



Meeting Facilitators:

Matthew Smith - Junior Planner

Sara Frankenfeld - GIS Administrator

## Meeting Summary

February 25<sup>th</sup>, 2026 | 9:00 a.m. – 11:00 a.m.

### Meeting Purpose

The first purpose of this meeting was to discuss Accessory Dwelling Units (ADUs), understand their prevalence, gather information from municipal staff, and identify opportunities for County assistance. The second purpose of the meeting is to talk through the NYS Archives Grant and understand the need for municipalities based on information County staff have gathered about the grant opportunity.

The meeting started at 9:00 a.m.

### NYS Archives Local Government Records Management Improvement Fund Grant

Sara Frankenfeld began by explaining the grant program, including her prior experience applying for and administering similar grants through this program previously, as well as the project the County planned on applying for based on previous conversations with the Planning and Zoning Group. Sara discussed the need for municipal assistance to prepare the grant application based on the quick turnaround of the grant. Sara also mentioned the possibility of not having a spot open to apply next year through the County Clerk's Office. The grant term is also one year meaning the project will have to be completed within a year.

- The group all agreed would be difficult to carry out the grant application and the digitization with the current situation of their records. There were also some concerns about security of their records and length of time they would be without them while they are scanned.
- Matthew Smith said that he and Sara Frankenfeld have a meeting the following day with the representative for Warren County from the NYS Archives and they would ask the questions from the group and provide answers within the meeting summary.

### TAG Pro Housing Grant

The group was informed in the middle of the conversation that the grant submitted last year for the development of a database to hold planning and zoning records that will be accessible to Planning and Zoning Staff to centralize documents and make a holding place for digital records was



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awarded. This project is a key component of the larger project which is a centralized digital database of planning and zoning records.

- The group agreed that this project is a good starting point and that the development of the database was a logical first step. The database will be in the process of being developed and the group will continue to have conversations about the needs of municipalities and this can inform an application through the NYS Archives for digitization of records in the next grant cycle next year.

### Accessory Dwelling Units (ADUs)

After finishing discussions about the recordkeeping grant, the group discussed Accessory Dwelling Units. Matthew Smith asked the group questions to prompt discussion. The discussion began by noting the overlap between ADUs and Short-Term Rentals (STRs), particularly given that market forces are currently driving STR activity in many communities. Municipal staff talked about whether or not ADUs were included in their zoning codes. Municipal staff talked about their recently completed Comprehensive Plans and in progress or anticipated zoning code updates based on the newly adopted Comprehensive Plans. Enforcement of STRs is already challenging and it was brought up that ADUs operating illegally could be a challenge in regards to enforcement. APA limitations for where ADUs can be built and the possibility of infill development was discussed at length.

- There was general agreement that there could be future pressure in hamlet areas and in towns generally from ADUs as affordable housing pressures increase. Limitations include hamlet area inside the Adirondack Park, water and sewer infrastructure to support density increases, and zoning codes not allowing for ADUs and/or other types of housing.
- The group requested that County staff provide some local ADU regulations and definitions so municipal staff could be informed about the possible types of regulations they could pursue regarding ADUs.

The meeting ended at 11:00 a.m.

## Answers to questions from NYS Archives:

1. Can we incorporate microfiche?  
Yes, you can.
2. For documents that are odd shapes or sizes, how are they included?  
Breaking a project up to multiple phases based on types of records is feasible to accommodate cost, time and size/shape of records.
3. How can towns best prepare for next application cycle?  
Look at guidelines and questions of the grant and towns can prepare to answer the questions and provide information when next grant cycle comes out.
4. Can you provide an example of a successful application that is similar to the project the County is proposing?  
Yes, they are going to provide the County with applications that we can reference.
5. How does the process typically work with confidential documents?  
Often, municipalities will have to work with attorneys to determine whether the confidential documents should be sent out and scanned and if they are to be sent out, a legal agreement is often reached between the municipality and the vendor based on the confidential nature of the records.
6. How do municipalities handle projects when the project includes active records?  
Typically, the municipality and the vendor come to an agreement that the vendor will pull a requested record, digitize that record and send it within an agreed upon amount of time. In other words, if there is an agreement before the records are sent to the vendor, and a town needs a record, then they tell the vendor they need it within a set amount of time, an hour for example, and the vendor finds the record and scans it as priority, then send it digitally to back to the town.



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## Model Accessory Dwelling Unit Regulations

1. Town of Lake George

*Link to regulations:*

<https://ecode360.com/10652036?highlight=accessory&searchId=12498080897442937#10652033>

2. Ulster County Model Regulations

*Link to regulations and scroll to the bottom:*

<https://hsci.ulstercountyny.gov/housing-smart-actions/development-of-accessory-dwelling-units/>

\*If you would like a more in-depth technical assistance document regarding Accessory Dwelling Units for your municipality, please reach out to us and we can work to develop an informative and relevant document.\*

### Next steps:

- Schedule next Planning and Zoning Group Meeting
- Ask Buildings and Codes to attend the next meeting
- Inform Don Lehman about scam regarding application processing fees
- Create a guide of the record retention schedule based on NYS Archives and send to group to provide amount of time specific records must be kept

Prepared by Matthew Smith on 2/26/2026