



LEILANI CRAFTS ULRICH
Chairwoman

TERRY MARTINO
Executive Director

MEMORANDUM

TO: Terry Martino
FROM: Kathy Regan
DATE: September 2, 2015
RE: Planning Division Activity Report for August 2015

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

APSLMP CONSULTATIONS

UMP Development/Review

- Reviewed the Essex Chain Lakes Complex UMP.
- Attended the public meeting regarding the Champlain Islands UMP on August 20, 2015 at Clinton County Community College.
- Conducted site visit to Valcour Island as part of staff's review of the Champlain Islands UMP.
- Completed review of a draft amendment to the Black River Wild Forest UMP and provided comments to DEC regarding it.
- Reviewed a draft amendment to the Wilmington Wild Forest UMP and provided comments to DEC.
- Provided comments to DEC concerning a team draft UMP for Limekiln Lake Public Campground.

APA/DEC MOU Consultation

- Snowmobile trail relocation (Josh Houghton)
- Reviewed proposed maintenance on the Otter Lake-Brandy Lake snowmobile trail in the Black River Wild Forest
- Reviewed proposed work plan for the Newcomb to Minerva snowmobile trail (Hyslop Conservation Easement to Roosevelt Truck Trail). In addition, completed field visit to assess proposals and existing conditions.
- Reviewed proposed maintenance of campsites on the Wolf Lake Landing Road in the Black River Wild Forest.
- Reviewed and approved a road-ditch improvement project for approximately 150' of McCarthy Road in Independence River Wild Forest.

- Reviewed and approved a State Land Project proposed to develop a waterway access site and trail for people with disabilities at Fourth Lake in the Essex Chain Lakes.

Permit Review

- Reviewed draft conditions for the permit for the removal of Marcy Dam in the High Peaks Wilderness.
- Attended an interagency and stakeholder meeting concerning the permitting process for a fiber optic line project on Blue Mountain.

Conservation Easement MOU Consultation

- Review of shoreline access proposal on Fishing Brook Bog pursuant to APA/DEC MOU and FWWA P2015-128

APSLMP REVISION

State Land Classification

- Continue to identify lands that need to be classified or reclassified in the next classification package.

Substantive Revision

- Continued work on APSLMP amendment, including meetings with the DEC and updating language.
- Started drafting the DSEIS for the APSLMP revision.

PARK POLICY AND PLANNING

Park-wide Recreation Planning

- Attended a Great South Woods meeting in Albany. An overview of the project was presented by SUNY ESF and next steps were discussed.

Outreach

- Hosted a wetland workshop for 18 DEC Foresters.

Training/Conferences

- Attended the Forest Preserve Advisory Committee (FPAC) meeting in Newcomb.

Other

- Reviewed municipal road reconstruction proposal across Hoffman Notch WA and Vanderwhacker Mountain WF; J2015-0474

ADMINISTRATION (State Land Staff)

Reporting

- Weekly and monthly reporting

Agency Coordination/Efficiency

- Attended a workshop held at DEC to examine ways to stream-line the UMP process.

HISTORIC PRESERVATION ACT REVIEW

- Reviewed proposed projects in the Town of Keene.

August State Land Tasks Summary:

Task	Count	Year to Date
APSLMP Consultations	15	98
APSLMP Revision	3	19
Park Policy and Planning	4	40
Administration	2	21
Historic Preservation Act Review	1	15

GIS AGENCY PROGRAM ADMINISTRATION

Data Management

- Continued Cartographic Administration map revisions of the Official APLUDP/SLMP GIS data. Towns of Hopkinton, Lawrence, Piercefield, Altona, Ellenburg, Dannemora, Peru, Plattsburgh, and Black Brook were completed.
- Created GIS point data from several hundred geo-referenced photos of shorelines on Lake Placid and Lower Chateaugay lakes for Legal staff.

Hardware/Software Management

- Reprogrammed the Lookup System to provide a cross-reference map layer of historic Warren County tax parcel numbers. This is helpful for staff when dealing with archived Agency transaction documents.
- Reprogrammed the Lookup System to provide to provide 2015 shoreline photo points.

LUA BOUNDARY/BLUE LINE INQUIRY

- 492 Land Use Area boundary determinations were completed in St. Lawrence and Clinton counties.

MAP AMENDMENTS REVIEW

- MA2014-04 (Linder/Westport) filed Final Supplemental Environmental Impact Statement.

- Essex – staff are reviewing several potential map amendment areas in the Town of Westport. The Town has requested a preliminary review of areas of discrepancy between the Town’s zoning map and Park Plan Map.

WEB ADMINISTRATION/CONTENT MANAGEMENT

- Worked with our Internet Service Provider (ISP) to troubleshoot a problem keeping staff from uploading the August Monthly Mailing package on time. Our ISP had to reset our user account to allow file transfer.

ADMINISTRATION (GIS STAFF)

- Completed monthly reports. Attended Agency and Division monthly meetings.

August GIS/Web Tasks Summary:

Task	Count	Year to Date
GIS Agency Program Administration	4	68
GIS Map Production	6	66
LUA Boundary/Blue Line Inquiry	503	1955
Map Amendments Review	2	12
State Land Classification/Reclassification Review	0	1
Web Administration/Content Management	1	105
Administrative Tasks	3	21

LOCAL GOVERNMENT SERVICES PROGRAM

Outreach

- **Chester:** LGS Staff met with the Town Zoning Department to discuss the Town’s ALLUP and variance referrals.
- **Johnsburg:** LGS Staff met with the Town Supervisor and Code Enforcement Officer to discuss the Town’s ALLUP, variances and proposed zoning code.
- **Horicon:** LGS Staff met with the Town Supervisor, Clerk and Zoning Administrator to discuss the Town’s ALLUP, proposed zoning code and various projects occurring within the Town.
- **Hague:** LGS Staff met with the Town Zoning Administrator to discuss the Town’s ALLUP and variances granted by the Town.
- **NYS DOS:** Planning Staff coordinated a training session on SEQRA with NYS DOS Staff and the Town of Chester.
- **Lewis County:** LGS and Economic Services Staff met with the county to discuss the request from the Town of Lyonsdale and the HEPA program. Agency staff also provided the county planner with JIF business cards for public distribution.

- **Lyonsdale:** LGS and Economic Services Staff met with the Town of Lyonsdale about the HEPA program.

Correspondence and Consultations

- **Willsboro:** Provided the Town CEO with information regarding retaining walls.
- **Horicon:** Provided the Town CEO with information regarding docks and shoreline structures.
- **Hague:** Responded to the CEO regarding the variance referral process.
- **Johnsburg:** Provided the Town CEO with information regarding a prior APA permit.
- **Black Brook:** Provided information regarding local land use controls within the Town and Agency jurisdiction.
- **Caroga:** provided information regarding the Agency's jurisdiction over docks in a town with an ALLUP.
- **Arietta:** Provided the Town's new CEO with information regarding septic variances and sanitary codes.
- **Horicon:** Provided the Town CEO with information regarding a prior permit for a boardwalk involving wetlands and referred proposed project to Regulatory Programs.
- **Chester:** Provided the Town with information regarding a 2013 permit and referred information to Regulatory Programs staff.
- **Bolton:** Provided the Town with information regarding the Towns proposed zoning code.
- **Chester:** Provided the Town CEO with information regarding Agency jurisdiction over travel trailers.
- **Ephratah:** Coordinating with Fulton County to provide informal comments on the first draft of the Town's first zoning code.
- **Inlet:** Reviewing the Town's comprehensive plan and zoning code in order to assess the Town's readiness to pursue and ALLUP.
- **Horicon:** Provided the Town CEO with information regarding setbacks from wetlands for septic systems.
- **Hague:** Provided the Town Zoning Administrator with information regarding a 1985 subdivision.
- **NYS DOS:** Provided DOS Staff with information regarding Agency jurisdiction following village dissolution.
- **Westport:** Provided the Town CEO with information regarding a 2013 Agency permit and possible change in use of the property.

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. Following a meeting with the Town on August 10, the Town is pursuing additions to the sanitary code to incorporate Agency concerns.
 - Status: Agency LGS, Legal and RASS staff are reviewing the proposed regulations for compliance with provisions of the Town's ALLUP.
- **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.
- **Willsboro:** 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.

Variations (6)

- **Chester (4)**
 - Project [LV2015-0033] involved a replacement of an existing non-conforming single family dwelling to include a second story addition. Relief was required from the Town shoreline setback and height for expansion of an existing non-conforming structure. The Agency took no action on the variance.
 - Project [LV2015-0034] involved the expansion of an existing non-conforming single family dwelling to include living space on the second floor. Relief was required from the Town shoreline setback and height for expansion of an existing non-conforming structure. The Agency took no action on the variance.

- Project [LV2015-0036] involved the replacement of an existing non-conforming failing septic system. Relief was required from the 100-foot separation distance from a well and from the river. The variance was in lands classified as Hamlet and therefore not reviewable by the Agency.
- Project [LV2015-0037] involved replacement and enlargement of an existing non-conforming seepage to bring it to current standards. Relief was required from the 150-foot setback from a drilled well. The Agency deferred to the findings of the Town Board and no further action was taken regarding the variance.
- **Hague (1)**
 - Project [LV2015-0022] involved the removal of an existing non-conforming single family dwelling and replacement with a new larger single family dwelling and for the removal of existing non-conforming wooden walkways within the shoreline setback and replacement with new stone patios and walkways. Relief was required from the Town shoreline setback for the walkway replacement and for greater than 25% expansion for the single family dwelling. The Agency deferred to the findings of the Zoning Board of Appeals and no further action was taken regarding the variance.
- **Willsboro (1)**
 - Project [LV2015-0039] involved construction of a garage. Relief was required from the Town dual front yard setbacks for a corner lot. The variance was in lands classified as Hamlet and therefore not reviewable by the Agency.

Summary of Local Planning Unit Program Accomplishments August 2015				
Reportable Items	Municipalities		Month Total	Year to Date
	ALLUP	Other		
Land use regulations reviewed	4	0	4	20
ALLUP amendments approved	0	--	0	1
ALLUP variances reviewed/reversed	6/0	--	6/0	14/0
Comprehensive Plans reviewed	0	0	0	1
Meetings with Town officials	4	2	6	20
Responded to land use planning inquiries	13	3	16	85
Training & Workshops provided	0	0	0	4
Intra-Agency local planning assistance	2	0	2	21
Inter-Agency Coordination	--	--	1	22
Coordination with Other Regional Organizations	--	--	1	15
<i>ALLUP - denotes "APA-approved Local Land Use Program"</i>				

