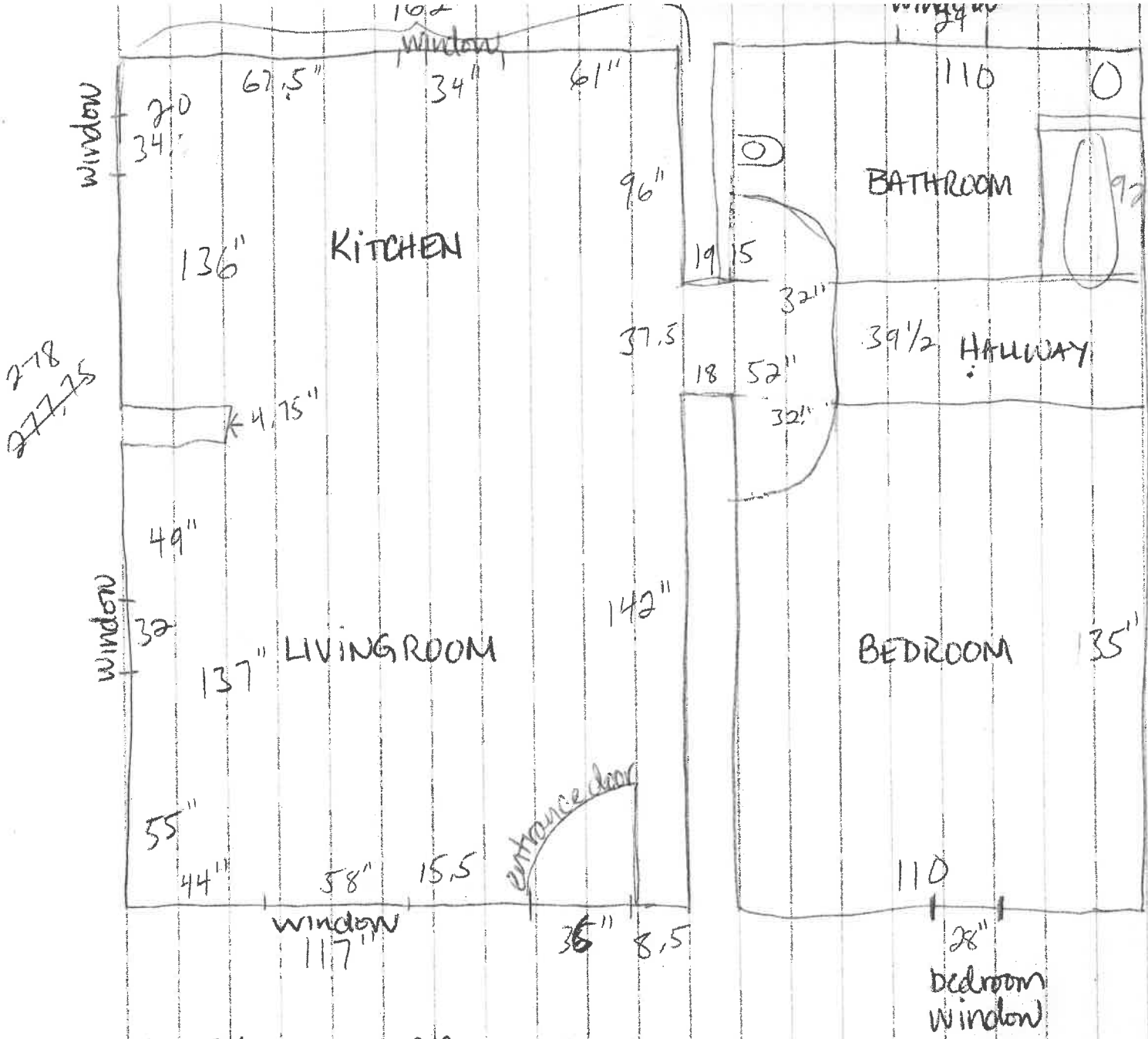
is authorized to collect the Occupancy Tax on behalf of Franklin County. Such authorization shall be in effect as of September 29, 2021 at 11:00 am and continue in effect until terminated by operation of law or by action taken pursuant such laws, rules, and regulations as may be applicable.



In testimony whereof, I have hereunto set my hand this: September 29, 2021

Frances Perry
Frances Perry
Franklin County Treasurer

Floorplan



16 Edgewood Rd. Apt 1
 Saranac Lake, NY 12983
 Jon's Laj

66 Edgewood Rd.

S 83°45'00" E

154.37

F



Mailboxes

Front Setback see table

16.7'

Fire hydrant

Front Setback see table

Concrete Retaining Wall

Deck

24.2'

2 Story Frame House

36.2'

36.2'

24.2'

50'

P Paved Driveway

P

Parcel 1

12616 SqFt

0.29 Acres

P

P

P

P

STR Entrance

Tax Map No. 457.26 - 1 - 1.4

35'

24.2'

24.3'

Garage

24.2'

24.3'

Garbage Storage in garage

10.0'

Covered Deck

Timber Retaining Wall

20.0'

Shed

12.6'

9.7'

Found 1" Iron Pipe with cap

N 82°08'08" W

140.68'

New Property Line

93.69'

S 6°32'52" W

Se

89.98'

N 10°52'54" E