



MEMORANDUM

TO: Terry Martino, Executive Director

FROM: Richard Weber, Deputy Director - Planning

DATE: February 4, 2021

RE: Planning Division Activity Report for September, October, November, and December 2020

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

APSLMP CONSULTATIONS

UMP Development/Review

- Consultations between State land staff and DEC planning staff of Regions 5 and 6 continued regarding review of team draft UMP's for Wilcox Lake and Independence River Wild Forest Areas.

APA/DEC MOU Consultation

- State land staff completed review of a DEC project in Region 6 aimed at major road culvert work needed along Bid Otter Lake Road in Independence River Wild Forest.

PARK POLICY AND PLANNING

Park-wide Recreation Planning

- Continued a planning effort with DEC to develop Park-wide guidance on an approach to "Wildlands Monitoring" on State lands, which may be used for future UMP proposals to address visitor-use impacts. As part of this, helped plan and undertake the implementation in the field of two VUM pilot projects – one focused on the foot trail and tent sites associated with Tenant Creek Falls, near Northville, and the other focused on the foot trail and tent sites associated with Stillwater Mountain near Eagle Bay and Inlet.

ADMINISTRATION (State Land Staff)

Legal Support

HISTORIC PRESERVATION ACT REVIEW

GIS AGENCY PROGRAM ADMINISTRATION

Consultation

- Assisted staff with connecting to local and remote GIS server data.
- Assisted the Town of Essex with GIS data for a local planning project.
- Consulting with Warren county staff on wetlands data and web application viewers.

Data Management

- Obtained updated DEC lands and Real Property data sets.
- Upgrading geodatabase for data storage in ArcCatalog.
- Performing routine edits and management to agency transaction data.
- Updating and add data to Portal maps that assist the agencies web applications.

Hardware/Software Management

- APA's GIS system was moved to a new local server
- Deploying Lookup System, EditAPA 2.0 and EditAPADelete web applications to APAGIS2019 server for staff usage.
- Troubleshooting for Web App Builder Developer.

Training

- Lead a Lookup 4.0 presentation and full staff training.
- Hosted Dreamweaver staff training presentation.
- EditAPA 2.0 individual trainings.

GIS MAP PRODUCTION

LUA BOUNDARY/BLUE LINE INQUIRY

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MAP AMENDMENTS REVIEW

- Met with Essex County staff involved with planning for the Town of Crown Point's sewer treatment plant project to discuss current land classifications, proposed map amendments and the map amendment processes.
- Prepared a series of natural resource maps for the Town of Warrensburg covering areas that the Town is considering for a possible map amendment request.

STATE LAND CLASSIFICATION /RECLASSIFICATION REVIEW

- Worked with State land and DEC staff in the preparation of SEQRA documents for the reclassification proposal for the Debar Pond Wild Forest.

WEB ADMINISTRATION/CONTENT MANAGEMENT

- Agency website was moved to a new remote server by the vendor.
- Resolved connection problems with our new web server and updated documents and settings file to connect with the server.
- Setup Dreamweaver software for staff who edit Agency website.
- Created video links for Agency monthly meeting segments to including with meeting minutes.
- Replacing and editing content for agency's Large-Scale subdivision review webpages.
- Development and completion of "LIVE" button on homepage for agency meeting.
- Performed routine cleanup on website homepage.
- Creating Dreamweaver mailing and administrative guidance documents.
- Performing edits and maintenance on ENB forms.
- Updating and replacing forms and documents on website.
- Editing and managing ColdFusion webpages.

ADMINISTRATION (GIS STAFF)

- Working with ITS to correct ESRI user and credit allocations.
- Web Application development for EditAPA 2.0, EditAPADelete, and Lookup System 4.0.
- Switching all agency GIS power users off APAGIS and to APAGIS2019 for full time use.

- Helping individual power user staff get set up during the switch to the new GIS server.
- Troubleshooting and managing LUS 4.0 and other web applications.

September-October GIS/Web Tasks Summary:

Task	Count	Year to Date
GIS Agency Program Administration	8	44
GIS Map Production	25	49
LUA Boundary/Blue Line Inquiry	19	54
Map Amendments Review	3	12
State Land Classification/Reclassification Review	1	3
Web Administration/Content Management	12	41
Administrative Tasks	5	5

LOCAL GOVERNMENT SERVICES PROGRAM

Outreach

- **Fulton & Hamilton County Hazard Mitigation Planning:** Attended virtual meetings regarding the Fulton & Hamilton County Hazard Mitigation Planning process.
- **Caroga:** Attended the September 25, virtual Town Board meeting.
- **Crown Point:** Attended a meeting with the Town on their zoning efforts on December 8, 2020.
- **LGRB:** Attended virtual Local Government Review board meetings on behalf of the Agency.
- **All Towns:** Distributed information to local officials regarding webinar on New NYS Public Employer Mandatory Emergency Planning Requirement sponsored by the New York Association of Towns.

Correspondence and Consultations

- **Bolton**
 - Provided information the Town regarding the review of Class B projects.
 - Provided information to the Town regarding the review of PUDs.
- **Caroga**
 - Coordinated with the Town regarding follow up on a variance.
 - Provided information to the public regarding the variance referral process.
 - Responded to questions from the public regarding the variance referral process
 - Responded to questions from the public regarding the Town's ALLUP.
- **Chester**
 - Responded to questions from the Town regarding lot configurations
 - Responded to questions from the Town regarding rights-of-way.
 - Provided information to the Town regarding docks and shoreline structures.
 - Provided information to the Town regarding as 1987 permit.
 - Provided information to the Town regarding as 1986 permit.
 - Responded to questions regarding a 2015 jurisdictional determination.
 - Provided information to the Town regarding wetlands and Class A review.
 - Responded to questions from the Town regarding Glamping.
- **Hague**
 - Provided information to the Town regarding the variance referral process.
 - Responded to questions from the Town regarding variance reversals.
 - Responded to questions from the Town regarding wetland fills.
 - Discussed site plans for a variance with the Town
- **Indian Lake**
 - Provided information to the Town regarding Rivers Area jurisdiction.
- **Lake George**
 - Responded to questions from the Town regarding Glamping.

- **Newcomb**
 - Provided the Town with a digitized version of their zoning map.
- **Willsboro**
 - Provided information to the Town regarding wetlands mapping.
- **Crown Point:**
 - Provided information to the Town on adopting zoning within the Adirondack Park.
- **Long Lake**
 - Provided comments to the Town on their proposed Comprehensive Plan.
- **Santa Clara**
 - Responded to proposal from Town to adopt a moratoria on new commercial uses in the Town's R-C 1.3 and R-C 3.2 zoning districts.
- **Wilmington**
 - Provided information to the Town regarding outhouses.
 - Provided information to the Town regarding septic system setbacks.
- **Lake George Park Commission**
 - Coordinated with the LGPC regarding shoreline structures in Hague.
- **Enforcement**
 - Coordinated with staff regarding a potential permit violation in Hague.
- **Regulatory Programs**
 - Coordinating with staff regarding the tracking of telecommunication projects.
 - Coordinated with staff regarding a project in Chester.
 - Coordinated with staff regarding a proposal in Colton.
 - Coordinated with staff regarding a project in Horicon.

Agency-approved Local Land Use Programs (ALLUPs)

Amendments

- **Bolton:** The Town became an ALLUP in 1982.
 - The Town proposed amend its zoning code to create a new Planned Unit Development on two parcels in a Hamlet Land Use Areas.
 - *Status:* Agency approval was not required, Town notified on September 4, 2020.
- **Lake George:** Town became an ALLUP in 1978.
 - The Town proposed to amend its zoning code involving duplexes and multiple family dwellings. After conversations with the Town, the proposed amendment was revised to align with the Agency's overall intensity guidelines.
 - *Status:* Approved pursuant to the Del Res on October 6, 2020.
 - The Town proposed an amendment to its zoning code to change the zoning districts of several properties.
 - *Status:* Approved pursuant to the Del Res on November 10, 2020.

- The Town proposed an amendment to its zoning law regarding short term rentals.
 - *Status:* Approved pursuant to the Del Res on November 5, 2020.
- The Town proposed a moratorium on new amusements.
 - *Status:* Moratoria do not require Agency appr advised the Town that no action was required on December 21, 2020.
- **Newcomb:** The Town became an ALLUP in 1993.
 - The Town is proposing changes to its zoning code in their Industrial Use District.
 - *Status:* Informal review process. Information is insufficient at this time to determine if these amendments will be required to go before the Agency Board.
- **Queensbury:** The Town became an ALLUP in 1982.
 - The Town has proposed to add a section on renewable energy to its zoning code.
 - *Status:* Approved pursuant to the Del Res on September 17, 2020.

Variances (see separate report)

Summary of Local Government Services Accomplishments September-December 2020				
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)	7/4	1	8/4	19/7
ALLUP Variances Review/Reversed	<i>See separate variance report</i>			
JIFs Completed by LGS Staff	99	0	99	148
Comprehensive Plans Reviewed	0	1	1	1
Meetings with Town Officials	1	1	2	3
Training & Workshops Provided	0	0	0	0
Correspondence & Consultations	22	4	26	126
Intra-Agency Local Planning Assistance	5	0	5	31
ALLUP – denotes “APA-approved Local Land Use Program”				