



MEMORANDUM

TO: Terry Martino, Executive Director

FROM: Richard Weber, Deputy Director - Planning

DATE: November 7, 2019

RE: Planning Division Activity Report for September and October 2019

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

APSLMP CONSULTATIONS

UMP Development/Review

- Reviewed public comments received by APA on the Final Draft UMP for the Sentinel Range Wilderness, and prepared a presentation to the Board with staff's recommendation that the Plan is in conformance with the APSLMP.
- Completed staff review of a proposed Final Draft Amendment to the 1995 Blue Mt. Lake Wild Forest UMP and recommended to the Board that APA and DEC open a joint public comment period on the Plan.
- Continued APSLMP conformance consultations with DEC staff concerning updated drafts of the Fish Creek Campground UMP.
- Continued APSLMP-conformance consultations with DEC staff concerning a draft of the Lake George Wild Forest UMP.

APA/DEC MOU Consultation

- Reviewed two State Land Projects consisting of snowmobile trail work plans for tree cutting and rock removal submitted by DEC Region 5 staff regarding snowmobile trails in Hammond Pond Wild Forest and Wilcox Lake Wild Forest, respectively.
- Reviewed a revised State Land project proposal submitted by DEC Operations staff for replacing/improving the ramps and docks at the Paradox Lake boat launch.

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, participated in a number of conference calls and meetings with DEC staff.
- Participated in a DEC-sponsored meeting with the Education Director of “Leave No Trace” held in late September at DEC Region 5 headquarters in Ray Brook.
- Visited multiple popular rock-climbing sites with DEC staff to assess resource impacts and prepare for development of fixed anchor and climbing access guidance.
- Prepared and presented a final draft of the Primitive Tent Site Management Guidance document to the Agency board.
- Prepared and conducted a public field visit to review and discuss Primitive Tent Site management and assessments at Little Green Pond in Saranac Lakes Wild Forest and St. Regis Canoe Area. Agency and Department staff hosted the Agency Board of Commissioners along with several individuals from the press and the environmental advocacy community.
- With DEC staff, coordinated members of the SCA ADK AmeriCorps program to assess impacts at campsites in the High Peaks Wilderness

Training/Conferences

- Participated in a DEC sponsored training session and conference with Jeremy Burns from the Student Conservation Association for the development of foot trails with a focus on the trail development project being undertaken at Cascade Mountain in the High Peaks Wilderness Area.

ADMINISTRATION (State Land Staff)

Reporting

- Submitted weekly and monthly reports.

Training

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

Legal Support

- Provided administrative support for pending litigation.

HISTORIC PRESERVATION ACT REVIEW

- Reviewed proposed projects in the Towns of Johnsbury and Fort Ann

GIS AGENCY PROGRAM ADMINISTRATION

Consultation

- Created a Telecommunications Task Force deliverable to be distributed to parties interested in the Agency's communications data.
- Staff Municipal Water/Sewer planning team utilizing GIS resources to recognize needs and coverage.
- Assisting State Land Planning for further analysis on lakes for lake classification.
- Provided information to DEC staff on operating system functionality and Survey123

Data Management

- Transferring M:Drive data from APAGIS to APAGIS2019.
- Republishing LUS services and Geoprocessing tools on APAGIS2019.
- Creating ODBC connections on APAGIS2019 for LUS .asp dynamic pages.
- Maintaining photos on APAGIS and publishing to Lookup.
- Downloading and processing new county soils data for staff and LUS.

Hardware/Software Management

- Troubleshooting ESRI software applications and products for APAGIS2019 server. ATRADS links troubleshooting within Lookup System.
- Fixing FTP connections from Dreamweaver 2019 to the Media3 remote hosting server.
- Monitoring and editing transaction data for Lookup and EditAPA systems.

Training

- Attended NY Geo Conference as GIS representative for the APA.
- Creating website and mailing training manuals with Adobe Dreamweaver 2019 for staff.
- Meeting with John Barge for regular training and GIS administrator assistance/server configuration.
- Creating training manual for using Lidar to assess trail construction proposals for staff.

GIS MAP PRODUCTION

- Updated and created new telecommunications maps used for “Task Force” deliverable.

LUA BOUNDARY/BLUE LINE INQUIRY

- Research on an inquiry about Highway CEA off Bobsled Ln.

WEB ADMINISTRATION/CONTENT MANAGEMENT

- Website homepage regular updating and monitoring.
- Replacing and updating forms and applications.
- Forms and Applications website page modifications.
- Posting job announcements and updating web page.
- Publishing new updates for Language Access on website.

ADMINISTRATION (GIS STAFF)

- Collection and research for lake mapping/lake classification and analysis projects.
- Contacting ITS for data share Microsoft 365 access for parcel data and updating.
- Monitoring and updating ArcGIS Online accounts and data sources.
- Researching DEC SLIM solution/alternative option for LUS.
- Ensuring connections and troubleshooting for soils layer updates.

September/October GIS/Web Tasks Summary:

Task	Count	Year to Date
GIS Agency Program Administration	5	47
GIS Map Production	4	88
LUA Boundary/Blue Line Inquiry	3	
Map Amendments Review		
State Land Classification/Reclassification Review		
Web Administration/Content Management	9	33
Administrative Tasks	5	10

LOCAL GOVERNMENT SERVICES PROGRAM

Outreach

- **Bellmont:** Staff met with the Town’s planning committee.
- **Horicon:** Met with the Town CEO to discuss their ALLUP.
- **Chester:**
 - Met with the Town Zoning Administrator to discuss the Town’s ALLUP.
 - Provided the Town with more ‘get a JIF’ cards.

- **Local Government Review Board:** Attended the September and October LGRB meetings.
- **Adirondack Champlain Regional Salt Summit:** Attended 5th annual summit to discuss impacts of road salt to waters.
- **ARC Social Science Workshop:** Participated in the Adirondack Research Consortiums Social Science Workshop.
- **Local Government Day:** Sent save-the-date email and survey 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 28th annual conference.
- **DOS Local Government Innovation Conference:** Attended the 5th annual conference.
- **ALLUPS:** Provided information to ALLUP Towns regarding the Northern Long-eared Bat.

Correspondence and Consultations

- **Bolton**
 - Discussed variance with applicant.
 - Responded to CEO question regarding density in Hamlet.
 - Responded to questions from the Town regarding docks on Green Island.
 - Provided information to the Town regarding conversions of tourist accommodations.
 - Provided information to the Town regarding timber harvests.
- **Caroga**
 - Responded to questions from the Town regarding jurisdictional determination (J2015-0154).
 - Responded to questions from the Town regarding SEQR and Class A projects.
 - Responded to questions from the Town regarding the variance process.
 - Provided information to the Town regarding shoreline setbacks
 - Provided information to the Town regarding (J2004-0087).
- **Chester**
 - Provided information to the Town regarding the placement of a 12x12 foot shed.
 - Responded to questions from the Town regarding from the public regarding wetlands.
 - Responded to questions from the Town regarding porch addition and variances
 - Provided information to the Town regarding jurisdictional determination J 2019-0652

- Responded to questions from the Town regarding from the public regarding projects involving wetlands. Referred to JIF.
 - Provided information to the Town regarding prior Agency permit (P2009-0258).
 - Responded to questions from the Town regarding from the public regarding a 2004 JIF and wetlands. Referred to JIF.
 - Responded to questions from the Town regarding the Vista View subdivision.
- **Chesterfield**
 - Discussed 2 separate projects with supervisor.
 - Discussed past project involving wetlands with supervisor.
- **Hague**
 - Discussed possible shoreline variance with Code Administrator
 - Responded to questions from the Town regarding a boathouse expansion.
 - Responded to questions from the Town regarding the conversion of a trailer park to single family dwellings.
- **Horicon**
 - Responded to questions from the Town regarding 2 single family dwelling son one parcel.
 - Provided information to the Town regarding jurisdictional determination (J2016-0827A).
- **Newcomb**
 - Responded to questions from the Town regarding a prior Agency permit (P2012-0147).
 - Provided information to the Town regarding mapping.
- **Queensbury**
 - Responded to questions from the Town regarding from the public regarding a prior Agency permit.
- **Westport**
 - Provided information to the Town regarding a jurisdictional determination (J2019-0588).
 - Provided information to the Town regarding the new proposed firehouse.
- **Willsboro**
 - Responded to questions from the Town regarding the jurisdictional inquiry process.
- **Planning**
 - Discussed possible road salt alternative with ADKAction representative.
 - Discussed St. Lawrence Watershed Revitalization project with consultant.
- **Regulatory Programs**
 - Provided information to staff regarding
 - Provided information to staff regarding docks in Caroga.
 - Provided information to staff regarding the Town-designated CEA in the Colton.

- Coordinated with staff regarding a Class A project in Johnsbury (P2019-0136)
- **RASS**
 - Provided information to staff regarding Westport's ALLUP.
- **Enforcement**
 - Coordinated with staff regarding a potential violation in Arietta.

Agency-approved Local Land Use Programs (ALLUPs)

Amendments

- **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:* Approved at the September Agency meeting.
- **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.
- **Colton:** The Town is currently in the process of developing regulations for wind energy. Colton became an ALLUP in 1982.
 - *Status:* Informal review process. Information is insufficient at this time to determine if these amendments will be required to go before the Agency Board.

- **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 at the December meeting.

- **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 (17)

- **Bolton (1)**
 - Project [LV2019-0052] involved replacing an existing deck with a master bedroom/bathroom addition. Relief was required from the Town for alteration of a non-conforming structure and from the Town shoreline setback. 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 Act.

- **Caroga (2)**
 - Project [LV2019-0056] involved an after-the-fact variance to maintain an attached deck and a 120 square foot shed that were constructed without a permit. Relief was required from the Town for exceeding the maximum lot coverage allowed in that district. No further Agency review was required for this Town issued variance since the project did not involve provisions of the Act.
 - Project [LV2019-0061] involved replacement of an entryway ramp with a larger covered entryway with steps. Relief was required from the Town for deficient front yard setback to edge of road and for exceeding the allowable lot coverage for that district. No further Agency review was required for this Town issued variance since the project did not involve provisions of the Act.

- **Chester (1)**
 - Project [LV2019-0049] involved replacement of an existing on-site wastewater treatment system. Relief was required from the Town for the proposed absorption field to be placed within 100 feet of wetlands. No further Agency review was required for this Town issued variance, however, due to the presence of jurisdictional wetlands on the parcel, the placement of the proposed system must be constructed in accordance with the plans referenced within Agency jurisdictional determination #J2019-0361.

- **Day (1)**
 - Project [LV2019-0063] involved a lot line adjustment between adjacent parcels under the same ownership. Relief was required from the Town to allow a property line adjustment between two non-conforming lots. No further Agency review was required for this Town issued variance since the project did not involve provisions of the Act.

- **Edinburg (2)**
 - Project [LV2019-0040] involved construction of an addition to an existing structure. Relief was required from the Town side yard setback. No further Agency review was required for this Town issued variance since the project did not involve provisions of the Act.
 - Project [LV2019-0054] involved a lot line adjustment to add a portion of an adjacent parcel to two currently owned lots forming one large non-conforming lot. Relief was required from the Town for substandard lot size in that district. No further Agency review was required for this Town issued variance since the project did not involve provisions of the Act.

- **Hague (1)**
 - Project [LV2019-0043] involved replacement of a non-conforming one-story single family dwelling with a new two-story SFD with expanded footprint. Relief was required from the Town for expansion of a non-conforming structure by more than 25%. No further Agency review was required for this Town issued variance, however, the applicant was encouraged to contact the Agency to determine if an APA permit is required do to the appearance of jurisdictional wetlands.

- **Horicon (4)**
 - Project [LV2019-0046] involved replacement of an on-site wastewater treatment system to serve a 3-bedroom residence converted from a former church. Relief was required from the Town for deficient setback distances from the new absorption field and septic tank to the building and its property lines. The property is located in an area designated Hamlet on the Adirondack Park Land Use and Development Map and therefore was not required to be referred to the Agency.

- Project [LV2019-0050] involved a two-lot subdivision of a ±53 acre parcel. Relief was required from the Town minimum lot size for that district. The Agency offered no comments on the town issued variance; however, the subdivision required an Agency permit which the land owner must obtain prior to commencement of the project.
 - Project [LV2019-0051] involved construction of a rock retaining wall along a shared beach. Relief was required from the Town shoreline setback. The Agency deferred to the findings of the ZBA and no further review of this variance was required.
 - Project [LV2018-0054] involved construction of an on-site wastewater treatment system to serve a proposed 4-bedroom dwelling. Relief was required from the Town for deficient setback distance from the new absorption bed to a stream on the property. 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 [LV2019-0062] involved construction of a stilling pond and water intake structure to serve a mill facility at the Ruby Mountain Mine adjacent to the shoreline of Thirteenth Brook. Relief was required from the Town for deficient shoreline setback for the intake structure. The Agency offered no comments on the Town issued variance, however the project is a Class A regional project under review by the Agency and the landowner must obtain an Agency permit prior to commencement of the project.
- **Queensbury (3)**
 - Project [LV2019-0059] involved renovations to an existing single-family dwelling. Relief was required from the Town for expansion of a non-conforming structure and for deficient shoreline setback. No further Agency review was required for this variance as the parcel is located in a Moderate Intensity land use area on the Adirondack Park Land Use and Development map requiring a minimum 50-foot shoreline setback and therefore did not vary provisions of the Act.
 - Project [LV2019-0060] involved construction of an addition over an existing deck, adjusting an outside staircase and adding new stairs to a path at grade. Relief was required from the Town side yard setback and for exceeding the Town floor area ratio. No further Agency review was required for this variance since the project did not involve provisions of the Act.
 - Project [LV2019-0064] involved replacement of an existing on-site wastewater treatment system. Relief was required from the Town for deficient setbacks from proposed absorption field to well and property lines. No further Agency review was required for this variance since the project did not involve provisions of the Act.

- **Westport (1)**
 - Project [LV2019-0048] involved construction of a manufactured home with associated well and septic on a vacant parcel. Relief was required from the Town for deficient setback from the center of right-of way. No further Agency review was required for this variance since the project did not vary provisions of the Act, however the applicant was encouraged to contact the Agency to determine if a permit is required as there appear to be jurisdictional wetlands on the parcel.

Summary of Local Government Services Accomplishments September-October, 2019				
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	26/3
ALLUP variances review/reversed	17/0		17/0	62/1
Comprehensive Plans reviewed	0	0	0	0
Meetings with Town officials	2	1	3	9
Training & Workshops provided	0	0	0	1
Correspondence & Consultations	32	0	32	125
Intra-Agency local planning assistance	8	0	8	33
ALLUP – denotes “APA-approved Local Land Use Program”				