

1756 Hubbard Rd.

Town of Aurora BnB/STR Instructions

A BnB or STR requires a Special Use Permit as regulated in Town Code Chapter 116 Zoning.

Town Code Definitions:

* *Bed-And-Breakfast (BnB): an owner-occupied residence resulting from a conversion of a one-family dwelling, used for providing overnight accommodations and a morning meal to not more than 10 transient occupants and containing not more than five bedrooms for such occupants.*

Short-Term Rental (STR): an owner-occupied dwelling or dwelling group that is converted and rented for periods of not less than one night and not more than thirty consecutive days. Limited to not more than 6 transient occupants and three bedrooms for such occupants.

Owner Occupied: a parcel or dwelling that is used by the owner(s) as their primary residence

Non-Owner Occupied: a parcel or dwelling that is not used by the owner(s) as their primary residence

Application Requirements:

For review and approval of a Special Use Permit, the following items must be submitted to the Town Board:

- ☒ Completed Application. Application shall clearly indicate if application is for BnB or STR as defined above.
- ☒ Application fee payable to the Town of Aurora
- ☒ Property deed
- ☒ Narrative describing all operations of the BnB/STR, including but not limited to, number of rooms/occupants
- ☒ Detailed floor plan(s) showing living spaces, bedrooms, egress, smoke/CO and fire extinguisher locations
- ☒ Survey of the property with parking identified on it. Code requires 1 space per rented room plus 2 spaces for property owner
- ☐ Fire Inspection of BnB/STR scheduled with the Building Dept on TBD due to
- ☒ Short Environmental Assessment Form (SEAF) Part 1 Construction

Agency Review: The Town Board may circulate the Special Use Permit application packet to the following agencies for review and comment, as necessary:

Town: Planning Board, Building Department, Highway Department, Town Attorney

County: Department of Environment and Planning

Fire: East Aurora FD, South Wales FD, or West Falls FD

Incomplete applications will not be accepted for review.

Applications submitted by the deadline (14 days prior to the Town Board meeting) will be placed on the agenda at the discretion of the Town Board.



Town of Aurora Town Board
575 Oakwood Avenue, East Aurora NY, 14052

Special Use Permit Application Form

I. PROJECT INFORMATION (Applicant/Petitioner):

Business/Project Name: Bed and Breakfast
Business/Project Address: 1756 Hubbard Road East Aurora NY 14052
Applicant Name: Leah Foss
Mailing Address: 1756 Hubbard Road
City East Aurora State NY ZIP 14052
Phone 716-398-8625 Fax _____ Email leah.foss1789@gmail.com
Interest in the property (ex: owner/purchaser/developer) Owner

II. PROPERTY OWNER INFORMATION (If different than Applicant AND the Owner does not sign below, please submit and original, notarized "Owner Authorization" form - attached):

Property Owner(s) Name(s) Leah Foss
If a corporate, please name a responsible party/designated officer: _____
Address 1756 Hubbard Road
City East Aurora State NY ZIP 14052
Phone 716-398-8625 Fax _____ Email leahfoss@miacara.info.com

III. SPECIAL USE AND PROPERTY INFORMATION:

Property Address 1756 Hubbard Road East Aurora NY 14052
SBL# 175.00 - 2-24
Describe Special Use requested (use additional pages if needed):
Bed and Breakfast.

Property size in acres 4.6 Property Frontage in feet 291.76'
Zoning-District RR/A Surrounding Zoning RR/A
Current Use of Property Residential
Size of existing building(s): 3840 sf ^{House} Size of proposed building(s) NA sf
Present/Prior tenant/use: 4320 Barn
Residential
Parking spaces: Existing: 6 Proposed additional spaces: 4 Total #: 10

Proposed water service: _____ public _____ private (well) _____ n/a Is this existing Y/N
Proposed sanitary sewer: _____ public X private (septic) _____ n/a Is this existing Y/N

Hours of operation (if applicable):

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	By Appt.
Hours	X	X	X	✓	✓	X	X	

Peak hours: _____

Number of employees (if applicable): Full-time _____ Part-time _____ Seasonal NA

Upon approval of this application, the applicant intends to apply for: (Check all that apply)

- a. Building Permit _____
- b. Sign Permit _____

IV. SIGNATURE (*This application must be signed by the applicant/petitioner. If the applicant is not the owner of the property, a separate owner authorization form must be submitted – see pg. 4*)

Leah Foss
Signature of Applicant/Petitioner

Leah Foss
Print name of Applicant/Petitioner

State of New York; County of Erie

On the 17 day of MARCH in the year 2025 before me, the above individual appeared, personally known to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same for the purposes therein stated.

Martina Librock
Notary Public

(Notary stamp) **MARTHA L. LIBROCK**
Notary Public, State of New York
No. 0116028312
Qualified in Erie County
My Commission Expires May 31, 2026

Office Use Only: Date received: _____ Receipt #: _____

Application reviewed by: _____

EA Bed and Breakfast Retreat

Location: 1756 Hubbard Road, East Aurora

EA Bed and Breakfast Retreat is a charming five-bedroom property featuring 2.5 bathrooms. We are in the process of applying for permits to add one more bathroom in the hidden room my contractor found.

Our design includes two family suites, designed to ensure a worry-free experience for families and guests.

Family Suite #1: Accommodates up to four guests, featuring one queen bed and one king bed.

Family Suite #2: Accommodates up to six guests, featuring one king bed, a bunk bed, and a pull-out couch.

To enhance our guests' stay, the refrigerator will be stocked with prewashed vegetables, fresh fruit, and convenient grab-and-go items. My vision is for guests to come in and not have any worries about what to cook for breakfast.

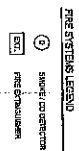
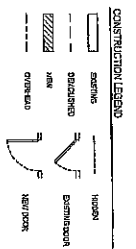
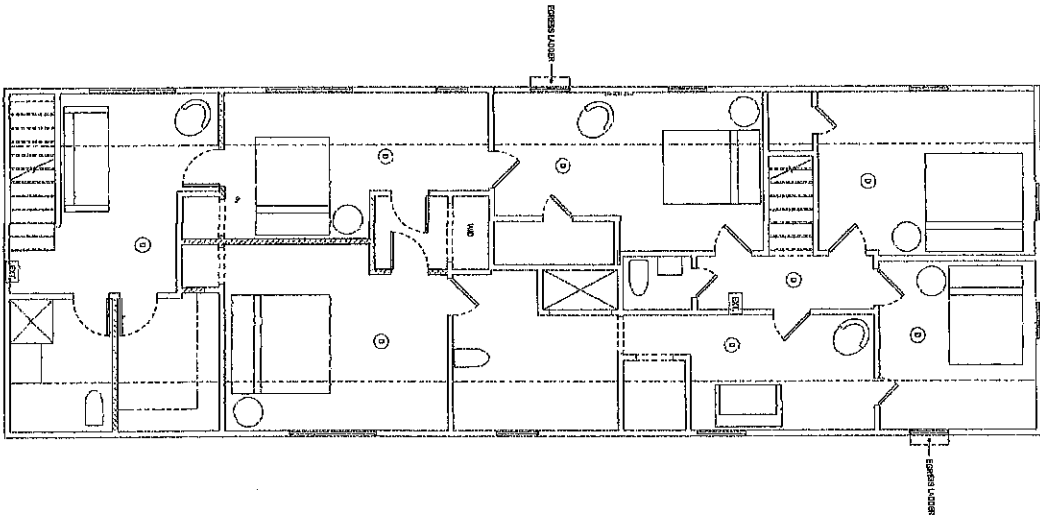
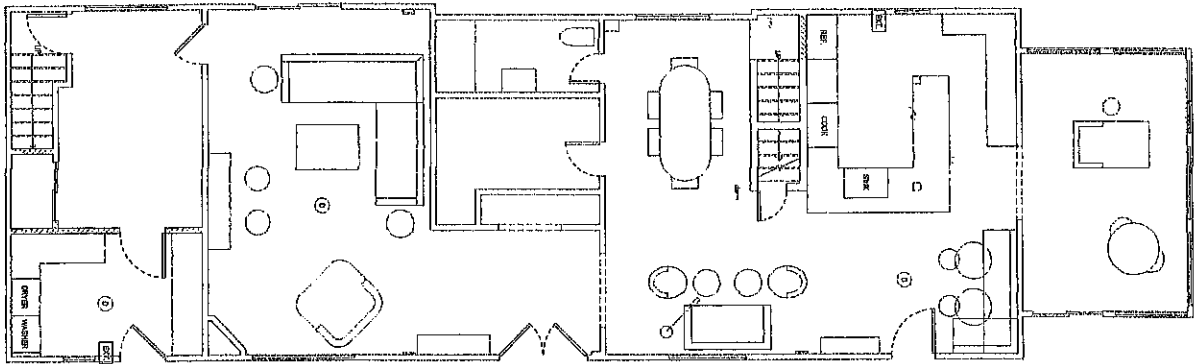
I will be living in the one-bedroom apartment adjacent to the main house, allowing me to provide personalized service and attention to guests.

Having grown up on my family's farm in Alden, NY, I have a deep appreciation for the agriculture industry; however, my true passion lies in the realm of hospitality. With this venture, I aim to deliver the highest standard of service, which I and my dedicated staff have consistently provided at my other two homes. One is located in Darien NY and the other in Lancaster NY.

I look forward to hopefully serving the beautiful community of East Aurora.

Leah Foss

Owner



① FIRST FLOOR PROPOSED PLAN
1/8" = 1'-0"

② SECOND FLOOR PROPOSED PLAN
1/8" = 1'-0"

Scale

10

FLOOR PLAN

Date 03.21.25
Drawn by TED
Checked by Checker

Project Name
EA RESIDENCE
Project Number
FOS241015

Client Info
Leah Foss
1576 Hubbard Rd East
Aurora, NY 14052

MICHAEL P DESIGN
1235 hartel avenue
buffalo, ny 14216
716.931.9362
mpd@room-buffalo.com
michaelpdesign.com

DOCUMENT IS NOT FOR
CONSTRUCTION
Drawings are for design
and bidding purposes on



Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Leah Foss Name of Action or Project:			
Bed and Breakfast Project Location (describe, and attach a location map):			
1756 Hubbard Road East Aurora NY 14052 Brief Description of Proposed Action:			
Requesting approval to operate a bed and breakfast at my residence.			
Name of Applicant or Sponsor:		Telephone: 716-378-8625	
Leah Foss		E-Mail: leah.foss1789@gmail.com	
Address:			
1756 Hubbard Road			
City/PO:		State:	Zip Code:
East Aurora		NY	14052
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			☒ ☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO YES
If Yes, list agency(s) name and permit or approval:			☒ ☐
3. a. Total acreage of the site of the proposed action?		4.6 acres	
b. Total acreage to be physically disturbed?		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		4.6 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
☐ Urban ☒ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☒ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☒ Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO ☐ ☐	YES ☒ ☐	N/A ☐ ☒
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO ☐	YES ☒	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO ☒	YES ☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO ☒ ☒ ☒	YES ☐ ☐ ☐	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: <u>Existing house</u>	NO ☒	YES ☐	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO ☐	YES ☒	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO ☐	YES ☒	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO ☒ ☒	YES ☐ ☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	NO ☒ ☒	YES ☐ ☐	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☒ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☒ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	☒	☐
16. Is the project site located in the 100-year flood plan?	NO	YES
	☒	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
a. Will storm water discharges flow to adjacent properties?	☒	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	☒	☐
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	☒	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	☒	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	☒	☐
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Leah Foss</u> Date: <u>3/17/25</u> Signature: <u>Leah Foss</u> Title: <u>Owner</u>		