

County of Jefferson
Office of the County Administrator

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July 10, 2014

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, July 15, 2014, at 6:45 p.m.* in the Board of Legislators' Chambers.

Following is the agenda for the meeting:

Resolutions:

1. Establishing Time and Place for a Public Hearing on the Inclusion of Viable Agricultural Land in Certified Agricultural Districts before the Districts' Established Review Periods
2. Adopting Revised Guidelines and Administrative Procedures in Relation to the County's Housing Improvement Program funded by NYS Community Development Block Grant (CDBG) Awards
3. Authorizing the Execution of a Subordination Agreement for a Mortgage Note Held by Jefferson County in Relation to the Community Development Block Grant Housing Improvement Program
4. Approving Appointment to the Jefferson County Planning Board
5. Authorizing an Amended Agreement with the New York State Department of Transportation and the City of Watertown to Form the Watertown-Jefferson County Area Transportation Council

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. _____

Establishing Time and Place for a Public Hearing on the 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 that Counties 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 for Landowners to Submit Proposals to Include Viable Agricultural Land within an Existing Agricultural District Before the District's Established Review Period, and

Whereas, Resolution No. 98 of 2004 established June 1 through June 30 as the annual thirty day 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 were referred to the Agricultural and Farmland Protection Board for review and recommendation, and

Whereas, The recommendation of the Agricultural and Farmland Protection Board concerning the inclusion proposals will be submitted to the Clerk of the Board prior to the public hearing.

Now, Therefore, Be It Resolved, That a Public Hearing be conducted by this Board of Legislators concerning the inclusion of viable agricultural land in certified Agricultural Districts before the Districts' established review periods. The public hearing will be held at the Jefferson County Department of Planning Conference Room, Third Floor, County Office Building, located at 175 Arsenal St., Watertown, NY on Monday, August 25, 2014 at 7:00 p.m., and be it further

Resolved, That a notice of such public hearing shall be given in accordance with the law.

Seconded by Legislator: _____

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Adopting Revised Guidelines and Administrative Procedures in Relation
to the County's Housing Improvement Program funded by NYS
Community Development Block Grant (CDBG) Awards

By Legislator: _____

Whereas, Jefferson County has received consecutive annual competitive Community Development Block Grant (CDBG) awards from 2007 through 2013 from the New York State Office of Community Renewal to implement and administer a county-wide Housing Improvement Program, and

Whereas, Local Guidelines and Administrative Procedures for implementation and local administration of the program were last adopted by the County Board of Legislators on April 10, 2013, and

Whereas, Guidelines and administrative forms are periodically updated to incorporate changes to meet program and regulatory requirements associated with all current and subsequent awards, and

Whereas, Updates to the Guidelines and Administrative Procedures must be adopted by the Board of Legislators.

Now, Therefore, Be it Resolved, That this Board of Legislators, having been provided with an updated copy of the Guidelines and Administrative Procedures for Jefferson County, dated August 5, 2014, hereby adopts them and they shall become effective immediately for all County-sponsored housing rehabilitation activities conducted with Small Cities Community Development Block Grant funding.

Seconded by Legislator: _____

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

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

Summary of 2014 changes to CDBG Housing Rehabilitation Program Guidelines

- Amended the Guidelines to reflect annual changes in 2014 participant income eligibility limits.
- The Guidelines incorporate a revised Lead Based Paint Hazard Reduction Plan to reflect changes required by the NYS Office of Community Renewal.

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Authorizing the Execution of a Subordination Agreement for a Mortgage Note
Held by Jefferson County in Relation to the Community Development Block Grant
Housing Improvement Program

By Legislator: _____

Whereas, The County of Jefferson received funding from the New York Office of Community
Renewal for the operation of a county-wide housing improvement program under the Small
Cities Community Development Block Grant funding (CDBG), and

Whereas, By Resolution 110 of 2013 this Board adopted Guidelines and Administrative
Procedures for the operation of the Housing Improvement Program, and

Whereas, Said Regulations require the protection of the County's investment in individual
projects by means of a mortgage note securing the County's right to seek reimbursement of
loaned funds in the event of a breach of program regulations by the property owner, and

Whereas, It is not the intent of the program to impair property owners ability to finance or
refinance their residential real property through a third party lender, as a result of the interest
mortgaged to the County, and

Whereas, An application having been made by Housing Improvement Program participant Doris
Rowland requesting that the County execute a Subordination Agreement, subordinating the
County's existing mortgage (File No. 2011-14596) to a reverse mortgage about to be executed
and recorded to American Advisors Group.

Now, Therefore, Be it Resolved, That the Chairwoman of the Board is hereby authorized to
execute the Subordination Agreement in favor of the party set forth above, subject to the
approval of the County Attorney as to form and content.

Seconded by Legislator: _____

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

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Approving Appointment to the Jefferson County Planning Board

By Legislator: _____

Resolved, That pursuant to Section 239-c of the General Municipal Law, the following individual is hereby appointed to the Jefferson County Planning Board for term to expire December 31, 2016.

Michael Astafan

Seconded by Legislator: _____

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

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Authorizing an Amended Agreement with the New York State Department of Transportation and the City of Watertown to Form the Watertown-Jefferson County Area Transportation Council

By Legislator: _____

Whereas, The United States Bureau of the Census has designated an area of Jefferson County as an "urbanized area" in excess of 50,000 residents based on the 2010 Census population data, and

Whereas, Federal Highway Law requires that federally funded transportation projects in such areas be based on a defined planning process carried out by a transportation entity known as a Metropolitan Planning Organization (MPO), and

Whereas, Eligible federally funded transportation projects within said urbanized area will be overwhelmingly on those roads and bridges owned by New York State, the City of Watertown, and Jefferson County, as well as transit project funding primarily provided to the City of Watertown, and

Whereas, The New York State Department of Transportation (NYSDOT), City of Watertown and Jefferson County have cooperatively delineated an area containing the urbanized area that will form the boundary of the MPO planning area, and

Whereas, Said parties have also developed an agreement to form the federally required MPO, which will be called the Watertown-Jefferson County Area Transportation Council but, at the direction of NYSDOT, modifies the policy committee membership guidelines contained in the original draft approved by this Board by Resolution 102 of 2013, and

Whereas, Said Watertown-Jefferson County Area Transportation Council will initially be hosted by the NYSDOT, and will be comprised of two members each appointed by the City of Watertown and Jefferson County, and three members from NYSDOT, one member representing the remaining eight local governments within the MPO planning area selected by the MPO, and

Whereas, Said agreement will be for an initial term of 4/1/14 - 3/31/16 and will be automatically renewed every two years, with provisions for amendments, and

Whereas, It is necessary to authorize the agreement establishing this federally required MPO and appoint two representatives to the newly established transportation council.

Now, Therefore, Be It Resolved, That Jefferson County approves the aforementioned agreement and that the Chairman of the Board be and is hereby authorized to execute said agreement on behalf of the County, subject to the review and approval of the County Administrator and the County Superintendent of Highways, and it is further

Resolved, That County Legislator John Peck and County Administrator Robert Hagemann be appointed to the Watertown-Jefferson County Area Transportation Council for a term to expire on December 31, 2015.

Seconded by Legislator: _____

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



Department of Planning

May/June 2014 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.)

May/June project status and highlights within these major categories were as follows:

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Program

2012 Award Year - \$750,000. Held two project review committee meetings and approved three housing rehabilitation projects located in the Village of Antwerp and Towns of Henderson and Champion. Over \$143,443 was drawn down in May and June in support of 13 different projects.

2013 Award Year - \$750,000. Contract materials for the County's latest housing rehabilitation award were returned to the NYS Office of Community Renewal in May. The Environmental Review process is currently underway, with a release of funds anticipated later this summer.

Over 136 projects have been funded to date throughout the County utilizing the 2007- 2012 award year grants.

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 May and June, \$71,774 in Federal HOME funds was expended representing activity on five projects across the three County area. Steps are underway with the US Department of Housing and Urban Development to re-establish the Consortium for the next three year re-authorization period (2015-17) for continuing allocations of HOME funds. Over 100 communities in the three county area will again participate in the Consortium. Staff also submitted the 2014 Annual Action Plan to HUD, with assistance from DANC.

Staff attended a USDA Housing Roundtable workshop along with other housing and human service agencies to discuss housing needs and resources in the tri-County region.

Staff participated in HUD webinars pertaining to Consolidated Annual Performance and Evaluation Report (CAPER) preparation and Lead Based Paint compliance.

County Planning Board

Staff assisted the County Planning Board in preparing for the May and June meetings through the review of nine NYS General Municipal Law zoning action and project reviews. The Board transmitted advisory and technical assistance comments back to the referring municipalities on several projects, including: Village of Chaumont Zoning Update; Town of Cape Vincent Zoning Update; Town of Watertown Comprehensive Plan; site plan review for a mobile home park expansion in the Town of LeRay; parking lot construction for an existing multi-family and multi-use building in the City of Watertown; special use permit for a boat storage building and a special permit for an agricultural use in the Town of Clayton; site plan review for a hobby farm in the Town of Pamelaia; and site plan review for a kennel in the Town of Henderson.

Comprehensive Economic Development Strategy (CEDS) Committee

In conjunction with JCIDA staff, began coordination of 2014 CEDS activities, including plans for small group sessions to develop the annual updates to the CEDS goals and strategies document. Several interactive sessions are planned later this year.

Other Activities

Staff attended the workshop on the current NYS Consolidated Funding Application round and assisted local applicants with information for submitted proposals.

Staff attended the annual Black River Watershed Conference and USDA Funding opportunities workshop.

Staff met with Niehaus, Inc. discuss data and information sources for the latest Army sponsored housing assessment.

Staff met with and assisted the FDRLO and Fort Drum officials with utilization of the Fort Drum Regional Economic Model in relation to the AEC Programmatic Environmental Assessment. Staff also participated in activities of the FDRLO Housing Task Force, MS4 Stormwater Coalition, Water Quality Coordinating Committee, Cooperative Extension Program Advisory Board, Points North Housing Coalition, and Tree Watertown Committee.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Alexandria (T) – Met with members of the Comprehensive Plan Committee to review Draft Plan chapters 5, 6, and 7. Also participated in a series of Economic Summits hosted by the Town to increase awareness and input regarding economic development opportunities in the community. Several additional GIS maps were prepared to support the planning effort.

Clayton (V) – Worked with the Zoning Committee on reformatting and updating zoning law. Created a zoning inset map to demonstrate possible district change. Staff attended a workshop of the proposed Chaumont River Local Waterfront Revitalization Program.

Cape Vincent (V) – Attended a Cape Vincent Economic Development Committee meeting to discuss potential assistance that staff may provide.

Chaumont (V) – Staff attended the public hearing on the Village's review of the updated Land Development Code. Having submitted the final version of the Land Development Code for County Planning Board review, staff assisted the Village with the recommended revisions.

Henderson (T) – Met with the Town Board to finalize first half of the zoning amendments based on recent input. Second half meeting postponed until July.

Philadelphia (T) – Completed the first complete review of the Town's 1987 Subdivision Law. Staff assisted the Town with adding more modern subdivision concepts, such as clustering, and an easier review process for the Planning Board.

Philadelphia (V) – Met with the Zoning Committee to continue review of potential revisions to the zoning law. Also, met with the Revitalization Committee to review bids for the Gateway Island Park project.

Miscellaneous

Staff attended a Urban Council Meeting hosted by the City of Watertown and toured the Neighbors of Watertown Franklin Building project, Woolworth Building project, and the Masonic Temple Project.

Staff assisted with the coordination of 2014 Jefferson County North Country Community Cup team.

Municipal Land Use Training

Staff coordinated with NYS Department of State to arrange the next local official training workshop, currently scheduled for September 23rd at JCC. Tentatively, the next topic planned will be signage management and regulation.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture and Agricultural Districts

Staff drafted the resolution to retain the preferred consultant for the Ten Year Update of the County's Agricultural and Farmland Protection Plan for the Board of Legislators. After Community Planning and Environmental Associates (CPEA) was hired, staff began confirming the review and update process. Conference calls were held with CPEA and local agriculture agency representatives to plan initial project steps.

Staff continued to develop digital maps for use during the update to the County's Agricultural and Farmland Protection Plan. Maps include Certificates of Occupancy sites, agricultural land with agricultural districts, land converted to non-agricultural from 2005 to 2013, agricultural easements, and publicly-owned land.

Staff began continued steps for the 2014 NYS Certified Agricultural Districts Annual Inclusion round. Created initial set of aerial imagery and locator maps for individual inclusions for 2014, as well as a county overview of individual inclusions map. The annual inclusion period ended with 17 landowners submitting 25 parcels totaling 1,914 acres to be considered for addition. These proposals will next be reviewed by the Agricultural and Farmland Protection Board.

Snowmobile Grant-in-Aid Program

Processed invoice for payment to the third of the four Snowmobile Clubs for the initial 70 percent of funds from the NYS Office of Parks, Recreation, and Historic Preservation (NYS OPRHP) for the 2013-14 trail maintenance season. Finalized and submitted end of the year documentation of club expenses and maintenance activities for the 166 miles of NYS Snowmobile Corridor trails within the County. Also submitted GPS trail mapping updates to NYS OPRHP as required for two clubs. Next year the other two local clubs will require GPS updates.

INFORMATION, DEMOGRAPHIC, AND DATA SERVICES

General Technical Assistance

Responded to callers, emails, and walk-ins with requests concerning municipal zoning maps, parcels, agricultural districts, flood insurance rate maps, and demographic data.

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

Continued coordination with the Regional GIS Local Government Efficiency project in conjunction with DANC, St. Lawrence County, Lewis County, the City of Watertown, and the Tug Hill Commission. Supported submission of a Local Government Efficiency Implementation Grant through the Consolidated Funding Application process, as presented at the May Planning and Development Committee.

Acquired and refined data layers for stream classification, surficial geology, and bedrock geology for various County and local community map needs.

For various requests and projects, created or refined the following GIS maps: dairy livestock density map of New York by county, watersheds and water bodies within Jefferson County, vacant land patterns in Jefferson County, map of municipal zoning map status, county roads and county-owned properties in the Watertown Urbanized Area, and election polling sites county map and municipal maps.