

TOWN OF SANTA CLARA PLANNING BOARD

5367 State Route 30
Saranac Lake, NY 12983

February 10, 2026

PRESENT: Planning Board Members: Scottie Adams, Beth Hall, John LaHart, Mike Ritchie, Bill Young, Alternate Board Member Connie Rockefeller and Code Enforcement Officer (CEO), Todd David.

The meeting was called to order by Chair, Scottie Adams at 9:00 AM.

Bill Young moved to approve the minutes from the previous meeting. John LaHart seconded the motion. All members were in favor of the motion. The minutes from the Planning Board meeting on 01-27-2026 are approved.

STRs

The main reason for this meeting was to work on reviewing the current STR regulations and forms. The chair distributed the most recent version. These recommendations are based on feedback from the CEO which deals with the situation. Deletions were made on page 4, Article I, 1) c; Evacuation procedure. It was felt that while this is appropriate for a hotel or motel, this is not necessary for rental units which are vacation homes. Also, Page 5, Article J, 1) f & g. Article J 1) f. requires accurate site plans for each floor and details "all bedrooms, windows, exits, and any heating/cooling units." Again, it was felt that this is "overkill" for vacation homes. Article J 1) g requires a statement that none of the owners have had a permit revoked in the last year. This might have been necessary initially, but now the CEO would know if he had revoked any permits. The corresponding deletions were made on the Permit and Checklist.

Article H. Short Term Rental Regulation

4). No Short-Term Rental Property may be rented for Short-Term Rental purposes for greater than a total of **seventy-five (75) days** in any calendar year.

This change is quite controversial. Some felt that 60 days was enough. Others felt that since we had no complaints via the hotline, 90 days was acceptable. Choosing to recommend 75 days is a compromise.

Article M. Application for Renewal Permit

- 1) Renewal of a Short-Term Rental Permit will be granted for an additional 2-year term if the following conditions are met:
 - c. **At the time of application for renewal, the owner or designated agent must provide an affidavit stating that the property still meets the original inspection criteria. If the information has changed, an amended permit must be applied for.**

This change is to ease the burden of inspections on the CEO and the permit applicants. Once the property has been thoroughly inspected when the permit is applied for, then further inspection

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should not be required unless something has changed. Having the property owner submit an affidavit assures accountability. The most recent septic pump-out will be on file, so it can be ascertained when a pump-out is due.

Again, it must be noted that the Planning Board can only make recommendations. After vetting by the attorney, and a public hearing, then the Town Board makes the final decisions.

The chair will forward the revised regulations to the town attorney for his comments.

Trash Situation

The current situation was reviewed. Nothing has been heard from any of the owners who were notified by certified mail that their trash receptacles were a public health and traffic issue. It was pointed out that the situation was not unique to Hoel Pond Rd and perhaps a town wide trash law should be considered. However, it was reported that in the other location, the trash receptacle left on the side of the road are empty, while on Hoel Pond Rd, the receptacles are full of trash even when no pickup is scheduled resulting in trash strewn across the road and onto neighboring properties. The Planning Board will not take any further action until it is seen whether the letters to the property owners on Hoel Pond have any effect.

Open Discussion

There was no public comment at this meeting as there were no public attendees.

Next Meeting

The next meeting will be scheduled as needed.

Beth Hall moved that the meeting be adjourned. Mike Ritchie seconded the motion. All were in favor of the motion. Meeting was adjourned at 9:26 AM.

PSA