

**County of Jefferson**  
**Office of the County Administrator**

**Historic Courthouse**  
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October 7, 2015

**TO:** Members of Planning and Development Committee

**FROM:** Robert F. Hagemann, County Administrator

**SUBJECT:** Planning and Development Committee Agenda

Please let this correspondence serve as notification that the Planning and Development Committee will meet on ***Tuesday, October 13, 2015 at 6:00 p.m.*** in the Board of Legislators' Chambers. The meeting will be immediately recessed for a Public Hearing.

Following is the agenda for the meeting:

**Presentation:**

Manure Management, Storage and Application - Karl Czymmek, Cornell University

**Resolutions:**

1. Authorizing Jefferson County to be Lead Agency under the State Environmental Quality Review Act for the Purpose of the 2015 Inclusion of Viable Agricultural Land within Existing Agricultural Districts Before the Districts' Established Review Periods, and Making a Determination of Non-significance
2. Inclusion of Viable Agricultural Land in Certified Agricultural Districts Before the Districts' Established Review Periods
3. Authorizing Jefferson County to be Lead Agency under the State Environmental Quality Review Act for the Purpose of Conducting an Eight Year Review of the Jefferson County North Agricultural District #2, and Making a Determination of Non-Significance
4. Adopting Modifications Pursuant to the Eight Year Review of the Jefferson County North Agricultural District, No. 2
5. Amending the 2015 County Budget in Relation to the Employment and Training Department

**Informational Items:**

1. Monthly Departmental Reports:  
Planning

If any Committee Member has inquiries regarding agenda items, or would like to add an item(s) please do not hesitate to contact me.

RFH:tlr

cc: Code Enforcement  
Employment and Training  
Planning

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. \_\_\_\_\_**

Authorizing Jefferson County to be Lead Agency under the State Environmental Quality Review Act for the Purpose of the 2015 Inclusion of Viable Agricultural Land within Existing Agricultural Districts Before the Districts' Established Review Periods, and Making a Determination of Non-significance

By Legislator: \_\_\_\_\_

Whereas, New York State Agriculture and Markets Law Article 25AA, Section 303-b requires Counties to establish an annual thirty day period within which to accept requests by landowners to have viable agricultural land included in a certified Agricultural District, and

Whereas, The Jefferson County Board of Legislators passed Resolution No. 98 of 2004, Establishing an Annual Thirty Day Period from June 1 to June 30 for Landowners to Submit Proposals to Include Viable Agricultural Land within an Existing Agricultural District Before the District's Established Review Period, and

Whereas, In accordance with Section 303-b of Article 25AA of the New York State Agriculture and Markets Law, the requests for inclusion during the 2015 request period were referred to the Agriculture and Farmland Protection Board for review and recommendation, and

Whereas, The inclusion of viable agricultural land within an existing Agricultural District before the District's established review period is an action subject to environmental review in accordance with Article 8 of the New York State Environmental Conservation Law, State Environmental Quality Review (SEQR) Act, and

Whereas, An Environmental Assessment Form (EAF) has been completed which reviews potential environmental impacts, expresses the County's desire to serve as lead agency, and determines that no significant impacts will occur.

Now, Therefore, Be It Resolved, That Jefferson County shall assume lead agency status for this action pursuant to SEQR and has determined that this is an unlisted action and will not have any adverse environmental impacts, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to sign the Environmental Assessment Form\Determination of Significance and forward same to all involved agencies.

Seconded by Legislator: \_\_\_\_\_

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. \_\_\_\_\_**

Inclusion of Viable Agricultural Land in Certified Agricultural Districts  
Before the Districts' Established Review Periods

By Legislator: \_\_\_\_\_

Whereas, New York State Agriculture and Markets Law Article 25AA, Section 303-b requires Counties to establish an annual thirty day period within which to accept requests by landowners to have viable agricultural land included in a certified Agricultural District, and

Whereas, The Jefferson County Board of Legislators passed Resolution No. 98 of 2004, Establishing an Annual Thirty Day Period from June 1 to June 30 for Landowners to Submit Proposals to Include Viable Agricultural Land within an Existing Agricultural District Before the District's Established Review Period, and

Whereas, In accordance with Section 303-b of Article 25AA of the New York State Agriculture and Markets Law, the 2015 requests for inclusion were referred to the Agriculture and Farmland Protection Board for review and recommendation, and

Whereas, The recommendation of the Agriculture and Farmland Protection Board has been submitted to this Board, and

Whereas, A public hearing was held on September 8, 2015 to receive public comments, and

Whereas, The Jefferson County Board of Legislators has reviewed the requests for inclusion, the recommendation of the Jefferson County Agricultural and Farmland Protection Board, and the Public Hearing record concerning the Inclusion of Viable Agricultural Land in Certified Agricultural Districts Before the Districts' Established Review Periods.

Now, Therefore, Be It Resolved, That, pursuant to Agriculture and Markets Law Article 25 AA, Section 303-b, the Jefferson County Board of Legislators does hereby approve the inclusion of 19 parcels consisting of 1,200 acres to existing Agricultural Districts.

Seconded by Legislator: \_\_\_\_\_



# 2015 NEW YORK STATE CERTIFIED AGRICULTURAL DISTRICTS INDIVIDUAL INCLUSION PROCESS

PIN	Owner Last	Owner First	Town	Parcel Address	Acres	District	Stated Activity	Field Notes
112.43-1-1	Tubolino	Gary	Adams	41 Grove St	40	SW	agribusiness	hayfields
76.06-2-30.2	Peck	Robert	Champion	33180 NYS Rte 26	24	SE	orchard	difficult to see from road appears to have possible orchard
106.00-1-2.12	Aldean	Michael	Henderson	13000 Co Rte 72	12	SW	hay fields	horse paddock and past
106.00-1-43	Grimshaw	Patrick	Henderson	Town Barn Rd	1	SW	field crops for dairy farm	field crops
106.00-1-52	Grimshaw	Patrick	Henderson	10749 Town Barn Rd	17	SW	field crops for dairy farm	field crops
106.00-1-53.31	Grimshaw	Patrick	Henderson	9751 Co Rte 152	102	SW	field crops for dairy farm	mowed for hay
105.00-1-21.1	Rathbun	James	Henderson	7547/565 NYS Rte 3	32	SW	hay fields	difficult to see from road hayfields
105.00-1-33.2	Rhodes	Gary	Henderson	Co Rte 152	9	SW	cattle grazing	corn and grazing
98.00-1-8.2	Sommer	Jennie	Henderson	Brodie Rd	100	SW	field crops, former pasture land, corn	fields grown up to brush
98.12-1-12.2	Sommer	Jennie	Henderson	Elms Rd	7	SW	field crops, former pasture land, corn	soybeans
98.12-1-12.3	Sommer	Jennie	Henderson	Elms Rd	7	SW	field crops, former pasture land, corn	soybeans
98.12-1-12.5	Sommer	Jennie	Henderson	Elms Rd	16	SW	field crops, former pasture land, corn	soybeans
81.00-1-93.3	Maxon	Tomm	Hounsfield	14685 Bay Breeze Wa	5	SW	maple production/vineyard	open fields, has tapped trees
81.00-1-93.4	Maxon	Tomm	Hounsfield	22341 NYS Rte 180	151	SW	maple production/vineyard	open fields, has tapped trees
81.00-1-80.5	Paige	James	Hounsfield	S of Military Rd	1	SW	field crops	difficult to see from road hayfields
119.00-1-48	Esch	Dennis	Lorraine	22140 Co Rte 189	83	SE	cattle and grain farming	
8.00-3-23.2	Esch	Timothy	Rutland		93	SE	cattle and grain farming	corn and hayfields
8.00-3-35.1	Esch	Dennis	Rutland	Ridge Rd	198	SE	cattle and grain farming	corn and hayfields
90.00-6-6	Robbins Trustee	Nancy	Watertown	20192 Beutel Rd	302	SW	field crops	field crops

total parcels to be added: 19

total acreage: 1,200



**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. \_\_\_\_\_**

Authorizing Jefferson County to be Lead Agency under the State Environmental Quality Review Act for the Purpose of Conducting an Eight Year Review of the Jefferson County North Agricultural District #2, and Making a Determination of Non-Significance

By Legislator: \_\_\_\_\_

Whereas, The Board of Legislators formally received notification from the New York State Department of Agriculture and Markets to commence the Eight Year Review of the Jefferson County North Agricultural District No. 2, and

Whereas, The Eight Year Review process is an action subject to environmental review in accordance with Article 8 of the New York State Environmental Conservation Law "State Environmental Quality Review (SEQR)" Act, and

Whereas, An Environmental Assessment Form (EAF) has been completed which evaluates potential environmental impacts, expresses the County's desire to serve as lead agency, determines that no significant impacts will occur, and is incorporated in this resolution.

Now, Therefore, Be It Resolved, That Jefferson County shall assume lead agency status for this action pursuant to SEQR and has determined that this is an unlisted action and will not have any adverse environmental impacts, and be it further

Resolved, That the Chairman is hereby authorized to sign the Environmental Assessment Form and forward same to all required agencies.

Seconded by Legislator: \_\_\_\_\_

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State of New York    )  
                                  ) ss.:  
County of Jefferson )

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. \_\_\_\_\_ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Clerk of the Board of Legislators

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**JEFFERSON COUNTY BOARD OF LEGISLATORS**  
**Resolution No. \_\_\_\_\_**

Adopting Modifications Pursuant to the Eight Year Review of the  
Jefferson County North Agricultural District, No. 2

By Legislator: \_\_\_\_\_

Whereas, The Board of Legislators formally received notification from the New York State Department of Agriculture and Markets to commence the Eight Year Review of the Jefferson County North Agricultural District, No. 2, and

Whereas, In accordance with the provisions of the New York State Agriculture and Markets Law, Article 25AA, as amended, a review notice was published and the Jefferson County North Agricultural District, No. 2 was placed on file in the County Clerk's Office for a thirty (30) day review and modification period, and

Whereas, During the review period, 31,068 acres of land was requested to be added and 19 acres of land was requested to be removed from the District, and

Whereas, The District and proposed modifications were referred to the Jefferson County Agriculture and Farmland Protection Board for its review and recommendations, and

Whereas, The report of the County Agriculture and Farmland Protection Board with its recommendation to modify and re-establish the district for eight years, including a total of 31,060 acres, have been duly received by this Board of Legislators, and

Whereas, A public hearing was held on September 8, 2015 at which time consideration was given to the original Agricultural District, the recommendations of the County Agriculture and Farmland Protection Board, and the proposed modifications to the District.

Now, Therefore, Be It Resolved, That pursuant to Section 303-a of the New York State Agriculture and Markets Law, the Jefferson County Board of Legislators does hereby modify and re-establish for a period of eight years the Jefferson County North Agricultural District, No. 2, to consist of 112,653 acres of land, pursuant to the recommendation of the Jefferson County Agriculture and Farmland Protection Board . The modified boundary is depicted on a set of maps entitled Jefferson County North Agricultural District, No. 2.

Seconded by Legislator: \_\_\_\_\_

**JEFFERSON COUNTY BOARD OF LEGISLATORS**

**Resolution No. \_\_\_\_\_**

Amending the 2015 County Budget in Relation to the Employment and Training Department

By Legislator: \_\_\_\_\_

Whereas, The Employment and Training Department have unspent Federal funds due to fewer On-the-Job Training (OJT) and Classroom Training (CRT) contracts, and

Whereas, The Department intends to use those funds in the current County fiscal year, and

Whereas, The 2015 County Budget must be amended for that purpose.

Now, Therefore, Be It Resolved, That the 2015 County Budget is amended as follows:

**Increase:**

Revenue		
25634000 94616	Federal Aid Job Training	\$ 100,000

Expense		
25634000 04611	Training On the Job	\$ 30,000
25634000 046132	Clients Training	70,000

Seconded by Legislator: \_\_\_\_\_

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State of New York    )  
                                  ) ss.:  
County of Jefferson )

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. \_\_\_\_\_ of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk of the Board of Legislators

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## **July / August 2015 Highlights**

The overall service objective of the Department of Planning is the provision of quality technical assistance to the County and its local municipalities within the Department's four established workplan areas: County Planning and Economic Development, Community Planning and Development, Resource and Environmental Management, and Information, Demographic, and Data Services. (Note: GIS tasks are now listed under the appropriate workplan heading.)

**July/August** project status and highlights within these major categories were as follows:

### **COUNTY PLANNING AND ECONOMIC DEVELOPMENT**

#### **Community Development Block Grant (CDBG) Program**

2013 Award Year - \$750,000. During July and August, more than \$132,328 was drawn down in support of thirteen owner occupied housing rehabilitation projects across the County. During this same time period, seven new projects were approved for funding.

Over 165 owner occupied housing rehabilitation projects have been funded to date throughout the County utilizing the 2007- 2013 award year grants.

2014 Award Year - \$750,000. The County was notified in July by the New York State Office of Community Renewal of its eighth consecutive successful award for owner-occupied rehabilitation. The funds will once again be used to assist income eligible homeowners rehabilitate homes at scattered sites throughout the County.

Staff with Avalon Associates submitted the County's ninth consecutive CDBG application for housing rehabilitation funds. Applications were due to the NYS Office of Community Renewal on September 25, 2015.

Staff also began coordination with Avalon Associates for the completion of the County's Environmental Review for the 2014 CDBG award.

#### **North Country HOME Consortium**

The County continues to serve as the lead entity to administer the multi-county (Jefferson, Lewis, and St. Lawrence) Consortium, which acts as a direct entitlement community for Federal HOME housing funds. During July and August, \$34,814 in Federal HOME funds was expended representing activity on four housing assistance projects in the Jefferson and Lewis County area.

Staff began preparation of the Consolidated Annual Performance and Evaluation Report (CAPER) to HUD for the 2015 funding year.

Staff conducted a HOME monitoring at Frontier Housing, Inc.

Staff attended a Fair Housing workshop in Lewis County in support of their Analysis of Impediments process.

Staff mapped HOME project sites for July 1, 2014 through June 30, 2015.

#### County Planning Board

Staff assisted the County Planning Board in preparing for the July and August meetings through the review of seven NYS General Municipal Law zoning actions and project reviews. The Board transmitted advisory and technical assistance comments back to the referring municipalities.

July projects reviewed included: a planned development district and special use permit for a seasonal mobile home park in the Town of Lyme; site plan review for a retail store in the Town of Theresa; and zoning text amendments for solar energy regulations in the Town of Watertown.

August projects included: area variance for a transmission line in the Town of Champion; site plan review for an office building in the Town of Watertown; and a site plan review to replace the McDonald's in the Village of West Carthage.

#### Other Activities

Attended Tree Watertown committee meeting.

Staff attended two meetings of the Transit Advisory Committee, part of the newly formed Watertown Jefferson County Transportation Council, as well as updated the Jefferson County Coordinated Transportation Plan.

### **COMMUNITY PLANNING AND DEVELOPMENT**

#### Municipal Project Assistance

Clayton (T) – Staff met with the joint Town/Village Comprehensive Plan Committee. The Committee reviewed summaries of current plans that have an impact on land use.

Hounsfield (T) – Staff met with the Planning Board, Town Board, and Zoning Board of Appeals members, to discuss zoning districts in and around the airport. Staff mapped zoning overlaid on aerial imagery, created a map showing potential changes to the industrial zone within the airport footprint, and created two maps of the proposed industrial zone showing potential changes versus current zoning, and new zoning districts with aerial imagery.

Lyme (T) – Staff met with the Zoning Committee to discuss potential definition clarifications, new definitions for common uses, and the need for updated definitions. The Waterfront Zoning District potential updates were also discussed to help clarify the district where needed.

Wilna (T) – Staff made revisions to a draft zoning map as requested by Town.

### Municipal Land Use Training

Staff coordinated the September training session conducted by staff from the NY Department of State. There were 52 participants.

## **RESOURCE AND ENVIRONMENTAL MANAGEMENT**

### Agriculture and Agricultural Districts

Agricultural and Farmland Protection Board – Staff coordinated a meeting and presented reports on the North Agricultural District Review and the 2015 Annual Inclusion Process.

Agricultural and Farmland Protection Plan update - Staff continued to review the draft plan.

North Agricultural District Review – Developed the report on the 9-yr Review and presented it at the Agricultural and Farmland Protection Board meeting on August 3. Maps were created showing land in proposed North District versus prime farmland cited in the Agriculture and Farmland Protection Board Plan, development pressure in the North District, and proposed North District versus agriculture value assessments or assessed land uses. The public hearing was held on September 8<sup>th</sup>.

2015 Annual Inclusion Process – Developed a summary of the requested inclusions and presented the requests at the Agricultural and Farmland Protection Board meeting. Staff checked parcel requests against current districts for redundancy, mapped individual inclusions for site visits, and mapped proposed southern districts for County. The public hearing was held on September 8<sup>th</sup>.

### Snowmobile Grant-in-Aid Program

Staff compiled and submitted the annual application which allows clubs to continue to receive reimbursement funds through NYS OPRHP.

### Miscellaneous

Staff attended the bi-monthly Jefferson County Municipal Separate Stormwater Sewer Systems (MS4) Coalition meeting as well as the Stormwater Coordinator sub-group meeting.

## **INFORMATION, DEMOGRAPHIC, AND DATA SERVICES**

### General Technical Assistance

Responded to callers, emails, and walk-ins with requests concerning municipal zoning maps, parcels, election districts, the county map viewer, and agricultural districts.

### Other Geographic Information System (GIS) Tasks (not associated with projects above)

For various requests and projects, created or refined the following GIS maps: Locator for the County Planning Board meeting place, individual parcel maps for proposed Emergency Management Department radio tower sites, and population centers within minority population



areas as defined by the Five-Year American Community Survey of 2013 for Jefferson, Lewis, and St. Lawrence Counties.