



KAREN FELDMAN
Acting Chair

TERRY MARTINO
Executive Director

MEMORANDUM

TO: Terry Martino
FROM: Kathy Regan, Supervisor Natural Resource Analyst
DATE: November 1, 2018
RE: Planning Division Activity Report for September and October 2018

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

APSLMP CONSULTATIONS

UMP Development/Review

- Reviewed documents and conducted field work for Hammond Pond Wild Forest UMP.
- Developed responses to public comments regarding the Saranac Lakes Wild Forest UMP.
- Conducted field work in preparation for team draft of Fulton Chain Wild Forest UMP.
- Conducted field work in review of Blue Ridge Wilderness UMP amendment.
- Drafted APSLMP conformance memos regarding UMPs for EV Charging Stations, and the Eagle Lake and Brown Tract Pond public campgrounds.

APA/DEC MOU Consultation

- Reviewed State Land project proposal for a shoreline stabilization on the Stillwater Reservoir in the Five Ponds Wilderness and the Independence River Wild Forest.
- Reviewed State Land project proposals for reroutes of a snowmobile trail in the Saranac Lakes Wild Forest and a horse trail in the Independence River Wild Forest.
- Consulted with DEC Central Office staff regarding construction of an accessible trail and water access site in Boreas Ponds Primitive Area.
- Reviewed State Land project proposal for construction of a snowmobile trail extension/loop in Jessup River Wild Forest.
- Reviewed a State Land project proposal for dredging of the Westport Boat Launch site.

- Reviewed a State Land project proposal for the reconfiguration of the Hearthstone Campground entrance area in the Town of Lake George.
- Reviewed a State land project proposal for new and replacement bog bridging in Cranberry Lake Wild Forest.

Permit Review

- Consulted with APA Regulatory Programs staff regarding APSLMP conformance of possible improvements of roadside parking areas and access routes proposed by NYS DOT alongside State Route 28 between Inlet and Blue Mountain Lake.

APSLMP REVISION

Update/Ministerial Revision

- Gathered information and suggestions made over the years for updating the APSLMP.

State Land Classification

- Received notice that the 2018 Classification action involving Gore Mountain Ski Area, Vanderwhacker Mountain Wild Forest and Siamese Ponds Wilderness has been signed by Governor Cuomo.

Substantive Revision

- Modified the FSEIS for inter-agency review for the APSLMP proposed amendment to modify the definition and guidelines for management and use of Travel Corridors.

PARK POLICY AND PLANNING

Park-wide Recreation Planning

- Continued to develop and refine the Primitive Tent Site guidance.
- Revised the guidance for Cross Country Ski Trails.
- Worked with the Department to draft a Wildlands Monitoring Plan for High Peaks Wilderness Complex and Vanderwhacker Mountain WF.
- Drafted staff interpretation of the APSLMP regarding trail construction and maintenance structures.
- Worked with the Department to develop a protocol and resources as part of assessing impacts at primitive tent sites.
- Worked with the Department to complete follow-up assessment of impacts at primitive tent sites in the St. Regis Canoe Area.
- Attended webinar regarding Spatial Approaches to Monitoring and Managing Visitor Use as part of visitor use monitoring.

Outreach

- Provided instruction to students from Paul Smith's College regarding the application of Geographical Information Systems (GIS) at the Agency.

Other

- Attended a Regional DOT meeting.

ADMINISTRATION (State Land Staff)

Reporting

- Submitted weekly and monthly reports.

Agency Coordination/Efficiency

- Restructured file management within Unit Planning and Projects to aid organization and search capabilities.

Training

- Completed on-line training modules mandated by the State.
- Provided training to the new Mapping Technologist, Molly Jordan.

Legal Support

- Provided administrative support for pending litigation.

GIS AGENCY PROGRAM ADMINISTRATION

Consultation

- Assisted staff with accessing authoritative land class data for analysis.
- Provided Town of Tupper Lake with Town zoning data.
- Hosted Paul Smiths GIS students for an overview of APA GIS use and sharing of web GIS data.
- Provided Fulton County planning with historical Park boundary data.

Data Management

- Corrected errors in Agency transaction database.

Hardware/Software Management

- Researched software needs and met with Agency and ITS staff to discuss software for new server.

Training

- Provided RASS staff assistance regarding the development of Survey123 assessment to monitor aquatic invasive species.

GIS MAP PRODUCTION

- Created a series maps for Crown Point comprehensive plan.

LUA BOUNDARY/BLUE LINE INQUIRY

- Researched past project files to understand methodology used for acreage estimates.

MAP AMENDMENTS REVIEW

- Drafted DSEIS for proposed Hamlet expansion map amendment in the Town of Westport.

WEB ADMINISTRATION/CONTENT MANAGEMENT

- Updated shoreline variance application page on website.
- Posted Deputy Director, Planning and EPS1 Trainee job announcements.
- Modified public input page to link to application documents.
- Created pages on website for large-scale subdivision application postings.

ADMINISTRATION (GIS STAFF)

September/October GIS/Web Tasks Summary:

Task	Count	Year to Date
GIS Agency Program Administration	7	64
GIS Map Production	11	72
LUA Boundary/Blue Line Inquiry	12	72
Map Amendments Review	1	10
State Land Classification/Reclassification Review	0	106
Web Administration/Content Management	4	38
Administrative Tasks	0	8

LOCAL GOVERNMENT SERVICES PROGRAM

Outreach

- **Horicon:** Accompanied RASS staff on a site visit for a potential wetland violation.
- **Keene:** Met with representatives for the Town regarding local land use controls.
- **Lake Luzerne:** Accompanied RASS staff on a site visit for a wetland delineation.
- **Essex:** Accompanied RASS staff on a site visit for assessment of hazard trees along the shoreline.

- **Local Government Day:** Met with representatives from local government regarding topics for the agenda.
- **Local Government Day:** Sent save-the-date email to local government contacts and past attendees.
- **DOS Training:** Attended and participated in planning and zoning training session held in Elizabethtown.
- **Potsdam Managing Local Government Conference:** Attended the 27th annual conference.

Correspondence and Consultations

- **Indian Lake:** Discussed old/new boathouse definition with the Town's consultant for the Indian Lake zoning amendments.
- **Horicon:** Discussed w/CEO whether there's a way to prohibit after the fact variances in their code.
- **Newcomb:** Discussed possible septic variance with CEO.
- **Chester:** Discussed shoreline frontage and dock requirements.
- **Caroga:** Responded to questions regarding septic replacement.
- **Hague:** Responded to questions from the Town regarding structure height.
- **Caroga:** Provided the Town with information regarding Agency project P2018-0114.
- **Chester:** Responded to questions from the Town regarding boathouses.
- **Horicon:** Provided information regarding boundary line adjustments.
- **Caroga:** Provided information to the Town regarding the "merger clause."
- **Newcomb:** Provided information to the Town regarding wetland setback for septic systems.
- **Caroga:** Provided information to the Town regarding shoreline expansions.
- **Chester:** Responded to questions from the Town regarding boundary line adjustments.
- **Chester:** Provided the Town with information regarding J2018-0586.
- **Horicon:** Provided information to the Town regarding retaining walls.
- **Indian Lake:** Provided the Town with information regarding P2015-0203.
- **Indian Lake:** Provided information to a consultant regarding the Town's zoning map.
- **Horicon:** Responded to questions from the Town regarding boundary line adjustments.
- **Chester:** Provided information to the Town regarding Agency project P2018-0010A.
- **Lake George:** Discussed next steps for amendments to the Town code.
- **Chester:** Responded to questions from the Town regarding replacements in-kind.
- **Newcomb:** responded to questions from the Town regarding wetland septic setbacks.
- **Willsboro:** Responded to questions regarding blasting permits.

- **Hague:** Provided information to the Town on how-to measure trolleys.
- **Chester:** Responded to questions from the Town regarding density variances.
- **Chester:** Provided information to the Town regarding junk yards.
- **Johnsburg:** Responded to questions from the Town regarding a possible subdivision.
- **Newcomb:** Discussed review of Town salt shed project.
- **Chester:** Responded to questions from the public regarding the Town shoreline provisions.
- **Westport:** Provided information to the Town regarding Class A and Class B review.
- **Essex:** Provided information to the public regarding the Agency's vegetative cutting restrictions.
- **DOS:** Discussed APA and Adirondack municipalities and how training is achieved for local ZBA & Planning boards.
- **Adirondack Foundation:** Discussed possible topic for Local Government Day.
- **Regulatory Programs:** Provided information to staff regarding Town requirements for Class A subdivision review (P2018-0154) in Johnsburg.
- **Regulatory Programs:** Provided information to staff regarding Town requirements for a proposed dock/boardwalk (P2018-0121) in Caroga.
- **Regulatory Programs:** Provided information to staff regarding Class A review (P2018-0261A) in Chester.
- **Regulatory Programs:** Provided information to staff regarding Class A review (P2018-0010A) in Chester.
- **Regulatory Programs:** Provided information to staff regarding Class A review in Newcomb.
- **Economic Services:** Coordinated with staff regarding the Town of Crown Point's comprehensive plan.

Agency-approved Local Land Use Programs (ALLUPs)

- **Arietta:** The Town has begun discussions regarding updating its subdivision regulations. Arietta became an ALLUP in 1983.
 - *Status:* Informal review process. It is expected that due to the extensive nature of these amendments that they should go before the Agency Board when complete. Staff has provided the Town with a word version of their current code and have offered to assist the Town in this endeavor.
- **Bolton:** The Town has been working with a consultant for a full rewrite of its zoning code. Bolton became an ALLUP in 1980.

- *Status:* Informal review process. It is expected that due to the extensive nature of these amendments that they will be required to go before the Agency Board. Staff has been notified by the Town's consultant that a revised version of the code is forthcoming.
- **Chester:** The Town has been working on amendments to its zoning code. The proposed amendments involve the Town definitions, docks, signs, parking, travel trailer, and solar sections of their zoning code. Chester became an ALLUP in 2005.
 - *Status:* Informal review process. Due to the nature of the proposed amendments staff believe they will be eligible for approval under the Del Res.
- **Chesterfield:** The Town is currently in the process of revising its zoning code to incorporate portions of the former Village of Keeseville. The Village dissolved in 2015 and is now divided between the Town of AuSable and Chesterfield. Chesterfield became an ALLUP in 2002.
 - *Status:* Informal review process. Information is insufficient at this time to determine if these amendments will be required to go before the Agency Board. Staff has offered to meet with the Town to discuss steps for the amendment.
- **Horicon:** The Town has begun discussions regarding revisions to its sanitary code, last updated in 1979. In addition, the Town is considering amending portions of its recently updated zoning code. Horicon became an ALLUP in 1978.
 - *Status:* Informal review process. Information is insufficient at this time to determine if these amendments will be required to go before the Agency Board. Staff will assist the Town as necessary to help develop the revised code.
- **Indian Lake:** The Town is drafting revisions to its zoning code following its new Comprehensive Plan. Agency staff have been working with the Town and its consultant to ensure compliance with the requirements of their ALLUP. Indian Lake became an ALLUP in 1977.
 - *Status:* Informal review process. Due to the extensive nature of this re-write this amendment will be required to go before the Agency Board. Staff will continue to assist the Town as necessary to help develop the revised code.
- **Lake George:** The Town has drafted amendments to its zoning and subdivision codes. The proposed amendments address several new uses such as solar and short-term rentals and other updates to the code. Staff met with the Town on August 30 to discuss revisions. Lake George became an ALLUP in 1978.
 - *Status:* This amendment was approved via the Del Res on September 12.
- **Newcomb:** The Town is proposing changes to several defined terms in its zoning code.
 - *Status:* Informal review process. Information is insufficient at this time to determine if these amendments will be required to go before the Agency Board.

Variances (10)

- **Caroga (2)**
 - Project [LV2018-0074] involved construction of a stand alone garage and an after the fact variance for enclosing a previously approved carport and adding a hot tub deck/platform to the lake side of an existing single family dwelling. Relief was required from the Town for insufficient side yard setbacks and for exceeding the allowable percentage of ground cover. The ZBA conditioned the approval on removal of the hot tub deck, demolition of an existing garage, limiting the square footage of the new garage, and combining the two parcels that the applicant currently owns. The Agency's 30-day review period expired and a letter was sent confirming that the Town had completed its referral to the Agency as required.
 - Project [LV2018-0061] involved construction of stairs on the shoreline side of a non-conforming single family dwelling within the shoreline setback. Relief was required from the Town shoreline setback. Agency staff determined that the record did not support the ZBA's variance authorization and a variance reversal letter was issued.
- **Chester (1)**
 - Project [LV2018-0075] involved replacing 4 docks that will each extend 53 feet from the shoreline. Relief was required from the Town maximum dock length of 40-feet. No further review of this variance was required for this variance since the project did not involve provisions of the Adirondack Park Agency Act.
- **Hague (2)**
 - Project [LV2018-0072] involved construction of a 12 x 12 square foot shed anchored to a concrete pad to meet Floodplain standards. Relief was required from the Town rear property line setback and from the shoreline setback from Hague Brook. No further Agency review was required for this variance since the stream is non-navigable and therefore the project did not involve provisions of the Adirondack Park Agency Act.
 - Project [LV2018-0070] involved replacement of a timber walkway, steps, retaining wall and stone patio with a new patio, stone steps and a boulder retaining wall. Relief was required from the Town for the patio to sit 10.54 feet from the MHW where the existing patio was 13.83 feet from the MHW. The applicant revised their proposal adjusting the distance of the edge of the patio to sit no closer to the shoreline than what is existing. The Agency deferred to the findings of the ZBA and no further review of this variance was required.

- **Horicon (2)**
 - Project [LV2018-0073] involved replacement of an existing non-conforming seasonal cottage with a 3,560 square foot single family dwelling and attached garage. Relief was required from the Town shoreline setback, roadway setback and side yard setbacks. The 30-day review period expired and a letter was sent confirming that the Town had completed its referral to the Agency as required.
 - Project [LV2018-0064] involved renovation and upward expansion of two seasonal rental cottages. Relief was required from the Town shoreline setback. The 30-day review period expired and a letter was sent confirming that the Town had completed its referral to the Agency as required.
- **Johnsburg (1)**
 - Project [LV2018-0078] involved erecting an 8 x16 foot prefab removable storage shed on a gravel bed to store boats and related equipment. Relief was required from the Town shoreline setback, front (roadway) setback and side yard setback. The 30-day review period expired and a letter was sent confirming that the Town had completed its referral to the Agency as required.
- **Queensbury (2)**
 - Project [LV2018-0076] involved replacement of an on-site wastewater treatment system. Relief was required from the Town for insufficient setback distance from the proposed absorption field to the 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 [LV2018-0077] involved replacement of an existing on-site wastewater treatment system. Relief was required from the Town for insufficient setback distance from the proposed absorption bed to the property line. The Agency deferred to the findings of the Local Board of Health and noted that the applicant should contact the Agency to determine if an APA permit is needed for jurisdictional wetlands.

**Summary of Local Government Services Accomplishments
September–October 2018**

Reportable Items	Municipalities		Period Total	Year to Date
	ALLUP	Other		
Land Use Regulations review/approved (note – reviewed total may include multiple reviews of same section or code)	8/1	1	9/1	40/4
ALLUP variances review/reversed	10	0	10	86/4
Comprehensive Plans reviewed	0	1	2	3
Meetings with Town officials	1	1	2	13
Training & Workshops provided	0	0	0	3
Correspondence & Consultations	30	1	31	169
Intra-Agency local planning assistance	5	1	6	21
ALLUP – denotes “APA-approved Local Land Use Program”				