

## **Recommendations on the Formation and Structure of The Town of Southold Division of Environment and Natural Resources**

### **A. Mission Statement:**

The mission of the Town of Southold Division of Natural Resources is to provide professional and technical assistance to the Town Board, Planning Board, Zoning Board of Appeals, Board of Trustees, Land Preservation Department, Building Department, applicants and other internal and external departments, committees and agencies.

### **B. Goal:**

The goal of the Division of Natural Resources is to assist every level of Town government with the management and protection of the Town's natural resources and achieve a greater level of inter-governmental cooperation and cohesiveness regarding key natural resource management issues to better serve the citizens of Southold.

### **C. Objectives:**

The objectives of the Division are as follows:

- Provide professional and technical assistance to the Town Board, Planning Board, Zoning Board of Appeals, Board of Trustees, Land Preservation Department, Building Department, applicants and other internal and external departments, committees and agencies.
- X • Create, implement and manage natural resource management projects, plans and programs of the Town of Southold.
- X • Plan, coordinate and participate in natural resource conservation and restoration projects and programs conducted independently by the Town or in partnership with other public, private and not-for-profit interests.
- Assist the boards in their review of applications, develop standardized language for approvals and ensure that conditions of variances or permits are followed in the field, particularly where sensitive environmental sites are of concern.
- Evaluate Federal, State, County and Town land development and natural resource management regulations, procedures and permitting processes, work to eliminate redundant reviews and strive to establish a streamlined coordinated review process.
- Foster working relationships and partnerships with Federal, State, County and Town plans and programs to achieve land development and conservation of the natural environment with balance and accountability to the citizens of Southold and the Town Goals.
- Strengthen cooperation and coordination between the Town and the County in the development and implementation of the Peconic Estuary Comprehensive Conservation and Management Plan and other programs and plans affecting the natural resources of the Town.

- Provide technical guidance and environmental monitoring services with respect to protection of rare, threatened and endangered habitats and species.

#### **D. Need of the Division**

The Division will provide a centralized point of information and technical services to assist Town Boards and Departments with the management of the Town's environment and natural resources. It will strive to minimize reactionary decisions in response to proposals and actions through the development of proactive decision-making processes and management supported by accessible, accurate information. Division Staff will report to the Town Board.

#### **E. Division Responsibilities**

##### **Town Board/Town Attorney**

- ✗ a. Assist the Board in the up-dating and amending the Southold Town Code, including Chapter 111 Coastal Erosion Hazard Area; Chapter 130, Environmental Quality Review; Chapter 148, Flood Damage Prevention; Chapter 236, Storm Water Management; Chapter 240, Subdivision of Land of the Town and Chapter 275 Wetlands and Shorelines of the Southold Town Code and other natural resource management code sections. **GRANT FUNDED**
- ✗ b. Manage and implement the Local Waterfront Revitalization Program as approved and directed by the Town Board.
- ✗ c. Review proposed Town legislation and actions to the LWRP Coastal Consistency Review Policies.
- ✗ d. Review proposed Town legislation and actions to SEQRA regulations; prepare reports and Determinations of Significance.
- ✗ e. Provide technical support to the Town Board on compliance issues pertaining to natural resources.
- f. Review and comment on proposed Town Board land use proposals.

##### **Planning Board**

- a. Participate in project scoping meetings.
- b. Review ERSAPs for subdivisions and site plans and assist in the preparation of ERSAPs for Conservation Subdivisions.
- c. Oversee and/or perform SEQRA analysis on applicant submissions for subdivision and site plan applications.
- d. Review proposed subdivisions and site plans to LWRP Coastal Consistency Review Policies.
- e. Serve as contact for the Planning Board to provide technical support on applications in relation to natural resource management.
- f. Conduct field verification and prepare environmental assessments on parcels and/or applications (upon request).
- g. Assist the Board in the application and administering of Chapter 111, Coastal Erosion Hazard Area; Chapter 130, Environmental Quality Review; Chapter 148, Flood Damage Prevention; Chapter 236, Storm Water Management and Chapter 240, Subdivision of Land of the Town of Southold Town Code and other natural resource management code sections.

- h. Source, prepare, manage and continue to implement grant opportunities.
- i. Investigate and report on Covenant and Restriction encroachments or expected violations to Code Enforcement.
- j. Provide assistance to appraisal services regarding protective natural features on parcels.
- k. Work with the Town Board and Federal, State and County land development and natural resource management jurisdictions on implementing policies, procedures and environment and natural resource issues.

#### **Zoning Board of Appeals**

- a. Provide technical support to the Zoning Board of Appeals on applications.
- b. Perform SEQRA analysis on applicant submissions for applications upon request.
- c. Review proposed actions to LWRP Coastal Consistency Review Policies.

#### **Board of Trustees**

- a. Review applications to LWRP Coastal Consistency Review Policies.
- b. Provide technical support with the application and administering of Chapters 275 Wetland and Shoreline and Chapter 111 Coastal Erosion Hazard Area of the Town of Southold Town Code.
- c. Assist the Board in the assessment and application of Chapter 219 Shellfish of the Town of Southold Town Code.
- d. Assist the Board in the assessment and application of Chapter 96 Boats, Docks and Wharves.
- e. Participate in delineation/verifications of protected natural features for applications (upon request).
- f. Prepare environmental assessments for parcels and/or applications (upon request).
- g. Assist landowners in developing woodland, beach, dune and wetland restoration plans to address local resource protection needs and ensure compliance with Sections Chapter 111 (Coastal Erosion Hazard Area) and Chapter 275 (Wetlands and Shoreline) of the Town Code as directed by the Board.
- h. Source, prepare, manage and continue to implement grant opportunities.
- i. Perform site compliance inspections as requested.

#### **Land Preservation Department**

- a. Participate in project scoping meetings.
- b. Assist Land Preservation Co-ordinator with environmental assessments of parcels.
- c. Provide assistance to appraisal services regarding protective natural features on parcels.
- d. Participate in the development of stewardship management plans.

#### **Department of Land Management and GIS**

- a. Work with Technical Co-ordinator in the field inventory of natural resources and assessment and development of the Natural Resource GIS database initiated in 2002.
- b. Work with Technical Co-ordinator in the mapping requirements of natural resource projects.
- c. Provide assistance to Technical Co-ordinator in infrastructure mapping for storm water management (Fishers Island).

### **Department of the Town Engineer**

- a. Assist the Town Engineer with the development and implementation of the Phase II Municipal Storm Water (MS4) Program. Note that this is a large, multi-year initiative.  
**PARTIALLY GRANT FUNDED**
- b. Work with the Town Engineer in the application and enforcement of Chapter 236, Storm Water Management.
- c. Work with Town Engineer in developing construction practices and storm water best management practices.

### **Department of Public Works**

- a. Assist the Director of Public Works with the development, management and application of stewardship plans (upon request).

### **F. Personnel Structure**

It is recommended that the Division is managed by a Director within the Division who reports directly to the Town Board on environmental and natural resource management issues through meetings and reports. Division Staff will provide assistance to all Town boards and departments upon request.

### **G. Special Projects**

Town of Southold Comprehensive Plan (Town Board Directive)  
Hamlet Study Implementation/HIP Panel (Town Board Directive)  
Mattituck Sewer Study (Town Board Directive)  
Assist Trustees in review of Chapter 111 and Chapter 275 (Town Board Directive)  
Projects as directed by the Town Board.

### **H. Grants Administration and Management (initials indicate Project Manager)**

1. Planning and Development of Southold Town Code Revisions - The Town of Southold will evaluate the Town Code and propose amendments to implement the goals and objectives of its Local Waterfront Revitalization Program. Work will focus on revising code definitions, chapter language, zoning districts and their associated, permitted and special exemption uses. Town Staff will be assisted by a consultant team in conducting this project. This will complement work developed under previous EPF awards. (MT)
2. Hashamomuck Pond Watershed Management Plan Implementation - The Town of Southold will implement the Hashamomuck Pond Watershed Management Plan by undertaking identified high priority Best Management Practices (BMPs). The project will include installation of grass channels, bioretention systems, dry swales, sediment forebays, oil separators, low flow outlets and site restoration at identified BMP sites. Work will be conducted by a combination of municipal staff and contractual services. (MT)

3. Town of Southold LWRP Hamlet Study - Funding to support completed and ongoing planning for a Comprehensive Hamlet Revitalization Program for the Town's nine hamlets. To date, hamlet stakeholder groups have been formed, presented hamlet stakeholder reports to the Town, and identified priority projects. Grant funding will also support completion of the program, and implementation of several short-term priority projects. These include planning for traffic calming, gateway signage, and affordable housing, lighting and pedestrian movement analyses, development and implementation of site plan design standards, and hamlet centers economic study. (MT)
4. Developing Priority Impaired Waterbody and Subwatershed Management Plans SGA 22 (Goose/Town/Jockey Creeks) and SGA 26 (Richmond Creek). (MT)
5. Development and Implementation of Transfer of Development Rights Program. (MT)
6. Mattituck Watershed (WATERWASH). (SH)
7. Pipes Cove Phragmite Removal Project. (SH)

**I. Program/Committee Participation (initials indicate participant)**

Peconic Estuary Program (MT)

Code Committee (MT)

Planning and Zoning Committee (MT)

Local Waterfront Revitalization Co-ordinating Council (MT, SH)

Conservation Advisory Council (SH)

Renewable Energy Committee (MT)

Storm Water Committee (MT)

Land Stewardship Committee (SH)