



LEILANI CRAFTS ULRICH
Chairwoman

TERRY MARTINO
Executive Director

TO: Terry Martino
FROM: Kathy Regan
DATE: July 1, 2015
RE: Planning Division Activity Report for June

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

APSLMP CONSULTATIONS

UMP Development/Review

- Staff met to review the status of UMP reviews and to prioritize UMP reviews
- Worked with Region 6 staff to resolve a possible compliance issue for the Black River Wild Forest UMP amendment.
- Reviewed Essex Chain Lakes Complex UMP.
- Reviewed Remsen- Lake Placid Travel Corridor UMP amendment.
- Reviewed Grasse River Team Draft UMP.
- Reviewed Public Comment for the Alger Island Campground and Fourth Lake Day Use Area UMP.
- Reviewed Public Comment for the Community Connector Snowmobile Plan UMP amendment.
- Reviewed Team drafts for Lake Durant Campground.
- Reviewed Team draft proposal for Wilmington Wild Forest snowmobile trail relocation

APA/DEC MOU Consultation

- Consulted with DEC on two projects to replace bridging in the Pigeon Lake Wilderness area.
- Consulted with DEC on project to repair road damage and a culvert in the Black River Wild Forest.

Permit Review

- Staff met with Regulatory Programs and RASS staff to identify potential General Permit revisions.

- P2015-34 completed

APSLMP REVISION

Update/Ministerial Revision

- Continued to work on the APSLMP document, identifying needed ministerial revisions.

Substantive Revision

- Sent summary notes from the APSLMP Amendment Working Group meeting.

PARK POLICY AND PLANNING

Park-wide Recreation Planning

- Conducted a site visit to Henry's Woods Preserve in Lake Placid with Agency planning staff to evaluate trail construction techniques for inclusion in trail development guidance documents.

ADMINISTRATION (State Land Staff)

Reporting

- Completed monthly and weekly reports.

Training

- Attended Boater Safety workshop.

HISTORIC PRESERVATION ACT REVIEW

- Completed review of projects in the Town of Dannemora

June State Land Tasks Summary:

Task	Count	Year to Date
APSLMP Consultations	13	66
APSLMP Revision	2	13
Park Policy and Planning	1	33
Administration	2	18
Historic Preservation Act Review	1	10

GIS AGENCY PROGRAM ADMINISTRATION

Consultation

- Eight staff from Energy and Environment Cluster agencies including DEC, OPRHP, Ag and Markets, and the Public Service Commission traveled from Albany to the APA for a demonstration of the *Lookup System* and *Edit APA Transactions* system. John Barge, the developer and administrator of these tools was asked by ITS Cluster staff to show the capabilities of the systems used daily by Agency staff for spatial information retrieval and transaction input. None of the other agencies have similar systems developed. The APA Lookup System has been in use since 1992. Barge also demonstrated the APA's online public mapping applications and data. None of the other agencies take advantage of web mapping capabilities available at no additional cost under our software licenses to the extent the APA does. A demonstration of our 3D Photogrammetry Workstation was also provided. Future development of systems with potential mutual value to the EE Cluster was discussed. The meeting was held June 16th.

Data Management

- Cartographic Administration updates to the Official APLUDP/SLMP map were ongoing. Land use area boundaries were documented and spatially updated to recent, large scale tax parcels, roads, surface water, and orthoimagery data for towns in Saratoga and Warren Counties. Washington and Saratoga Counties are now complete in this long-term project.

GIS MAP PRODUCTION

- Prepared several maps for the Town of Essex to reflect their revised zoning ordinance and potential map amendments.

LUA BOUNDARY/BLUE LINE INQUIRY

- Provided Blueline location consultation to RASS staff regarding the Town of Diana.

MAP AMENDMENTS REVIEW

- Town of Essex – Began compiling natural resource information for 21 potential map amendments in the Town of Essex.
- Attended meeting with consultant for the Town of Willsboro with Local Government and Legal staff to discuss potential map amendments in the Town.
- Finalized and filed FSEIS for Map Amendment 2014-03 (Wilmington).

- A public hearing was held for map Amendment 2014-04 (Linder/Westport) on June 25.

WEB ADMINISTRATION/CONTENT MANAGEMENT

- Posted DSEIS for Map Amendment 2014-04 and posted information regarding public hearing and comment period.
- Posted ***How Do I Report A Violation?*** to the website for Legal staff.

ADMINISTRATION (GIS STAFF)

- Completed monthly reports, attended Division staff meeting.

June GIS/Web Tasks Summary:

Task	Count	Year to Date
GIS Agency Program Administration	2	44
GIS Map Production	12	66
LUA Boundary/Blue Line Inquiry	8	40
Map Amendments Review	3	12
State Land Classification/Reclassification Review		1
Web Administration/Content Management	2	29
Administrative Tasks	2	11

LOCAL GOVERNMENT SERVICES PROGRAM

A. Outreach

- **Willsboro** – Agency Planning and Legal Staff met with the Town’s consultant to discuss revisions to the Town’s zoning code.

B. Correspondence and Consultations (20)

ALLUPs (18)

- **Horicon** – Staff provided the Town CEO with information regarding a prior permit for a boat launch within the Town.
- **Willsboro** – Staff provide the Town CEO with information regarding the status of a variance under review by the Agency.

- **Chester** – Staff provided the Town with information regarding a project proposal in the Town’s industrial park.
- **Hague** – Staff provided the Town Zoning Administrator with information regarding a public semi-public building within the Town.
- **Lake George** – Staff provided the Town with information regarding the amendment process in a Town with an ALLUP.
- **Arietta** – Staff provided the Town with information regarding the status of the Town’s amendments to its ALLUP.
- **Willsboro** - Staff provided the Town with information regarding the status of the Town’s amendments to its ALLUP.
- **Horicon** – Staff provided the Town CEO information regarding a proposed project for the dredging of wetlands.
- **Willsboro** – Staff provided a member of the public with information regarding the process for amendments to an ALLUP.
- **Chester** – Staff provided the Town with information regarding the placement of an accessory structure on a vacant parcel.
- **Chester** – Staff provided a member of the public with information regarding the status of their jurisdictional inquiry form.
- **Edinburg** – Staff provided the Town Supervisor with information regarding a project involving wetlands within the Town.
- **Caroga** – Staff provided the Town Clerk with information regarding the Agency’s enforcement process.
- **Caroga** – Staff provided the Town’s CEO with information regarding the planning board’s role in Class A review.
- **Chesterfield** – Staff provided the Town Supervisor with information regarding subdivisions along roads and in different land use areas.
- **Johnsburg** - Staff provided the Town with information regarding the placement of an accessory structure on a vacant parcel.
- **Westport** – Staff provided the Town with information regarding digital billboards and sign regulations in the Adirondack Park.
- **Caroga** – Staff provided the Town with information regarding shoreline cutting.

Other (3)

- **AuSable** – Staff provided a member of the public with information regarding the implementation of zoning in the Town and the dissolution of the Village of Keeseville.
- **Ticonderoga** – Staff provided the Town with information regarding the local government notice as part of project review.

- **NYS DEC** – Staff provided DEC staff with information regarding a prior permit for a boat launch.

C. Approved Local Land Use Programs

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: Seeking formal review and approval. Scheduled for the July Agency meeting.
- **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: Remains in the informal review process with 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: Remains in the informal review process. Agency LGS and Legal staff have reviewed the proposed zoning code and forwarded comments to the Town for their response.
- **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: Remains in the informal review process with 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 have provided informal review comments to the Town.
 - Status: Remains in the informal review process with 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: Remains in the informal review process and 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: Remains in the informal review process with 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: Remains in the informal review process with no additional activity from the previous month.

The Town of Lake George has adopted new sanitary regulations prior to approval by the Agency.

- Status: Agency LGS, Legal and RASS staff are reviewing the proposed 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: Remains in the informal review process. Agency LGS, Planning and Legal staff met with the Town’s consultant to discuss the proposed zoning code and next steps.

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: Remains in the informal review process with no additional activity from the previous month.

Variances (8)

- **Caroga (1)**
 - Project [LV2015-0026] involved the construction of a second story addition to an existing non-conforming single family dwelling. Relief was required from the Town 20-foot side yard and 75-foot shoreline setbacks. The existing dwelling was almost entirely within the 75-foot shoreline setback and was ±27-feet from the shoreline at its closest point. The proposed addition was to the rear of the dwelling and would be ±56-feet from the shoreline at its closest point. The Agency respected the findings of the ZBA and no further review of this variance was required.
- **Chester (1)**
 - Project [LV2015-0024] involved the removal of an existing non-conforming single family dwelling and replacement with a new dwelling on approximately the same footprint. A portion of an attached deck would be within the 50-foot shoreline setback and would be 48-feet at its closest point. Relief was required from the Town 50-foot shoreline setback. No action was required for this variance as the Agency does not require that a landowner in need of a shoreline structure setback of two feet or less.
- **Horicon (2)**
 - Project [LV2015-0021] involved the installation of a 4.5 x 3.5 concrete base to anchor a dock 1-foot from the shoreline. Relief was required from the Town 50-foot shoreline setback. No further Agency review was required for this variance since the project was less than 100 square feet in size.
 - Project [LV2015-0032] involved the construction of a 8 x10 porch attached to an existing non-conforming single family dwelling. Relief was required from the Town 50-foot rear yard setback. No further Agency review is required for this variance since the project did not involve provisions of the Adirondack Park Agency Act.
- **Queensbury (3)**
 - Project [LV2015-0029] involved the construction of a 576 square foot garage. Relief was required from the Town 25-foot yard setback. No further Agency review was required as the proposed project is in lands classified as Hamlet.
 - Project [LV2015-0030] involved the construction of an 896 square foot attached garage and a 280 square foot deck addition to an existing 1148 square foot non-conforming single family dwelling on an existing non-conforming 0.66 acre parcel. Relief was required from the Town 75-foot side setbacks on the North and South sides of the property. It was noted that the ZBA placed the following conditions upon their grant of the variance: 1) Contingent upon removal of other outbuildings on site except

for the new shed that is on site; 2) That the applicant will plant evergreen buffering on the north property line, minimum of 10 evergreens, eight feet tall along that north property line. No further Agency review was required for this variance since the project did not involve provisions of the Adirondack Park Agency Act.

- Project [LV2015-0031] involved the removal of an existing 261 square foot building with existing gas facilities and construction of a new 6120 square foot convenience store with gas and diesel canopies. Relief was required from the Town Travel Corridor Overlay 75-foot setback. No further Agency review is required for this variance since the project did not involve provisions of the Adirondack Park Agency Act.
- **Willsboro (1)**
 - Project [LV2015-0017] involved the construction of a retaining wall in order to control an ongoing erosion problem. No action was taken on this variance.

D. Summary Table

Summary of Local Planning Unit Program Accomplishments June 2015				
Reportable Items	Municipalities		Month Total	Year to Date
	ALLUP	Other		
Land use regulations reviewed	6	0	6	10
ALLUP amendments approved	0	--	0	1
ALLUP variances reviewed/reversed	8/0	--	8/0	15/0
Comprehensive Plans reviewed	0	1	1	1
Meetings with Town officials	1	0	1	10
Responded to land use planning inquiries	18	3	21	78
Training & Workshops provided	0	0	2	4
Intra-Agency local planning assistance	8	1	9	18
Inter-Agency Coordination	--	--	1	22
Coordination with Other Regional Organizations	--	--	7	14
<i>ALLUP - denotes "APA-approved local land use program"</i>				