



LEILANI CRAFTS ULRICH
Chairwoman

TERRY MARTINO
Executive Director

MEMORANDUM

TO: Terry Martino
FROM: Kathy Regan
DATE: June 3, 2015
RE: Planning Division Activity Report for May

This report reflects monthly activity of the State land and other planning staff within the Division.

APSLMP CONSULTATIONS

UMP Development/Review

- Reviewed the Community Connector Trail Plan UMP amendment.
- Held a State land staff meeting to discuss possible alternatives for the Saranac Lake WF UMP.
- Attended a public meeting regarding the Camp Santanoni Historic Area.
- Attended a meeting with staff from DEC, Adirondack Park Invasive Plant Program, and the Adirondack Watershed Institute of Paul Smith's to plan for new invasive boat wash station at Second Pond Intensive Use Area.
- Reviewed an amendment to the 1996 Remsen – Lake Placid Travel Corridor UMP and provided comments to DEC.

APA/DEC MOU Consultation

- Completed review and approval of a State Land Project proposed by DEC to install bridging and bog bridging in a wet section of the foot trail on Cascade Lake in the Pigeon Lake Wilderness. The wet section was determined not to be part of a jurisdictional wetland.
- Conducted a site visit to the Essex Chain Lakes Primitive Area to evaluate road conditions for their potential suitability as cycling routes.
- Reviewed and approved a State Land Project proposed by DEC to replace two bridges over Catspaw Lake Outlet in Independence River Wild Forest.

Permit Review

- Reviewed and responded to Sacandaga West Conservation Easement RMP pursuant to the APA/DEC MOU Concerning State Owned Conservation Easements on Private Land in the Adirondack Park.

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- Reviewed and responded to Grasse River Conservation Easement RMP pursuant to the APA/DEC MOU Concerning State Owned Conservation Easements on Private Land in the Adirondack Park.
- Reviewed an access project on Balfour Lake involving wetlands (P2015-34).

APSLMP REVISION

Update/Ministerial Revision

- Continued review of the APSLMP for possible ministerial changes.

Substantive Revision

- Drafted minutes from the working group with possible alternatives for the APSLMP amendments.

PARK POLICY AND PLANNING

Park-wide Recreation Planning

- Conducted a GIS analysis on Open Woods Skiing (AKA Glade Skiing).
- Conducted a field visit to document management and potential ecological impacts of Open Woods Skiing.
- Participated in a Great South Woods Project meeting of the Core Team at Adirondack Ecological Center to begin synthesis of information gathered from the first public meetings.

Scenic Byways

- Participated with DOT in a conference call regarding the Wilmington Notch Scenic Byway and interpretive signage.
- Reviewed trailhead signage for Route 9N in Keene and Elizabethtown.

Invasive Species Control

- Participated in a meeting with DEC staff regarding future management of invasive species at Second Pond Boat Launch.

Training/Conferences

- Staff attended one day of the Adirondack Research Consortium annual meeting in Lake Placid.

Other

- Participated in Region 6 Open Space meeting as part of finalizing the current draft plan.
- Participated in Region 5 Open Space meeting as part of finalizing the current draft plan.

ADMINISTRATION (State Land Staff)

Reporting

- Prepared monthly and weekly reports.

Agency Coordination/Efficiency

- Held a staff meeting to discuss internal Record Management ideas.
- Met with support staff and legal staff to discuss State Land Consultation management coordination.

Training

- Attended Meyer-Briggs Training

HISTORIC PRESERVATION ACT REVIEW

- Reviewed proposed projects in the Towns of Fine and Essex.

June State Land Tasks Summary:

Task	Count	Year to Date
APSLMP Consultations	11	53
APSLMP Revision	2	11
Park Policy and Planning	9	32
Administration	4	16
Historic Preservation Act Review	2	9

GIS AGENCY PROGRAM ADMINISTRATION

Consultation

- Provided advice to APA staff regarding organization of Agency transaction folders and file naming conventions. Provided perspective of past Agency initiatives regarding this topic. Provided best practice advice regarding large format document scanning and electronic stamping of Adobe PDF documents.
- Provided Agency Telecommunication data and documentation to NYS Open Data staff for the State's Open Data portal initiative.

Data Management

- Began a major initiative of Cartographic Administration updates to the Adirondack Park Land Use and Development Plan Map and State Land Map

(APLUDP/SLMP.) Agency GIS data was based on 1 inch equals 2,000 feet base maps and now will be based on Real Property Tax Map data mapped at scales from 1 inch equals 100 feet to 1 inch equals 400 feet. Washington and Saratoga counties were completed.

- Constructed new line and area layers of Adirondack Park counties, towns, and villages from real property tax map data. Previously, Agency GIS municipality data layers were based on NYS DOT planimetric base maps.
- Improved park surface water data for better retrieval of detailed lake and pond information. There are over 7,700 lakes and ponds in the *APA Mapped Water* GIS layer.



Hardware/Software Management

- Provided information to Environment and Energy Cluster staff regarding the Agency's GIS software licenses.
- Provided assistance to Agency Administration staff regarding GIS software annual maintenance renewal.

Training

- Provided training to APA staff regarding use of GPS and GPS cameras.
- Provided training to APA staff regarding browser compatibility for Lookup System use after the State's implementation of user authentication technology.
- Provided detailed support to Legal and Regulatory staff regarding how to obtain surface water information from the Lookup System.

GIS MAP PRODUCTION

- Updated the Agency Arbor Day Commemoration Map showing the 2015 tree planting honoring James and Kimberly Barney.
- Provided maps for State Land staff of the Essex Chain area.

- Prepared a map of the Schroon and Upper Hudson River watersheds for the Adirondack Lakes Alliance.

MAP AMENDMENTS REVIEW

- Town of Essex - Prepared several maps for the Town of Essex to reflect their revised zoning ordinance. Met with Representative for the Town of Essex regarding a potential request for amendments to the Park Plan Map related to their new zoning map.
- MA2014-03 (Wilmington) - A public hearing was held on May 6 and the comment period ended on May 22. Two comments were made at the hearing and five comments were submitted in writing. The Town provided a Wastewater Feasibility Study to the Agency which examines small-scale, decentralized wastewater treatment facilities. Planning Staff has reviewed the Study and provided it to RASS staff for further review.

WEB ADMINISTRATION/CONTENT MANAGEMENT

- Posted information regarding State Land Master Plan Compliance Public Comment opportunities for several UMPs.
- Provided Earth Day images to our Public Information Officer for use in social media accounts.
- Provided website statistics to Agency Economics staff regarding visits to the Business/Economy section of our site. 547 visits occurred during the months of February to April in 2015.
- Posted the job vacancy announcement for the Environmental Engineer position.
- Posted updates to two General Permits.
- Edited Agency Content Management web tools for Support Staff who post ENB notices to our site. Added three staff names to contact list choices.

ADMINISTRATION (GIS STAFF)

- Produced monthly reports and attended all Staff and Planning Staff monthly meetings.

June GIS/Web Tasks Summary:

Task	Count	Year to Date
GIS Agency Program Administration	10	42
GIS Map Production	8	54
LUA Boundary/Blue Line Inquiry	9	32
Map Amendments Review	2	9
State Land Classification/Reclassification Review	1	1
Web Administration/Content Management	6	27
Administrative Tasks	1	9

LOCAL GOVERNMENT SERVICES PROGRAM

A. Outreach

- **AuSable** – Staff met with the Town’s Zoning Commission to discuss an Agency-approved Local Land Use Programs. In addition staff offered support of the Town in their efforts to enact Zoning and how the APA Act interacts with Local Land Use Controls.

B. Correspondence and Consultations (22)

- **Johnsburg** – Staff provided the CEO with information regarding a 1990 permit issued by the Agency.
- **NYS Department of Agriculture** – Staff provided NYS Department of Agriculture staff with information regarding transfer of development rights with the Adirondack Park.
- **Horicon** – Staff provided the CEO with information regarding parcels in the Horicon Birches pre-existing subdivision.
- **Horicon** – Staff provided the CEO with information regarding a variance granted in 2012.
- **Horicon** – Staff provided the CEO with information regarding lateral expansions within the shoreline setback.
- **Chesterfield** – Staff provided the Town supervisor with information regarding pre-existing structures.
- **Johnsburg** – Staff provided the Town with information regarding a variance that was reversed in 2014.
- **Hague** – Staff consulted with the Zoning Administrator regarding a proposal for a retaining wall.

- **Regulatory Programs** – Staff provided APA Regulatory Programs staff with information regarding zoning in the Town of Corinth.
- **Horicon** – Staff provided the CEO with information regarding projects near wetlands.
- **Willsboro** – Staff provided the CEO with information regarding subdivisions involving wetlands.
- **Horicon** – Staff provided the CEO with information regarding boardwalks through wetlands.
- **Caroga** – Staff consulted with the Town regarding structures within the shoreline setback.
- **Caroga** – Staff consulted with the Town regarding deeded lake access.
- **Caroga** – Staff provided a landowner with information regarding the Agency's authority in a Town with an ALLUP.
- **Edinburg** – Staff provided guidance to the CEO regarding the placement of campers on a property without a permit.
- **Hague** – Staff provided the ZA with information regarding the variance referral process.
- **Chester** – Staff provided a landowner with information regarding the APA's versus Town jurisdiction in an ALLUP.
- **Chester** – Staff provided the Town with information regarding the referral of variances for lot line setbacks and variances in Hamlet.
- **Caroga** – Staff provided the Town with information regarding subdivisions involving wetlands.
- **Chester** – Staff provided the Town with information regarding shoreline variances of less than 2-feet.
- **Ticonderoga** – Staff provided information to the Town regarding the status of a cell tower project.

C. Approved Local Land Use Programs

1. Amendments

- **Arietta** - The Town of Arietta submitted a second draft version of the revised Town zoning law for informal review in August 2014. It will result in a complete repeal and replacement of the existing local law. Staff continue to provide guidance to the Town on specific elements of the proposed local law.
 - Status: Agency LGS and Legal staff are reviewing the proposed zoning code for compliance prior to consideration by the Agency Board.

- **Bolton** – The Town of Bolton submitted a new draft version of its zoning law last year for informal review. It will result in a complete repeal and replacement of the existing local law. Agency planning and legal staff provided review comments to the Town and met with Town officials and consultants to discuss review comments. Consultants for the Town are revising the document and continue to seek guidance from staff on elements of the approved local land use program requirements.
 - Status: No additional activity from the previous month.

- **Caroga** - The Town of Caroga submitted several chapters of a revised zoning law for informal review. The Planning Board is working with the Fulton County Planning Office to prepare the document. Staff met with Town officials in February to discuss the proposed law and its compliance with the Agency-approved local land use program.
 - Status: Agency LGS and Legal staff are reviewing the proposed zoning code for compliance prior to consideration by the Agency Board.

- **Colton** - The Town of Colton is completing a working draft to revise its zoning and subdivision laws. Staff met with the Town Supervisor in August 2014 to discuss the status of the amendment.
 - Status: No additional activity from the previous month.

- **Edinburg** - The Town of Edinburg submitted a draft revised zoning and subdivision law for informal review in September 2014. It addresses temporary and transient uses and also corrects typographic errors in the existing zoning document. Staff provided review comments to the Town and met with the planning committee to discuss the amendments.
 - Status: No additional activity from the previous month.

- **Horicon** - The Town of Horicon submitted draft revised zoning and subdivision laws for informal review. The changes will result in a near-complete repeal and replacement of the existing laws. Agency planning staff met with Town of Horicon Town Supervisor, Town Clerk and Zoning Administrator on several occasions to discuss the proposed local laws and provided a review draft for the Town to consider in June 2014.
 - Status: Staff continue to provide guidance on specific elements of the proposed local law.

- **Johnsburg** - The Town of Johnsburg submitted draft amendments for informal review and a notice of Lead Agency for SEQR. The Town proposes to revise the definition of “lot;” create a simplified process for a minor boundary line adjustment; allow the inclusion of wetland acreage in calculating overall intensity for new subdivisions; and modify the number of copies of application materials required. Staff met with the Town Supervisor in August 2014 to discuss the status of the amendment.
 - Status: No additional activity from the previous month.

- **Lake George** - The Town of Lake George submitted several new and revised draft amendments for informal review. Chapter 134 - Sewage and Chapter 135 - Erosion, Sedimentation, and Stormwater have been revised to include APA staff review comments from in the Spring of 2014. New proposed amendments on Tree Removal and Land Clearing, several revised definitions, and Chapter 180 - Consolidated Health Regulations were also received for review.
 - Status: Agency LGS, Legal and RASS staff are reviewing the proposed health regulations for compliance with provisions of the Town's ALLUP.
- **Willsboro** - The Town of Willsboro submitted a draft zoning law for informal review. It will result in a complete repeal and replacement of the existing law. Agency staff and Town officials continue to discuss the program amendments and provide review comments to the Town on the proposed draft.
 - Status: Agency LGS, Planning and Legal staff are reviewing the proposed zoning code for compliance prior to consideration by the Agency Board. The Town's consultant is reviewing proposed zoning map changes.

The Town of Willsboro also submitted a draft sanitary law for informal review. Staff provided Town officials review comments on the proposed local law to supplement the Town's submittal. Staff also convened an internal meeting to discuss Agency policy relating to standards and requirements contained in program sanitary laws.

- Status: No additional activity from the previous month.

2. Variances Reviewed (4)

- **Willsboro (1)**
 - Project [LV2015-0017] involved the construction of a retaining wall. Relief was required from the Town shoreline setback. No action was taken on the Town issued variance.
- **Chester (1)**
 - Project [LV2015-0018] involved the replacement of a failed septic system with a holding tank. No response was required for this variance since the project was proposed in Hamlet.
- **Day (1)**
 - Project [LV2015-0019] involved the replacement of a non-conforming shed with a garage. Relief was required from the Town side-yard setback. No further Agency review was required for this variance.

- **Hague (1)**
 - Project [LV2015-0011] involved the construction of a retaining wall. Relief was required from the Town shoreline setback. No action was taken on the Town issued variance.

D. Summary Table

Summary of Local Planning Unit Program Accomplishments May 2015				
Reportable Items	Municipalities		Month Total	Year to Date
	ALLUP	Other		
Land use regulations reviewed	4	0	4	10
ALLUP amendments approved	0	--	0	1
ALLUP variances reviewed/reversed	4/0	--	4/0	15/0
Comprehensive Plans reviewed	0	0	0	0
Meetings with Town officials	0	1	1	10
Responded to land use planning inquiries	19	1	20	78
Training & Workshops provided	0	1	1	5
Intra-Agency local planning assistance	0	1	1	19
Inter-Agency Coordination	--	--	1	22
Coordination with Other Regional Organizations	--	--	0	14
<i>ALLUP - denotes "APA-approved local land use program"</i>				