



## RECREATION MANAGEMENT PLAN DEVELOPMENT AND REVIEW PROCESS

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1. Regional DEC planner (Planner) initiates an internal discussion between DEC Regional and Central Office conservation easement (CE) staff in the development of the Recreation Management Plan (RMP). Staff will determine the following:
  - the public recreation rights purchased in the conservation easement
  - recreation impacts and influences on the conservation easement property<sup>1</sup> and on any surrounding state lands
  - SEQRA compliance
  - the extent of other Department program's involvement and review
  - review recreation plan's content and establish a time-line and discuss the RMP planning process below.
2. Planner holds a public scoping session/meeting and/or comment period to present to stakeholders, elected officials, sporting community, lessees and other members of the public the recreation rights the State purchased on the property. The Planner will gather input on public recreational interests, concerns, possible user conflicts etc.
3. Planner, in consultation with landowner, will prepare an initial draft RMP based on the conservation easement public recreation rights and input from the public scoping session.
4. As initial draft RMP is being prepared, the Planner completes State Environmental Quality Review Act (SEQRA) Full Environmental Assessment Form (FEAF) parts 1, 2 and 3. If it is determined, in consultation with the Lands and Forests SEQR Coordinator, that the actions within the recreation management plan are considered not to have significant environmental impact, the Planner shall prepare a Type II justification. Note: Planner will not sign FEAF parts 1 and 3 until step 10.
5. Planner submits initial draft RMP and SEQR documents to Central Office CE staff and Lands and Forests SEQR Coordinator for review. At this time the Planner will also submit the initial draft RMP to the DEC ADA Access Coordinator for review.
6. Central Office CE staff, DEC ADA Access Coordinator and Lands and Forests SEQR Coordinator provide comment on the initial draft RMP and FEAF to the Planner. If necessary, Planner revises proposed draft RMP and FEAF. Also, if substantive revisions are made, Planner shares revised draft RMP with landowner.
7. Adirondack Park only – Planner, in consultation with Central Office CE staff, provides the proposed draft RMP to Adirondack Park Agency (APA) staff for review<sup>2</sup> of the plan's consistency with:
  - The Adirondack Park Agency Act (Section 814)
  - New York State Freshwater Act
  - The New York State Wild, Scenic and Recreational Rivers System Act
8. Once the Planner receives a Review Memo from APA staff, Planner submits draft RMP, Executive Brief and APA Review Memo to their Regional Land Manager (i.e.: Natural Resources Supervisor and/or Regional Forester) for review and comment. Planner revises proposed draft RMP, if necessary.
9. Regional Land Manager submits draft RMP, Executive Brief, and APA Review Memo to Central Office CE staff.
10. The Planner signs SEQR FEAF documents and forwards signed documents to Lands and Forests SEQR Coordinator for appropriate action.

11. CE staff provide the draft RMP and Executive Brief to the Director of Lands and Forests for review and approval to release draft RMP for a 30-day public comment opportunity.
12. Once the Director of Lands and Forests approves the draft RMP, Central Office CE staff provide the draft RMP to DEC Executive for approval to release draft RMP for a 30-day public comment opportunity.
13. Once approvals are granted from DEC Executive, the Planner and Central Office CE staff will coordinate to determine who will prepare a notice for the Environmental Notice Bulletin (ENB) announcing: 1) SEQR Negative (or Positive) Declaration, 2) Public Comment Period and 3) Public Meeting - DEC regional staff in consultation with Central Office CE staff determine a need for public meeting.
  - Planner or Central Office CE staff submit notice to Lands and Forests SEQR Coordinator for publication in the ENB.
  - DEC regional staff prepare and submit a press release announcing a public comment opportunity for DEC Executive approval.
  - DEC regional staff issue press release. It is important that the press release, ENB notice and RMP webpage are made public the same day.
  - Planner notifies landowner of the Department's intent to release the draft RMP for public comment.
14. After the public comment period has ended the Planner reviews public comments and prepares a public comment responsiveness summary. It may be necessary for the Planner to revise the draft RMP and update the Executive Brief.
15. Planner submits proposed final RMP, public comment responsiveness summary and Executive Brief to Central Office CE staff for review and comment.
16. Central Office CE staff forward the final RMP to appropriate Regional DEC staff. Regional DEC staff provides final RMP to the landowner for approval<sup>3</sup>.
17. Once the landowner approves the RMP, Regional DEC staff provide the landowner approved RMP to Central Office CE staff. Central Office CE staff forward the RMP, public comment responsiveness summary and Executive Brief to the Director of Lands and Forests for review and approval.
18. Central Office CE staff will notify regional staff when RMP has been approved by Director of Lands and Forests and Central Office CE staff prepare a Green Flag and submit it along with the RMP's Executive Brief to DEC Executive.
19. Regional staff prepare and submit a press release announcing that Department has finalized and adopted the RMP. Regional staff and CE staff will coordinate who will publish the RMP on the public website.
20. Regional CE staff shall send a memo to the Town Supervisor(s) within the recreation management planning area notifying them that the Department has adopted the final RMP and finalized SEQR review.

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<sup>1</sup> Consultation with the landowner is highly recommended

<sup>2</sup> In accordance within the APA/DEC MOU Section V, "The APA will provide comments to the Department with 30 days of receipt of the draft RMP, unless an extension is requested and mutually agreed upon".

<sup>3</sup> When required in the Conservation Easement, the landowner has 60 days to sign-off. After 60 days the Regional Land Manager should send a letter notifying the landowner that the Department intends to move forward and implement projects in the recreation management plan.