



M E M O R A N D U M

TO: Terry Martino
FROM: Brian Grisi
DATE: July 2, 2012
RE: Local Government Services Program Report,
June 2012

I. Program Highlights

A. Approved Local Land Use Program

- **Hague** - Agency planning staff met with the Town of Hague Supervisor, members of the Town Board and Code Enforcement Officer to discuss the town's agency-approved local land use program and several proposed projects within the town. Also Dan Kelleher, Special Assistant for Economic Affairs presented an overview of the economic services the agency can provide to municipalities. The Town has administered an Agency-approved local land use program since 1978.
- **Westport** - Agency staff met with the Town of Westport Supervisor, members of the Town Board and Code Enforcement Officer to discuss proposed revisions to the town's zoning and subdivision laws and options for conditional map amendment to provide expansion possibilities for Hamlet areas within the town. The town has administered an Agency-approved local land use program since 1996.

B. Outreach

- **Adirondack Association of Towns and Villages** - Agency planning staff attended Adirondack Association of Towns and Villages Annual meeting in Lake Placid on June 3 and 4, 2012.

- **Adirondack Partnership** - Agency planning staff attended the Adirondack Partnership meeting in Lake Placid on June 4, 2012. The partnership includes a broad group of interested parties with a mission to encourage regional planning to promote economic growth in the Adirondacks.

II. Referrals from Towns with Approved Local Land Use Programs

A. Amendments

- **Bolton** - The Town of Bolton continues to work on a revised zoning law. It will be a complete repeal and replacement of the existing local law. Staff met with the town's consultant in April and the draft is expected to be delivered for informal review in the near future. Status: Unchanged from prior month.
- **Colton** - The Town of Colton is completing a working draft to revise portions of its zoning and subdivision laws. Staff discussed the review of approved local land use program amendments and will coordinate the review process with town officials. Status: Unchanged from prior month.
- **Day** - The Town of Day continues to work on revisions to its zoning and subdivision laws. Agency staff reviewed an initial draft in December 2011, received a revised draft for informal review in April and provided informal review comments and suggestions to town officials in May. Status: Staff and town officials exchanged additional clarifications on the proposed zoning law amendment.
- **Horicon** - The Town of Horicon continues to work on revisions to its zoning and subdivision laws. The changes to the zoning law will result in a complete repeal and replacement of the existing law. Agency staff reviewed the documents and provided informal comments to town officials in February and received a revised draft for informal review in April. Status: Staff provided informal review comments and suggestions to town officials in May.
- **Willsboro** - The Town of Willsboro is finalizing its comprehensive plan and continued discussions with Agency staff on revisions to its zoning law. Staff provided examples of zoning laws and provisions used by similar

communities to address specific land use issues the town is considering revising. Status: Staff provided additional clarifications on the comprehensive plan.

- **Westport** - The Town of Westport submitted a draft zoning law and revisions to its existing subdivision law for informal review in April. The changes to the zoning law will result in a complete repeal and replacement of the existing zoning law. Staff provided informal review comments and suggestions to town officials in May. Status: Staff met with town officials to review the proposed zoning law amendment.

B. Variances (4)

- **Edinburg (1)** - Staff received one variance referred by the Town.
 - Project [LV2012-0027] involved the construction of a 16 x 24 foot garage. Relief was required from the Town road setback. The Agency responded to the town with an acknowledgment of the receipt of the variance record and stated the Agency took no additional action on the referral since the project did not involve provisions of the APA Act.
- **Hague (2)** - Staff received two variances referred by the Town.
 - Project [LV2012-0034] involved after-the-fact approval for the construction of an additional tourist accommodation unit. Relief was sought from the Town minimum lot area for a tourist accommodation. The project did not alter the dimension of the exterior structure. No action was necessary for this variance as the project site was functionally in an area designated as Hamlet.
 - Project [LV2012-0031] involved the reconstruction and connection of two existing non-conforming dwelling structures into one cohesive single family dwelling. Relief was required from the town shoreline setbacks and for alterations to a non-conforming structure. The Agency took no action after review of the variance.
- **Horicon (1)** - Staff received one variance referred by the Town.

- o Project [LV2012-0028] involved the removal of an 8 x 6 foot shed with new 10 x 10 foot pavilion. Relief was required from the Town shoreline setbacks. The Agency took no action after review of the variance.

III. Correspondence and Consultations

- **Arietta** - Staff provided the town with jurisdictional information on shoreline development.
- **Caroga** - Staff provided the town with jurisdictional information on a shoreline subdivision and advisory comments on two local variance applications involving a shoreline structure and a sideyard setback.
- **Chester** - Staff provided the town with jurisdictional information on a commercial use and a project within a designated Recreational River area.
- **Day** - Staff provided the town with jurisdictional information on tourist accommodations.
- **Fine** - Staff supplied the Town with a large-scale map of the Town for assisting with land use planning.
- **Hague** - Staff provided the town with advisory comments on a local variance application involving a shoreline structure.
- **Horicon** - Staff provided the town with jurisdictional information on project involving a boathouse.
- **Lake George** - Staff provided the town with jurisdictional information on a dock.
- **Lewis** - Staff offered assistance in providing resource information to develop the town's first ever comprehensive plan.
- **Newcomb** - Staff supplied the Town with an information and location map of the Town.
- **Westport** - Staff conferred with the town's consultant on its proposed zoning revisions.
- **Willsboro** - Staff provided continuing assistance with the towns comprehensive plan review.

VI. Summary Table

Summary of Local Planning Unit Program Accomplishments - June 2012				
Reportable Items	Municipalities		Total	Year to Date
	ALLUP	Other		
Town/Village/Counties consulted	2	10	12	77
Land use regulations consulted/reviewed	3	0	3	17
ALLUP Amendments approved	0	--	0	2
ALLUP Variances reviewed	4	--	4	29
Comprehensive Plans reviewed	1	0	1	4
Meetings with town officials	2	2	4	11
Responded to land use planning inquiries	16	2	18	163
Planning & Zoning Board actions reviewed	9	0	9	90
Training & Workshops provided	1	0	1	3
Intra-Agency local planning assistance	10	1	11	41
Inter-Agency Coordination	--	--	3	21
<i>Notes: "ALLUP" denotes "APA-approved local land use program"</i>				

BFG:REB:lhb

cc: James Connolly
 Robyn Burgess