



SHERMAN CRAIG
Chairman

TERRY MARTINO
Executive Director

MEMORANDUM

TO: Terry Martino
FROM: Kathy Regan
DATE: February 1, 2017
RE: Planning Division Activity Report for January 2017

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

APSLMP CONSULTATIONS

UMP Development/Review

- Met with DEC Forester drafting a new UMP for Hammond Pond Wild Forest to review development of the team draft, to date, and discuss potential issues.
- Completed review of the team draft for a new UMP for Independence River Wild Forest.
- Prepared presentation for the Board on the Lake Champlain Islands Management Complex Final Unit Management Plan.
- Developed a Story Map for Agency Board related to Lake Champlain Islands Management Complex Unit Management Plan.

APA/DEC MOU Consultation

- Consulted with DEC regarding a trail proposal in the Saranac Lakes Wild Forest

Permit Review

- Consulted with RASS and DEC staff concerning a DEC proposal to construct a new snowmobile trail bridge on conservation easement lands over Mossy Vly, adjoining Jessup River Wild Forest, and potential State land issues.

APSLMP REVISION

Update/Ministerial Revision

- Provided assistance with the development of the latest edition of the Adirondack Park State Land Master Plan.

State Land Classification

- Started to process emails, letters, faxes and petitions for the Response to Public Comment section of the FSEIS.
- Researched various subjects for the FSEIS.

Substantive Revision

- Produced the December 2016 Edition of the APSLMP

PARK POLICY AND PLANNING

Park-wide Recreation Planning

- Prepared presentation for the Board on Americans with Disabilities Act (ADA)
- Participated in a working group to develop ideas to address management challenges in the High Peaks Wilderness. The group consists of staff from various interest groups and staff from the Department of Environmental Conservation and Adirondack Park Agency.

Easement Lands Planning

- Reviewed and drafted a response to the draft RMP associated with the Cedarlands Conservation Easement in Long Lake.
- Reviewed a proposal for a waterway access site in the Sacandaga Scenic River Area and provided a jurisdictional letter response.

ADMINISTRATION (State Land Staff)

Reporting

- Submitted weekly and monthly reports.
- Submitted Year-End Planning Division Report for inclusion with the 2016 Annual Report

Training

- Completed on-line training modules mandated by the State.

Legal Support

- Provided administrative support for pending litigation.

January State Land Tasks Summary:

Task	Count	Year to Date
APSLMP Consultations	6	6
APSLMP Revision	4	4
Park Policy and Planning	4	4
Administration	8	8
Historic Preservation Act Review	0	0

GIS AGENCY PROGRAM ADMINISTRATION

Consultation

- Provided Agency GIS information to the Franklin County Director of Economic Development regarding land classification and permitted telecommunication tower sites.
- Provided assistance to Regulatory staff regarding photos of historic Lake Flower shoreline in Saranac Lake. [Photos can be viewed online.](#)
- Staff assisted the Agency's Public Information Officer as part of response to media regarding Adirondack Mapping.
- Provided information about Agency GIS wetland mapping to EBI Consulting.
- Provided assistance to NYS DDSO ITS staff regarding methods to batch geocode address locations.

Hardware/Software Management

- Performed troubleshooting on the Agency's Lookup System and Edit APA mapping applications, unable to print maps since a NYS ITS network security change. Agency staff consulted with a dozen Albany ITS staff looking at network and server configurations to solve the problem. Printing is restored.

Training

- Worked with NYS ITS staff to coordinate upcoming GIS training opportunities for Agency staff. Three online courses may be offered to seven staff.

GIS MAP PRODUCTION

- Produced a map of state and private land classification with parcels for the Town of Stratford Assessor. The map is available on the Agency website at http://www.apa.ny.gov/Local_Government/maps/Stratford_LC_Parcels.html.
- Produced a [draft online map of dam locations](#) on or near state land in the park.
- Developed maps for Classification package
- Developed GIS map that graphically represents the clustering of unique resources (e.g. rare and endangered plants and Historic National Register sites) on the Forest Preserve to assist with future planning

LUA BOUNDARY/BLUE LINE INQUIRY

- Completed large scale mapping of all Adirondack Park Land Use and Development Plan boundaries in the Town of Lewis, Essex County using new roads, water, parcels and imagery as reference. This is part of a multiyear project to improve the Agency’s Official Map used in state and private jurisdictional determinations. Eight towns remain to complete the project.

STATE LAND CLASSIFICATION /RECLASSIFICATION REVIEW

- Managed geospatial information analysis for the 2016/2017 classification package.

WEB ADMINISTRATION/CONTENT MANAGEMENT

- Managed network connection changes to the Agency’s website management software required as a result of NYS ITS security updates.
- Posted Regulatory Rule Review information as part of the State Administrative Procedure Act.
- Posted files containing 11,000 public comments on the [State Land Classification Package](#).
- Assisted Local Government Services staff with account access to edit Local Government content on the Agency website.
- Updated the annual calendar of Agency Meetings.
- Assisted support staff with posting monthly mailing content.

ADMINISTRATION (GIS STAFF)

- Provided GIS/Website text for the 2016 Annual Report.
- Attended monthly meetings and produced monthly reports.

January GIS/Web Tasks Summary:

Task	Count	Year to Date
GIS Agency Program Administration	7	7
GIS Map Production	12	12
LUA Boundary/Blue Line Inquiry	125	125
Map Amendments Review	0	0
State Land Classification/Reclassification Review	10	10
Web Administration/Content Management	6	6
Administrative Tasks	3	3

LOCAL GOVERNMENT SERVICES PROGRAM

Outreach

- **LGD:** LGS Staff held a LGD Steering Committee Meeting to work on the agenda for the 20th Annual Conference to be held in April.
- **Hague:** LGS, Regulatory Division and Legal Staff attended a sketch plan review meeting in the Town for expansion of the Silver Bay facility.
- **Stratford:** LGS Staff provided a large format map to the Town.

Correspondence and Consultations

ALLUPs

- **Caroga:** Responded to questions from the public regarding the variance referral process.
- **Horicon:** Provided the Town with information regarding measuring lot widths.
- **Horicon:** Provided the Town with information regarding campgrounds.
- **Hague:** Responded to questions from the Town regarding their ALLUP.

Agency Staff

- **Regulatory Programs:** Coordinated with Regulatory Programs staff on a project in Hague.
- **Regulatory Programs:** Coordinated with Regulatory Programs staff on a project in Chester.
- **Jurisdictional Office:** Coordinated with the JIF office regarding a project in Edinburg.

Agency-approved Local Land Use Programs (ALLUPs)

Amendments

- **Caroga:** The Town is currently in the process of rewriting its zoning code. The Town is working with the Fulton County Planning Office to prepare the document. Caroga became an ALLUP in 1980.
 - **Status:** Informal review process. Agency staff continue to coordinate with the Town and County on incorporating revisions and comments into the revised code.
- **Chester:** The Town has begun preliminary discussion to address needed amendments to its zoning code. Chester became an ALLUP in 2005.

- Status: Informal review process. Staff has offered to meet with the Town committee that will be tasked with drafting amendments.
- **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. Staff has offered to meet with the Town to discuss steps for the amendment.
- **Colton:** The Town has been working with St. Lawrence County on revising its local land use program and has submitted components to the Agency for informal review. The Town is also currently going through the process of amending their code for portions of the Town outside of the Adirondack Park. These amendments do not require review or approval by the Agency. Colton became an ALLUP in 1982.
 - Status: Informal review process. Staff met with the Town and County and provided comments for incorporation into the revised code. Amendment is expected to go before the Agency Board in early 2017.
- **Horicon:** The Town has begun discussions regarding revisions to its sanitary code, last updated in 1979.
 - Status: Informal review process. Staff will assist the Town as necessary to help develop the revised code.
- **Indian Lake:** The Town is currently drafting a Comprehensive Plan. Indian Lake became an ALLUP in 1977.
 - Status: Informal review. Staff has reviewed the draft Plan.
- **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. Staff has been notified by the Town's consultant that a revised version of the code is forthcoming.

Variances (9)

- **Bolton (2)**
 - Project [LV2016-0100] involved the tear-down/re-build of a single family dwelling within the shoreline setback. Relief was required from the Town side yard setbacks, from the Town 75-foot shoreline setback and for altering a non-conforming structure. 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 [LV2016-0101] involved construction of a hillside trolley, 4-feet from the shoreline of Lake George. Relief was required from the Town 75-foot shoreline setback from both Lake George and from an unnamed stream as well as from the Town 30-foot sideyard setback. This variance was reversed by the Agency.
- **Caroga (1)**
 - Project [LV2017-0004] involved the subdivision of a 48 acre parcel into four lots. Relief was required from the Town minimum lot size. No further Agency review was required for this variance since the project did not involve provisions of the Adirondack Park Agency Act.
- **Horicon (1)**
 - Project [LV2016-0016] involved the expansion of a non-conforming single family dwelling. Relief was required from the Town 100-foot 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.
- **Indian Lake (2)**
 - Project [LV2017-0001] involved construction of an 85-foot cell tower with 4-foot lightning rod. Relief was required from the Town Zoning Ordinance. The Agency deferred to the findings of the ZBA, however, the proposed project is subject to the APA permit currently under review.
 - Project [LV2016-0099] involved rebuilding a boathouse which had previously been demolished. Relief was required from the Town Zoning Ordinance for the size of the boathouse, the height of the boathouse, the size of the roof overhangs, and for extension into the lake greater than the allowable 30 feet. The Agency deferred to the findings of the ZBA and no further review of this variance was required.
- **Queensbury (3)**
 - Project [LV2017-0002] involved construction of a 768 square foot second story addition above a lawfully existing, non-conforming single family dwelling along with construction of two additional entry landings. Relief was required from the Town Zoning Ordinance for insufficient property line setbacks, insufficient permeability, and for exceeding the maximum floor area ratio. No further Agency review was required for this variance since the project did not involve provisions of the Adirondack Park Agency Act.
 - Project [LV2017-0003] involved construction of a single family dwelling with site work including construction of an access driveway flanked by two swales. Relief was required from the Town Zoning Code for stormwater infiltration devices within 100 feet of a wetland. The Agency deferred to the findings of the ZBA, however, the proposed project is subject to the APA permit currently under review.

- Project [LV2017-0005] involved construction of a 480 square foot addition to an existing 960 square foot detached garage. Relief was required from the Town side yard setback in the RR-5A zoning district. No further Agency review was required for this variance since the project did not involve provisions of the Adirondack Park Agency Act.

Summary of Local Government Services Accomplishments January 2017				
Reportable Items	Municipalities		Month Total	Year to Date
	ALLUP	Other		
Land use regulations reviewed	7	0	7	7
ALLUP amendments approved	0	--	0	0
ALLUP variances reviewed/reversed	9/1	--	9/1	9/1
Comprehensive Plans reviewed	0	0	0	0
Meetings with Town officials	1	0	1	1
Training & Workshops provided	0	0	0	0
Correspondence & Consultations				
Intra-Agency local planning assistance	3	0	3	3
<i>ALLUP - denotes "APA-approved Local Land Use Program"</i>				