

Appendix A.

Unit Management Planning Process

The development of unit management plans for classified public lands in the State follow a stepwise process that will culminate in the preparation of a draft and final UMP. The eight tasks in this process are:

1. **Conduct a comprehensive *Resource and Use Inventory and Analysis*.**
2. **Develop and implement a comprehensive *Public Participation Plan*.**
3. **Prepare a *Management and Policy Overview*.**
4. **Propose *Goals, Objectives, and Management Actions for the Area*.**
5. **Prepare a *Draft Unit Management Plan For Public Review*.**
6. **Meet appropriate *State Environmental Quality Review Act (SEQR)* requirements.**
7. **Prepare a *Draft Unit Management Plan*.**
8. **Prepare the *Final Unit Management Plan*.**

The activities associated with these eight tasks are described below:

Task 1 - Conduct a Comprehensive Resource and Use Inventory and Analysis

Conduct an inventory of the natural, scenic, cultural, wildlife (including game and non-game species) and other appropriate resources along with an analysis of the area's ecosystems.

1. Conduct an inventory of natural resources including an assessment of physical resources (geology, soils, topography, water, wetlands, air and climate), biological resources and ecological communities (plant life, wildlife and fish) and scenic resources (travel corridors, observation points, open space and other natural areas) and information, such as the occurrence of general vegetative community types.
2. Conduct an inventory of all existing man-made facilities for public or administrative use in the unit. Conduct an assessment of existing facilities to determine compliance with ADAAG and proposed ADAAG. For trail assessments the Universal Trail Assessment Program (UTAP) will be used. Utilize the Maintenance Management System (MMS) format for the inventory of all man-made facilities in the unit. All point and line data will be gathered using global positioning system (GPS) technology and organized to be suitable for incorporation into NYSDEC's geographic information system (GIS).
3. Conduct an inventory of past influences and existing cultural and historic resources that are found in the unit.
4. Conduct an inventory of the types and extent of actual and projected public use within the unit. This inventory should involve a review of information gathered at trailhead and waterway access site registers and interviews with DEC staff and the public.
5. Conduct an inventory and evaluation of existing recreational opportunities available to persons with disabilities within the unit.
6. Conduct an assessment of the relationship between public and private land in the vicinity of the unit. This assessment will include an examination of the impacts of public land ownership and use on adjacent private lands and nearby communities, and vice versa.

7. Conduct an assessment of the physical, biological, and social carrying capacity of the resources of the unit, with particular attention to portions of the area threatened by overuse in light of its resource limitations and classification. Identify existing and potential resource concerns related to the impacts of present and projected use on the resources of the area.
8. Identify current activities related to the use of the area for education, interpretation and research.

Task 2 - Public Participation

Develop and implement a comprehensive public participation plan designed to assure participation in the planning process by all stakeholders including , but not limited to, local governments, tourist-oriented businesses, recreation advocates, people with disabilities, environmental groups, and neighboring landowners. At a minimum, the plan must involve:

1. The compilation of a mailing list of all identified stakeholders.
2. The development of a press release and the mailing of an announcement of the beginning of the planning process with a request for comments.
3. The holding of two public meetings at which the public comment will be effectively and efficiently received and recorded. One meeting shall be held early in the planning process to present information about the planning area to the public and to receive preliminary comments. Two additional meetings shall be held to present the draft UMP and receive public comments on the document.
4. A description of the methods to be used to analyze oral and written public comments and incorporate them into the UMP. The analysis of public comments should include a review of the existing resources.
5. The preparation of a responsiveness survey which documents a summary of all public comments received.

Task 3 - Prepare a Management and Policy Overview for the Area

Prepare a management and policy overview of the area that identifies the following:

1. Past Management - Assess past management activities in the unit, including DEC management activities, academic research projects and activities undertaken by organizations outside the DEC.
2. Management Guidelines - Identify existing guidelines for the management, development or other use of the area including provisions of the state constitution, the guidelines and criteria set forth in the ECL and related rules & regulations, DEC policies and other federal and state laws, rules, regulations, policies and plans that are relevant to the use & management of State lands. Identify any deed restrictions & private rights that exist.
3. Management Principles - Identify management policies and principles that exist to guide the DEC in managing Forest Preserve units.
4. Issues - Prepare a list of the management issues to be addressed in the UMP that were identified in Task 1.

Task 4 - Propose Management Goals, Objectives, and Actions for the Area

Based on information gathered during the resource inventory, through public input and in consultation with the UMP Team, propose management goals, objectives, and action for the unit.

1. Develop *Goals and Objectives* that will guide the management of the area for the next five years. Proposed goals and objectives must reflect existing legal requirements, such as the New York State Constitution, and the Environmental Conservation Law, as well as DEC policies and established management principles. They must be refined through an analysis of the area's natural resource characteristics and an assessment of the recommendations made to the DEC by local governments, organizations, and individuals in the course of the public participation process.
2. Work with the UMP Team to identify the specific *Management Actions* needed to meet the goals and objectives of the plan. Each action or group of actions proposed to address major issues will be presented along with a complete analysis of alternatives.

Task 5 - Prepare Draft Unit Management Plan

Prepare a Draft Unit Management Plan after completion of Tasks 1-3 above:

1. Prepare an *Executive Summary*. The executive brief will list the major management issues identified during the planning process, describe the level of controversy associated with each issue, and describe the management actions proposed to address the issues, along with the alternatives considered.
2. Prepare a *Preliminary Draft UMP*. The preliminary draft UMP will present the information gathered in Tasks 1 through 3 above and the management goals, objectives, and actions as described in Task 3. The content and organization of the preliminary draft UMP will correspond to the UMP template.
3. After review of the preliminary draft UMP, incorporate necessary modifications, and prepare a *Draft UMP for Public Review*.
4. Complete a long environmental assessment form (EAF) if necessary. The long EAF is not required when writing an environmental impact statement (EIS).
5. Prepare a positive or negative declaration.
6. Prepare the draft UMP in the form of a draft environmental impact statement (DEIS) if required.

Task 6 - Public Participation

Implement the final steps of a DEC prescribed comprehensive public participation plan. This portion of the public participation plan will involve:

1. The holding of an open house style public meeting to present the draft UMP and receive public comments on the document. The meeting may also serve to meet SEQR requirements.
2. An analysis of oral and written public comments. The results of the comment analysis will be incorporated in the final draft UMP.
3. The preparation of a comment and response summary to be included as an appendix to the final draft UMP.

Task 7 - Prepare Final Unit Management Plan

After review of the final draft UMP by the public, incorporate necessary modifications and prepare a Final UMP for the DEC Commissioner approval. The Final UMP will meet the requirements of the State Environmental Quality and Review Act. Prepare a findings statement, if required.