



M E M O R A N D U M

TO: Terry Martino
FROM: Brian Grisi
DATE: February 4, 2013
RE: Local Government Services Program Report,
January 2013

I. Program Highlights

A. Outreach

- **Adirondack Park Local Government Day Conference** - Agency local planning staff met with the planning committee for the 16th annual Adirondack Park Local Government Day Conference on January 10, 2013. The meeting served to develop the agenda and discussion points for the conference.
- **Inlet** - Agency local planning and economic affairs staff met with Town of Inlet Supervisor John Frey to discuss the Town's successful process in developing sewage treatment facilities to serve the Town center.
- **Lewis** - Agency local planning staff met with the Comprehensive Planning committee for the Town of Lewis and with the Town's land use planning consultant. The Town supervisor and a Town Council member also joined the discussion. The meeting provided information about the Agency, the official map amendment process and provided an informal opportunity to for Town officials to ask questions about APA policies and procedures. Agency staff offered continued support for the Town's planning initiative and assistance with land use mapping technologies.
- **Local Government Officials Annual Contact Information Update** - The local planning staff contacted town and village clerks to request updated contact information for municipal officials in the Park. The annual request ensures the agency maintains an accurate database of

local officials and correct contact information for both regulatory and informational purposes. The contact information is used by all divisions at the Agency.

- **North Country Regional Sustainability Plan** - Agency local planning staff participated in a meeting to review the draft North Country Sustainability Plan. The Sustainability Plan is a State-wide initiative to develop sustainability strategies through a regional planning process. The meeting was held at The Wild Center in Tupper Lake.
- **Town of Johnsbury Business Alliance** - Agency local planning and economic affairs staff met with the North Creek Business Alliance in the Town of Johnsbury. The group of business leaders works to improve the visitor experience in the Town of Johnsbury as well as to promote the Town as a great place to visit.
- **Tri-Lake Business Alliance (Chester & Horicon)** - Agency local planning and economic affairs staff met with the Tri-Lake Business Alliance in Chestertown. The group represents businesses from the communities surrounding Brant Lake, Friends Lake, and Loon Lake. The Alliance is heavily active in event development and promotion in order to attract shoulder-season and off-season visitation to the communities.

II. Referrals from Towns with Approved Local Land Use Programs

A. Amendments

- **Bolton** - The Town of Bolton continues to work on a revised zoning law. It will be a complete repeal and replacement of the existing local law. Staff met with the Town's consultant in April and the draft is expected to be delivered for informal review in the near future. Status: Unchanged from prior month.
- **Colton** - The Town of Colton is completing a working draft to revise portions of its zoning and subdivision laws. Staff discussed the review of approved local land use program amendments and will coordinate the review process with town officials. Status: Unchanged from prior month.
- **Hague** - Agency planning and legal staff began working with Town officials to amend the Town's zoning ordinance

to effectively deal with shoreline projects on the east shore of Lake George. The Town of Hague eastern Town boundary extends to the mean high water mark on the eastern shoreline of Lake George. Projects originating in the upland adjacent Washington County Towns of Dresden and Putnam that involve in-water components, within the Warren County Town of Hague, are not addressed in the existing Town of Hague Zoning Ordinance. Status: Unchanged from prior month.

- **Horicon** - The Town of Horicon continues to work on revisions to its zoning and subdivision laws. The changes to the zoning law will result in a complete repeal and replacement of the existing law. Agency staff reviewed the documents and provided formal and informal comments to Town officials over the past year. Staff met with the Town Board in September to review a few remaining issues and to discuss the amendment approval process for the Town's Agency-approved local land use program. Status: Staff are actively reviewing a revised draft and have arranged to meet with the town board to discuss the document in February.
- **Johnsburg** - The Town of Johnsburg and Agency staff began preliminary discussion on proposed updated to amend the town's zoning law. The revisions include changes to the wetland acreage set-aside requirement for calculating potential principal buildings in a proposed subdivision and a boundary line adjustment provision. Several other provisions are also being considered. Status: Unchanged from prior month.
- **Lake George** - The Town of Lake George submitted a draft amendment that addresses the display of temporary signs for informal review. Staff offered suggestions to clarify the proposed amendment and the town is working with its attorney to revise the proposal. Status: Unchanged from prior month.

The Town of Lake George also is working to update its sanitary law and revise portions of its zoning law. Staff offered suggestions and support to assist with the process. Status: Unchanged from prior month.

- **Lake George Village** - The Village of Lake George is considering an amendment to allow 6-story buildings that could be 65 or 70-feet tall in a zoning district along

Canada Street. Staff have discussed the proposal with the Village's planning consultant and emphasized the importance for the proposed amendment to include information that such a project would be an APA Class A regional project and would require an APA permit. The amendment, if approved, would eliminate the need for a variance from village zoning law. Staff will continue to address the proposal with village officials. Status: Unchanged from prior month.

- **Willsboro** - Town officials are drafting a revised zoning law to amend the town's Agency-approved local land use program. Staff have provided guidance and examples for the town to consider in draft the new document. Staff met with Town officials twice in November to discuss options for drafting a new zoning law and to provide training on effective zoning laws. Status: Unchanged from prior month.

The Town of Willsboro submitted a draft sanitary law for informal review. Staff provided review comments on the proposed local law. Staff convened an internal meeting to discuss Agency policy relating to standards and requirements to be contained in ALLUP Sanitary Laws. Staff provided suggestions to supplement the town's submittal. Status: Unchanged from prior month.

- **Westport** - The Town of Westport submitted a draft zoning law and revisions to its existing subdivision law for informal review in April. The changes to the zoning law will result in a complete repeal and replacement of the existing zoning law. Staff provided informal review comments and suggestions to Town officials in May and met with Town officials to review the proposed zoning law amendment in June. Status: Unchanged from prior month.

B. Variances (5)

- **Bolton (1)** - Staff received one variance referred by the Town.
 - o Project [LV2013-0002] involved amending the Lagoon Manor PUD in order to allow five patios to remain, extend one patio and construct an additional two patios. Relief was required for amendments to the Lagoon Manor PUD. It was noted that the project received an Adirondack Park Agency Permit [P87-0292E] and the applicants would need to comply with all

conditions contained therein. No further Agency review was required for this variance.

- **Caroga (1)** - Staff reviewed one variance from the Town.
 - Project [LV2013-0001] involved the raising of the roof of an existing 1½-story non-conforming single family dwelling to a height of ±26-feet in order to accommodate a full second story. Relief was required from the Town side-yard and 75-foot shoreline setbacks. The dwelling is ±39-feet from the shoreline. No further review of this variance was required as the record was adequate and supported the ZBA's decision.

- **Queensbury (3)** - Staff reviewed four variances referred by the Town.
 - Project [LV2012-0097] involved the removal of an existing concrete walk and stairs and replacement with a new patio, stairs and dry laid stone retaining wall. Relief was required from the Town permeability and shoreline setback. The Agency took no action after review of the variance.

 - Project [LV2012-0099] involved the construction of dry laid stone retaining walls and patio. Relief was required from the Town permeability and shoreline setback. The Agency took no action after review of the variance.

 - Project [LV2013-0003] involved the construction of a 208 square foot addition to the second story and a 208 square foot screened porch addition to an existing non-conforming single family dwelling. Relief was required from the Town 28-foot height and 25-foot side setbacks and for expansion of a non-conforming structure. The existing and proposed height of the dwelling is 36-feet. No further Agency review of this variance is required since the project does not involve provisions of the Adirondack Park Agency Act

III. Correspondence and Consultations

- **Caroga** - staff received notification that the long-term Code Enforcement Officer was leaving Town service.

- **Hague** - staff provided guidance to the Town on the review of a Class B regional project involving a subdivision with a substandard size lot, a project with potential wetland impacts, a project to construct a fence with

potential jurisdiction involving the shoreline structure setback requirements.

- **Horicon** - staff provided guidance to the Town on a subdivision into sites and the requirement for a condition use permit.
- **Johnsburg** - staff provided guidance to the Town on an open-space recreational use that is also a Class A regional project.
- **Lake George** - staff consulted with the Town on a single family dwelling under construction that potentially would exceed forty feet in height.
- **Lewis** - staff provided guidance to the Town on a propose project involving a new commercial use.
- **North Elba** - staff was requested and offered to assist with the upcoming code enforcement officers training program.
- **Northampton** - staff responded to questions about the upcoming Local Government Day conference.
- **Queensbury** - staff provided advisory information on a proposed dock project.
- **Ticonderoga** - staff conversed with the newly appointed planning board chair and offer assistance to him and other town officials on land use planning initiatives.
- **Westport** - staff provided guidance to the Town on a proposal for a funding grant to review existing infrastructure.
- **Wilmington** - staff provided guidance to the Town on a SEQRA action involving changes to the town zoning law.

VI. Summary Table

Summary of Local Planning Unit Program Accomplishments January 2013				
Reportable Items	Municipalities		Month Total	Year to Date
	ALLUP	Other		
Towns/Villages/Counties consulted	11	5	16	13
Land use regulations consulted/reviewed	2	0	2	2
ALLUP amendments approved	0	--	0	0
ALLUP variances reviewed	5	--	5	5
Comprehensive Plans reviewed	0	1	1	1
Meetings with town officials	2	2	4	4
Responded to land use planning inquiries	22	7	29	29
Planning & Zoning Board actions reviewed	28	0	28	28
Training & Workshops provided	0	1	0	1
Intra-Agency local planning assistance	6	5	11	11
Inter-Agency Coordination	--	--	6	6
Other Regional Organizations	--	--	12	12
<i>"ALLUP" denotes "APA-approved local land use program"</i>				

BFG:REB:lhb
 cc: James Connolly
 Robyn Burgess