



LEILANI CRAFTS ULRICH
Chairwoman

TERRY MARTINO
Executive Director

MEMORANDUM

TO: Terry Martino

FROM: Kathy Regan

DATE: April 8, 2015

RE: Planning Division Activity Report for February and March 2015

This report reflects monthly activity of the State land and other planning staff within the Division. Local Government Services is no longer a separate report and has been incorporated into this report.

APSLMP CONSULTATIONS

UMP Development/Review

- Received the draft amendment for Vanderhacker Mountain Wild Forest. Met with Department staff to discuss alternatives for sections 3 and 4 of the proposed snowmobile trail. Reviewed revised draft and conducted field work in association with this amendment and potential conflict with deer wintering yards.
- Reviewed the status of various UMP's and UMP amendments with Department staff. Discussed procedures outlined in the MOU as they pertain to Team and Initial Draft UMP's and UMP amendments.
- Reviewed updated TRP's for Jay Mountain Wilderness NYCO test drilling.
- Participated in meetings with DEC staff regarding the SLWF Initial Draft UMP. Provided the Department with a summary of the Saranac Lake Islands Camping alternatives.
- Provided comments to DEC on the Camp Santanoni Historic Area Initial Draft UMP.
- Continued consultations with DEC staff in review of a draft amendment to the Black River Wild Forest.
- Continued consultations and conducted four days of joint field work with DEC staff regarding development of the preferred alternative for an upcoming amendment to the 1996 Remsen-Lake Placid Travel Corridor UMP.

APA/DEC MOU Consultation

- Completed review of a DEC State Land Project proposing development of an equestrian staging area near Goodnow Flow in Blue Mountain Wild Forest.
- Completed review of a DEC State Land Project proposing construction of a new snowmobile trail and the re-decking of some bridges on the Bellows Lake Trail in Shaker Mountain Wild Forest.
- Conducted a joint site visit with DEC staff to the Seventh Lake Mountain snowmobile trail between Raquette Lake and Seventh Lake.

Permit Review

- Reviewed two draft invasive species general permits.
- Reviewed proposed boat wash locations for UMP compliance.
- Reviewed proposed accessible trail alterations at Balfour Lake in the Vanderhacker Mountain and Wild Forest.

APSLMP REVISION

State Land Classification

- Met with staff to discuss the possibility of a 2015 classification package.

Substantive Revision

- Met with the working group to discuss possible alternatives for the APSLMP amendments.
- Working with staff on recommended ministerial changes.

PARK POLICY AND PLANNING

Park-wide Recreation Planning

- Participated in a field visit with DEC and the Adirondack Powder Skiers Association (APSA) to document and discuss backcountry skiing.
- Attended three of the Great South Woods Project's "Local Knowledge Workshops" held in Long Lake, North Creek and Northville.
- Participated in a meeting of the Great South Woods Project's "Core Team" held at the College of ESF in Syracuse.

Invasive Species Control

- See permit review
- Reviewed the Inter-Agency Guidelines for Implementing Best Management Practices to Control Terrestrial and Aquatic Invasive Species on DEC Administered Land of the Adirondack Park

Historic Preservation

- Reviewed projects in the towns of Dannemora, Piercefild, Horicon, North Elba & Bellmont.

Training/Conferences

- Participated in and presented at a conference with DEC staff regarding Forest Preserve planning.
- Provided a presentation for use with a group of students from the Ranger School.

ADMINISTRATION (State Land Staff)

Reporting

- Prepared monthly and weekly reports.
- Developed 2015 Planning Division Objectives.
- Met with staff to discuss assignments after Brian Grisi's retirement: ALLUP amendments and variances.

Legal Support

- Provided assistance for legal staff concerning pending litigation.

Other

- Reviewed NY State Smart Growth Grant applications

February and March State Land Tasks Summary:

Task	Count	Year to Date
APSLMP Consultations	13	26
APSLMP Revision	3	5
Park Policy and Planning	7	15
Administration	5	9
Historic Preservation Act Review	5	7

GIS AGENCY PROGRAM ADMINISTRATION

Consultation

- Met with ITS-EE-DEC staff David Loomis, Chris O'Connor, and Barbara Cruden to discuss the Agency's use of GIS technology and requirements and opportunities for further collaboration within the Environment and Energy ITS Cluster. The meeting was held at the Agency on February 25th with Terry Martino, Elaine Caldwell, Kathy Regan, Bob Kreider, and John Barge from the Agency in attendance.
- Worked with DEC staff on a GIS evaluation of campsite suitability within the Saranac Lake Wild Forest.
- Provided instructions to Regulatory Program staff on how to search complex tax map numbers in the *Lookup System*.
- Assisted Legal staff in researching the online availability of historic Sanborn Maps covering villages in the park. Sanborn Maps were developed to show fire insurance risks in US cities and populated places around 100 years ago; 18 communities in the Park had these maps developed for them but none are freely available online. There may be access through the NYS Library.
- Updated information on the Agency's web mapping services posted in a spreadsheet of NY agencies on the [State GIS Clearinghouse](#) website.
- Assisted Local Government Services staff with setting up a GIS project with data received from the Town of Willsboro.
- Assisted State Lands staff with slope data for a project related to the backcountry skiing guidance.

Data Management

- Contacted the Natural Resource Conservation Service (NRCS) to inquire about new detailed soil data for the Park. Detailed soil maps are not available for portions of Franklin, Herkimer and Lewis Counties, but NRCS expects the data to be available in October 2015. NRCS has provided the Agency with draft soil maps for these areas when requested for specific projects.
- Assisted Enforcement staff with mapping 17 cases in *Edit APA Transactions* application.
- Assisted Regulatory Programs staff with several project mapping errors.
- Provided a copy of the Agency's State Land Map GIS data with unit management names to John Schmid, Senior Natural Resource Planner, DEC Albany.
- Fixed the Park-wide Eighth Mile Setback CEA data layer shown in the *Lookup System* to remove the CEA from lands classified as Hamlet where the CEA does not have jurisdiction.
- Assisted RASS and IT staff with data management on the Photogrammetry Workstations.
- Edited State Land unit data to reflect recent land classification actions.

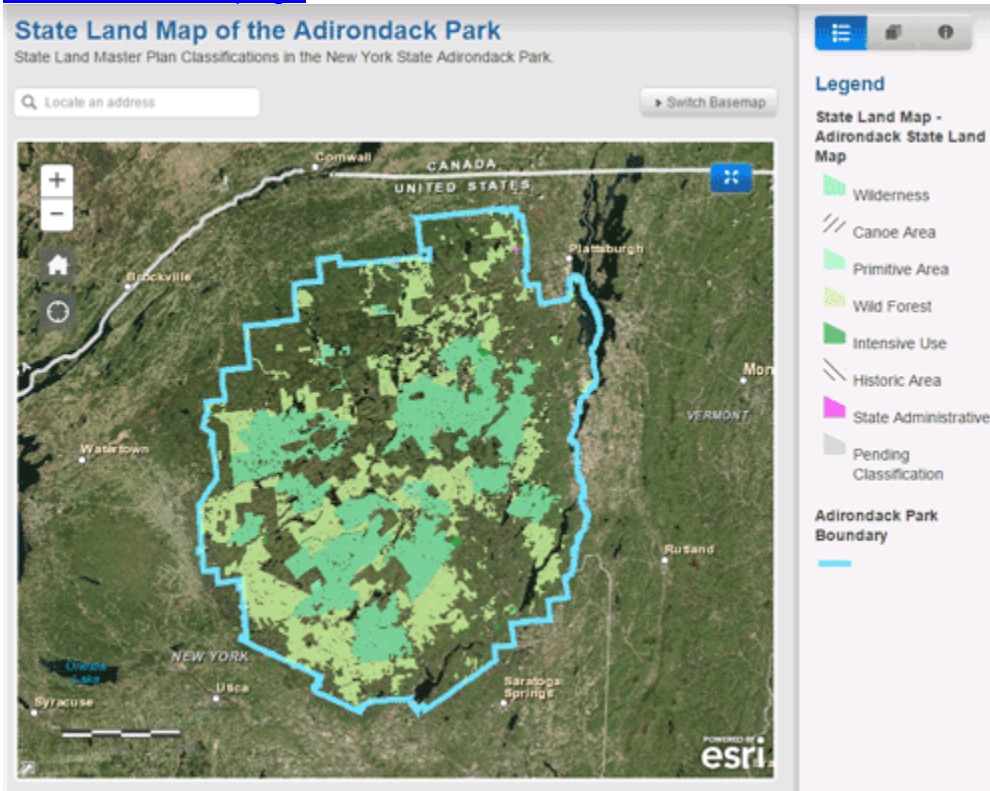
Hardware/Software Management

- Provided assistance to Agency Administration in purchasing Maintenance Renewal of Stereo Analyst extension from Intergraph Corp. This software is used to view and facilitate data collection on the Agency's two stereo Photogrammetric Workstations primarily for wetland delineation.
- Prepared a document for Agency IT staff to assist in future troubleshooting of ArcGIS license availability problems. Instructions indicate how to release software licenses incorrectly attached to previous login accounts that preclude additional software use.

GIS MAP PRODUCTION

- Prepared a new version of the Adirondack State Land Map as a public web service made available at our adirondack.maps.arcgis.com ArcGIS Online account. The GIS data and map application depicts State land classification areas delineated by the NYS Adirondack Park Agency on June 8, 2014 from classifications in the State Land Master Plan. A [link to the map](#) was placed on the

[State Land web page.](#)



- Prepared two APLUDP/SLMP map prints for Legal Staff one of which was sent to the Attorney General's office.
- Updated map of State Land units.
- Created slope maps for consultant for Town of Town of Wilmington's map amendment (MA2014-03).

WEB ADMINISTRATION/CONTENT MANAGEMENT

- Completed a major redesign of the Agency's Forms & Applications page on our website. All forms are now categorized by major topics to minimize long, complicated lists of forms. Forms now reference specific pertinent help documents and alert the visitor to any additional related forms. The Forms page is managed as a database driven, dynamic page written by Agency staff in ColdFusion with an accompanying set of secure content management pages.

See <http://www.apa.ny.gov/Forms/index.cfm>.

Forms used by the Adirondack Park Agency

Click a heading below to view Agency forms.

Jurisdictional Inquiry (Do I need a permit?)
Subdivision, House, Cabin Permit Applications
Shoreline Variance, Water, Wetland Permit Applications
Tower, Antenna Permit Applications
Commercial, Public, Industrial, Waste Management Permit Applications
General Permit Applications
Help for Permit Applications
Freedom of Information
Map Amendment

- Chaired a Web Team meeting to discuss the redesigned Forms page and possible improvements to the Agency's website to better accommodate the NYS Branding initiative. The Team looked at design elements to improve our table of contents and banner.
- Assisted Administration staff with conversion and posting of [2014 Annual Division Reports](#) to web suitable documents.
- Assisted Legal staff with FOIL content on our website.
- Assisted Local Government Services staff with posting a link to Local Government Day on the home page.
- Assisted State Lands staff with edits to the State Lands web page.
- Posted Great South Woods meeting information on the home page.

ADMINISTRATION (GIS STAFF)

- Prepared monthly reports.
- Attended Agency and Planning staff meetings.
- Attended CRP and First Aid training.

February and March GIS/Web Tasks Summary:

Task	Count	Year to Date
GIS Agency Program Administration	13	19
GIS Map Production	32	44
LUA Boundary/Blue Line Inquiry	9	11
Map Amendments Review	4	6
State Land Classification/Reclassification Review	0	0
Web Administration/Content Management	7	12
Administrative Tasks	4	5

LOCAL GOVERNMENT SERVICES PROGRAM

Program Highlights

A. Approved Local Land Use Programs

- **Arietta** - Agency LGS staff met with the Town of Arietta Town Supervisor and Code Enforcement Officer to discuss the Town's Agency-approved local land use program. The Town has administered an Agency-approved local land use program since 1983.
- **Caroga** - Agency LGS staff met with the Town of Caroga Town Supervisor Town Board and Code Enforcement Officer to discuss local land use controls associated with shoreline properties and the Town's Agency-approved local land use program. The Town has administered an Agency-approved local land use program since 1980.
- **Chesterfield** - Agency LGS staff met with the Town of Chesterfield Town Supervisor to further discuss the effects of the incorporation of the Town's portion of the Village of Keeseville, after the Village officially dissolved on December 31, 2014. Staff also discussed the Town's Agency-approved local land use program, its administration, and conferred on other projects before the planning and zoning boards. The Town has administered an Agency-approved local land use program since 2002.
- **Westport** - Agency LGS staff met with the Town of Westport zoning officials to discuss the Town's Agency-approved local land use program, its administration, and conferred on other projects before the planning and

zoning boards. The Town has administered an Agency-approved local land use program since 1996.

B. Outreach

- **Lake George Watershed Coalition Meeting** - Agency local planning staff participated in the Lake George Watershed Coalition meeting in Hague, NY. The Coalition committee includes representatives from five State agencies and organizations (APA, DEC, DOS, LGPC and LGWC) along with local elected leaders, representatives from regional planning commissions, and interested organizations. The Coalition considered on-going and proposed projects that address key water quality issues in the Lake George basin designed to protect and improve the waters of Lake George.
- **Northern Adirondack Code Enforcement Officers Association** - Agency LGS staff met with organizers for the Northern Adirondack Code Enforcement Officers Educational Conference to arrange for APA staff participation and presentation of an informational display at the event. The conference brings together over 200 Code Enforcement Officers from towns and villages throughout the North Country. The conference will be held in Lake Placid on March 2 -5, 2015.

II. Referrals from Towns with Approved Local Land Use Programs

A. 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 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 month to discuss the proposed law and its compliance with the Agency-approved local land use program. Status: Agency 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. Staff met with Town officials and provided informal comments on the amendments. The Town held a public hearing on the amendments and is revising the draft amendments to incorporate public comments. Status: No additional activity from the previous month.
 - **Queensbury** - The Town of Queensbury submitted a draft zoning law amendment for informal review. The amendment involves water extraction and transport and associated site plan review standards as allowed use in certain zoning districts. Status: Agency staff are reviewing the proposed

amendment and the amendment is on the April Agency meeting for consideration.

- **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 met on several occasions to discuss the program amendments and provided review comments to the Town on the proposed draft. Status: Agency staff are reviewing the proposed zoning code for compliance prior to consideration by the Agency Board.

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.

B. Variances (5)

- **Caroga (1)** – Staff reviewed one variance referred by the Town.
 - Project [LV2015-0007] involved the enclosure of a 5 x 12 foot porch and creation of a 9 x 12 foot enclosed porch. Relief was required from the Town 14-foot side yard setback. No further Agency review was required for this variance since the project did not vary provisions of the Adirondack Park Agency Act
- **Chesterfield (1)** - Staff reviewed one variance referred by the Town.
 - Project [LV2015-0010] involved the construction of a 16 x 24 foot detached garage. Relief was required from the Town 30-foot side setback. No further Agency review was required for this variance since the project did not involve provisions of the Adirondack Park Agency Act.
- **Horicon (1)** – Staff reviewed one variance referred by the Town.
 - Project [LV2015-0006] involved the construction of a 203 square foot addition to an existing non-conforming cabin. Relief was required from the Town 50-foot roadway setback. No further Agency review was required for this variance since the project did not involve provisions of the Adirondack Park Agency Act.
- **Queensbury (2)** - Staff reviewed two variances referred by the Town.
 - Project [LV2015-0004] involved after-the-fact approval for the construction of a 454 square foot deck attached to a single family dwelling. Relief was required for the Town shoreline setback. The Agency took no action on the Town issued variance.

- Project [LV2015-0009] involved the expansion of an existing campground. Relief was required from the Town permeability requirement. No action was required as the referred variance was outside of the Adirondack Park.

III. Correspondence and Consultations

- **Bolton** - Staff provided the Town an advisory opinion for a variance involving a commercial use.
- **Caroga** - Staff provided the Town jurisdictional information for a proposed shoreline structure.
- **Caroga** – Staff provided the Town with information regarding shoreline variances.
- **Chester** – Staff provided the Town information regarding replacement structures within the shoreline setback.
- **Chester** – Staff provided the Town information regarding the proposed establishment of a medical marijuana facility in the Town.
- **Chesterfield** – Staff provided the Town with information regarding the industrial park within the Town.
- **Edinburg** – Staff provided the Town information regarding a 2014 Agency permit.
- **Hague** - Staff provided the Town information for a subdivision project that received an APA permit in the 1990s; jurisdiction information for a boat storage facility, and for the subdivision of a cabin colony.
- **Hague** – Staff provided the Town with information regarding a shoreline parcel.
- **Horicon** - Staff provided the Town jurisdictional information for a group camp, a dock through a wetland, a structure within the shoreline setback, and a home occupation involving bee-keeping.
- **Horicon** – Staff provided the Tow with contact information regarding a wetland project.
- **Queensbury** - Staff provided the Town jurisdictional information for a replacement dock for a commercial facility and for projects involving water extraction for wholesale uses.
- **Westport** - Staff provided the Town jurisdictional information for commercial uses.
- **Willsboro** - Staff provided the Town jurisdictional information for a proposed removal of a dam.

VI. Summary Table

Summary of Local Planning Unit Program Accomplishments February-March 2015				
Reportable Items	Municipalities		Month	Year to Date
	ALLUP	Other	Total	
Towns/Villages/Counties consulted in the reporting month	29	30	59	90
Land use regulations consulted/reviewed	4	0	4	4
ALLUP amendments approved	0	--	0	0
ALLUP variances reviewed	5	--	5	11
ALLUP variances reversed	0	--	0	0
Comprehensive Plans reviewed	0	0	0	0
Meetings with Town officials	3	2	5	9
Responded to land use planning inquiries	23	3	26	57
Planning & Zoning Board actions reviewed	16	0	16	42
Training & Workshops provided	0	0	0	1
County Planning Office collaborations	0	0	0	5
Intra-Agency local planning assistance	8	1	9	18
Inter-Agency Coordination	--	--	12	21
Coordination with Other Regional Organizations	--	--	7	14
	<u>Year to Date</u>			
<i>Number of the 102 Park municipalities LGS staff have consulted with:</i>	8	1	Total: 14	
<i>ALLUP - denotes "APA-approved local land use program"</i>				