



LEILANI CRAFTS ULRICH
Chairwoman

TERRY MARTINO
Executive Director

MEMORANDUM

TO: Terry Martino
FROM: Kathy Regan
DATE: August 5, 2015
RE: Planning Division Activity Report for July 2015

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

APSLMP CONSULTATIONS

UMP Development/Review

- Completed review of the Community Connector Trail Plan UMP amendments and prepared a presentation and recommendation regarding the Plan's conformance with the APSLMP.
- Continued review of the Essex Chain Lakes Management Complex Public Draft UMP.
- Continued review of the Remsen – Lake Placid Travel Corridor Public Draft UMP.
- Conducted initial site visits and review of Team Draft UMPs for the Lake Durant, Limekiln Lake and Caroga Lake Public Campgrounds.
- Reviewed an amendment to the Wilmington Wild Forest UMP and provided comments to DEC.
- Reviewed the Lake Champlain Islands UMP and provided comments to DEC.

APA/DEC MOU Consultation

- Conducted a field visit to Wilcox Lake Wild Forest to review proposed snowmobile bridge replacement projects.
- Reviewed and approved a State Land Project proposed by DEC to install vaulted pit privies at locations in the Lake George Wild Forest and Camp Santanoni Historic Area.
- Reviewed and approved a State Land Project proposed by DEC to develop an accessible primitive tent site, trail and nearby parking lot at Fifth Lake in the Essex Chain Lakes for people with disabilities.
- Reviewed and approved a State Land Project proposed by DEC to assist with stream bank stabilization and enhance fish and macro-invertebrate habitat through the installation of bio-engineered installations including brush bundles.

- Reviewed and approved a State Land Project proposed by DEC to address parking lot run-off that is causing erosion and install stone filled infiltration stairs (see attached draft design) with a log canoe slide to prevent further bank damage in the Lake George Wild Forest.
- Reviewed and approved a State Land Project proposed by DEC to replacing an existing culvert and repair to the Cohen Road in the Black River Wild Forest.
- Reviewed a State Land Project proposed by DEC to maintain campsites on the Wolf Lake Landing in the Black River Wild Forest.
- Consulted with DEC staff and began review of a State Land Project proposed by DEC to replace a fish barrier dam at Little Fish Pond in the St. Regis Canoe Area.
- Spoke with a member of the public and consulted with DEC and other APA staff concerning a potential State Land Project in the Black River Wild Forest.

APSLMP REVISION

State Land Classification

- Discussed the reclassification process with DEC Operations staff and explained how it will work with Fourth Lake Day Use Area.

Substantive Revision

- Agency staff met internally to discuss possible changes to the APSLMP and action needed to proceed with drafting an EIS. Staff met twice with DEC staff regarding possible amendments.

PARK POLICY AND PLANNING

Park-wide Recreation Planning

- APA planning staff conducted a 2-day field visit to Wilmington Wild Forest in furtherance of the development of a Forest Preserve mountain bike trail development and management guidance.
- APA staff attended a meeting with staff from the DEC and the Attorney General's office regarding back country skiing.

Training/Conferences

- Attended the annual meeting of the Common Ground Alliance.

ADMINISTRATION (State Land Staff)

Reporting

- Prepared monthly and weekly reports.

HISTORIC PRESERVATION ACT REVIEW

- Reviewed proposed projects in the Towns of Saranac, Ellenburg, and Fort Ann, as well as the Park-wide Mesonet weather station network installation.

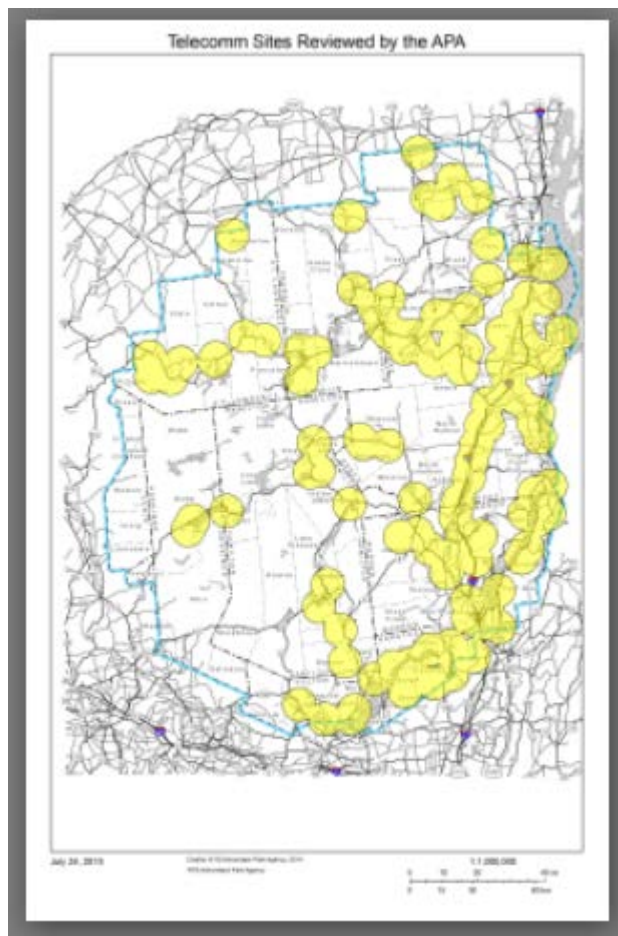
July State Land Tasks Summary:

| Task | Count | Year to Date |
|----------------------------------|--------------|---------------------|
| APSLMP Consultations | 17 | 83 |
| APSLMP Revision | 3 | 16 |
| Park Policy and Planning | 3 | 36 |
| Administration | 1 | 19 |
| Historic Preservation Act Review | 4 | 14 |

GIS AGENCY PROGRAM ADMINISTRATION

Consultation

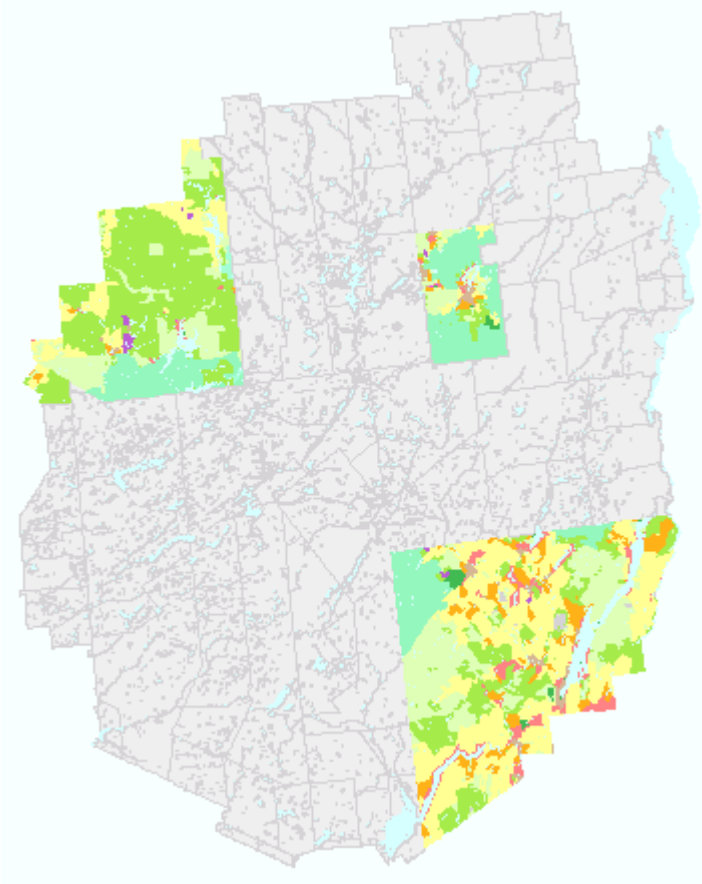
- Assisted Legal and Regulatory Programs staff with an analysis of Lake Placid shoreline classification. Using updated APLUDP/SLMP GIS data, it was determined for State land there are approximately 15,860 feet of Wilderness, 29,790 feet of Wild Forest, and 76 feet of Intensive Use shoreline. Measures of Hamlet, Moderate Intensity, and Rural Use private land shoreline were also determined.
- Assisted Regulatory Programs staff with analysis of APA Telecommunication Sites, NYS Broadband Mapping Program, and DOT traffic data.



Data Management

- 770,000 acres of the park were updated in July consisting of more than 2,500 state and private land classification polygons as part of Cartographic Administration of the APLUDP/SLMP map. This required 1,420 Land Use Area Determinations to be conducted including research of historic Agency maps and Map Amendment files. Towns completed in July include Chestertown, Warrensburg, Lake George, Lake Luzerne, Hadley, Corinth, Diana, Pitcairn, Fine, Clare, Clifton, Colton, Parishville, St. Armand, and North Elba. Agency GIS data was previously based on 1 inch equals 2,000 foot 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.

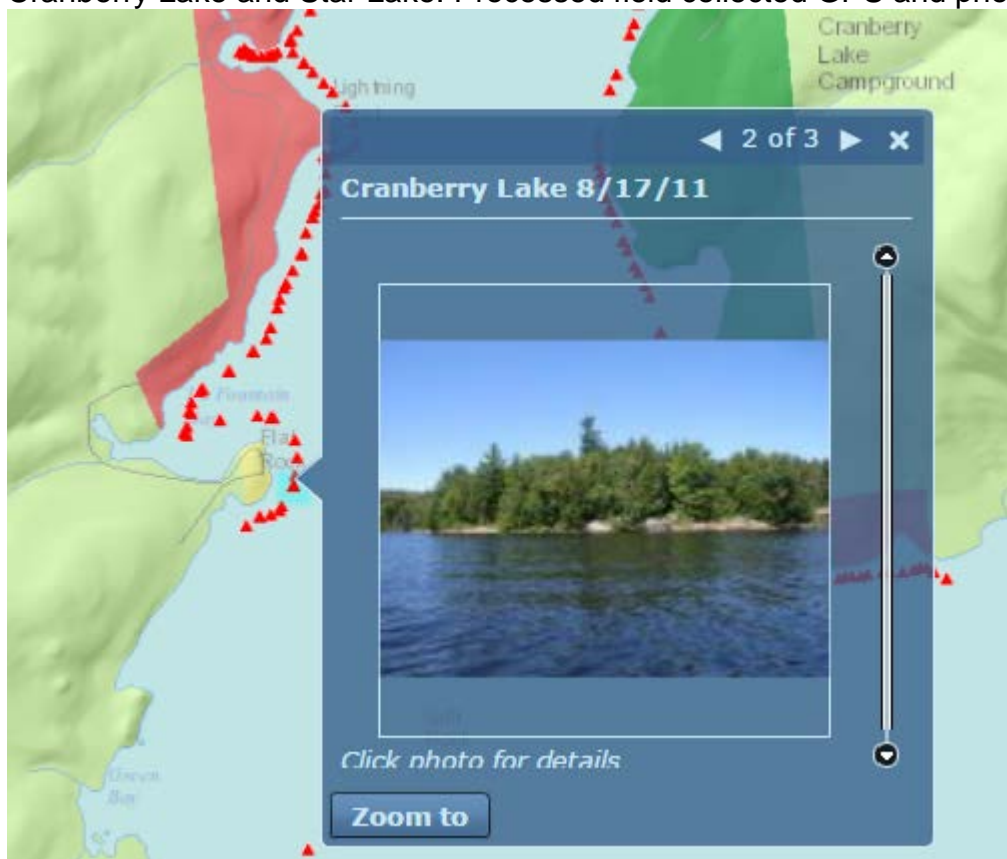
Current progress of Cartographic Administration mapping:



Hardware/Software Management

- Assisted Agency Administration and EE Cluster staff with Esri GIS software maintenance license renewal process.
- Reprogrammed the Lookup System to provide enhanced search, reporting, and buffer mapping of all APA Reviewed Telecommunication Sites as requested by Regulatory Programs staff.

- Reprogrammed the Lookup System to provide shoreline photograph mapping of Cranberry Lake and Star Lake. Processed field collected GPS and photo data.



Training

- Attended a webinar conducted by Esri GIS software specialists on July 7th presented to NYS EE Cluster GeoSpatial Section staff to learn about ArcGIS Online administrative and technical latest developments. Configurable templates, deploying applications, and field data collector tools were demonstrated.

GIS MAP PRODUCTION

- Prepared a map and calculated shoreline distances of land classifications on the shores of Lake Placid.
- Prepared a map of five mile buffers around APA Reviewed Telecommunications sites.

WEB ADMINISTRATION/CONTENT MANAGEMENT

- Updated [GP2014G-1A](#) and [GP2015G-1](#) form content for Regulatory Programs.
- Provided web development training and user account security management to Economic Services staff to facilitate [Adirondack Economy web content](#) management.
- Updated State Lands web content with the [UMP Process Flow Chart](#) for State Lands staff.
- Posted "*Tips for Providing Readable Hard Copy Graphics to the Agency*" to the [Agency Forms Help for Applicants](#) section of our website.
- Created a [page](#) under the Press section to provide links to Adirondack Club and Resort documents.
- Researched and edited website coding to fix a problem with the Search function on the Agency website. State ITS changed the domain name to the State search appliance which was previously undetected. HTML coding was corrected then pages re-uploaded for approximately 70 Agency web pages.

MAP AMENDMENT REVIEW

- On July 23rd, staff met with Ed Gardner, Essex Town Supervisor, and Jim Van Hoven, Essex Planning Board chair to discuss a series of map amendments in the Town. Staff explained the Agency's review process and potential issues and solutions to some of the areas that will be requested. The Town has requested the Agency conduct an informal review of the areas before they submit a formal request for map amendments.

ADMINISTRATION (GIS STAFF)

- Attended a planning meeting July 2nd to finalize procedures and again July 14th to prepare training for Agency staff on digital transaction records management, scanning procedures, and stamping incoming and final digital and non-digital documents. Assisted in the training presentation to all staff on July 16th.
- Met with Agency Administrative and ITS staff to prepare a report to the State CIO on our Cyber-Security assessment. Drafted and delivered the report on July 22nd.
- Wrote "*Tips for Providing Readable Hard Copy Graphics to the Agency*" to assist applicants providing drawings for Agency review. Reviewed the document with Agency staff at the training session on July 16th.
- Produced monthly reports and attended all Staff and Planning Staff monthly meetings.

July GIS/Web Tasks Summary:

| Task | Count | Year to Date |
|---|-------|--------------|
| GIS Agency Program Administration | 22 | 64 |
| GIS Map Production | 4 | 60 |
| LUA Boundary/Blue Line Inquiry | 1420 | 1452 |
| Map Amendments Review | 1 | 10 |
| State Land Classification/Reclassification Review | 0 | 1 |
| Web Administration/Content Management | 77 | 104 |
| Administrative Tasks | 9 | 18 |

LOCAL GOVERNMENT SERVICES PROGRAM

❖ **Outreach**

➤ **Towns**

- **Hague:** Staff met with the Zoning Administrator to discuss the variance referral process and shoreline variances.
- **Horicon:** Staff met with the Town Supervisor to discuss issues facing the Town and Zoning Code revisions.
- **Day:** Staff attended the July meeting of the Town's Zoning Board of Appeals to discuss the variance referral process.

➤ **Meetings/Conferences/Training Events**

- **Common Ground Alliance:** Staff participated in the 9th Annual Common Ground Alliance in Long Lake.

❖ **Correspondence and Consultations**

- **Horicon:** Provided the Town with information regarding a proposed subdivision in Resource Management.
- **Caroga:** Provided the Code Enforcement Officer information regarding the filling of wetlands.
- **Westport:** Provided the Town with information regarding a prior permit on a parcel.
- **Village of Port Henry:** Provided the Town with information regarding the Agency's jurisdiction in Hamlet.
- **Hague:** Provided the Town with information regarding shoreline setback variances.
- **Chester:** Provided the public with information regarding the variance referral process in a Town with an Agency-approved Local Land Use Program.

- **Lake George:** Provided the Town with information regarding the Agency's septic standards.
- **Caroga:** Provided the public with information regarding the Agency's jurisdiction in Hamlet in a Town with an Agency-approved Local Land Use Program.
- **Chester:** Provided the public with information regarding the variance referral process in a Town with an Agency-approved Local Land Use Program.
- **Chester:** Provided the Town with information regarding the review process for variances.
- **Inlet:** Reviewed the Town of Inlet's Comprehensive Plan which was adopted in 2014 for possible consideration of a future Agency-Approved Local Land Use Program.
- **Regulatory Programs:** Provided staff with information regarding allowable uses in the Town of Johnsburg.

❖ **Agency-approved Local Land Use Programs (ALLUPs)**

➤ **Amendments**

- **Bolton:** The Town 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 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 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 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 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 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 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 and several revised definitions
 - Status: Remains in the informal review process with no additional activity from the previous month.

The Town adopted new sanitary regulations prior to approval by the Agency. The new regulations replace A180, the Consolidated Health Regulations with the NYS Department of Health's standards in 75A.

 - Status: Agency LGS, Legal and RASS staff are reviewing the proposed regulations for compliance with provisions of the Town's ALLUP and have a meeting scheduled with the Town on August 10.

- **Willsboro:** The Town 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: The Town has requested formal review and approval and Agency LGS, Planning and Legal staff will work with the Town to prepare for presentation to the Board in September.

The Town 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 (3)**

- **Hague (1)**

- Project [LV2015-0020] involved the construction of steps around the perimeter of an existing deck attached to a dwelling which is ±12.5 feet from the shoreline at its closest point. Relief was required from the Town 50-foot shoreline setback. The proposed steps would be no closer than what currently exists and the ZBA conditioned the variance upon implementation of a planting plan. Agency staff respected the findings of the ZBA and no further review of this variance was required.

- **Horicon (1)**

- Project [LV2015-0032] involved the construction of an 8 x 10 foot 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 was required for this variance since the project did not involve provisions of the Act.

- **Queensbury (1)**

- Project [LV2015-0025] involved the construction of a parking area and sidewalk. Relief was required from the Town 50-foot shoreline setback. The Agency took no action on the variance.

D. Summary Table

| Summary of Local Planning Unit Program Accomplishments July 2015 | | | | |
|---|-----------------------|--------------|------------------------|-------------------------|
| Reportable Items | Municipalities | | Month Total | Year to Date |
| | ALLUP | Other | | |
| Land use regulations reviewed | 4 | 0 | 4 | 16 |
| ALLUP amendments approved | 0 | -- | 0 | 1 |
| ALLUP variances reviewed/reversed | 3/0 | -- | 3/0 | 14/0 |
| Comprehensive Plans reviewed | 0 | 1 | 1 | 1 |

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|--|----|----|----|----|
| Meetings with Town officials | 3 | 0 | 3 | 14 |
| Responded to land use planning inquiries | 10 | 1 | 11 | 69 |
| Training & Workshops provided | 0 | 0 | 0 | 4 |
| Intra-Agency local planning assistance | 1 | 0 | 1 | 19 |
| Inter-Agency Coordination | -- | -- | 12 | 21 |
| Coordination with Other Regional Organizations | -- | -- | 7 | 14 |
| <i>ALLUP - denotes "APA-approved local land use program"</i> | | | | |