

TOWN OF CLIFTON PARK  
COUNTY OF SARATOGA  
STATE OF NEW YORK

NOTICE OF PUBLIC HEARING TO CONSIDER A LOCAL LAW  
ESTABLISHING AMENDMENTS TO TOWN CODE CHAPTER 93 – ANIMALS, RELATING  
TO REGULATION OF KENNELS AND ANIMAL BOARDING FACILITIES

Please take notice that the Town Board of the Town of Clifton Park will conduct a public hearing on October 6, 2025 at 7:08 p.m. in the Wood Memorial Meeting Room in the Town Office Building, located at One Town Hall Plaza, Town of Clifton Park, County of Saratoga, State of New York whereas, the Town Board wishes to address and amend Chapter 93 - Animals, relating to regulation of kennels and animal boarding facilities.

Copies of the proposed local law are posted on our website [cliftonparkny.gov](http://cliftonparkny.gov) and are also available for review in the Town Clerk's office during normal business hours.

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Stephanie Ranze, Town Clerk

Draft of provisions regulating kennels and animal boarding facilities

## Article II

### **Kennels/Boarding Facilities**

#### §93-4 Definitions.

#### **Kennel or Boarding Facility**

Any facility where dogs, cats or other animals over four months of age are kept or maintained for any commercial purpose including boarding, grooming, breeding, or training.

#### **Breeder**

Any person or entity that breeds and/or raises dogs, cats or other animals for sale or offers for sale.

#### §93-5 Housing Standards for kennels/boarding facilities.

- A. All animals shall be kept in clean and sanitary premises, structures, or enclosures so as to maintain a healthy environment for the animal. All animal waste shall be removed several times each day. Animals and staff must be protected from noxious substances. A plan to control and monitor conditions, including the elimination of vermin, shall be implemented. Primary enclosures shall be cleaned daily and sanitized weekly by washing all surfaces with appropriate detergents and disinfectants. At no time shall the animal remain inside the enclosure while it is being cleaned and/or sanitized. Trash and waste products on the premises shall be properly contained and disposed of in order to minimize the risks of disease, contamination, and vermin.
- B. All facilities shall be adequately ventilated at all times in order to provide for the health and well-being of the animals. Ventilation shall be provided by natural or mechanical means, such as windows, vents, fans, or air conditioners. Ventilation shall be provided so as to minimize drafts, odors, and moisture condensation.
- C. The ambient temperature for each animal shall be compatible with the health and well-being of each animal. Temperature shall be regulated by heating and cooling to sufficiently protect each animal from extreme temperatures. Temperature shall not be permitted to fall below or rise above ranges which would pose a health risk to each animal. Shade from sunlight shall be provided by natural or artificial means.
- D. Enclosures or cages housing the animals shall provide sufficient space to allow each animal adequate freedom of movement, including the ability to stand up, turn around, and lie down with its limbs outstretched. The enclosure shall be high enough to permit the animal to stand on its hind legs without touching the ceiling. The enclosure shall have solid flooring which is safe and comfortable for the type of animal, its size, and its age.
- E. Indoor facilities housing animals shall provide lighting sufficient to permit routine inspections and cleaning. The indoor facilities shall be designed and constructed so as to protect each animal from excessive illumination, which would pose a health hazard to the animal.

- F. Both indoor and outdoor facilities housing animals shall be designed and constructed to allow for efficient and effective elimination of animal waste and water in order to keep the animal dry and to prevent the animal from coming into contact with these substances. Sewage and waste shall be disposed of by drains designed and constructed to minimize foul odors and sewage backup, and which comply with federal, state, and local laws and regulations.
- G. All animals shall be handled in a humane manner so as not to cause physical injury or harm to the animal.

§93-6 Feeding and watering of animals.

- A. All animals shall be provided with wholesome and palatable food which is free from contamination, and which is of nutritional value sufficient to maintain each animal in good health. All animals are to be provided with sufficient food to promote a healthy lifestyle, in consultation with the animal's owner. Feeding instructions prescribed by a veterinarian shall be followed.
- B. All animals shall be provided with regular access to clean, fresh water supplied in a sanitary manner.

§93-7. Permitting.

- A. All kennels/boarding facilities must be permitted by the Town of Clifton Park. The Town Animal Control Officer, Town Code Enforcement, and the Town Fire Marshall shall inspect the facility annually. After the Town Animal Control Officer has inspected the facility and found that it meets the conditions set forth in this chapter, after Town Code Enforcement and Fire Marshall have inspected and approved the facility as being in compliance with the Town of Clifton Park Code, and the Uniform Fire Prevention and Building Code, and where applicable, Planning Board approval has been obtained a permit shall be issued. The permitting fees shall be set by the Town Board.
- B. Kennels/boarding facilities must prominently display their permit on the premises.
- C. No person who has been convicted of cruelty to animals or otherwise deemed to have mistreated or harmed animals shall be issued a permit to operate a kennel/boarding facility. The Saratoga County Board of Supervisors is establishing an Animal Abuse Registry to assist with this process.
- D. No person who has been convicted of cruelty to animals or otherwise deemed to have mistreated or harmed animals shall be employed or work as a volunteer or in any other capacity at a kennel/boarding facility. The Saratoga County Board of Supervisors is establishing an Animal Abuse Registry to assist with this process.
- E. A permit which has been issued based upon false information supplied by the applicant, their officers, agents or employees, shall be revoked and the operation of the facility terminated.
- F. In the event of a transfer of ownership of the facility, the premises must be inspected by Code Enforcement, the Fire Marshall, and the Animal Control Officer to ensure that the

facility is in compliance with all laws, ordinances, rules and regulations applicable to the use and occupancy of a kennel/boarding facility, and in compliance with the Town of Clifton Park Code, the New York State Agriculture and Markets Law, and the Uniform Fire Prevention and Building Code.

- G. Any owner and/or operator of a kennel/boarding facility, and their officers, agents, or employees, shall permit representatives of the Town of Clifton Park, the New York State and County of Saratoga Departments of Health, and law enforcement to inspect the premises in order to ensure compliance with Town, County, and State laws and regulations.
- H. If upon inspection as set forth hereinabove, it is determined that that the owner and/or operator has committed an egregious violation of the provisions of this article which places the health and safety of the animal(s) at risk, the Town Animal Control Officer and/or Town Code Enforcement Officers shall have the authority to revoke or suspend the permit and order the animals to be removed after notice and an opportunity to be heard. Refusal by the owner and/or operator to permit an inspection shall be deemed a violation of the provisions of this article. Penalties for violations of this Article are more fully set forth in §93-9 Penalties for violations.

#### §93-8 Recordkeeping and protocols

- A. Every facility for kenneling and boarding of animals shall upon intake examine the animal for unique identifiers.
- B. Every facility shall create and maintain a record for each animal in their custody, including unique identifiers; the name, address, and telephone number of the person owning the animal or surrendering the animal; the date of intake and departure of the animal; basic descriptors such as species, age, gender, physical description; spay or neuter status; behavioral and health history, including rabies vaccination status; and veterinary and behavioral examinations, treatments, procedures, or medications occurring during the animals stay at the facility.
- C. Records for each animal shall be maintained for not less than three years from the date of the animal's departure from the facility.
- D. Each facility shall maintain summary records of their total annual animal intake and dispositions.
- E. Each facility shall develop and maintain written protocols including, but not limited to, animal handling; behavioral assessment; management of bite/scratch cases; enrichment and stress reduction; and sanitation.
- F. Every facility shall develop and maintain written protocols, approved by a licensed veterinarian, regarding nutrition and feeding; physical examinations; emergency veterinary care; pain management; vaccinations; parasite control; outbreak management and control of infectious diseases; anesthesia and surgery if performed on-site; and humane euthanasia.

#### §93-9 Penalties for violations.

Any person convicted of a violation of any provisions of this Article shall be guilty of a violation and shall be subject to the following penalties:

- A. For a first offense which is not an egregious violation, as set forth herein, the owner/operator will be given five (5) days to remedy the violation. If upon further inspection the violation has not been remedied, the owner/operator will be subject to a civil penalty not to exceed \$250.
- B. For a second offense the owner/operator will be subject to a civil penalty not to exceed \$500.
- C. For a third offense, the owner/operator will be subject to a civil penalty not to exceed \$1,000.
- D. For an egregious violation of the provisions of this article which places the health and safety of the animal(s) at risk the owner/operator may be subject to an enhanced civil penalty not to exceed \$1,500 and/or suspension or revocation of the permit and closing of the facility.