City of Saratoga Springs
Unified Development Ordinance (UDO)
Technical Review Advisory Committee (TRAC)

AGENDA March 7, 2017 4:00 P.m. Saratoga Springs Music Hall

1. Welcome And Attendance

2. Public Comment (Limited To 2 Minutes Per Speaker)

   a. Draft UDO Legend Key
   b. Draft Article 1 – Introduction
   c. Draft Article 5 – Application
   d. Draft Article 7 – Amendments
   e. Draft Article 8 - Administration

Documents:
   2017 02 28 UDO LEGEND KEY.PDF
   2017 02 28 DRAFT ARTICLE 1 - INTRO.PDF
   2017 02 28 DRAFT ARTICLE 5 - APPLICATION AND REVIEW.PDF
   2017 02 28 DRAFT ARTICLE 7 - AMENDMENTS.PDF
   2017 02 28 DRAFT ARTICLE 8 - ADMIN.PDF

4. Next Steps

5. Adjourn

Next Meeting: March 21st At 4 P.m. Saratoga Springs Music Hall
DRAFT UDO LEGEND
A Visual Guide to the Draft UDO Documents

The draft UDO documents being published for review include specific formatting which is intended to help everyone understand the edits being proposed, as follows:

Existing Text Unchanged. Black text shown like this indicates existing city code language which is currently proposed to be kept “as is” without edits. It may have been relocated to a different section or chapter, but the text remains the same.

Existing Text Deleted. Red strikeout text shown like this indicates existing city code language which is currently proposed to be removed.

New Text Added. Green underline text shown like this indicates new language which is currently proposed to be added to the code.

Temporary Text. Purple text shown like this indicates temporary text (such as “## Note: editor’s notes”) or cross-references (See Article 0.0.0) which will need to be changed at a later date when the code is finalized.

Proposed Format. The proposed format for the draft UDO is anticipated to look similar to this, once completed. The final draft will remove the editing notes and temporary text to show the clean version.

ARTICLE 1 TITLE

1.1 SUBCHAPTER TITLE

This is sample text used to illustrate what the text would look like in the proposed new ordinance.

1.1.1 Heading Title

A. Provision Name. This is sample text used to illustrate what the text would look like in the proposed new ordinance.

   1. This is sample text used to illustrate what the text would look like in the proposed new ordinance.

   b. This is sample text used to illustrate what the text would look like in the proposed new ordinance.
ARTICLE 1  INTRODUCTION

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1.1  A VISION FOR THE CITY OF SARATOGA SPRINGS

It is often described that Saratoga Springs, New York is the “City in the Country.” This concept accurately reflects a city with an intensively developed urban core and an economically vibrant central business district, with well-defined urban edges and an outlying area of rural character, comprised of agriculture, open lands, natural and diverse environmental resources and low density development. It is in many ways an idyllic balance which in part makes our city so successful.

As noted in our Comprehensive Plan, the overriding philosophy that will successfully guide future development of our “City in the Country” will be one of sustainability. This recognizes the importance of meeting the needs of the present without compromising qualities and resources which impact our future. Sustainable development makes investments that yield long-term benefits for everyone in our community, enhancing economic opportunity and community well-being while protecting the built and natural resources upon which the future of our economy depend. The city’s many assets—including our vibrant, walkable downtown, historic neighborhoods, entertainment, recreation and picturesque countryside—all contribute to economic growth that supports our position as a regional and world class destination to live, work and visit.

Keeping these philosophies in mind, this Unified Development Ordinance (UDO) represents the continued efforts of Saratoga Springs to effectively plan for the future by establishing a blueprint that clearly and proactively coordinates future city development and raises the bar on sustainability. This ordinance was designed to coordinate many regulatory codes and combine them in a more user-friendly document which implemented the community vision and improved sustainability goals described in our Comprehensive Plan. Specifically, this ordinance combines and reorganizes several former chapters of the city code, including Chapter 240: Zoning Ordinance, Chapter 241: Subdivision Regulations, and Chapter 242: Stormwater Management in addition to edits and coordination with other city code chapters.

It is our hope that this new improved document will help to implement this vision for the City of Saratoga Springs and protect and improve the health, safety and welfare for all citizens of Saratoga Springs for generations to come.
1.2 HOW THE UDO WORKS

With the goal of establishing a new code for the city which clearly illustrates desired development concepts, protects design integrity and is easier to understand and navigate, this UDO is designed with the following elements:

1.2.1 Guiding Principles

For each zoning district, Guiding Principles have been developed which are designed to help guide applicants and land use review boards with understanding the major goals and overall objectives of the district. In the process of designing and reviewing projects, these Guiding Principles should always be referenced to ensure that the proposal is meeting the intent of the district. In the event there is disagreement over the interpretation of specific requirements, the Guiding Principles shall always prevail.

1.2.2 Design Considerations

In addition to guiding principles, zoning districts also include more specific Design Considerations which provide individual items which the review boards should be aware of and confirm, acting as guidance in project reviews.

1.2.3 Major Design Elements

Basic concepts for common elements of the code have been developed to describe desired design standards for Street Types, Frontage Types, Facade Types and Building Types which are permitted in different districts within the city, as illustrated on the next page.

1.2.4 Navigation

A summary Table of Contents has been provided at the start of each article for easy reference. When viewing this document in electronic PDF format, the following hyperlink navigation options are also available:

A. Jump to specific sections or subsections by clicking on references, defined words and table of contents items.

B. Each page footer includes information on the Article, Section and subsection material it covers.
1.2.5 Overview of Major Design Elements

**Street Types**

Street Types define the basic characteristics of the public or private roadway desired for a given area, including overall road width, lane widths, on-street parking locations, complete streets improvements such as bike lanes and similar elements. Refer to Section 4.2 for more information on the different Street Types.

**Frontage Types**

The Frontage Type defines the different designs and layouts allowed for both the public and private yard area between the curb and any street-facing facades. Includes standards for sidewalks, parking, landscaping, freestanding signs and pedestrian amenities. Refer to Section 4.3 for more information on the different Frontage Types.

**Facade Types**

The Facade Type defines the different types of architectural concepts allowed for the front facades of a building. Refer to Section 4.4 for more information on the different Facade Types.

**Building Types**

The Building Type defines the different configurations of a building on a lot which are allowed for a given neighborhood. Refer to Section 4.5 for more information on the different Building Types.
### Review & Approvals Reference Chart

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<thead>
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<th>Approval or Permit Type</th>
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This reference table provides basic information on commonly-requested permits and approvals, and does not include all permits or approvals which may be required for every project. Some projects may need to also comply with the provisions of the New York State Environmental Quality Review Act (SEQRA).
1.3 GENERAL PROVISIONS

1.3.1 Title and Authority

This Chapter shall be known and may be cited as the “City of Saratoga Springs Zoning Unified Development Ordinance” or “UDO” and is enacted pursuant to Article 2A, Chapter 20, 24 and 25 of the General City Law for the creation of zoning districts and related rules and regulations and that the Planning Board of the City of Saratoga Springs has been established in accordance with Chapter 21 of the Consolidated Laws, Article 3, Laws of 1926, Chapter 690, amended by laws of 1929, Chapter 605; 1938, Chapter 205; 1944, Chapter 185 and that the City Council, by ordinance passed May 17, 1946, did delegate to the Planning Board the authority to adopt rules and regulations with respect to procedure before it and in accord with Article 3, Section 32 of the New York State General City Law authorizes the City Council to empower and authorize the City of Saratoga Springs Planning Board to approve preliminary and final subdivision plats, and in accordance with Article 10 of the Municipal Home Rule Law of the State of New York, the City Council of Saratoga Springs has the authority to enact local laws and amend local laws and for the purpose of promoting the health, safety or general welfare of the City of Saratoga Springs and for the protection and enhancement of its physical environment including but not limited to flood damage prevention, stormwater management and water quality protection and the protection, energy conservation, sustainable natural resources management and the management of street trees and the urban forest in the City. ## Note: The above incorporates Title and Authority from Chapter 241 Subdivision Regulations as well as Chapter 242 Stormwater Management.

1.3.2 Adoption of Zoning Map and Overlays

The “Zoning Map of the City of Saratoga Springs, New York” and overlay districts, as described within this Chapter, are hereby incorporated as part of this Ordinance.

1.3.3 Intent and Purposes

The intent of this Chapter is to encourage appropriate and orderly physical development; promote public health, safety, and general welfare; classify, designate and regulate the location and use of buildings, structures and land for agricultural, residential, commercial, industrial or other uses in appropriate places; and to divide the City of Saratoga Springs into districts of such number, shape and areas as may be deemed best suited to carry out these regulations and provide for their enforcement.

A. The regulations and district boundaries identified in this Chapter and upon the Zoning Map are made with the following additional purposes:

1. Facilitation of efficient, economical, and adequate provision of public utilities and services;
2. Assurance of adequate sites for residential, agricultural, industrial, commercial and other appropriate uses;
3. Provision of privacy for families and the maximum protection of residential areas;
4. Prevention and reduction of traffic congestion so as to promote efficient and safe circulation of vehicles and pedestrians;
5. Gradual elimination of nonconforming uses;
6. Conservation of the taxable value of land and buildings while enhancing the appearance of the City of Saratoga Springs as a whole;
7. Encouragement of flexibility in the design and development of land;
8. Protection of the general environment in compliance with the objectives of applicable Federal and State statutory and regulatory programs;
9. Protection of the natural resources of the community including but not limited to the protection of the water resources of the City;
10. Safeguarding the heritage of the City of Saratoga Springs by preserving districts and landmarks in the City which reflect elements of its cultural, social, economic, political, artistic and architectural history;
11. Promoting the use of historic districts and landmarks for the education, pleasure and welfare of the citizens of the City.

B. To guide public and private policy and action for the subdivision of land with the following additional purposes: ## Note: The following is relocated from the purpose section of Chapter 241 Subdivision Regulations.

1. To provide adequate and efficient transportation, water, sewerage, schools, parks, playgrounds, recreation, and other public requirements and facilities.
2. To provide the most beneficial relationship between...
the uses of land and buildings and the circulation of traffic throughout the City of Saratoga Springs, having particular regard to the avoidance of congestion in the streets and highways and the pedestrian traffic movements appropriate to the various uses of land and buildings, and to provide for the proper location and width of streets and building lines.

3. To establish reasonable standards of design and procedures for subdivisions and re-subdivisions in order to further the orderly layout and use of land, and to ensure proper legal descriptions and “monumenting” of subdivided land.

4. To ensure that public services are available concurrent with development and will have a sufficient capacity to serve the proposed subdivision and that the City will be required to bear no more than its fair share of the cost of providing the facilities and services through requiring the developer to pay fees, furnish land, or establish mitigation measures to ensure that the development provides its fair share of capital facilities needs generated by the development.

5. To prevent the pollution of air, streams, and ponds; to assure the adequacy of drainage facilities; to safeguard the water table, and to encourage the wise use and management of natural resources throughout the City of Saratoga Springs in order to preserve the integrity, stability, and beauty of the City and the value of the land.

6. To preserve the natural beauty and topography of the City of Saratoga Springs and to ensure appropriate development with regard to these natural features.

7. To provide for open spaces through the most efficient design and layout of the land, including the use of average density in providing for minimum width and area of lots, while preserving the density of development as established in the zoning ordinance of the City of Saratoga Springs.

8. To ensure that land is subdivided only when subdivision is necessary to provide for uses of land for which market demand exists and which area in the public interest.

9. To remedy the problems associated with inappropriately subdivided lands, including premature subdivision, excess subdivision, partial or incomplete subdivision, scattered and low-grade subdivision.

C. To establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public residing with in this jurisdiction by achieving the following objectives: Note: The following is relocated from the purpose section of Chapter 242 Stormwater Management.

1. To meet the requirements of Minimum Control Measures 4 and 5 of the SPDES General Permit for Stormwater Discharges from Municipal Separate Stormwater Sewer Systems (MS4s), Permit no. GP-0-10-002 GP-0-15-003 or as amended or revised;

2. Require land disturbance activities to conform to the substantive requirements of the NYS Department of Environmental Conservation State Pollutant Discharge Elimination System (SPDES) General Permit for Construction Activities GP-0-10-001 GP-0-15-002 or as amended or revised;

3. Minimize increases in stormwater runoff from land disturbance activities in order to reduce flooding, siltation, increases in stream temperature, and stream-bank erosion and maintain the integrity of stream channels;

4. Minimize increases in pollution caused by stormwater runoff from land disturbance activities which would otherwise degrade local water quality;

5. Minimize the total annual volume of stormwater runoff which flows from any specific site during and following development to the maximum extent practicable; and

6. Reduce stormwater runoff rates and volumes, soil erosion and non-point source pollution, wherever possible, through stormwater management practices and to ensure that these management practices are properly maintained and eliminate threats to public safety.

1.3.4 Consistency With Comprehensive Plan

The City of Saratoga Springs Zoning Unified Development Ordinance is consistent with the adopted Comprehensive Plan. Any amendments to this Chapter and all development approvals shall be consistent and in accordance with the adopted Comprehensive Plan.

An amendment to this Chapter, whether text or district boundary, is consistent and in accordance with the Comprehensive Plan.
if it complies with the goals, objectives, policies, and strategies and any vision statement contained in the Comprehensive Plan.

1.3.5 Applicability and Conformity

A. This Chapter applies to all land, uses and structures situated within the City of Saratoga Springs. This Chapter and associated maps shall be kept in the Office of the City Clerk and shall be made available to the public.

B. No land shall be created, modified or used unless in a manner expressly permitted and in conformity with the regulations and district boundaries of this Chapter.

C. No structure shall be erected, moved, modified or used unless in a manner expressly permitted and in conformity with the regulations and district boundaries of this Chapter.

D. No person shall subdivide land in the City without first complying with these regulations and obtaining approval of the final plat for the proposed subdivision as evidenced by the endorsement of such plat and recording of the endorsed final plat in the office of the Saratoga County Clerk. **Note: This paragraph and the following two paragraphs relate to the applicability section of Chapter 242 Stormwater Management.**

E. Whenever any subdivision of land is proposed, before any permit for the erection of a permanent building in such proposed subdivision shall be granted, and before any subdivision plat may be filed in the office of the Saratoga County Clerk, the subdivider shall apply for and secure approval of such proposed subdivision in accordance with the provisions of these regulations and other applicable provisions of law.

F. A determination of conformity is required from the zoning enforcement officer prior to the sale or building on lawfully non-conforming lot. Further, no person shall offer for sale or erect a building on a parcel of land described by deed or shown on a plat already filed in the office of the Saratoga County Clerk that has not been approved as a subdivision as set forth in these regulations unless such parcel has been determined by the zoning enforcement officer to be a legally pre-existing lot and, further that the land of such legally pre-existing lot has been determined by the Planning Board to be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood, drainage or other menace to neighboring properties or the public health, safety and welfare and that the Street frontage of and proposed access to such lot is such as will meet the requirements for safe access, can safely accommodate all expected vehicular and pedestrian traffic and that adequate water, sewer, drainage and other utilities are available directly from such Street Frontage and if not, that a plan acceptable to the city engineer and performance guarantee are provided prior to issuance of any approval of such lot by the Planning Board.

G. The requirements of this chapter shall be applicable to all land disturbance activities as defined in this chapter. **Note: This paragraph and the following two incorporates the applicability section of Chapter 242 Stormwater Management.**

H. All land disturbance activities subject to review and approval by the City Planning Board under subdivision, site plan, special use permit, and/or land disturbance activity regulations shall be reviewed subject to the standards contained in this chapter.

I. All other land disturbance activities not subject to review by the Planning Board but subject to review for Stormwater Management under Section 5.6.1 shall also be required to submit a stormwater pollution prevention plan (SWPPP) to the Stormwater Management Officer who shall approve the SWPPP if it complies with the requirements of this chapter.

1.3.6 Exemption For Certain Government Activities

A. Whenever an action is proposed by any Federal or State agency, department, branch or division of the United States or New York State which involves the exercise of direct governmental functions consistent with the purposes and jurisdiction of such agency, department, branch or division of the United States or New York State, such action shall be exempt from the provisions of this Chapter **insofar as the provisions relate to governmental immunity from zoning regulations but such exemption shall not apply to the components of an action that affect flood damage prevention and stormwater management provisions of this Chapter.**
B. Any action proposed by any Federal or State agency, department, branch or division of the United States or New York State which is proprietary in nature and does not involve the exercise of its governmental functions shall fully conform to all of the requirements and procedures set forth in this Chapter.

C. Any action proposed by the City of Saratoga Springs, regardless of whether it is governmental or proprietary, shall be exempt from the provisions of this Chapter. Notwithstanding this exemption, the City may seek non-binding advisory review from any City land use board for any proposed City action.

D. Any action proposed by any other local municipality or governmental entity, regardless of whether it is governmental or proprietary, shall fully conform with the provisions of this Chapter.

E. All such proposed actions shall be referred to the Zoning Officer for review. After review, the Zoning Officer shall determine whether the proposed action is eligible for exemption.

1.3.7 Interpretation of District Boundaries

Where there is uncertainty as to the boundary of any district contained within this Chapter or as shown on City maps, the following rules shall apply:

A. Unless shown to the contrary on a City map, the boundary lines of districts are the center lines of streets, or such lines extended, the center lines of railroad rights-of-way, the center lines of creeks and waterways.

B. Where district boundaries are indicated as approximately following the City boundary line, lot lines, or projections thereof, said boundaries shall be construed to be coincident with such lines.

C. If a center line or right-of-way line of a street, highway, railroad, public utility, or watercourse, which is approximately coincident with a district boundary, is moved up to a distance of 50 feet, the district line shall be automatically adjusted to be coincident with such line.

D. Where a zoning district boundary line divides a lot or land in single ownership as existing at the time of this enactment, the district requirements on either side of the boundary may be construed, at the property owner’s option, as extending into the remaining portion of the property for a distance not exceeding 100 feet.

1.3.8 Word Usage

As used in this Chapter:

A. The masculine includes the feminine; the singular includes the plural; and the present tense includes the future tense.

B. The word “person” includes an individual, firm or corporation.

C. The word “shall” is always mandatory.

D. The word “should” is used for recommendations which are strongly encouraged, however are not mandatory.

E. The word “lot” includes the word “plot” or “parcel.”

F. The words “used” or “occupied,” as applied to any land or building, shall be construed to include the words “intended or designed to be used or occupied.”

G. A building or structure includes any part thereof.

1.3.9 Planning Board Powers and Duties

The Planning Board, as established in Chapter 34 of the city code, shall have and exercise the powers and duties as follows:

## Note: Moved from Chapter 34 Planning Board. Chapter 34 will need to be amended to remove this portion and reference Chapter 240 UDO for planning board powers and duties.

A. At the direction of and for consideration by the City Council, to prepare a City Comprehensive Plan for the development of the entire area of the City.

1. Definition of City Comprehensive Plan. The term “City Comprehensive Plan” means the materials, written and/or graphic, including but not limited to maps, charts, studies, resolutions, reports and other descriptive material, that identify the goals, objectives, principles, guidelines, policies, standards, devices and instruments for the immediate and long-range
protection, enhancement, growth and development of the City. The City Comprehensive Plan, as herein defined, shall, among other things, serve as a basis for land use regulation, infrastructure development, public and private investment and any plans which may detail one or more topics of a City Comprehensive Plan.

2. **Content of a City Comprehensive Plan.** The City Comprehensive Plan may include the following topics at the level of detail adapted to the special requirements of the City:
   
   a. General statements of goals, objectives, principles, policies and standards upon which proposals for the immediate and long-range enhancement, growth and development of the City are based.
   
   b. Consideration of regional needs and the official plans of other government units and agencies within the region.
   
   c. The existing and proposed location and intensity of land uses.
   
   d. Consideration of agricultural uses, historic and cultural resources, coastal and natural resources and sensitive environmental areas.
   
   e. Consideration of population, demographic and socioeconomic trends and future projections.
   
   f. The location and types of transportation facilities.
   
   g. Existing and proposed general location of public and private utilities and infrastructure.
   
   h. Existing housing resources and future housing needs, including affordable housing.
   
   i. The present and future general location of educational and cultural facilities, historic sites, health facilities and facilities for emergency services.
   
   j. Existing and proposed recreation facilities and park land.
   
   k. The present and potential future general location of commercial and industrial facilities.
   
   l. Specific policies and strategies for improving the local economy in coordination with other plan topics.
   
   m. Proposed measures, programs, devices and instruments to implement the goals and objectives of the various topics within the Comprehensive Plan.
   
   n. All or part of the plan of another public agency.
   
   o. Any and all other items which are consistent with the orderly growth and development of the City.

3. The Planning Board shall hold one or more public hearings and such other meetings as it deems necessary to ensure full opportunity for citizen participation in the preparation of such proposed Plan or amendment. The Planning Board may then recommend such proposed Plan or amendment to the City Council. Within 90 days of receiving the Planning Board’s recommendations on the proposed Plan or amendment, the City Council shall hold a public hearing on such proposed Plan or amendment. Notice of a public hearing shall be published in a newspaper of general circulation in the City at least 10 calendar days in advance of the hearing. The proposed Comprehensive Plan or amendment shall be made available for public review during said period at the Office of the City Clerk and may be made available at any other place, including a public library.

4. Unless prepared by the Planning Board, the City Council may refer the Comprehensive Plan and its amendments to the Planning Board for review and comment. Within 45 days after receipt of the plan or any amendments, the Planning Board shall report its recommendations thereon to the Council. If the Planning Board fails to respond within the prescribed time, the City Council may act without such report. The Board shall not act contrary to any City Council recommendation without first setting forth in the official record the reasons for such contrary action.

5. The Comprehensive Plan and all modifications thereof shall be on file in the office of Planning and Economic Development and City Clerk.

B. To make any investigations and reports relating to the planning of the City and its future growth and affording facilities for housing, transportation, distribution, comfort, convenience, safety, health and welfare of its population. Any expenditures of the Board for such investigations or reports shall not exceed the appropriation for its expenses. Copies of such investigations or reports shall be submitted to the City Council for their review and comment.

C. To prepare recommendations for changes to the Zoning
Ordinance and districts, but any changes in or exemption from the Zoning Ordinance shall be made by the City Council.

D. To issue advisory reports to the City Council on any proposed change in the text or Zoning District boundary under conditions set forth in § 240-10.1.

E. To issue advisory reports to the City Council on any proposed planned unit development applications under conditions set forth in § 240-10.2.

F. To make referrals for advisory opinions on any matter before the Board to the City Council, the Design Review Commission, the Recreation Commission and any other body, agency or department of the City.

G. To review and make advisory recommendations on any matter referred to the Planning Board by the City Council, the Zoning Board of Appeals, the Design Review Commission, the Recreation Commission and any other body, agency or department of the City.

H. To assist the Mayor with the development of an annual submittal to the City Council of a six-year municipal capital funds plan.

I. To advertise and hold public hearings when it requires or desires. Notice of hearings shall be advertised in a Saratoga Springs newspaper of general circulation at least five days prior to the date thereof unless otherwise required.

J. To review, approve, approve with modification or disapprove all applications for subdivisions within the City of Saratoga Springs pursuant to Chapter 241 this Chapter.

K. To change or add to the Official Map of the City so as to lay out new or modify streets, highways, drainage systems or parks or widen or close existing streets, highways or parcels. Drainage systems, existing and planned trails may also be shown on the map.

L. To review, approve, approve with modification or disapprove all applications for special use permit as required by § 240-7.1.

M. To review, approve, approve with modification or disapprove applications for site plans as required by § 240-7.2.

N. To submit its annual budget by the Mayor. All appropriations must be approved by the City Council.

O. To make necessary and proper expenditures, not exceeding in amount the appropriation that may be made for such Board by the City Council.

P. To employ experts, staff and/or legal counsel and to pay for their services and such other expenses as may be necessary, not exceeding in all the appropriation that may be made for such Board by the City Council.

Q. To adopt rules and regulations in respect to procedure before it and in respect to any subject matter over which it has jurisdiction under this chapter, after public hearing by the Planning Board and subject to the approval of the City Council. The City Council shall move to approve, reject or modify the same within 30 days after submission. Failure of the City Council to so move shall be construed to constitute approval of such rules and regulations.

R. To exercise all other powers conferred upon it by the City Council.

S. Referrals to Board. The City Council, City departments or officers having final jurisdiction over any matter set forth in § 34-4 of this chapter may refer such matter to the Planning Board for a report, but if such Planning Board shall not have made its final report thereon within 30 days from the date of reference thereto, the authority having final jurisdiction may proceed to final action. This section shall not be construed to prevent the City Council from granting, in any specific case, such longer period as it may fix within which said Board may make its final report.

1.3.10 Zoning Board of Appeals Powers and Duties

The Zoning Board of Appeals, as established in Chapter 51 of the city code, shall have and exercise the powers and duties as follows:

A. To review, approve, approve with conditions or deny...
applications for interpretations, area variances and use variances as required by § 240-8.0.

B. To prepare recommendations to the City Council for changes to the Zoning Ordinance and districts, but any changes in or exemption from such plan after adoption shall be made solely by the City Council.

C. To make referrals for advisory opinions on any matter before the Board to the City Council, the Planning Board, the Design Review Commission, the Recreation Commission and any other body, agency or department in the City.

D. To advertise and hold public hearings in accordance with § 240-8.0 of the Zoning Ordinance when it requires or desires. The minimum requirement shall be that notice of hearings shall be advertised at least three times in the official newspaper or in a newspaper of general circulation in the City at least five days before such hearing but not more than 20 days. The public hearing requirement of specific ordinances must be met as set forth.

E. To submit its annual budget to the Mayor. All appropriations must be approved by the City Council.

F. To make necessary and proper expenditures, not exceeding in amount the appropriation that may be made for such Board by the City Council.

G. To employ experts, staff and/or legal counsel and to pay for their services and such other expenses as may be necessary, not exceeding in all the appropriation that may be made for such Board by the City Council.

H. To adopt rules and regulations in respect to procedure before it and in respect to any subject matter over which it has jurisdiction under this chapter, after public hearing by the Zoning Board of Appeals and subject to the approval of the City Council. The City Council shall move to approve, reject or modify the same within 30 days after submission. Failure of the City Council to so move shall be construed to constitute approval of such rules and regulations.

I. To exercise all other powers conferred upon it by the City Council.

J. **Referrals to Board.** The City Council, City departments or officers having final jurisdiction over any matter set forth in § 51-4 of this chapter may refer such matter to the Zoning Board of Appeals for a report, but if such Board shall not have made its final report thereon within 30 days from the date of reference thereto, the authority having final jurisdiction may proceed to final action. This section shall not be construed to prevent the City Council from granting, in any specific case, such longer period as it may fix within which said Board may make its final report.

### 1.3.11 Design Review Commission Powers and Duties

The Design Review Commission, as established in Chapter 19 of the city code, shall have and exercise the powers and duties as follows:

A. Review and issue decisions on applications for historic review as required by this Article.

B. Review and issue decisions on applications for architectural review as required by this Chapter.

C. Promulgate rules and regulations for the transaction of Commission business.

D. Submit an annual report of Commission activities to the Mayor and City Council.

E. Submit an annual budget request to the Mayor for approval by the City Council.

F. Employ experts, staff and legal counsel, or appoint such citizen advisory committees as may be required to carry out Commission duties within the Council-approved budget.

G. Administer on behalf, and at the request, of the City Council any full or partial interest in real property that the City may have received.

H. Accept and administer on behalf of the City such grants and funding as may be appropriate for the purposes of this Article.

I. Recommend to the City Council the adoption of
ordinances designating properties or structures having special historic, community, cultural or architectural value as landmarks or Historic Districts.

J. Keep a register of all properties and structures that have been designated as landmarks or historic districts including all information required for each designation.

K. Propose or sponsor the nomination of landmarks and historic districts to the National Register of Historic Places and review and comment on any National Register proposed nominations submitted to the City Council or State Historic Preservation Office.

L. Maintain a directory of architectural styles.

M. Develop specific design guidelines for the alteration, construction or removal of landmarks or property and structures within historic districts.

N. Conduct surveys to identify historically and architecturally significant properties, structures, landmarks and areas that exemplify the cultural, social, economic, political or architectural history of the Nation, State or City.

O. Inform and educate the citizens of Saratoga Springs concerning the historic and architectural heritage of the City.

P. Advise and guide property owners on physical and financial aspects of preservation, renovation, rehabilitation and reuse, on procedures for inclusion on the National Register of Historic Places, and on participation in State and Federal historic preservation programs.

Q. Confer recognition upon the owners of landmarks or property or structures within historic districts by means of certificates, plaques or markers.

R. Request advisory opinions from the City Council, the Planning Board and any other body, agency or department of the City on any matter before the Commission.

S. Review and make advisory recommendations on any matter referred to the Commission by the City Council, the Zoning Board of Appeals, the Planning Board and any other body, agency or department of the City.

T. Recommend to the City Council zoning amendments, policy initiatives and programs to protect historic properties and implement the intent and objectives of this Article.

U. Develop a preservation component in the Comprehensive Plan of the City of Saratoga Springs and recommend it to the Planning Board and the City Council.

V. Exercise all other powers conferred upon it by the City Council.
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5.1 PURPOSE

The purpose of this Article is to detail the legal process and steps for the review and approval of any plans or permits required by this ordinance. The specific design standards which must be met for these approvals are provided in the appropriate sections as follows:

Article 2.1 - Residential Districts
Article 2.2 - Mixed Use Districts
Article 2.3 - Specialty Districts
Article 2.4 - Overlay Districts
Article 3 - Requirements for Specific Uses
Article 4 - Design of Sites, Buildings and Signs

5.2 SITE PLAN REVIEW

## Note: Includes existing article 7.2

5.2.1 Intent and Delegation to Planning Board

The City finds that a safe, well-planned and attractive natural and man-made environment is essential to the economic health of the community and to the general safety and welfare of its residents. Therefore, the intent of this Article is to set forth the process by which to review the site characteristics to ensure consistency with the goals and objectives of the City's Comprehensive Plan and to regulate the preservation, conservation and efficient use of City resources. The Planning Board is hereby authorized to administer and carry out the intent established in this Article.

5.2.2 Applicability and Exemptions

A. Applicability. Site Plan Review shall be conducted for the following actions:

1. Any use so required by Article 2.2.
2. To construct, modify or demolish any structure other than a single-family or two-family residence and associated residential accessory structures in any district.
3. To implement a use variance except for 1- or 2-family structures.
4. To amend a prior site plan approval.
B. Exemptions. An action otherwise requiring site plan review may be exempt if the following two conditions are met:

1. The action does not result in an increase in the required number of parking spaces as set forth in Article 6.2; and

2. The action does not alter, either individually or in combination, the impermeable or building coverage by more than 2% or 1200 s.f., whichever is less, from the most recent, approved site plan.

Neither of these exemptions shall permit the alteration of any specific conditions of prior site plan approvals without Planning Board approval.

5.2.3 Application Procedures

A. General Requirements

1. For all uses that require site plan review, as indicated in Article 2.2, application may be made directly to the Planning Board or as a referral by the Zoning Officer.

2. All applicants for site plan review are encouraged to request consultation with planning staff as part of an optional, informal sketch plan review to seek preliminary advice and direction on their project prior to commencing formal review.

3. Applications for site plan review shall be reviewed by the Building Department to determine if they are sufficient to meet Early Determination of Compliance and if they qualify for Administrative Review, as described below.

4. The Planning Board shall not accept any application for site plan review that includes a parcel for which there is an outstanding, unresolved written violation from the Zoning Officer that is not the subject of the application.

5. An eligible applicant for site plan review must be the owner, lessee or purchaser under contract for the involved parcel. A lessee and purchaser under contract must have written permission of the current property owner(s) to submit an application for site plan review.

6. Applications for site plan and sketch plan review shall be on forms prescribed by the Planning Board and shall be accompanied by a fee as established by the City Council.

B. Administrative Review. Site Plan applications which meet the following criteria may be eligible for Administrative Review:

1. The proposed plan does not involve the reconfiguration or disturbance of more than 1000 s.f. of site;

2. The proposed plan does not involve the reconfiguration of any existing driveways or curb cuts;

3. The proposed plan does not involve the creation of removal or more than 5 parking spaces;

4. The proposed plan does not require a Variance, Land Disturbance Permit, Stormwater Pollution Prevention Plan (SWPPP) or State Environmental Quality Review; and

5. The proposed plan meets the requirements of this Chapter.

C. Sketch Plan Review

1. The submission of a sketch plan to the Planning Board is required for all non-residential and mixed-use development proposals which would not otherwise qualify for Administrative Review. The submission of a sketch plan to the Planning Board is also a non-binding option available to the all other applicants prior to formal site plan review with the intent to seek advice and direction. Sketch plan submission shall be in conformance with the requirements contained in Appendix B.

2. The applicant, or authorized representative, shall attend the Planning Board meeting to discuss the proposed project and satisfaction of the requirements of this Article.

3. Unless authorized by the Planning Board, the applicant will be limited to 2 sketch plan discussions.

D. Early Determination of Compliance. Prior to the scheduling of formal Site Plan review, the Building Department shall review the application to determine if it is in general conformance with the requirements of this Chapter, fulfills the requirements of the Site Plan Review Checklist and is sufficient for the purposes of review. If deemed insufficient or incomplete, the Building Department shall return the application to the applicant with a memo outlining the deficiencies and requesting resubmittal.
E. Required Technical Advisory Committee (TAC) Review. At the discretion of the [position], larger or more complex projects may be required to conduct a coordinated review with a Technical Advisory Committee prior to commencing formal Site Plan application.

1. This committee shall be established as necessary per project and may include the following representatives as determined necessary by the Planning Board Chair:
   a. At least one (1) representative each of the Planning Board, Design Review Commission, Zoning Board of Appeals;
   b. Principal Planner from the Office of Planning and Economic Development;
   c. Building Department;
   d. Police Department, Fire Department;
   e. Additional consultants with regards to engineering, planning or related specialized fields of expertise.

2. This committee shall meet as deemed necessary by the Planning Board Chair to resolve preliminary design and safety issues.

3. The decisions and findings of this committee shall be binding and prerequisite to filing an application for Site Plan Review.

F. Formal Site Plan Review

1. Formal site plan submission shall be in conformance with the requirements contained in Appendix B.

2. The official submission date of the site plan shall be the first meeting at which the site plan is discussed by the Board.

3. The applicant, or authorized representative, shall attend the meeting of the Planning Board to discuss the site plan.

4. The Planning Board may recoup from an applicant costs incurred by the Planning Board for consultation fees, special studies or other expenses in connection with the review of a proposed site plan.

G. Final Site Plan Submission

## Note: This subsection has been moved up from later in the document to be with the other Site Plan Review material - please advise if there is a reason this cannot be done this way.

1. No site disturbance may occur prior to signature of the final plans by the Planning Board Chairperson.

2. The following requirements shall be satisfied prior to the review and approval of final site plans by the Planning Board Chairperson:
   a. Review and approval of construction details and final site plans by the City Engineer. Final Plan submission shall be in accordance with the requirements identified in Appendix B.
   b. Submission of a performance guarantee properly issued to the City as set forth in Section 7.2.15.
   c. Documentation of conformance with all required approval conditions.
   d. Proof of payment for any and all required fees.

5.2.4 Evaluation Criteria for Site Plan Review

A. To ensure that the development of a proposed site will be in keeping with the provisions of this chapter and will not adversely impact surrounding properties, community character or the general health, safety and welfare of the community, the Planning Board’s evaluation of Site Plan Review applications shall include the following:

1. That the proposed site plan conforms to the Guiding Principles and Design Considerations for the district.

2. That any proposed streets conform to the applicable Street Types for the district.

3. That the proposed front yard areas conform to the applicable Frontage Types for the district.

4. Location, arrangement, size, design and general site compatibility of buildings and sign structures. That the site design and parking arrangement meet the requirements for the district and are compatible with the neighborhood.

5. Location, arrangement, appearance and sufficiency of off-street parking and loading as required by section 4.7.

6. That the proposed site plan sufficiently attempts to preserve significant older-growth trees (greater than 12 inch diameter at breast height) and natural existing vegetative buffers by retaining them as part of the proposed design.

7. Adequacy, type, size, and arrangement of trees, shrubs and other landscaping which meet the...
landscaping requirements of the district, including landscaping and screening for parking, service and loading areas. Parking, service areas, and loading and maneuvering areas shall be reasonably landscaped and screened from neighboring areas.

8. Adequacy and arrangement of on-site and off-site illumination which meet the exterior lighting requirements of section 4.11.

9. Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, multi-use paths, control of intersections with vehicular traffic and any required pedestrian amenities, overall pedestrian convenience.

10. Adequacy of storm water and drainage facilities with attention to impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.

11. Adequacy and arrangement of vehicular traffic access and circulation including intersections, road widths, pavement surfaces, dividers and traffic controls.

12. Adequacy of water supply including pressure and quantity.

13. Adequacy of sanitary sewer including size and inverts, or adequacy of sewerage disposal facilities including soil borings, percolation tests, soil characteristics and professional certification of system adequacy.

14. Adequacy of fire lanes and other emergency zones; location and arrangement of fire hydrants, stand pipes, and other fire safety facilities.

B. Design and Construction Standards. The Planning Board shall adopt and maintain a set of design and construction standards which shall apply to all actions that require site plan review. They will be available in the Office of Planning and Economic Development and on the City’s website.

5.2.5 Concurrent Special Use Permit and Site Plan Approval Reviews

A. Review. The Planning Board shall conduct site plan review independently or in conjunction with special use permit as required by Article 2.2. Such review may occur concurrent with or subsequent to special use permit review. Separate applications and application fees are required for each review.

B. Waiver. The Planning Board may waive site plan review as a condition of a special use permit if the Planning Board determines that considerations customarily evaluated under site plan review have been appropriately considered as part of the special use permit process.

5.2.6 Notifications and Referrals

A. Public Hearing Notice

1. The Planning Board may hold a public hearing on any site plan at the direction of the Chair or upon a majority vote of the Planning Board.

2. In the event a public hearing is scheduled, the Planning Board shall advertise the hearing in a Saratoga Springs newspaper of general circulation at least five days prior to the date thereof. The applicant shall be responsible for payment for this notice. Prior to the hearing, the applicant shall be responsible for filing with the Planning Board an affidavit from the newspaper confirming such publication and payment.

3. Any public hearing scheduled shall be notified on the city website at least five days prior to the date of the hearing, including links to all application materials for public viewing. In addition, the city shall notify all public residents who have signed up for voluntary email notifications of public hearing announcements, directing them to the website announcement.

B. Property Owner Notification

In the event a public hearing is scheduled, the applicant shall provide notice of a hearing to neighboring property owners as follows:

1. The applicant shall obtain from the City the names and addresses of owners of all properties property owners within which would intersect with a 250 foot geographic radius from the applicant’s subject property boundary.

2. The applicant shall receive from the Planning Board a property owner notification notice and shall send only this notice to the identified property owners by first class mail. This notice shall be postmarked no less than 7 days, but not more than 30 calendar days prior to the scheduled hearing. ## Note: Need to
discuss. Would like to require that all notices must be sent in an official city envelope marked “Public Hearing Notice” but need to discuss how that might reasonably be done.

3. Prior to the public hearing, the applicant shall submit to the Planning Board confirmation of the property owner notification by obtaining a “Certificate of Mailing” from the U.S. Postal Service copies of the “Certificate of Mailing” receipt for each required recipient. #Note: Have heard multiple reports of people saying they never received or saw notices, need to discuss merits of “certificate of mailing” process.

4. Failure to provide notice in exact conformance with these provisions shall not invalidate a Planning Board determination provided the Planning Board finds that substantial compliance has occurred and the public has been fairly apprised of the fundamental character of the proposed action.

C. Saratoga County Planning Board Referral

1. Any application for site plan review that meets the referral requirements of General Municipal Law Section 239-m shall be referred to the Saratoga County Planning Board for its review prior to the public hearing, if required, or final action if no public hearing is required. No action shall be taken by the Planning Board on such application until an advisory recommendation has been received from the County Planning Board or 30 calendar days have passed from when the County Planning Board received the full statement.

2. If the Saratoga County Planning Board recommends modification or disapproval of a proposed action, the Planning Board shall not act contrary to such recommendation except by a vote of a majority plus one of all the members thereof.

D. Intermunicipal Notification

Pursuant to General Municipal Law Section 239-nn, if the land involved in an application for site plan review lies within 500 feet of the boundary of another municipality, the Planning Board shall submit a copy of the official notice of the public hearing to the municipal clerk of the other municipality at least 10 days prior to the public hearing.

E. Advisory Opinion

The Planning Board may request, by majority vote, an advisory opinion of the Design Review Commission, other or any administrative department or agency or engineering consultant in its evaluation of a site plan application.

5.2.7 Decisions

A. In rendering its decision on any application for site plan review, the Planning Board shall comply with all applicable provisions of the State Environmental Quality Review Act under Article 8 of the Environmental Conservation Law and its implementing regulations.

B. The Planning Board shall issue a written decision on an application within 62 days of the close of the public hearing, if scheduled, or of the official submission date. This time frame may be extended by mutual consent of the applicant and Planning Board.

C. Four affirmative votes are required to pass a motion regarding an application before the Planning Board.

D. The Planning Board shall have the authority to approve, approve with modifications or disapprove site plans and may impose such reasonable conditions, easements, covenants and restrictions as are directly related, and incidental, to the proposed site plan.

E. Every site plan notice of decision shall be signed and dated by the Chairperson and shall document the circumstances of the application and the findings on which the decision is based.

F. Every site plan review decision shall be filed in the Office of the City Clerk within five business days thereof and a copy provided to the applicant and to the Building Department.

G. Administrative Approval. The Chairperson shall have the authority to approve minor modifications to existing site plan approvals if the Chairperson deems the changes are not material, substantial or substantive in nature and are not contrary to the intent of the original decision. The Chairperson shall issue all administrative approvals in writing and report them to the Planning Board.

5.2.8 Expiration and Extensions of Planning Board Approval
A. In order to maintain Planning Board approval, the official signature of the Planning Board Chairperson must be placed on the final site plan no later than 18 months from the date of the Board’s decision. The signed site plan shall be filed in the office of Planning and Economic Development.

B. The Planning Board may grant up to two 18-month extensions in addition to the initial 18 month period in which the applicant must obtain signature of the final plans provided such request is properly submitted prior to expiration of the initial 18 month period or the first extension. When requesting an extension, it shall be the applicant’s responsibility to prove that there have been no significant changes to the site or neighborhood and that the circumstances and findings of fact by which the original approval was granted have not significantly changed.

C. Final Site Plan Expiration. Regardless of the terms of any properly issued Building Permit, final site plan approval shall expire if actual construction has not commenced within 18 months of the signing of the final site plan. Actual construction is defined as the fastening or placing of construction materials in a permanent manner, the excavation of a basement or the demolition or removal of any existing structure if no new construction is approved.

5.2.9 Other Requirements

A. Performance Guarantees

A letter of credit or acceptable equivalent security shall be delivered to the City to guarantee that the applicant shall construct and complete the required improvements as indicated on the approved final site plan. The Planning Board may waive the requirement for a performance guarantee if the estimated cost of site improvements is less than $10,000.

1. Establishment of Performance Guarantee
   a. The performance guarantee shall cover the full estimated cost of required off-site improvements within the public right-of-way and 25% of the full estimated cost of required on-site improvements. These improvements may include grading, curbs, sidewalks, utilities, street lighting, driveways, parking lots, plantings, signs, and the like.

b. Estimates of construction costs are to be submitted to the Planning Board by the applicant’s New York State licensed professional engineer/architect or landscape architect. The City Engineer shall review and revise estimated costs in accordance with current construction standards and practices or as modified by the Planning Board.

c. The performance guarantee shall identify the City of Saratoga Springs as the beneficiary and will state that funds may be collected at an institution/location within 40 miles of the Saratoga Springs municipal boundaries upon receipt of a written demand from the City Attorney of the City of Saratoga Springs. Legal and administrative costs incurred by the City associated with the collection of a performance guarantee will be reimbursed to the City.

d. The performance guarantee shall be valid for no less than 12 months and shall expire at quarterly intervals. Upon completion of all required construction, the City shall cancel the performance guarantee by written notice to the applicant.

2. Amendment and/or Extension to Performance Guarantee. An applicant may request to extend and/or amend the original performance guarantee. The Planning Board Chairperson, in consultation with staff, may act upon the request administratively and report such action to the Board in a timely manner, or may refer the request to the Planning Board for its review. All applications for amendment or extension shall be accompanied by a fee as established by the City Council.

B. Construction and Inspections

1. Pre-construction Conference. Following final site plan approval, a pre-construction conference shall be held with the City Engineer and relevant Departmental staff to discuss construction schedules, process and inspections.

2. Construction Notifications. The owner or designated representative shall notify the City Engineer 48 hours prior to commencing any work and prior to resuming work if the contractor is absent from the site for more than 7 days. In addition, the City Engineer shall be notified prior to any of the following construction activities. Failure to notify the City Engineer of these
activities prior to completion shall make the work subject to rejection, excavation and inspection at the applicant’s expense:

- Site clearing
- Sanitary sewer installation
- Storm sewer installation
- Waterline installation
- Sub-grade preparation
- Gravel installation
- Asphalt binder and wearing courses and curbing
- Blasting
- Any special construction

3. The City Engineer, or designee, shall inspect the required construction activity. The applicant shall be responsible for all inspection fees as established by the City Council. The inspection fees for the site plan shall not exceed 2% of the cost of the installation of the required improvements. If the City Engineer finds that the required improvements have not been constructed in accordance with approved plans and specifications, The City Engineer shall so report to the City Attorney, the Building Inspector and the Planning Board. The City Attorney shall then notify the applicant and, if necessary, the financial guarantor, and take all necessary steps to preserve the City’s rights under the performance guarantee.

4. The City Engineer shall have the authority to suspend work on any site if it is found to be in violation of the approved site plan or conducted in an unsafe or dangerous manner. All unauthorized activity shall be suspended until the stop work order has been rescinded.

   a. The stop work order shall be in writing and shall state the conditions under which the activity may resume.

   b. The stop work order shall be presented to the person performing the work and, if different, the property owner in person or by certified or registered mail, and may be placed upon a conspicuous portion of the building or premises in use.

5. The City Engineer shall have the authority to direct or take immediate action to abate or remedy any hazard or imminent danger to the health, safety or general welfare of the public. Any documented costs incurred by such action shall be paid for by the owner of such property or person responsible. The City shall be authorized to institute a suit, if necessary, against the person liable for such expenses or to place a lien against the property in order to recover the said costs.

C. Post Construction Completion

Upon completion of all required improvements, the applicant shall submit proposed “as-built” drawings to the City Engineer for review and approval. Such “as-built” drawings shall meet the requirements established by the City Engineer and as indicated in Appendix B.

D. Recreation Land Requirements for Site Plans Containing Residential Units

For site plans containing residential units, if it is determined that a proper case exists for requiring a park or other recreational facility within the City, the Planning Board shall require an offering of usable land, or fee in lieu of land, for this purpose. Such a finding shall include an evaluation of the present and anticipated future need for park and recreational facilities based on projected population growth to which the particular site plan will contribute.

1. Class A Type Usable Land. Class A Type usable land refers to developable land generally devoid of wetlands, drainage courses, steep slopes, and the like. The owner shall offer to the City Class A Type Usable Land equal in size to at least 10% of the subject parcel(s) for use as parkland. The Planning Board may specify which lands within the site plan shall be dedicated for parkland and may seek recommendations from the City Recreation Commission on such offers. The Board may require that the owner suitably grade the offered land.

2. Class B Type Usable Land. Class B Type usable land refers to land not suitable generally for development except for passive open space. Unique and scenic areas and those areas bordering streams, lakes or other watercourses may be given special consideration by the Planning Board and, should they be deemed essential or desirable for public open spaces, the Board may instead request that the owner offer Class
B Type Usable Land to the City to be defined and preserved as passive open space.

3. Payment of Fee in Lieu of Usable Land. In the event the authorized board makes a finding that the proposed site plan presents a proper case for requiring a park or parks suitably located for playgrounds or other recreational purposes, but that a suitable park or parks of adequate size to meet the requirement cannot be properly located on such site plan, the authorized board may require a sum of money in lieu thereof to be established by the legislative body. The fee shall be required for each new residential unit created by the site plan and shall be used by the City exclusively for neighborhood park, playground or recreation purposes including the acquisition and improvement of property.

4. Combination of Land and In-Lieu of Fee. If the Planning Board determines that only a portion of the 10% area offered by the owner is acceptable for public use, then the owner shall dedicate the acceptable land and pay a fee equal to the difference in the percentage of land offered and the 10% required.

5. Prior Land Set Aside for Subdivision. If the land included in a site plan is a portion of a previously approved subdivision, the Planning Board shall credit the applicant for any land set aside or money donated in lieu thereof under such subdivision plat approval. In the event of re-subdivision of such plat, nothing shall preclude the additional reservation of parkland or money donated in lieu thereof.

5.3 SPECIAL USE PERMITS

## Note: Includes existing article 7.1.

5.3.1 Intent and Delegation to Planning Board

The intent of this Article Section is to set forth requirements that shall apply to certain land uses which, due to their particular characteristics and potential impacts, require special consideration to ensure the protection of public health, safety and welfare and to mitigate any adverse impacts on surrounding properties and community character. The Planning Board is hereby authorized to administer and carry out the intent established in this Article Section.

5.3.2 Applicability and Exemptions

The Planning Board shall conduct Special Use Permit Review for any use so required by Article 2.2 with the following exemption. Special use permit review shall not be required if the following two conditions are met:

A. The action does not result in an increase in the required number of parking spaces as set forth in Article 6.2

B. The action does not alter, either individually or in combination, the impermeable or building coverage by more than 2% or 1200 s.f., whichever is less, from the most recent, approved site plan.

Neither of these exemptions shall permit the alteration of any specific approval conditions of prior Special Use Permits without Planning Board approval.

5.3.3 Evaluation Criteria for Special Use Permits

A. To ensure that the proposed use will not adversely affect surrounding properties and community character, the Planning Board’s evaluation of Special Use applications shall include the following:

1. The extent to which the use is in harmony with and promotes the general purposes and intent of the Comprehensive Plan and this Chapter.

2. The density, intensity and compatibility of the use with the neighborhood and community character.
3. The proposed use would not require the removal of any significant trees or vegetative buffers which contribute to the character of adjoining properties or mitigate impacts to them.

4. Safe and efficient pedestrian and vehicular access, circulation and parking.

5. Existing and future demand on infrastructure, public facilities and services.

6. The environmental and natural resources of the site and neighboring lands including any potential erosion, flooding or excessive light, noise, vibration and the like.

7. The potential impact on neighboring properties with regard to noise from regular daytime operations as well as special events which may be hosted on the property during the daytime or nighttime hours.

8. The long-term economic viability of the site, neighboring properties and districts.

B. The approval of a special use permit shall be limited to its own facts, site conditions and circumstances and shall have no precedential effect entitling or implying that a similar use would be approved elsewhere.

5.3.4 Application Procedures

A. For all uses that require a special use permit, as indicated in Article 2.2, application may be made directly to the Planning Board or as a referral by the Zoning Officer.

B. The Planning Board shall not accept any application for review that includes a parcel for which there is an outstanding, unresolved written violation from the Zoning Officer that is not the subject of the application.

C. An eligible applicant for a special use permit must be the owner, lessee or purchaser under contract for involved parcel. A lessee and purchaser under contract must have written permission of the current property owner(s) to submit an application.

D. Applications for Special Use Permit shall be on forms prescribed by the Planning Board and shall be accompanied by a fee as established by the City Council.

5.3.5 Concurrent Site Plan Reviews

A. An application subject to special use permit may also be subject to site plan review as indicated in Article 2.2.

B. The Planning Board may waive site plan review as a condition of a special use permit if the Planning Board determines that considerations customarily evaluated under site plan review have been appropriately considered as part of the special use permit process.

5.3.5 Notifications and Referrals

A. Public Hearing Notice

1. Within 62 days of the submission of a complete application, the Planning Board shall conduct a public hearing on that application.

2. The Planning Board shall advertise the hearing in a Saratoga Springs newspaper of general circulation at least five days prior to the date thereof. The applicant shall be responsible for payment for this notice. Prior to the hearing, the applicant shall be responsible for filing with the Planning Board an affidavit from the newspaper confirming such publication and payment.

## Note: Coordinate any changes here with Site Plan Review.

3. Any public hearing scheduled shall be notified on the city website at least 5 days prior to the date of the hearing, including links to all application materials for public viewing. In addition, the city shall notify all public residents who have signed up for voluntary email notifications of public hearing announcements, directing them to the website announcement.

B. Property Owner Notification

The applicant shall provide notice of a hearing to neighboring property owners as follows. ## Note: Coordinate any changes here with Site Plan Review.

1. The applicant shall obtain from the City the names and addresses of owners of all properties property owners within which would intersect with a 250 foot geographic radius from the applicant’s subject property boundary.

2. The applicant shall receive from the Planning Board a property owner notification notice and shall send only this notice to the identified property owners by first class mail. This notice shall be postmarked no less than 7 days but not more than 30 calendar days
prior to the scheduled hearing. ## Note: Would like to discuss changes to this, including having notice sent out in official city envelope marked “Public Hearing Notice”.

3. Prior to the public hearing, the applicant shall submit to the Planning Board confirmation of the property owner notification by obtaining a “Certificate of Mailing” from the U.S. Postal Service copies of the “Certificate of Mailing” receipt for each required recipient.

4. Failure to provide notice in exact conformance with these provisions shall not invalidate a Planning Board determination provided the Planning Board finds that substantial compliance has occurred and the public has been fairly apprised of the fundamental character of the proposed action.

C. On-Premise Signage. The applicant shall obtain from the city a “Notice of Public Hearing” sign which shall be posted and secured conspicuously at the front of the property no less than seven days prior to the hearing. Such sign shall include the subject of review (Special Use Permit) and the date and time of the hearing, and shall be returned to the city no less than 7 days after the hearing.

D. Saratoga County Planning Board Referral

1. Any application for a special use permit that meets the referral requirements of General Municipal Law Section 239-m shall be referred to the Saratoga County Planning Board for its review prior to the public hearing. No action shall be taken by the Planning Board on such application until an advisory recommendation has been received from the County Planning Board or 30 calendar days have passed from when the County Planning Board received the full statement.

2. If the Saratoga County Planning Board recommends modification or disapproval of a proposed action, the Planning Board shall not act contrary to such recommendation except by a vote of a majority plus one of all the members thereof.

E. Intermunicipal Notification

Pursuant to General Municipal Law Section 239-nn, if the land involved in an application for a special use permit lies within 500 feet of the boundary of another municipality, the Planning Board shall submit a copy of the official notice of the public hearing to the municipal clerk of the other municipality at least 10 days prior to the public hearing.

F. Advisory Opinion

The Planning Board may request an advisory opinion of the Design Review Commission or any administrative department or agency in its evaluation of a special use permit.

5.3.7 Decisions

A. In rendering its decision on any application, the Planning Board shall comply with all applicable provisions of the State Environmental Quality Review Act under Article 8 of the Environmental Conservation Law and its implementing regulations.

B. The Planning Board shall issue a written decision on an application within 62 days of the close of the public hearing. This time frame may be extended by mutual consent of the applicant and Planning Board.

C. Four affirmative votes are required to pass a motion regarding an application before the Planning Board.

D. The Planning Board may grant one of three types of permits:

1. A Permanent Special Use Permit allows a specific use to continue indefinitely until the specific use ceases for any reason for a period of 12 consecutive months.

2. A Temporary Special Use Permit allows a specific use to continue until a specific date at which time the special use permit shall automatically terminate and the use shall be permanently discontinued. A temporary permit shall not be renewed nor extended.

3. A Renewable Special Use Permit allows a specific use to continue until a specific date unless renewed by the Planning Board for an additional period of time. A request for renewal shall be submitted prior to the expiration of the renewable special use permit. If not renewed, the use shall be permanently discontinued.

E. The Planning Board shall have the authority to impose such reasonable conditions and restrictions as are directly related, and incidental, to the proposed special use permit. Upon its granting of said special use permit, any such
condition must be met in connection with the issuance of permits by the City.

As a condition of approval of a special use permit, the Planning Board may require a letter of credit or equivalent security approved by the City to guarantee satisfactory performance of all required improvements or conditions.

F. Administrative Approval. The Chairperson shall have the authority to approve minor modifications to existing special use approvals if the Chairperson deems the changes are not material, substantial or substantive in nature and are not contrary to the intent of the original decision. The Chairperson shall issue all administrative approvals in writing and report them to the Planning Board in a timely manner.

G. Every special use permit decision shall be signed and dated by the Chairperson and shall document the circumstances of the application and the findings on which the decision is based.

H. Every special use decision shall be filed in the Office of the City Clerk within five business days thereof and a copy provided to the applicant and to the Building Department.

5.3.8 Expiration and Extensions

A. Unless otherwise specified or extended by the Planning Board, a decision on any request for a special use permit shall expire 18 months following the filing date of such decision if the applicant has not complied with any required conditions and started actual construction, or otherwise implemented this approval. Actual construction is defined as the fastening or placing of construction materials in a permanent manner, the excavation of a basement, or the demolition or removal of any existing structure if no new construction is approved.

B. The Planning Board may grant up to two 18-month extensions for an approved special use permit provided that the application was properly submitted prior to the expiration date of either the original special use permit or the first extension. When requesting an extension, it shall be the applicant’s responsibility to prove that there have been no significant changes to the site or neighborhood and that the circumstances and findings of fact by which the original approval was granted have not significantly changed.
5.4 ARCHITECTURAL REVIEW

## Note: From existing section 7.5.

### 5.4.1 Intent

The intent of this Section is to provide for the proper administration and review of projects within the designated Architectural Review Districts, as defined in Article 2.4.4.

## Note: The following paragraph below is being deleted and moved into Article 2.4.4 Architectural Review Overlay, however is being temporarily shown below for reference until that Article is completed.

The City finds that appropriate architectural design and the consistent quality of building exteriors directly contribute to the positive value of real property, the enhancement of community character, and the health, safety and general welfare of the City’s residents. Therefore, the intent of this Article Section is to provide architectural standards for the construction, maintenance and enhancement of structures within designated areas of the City as identified in Section 7.5.12.

### 5.4.2 Delegation to Design Review Commission

The Design Review Commission is hereby charged with the responsibilities of administering and carrying out the intent, process and actions established in this Article Section and Article 7.4 Section 5.4 “Historic Review”.

### 5.4.3 Actions Subject to Review

## Note: The following subsection below will be deleted and moved into Article 2.4.4 Architectural Review Overlay, however is being temporarily shown below for reference until that Article is completed.

The following actions shall be subject to architectural review by the Commission when occurring within designated Architectural Review Districts areas of the City as identified in this Article Section:

A. Construction, renovation, alteration or exterior change to a structure that requires the issuance of a building or demolition permit.

B. Installation of an awning, sign or sign structure that requires a building or sign permit, or such modification with respect to size, materials, illumination, method of attachment and color.

C. Change of the exterior color of any structure within a non-residential Zoning District.

D. Installation of telecommunications facilities per Article 6.3.2.

### 5.4.4 Actions Exempt from Review

The following actions are exempt from architectural review:

A. Ordinary maintenance or repair of any exterior feature that does not involve a change in design, material, or outer appearance.

B. Any action having received historic review approval.

### 5.4.5 Architectural Review Districts

## Note: The following subsection will be moved into Article 2.4.4 Architectural Review Overlay, however is being temporarily shown below until that Article is completed.

The Architectural Review Districts shall be as indicated on the Official Zoning Map, which can be found at the City Office of Planning and Economic Development and at www.saratoga-springs.org.

A. The following areas shall be designated architectural review districts:

1. Beginning at the intersection of the center line of Broadway (or NYS Route 9) and Circular Street and extending to the rear lot line of the property facing Broadway on both east and west sides or 100 feet in depth, whichever is greater, and extending southward along Broadway to the City line.

2. Beginning at the intersection of the center line of Union Avenue (or NYS Route 9P) and Ludlow Street and extending to the rear lot line of the property facing Union Avenue on the north side or 100 feet in depth, whichever is greater, and extending eastward to the intersection of the center line of Union Avenue and the easterly line of Interstate 87; thence extending to the rear lot line of the property facing Union Avenue on both the north and south sides or 100 feet in depth.
whichever is greater, and extending easterly and southeasterly along Union Avenue to the City line.

3. Beginning at the intersection of the center line of Lake Avenue (or NYS Route 29) and Broadway and extending to the rear lot line of the property facing Lake Avenue on both the north and south sides or 100 feet in depth, whichever is greater, and extending eastward along Lake Avenue to the City line.

4. Beginning at the intersection of the center line of Route 50 and Broadway (or New York State Route 9) and extending to the rear lot line of the property facing Route 50 on both the north and south sides or 100 feet in depth, whichever is greater, and extending eastward to the City line.

5. Beginning at the intersection of the center line of Marion Avenue (or NYS Route 9) and Route 50 and extending to the rear lot line of the property facing Marion Avenue on both east and west sides or 100 feet in depth, whichever is greater, and extending northward along Marion Avenue to the City line.

6. Beginning at the intersection of the center line of Van Dam Street and Broadway and extending to the rear lot line of the property facing Van Dam Street on both the north and south sides or 100 feet in depth, whichever is greater, and extending westward along Van Dam Street to the intersection of the center line of Church Street (or NYS Route 9N) and Van Dam Street.

7. Beginning at the intersection of the center line of Church Street (or NYS Route 9N) and Broadway and extending to the rear lot line of the property facing Church Street on both the north and south sides or 100 feet in depth, whichever is greater, and extending westward along Church Street to the City line.

8. Beginning at the intersection of the center line of Washington Street (or NYS Route 29) and Broadway and extending to the rear lot line of the property facing Washington Street on both the north and south sides or 100 feet in depth, whichever is greater, and extending westward along Washington Street to the City line.

9. Beginning at the intersection of the center line of Ballston Avenue (or NYS Route 50) and Broadway and extending to the rear lot line of the property facing Ballston Avenue on both the east and west sides or 100 feet in depth, whichever is greater, and extending southerly or southwesterly along Ballston Avenue to the City line.

10. Beginning at the intersection of the center line of West Avenue and Church Street (or NYS Route 9N) and extending to the rear lot line of the property facing West Avenue on both the east and west sides or 100 feet in depth, whichever is greater, and extending southward along West Avenue to the intersection of the center line of Ballston Avenue (or NYS Route 50) and West Avenue.

11. All properties within the Transect Districts (T-4, T-5, and T-6), UR-4A District, and Neighborhood Complementary Use Districts (NCUD-1, NCUD-2, and NCUD-3).

B. Map of Architectural Review Area. A reference map displaying the Architectural Review areas may be found in the City Office of Planning and Economic Development and at www.saratoga-springs.org.

5.4.6 Design Considerations

For actions subject to review, the Commission shall evaluate and determine if the design considerations of Article 2.4.4 Architectural Review Overlay as well as the Guiding Principles of the underlying district are being met.

## Note: The following subsection below will be deleted and moved from here into Article 2.4.4 for Architectural Review Overlay, however are being shown here for reference temporarily until that Article is completed.

For actions subject to review, the Commission shall evaluate whether the proposed alteration or construction is compatible with the subject structure, site and neighboring properties in the architectural review district with regard to:

Applicable projects within the Architectural Review Overlay shall be in keeping with the Intent and Guiding Principles of the underlying district and shall conform to the following requirements:

A. The proposal utilizes Facade Types and Building Types permitted for that district.

B. The proposal shall be in keeping with the Design Considerations of the underlying district.

C. Site Mass and Open Space. The Commission shall
consider whether the relationship of the dimension and mass of a building to the open space between it and adjoining buildings is compatible with the character of the neighboring area and with any specific zoning district intent. The building’s relationship to the site, setbacks, open space and adjoining buildings shall be compatible with the character of the neighboring area.

D. Height and Roof Design. The Commission shall consider whether the height and roof design of the proposed structure is shall be compatible with the historic form and context of the site and neighboring properties, and with any specific zoning district intent.

E. Scale and Massing. The Commission shall consider whether the scale and massing of the proposed structure is shall be compatible with the relationship of the building and its architectural elements to neighboring structures and community character.

F. Proportion. The Commission shall consider whether the proposed structure and its architectural elements, including front façades, windows, doors and bays, are shall be consistent with the dominant proportion and directional expression of neighboring structures and site.

G. Directional Expression. The Commission shall consider whether the directional expression of a building and its architectural elements are compatible with the dominant horizontal or vertical expression of the neighboring buildings.

H. Fenestration. The amount of facade openings such as windows and doors shall be sufficiently compatible with the character of the neighborhood and does not include large areas of blank walls on public frontages.

I. Architectural Rhythm. The Commission shall consider whether the architectural, rhythmic pattern resulting from repeated elements such as window and door openings, columns, arches, and other facade elements shall be consistent within the subject structure and relatively consistent with neighboring structures.

J. Front Setback. The front yard setback for the building line of all new construction shall be compatible with neighboring buildings and any specific zoning district intent.

K. Entrances. The building’s public entrances shall be sufficiently prominent and proportional to the size of the building.

L. Materials. Materials used in new construction shall be compatible with those traditionally used in the neighboring area. Contemporary materials are acceptable provided that the overall texture, color and details of the building are compatible with neighboring buildings.

M. Colors. Colors used in new construction shall be compatible with neighboring buildings. Architectural features of historic buildings shall be restored with colors and finishes appropriate to the nature of the materials and to the historic character of the building. Where historically documented colors are not used, colors shall be appropriate to the building’s predominant architectural style(s).

N. Exterior Lighting. The exterior lighting proposed shall be in keeping with the lighting requirements of section 4.11.

O. New Construction and Additions. New construction and additions should be undertaken such that their removal will not impair the original historic form and integrity of the structure and site.

P. Treatment of Major Building Elements.

1. Doors. Existing historic doors and door openings shall be retained and rehabilitated whenever possible. Restoration of historic openings is encouraged where previously altered. Where doorways must be altered to meet current building code and safety requirements, doors and entrance ways shall be designed to respect the exterior architectural character of the building.

2. Windows. Existing historic windows and window openings shall be retained and rehabilitated whenever possible. Restoration of historic openings is encouraged where previously altered.

3. Roofs. Features that give a roof its essential historic and architectural character shall be retained and rehabilitated whenever possible. Roof designs for new structures shall be compatible with neighboring buildings. Exterior mechanical equipment shall be minimized and screened from view.
5.4.7 Demolition

The Commission shall determine whether the proposed structure has architectural or historic significance. “Significance” includes having particular important associations within the context of the architecture, history or culture of Saratoga Springs or region and may include listing as “contributing” on the State and National Registers of Historic Places.

A. Structures with no architectural or historic significance. The Commission may approve an application for demolition if it finds that the demolition is consistent with the intent and objectives of this Article and that the structure proposed to be demolished has no historic or architectural significance.

B. Structures with architectural or historic significance. For the proposed demolition of a structure with architectural or historical significance, the applicant must demonstrate “good cause” as to why such structure cannot be preserved.

1. The applicant shall document “good faith” efforts in seeking an alternative that will result in the preservation of the structure including consultation with the Commission and the Saratoga Springs Preservation Foundation. The relocation of structures may be permitted as an alternative to demolition;

2. The applicant shall document efforts to find a purchaser interested in acquiring and preserving the structure;

3. The applicant shall demonstrate that prominent portions of the structure, such as the façade, cannot reasonably be retained as part of an adaptive re-use design.

4. The applicant shall demonstrate that the structure cannot be adapted for any other permitted use, whether by the current owner or by a purchaser, which would result in a reasonable return; and

5. The applicant shall submit evidence that the property is not capable of earning a reasonable return regardless of whether that return represents the most profitable return possible. “Dollars and cents proof” shall be required to demonstrate such hardship.

6. Application for demolition of a structure with historic or architectural significance shall include acceptable post-demolition plans of the site. Such plans shall include an acceptable timetable and guarantees which may include performance bonds/letters of credit for demolition and completion of the project. The Commission may condition the issuance of a demolition approval on the applicant’s receipt of all other necessary approvals and permits for the post-demolition plan.

C. After receipt of application for demolition of a structure with historic or architectural significance, the Commission shall enact a 30-day review period and schedule a public hearing on an application for demolition of a structure with historic or architectural significance and shall provide notice as follows:

1. Public Hearing Notice. The Commission shall advertise the hearing in a Saratoga Springs newspaper of general circulation at least five days prior to the date thereof. The applicant shall be responsible for payment for this notice. Prior to the hearing, the applicant shall be responsible for filing with the Commission an affidavit from the newspaper confirming such publication and payment.

2. Property owner notification. # # Note: Coordinate with notification procedures for Site Plan, etc.

   a. The applicant shall obtain from the City the names and addresses of property owners within a 250 feet geographic radius from the applicant’s subject property.

   b. The applicant shall receive from the Commission a property owner notification notice and shall send only this notice to the identified property owners by first class mail. This notice shall be postmarked no less than 7 but no more than 20 calendar days prior to the scheduled hearing.

   c. Prior to the public hearing, the applicant shall submit to the Commission confirmation of the property owner notification by obtaining a “certificate of mailing” provided by the U.S. Postal Service.

   d. Failure to provide notice in exact conformance with these provisions shall not invalidate a Commission determination provided the Commission finds that substantial compliance has occurred.

3. On-Premise Signage. The applicant shall obtain from the city a “Notice of Public Hearing Sign” which shall be posted and secured conspicuously at the front...
of the property no less than seven days prior to the hearing. Such sign shall include the subject of review, (Demolition) and the date and time of the hearing, and shall be returned to the city at the end of the 30-day review period.

D. Determination of Jeopardy to Health, Safety and Welfare of Community. In cases where an applicant has sought demolition approval on the basis that a structure represents an imminent danger to the health, safety and welfare of the community, the Commission shall refer the application to the Building Inspector for review and report pursuant to City Code Section 118 Unsafe Structures. The Building Inspector’s report shall be advisory to the Commission. The Commission shall review the Building Inspector’s report and make a determination that the structure can or cannot reasonably be repaired in such a way as to remove the imminent danger. As part of this report, consideration should be given to the alternative of preserving prominent portions of the structure, such as the facade, for future adaptive re-use.

E. Court Action. The Commission shall have no authority to act otherwise in cases where an appropriate legal action or procedure has resulted in a judgment or order by a Court of competent jurisdiction that a structure endangers the health, safety and welfare of the public and shall be demolished.

5.4.8 Architectural Review Application

A. It shall be the duty of the Zoning Officer to refer to the Commission all actions identified in this Article that require architectural review approval.

B. The Commission shall not accept any application for review that includes a parcel for which there is an outstanding, unresolved written violation from the Zoning Officer that is not the subject of the application.

C. An eligible applicant for architectural review approval must be the owner, lessee or purchaser under contract for the involved parcel. A lessee and purchaser under contract must have the permission of the current property owners to submit an application for architectural review approval.

D. The City shall collect a fee for all applications to the Commission as established by the City Council.

5.4.9 Advisory Opinion

The Commission may request an advisory opinion of the Planning Board or any administrative department or agency in its evaluation of an application for architectural review.

5.4.10 Architectural Review Decisions

A. In rendering its decision on any application, the Commission shall comply with all applicable provisions of the State Environmental Quality Review Act (SEQRA) under Article 8 of the Environmental Conservation Law and its implementing regulations.

B. Within 62 days of the determination by the Commission that the application is complete, or the close of the public hearing, a written decision will be issued. This time frame may be extended by mutual consent of the applicant and the Commission.

C. Four affirmative votes are required to pass a motion regarding an application before the Commission. If four affirmative votes cannot be attained on a motion within this 62-day period, unless extended by mutual consent of the applicant and the Commission, the application shall be denied by default.

D. The Commission may issue any of the following decisions:

1. Approve as submitted.

2. Approve with conditions. The Commission may impose appropriate conditions in connection with its approval including those related to:
   a. Nature and quality of building materials
   b. Manner of construction
   c. Design and other building elements

3. Preliminary approval. Prior to the granting of final approval by the Commission, an applicant may seek “preliminary approval” for the general “mass and scale” of a proposed structure. This preliminary approval is subject to a SEQRA determination and constitutes approval of the footprint and proportions of the proposed structure, including any proposed rooftop structures, and its compatibility with the surrounding neighborhood. Such preliminary approval does not constitute approval of elevations and other façade and roofline details. Unless so noted within the preliminary
approval, an applicant must obtain final approval by
the Commission prior to issuance of a building permit.

4. Disapprove. The Commission may disapprove
an application provided the Commission finds that
such construction, alteration or demolition would
be in opposition to the intent and objectives of this
Article, and that this finding is not based on personal
preference as to taste or choice of architectural style.

E. Every Commission decision shall be signed and dated by
the Chairperson and shall document the circumstances of
the case and the findings on which the decision is based.

F. Every Commission decision shall be filed in the Office of
the City Clerk within five business days thereof and a copy
provided to the applicant and to the Building Department.

G. Administrative Approval. The Chairperson shall have
the authority to approve minor modifications to existing
Commission approvals if the Chairperson deems the
changes are not material, substantial or substantive in
nature and are not contrary to the intent of the original
decision. The Chairperson shall issue all administrative
approvals in writing and report them to the Commission.

H. Building Permits, Inspections and Certificates of
Occupancy

1. Upon receipt of Architectural Review approval
and confirmation of compliance with any required
conditions, the Building Department may issue
building, sign or demolition permits associated with
the Architectural Review application. No building, sign
or demolition permit shall be issued in the event of
Architectural Review disapproval.

2. For actions subject to Architectural Review but not
requiring a building, sign or demolition permit, the
Building Department shall perform inspections as may
be necessary to confirm compliance with Commission
approval and any required conditions.

3. Upon confirmation of the completion of an approved
action requiring Architectural Review, and any required
conditions, the Building Department may issue a
certificate of occupancy.

5.4.11 Expirations and Extensions

A. Unless otherwise specified or extended by the
Commission, Commission approvals shall expire
18 months following the filing date of such decision
if the applicant has not complied with any required
conditions and started actual construction, or otherwise
implemented this approval. Actual construction is defined
as the fastening or placing of construction materials in a
permanent manner, the excavation of a basement, or the
demolition or removal of any existing structure if no new
construction is approved.

B. The Commission may grant up to two 18 month
extensions for architectural review approval provided that
the application for extension was properly submitted prior
to the expiration date of either the original architectural
review approval or the first extension. When requesting
an extension, it shall be the applicant’s responsibility to
demonstrate that there have been no significant changes
to the site or neighborhood, and that the circumstances
and findings of fact by which the original architectural
review approval was granted have not significantly
changed.
5.5 HISTORIC REVIEW

## Note: Includes existing section 7.4.

5.5.1 Intent and Delegation

The intent of this Section is to provide for the proper administration and review of projects within the designated Historic Review Districts, as defined in Article 2.4.3.

## Note: The following paragraphs below are being deleted and moved into Article 2.4.3 Historic District Overlay, however is being temporarily shown below for reference until that Article is completed.

It is hereby declared that the protection, enhancement and perpetuation of landmarks and historic districts are necessary to promote the economic, cultural, educational and general welfare of the public. Inasmuch as the City of Saratoga Springs has many significant historic, landscape, architectural and cultural resources that constitute its heritage, this Article Section is intended to:

A. Protect and enhance the landmarks and historic districts which represent distinctive elements of the City’s historic, architectural and cultural heritage;

B. Foster civic pride in the accomplishments of the past;

C. Protect and enhance the City’s attractiveness to visitors thereby providing support and stimulus to the economy; and

D. Ensure the harmonious, orderly and efficient growth and development of the City.

In keeping with this intent, the City hereby establishes a coordinated and comprehensive approach to preserve City Landmarks and Historic Districts, and the procedure for maintaining architectural standards in the construction, alteration and removal of buildings and landscapes within these areas.

5.5.2 Delegation to Design Review Commission

The Design Review Commission (“Commission”) is hereby charged with the responsibilities of administering and carrying out the intent, process and actions established in this Article Section and Article 7.5 “Architectural Review”.

5.5.3 Composition of Design Review Commission

## Note this subsection below will be removed in its entirety and located instead in city code Chapter 19.

A. Appointments. The Commission shall consist of seven members, to be appointed by the Mayor, to represent the extent possible a broad cross-section of the community with demonstrated experience in historic preservation, architectural development and local history in addition to the following:

1. At least one shall have demonstrated commitment to the field of historic preservation evidenced either by involvement in a local historic preservation group, employment or volunteer activity in the field of historic preservation, or other serious interest in the field.

2. At least one shall be an architect or related design professional.

3. At least one shall be a local realtor or other real estate professional.

4. At least one shall have construction experience working with historic buildings.

All members shall be residents of the City of Saratoga Springs including at least one resident of a Historic District and one resident of an Architectural Review District.

B. Term of Office. The term of each Commission member shall be five years beginning on July 1 and members shall serve on a rotating schedule. Initial terms may be for lesser years so as to effectuate a staggered sequencing of member terms. On an alternating basis, two member terms will expire one year with one member term expiring the next year. A member whose term has expired may serve until replaced.

C. Vacancy. If a vacancy occurs other than by expiration of a term, it shall be filled by appointment by the Mayor for the unexpired term.

D. Removal. Any member, or alternate member, may be removed by the Mayor for cause and after public hearing.

E. Alternate Members. The Mayor may appoint up to two alternate members to serve in the place of Commission members who are unavailable to attend a meeting due to recusal or other absence.
1. In the selection of alternate members, preference may be given to former Commission members or other residents that demonstrate the experience and knowledge considered for original appointments and as identified in 7.4.3 above.

2. Full Commission attendance is encouraged at all meetings. When fewer than six members are able to attend a meeting, alternate members shall be called upon to serve in the place of an absent member.

3. When serving in the place of a member, the alternate member shall have the full rights and obligations of a member. Alternate members not serving in place of a member may not participate as a Commission member in the discussion of agenda items at Commission meetings or workshops or any subcommittee thereof. In the event a Commission member is available to once again serve with regard to a matter because he/she is no longer absent or recused, the alternate member will no longer serve with regard to said matter.

4. All provisions of law relating to Commission member eligibility, terms, vacancy in office, removal, compatibility of office and service on other boards, training, continuing education, compensation, and attendance shall apply to alternate members, except that there shall be no requirement that an alternate member be a property owner in an historic or architectural review district.

5.5.4 Commission Powers and Duties

## Note: This subsection below has been deleted and moved into Article 1.

The Design Review Commission shall have and exercise the powers and duties as follows:

A. Review and issue decisions on applications for historic review as required by this Article.

B. Review and issue decisions on applications for architectural review as required by this Chapter.

C. Promulgate rules and regulations for the transaction of Commission business.

D. Submit an annual report of Commission activities to the Mayor and City Council.

E. Submit an annual budget request to the Mayor for approval by the City Council.

F. Employ experts, staff and legal counsel, or appoint such citizen advisory committees as may be required to carry out Commission duties within the Council-approved budget.

G. Administer on behalf, and at the request, of the City Council any full or partial interest in real property that the City may have received.

H. Accept and administer on behalf of the City such grants and funding as may be appropriate for the purposes of this Article.

I. Recommend to the City Council the adoption of ordinances designating properties or structures having special historic, community, cultural or architectural values as landmarks or Historic Districts.

J. Keep a register of all properties and structures that have been designated as landmarks or historic districts including all information required for each designation.

K. Propose or sponsor the nomination of landmarks and historic districts to the National Register of Historic Places and review and comment on any National Register proposed nominations submitted to the City Council or State Historic Preservation Office.

L. Maintain a directory of architectural styles.

M. Develop specific design guidelines for the alteration, construction or removal of landmarks or property and structures within historic districts.

N. Conduct surveys to identify historically and architecturally significant properties, structures, landmarks and areas that exemplify the cultural, social, economic, political or architectural history of the Nation, State or City.

O. Inform and educate the citizens of Saratoga Springs concerning the historic and architectural heritage of the City.

P. Advise and guide property owners on physical and financial aspects of preservation, renovation, rehabilitation.
5.5.5 Historic Review Objectives

The Design Review Commission shall promote the following objectives:

A. To prevent the demolition or destruction of significant structures, terrain, trees, landscape or scenic views.

B. To eliminate existing incongruous structures or other blighting factors and prevent the creation of any new such conditions.

C. To preserve and enhance the historic context and setting within the Historic District.

D. To assure architectural compatibility such as aesthetic, historical and architectural values, architectural style, design, arrangement, texture, material and color.

E. To encourage and maintain appropriate protective restrictions such as easements, covenants or similar agreements.

F. To improve the integrity of the Historic Districts through economic and other incentives.

5.5.6 Historic Review Standards

In pursuit of this Article’s Section’s objectives, the Design Review Commission shall employ the following standards:

A. Preserve rather than remove. Distinguishing original features of a structure or site are essential to the historic quality and character of that site. Distinguishing original qualities or character of a structure, site and/or its environment shall be preserved and protected to the maximum extent possible. Destruction or alteration of any historic material or distinctive architectural feature should be avoided.

B. Repair rather than replace. Distinctive architectural features that characterize a structure or site shall be repaired rather than replaced whenever possible. If replacement is necessary, the replacement materials should match the original in composition, design, color, texture and other visual qualities.

C. Promote historical accuracy. Repair or replacement of architectural features should be based on historical evidence rather than on conjectural designs or the incorporation of elements from other structures.

D. Recognize the significance of historical time periods. Structures and sites should be recognized as products of specific historical period(s). Changes that occurred over time are evidence of the history and development of a structure or site and may have acquired historical significance in their own right.

E. Compatible contemporary design may be encouraged. Contemporary design for alterations and additions to existing properties may be encouraged provided it does not destroy significant historical, architectural, or cultural material and is compatible with the size, scale, color, material, and character of the site or surrounding neighborhood. Incompatible alterations shall be discouraged.
F. Structures and sites are to be treated with sensitivity. Archaeological resources affected by any project shall be protected and preserved to the maximum extent possible. Activities that will damage historic building materials or site features shall be discouraged. Historic structures are to be cleaned with the gentlest means possible.

5.5.7 Actions Subject to Review

## Note: This subsection will be deleted and moved into Article 2.4.3 Historic District Overlay as “Applicability and Exemptions”, however is being temporarily shown below for reference until that Article is completed.

The following actions shall be subject to historic review when occurring on City Landmarks or within Historic Districts as identified in this Article:

A. Construction, rehabilitation, alteration or exterior change to a structure that requires the issuance of a building or demolition permit.

B. Installation of an awning, sign or sign structure that requires a building or sign permit, or such modification with respect to size, materials, illumination, method of attachment and color.

C. Installation of telecommunications facilities per Article 6.3.2.

D. Regardless of the requirement for a building or demolition permit, any material change to the exterior appearance of a structure that affects the historical characteristics and context of the District including:
   1. Addition or removal of exterior architectural features.
   2. Installation, removal or change of materials on exterior building elements including but not limited to roof, siding, windows, doors, porches, and the like.
   3. Enclosure or screening of building openings including but not limited to windows, doors, porches, and the like.
   4. Installation of accessory utility, mechanical or miscellaneous structures to the exterior of a building including but not limited to HVAC equipment, solar panels, wind turbines, radio or satellite transmission/reception devices, and the like.

E. Within a front yard setback:
   1. Installation, removal or change in material of drive- or walkways
   2. Installation or removal of architectural, sculptural or vegetative screening that exceeds 3 feet in height.
   3. Installation of accessory utility structures or radio/satellite transmission/reception devices exceeding 2’ in diameter.

F. Change of the exterior color of any structure within a non-residential Zoning District.

G. Additional actions as set forth in Section 7.4.18 occurring on or to a City Landmark.

H. Historic Review of projects also applies to municipal work conducted by the City of Saratoga Springs.

5.5.8 Actions Exempt from Review

## Note: This subsection will be deleted and moved into Article 2.4.3 Historic District Overlay as “Applicability and Exemptions”, however is being temporarily shown below for reference until that Article is completed.

The following actions are exempt from historic review:

A. Ordinary maintenance or repair of any exterior feature that does not involve a change in design, material, color or outer appearance.

B. Installation of accessory freestanding objects including but not limited to sculpture, tree houses, play equipment, clocks, fountains, flagpoles, basketball hoops, and the like.

C. Installation of Individual air conditioning units, and radio or satellite antennas/receivers less than 2 feet in diameter.

5.5.9 Design Considerations

For actions subject to review, the Commission shall evaluate and determine if the design considerations of Article 2.4.3 Historic Review Overlay as well as the Guiding Principles of the underlying district are being met.

## Note: The following paragraphs below will be moved from here into Article 2.4.3 for Historic Review Overlay, however are being shown here for reference temporarily until that Article is
completed.

For actions subject to review, the Commission shall evaluate whether the proposed alteration or construction is compatible with the subject structure, site and neighboring properties in the Historic District with regard to:

Applicable projects within the Historic Review Districts shall be in keeping with the Intent and Guiding Principals of the underlying district and shall conform to the following Historic District requirements:

A. The proposal utilizes Façade Types and Building Types permitted for that district.

B. The proposal shall be in keeping with the Design Considerations of the underlying district.

C. Site Mass and Open Space. The Commission shall consider whether the relationship of the dimension and mass of a building to the open space between it and adjoining buildings is compatible with the character of the neighboring area and with any specific zoning district intent. The building’s relationship to the site, setbacks, open space and adjoining buildings shall be compatible with the character of the neighboring area.

D. Height and Roof Design. The Commission shall consider whether the height and roof design of the proposed structure is compatible with the historic form and context of the site and neighboring properties, and with any specific zoning district intent.

E. Scale and Massing. The Commission shall consider whether the scale and massing of the proposed structure is compatible with the relationship of the building and its architectural elements to neighboring structures and community character.

F. Proportion. The Commission shall consider whether the proposed structure and its architectural elements, including front façades, windows, doors and bays, are consistent with the dominant proportion and directional expression of neighboring structures and site.

G. Directional Expression. The Commission shall consider whether the directional expression of a building and its architectural elements are compatible with the dominant horizontal or vertical expression of the neighboring buildings.

H. Fenestration. The amount of façade openings such as windows and doors shall be sufficiently compatible with the character of the neighborhood and does not include large areas of blank walls on public frontages.

I. Architectural Rhythm. The Commission shall consider whether the architectural, rhythmic pattern resulting from repeated elements such as window and door openings, columns, arches, and other facade elements is consistent within the subject structure and relatively consistent with neighboring structures.

J. Front Setback. The front yard setback for the building line of all new construction shall be compatible with neighboring buildings and any specific zoning district intent.

K. Entrances. The building’s public entrances shall be sufficiently prominent and proportional to the size of the building.

L. Materials. Materials used in new construction shall be compatible with those traditionally used in the neighboring area. Contemporary materials are acceptable provided that the overall texture, color and details of the building are compatible with neighboring buildings.

M. Colors. Architectural features of historic buildings shall be restored with colors and finishes appropriate to the nature of the materials and to the historic character of the building. Where historically documented colors are not used, colors shall be appropriate to the building’s predominant architectural style(s). Colors used in new construction shall be compatible with neighboring buildings.

N. Exterior Lighting. The exterior lighting proposed shall be in keeping with the lighting requirements of section 4.11.

O. Trees, Vegetation and Landscaping. The proposal makes sufficient effort to maintain existing trees, vegetation and landscaping that contribute to the character of the property.

P. New Construction and Additions. New construction and additions should be undertaken such that their removal
will not impair the original historic form and integrity of the structure and site.

Q. Treatment of Major Building Elements.

1. Doors. Existing historic doors and door openings shall be retained and rehabilitated whenever possible. Restoration of historic openings is encouraged where previously altered. Where doorways must be altered to meet current building code and safety requirements, doors and entrance ways shall be designed to respect the exterior architectural character of the building.

2. Windows. Existing historic windows and window openings shall be retained and rehabilitated whenever possible. Restoration of historic openings is encouraged where previously altered.

3. Roofs. Features that give a roof its essential historic and architectural character shall be retained and rehabilitated whenever possible. Roof designs for new structures shall be compatible with neighboring buildings. Exterior mechanical equipment shall be minimized and screened from view.

5.5.10 Maintenance and Repair

## Note: This subsection will be deleted and moved into Article 2.4.3 Historic District Overlay as “Maintenance, Repair and Demolition”.

No owner or person with an interest in real property designated as a City Landmark or included within a Historic District shall permit the property to fall into a serious state of disrepair so as to result in the deterioration of any exterior architectural feature which would, in the judgment of the Commission, produce a detrimental effect upon the character of the Historic District as a whole or the life and character of the property itself. Examples of such deterioration include:

A. Deterioration of exterior walls or other vertical supports

B. Deterioration of roofs or other horizontal members

C. Deterioration of exterior chimneys

D. Deterioration or crumbling of exterior stucco or mortar

E. Ineffective waterproofing of exterior walls, roofs or foundations including broken windows or doors

F. Deterioration of any feature so as to create a hazardous condition that could lead to the claim that demolition is necessary for the public safety

5.5.11 Demolition

## Note: This subsection will be combined with the above into Article 4.2.3 Historic District Overlay as “Maintenance, Repair and Demolition”.

Consideration of an application for demolition within any Historic District shall be the same as provided in section 5.3.7 for demolition within an Architectural Review District.

The Commission shall determine whether the proposed structure has architectural or historic significance. “Significance” includes having particular important associations within the context of the architecture, history or culture of Saratoga Springs or region and may include listing as “contributing” on the State and National Registers of Historic Places.

A. Structures with no architectural or historic significance. The Commission may approve an application for demolition if it finds that the demolition is consistent with the intent and objectives of this Article and that the structure proposed to be demolished has no historic or architectural significance.

B. Structures with architectural or historic significance. For the proposed demolition of a structure with architectural or historical significance, the applicant must demonstrate “good cause” as to why such structure cannot be preserved:

1. The applicant shall document “good faith” efforts in seeking an alternative that will result in the preservation of the structure including consultation with the Commission and the Saratoga Springs Preservation Foundation. The relocation of structures may be permitted as an alternative to demolition.

2. The applicant shall document efforts to find a purchaser interested in acquiring and preserving the structure;

3. The applicant shall demonstrate that the structure cannot be adapted for any other permitted use, whether by the current owner or by a purchaser, which would result in a reasonable return; and

4. The applicant shall submit evidence that the property...
is not capable of earning a reasonable return—regardless of whether that return represents the most-profitable return possible—"dollars and cents proof" shall be required to demonstrate such hardship.

5. Application for demolition of a structure with historic or architectural significance shall include acceptable post-demolition plans of the site. Such plans shall include an acceptable timetable and guarantees which may include performance bonds/letters of credit for demolition and completion of the project. The Commission may condition the issuance of a demolition approval on the applicant’s receipt of all other necessary approvals and permits for the post-demolition plan:

C. The Commission shall schedule a public hearing on an application for demolition of a structure with historic or architectural significance and shall provide notice as follows:

1. Public Hearing Notice. The Commission shall advertise the hearing in a Saratoga Springs newspaper of general circulation at least five days prior to the date thereof. The applicant shall be responsible for payment for this notice. Prior to the hearing, the applicant shall be responsible for filing with the Commission an affidavit from the newspaper confirming such publication and payment.

2. Property owner notification:
   a. The applicant shall obtain from the City the names and addresses of property owners within a 250-foot geographic radius from the applicant’s subject property.
   b. The applicant shall receive from the Commission a property owner notification notice and shall send only this notice to the identified property owners by first class mail. This notice shall be postmarked no less than 7 but no more than 20 calendar days prior to the scheduled hearing.
   c. Prior to the public hearing, the applicant shall submit to the Commission confirmation of the property owner notification by obtaining a "certificate of mailing" provided by the U.S. Postal Service.
   d. Failure to provide notice in exact conformance with these provisions shall not invalidate a Commission determination provided the Commission finds that substantial compliance has occurred.

D. Determination of Jeopardy to Health, Safety and Welfare of Community. In cases where an applicant has sought demolition approval on the basis that a structure represents an imminent danger to the health, safety, and welfare of the community, the Commission shall refer the application to the Building Inspector for review and report pursuant to City Code Section 118 Unsafe Structures—The Building Inspector’s report shall be advisory to the Commission. The Commission shall review the Building Inspector’s report and make a determination that the structure can or cannot reasonably be repaired in such a way as to remove the imminent danger.

E. Court action. The Commission shall have no authority to act otherwise in cases where an appropriate legal action or procedure has resulted in a judgment or order by a Court of competent jurisdiction that a structure endangers the health, safety and welfare of the public and shall be demolished.

F. Demolition of Historic Structures by City. The City, through its Code Enforcement Officers or other appropriate municipal officials, may seek demolition of a structure listed individually or as a contributing structure in an historic district on the National Register of Historic Places in New York Supreme Court under N.Y. Executive Law 382. Prior to filing such an application, the matter shall be referred to the Commission for an advisory opinion as to whether the structure can or cannot be reasonably repaired in such a way as to remove the cause for demolition. The Commission shall have 30 days to render a written advisory opinion unless extended by mutual consent. The City may also seek advisory recommendations from local preservation organizations.

5.5.12 Historic Review Application

A. It shall be the duty of the Zoning Officer to refer to the Commission all actions identified in this Article Chapter that require historic review approval.

B. The Commission shall not accept any application for review that includes a parcel for which there is an outstanding, unresolved written violation from the Zoning Officer that is not the subject of the application.
C. An eligible applicant for historic review approval must be the owner, lessee or purchaser under contract for the involved parcel. A lessee and purchaser under contract must have the permission of the current property owners to submit an application for historic review approval.

D. The City shall collect a fee for all applications to the Commission as established by the City Council.

5.5.13 Advisory Opinion

The Commission may request an advisory opinion of the Planning Board or any administrative department or agency in its evaluation of an application for historic review.

5.5.14 Historic Review Decisions

A. In rendering its decision on any application, the Commission shall comply with all applicable provisions of the State Environmental Quality Review Act (SEQRA) under Article 8 of the Environmental Conservation Law and its implementing regulations.

B. Within 62 days of the determination by the Commission that the application is complete, or the close of the public hearing, a written decision shall be issued. This time frame may be extended by mutual consent of the applicant and the Commission.

C. Four affirmative votes are required to pass a motion regarding an application before the Commission. If four affirmative votes cannot be attained on a motion within this 62-day period, unless extended by mutual consent of the applicant and the Commission, the application shall be denied by default.

D. The Commission may issue any of the following decisions:
   1. Approve as submitted.
   2. Approve with conditions. The Commission may impose appropriate conditions in connection with its approval including those related to:
      a. Nature and quality of building materials
      b. Manner of construction
      c. Design and other building elements
   3. Preliminary approval. Prior to the granting of final approval by the Commission, an applicant may seek “preliminary approval” for the general “mass and scale” of a proposed structure. This preliminary approval is subject to a SEQRA determination and constitutes approval of the footprint and proportions of the proposed structure, including any proposed rooftop structures, and its compatibility with the surrounding neighborhood. Such preliminary approval does not constitute approval of elevations and other façade and roofline details. Unless so noted within the preliminary approval, an applicant must obtain final approval by the Commission prior to issuance of a building permit.
   4. Disapprove. The Commission may disapprove an application provided the Commission finds that such construction, alteration or demolition would be in opposition to the intent and objectives of this Article, and that this finding is not based on personal preference as to taste or choice of architectural style.
   E. Every Commission decision shall be signed and dated by the Commission Chairperson and shall document the circumstances of the case and the findings on which the decision is based.
   F. Every Commission decision shall be filed in the Office of the City Clerk within five business days thereof and a copy provided to the applicant and to the Building Department.
   G. Administrative Approval. The Chairperson shall have the authority to approve minor modifications to existing Commission approvals if the Chairperson deems the changes are not material, substantial or substantive in nature and are not contrary to the intent of the original decision. The Chairperson shall issue all administrative approvals in writing and report them to the Commission.
   H. Building Permits, Inspections and Certificates of Occupancy
      1. Upon receipt of Historic Review approval and confirmation of compliance with any required conditions, the Building Department may issue building, sign or demolition permits associated with the Historic Review application. No building, sign or demolition permit shall be issued in the event of Historic Review disapproval.
      2. For actions subject to Historic Review but not requiring a building, sign or demolition permit, the Building Department shall perform inspections as may be
necessary to confirm compliance with Commission approval and any required conditions.

3. Upon confirmation of the completion of an approved action requiring Historic Review, and any required conditions, the Building Department may issue a certificate of occupancy.

### 5.5.15 Expirations and Extensions

A. Unless otherwise specified or extended by the Commission, Commission approvals shall expire 18 months following the filing date of such decision if the applicant has not complied with any required conditions and started actual construction, or otherwise implemented this approval. Actual construction is defined as the fastening or placing of construction materials in a permanent manner, the excavation of a basement, or the demolition or removal of any existing structure if no new construction is approved.

B. The Commission may grant up to two 18 month extensions for historic review approval provided that the application for extension was properly submitted prior to the expiration date of either the original historic review approval or the first extension. When requesting an extension, it shall be the applicant’s responsibility to demonstrate that there have been no significant changes to the site or neighborhood, and that the circumstances and findings of fact by which the original historic review approval was granted have not significantly changed.

### 5.5.16 Designation of Landmarks and Historic Districts

A. The City Council of the City of Saratoga Springs may designate an individual property as a landmark if it:

1. Possesses special character or archeological, historic or aesthetic interest or value as part of the cultural, political, economic or social history of the locality, region, state or nation;
2. Is identified with historically significant individuals;
3. Embody the distinguishing characteristics of an architectural style;
4. Is the work of a designer whose work has significantly influenced a particular architectural period or era; or
5. Because of a unique location or singular physical characteristic, represents an established and familiar visual feature of the neighborhood.

B. The City Council may designate a group of properties as a Historic District if it:

1. Contains properties that meet one or more of the criteria for designation of a landmark; or
2. By reason of possessing such qualities, constitutes a distinct section of the City.

C. Any proposed designation of landmarks or historic districts shall constitute an amendment to this Chapter and shall be subject to all public hearing, property owner notification and other applicable provisions of this Chapter.

1. Once the City Council has accepted for review a proposed designation, no building or demolition permits shall be issued until the City Council has made its designation determination.

2. Prior to action on a proposed designation, the City Council shall request an advisory opinion from the Commission. The Commission shall have 30 days to render a written advisory opinion unless extended by mutual consent. The opinion shall contain a favorable recommendation only if the Commission finds that the proposed revision is not contrary to the intent and objectives of this Article.

### 5.5.17 City Landmarks and Historic Districts

The Historic Districts and City Landmarks shall be as indicated on the Official Zoning Map, which can be found at the City Office of Planning and Economic Development and at www.saratoga-springs.org.

## Note: This subsection below would be removed and relocated in Article 2.4 for the Historic District.

The City Council hereby establishes and designates the following City Landmarks and Historic Districts:

A. **City Landmarks**:

1. **“Bryan House**”, 123-125 Maple Avenue, Tax I.D.: 165.44-11-31
2. **“Drink Hall”, 297 Broadway, Tax I.D.: 165.67-11-24.”
Additional actions requiring review: removal or alteration of any interior feature. Only ordinary maintenance or repair of any interior feature is excluded from review.

3. "Ganfield Casino", East Congress Street, Tax I.D. 165.00-4-1. Additional actions requiring review: removal or alteration of any interior feature. Only ordinary maintenance or repair of any interior feature is excluded from review.

4. "City Hall", 474 Broadway, Tax I.D. 165.52-4-37. Additional actions requiring review: removal or alteration of any interior feature. Only ordinary maintenance or repair of any interior feature is excluded from review.

5. "Congress Park", Broadway. Tax I.D. 165.00-4-1. Additional actions requiring review: removal, addition or alteration of any park feature such as: but not limited to: Spit ‘n’ Spat; Italian Gardens; Thorowdenvases; Spirit of Life and surrounding stonework and landscaping; Tunnels' stairway; War Memorial and Pavilion; Civil War monument; Brackett gates; Congress Spring Pavilion; Columbian Pavilion; Deer Park Spring Pavilion; Morrissey Rose Garden; Fountain; recessor; iron fencing; wrought iron fences surrounding park; configuration of ponds; walks and roadways; topography; Colonial Revival information booth; 1920s era gateposts; street lights; the Grotto (including sundial; pillars and statuary); informational signage; urns by northern pond; trout pond; benches; signage, urns by northern pond, trout pond, benches, (including sundial, pillars and statuary), informational signage, urns by northern pond, trout pond, benches, and other park furniture. Only ordinary maintenance or repair is excluded from review.

6. "High Rock Park", High Rock Avenue, Tax I.D. 165.52-1-76, 165.44-2- lots 6, 22, 23, 24 and 25. Additional actions requiring review: removal, addition or alteration of any park feature such as: structures, sculptures, monuments, pavilions, benches, topography, ponds, vegetation, fences, lights, walkways and roads. Only ordinary maintenance or repair is excluded from review.

7. "Central Fire Station", 60 Lake Avenue, Tax I.D. 165.60-2-3. Additional actions requiring review: removal or alteration of any interior feature. Only ordinary maintenance or repair of any interior feature is excluded from review.

8. "Gideon Putnam Cemetery", South Franklin Street, Tax I.D. 165.66-2-38. Additional actions requiring review: removal, addition, alteration, or cleaning of any cemetery feature such as: grave markers, structures, sculptures, monuments, pavilions, benches, topography, fences, lights, walkways and roads. Only ordinary maintenance or repair is excluded from review.

## Note: The following text below would be deleted and replaced by a Map in Article 2.4.3.

### B. Historic Districts:

Commencing at a point in the north line of Fourth Street, 100 feet westerly of the west line of Broadway; running thence in a southerly direction parallel with and 100 feet westerly of the west line of Broadway or extending to the rear lot line of the property facing Broadway, whichever is greater, to a point in the northerly line of Walton Street; thence running southerly along the westerly line of Long Alley to a point in the northerly line of Washington Street; thence southerly on the extension of the line of the east line of Hamilton Street to Congress Street; thence continuing on the east line of Hamilton Street to a point in the southerly line of West Circular Street; thence along the southerly line of West Circular Street and Circular Street to a point which is the westerly boundary of property known as the Batcheller property, now owned by one Turchi; thence southerly along the westerly bounds of Turchi property to an alley; thence easterly along the alley to Whitney Place; thence along Whitney Place to the southerly bounds of property of the Presbyterian Congregation of Saratoga Springs, New York; thence easterly along the southerly bounds of the Presbyterian Congregation of Saratoga Springs, New York, to a point in the westerly line of Regent Street; running thence northerly along the westerly bounds of Regent Street to a point in the northerly line of North Lane; thence easterly along the northerly line of North Lane to Nelson Avenue; thence along the southerly and westerly boundary of property of the New York Racing Association, Inc., to a point in the northerly line of Lincoln Avenue; thence easterly along the northerly line of Lincoln Avenue to the easterly line of Frank Sullivan Place to a point directly across from the northeastern corner of Tax Parcel 179.21-3-5, (Inside District), thence across Frank Sullivan Place to the northeastern corner of said Tax Parcel 179.21-3-5, thence westerly and southerly along the boundaries of said Parcel 179.21-3-5 to the southwest corner of said parcel, thence directly across Wright Street to a point in the southerly line of Wright Street; thence westerly along the southerly line of Wright Street to the easterly line of Nelson Avenue; thence southerly along the easterly line of Nelson Avenue to a point directly across from the northeastern corner of...
Tax Parcel 179.00-5-5 (Inside District), thence westerly, southerly and easterly along the boundaries of said Tax Parcel 179.00-5-5 to its southeastern corner, thence directly across Nelson Avenue to a point, thence southerly along the easterly line of Nelson Avenue to the southerly boundary of property owned by the New York Racing Association, Inc.; thence easterly along the southerly line of property of the New York Racing Association, Inc., and Yaddo to a point in the westerly line of Interstate Highway No. 87; thence northerly along the westerly line of Interstate No. 87 to a point in Union Avenue; thence westerly along the center line of Union Avenue to a point, thence northerly, easterly, northerly, and westerly along the boundary of Tax Parcel 166.3-25 (Outside District) to a point in the southeastern corner of Tax Parcel 166.14-4-25 (Inside District); thence northerly, westerly and southerly along the boundaries of said Tax Parcel 166.14-4-25 to a point in the northerly line of Tax Parcel 166.3-25 (Outside District), thence westerly along the northerly line of said parcel 166.3-25 to a point in the southeastern corner of Tax Parcel of Tax Parcel 166.14-2-29 (Inside District), thence northerly along the easterly line of Tax Parcel 166.14-4-29 to a point in the southerly line of Fifth Avenue, thence northerly across Fifth Avenue to a point in the
southerly line of Tax Parcel 166.14-4-14 (Inside District), thence easterly, northerly, westerly, southerly, westerly, southerly and easterly along the boundaries of said Parcel 166.14-4-14 to a point in the northerly line of Fifth Avenue; thence southerly across Fifth Avenue and along the western boundary of Tax Parcel 166.14-4-29 (Inside District), to a point in the northerly line of Tax Parcel 166.3-25 (Outside District), thence westerly along the northerly line of Tax Parcels 166.3-25 (outside District) and 166.5-1 (Inside District), to a point in the northwesterly corner of said Tax Parcel 166.5-1, thence southerly along the easterly line of East Avenue to its intersection with Union Avenue, thence westerly along the center line of Union Avenue to the easterly line of Ludlow Street to the easterly line of Ludlow: thence northerly along the easterly line of Ludlow to an alley between Mitchell Street and Union Avenue; thence westerly along said alley and a continuation thereof to a point one hundred fifty (150) feet (plus or minus) east of the easterly line of Nelson Avenue; thence northerly to the northern line of George Street; thence easterly to a point 135 feet (plus or minus) east of the eastern line of Ludlow Street; thence northerly to the northern line of the unnamed alley between George Street and Madison Avenue; thence westerly 10 feet (plus or minus); thence northerly 50 feet (plus or minus); thence westerly 25 feet (plus or minus); thence northerly to the northern line of Madison Avenue; thence easterly 200 feet (plus or minus) along the northern line of Madison Avenue; thence northerly to the northern line of the unnamed alley between Fifth Avenue and Madison Avenue; thence easterly to the western line of East Avenue; thence northerly to a point 160 feet (plus or minus) north of the northern boundary of Fifth Avenue; thence westerly to a point 212 feet (plus or minus) east of the eastern line of Ludlow Street; thence northerly to the northern line of Caroline Street; thence westerly to a point 158 feet (plus or minus) east of the eastern line of Ludlow Street; thence northerly 140 feet (plus or minus); thence westerly to a point 47 feet (plus or minus) east of the eastern line of Ludlow Street; thence southerly 63 feet (plus or minus); thence westerly to the western line of Ludlow Street; thence northerly to a point 80 feet (plus or minus) from the northern line of Caroline Street; thence westerly 100 feet (plus or minus); thence northerly 70 feet (plus or minus); thence westerly 200 feet (plus or minus); thence southerly 80 feet (plus or minus); thence westerly to the western line of Nelson Avenue; thence northerly to the northern line of Mitchell Place; thence westerly 250 feet (plus or minus); thence northerly to the northern line of Diamond Street; thence easterly to a point 72 feet (plus or minus) east of the eastern line of the unnamed alley between Marion Place and Nelson Avenue; thence northerly 80 feet (plus or minus); thence westerly to eastern line of unnamed alley between Marion Place and Nelson Avenue; thence northerly along eastern line of alley and continuing straight northerly to the northern line of Lake Avenue; thence westerly to a point 215 feet (plus or minus) from the eastern line of East Harrison Street; thence northerly 100 feet (plus or minus); thence westerly along a line 100 feet (plus or minus) from the northern line of Lake Avenue to the western line of East Harrison Street; thence northerly to the northern line of Spruce Alley; thence westerly 109 feet (plus or minus); thence northerly along the eastern side of the unnamed private drive and extending to a point 90 feet (plus or minus) from the southern line of York Avenue and 120 feet (plus or minus) from the westerly line of East Harrison Street; thence easterly to a point 42 feet (plus or minus) from the eastern line of East Harrison Street; thence northerly to the northern line of York Avenue; thence easterly to the western line of Nelson Avenue; thence northerly 138 feet (plus or minus); thence westerly to a point on the western line of East Harrison Street 152 feet (plus or minus) northerly from the northern line of York Avenue; thence northerly to the southern line of North Street; thence westerly to the westerly line of Circular Street; thence northerly to a point 100 feet (plus or minus) south of the southerly line of the unnamed alley between the head of Henry Street and Circular Street; thence westerly to the eastern line of Henry Street; thence southerly along a line 150 feet (plus or minus) west of the western line of Circular Street to a point 100 feet (plus or minus) north of the northern line of the unnamed alley; thence westerly to the eastern line of Henry Street; thence southerly along the eastern line of Henry Street to the southerly line of the unnamed alley; thence easterly to the western line of Bank Alley; thence southerly along the western line of Bank Alley to the southern line of Spruce Alley; thence westerly to the eastern line of Henry Street; thence southerly along the eastern line of Henry Street 50 feet (plus or minus); thence southeasterly 40 feet (plus or minus); thence southerly 153 feet (plus or minus) to the northern line of Lake Avenue; thence southerly across Lake Avenue to a point 100 feet (plus or minus) east of the eastern line of Henry Street on the southern line of Lake Avenue; thence southerly to a point 136 feet (plus or minus) east of the eastern line of Henry Street on the southern line of Short Alley; thence southerly to the southern line of Caroline Street; thence westerly to the eastern line of Henry Street; thence southerly along the eastern line of Henry Street to the southern line of the alley between Phila Street and Spring Street; thence easterly 98 feet (plus or minus); thence southerly to a point 100 feet north of the northern line of Spring Street; thence westerly along this line 100 feet north of the north line of Spring Street to a point in the easterly line of Putnam Street;
thence northerly along the easterly line of Putnam Street and
the easterly line of Maple Avenue to Grove Street; thence
westerly along the northerly line of Grove Street to a point 100
feet easterly of the east line of Broadway; thence northerly
parallel with and 100 feet easterly of the east line of Broadway
or the rear lot line of the property facing Broadway, whichever
is greater, to a point in the outside corporation line; thence
westerly along the corporation line to the center of North
Broadway; thence westerly along the northerly line of Fourth
Street to the point or place of beginning.

Commencing at a point at the southwest corner of the
intersection of Van Dam Street and Clinton Street, running
westerly 286 feet (plus or minus) along the southern line of
Van Dam Street; thence southerly 84 feet (plus or minus) to
the northern line of Walton Street; thence across Walton Street
to its southern line; thence easterly to a point 100 feet (plus
or minus) westerly from the western line of Clinton Street;
thence southerly 160 feet (plus or minus) to the southern line of
Railroad Alley; thence 24 feet (plus or minus) easterly along
the southern line of Railroad Alley; thence southerly 137 feet
(plus or minus) to the northern line of Church Street; thence
across Church Street to a point on the southern line of Church
Street 106 feet (plus or minus) westerly from the western line
of Clinton Street; thence 100 feet (plus or minus) easterly;
thence southerly 36 feet (plus or minus) westerly; thence 35 feet
(plus or minus) southerly; thence 15 feet (plus or minus) westerly;
thence 45 feet (plus or minus) southerly to the unnamed public
alley between West Harrison Street and Clinton Street; thence
southerly along the eastern line of the alley to the northern
line of Thomas Street; thence across Thomas Street to a
point on the southern line of Thomas Street 100 feet (plus or
minus) westerly from the western line of Clinton Street; thence
southerly 215 feet (plus or minus) to a point 115 feet (plus or
minus) from the northern line of Division Street and 100 feet
(plus or minus) from the western line of Clinton Street; thence
westerly to a point on the eastern line of West Harrison Street
115 feet (plus or minus); northerly from the northern line of
Division Street; thence southerly along the eastern line of West
Harrison Street to the southern line of Division Street; thence
easterly to the eastern line of Marvin Alley; thence southerly
along the eastern line of Marvin Alley to a point 332 feet (plus
or minus) south of the southern line of Cherry Street; thence
easterly 150 feet (plus or minus) to the western line of Franklin
Street; thence south to the southern line of Washington Street;
thence westerly 145 feet (plus or minus) along the southern line
of Washington Street; thence southerly 86 feet (plus or minus);
thence westerly 97 feet (plus or minus); thence northerly 14 feet
(plus or minus); thence westerly 49 feet (plus or minus); thence
northerly 24 feet (plus or minus); thence westerly 99 feet (plus
or minus); thence northerly 79 feet (plus or minus) to a point on
the southern line of Washington Street 335 feet (plus or minus)
from the western line of Franklin Street; thence westerly 102 feet
(plus or minus) along the southern line of Washington Street;
thence southerly 62 feet (plus or minus); thence westerly 50 feet
(plus or minus); thence southerly 8 feet (plus or minus); thence
westerly 56 feet (plus or minus) to a point on the eastern line of
Beekman Street 150 feet (plus or minus); from the northern line
of Grand Avenue; thence southerly to the northern line of Cobb
Alley; thence easterly along the northern line of Cobb Alley to
the eastern line of South Franklin Street; thence northerly along
the eastern line of South Franklin Street and the eastern line of
Franklin Street to a point 60 feet (plus or minus) northerly of the
northern line of Congress Street; thence easterly 100 feet (plus
or minus); thence northerly 161 feet (plus or minus) to a point on
the south line of Washington Street 68 feet (plus or minus) from
the eastern line of Franklin Street; thence across Washington
Street to a point on the northern line of Washington Street 141
feet (plus or minus); from the eastern line of Franklin Street;
thence northerly 46 feet (plus or minus); thence easterly 15
feet (plus or minus); thence northerly 142 feet (plus or minus);
thence, easterly 45 feet (plus or minus); thence northerly 150
feet (plus or minus); thence westerly 20 feet (plus or minus);
thence northerly 50 feet (plus or minus); thence westerly 100
feet (plus or minus); thence northerly 206 feet (plus or minus) to
a point on the southern line of Division Street 159 feet (plus or
minus) easterly from the eastern line of Franklin Street; thence
division Street to a point on the north line of Division
Street 200 feet (plus or minus) easterly from the eastern line
of Clinton Street; thence northerly 226 feet (plus or minus);
thence westerly 67 feet (plus or minus); thence northerly 290
feet (plus or minus); thence westerly 150 feet (plus or minus)
to a point on the eastern line of Clinton Street 120 feet (plus or
minus) southerly from the southern line of Church Street; thence
northerly along the easterly line of Clinton Street to the northerly
line of Church Street; thence easterly along the northern line of
Church Street 100 feet (plus or minus); thence northerly 490 feet
(plus or minus) to a point on the southern line of Exchange Alley
100 feet (plus or minus) easterly of the eastern line of Clinton
Street; thence westerly along the southern line of Exchange
Alley to the western line of Clinton Street; thence northerly to the
southern line of Van Dam Street or place of beginning.
5.6 STORMWATER MANAGEMENT

## Note: This subsection includes Chapter 242 Stormwater Management, and 7.3.2 Storm Water Pollution Prevention.

### 5.6.1 Statutory Authority

In accordance with Article 10 of the Municipal Home Rule Law of the State of New York, the City Council of Saratoga Springs has the authority to enact local laws and amend local laws and for the purpose of promoting the health, safety or general welfare of the City of Saratoga Springs and for the protection and enhancement of its physical environment. The City Council of Saratoga Springs may include in any such local law provisions for the appointment of any municipal officer, employees, or independent contractor to effectuate, administer and enforce such local law.

## Note: Have omitted 242-2 Statutory Authority here, as it has instead been incorporated more globally to entire Chapter in Article 1 Title and Authority.

### 5.6.2 Intent

This Section is intended to protect and safeguard the general health, safety, and welfare of the public by establishing minimum stormwater management requirements and controls, regulating certain activities to prevent pollution, and manage storm water runoff during land development. This Section seeks to meet those purposes by achieving the following objectives:

The purpose of this Chapter is to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public residing within this jurisdiction and to address the findings of fact herein. This Section seeks to meet those purposes by achieving the following objectives:

A. Meet the requirements of Minimum Control Measures 4 and 5 of the SPDES General Permit for Stormwater Discharges from Municipal Separate Stormwater Sewer Systems (MS4s), Permit no. GP-0-10-002 GP-0-15-003 or as amended or revised;

B. Require land disturbance activities to conform to the substantive requirements of the NYS Department of Environmental Conservation State Pollutant Discharge Elimination System (SPDES) General Permit for Construction Activities GP-0-10-001 GP-0-15-002 or as amended or revised;

C. Minimize increases in stormwater runoff from land disturbance activities in order to reduce flooding, siltation, increases in stream temperature, and stream-bank erosion and maintain the integrity of stream channels;

D. Minimize increases in pollution caused by stormwater runoff from land disturbance activities which would otherwise degrade local water quality;

E. Minimize the total annual volume of stormwater runoff which flows from any specific site during and following development to the maximum extent practicable; and

F. Reduce stormwater runoff rates and volumes, soil erosion and non-point source pollution, wherever possible, through stormwater management practices and to ensure that these management practices are properly maintained and eliminate threats to public safety.

### 5.6.3 Findings of Fact

It is hereby determined that:

A. Land disturbance activities and associated increases in site impervious cover often alter the hydrologic response of local watersheds and increase stormwater runoff rates and volumes, flooding, stream channel erosion, or sediment transport and deposition;

B. This stormwater runoff contributes to increased quantities of water-borne pollutants, including siltation of aquatic habitat for fish and other desirable species;

C. Clearing and grading during construction tends to increase soil erosion and add to the loss of native vegetation necessary for terrestrial and aquatic habitat;

D. Improper design and construction of stormwater management practices can increase the velocity of stormwater runoff thereby increasing stream bank erosion and sedimentation;

E. Impervious surfaces allow less water to percolate into the soil, thereby decreasing groundwater recharge and stream
base flow;

F. Substantial economic losses can result from these adverse impacts on the waters of the municipality;

G. Stormwater runoff, soil erosion and non-point source pollution can be controlled and minimized through the regulation of stormwater runoff from land disturbance activities;

H. The regulation of stormwater runoff discharges from land disturbance activities in order to control and minimize increases in stormwater runoff rates and volumes, soil erosion, stream channel erosion, and non-point source pollution associated with stormwater runoff is in the public interest and will minimize threats to public health and safety.

I. Regulation of land disturbance activities by means of performance standards governing stormwater management and site design will produce development compatible with the natural functions of a particular site or an entire watershed and thereby mitigate the adverse effects of erosion and sedimentation from development.

J. The boundaries of the City’s Municipal Separate Sewer System (MS4) is defined as the entire City of Saratoga Springs, and all lands within its corporate limits.

5.6.4 Stormwater Management Officer

A. The City designates the City Engineer as the Stormwater Management Officer. The Stormwater Management Officer shall accept and review all Stormwater Pollution Prevention Plans and forward such plans to the applicable City board. The Stormwater Management Officer may:

1. Review the plans,

2. Upon approval by the City Council, engage the services of a registered professional engineer to review the plans, specifications and related documents at a cost not to exceed a fee schedule established by the City Council, or,

3. Accept the certification of a licensed professional that the plans conform to the requirements of this Chapter.

5.6.5 Applicability

The requirements of this Chapter Section shall be applicable to all land disturbance activities as defined in this Chapter.

A. All land disturbance activities subject to review and approval by the City Planning Board under subdivision, site plan, special use permit, and/or land disturbance activity regulations shall be reviewed subject to the standards contained in this Chapter.

B. All other land disturbance activities not subject to review by the Planning Board but subject to 242-7A shall also be required to submit a Stormwater Pollution Prevention Plan (SWPPP) to the Stormwater Management Officer who shall approve the SWPPP if it complies with the requirements of this Chapter.

C. Exemptions. The following activities may be exempt from review under this Chapter Section.

1. Agricultural activity as defined in this Chapter.

2. Silvicultural activity except that land areas, log haul roads, and the removal of stumps are subject to this Chapter.

3. Routine maintenance activities that disturb less than one acre and are performed to maintain the original line and grade, hydraulic capacity or original purpose of a facility.

4. Repairs to any stormwater management practice or facility deemed necessary by the Stormwater Management Officer.

5. Any part of a subdivision if a plat for the subdivision has received final approval from the Planning Board on or before the effective date of this Chapter.

6. Land development activities for which a building permit has been approved on or before the effective date of this Chapter.

7. Cemetery graves.

8. Installation of fence, sign, telephone, and electric poles and other kinds of posts or poles.

9. Emergency activity immediately necessary to protect life, property or natural resources.

10. Activities of an individual engaging in home gardening by growing flowers, vegetable and other plants primarily for use by that person and his or her family.

11. Landscaping and horticultural activities in connection with an existing structure.
5.6.6 Stormwater Pollution Prevention Plans (SWPPP)

A. Applicability. The following land disturbance activities shall be subject to the storm water management requirements and controls as established in Chapter 242 of the Code of the City of Saratoga Springs this subsection, including the submission of a Stormwater Pollution Prevention Plan (SWPPP) as follows:

1. Residential Development (consisting of Single and Two-Family Development):
   a. Residential development activities that involve land disturbance of 1.0 acre to 5.0 acres shall require the submission of a “Basic” SWPPP.
   b. Residential development activities that involve land disturbance exceeding 5.0 acres shall require the submission of a “Full” SWPPP.

2. Non-residential and Mixed-use Development:
   a. Non-residential and mixed-use development activities that involve land disturbance exceeding 0.1 acre or more shall require the submission of a “Full” SWPPP.

3. All Development Types: Stormwater runoff from land disturbance activities directly discharging a pollutant of concern to either an impaired water identified on the Department’s 303(d) list of impaired waters or a Total Maximum Daily Load (TMDL) designated watershed for which pollutants in stormwater have been identified as a source of the impairment shall require the submission of a “Full” SWPPP.

## Note: Provisions from 7.3.2 above were kept because they are less ambiguous than conflicting provisions from Ch. 242 shown deleted below:

1. Basic SWPPP (soil and sediment control) required for residential activities disturbing land of 1.0 to 5.0 acres.
2. Full SWPPP (soil and sediment control and post construction controls) required for residential activities disturbing 5.0 acres or more.
3. Full SWPPP (soil and sediment control and post construction controls) required for non-residential activities disturbing 0.1 acre or more.

5.6.7 Contents of Stormwater Pollution Prevention Plans (SWPPP)

A. Contents of Basic SWPPP. Basic SWPPPs shall provide the following background information and erosion and sediment controls:

1. Background information about the scope of the project, including location, type and size of project;
2. Site map/construction drawing(s) for the project at a scale no smaller than 1”=100’, including a general location map. At a minimum, the site map shall show the total site area; all improvements; areas of disturbance; areas that will not be disturbed; existing vegetation; protection methods for trees and vegetation within the R.O.W., on-site and adjacent off-site surface water(s); wetlands and drainage patterns that could be affected by the construction activity; existing and final grades (5 foot contour interval max); material, waste, borrow or equipment storage areas; and location(s) of the stormwater discharges(s);
3. Delineation and description of the soil(s) present at the site, including an identification of the Hydrologic Soil Group (HSG); test pit or soil boring information as required by the Stormwater Management Officer;
4. Construction phasing plan describing the intended sequence of construction activities, including clearing and grubbing, excavation and grading, utility and infrastructure installation and any other activity at the site that results in soil disturbance. Consistent with most current version of the New York State Standards and Specifications for Erosion and Sediment Control (Erosion Control Manual), not more than five (5) acres (or as currently specified) shall be disturbed at any one time unless pursuant to an approved SWPPP and prior written authorization from the City’s Stormwater Management Officer;
5. Description of the pollution prevention measures that will be used to control litter, construction chemicals and construction debris from becoming a pollutant source in stormwater runoff;
6. Description of construction and waste materials expected to be stored on-site with updates as appropriate, and a description of controls to reduce pollutants from these materials including storage practices to minimize exposure of the materials to stormwater, and spill prevention and response;
7. Temporary and permanent structural and vegetative
measures to be used for soil stabilization, runoff control and sediment control for each stage of the project from initial land clearing and grubbing to project completion and achievement of final soil stabilization. Measures shall meet the requirements of the most current version of the technical standard, New York State Standards and Specifications for Erosion and Sediment Control;

8. A site map/construction drawing(s) specifying the location(s), size(s) and length(s) of each erosion and sediment control practice;

9. Dimensions, material specifications, installation details, and operation and maintenance requirements for all erosion and sediment control practices, including the siting and sizing of any temporary sediment basins;

10. Temporary practices that will be converted to permanent control measures;

11. Implementation schedule for staging temporary erosion and sediment control practices, including the timing of initial placement or implementation of each erosion and sediment control practice and duration that each practice should remain in place or be implemented;

12. Maintenance schedule to ensure continuous and effective operation of the erosion and sediment control practice. The maintenance schedule shall be in accordance with the requirements in the most current version of the technical standard, New York State Standards and Specifications for Erosion and Sediment Control;

13. Name(s) of the receiving water(s);

14. Delineation of SWPPP implementation responsibilities for each part of the site;

15. Description of structural practices designed to divert flows from exposed soils, store flows, or otherwise limit runoff and the discharge of pollutants from exposed areas of the site to the degree attainable; and

16. Any existing data that describes the stormwater runoff at the site.

B. Contents of Full SWPPP. Land disturbance activities as defined in this Chapter and meeting Condition “A”, “B” or “C” below shall also be required to prepare and submit a Full SWPPP which includes Basic SWPPP requirements in addition to water quantity and water quality controls:

Full SWPPPs shall provide the following background information and erosion and sediment controls:

Condition A—Stormwater runoff from land disturbance activities directly discharging a pollutant of concern to either an impaired water identified on the Department’s 303(d) list of impaired waters or a Total Maximum Daily Load (TMDL) designated watershed for which pollutants in stormwater have been identified as a source of the impairment.

Condition B—Stormwater runoff from residential development activities involving land disturbance of five (5) or more acres.

Condition C—Stormwater runoff from non-residential development involving land disturbance of 0.1 acre or more:

1. All information in Section 242-7(B)(1) of this Chapter All the required information for a Basic SWPPP above;

2. Description of each post-construction stormwater management practice;

3. Site map/construction drawing(s) showing the specific location(s) and size(s) of each post-construction stormwater management practice;

4. Hydrologic and hydraulic analysis for all structural components of the stormwater management system for the applicable design storms;

5. Comparison of post-development stormwater runoff conditions with pre-development conditions;

6. Dimensions, material specifications and installation details for each post-construction stormwater management practice;

7. Maintenance schedule to ensure continuous and effective operation of each post-construction stormwater management practice;

8. Maintenance easements to ensure access to all stormwater management practices at the site for the purpose of inspection and repair. Easements shall be recorded on the plan and shall remain in effect with transfer of title to the property.

9. Inspection and maintenance agreement binding on all subsequent landowners served by the onsite stormwater management measures in accordance with this Chapter Section.

10. The SWPPP shall be prepared by a landscape architect, certified professional or professional
engineer and must be signed by the professional preparing the plan, who shall certify that the design of all stormwater management practices met the requirements in this Chapter Section.

5.6.8 Other Environmental Permits

The applicant shall assure that all other applicable environmental permits have been or will be acquired for the land disturbance activity prior to approval of the final stormwater design plan.

5.6.9 Contractor Certification

A. Each contractor and subcontractor identified in the SWPPP who will be involved in soil disturbance and/or stormwater management practice installation shall sign and date a copy of the following certification statement before undertaking any land disturbance activity:

“I hereby certify that I understand and agree to comply with the terms and conditions of the SWPPP and agree to implement any corrective actions identified by the qualified inspector during a site inspection. I also understand that the owner or operator must comply with the terms and conditions of the most current version of the New York State Pollutant Discharge Elimination System ("SPDES") general permit for stormwater discharges from construction activities and that it is unlawful for any person to cause or contribute to a violation of water quality standards. Furthermore, I understand that certifying false, incorrect or inaccurate information is a violation of the referenced permit and the laws of the State of New York and could subject me to criminal, civil and/or administrative proceedings.”

B. The certification must include the name and title of the person providing the signature, address and telephone number of the contracting firm; the address (or other identifying description) of the site; and the date the certification is made.

C. The certification statement(s) shall become part of the SWPPP.

5.6.10 On-Site Copy

A copy of the SWPPP shall be retained at the site of the land disturbance activity from the date of initiation of construction activities to the date of final soil stabilization.

A. Performance & Design Criteria

B. Reference to Enforcement section in Article 8

5.6.11 Performance and Design Criteria for Stormwater Management and Erosion and Sediment Control

All land disturbance activities shall be subject to the following performance and design criteria:

A. Technical Standards. For the purpose of this Chapter Section, the following documents shall serve as the official guides and specifications for stormwater management. Stormwater management practices that are designed and constructed in accordance with these technical documents shall be presumed to meet the standards imposed by this law:


B. Equivalence to Technical Standards. Where stormwater management practices are not in accordance with technical standards, the applicant or developer must demonstrate equivalence to the technical standards set forth in this Chapter Section and the SWPPP shall be prepared by a licensed professional.

C. Water Quality Standards. Any land disturbance activity shall not cause an increase in turbidity that will result in substantial visible contrast to natural conditions in surface waters of the State of New York.

5.6.12 Maintenance and Repair of Stormwater Facilities

A. Maintenance and Inspection During Construction
1. The applicant or developer of the land disturbance activity shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the applicant or developer to achieve compliance with the conditions of this Chapter Section. Sediment shall be removed from sediment traps or sediment ponds whenever their design capacity has been reduced by fifty (50) percent.

2. For land disturbance activities as defined in this Chapter and meeting Condition A, B or C in Section 242-7, the applicant shall have a qualified professional conduct site inspections and document the effectiveness of all erosion and sediment control practices every 7 days and within 24 hours of any storm event producing 0.5 inches of precipitation or more. Soil disturbances five acres or more in size at any one time shall require two site inspections every 7 days. Inspection reports shall be maintained in a log book and be kept on-site along with the approved SWPPP.

3. A trained contractor shall be on site at all times when construction or grading activity takes place and shall inspect and document the effectiveness of all erosion and sediment control practices.

B. Maintenance Easement(s). Prior to the issuance of any approval that has a stormwater management facility as one of the requirements, the applicant or developer must execute a maintenance easement agreement that shall be binding on all subsequent landowners served by the stormwater management facility. The easement shall provide for access to the facility at reasonable times for periodic inspection by the City of Saratoga Springs to ensure that the facility is maintained in proper working condition to meet design standards and any other provisions established by this Chapter Section. The easement shall be recorded by the grantor in the office of the County Clerk after approval by the counsel for the City of Saratoga Springs.

C. Maintenance After Construction. The owner or operator of permanent stormwater management practices installed in accordance with this Chapter Section shall ensure that they are operated and maintained to achieve the goals of this Chapter Section. Proper operation and maintenance also includes as a minimum, the following:

   1. A preventive/corrective maintenance program for all critical facilities and systems of treatment and control (or related appurtenances) which are installed or used by the owner or operator to achieve the goals of this Chapter Section.

   2. Written procedures for operation and maintenance and training new maintenance personnel.

   3. Discharges from the SMPs shall not exceed design criteria or cause or contribute to water quality standard violations in accordance with this Chapter Section.

D. Maintenance Agreements. The City of Saratoga Springs shall approve a formal maintenance agreement for stormwater management facilities binding on all subsequent landowners and recorded in the office of the County Clerk as a deed restriction on the property prior to final plan approval. The maintenance agreement shall be consistent with the terms and conditions of Schedule A of this Chapter entitled Sample Stormwater Control Facility Maintenance Agreement. The City of Saratoga Springs, in lieu of a maintenance agreement, at its sole discretion may accept dedication of any existing or future stormwater management facility, provided such facility meets all the requirements of this Chapter Section and includes adequate and perpetual access and sufficient area, by easement or otherwise, for inspection and regular maintenance.

5.6.13 Administration and Enforcement

A. Construction Inspection

1. Erosion and Sediment Control Inspection. The City of Saratoga Springs Stormwater Management Officer may conduct such inspections as necessary to determine compliance with this law and may either approve that portion of the work completed or notify the applicant wherein the work fails to comply with the requirements of this law and the Stormwater Pollution Prevention Plan (SWPPP) as approved. To schedule inspections, the applicant must notify the Stormwater Management Officer at least 48 hours in advance before any of the following as required by the Stormwater Management Officer:

   a. Start of construction

   b. Installation of sediment and erosion control
measures

- Completion of site clearing
- Completion of rough grading
- Completion of final grading
- Close of the construction season
- Completion of final landscaping
- Successful establishment of landscaping in public areas.

If any violations are found, the applicant and developer shall be notified in writing of the nature of the violation and the required corrective actions. No further work shall be conducted except for site stabilization until any violations are corrected and all work previously completed has received approval by the Stormwater Management Officer.

2. Stormwater Management Practice Inspections. The City of Saratoga Springs Stormwater Management Officer is responsible for conducting inspections of stormwater management practices (SMPs) after final construction is completed. All applicants are required to submit "as built" plans for any stormwater management practices located on-site. The plan must show the final design specifications for all stormwater management facilities and must be certified by a professional engineer verifying all practices have been constructed in conformance with the SWPPP and are operational.

3. Inspection of Stormwater Facilities After Project Completion. Inspection programs shall be established on any reasonable basis, including but not limited to: routine inspections; random inspections; inspections based upon complaints or other notice of possible violations; inspection of drainage basins or areas identified as higher than typical sources of sediment or other contaminants or pollutants; inspections of businesses or industries of a type associated with higher than usual discharges of contaminants or pollutants or with discharges of a type which are more likely than the typical discharge to cause violations of state or federal water or sediment quality standards or the SPDES stormwater permit; and joint inspections with other agencies inspecting under environmental or safety laws. Inspections may include, but are not limited to: reviewing maintenance and repair records; sampling discharges, surface water, groundwater, and material or water in drainage control facilities; and evaluating the condition of drainage control facilities and other stormwater management practices.

4. Submission of Reports. The City of Saratoga Springs Stormwater Management Officer may require monitoring and reporting from entities subject to this Chapter Section as are necessary to determine compliance with this Chapter Section.

5. Right-of-Entry for Inspection. When any new stormwater management facility is installed on private property or when any new connection is made between private property and the public stormwater system, the landowner shall grant to the City of Saratoga Springs the right to enter the property at reasonable times and in a reasonable manner for the purpose of inspection as specified in subsection 3 above.

B. Performance Guarantee.

1. Construction Completion Guarantee. In order to ensure the full and faithful completion of all land disturbance activities related to compliance with all conditions set forth by the City of Saratoga Springs in its approval of the Stormwater Pollution Prevention Plan, the City of Saratoga Springs may require the applicant or developer to provide, prior to construction, cash escrow, or irrevocable letter of credit from an appropriate financial or surety institution which guarantees satisfactory completion of the project and names the City of Saratoga Springs as the beneficiary. The security shall be in an amount to be determined by City of Saratoga Springs based on submission of final design plans, with reference to actual construction and landscaping costs. The performance guarantee shall remain in force until the surety is released from liability by the City of Saratoga Springs, provided that such period shall not be less than one year from the date of final acceptance or such other certification that the facility(ies) have been constructed in accordance with the approved plans and specifications and that a one year inspection has been conducted and the facilities have been found to be acceptable to the City of Saratoga Springs. Per annum interest on cash escrow deposits shall be reinvested in the account until the surety is released from liability.

2. Maintenance Guarantee. Where stormwater management and erosion and sediment control facilities are to be operated and maintained by the
developer or by a corporation that owns or manages a commercial or industrial facility, the developer, prior to construction, may be required to provide the City of Saratoga Springs with an irrevocable letter of credit from an approved financial institution or surety to ensure proper operation and maintenance of all stormwater management and erosion control facilities both during and after construction, and until the facilities are removed from operation. If the developer or landowner fails to properly operate and maintain stormwater management and erosion and sediment control facilities, the City of Saratoga Springs may draw upon the account to cover the costs of proper operation and maintenance, including engineering and inspection costs.

3. **Record Keeping.** The City of Saratoga Springs may require entities subject to this law to maintain records demonstrating compliance with this Chapter Section.

C. **Enforcement and Penalties.** Note: It had been intended that all enforcement and penalties of the UDO would be collected and combined under Article 8, however it is no longer clear if that is the best solution. Should discuss.

1. **Notice of Violation.** When the City of Saratoga Springs determines that a land disturbance activity is not being carried out in accordance with the requirements of this Chapter Section, it may issue a written notice of violation to the landowner. The notice of violation shall contain:
   a. The name and address of the landowner, developer or applicant;
   b. The address when available or a description of the building, structure or land upon which the violation is occurring;
   c. A statement specifying the nature of the violation;
   d. A description of the remedial measures necessary to bring the land disturbance activity into compliance with this Chapter Section and a time schedule for the completion of such remedial action;
   e. A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed;
   f. A statement that the determination of violation may be appealed to the municipality by filing a written notice of appeal within fifteen (15) days of service of notice of violation.

2. **Stop Work Orders.** The City of Saratoga Springs may issue a stop work order for violations of this Chapter Section. Persons receiving a stop work order shall be required to halt all land disturbance activities, except those activities that address the violations leading to the stop work order. The stop work order shall be in effect until the City of Saratoga Springs confirms that the land disturbance activity is in compliance and the violation has been satisfactorily addressed. Failure to address a stop work order in a timely manner may result in civil, criminal, or monetary penalties in accordance with the enforcement measures authorized in this Chapter.

3. **Violations.** Any land disturbance activity that is commenced or is conducted contrary to this Chapter may be restrained by injunction or otherwise abated in a manner provided by law.

4. **Penalties.** In addition to or as an alternative to any penalty provided herein or by law, any person who violates the provisions of this Chapter Article shall be guilty of a violation punishable by a fine not exceeding three hundred fifty dollars ($350) or imprisonment for a period not to exceed six months, or both for conviction of a first offense; for conviction of a second offense both of which were committed within a period of five years, punishable by a fine not less than three hundred fifty dollars nor more than seven hundred dollars ($700) or imprisonment for a period not to exceed six months, or both; and upon conviction for a third or subsequent offense all of which were committed within a period of five years, punishable by a fine not less than seven hundred dollars nor more than one thousand dollars ($1000) or imprisonment for a period not to exceed six months, or both. However, for the purposes of conferring jurisdiction upon courts and judicial officers generally, violations of this Chapter Section shall be deemed misdemeanors and for such purpose only all provisions of law relating to misdemeanors shall apply to such violations. Each week's continued violation shall constitute a separate additional violation.

5. **Withholding of Certificate of Occupancy.** If any building or land disturbance activity is installed or conducted in violation of this Chapter Section the Stormwater Management Officer may prevent the
5.7 LAND DISTURBANCE PERMIT

5.7.1 Intent

This section is intended to protect the City’s natural environment by minimizing the adverse effects which site preparation and associated construction activities may have on soil, water, and vegetative resources.

5.7.2 Activities Requiring Permit and Exemptions

A Land Disturbance Activity Permit shall be required before undertaking the following activities:

A. Within the Rural Residential-1 district: any activity affecting 1.5 or more acres that changes the natural topography, removes or disturbs the topsoil, or removes more than 15% of trees over 4 inches in diameter at breast height (dbh).

B. Any other district: any activity affecting 0.5 or more acres that changes the natural topography, removes or disturbs the topsoil or removes more than 15% of trees over 4 inches in diameter.

5.7.3 Exempt Activities

The following activities shall be exempt from permit:

A. Agricultural activities directly related to the production of crops or livestock, excluding timber harvesting.

B. Forest management practices or noncommercial tree cutting for firewood that does not remove more than 15% of trees over 4 inches in diameter.

C. Authorized governmental activities.

D. Bona fide emergencies.

5.7.4 Permit Application Process

A. For all activities that require a land disturbance activity permit, application may be made directly to the Planning

E. Sample Maintenance Agreement. Please refer to Appendix B for a sample “Stormwater Control Facility Maintenance Agreement”.

D. Fee for Services. The City of Saratoga Springs may require any person undertaking land disturbance activities regulated by this law to pay reasonable costs at prevailing rates for review of SWPPPs, inspections, or SMP maintenance performed by the City of Saratoga Springs or performed by a third party for the City of Saratoga Springs.

6. Restoration of lands. Any violator may be required to restore land to its undisturbed condition. In the event that restoration is not undertaken within a reasonable time after notice, the City of Saratoga Springs may take necessary corrective action, the cost of which shall become a lien upon the property until paid.
Board or as a referral by the Zoning Enforcement Officer. To the extent practicable, the Planning Board shall coordinate review of the land disturbance activity permit with associated subdivision or site plan review applications.

B. Applications for land disturbance activity permits shall be on forms prescribed by the Planning Board, shall include a soil erosion and sediment control plan (basic SWPPP), and shall be accompanied by a fee as established by the City Council. The Planning Board may waive the fee if review is conducted in association with subdivision or site plan review. Refer to Section X.X.X for the requirements of a soil erosion and sediment control plan.

C. In its review, the Planning Board may approve the application if it finds that the soil erosion and sediment control plan will adequately minimize the impact of the proposed land disturbance activity upon the City’s land and water resources.

D. A Soil Erosion and Sediment Control Plan shall include a sketch plan that fully identifies the proposed activity, extent of soil and vegetative alterations or tree harvesting, and the land protection and structural soil conservation measures to minimize soil erosion and sediment loss. Such plan should be at a scale of 1” = 100’ and include the following:

1. General topographic data, soil conditions, and vegetative cover type.

2. All watercourse, wetlands, rock outcrops and other important land features (including all 100 year federally designated flood hazard and New York State regulated wetlands).

3. The location of all proposed public utilities including water supply, sewerage, and storm water drainage facilities to be constructed.

4. Any other information that the Planning Board may deem necessary for review of the project.

E. The Planning Board may require a performance guarantee to ensure that all necessary erosion and sediment control measures are completed and maintained adequately. The amount of the letter of credit, or other financial security, will not exceed $1,000 per acre.

F. Unless otherwise specified or extended by the Planning Board, a land disturbance activity permit shall expire 18 months following the filing date of such decision if the applicant has not complied with any required conditions and started the activity, or otherwise implemented this approval.

G. The Planning Board may grant up to two 18-month extensions for an approved land disturbance activity permit provided that the application was properly submitted prior to the expiration date of either the original land disturbance activity permit or the first extension. When requesting an extension, it shall be the applicant’s responsibility to prove that there have been no significant changes to the site or neighborhood and that the circumstances and findings of fact by which the original approval was granted have not significantly changed.

H. Unless waived by the Planning Board, construction inspections by the Storm Water Management Officer, or designee, shall be required for all land disturbance activity permits. The construction inspections requirements shall be identical to those set forth in Article 7.2.16.

I. Unless waived by the Planning Board, upon completion of the approved activity an as-built drawing shall be filed with the Planning Board. The requirements for an as built drawing shall be identical to those set forth in Appendix B.

5.7.5 Fines

A. Violation of this Section by removal or clearing without a Land Disturbance Permit is punishable by a fine up to but not exceeding $1000 per acre of affected land. Note: Also may want to discuss an additional penalty of having such property forgo any Site Plan approvals for a period of 1 year.
5.8 SUBDIVISIONS

## Note: This Subsection Under Construction

5.9 WATERCOURSE ACTIVITY PERMIT

## Note: This Subsection Under Construction

5.10 FLOODPLAIN PERMIT

## Note: This Subsection Under Construction

5.11 BUILDING PERMIT

All Building Permits shall be required and issued according to the specific provisions of City Code Chapter § 118-4.

## Note: This Subsection Under Construction

5.12 SIGN PERMIT

## Note: This Subsection Under Construction

5.13 SOLAR PERMIT / MODEL

## Note: This Subsection Under Construction

5.14 TREE REMOVAL PERMIT

## Note: This Subsection Under Construction

5.15 DEMOLITION PERMIT

## Note: This Subsection Under Construction

## Add provision for 30-day waiting period, criteria for determination

## Add provision for salvage of facade or significant historic features in lieu of demolition

5.16 CERTIFICATE OF OCCUPANCY

## Note: This Subsection Under Construction

All Certificates of Occupancy shall be required and issued according to the specific provisions of City Code Chapter § 118-7.

## Note: This Subsection Under Construction
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7.1  GENERAL AMENDMENTS

7.1.1  Intent

This Article provides the process by which to amend the City of Saratoga Springs Unified Development Ordinance or any district boundary established by this Chapter.

7.1.2  Authority

The City Council shall have the authority to amend this Chapter, or any district boundary established by this Chapter, following the notice and conduct of a public hearing.

7.1.3  Proposal to Amend

Proposed amendments may be brought to the City Council:

1. By a City Council Member;
2. By recommendation of the Planning Board, Design Review Commission, or Zoning Board of Appeals;

A. In cases involving a Board recommendation or a Petition, the City Council shall determine whether the recommendation or Petition has merit for review and if it shall be considered.

B. No determination of merit shall be required if the owners of fifty percent (50%) or more of the frontage in any District, or part thereof, present such a Petition duly signed and acknowledged to the City Council requesting an amendment, supplement, change or repeal of the regulations prescribed for that District, or part thereof. The Council shall vote on the Petition within ninety (90) days after it is filed with the Secretary of the City Council.

7.1.4  Application and Fee

Every petition for an amendment to the Chapter shall be on forms prescribed by the City Council and shall be accompanied by a fee as established by the City Council.
7.1.5 Referral for Advisory Opinion

Prior to taking action on any proposed amendment to the Zoning Ordinance, the City Council shall seek an advisory opinion from the City Planning Board, and the Saratoga County Planning Board as required by General Municipal Law. For amendments to Article 7.4 Historic Review and Article 7.5 Architectural Review, the Council shall also seek an advisory opinion from the Design Review Commission.

A. City Planning Board

The City Planning Board shall have 60 days to render a written advisory opinion to the City Council, unless extended by mutual consent. The Planning Board may hold a public hearing at their discretion. The scope of the Planning Board review shall include but not be limited to:

1. Whether the proposed revision is consistent with the Comprehensive Plan; and
2. Whether the proposed revision is not contrary to the general purposes and intent of this Chapter.

B. Design Review Commission

The Design Review Commission shall have 60 days to render a written advisory opinion to the City Council, unless extended by mutual consent. The opinion shall contain a favorable recommendation only if the Design Review Commission finds that the proposed revision is not contrary to the intent and objectives of Article 7.4 Historic Review or Article 7.5 Architectural Review, as applicable.

C. Saratoga County Planning Board

1. Any proposed amendment that meets the referral requirements of General Municipal Law Section 239-m shall be referred to the Saratoga County Planning Board for its review prior to the public hearing. No action shall be taken by the City Council until an advisory recommendation has been received from the County Planning Board or 30 calendar days have passed from when the County Planning Board received the full statement.

2. If the Saratoga County Planning Board recommends modification or disapproval of a proposed action, the City Council shall not act contrary to such recommendation except by a vote of a majority plus one of all the members thereof.

7.1.6 Public Hearing Notice

A. The City Clerk shall notice a public hearing for an amendment, including a description of the proposed amendment, and shall provide notice as follows:

1. The City Clerk shall advertise the hearing in a Saratoga Springs newspaper of general circulation at least five days prior to the date thereof. If the amendment is requested by petition, the petitioner shall be responsible for payment for this notice. Prior to the hearing, the petitioner shall be responsible for filing with the City Clerk an affidavit from the newspaper confirming such publication and payment.

2. Any public hearing scheduled shall be notified on the city website at least five days prior to the date of the hearing, including links to all application materials for public viewing. In addition, the city shall notify all public residents who have signed up for voluntary email notifications of public hearing announcements, directing them to the website announcement.

7.1.7 Additional Public Notice

A. A notice briefly describing every amendment shall be published once in a newspaper of general circulation in the City and specify that the entire amendment is available for inspection at the City Clerk’s office. ## Note: Items B, C and D here relocated from 10.1.9 “Amendment Publication and Posting” to put all Public Hearing notification info together. ## Question: is this for only after amendment has been approved?

B. The amendment shall be posted conspicuously at or near the office of the City Clerk for at least two weeks following publication and a copy of the amendment or map shall be made available for inspection at the office of the City Clerk. ## Question: is this for only after amendment has been approved?

C. Affidavits of publishing and posting shall be filed with the City Clerk. ## Note: is this for only after amendment has been approved?

D. For all petitions involving zoning map amendments, the petitioner shall provide notice of the proposed amendment public hearing to neighboring property owners in the
following manner:

1. The petitioner shall obtain from the City the names and addresses of property owners within a geographic radius of 500 feet from the petitioner’s subject property boundary.

2. The petitioner shall receive from the City Clerk a property owner notification and shall send copies of only this notice to the identified property owners by first class mail. This notice shall be postmarked no less than 7 days but no more than 29 calendar days prior to the scheduled public hearing. **Note:** Discuss option of requiring mailings in official City envelope marked “Public Hearing Notice”.

3. Prior to the public hearing, the petitioner shall submit to the City Clerk confirmation of this property owner notification using a “certificate of mailing” provided by the U.S. Postal Service.

4. **On-Premise Signage.** The applicant shall obtain from the city a “Notice of Public Hearing” sign which shall be posted and secured conspicuously at the front of the property no less than seven days prior to the hearing. Such sign shall include the subject of review (Zoning Amendment) and the date and time of the hearing, and shall be returned to the city no less than 7 days after the hearing.

5. Failure to provide notice in exact conformance with these provisions shall not invalidate a City Council determination provided the City Council finds that substantial compliance has occurred and the public has been fairly apprised of the fundamental character of the proposed change.

E. **Intermunicipal Notification.** Pursuant to General Municipal Law Section 239-nn, if the land involved in an application lies within 500 feet of the boundary of another municipality, the City Clerk shall submit a copy of the official notice of the public hearing to the municipal clerk of the other municipality at least 10 days prior to the public hearing.

F. **Housing Authority Property.** For amendments affecting property within the protectively zoned area of a housing project authorized under the Public Housing Law, written notice shall be given to the Housing Authority at least 30 days prior to the public hearing.

7.1.8 Protest

**A.** A protest against an amendment to this Chapter must be signed by the owners of:

1. 20% or more of the land area included in the proposed amendment;

2. 20% or more of the land area immediately adjacent to and extending 100 feet from the land area included in the proposed amendment;

3. 20% or more of the land directly opposite thereto and extending 100 feet from the street, road or highway frontage of such opposite land.

B. A protested amendment shall require the favorable vote of at least four (4) Council members.

7.1.9 Effective Date

All amendments shall take effect upon publication. Map amendments will also require proper registration on the City Zoning Map.

7.2 PLANNED UNIT DEVELOPMENT

7.2.1 Intent

A Planned Unit Development (PUD) is a district or floating zone wherein a planned mix of residential and non-residential uses is sanctioned by the City Council subject to restrictions calculated to achieve compatible and efficient use of the land in accordance with the City Comprehensive Plan. The intent of a PUD is to permit a mix of uses and arrangement of structures, not commonly possible under the requirements of current zoning regulation this Chapter, to serve the public welfare of the community.

7.2.2 Legislative Authority and Applicability

A. The creation of a PUD shall constitute an amendment to the Zoning Ordinance and shall require approval by the City Council. The provisions of a PUD do not apply
to the specific area until the effective date of a Zoning Ordinance amendment established by resolution of the City Council.

B. A Planned Unit Development may be permitted in any area except the Rural Residential District and Public Water Supply and Wetland Protection District.

7.2.3 Planned Unit Development Objectives

In order to justify the establishment of a PUD as an alternative to current zoning regulation and carry out the intent of this Section, a PUD shall achieve the following objectives:

A. Provide for a development pattern of mixed-uses consistent with the objectives of the Comprehensive Plan.

B. Provide for a more efficient arrangement of land uses, buildings, circulation systems, infrastructure and open space than otherwise possible under current zoning.

C. Provide for diversity in residential housing opportunities at varied economic levels.

D. Provide for uses and amenities that fulfill an identifiable community need.

E. Provide for enhanced open space and the preservation of natural resources.

F. Prevent soil erosion and enhance the preservation of trees, outstanding natural topographical and geological features.

G. Enhance integration of transportation systems including vehicular, pedestrian, bicyclist and transit.

H. Minimize adverse impacts of land development upon neighboring properties.

I. Provide for a more economically viable and environmentally sustainable land use pattern than would be possible through the strict application of other Articles of this Chapter.

7.2.4 Permitted Density

The maximum density permitted in any proposed PUD, or subsequent amendment thereto, shall not cumulatively exceed 20% in addition to the maximum density envisioned by either the current Comprehensive Plan or by the applicable zoning in effect immediately prior to the adoption of the original PUD, whichever is lower.

7.2.5 Application Procedures

A. An eligible applicant for a proposed Planned Unit Development must be the owner(s), lessee or purchaser under contract for all properties subject to the application. A lessee or purchaser under contract must have written permission of the current property owner(s) to submit an application.

B. Applications for a PUD shall be on forms prescribed by the City Council and shall be accompanied by a fee as established by the City Council.

C. Every application for a PUD shall include the following:
   1. A narrative providing general project information.
   3. Demonstration of achieving PUD Objectives found within this Section.
   4. Project details to address the Planning Board evaluation criteria found in this Section.
   5. Sketch plan to scale including the required site details found within Appendix B.
   6. SEQRA Full Environmental Assessment Form ("long form EAF")

D. Upon receipt of a complete application, the City Council shall determine whether the proposed PUD has merit for review and if it shall be considered. However, if the owners of fifty percent (50%) or more of the frontage in any District or part thereof present a PUD application to the City Council, the Council shall vote on the Petition within ninety (90) days after it is filed with the Secretary of the City Council.
   1. If the City Council determines there is merit for review, the City Council shall then refer the complete application to the Planning Board for review and recommendation.
   2. If the Council determines the proposal does not
merit further review, it shall not refer the application to the Planning Board and no further action on the application shall be taken.

7.2.6 Referral for Advisory Opinion

Prior to taking action on any proposed PUD, the City Council shall seek an advisory opinion from the City Planning Board, and the Saratoga County Planning Board as required by General Municipal Law. For proposed PUD locations within a historic or architectural district, the Council shall also seek an advisory opinion from the Design Review Commission.

A. City Planning Board. The City Planning Board shall have 60 days from receipt of the application to render a favorable, favorable with conditions, or unfavorable written advisory opinion to the City Council, unless extended by mutual consent.

B. Planning Board Evaluation. The Planning Board’s advisory opinion shall include evaluation of the following:

1. Consistency with the goals and objectives of the Comprehensive Plan.
2. Consistency with the general purposes and intent of this Chapter and the intent and objectives of a PUD as expressed in this Article Section.
3. Community need and adherence to sound planning and design principles in the proposed land use configuration, transportation system, open space, and storm water management concept.
4. Positive and negative impacts to population, schools, traffic, utilities, recreation, taxes, and aesthetics.
5. Availability and adequacy of utilities including water and sewer service.
6. Availability and adequacy of transportation systems including accommodation for vehicular, pedestrian, bicyclist and transit needs.
7. Potential for any adverse impacts on the surrounding neighborhood, including the character of the neighborhood, and any proposed mitigation to minimize possible detrimental effects.
8. The height and bulk of buildings and their relation to other structures in the vicinity.
9. Potential for adverse impacts on environmental resources including wetlands, surface water, floodplains, and plant and wildlife communities.
10. General ability of the land to support the development including such factors as slope, depth to bedrock, depth to water table and soil type.
11. Other factors as may be deemed appropriate by the City Council.

C. The Planning Board may hold a public hearing at its discretion.

D. The Council may, at any time, return the application to the Planning Board for additional review and recommendations.

E. Saratoga County Planning Board Referral

1. Any proposed PUD that meets the referral requirements of General Municipal Law Section 239-m shall be referred to the Saratoga County Planning Board for its review prior to the public hearing. No action shall be taken by the City Council until an advisory recommendation has been received from the County Planning Board or 30 calendar days have passed from when the County Planning Board received the full statement.
2. If the Saratoga County Planning Board recommends modification or disapproval of a proposed PUD, the City Council shall not act contrary to such recommendation except by a vote of a majority plus one of all the members thereof.

F. Design Review Commission Referral

If the PUD application is referred to the Design Review Commission, the Design Review Commission shall have 60 days to render a written advisory opinion to the City Council, unless extended by mutual consent. The opinion shall contain a favorable recommendation only if the Design Review Commission finds that the proposed PUD is not contrary to the intent and objectives of Article 7.4 Historic Review or Article 7.5 Architectural Review, as applicable.

7.2.7 Public Hearing and Notice

A. Within 45 days of the receipt of the Planning Board advisory opinion, the City Council shall schedule a public hearing for consideration of the proposed PUD.
B. The City Clerk shall notice the public hearing for a proposed PUD, including a description of the proposed PUD.

C. The City Clerk shall advertise the hearing in a Saratoga Springs newspaper of general circulation at least five days prior to the date thereof. The applicant(s) shall be responsible for payment for this notice. Prior to the hearing, the applicant(s) shall be responsible for filing with the City Clerk an affidavit from the newspaper confirming such publication and payment.

D. Any public hearing scheduled shall be notified on the city website at least five days prior to the date of the hearing, including links to all application materials for public viewing. In addition, the city shall notify all public residents who have signed up for voluntary email notifications of public hearing announcements, directing them to the website announcement.

E. Property Owner Notice. For all applications to locate a proposed PUD, the applicant(s) shall provide notice of the proposed PUD public hearing to neighboring property owners in the following manner:

1. The applicant(s) shall obtain from the City the names and addresses of property owners within a geographic radius of 500 feet from the petitioner’s subject property boundary.

2. The applicant(s) shall receive from the City Clerk a property owner notification and shall send copies of only this notice to the identified property owners by first class mail. This notice shall be postmarked no less than 7 days but no more than 20 calendar days prior to the scheduled public hearing.

3. Prior to the public hearing, the applicant shall submit to the City Clerk confirmation of this property owner notification using a “certificate of mailing” provided by the U.S. Postal Service.

4. Failure to provide notice in exact conformance with these provisions shall not invalidate a City Council determination provided the City Council finds that substantial compliance has occurred and the public has been fairly apprised of the fundamental character of the proposed change.

F. On-Premise Signage. The applicant shall obtain from the city a “Notice of Public Hearing” sign which shall be posted and secured conspicuously at the front of the property no less than seven days prior to the hearing. Such sign shall include the subject of review (Zoning Amendment) and the date and time of the hearing, and shall be returned to the city no less than 7 days after the hearing.

G. Intermunicipal Notification. Pursuant to General Municipal Law Section 239-nn, if the land involved in an application for a proposed PUD lies within 500 feet of the boundary of another municipality, the City Clerk shall submit a copy of the official notice of the public hearing to the municipal clerk of the other municipality at least 10 days prior to the public hearing.

H. Housing Authority Property. For the location of proposed PUDs that affect property within the protectively zoned area of a housing project authorized under the Public Housing Law, written notice shall be given to the Housing Authority at least 30 days prior to the public hearing.

7.2.8 Decisions

A. In rendering its decision on any proposed PUD, the City Council shall comply with all applicable provisions of the State Environmental Quality Review Act under Article 8 of the Environmental Conservation Law and its implementing regulations.

B. Within 62 days of the close of the public hearing, the City Council shall act on the proposed PUD. As a condition of approval, the City Council may impose such reasonable conditions, requirements and restrictions as are directly related and incidental to the proposed PUD.

C. If approved, the terms and conditions of the PUD shall be binding on all owners.

D. If the City Council approves the PUD, the legislation shall be adopted into the City’s Zoning Ordinance and the Zoning Map shall reflect the change.

7.2.9 Protest

A. A protest against a proposed PUD must be signed by the owners of:

1. 20% or more of the land area included in the proposed
PUD; or

2. 20% or more of the land area immediately adjacent to and extending 100 feet from the land area included in the proposed PUD; or

3. 20% or more of the land directly opposite thereto and extending 100 feet from the street, road or highway frontage of such opposite land.

B. A protested PUD shall require the favorable vote of at least four (4) Council members.

### 7.2.10 Subsequent Required Approvals

Every approved PUD shall be subject to Site Plan Review and Subdivision Regulations, as applicable.

### 7.2.11 Amendments to PUD

Proposed revisions that would substantively alter an approved PUD are subject to a zoning amendment process as identified in 10.1.
ARTICLE 8  ADMINISTRATION & ENFORCEMENT

8.1 ADMINISTRATION

8.1.1 Intent

The provisions of this Article are intended to be procedures, standards, criteria and requirements to be used in administering this Zoning Ordinance and Unified Development Ordinance.

8.1.2 Zoning Officer Designation

The Building Inspector, or person designated to acting in the capacity as Building Inspector, is hereby designated Zoning Officer and shall have authority to interpret, administer and enforce the provisions of the Zoning Ordinance and Subdivision Regulations.

8.1.3 Zoning Officer Authority and Duties

In addition to all other authority conferred by law, the Zoning Officer shall have the following specific powers and duties:

A. Administer and enforce all provisions of this Zoning Ordinance and Unified Development Ordinance;

B. Record all complaints regarding possible Zoning Ordinance violations together with any investigation or action conducted in response to each complaint;

C. Issue orders to remedy, notices of violation, stop work orders, appearance tickets in accordance with Article 150 of the Criminal Procedure Law, and other documents relative to enforcement, and the commencement of proceedings and actions reasonably necessary to carry out the lawful enforcement of this Chapter;

D. Determine compliance with the provisions of this Zoning Ordinance and Unified Development Ordinance, issue building permit denials and provide referrals to the Zoning Board of Appeals, Design Review Commission and Planning Board as necessary;

E. Issue determinations, in response to inquiry, about the meaning of any part of this Zoning Ordinance and Unified Development Ordinance;

8.2 NON-CONFORMING USES, STRUCTURES AND LOTS

8.2.1 Intent

The Building Inspector, or person designated to acting in the capacity as Building Inspector, is hereby designated Zoning Officer and shall have authority to interpret, administer and enforce the provisions of the Zoning Ordinance and Subdivision Regulations.

8.2.2 Determination of Conformity

8.2.3 Non-Conforming Uses

8.2.4 Nonconforming Structures

8.2.5 Nonconforming Lots

8.3 ENFORCEMENT

8.3.1 Violations

8.3.2 Notice of Violations

8.3.3 Stop Work Orders

8.3.4 Appeals to the ZBA

8.3.5 Penalties and Fines

8.3.6 Civil Enforcement

8.3.7 Court Action

8.3.8 Non-Exclusivity of Remedies

8.4 LEGAL STATUS

8.4.1 Interpretation

8.4.2 Conflict with Other Laws

8.4.3 Repealer

8.4.4 Severability

8.4.5 Saving Clause

8.4.6 Effective Date
Development Ordinance;

F. Submission of an annual report to the Office of the Mayor showing all complaints of violations and subsequent action taken in each case for the year;

G. Such other specific duties or responsibilities as may be assigned by the Mayor as being reasonably necessary to carry out the provisions of this Chapter.

8.1.4 Financial Security

A City land use board may require applicants to post sufficient financial security to guarantee compliance with any approvals or conditions. Such security may be provided in cash, by letter of credit, or by other means as the City Council may establish by schedule. Security provided in cash shall be retained by the City in an appropriate account until expended or returned to the applicant.

8.1.5 Insurance Requirements

The City Council shall have authority to establish, by Resolution, a schedule of insurance requirements to be provided by applicants under this Chapter.

8.1.6 Fees

The City Council shall have authority to establish, by Resolution, a fee schedule for receipt, review, filing, or issuance of any application, permit, or license or any other activity referred to in this Chapter.

8.2 NON-CONFORMING USES, STRUCTURES AND LOTS

8.2.1 Intent

It is the intent of this Article section to set forth the conditions under which uses, structures and lots, that do not conform to requirements of this Chapter but which were lawful prior to the effective date of those requirements, may be continued, repaired, rebuilt, expanded or modified.

A. Any lot, structure or use which was in violation of the Zoning Ordinance of the City of Saratoga Springs prior to adoption of this Chapter shall not be regarded as lawfully non-conforming under this Article section and shall not be entitled to any of these rights.

B. This Article section shall not be construed to permit any unsafe use or structure or to restrict any proper procedures to regulate, prohibit, abate or remove any unsafe use or structure.

8.2.2 Determination of Conformity

Upon written request, the Zoning Officer shall make a written determination as to whether a particular use, structure, or lot is conforming or non-conforming based on available property records. The Zoning Officer may require such additional information as necessary to make this determination.

8.2.3 Non-Conforming Uses

A. Continuation. A lawfully pre-existing, non-conforming use may be continued subject to the provisions of this section.

B. Discontinuance. A non-conforming use shall be deemed discontinued if it is not operated for at least thirty (30) days in a calendar year and any future use of the property shall conform to this Chapter.

C. Damage or Destruction. A structure containing a non-conforming use that is damaged or destroyed by any unintentional cause may be restored, rebuilt or repaired to its original dimensions and occupied by the same use provided that the building permit for reconstruction is obtained within one (1) year after the damage occurs and a Certificate of Occupancy is obtained within two (2) years from the date of issuance of building permit.

D. Extension or Expansion of Use. A non-conforming use shall not be extended or physically expanded. Extension or expansion of a non-conforming use shall include expansion of the area or volume occupied by a non-conforming use, including expansion into previously underutilized, vacant or newly constructed space, or the increase of any parking related to the use.

E. Change in Use. If a non-conforming use is to be replaced or augmented by another use, the new and any future use shall conform to this Chapter.

8.2.4 Nonconforming Structures
A. **Continuation.** A non-conforming structure may be maintained in reasonable repair subject to the provisions of this Article section.

B. **Damage or Destruction.** A non-conforming structure that is damaged or destroyed by any unintentional cause may be restored, repaired or rebuilt to its nonconforming dimensions provided that the building permit for reconstruction is obtained within one (1) year after the damage occurs and a Certificate of Occupancy is obtained within two (2) years from the date of issuance of building permit.

C. **Renovation, Alteration or Repair.** Any non-conforming structure may be renovated, altered or repaired within its present dimensions.

D. **Extension or Expansion of Structure**
   1. A non-conforming structure may be extended or expanded provided the proposed extension or expansion does not violate any dimensional requirements other than the current nonconformity.
   2. A non-conforming structure may not be extended or expanded to increase nonconformity unless dimensional relief is granted by an area variance from the ZBA.

### 8.2.5 Nonconforming Lots

A. A lot which lawfully existed and was in compliance with the provisions of the Zoning Ordinance applicable on the date that such lot was recorded in the Saratoga County Clerk’s office but which does not conform to the current dimensional requirements of this Chapter shall be considered a legal non-conforming lot of record as follows in “B” and “C”.

B. Minimum lot size and minimum average lot width requirements shall not apply to any lawfully recorded lot which was under different ownership from any adjoining land on or before July 6, 1961.

C. The owner of any lot in a residential district which does not conform to the district’s minimum lot size and minimum average lot width requirements may erect a single family residence or accessory building if the lot legally existed on or before January 19, 1970 and is not under the same ownership as any adjoining land.

D. Any parcels that are owned by an adjacent owner that are not legally subdivided and are not in separate ownership prior to [January 19, 1970] are hereby required to be combined into one lot in order to meet the requirements of a conforming lot.

E. Lawfully nonconforming lots of record, which are located within approved subdivisions, shall be considered legal nonconforming lots and can be developed in accordance with the dimensional requirements that were effective on the day that such lots were created, provided that the approved subdivision plat was properly filed in the Saratoga County Clerk’s office.

F. Development of any lawfully nonconforming lots existing outside of approved subdivisions shall comply with the dimensional requirements that are currently in effect.

### 8.3 ENFORCEMENT

#### 8.3.1 Violations

A. No person or entity shall maintain any land or structure, or part thereof, in violation of the use or dimensional requirements permitted in this Chapter. Any person or entity that violates this article shall be subject to the procedures and penalties stated herein. The continuation of a violation shall constitute a separate and distinct offense for each day the violation is continued.

B. The Zoning Officer, or duly authorized assistants, shall have the right to enter upon, examine and inspect any building or property at any reasonable time for the purpose of carrying out his/her duties and to determine compliance with the provisions of this Zoning Ordinance Chapter.

#### 8.3.2 Notice of Violations

Upon finding a violation of this Zoning Ordinance Chapter, the Zoning Officer shall deliver written notice to the property owner in person or by certified or registered mail. This notice shall inform the recipient of:

A. The nature and specific details of such violation;

B. The recommended remedial action;
C. The date by which the violation must be remedied.

8.3.3 Stop Work Orders

Upon finding a violation of this Zoning Ordinance Chapter, the Zoning Officer may require the suspension of work by issuing a stop work order to the responsible person. Such person shall suspend all unauthorized activity until the stop work order has been rescinded.

A. The stop work order shall be in writing and shall state the conditions under which the activity may resume.

B. The stop work order shall be presented to the person performing the work and, if different, the property owner in person or by certified or registered mail, and may be placed upon a conspicuous portion of the building or premises in use.

C. The failure of any person to comply with the terms of a stop work order shall constitute a separate violation.

8.3.4 Appeals to the ZBA

A determination of violation by the Zoning Officer may be appealed to the ZBA. Upon such appeal, any further enforcement efforts by the City shall be stayed pending ZBA determination of the appeal.

8.3.5 Penalties and Fines

Except as otherwise provided in this Ordinance, the following penalties shall apply:

A. First violations of this Zoning Ordinance shall be punishable by a fine of not more than fifty ($50.00) dollars for each day the violation continues and/or imprisonment of up to five (5) days.

B. Second violations shall be punishable by a fine of not more than one hundred ($100.00) dollars for each day the violation continues and/or imprisonment of up to fifteen (15) days.

C. Third and subsequent violations shall be punishable by a fine of not more than two hundred fifty ($250.00) dollars or each day the violation continues and/or a jail sentence of up to thirty (30) days.

D. These fines and/or imprisonment shall be exclusive of any additional civil fees or remedies.

8.3.6 Civil Enforcement

In addition to penalties prescribed elsewhere in this Chapter and other laws, any person who violates any provision of this Zoning Ordinance shall be liable to a civil penalty of not more than two hundred dollars ($200.00) for each day during which the violation continues. These civil penalties shall be recoverable in an action instituted by the City of Saratoga Springs.

8.3.7 Court Action

The imposition of fines and/or imprisonment shall not preclude the City from instituting an action for injunction or other legal action to prevent any unlawful use or activity, or to correct or abate a violation, or to prevent the illegal occupancy of a building, land or premises. In the event the City prevails in this action, the City shall have the authority to seek all reasonable attorneys’ fees incurred by or on behalf of the City, together with all costs and disbursements of the litigation.

8.3.8 Non-Exclusivity of Remedies

The City of Saratoga Springs may proceed under any subsection hereof at any time without respect to whether any other remedy has been imposed or sought by the City. The alternative remedies, fees and penalties provided for herein are not mutually exclusive but may be commenced, implemented and enforced simultaneously without regard to whether any other remedies, fees, or penalties have been sought or imposed.

8.4 LEGAL STATUS

8.4.1 Interpretation

It is the legislative intent that, in adopting this Chapter, all of its provisions shall be liberally construed to protect and preserve the public health, safety, or general welfare of the City of Saratoga Springs.

8.4.2 Conflict with Other Laws

The provisions of this Chapter shall be held to be minimum requirements. Whenever the requirements of this Chapter differ from the requirements of any other lawfully adopted rules, regulations, local laws, ordinances, the
more restrictive provisions, or higher standards, shall apply. In case of any difference of meaning or implication between different parts, sections, or subsections of the text of this chapter, the specific shall control the general.

8.4.3 Repealer

All prior Zoning Ordinances or enactments, together with all changes and amendments thereto, are hereby repealed and superseded by this chapter. Violations of prior ordinances shall remain violations to the extent that they violate this chapter.

8.4.4 Severability

The provisions of this chapter are severable. If any provision of this chapter is held to be unconstitutional or invalid, such holding shall not be construed as affecting the validity of any of the remaining provisions.

8.4.5 Saving Clause

The adoption of this Chapter shall not affect or impair any act done, or right acquired, or liability incurred prior to the time this article takes effect.

8.4.6 Effective Date

This chapter shall take effect and be in force from and immediately after its passage, publication of notice of adoption thereof and posting, as prescribed by law.