

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



**Historic Courthouse**  
195 Arsenal Street, 2<sup>nd</sup> Floor  
Watertown, NY 13601-2567  
Phone: (315) 785-3075 Fax: (315) 785-5070

November 15, 2013

**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, November 19, 2013, at 6:30 p.m.* in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

**Presentation:**

Jefferson County Soil and Water Recreation Trail Update - Christine Watkins, Executive Director and Patrick Crast, Recreation Coordinator

**Resolutions:**

1. Authorizing St. Lawrence County to Administer the North Country Direct Homeownership Assistance Program

**Informational Items:**

- Planning Departmental Report
- Sportfish Advisory Board Report

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: Airport Planning                      Employment and Training  
Code Enforcement

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

Authorizing St. Lawrence County to Administer the North Country  
Direct Homeownership Assistance Program

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

Whereas, The New York State Office of Community Renewal (OCR) awarded the North Country Regional Economic Development Council with an \$850,000 Community Development Block Grant (CDBG) to administer the North Country Direct Homeownership Assistance Program (DHAP), and

Whereas, The North Country DHAP is designed to provide mortgage buy down, closing cost, and housing rehabilitation assistance to approximately 28 eligible, income-qualified households who are interested in purchasing existing, single-family residences in Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis and St. Lawrence Counties, and

Whereas, The St. Lawrence County Board of Legislators passed a Resolution authorizing the St. Lawrence County Planning Office to implement the North Country DHAP on behalf of the Regional Council, and

Whereas, St. Lawrence County will enter into a sub-recipient agreement with Neighbors of Watertown, Inc. to provide first time homebuyer and housing rehabilitation assistance for low to moderate income households in Jefferson County, and

Whereas, The grant agreement issued by New York State OCR stipulates the execution of an agreement between St. Lawrence County and Jefferson County that authorizes St. Lawrence County and its sub-recipient to provide Direct Homeownership Assistance to Jefferson County residents.

Now, Therefore, Be It Resolved, That the Chair of the Board of Legislators, is hereby authorized to execute a Memorandum of Understanding with St. Lawrence County on behalf of Jefferson County, subject to the review of the County Attorney as to form and content.

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

RECEIVED  
OCT 24 2013  
JEFFERSON COUNTY  
BOARD OF LEGISLATORS

**THE ST. LAWRENCE COUNTY PLANNING OFFICE**

*Courthouse Room 255, 48 Court Street  
Canton, New York 13617-1169*

*VOICE (315)379-2292  
FAX (315)379-2252*

*E-MAIL [planning@stlawco.org](mailto:planning@stlawco.org)  
WEB SITE <http://stlawco.org/planning>*

October 23, 2013

Carolyn D. Fitzpatrick, Chair  
Jefferson County  
County Office Building  
175 Arsenal St.  
Watertown, NY 13601

**RE: Memorandum of Agreement to Implement  
the North Country Direct Homeownership Program (DHAP) in Jefferson County**

Dear Ms. Fitzpatrick:

St. Lawrence County received an \$850,000 Community Development Block Grant on behalf of the North Country Regional Economic Development Council to implement the North Country Direct Homeownership Assistance Program (DHAP). This program will provide assistance to eligible, low- to moderate-income households who are interested in purchasing their first home. Each participating household will receive up to \$25,000 for mortgage buy down assistance, closing cost assistance, and housing rehabilitation assistance in the event a purchased home requires repair. The County anticipates it will assist 28 households throughout Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis and St. Lawrence Counties.

To provide Direct Homeownership Assistance to Jefferson county residents, the grant agreement issued by the Office of Community Renewal (OCR) requires the execution of a Memorandum of Agreement between St. Lawrence County and Jefferson County. Two original, signed copies of an agreement are enclosed. After your Board has passed a resolution that authorizes you to sign the agreements, please sign both documents, keep one original copy for your records, and return the second original copy to our office. Once this agreement is on file with OCR, funds may be expended to provide homebuyer assistance in your county.

Please contact the Planning Office with any questions or comments regarding the Memorandum of Agreement. We look forward to implementing the North Country DHAP in your county.

Sincerely,

  
Matilda Larson, Planner II

Encl.

## **North Country Direct Homeownership Assistance Program (DHAP) Project Description**

St. Lawrence County received an \$850,000 Community Development Block Grant on behalf of the North Country Regional Economic Development Council to implement a North Country Direct Homeownership Assistance Program (DHAP). This program will provide assistance to Low to Moderate Income (LMI) households who are interested in purchasing their first home. The County anticipates it will assist 28 households located throughout Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis and St. Lawrence Counties.

The County will partner with four Rural Preservation Companies (RPCs) to administer this program. The RPCs and the areas they will serve are: North Country Housing Council in St. Lawrence County and northern Franklin County; Snow Belt Housing Company in Lewis County; Neighbors of Watertown in Jefferson County; and Housing Assistance Program of Essex County in southern Franklin, Clinton, Essex, and Hamilton Counties.

Each participating household will receive up to \$25,000 for mortgage buy down assistance, closing cost assistance, and housing rehabilitation assistance in the event a purchase home requires repair. To be eligible for DHAP assistance, participating households must certify they have never owned a home, or owned interest in real property by fee simple, land contract, or life lease. DHAP candidates must also satisfy income, underwriting and education requirements. Eligible households may not earn annual incomes in excess of 80% of Area Median Household Income Limits.

Applicants may select a home they can afford that ranges in price from \$30,000 to \$80,000. The maximum is elevated to \$95,000 in Essex, Hamilton, and Jefferson Counties due to higher housing values in portions of the Adirondack Park and around Fort Drum. Exceptions can be made for homes that are priced below \$30,000 provided they pass inspection and can be repaired at reasonable cost. Once an applicant has selected an eligible unit for purchase, the RPC reviews a property's location relative to flood hazard areas, incompatible land uses, wetlands, or hazardous waste disposal sites. A property is also inspected to ensure it can pass HUD's Housing Quality Standards (HQS), and applicable building codes.

Up to \$10,000 of the assistance provided to each household can be used to rehabilitate a purchased home into standard condition. This rehabilitation work will be completed at reasonable cost by area contractors who are qualified to participate in the program. Examples of eligible rehabilitation work include:

- Repairing or replacing siding, roofing, soffits, fascia, and sheathing (shingles/metal)
- Upgrading or replacing electrical entrances, load centers and distribution wiring
- Installing insulation, and energy efficient windows and doors
- Repairing or replacing chimneys and installing energy efficient heating systems
- Repairing or replacing inoperative plumbing fixtures with water conserving toilets, showerheads, and faucets; and
- Installing accessibility modifications for persons with physical disabilities

Homebuyer education is a key characteristic of the North Country DHAP. To qualify for assistance, participating households will receive individual counseling and attend classes provided by the RPC. These classes help the homebuyer understand home lending requirements; prepare practical monthly household budgets; learn about the home buying process; understand the responsibilities of homeownership; and to how to successfully own, maintain and retain their home.

Homes that are purchased and repaired through the North Country DHAP allows 70 LMI residents to live in safe and decent housing. The post purchase education component enables participating households to develop essential home maintenance and financial literacy skills to sustain these improvements and build equity in the long-term investment of home ownership.

**Department of Planning**  
**September/October 2013 Summary**

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 work plan 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.)

**September/October 2013** activities and highlights within these major categories were as follows:

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Program

- Continued administration for the County's \$600,000 2011 CDBG Housing Rehabilitation award from the NYS Office of Community Renewal (OCR). All funds have been committed, resulting in the completion of 23 housing rehabilitation projects scattered throughout the County. The grant is expected to be complete by December.
- Continued administration for the County's \$750,000 2012 CDBG Housing Rehabilitation award from the NYS Office of Community Renewal (OCR). Held three project review committee meetings and approved five projects which are located in the Hamlet of LaFargeville, Town of Alexandria, Village of Mannsville, Town of Clayton, and Village of Clayton. Over \$142,000 has been expended to date.
- A Notice of Funding Availability was issued in late October for the 2013 CDBG housing funding round. The Department will be coordinating an application for a seventh annual round of housing rehabilitation activities.
- Initiated the annual requirement to return bank interest earned on CDBG Revolving Loan Funds to the US Treasury, consistent with HUD requirements.

North County HOME Consortium (NCHC)

- Completed Federal drawdowns, project set-ups, and completion reports using the Federal IDIS data entry system for HOME projects in the three county Consortium.
- Submitted the 2013 Consolidated Annual Performance and Evaluation Report to HUD in coordination with DANC, the County's Subrecipient for the HOME program.
- Staff participated in numerous webinars regarding changes to HOME regulations for the new Final Rule.

County Planning Board

- Prepared materials for the September and October County Planning Board meetings. The September meeting was held at the Jefferson County Public Health Building. Steve Jennings, County Health Planner, gave a presentation on the development of the tri-county Community Health Assessment.
- Assisted the County Planning Board and local municipalities through staff reviews of six NYS General Municipal Law, Section 239m referrals in September and twelve in October. September projects included: Site Plan Review and area variance for a new financial center in LeRay (T); sign area variance for Northern Credit Union in LeRay (T); site plan review for a car wash in Watertown (C); and site plan review and area variance for a convenience store in West Carthage (V). October projects included: a site plan review and area variance to add a bar to an existing restaurant in Alexandria (T); a site plan review for a retail expansion in Alexandria (T); a site plan review to convert a portion of a multi-family home to a gift shop in Chaumont (V); a

zoning map amendment in Evans Mills (V); zoning/development law adoption in Lorraine (T); a site plan review for an office and propane/fuel business in Orleans (T); a major zoning law update in Sackets Harbor (V); a site plan review for an addition to an existing convenience store in Watertown (C); a site plan review to expand a manufacturing plant in Watertown (T); and a site plan review for an attended donation center in Watertown (T).

#### Jefferson County - Fort Drum Growth Issues

- Staff continued assisting the FDRLO to update the Fort Drum Regional Economic Model to more accurately portray indirect and induced economic impacts from Fort Drum spending and operations. Continued coordination with the consultant and local agency staff.
- Staff attended two meetings of the FDRLO Housing Task Force.

#### Comprehensive Economic Development Strategy (CEDS) Committee

- The CEDS committee met on October 23<sup>rd</sup>, and a recap of the 2013 Year 1 CEDS Goals/Actions monitoring process was reviewed and discussed. A summary of noteworthy status updates was reviewed. The group discussed the 2014 monitoring process, as well as subsequent monitoring processes until the next full CEDS review in 2017.
- Recent EDA grant awards were reviewed and compared to possible future projects in Jefferson County.
- A recap of the committee meeting is scheduled with JCIDA staff in November.

#### Urbanized Area Designation

- Continued evaluation of anticipated impacts of the Census Bureau's Urbanized Area designation for a portion of central Jefferson County. Coordinated with USDA Rural Development on determining on rural housing aid eligibility.
- Staff met with the local MS4 Stormwater Regulations Committee on two occasions, and met with a grant subcommittee several times. The grant subcommittee is working on a NYSDEC Water Quality Improvement Program application to obtain funds for local MS4 Stormwater planning and coordination activities triggered by the Urbanized Area Designation.

#### Miscellaneous

- Staff participated in meetings of the Cooperative Extension's Program Advisory Board, Jefferson County Water Quality Coordinating Committee, and Tree Watertown Committee.
- Staff participated in the second Lake Ontario Watershed Discovery conference call with FEMA and representatives of impacted areas. Assisted FEMA in setting up an on-site meeting to be held in Watertown on November 14<sup>th</sup>.
- Staff attended the Potsdam Local Government Conference and the New York State APA conference in Schenectady.

### COMMUNITY PLANNING AND DEVELOPMENT

#### Municipal Project Assistance

- Alexandria (T) – Met with the Plan Committee to discuss options, finalize the Strengths, Weaknesses, Opportunities, and Threats (SWOT) issues, and review selected demographic and business trends in September. Compiled materials for and conducted a public meeting on the Comprehensive Plan process in October. Composed an extensive map series on several community features for the

Comprehensive Plan report. Created a wetlands map for Town Zoning Enforcement Officer.

- Alexandria Bay (V) – Revised draft zoning map for Village review and approval and created a zoning reference map.
- Philadelphia (V) – Staff continued meeting with the Zoning Revision Committee to develop updates to their law and zoning map. Revised zoning district map layer according to Village request. Submitted updated zoning map to Village.
- Philadelphia (T) – Staff met with Planning Board to finalize the draft of the Town Zoning Law to present to the Town Board. Completed updates on zoning map by Town request.
- Clayton (V) – Staff met with Zoning Committee and continued work on final edits to the Village Zoning Law.
- Lorraine (T) – Mapped Town-owned properties based on Town request.
- Staff conducted a review of the proposed Village of Sackets Harbor Zoning Law prior to the official referral to the County Planning Board.
- Staff attended Town of Watertown Planning Board meeting to discuss how agriculture should be addressed in the proposed Town Comprehensive Plan.

#### Municipal Land Use Training

- Staff planned and held two Land Use training workshops for local municipal officials. The workshops were held on September 11<sup>th</sup> and October 28<sup>th</sup> at JCC with speakers addressing the NY State Environmental Quality Review (SEQR) Act and anticipated changes to administrative forms, and US Fish and Wildlife Service project review procedures, respectively.
- Cape Vincent (T) – Staff conducted a land use training session for the Town Board, Planning Board, and Zoning Board of Appeals.

### RESOURCE AND ENVIRONMENTAL MANAGEMENT

#### Agriculture and Agricultural Districts

- Staff compiled the referral to the NYS Department of Agriculture and Markets for the 2013 Agricultural Districts Individual Inclusion requests.
- Staff was notified by the NYS Department of Agriculture and Markets that the County's application for funding assistance to complete the ten year update to the County Agriculture and Farmland Protection Plan was approved. The County is awaiting grant contract materials.

#### Snowmobile Grant-in Aid Program

- Processed and coordinated the final 30% funding to the three Jefferson County snowmobile clubs that have executed contracts for the 2012-2013 maintenance season after receiving the funds from NYS OPRHP. One club has not executed their contract yet this year.

### INFORMATION, DEMOGRAPHIC, AND DATA SERVICES

#### General Technical Assistance

- Responded to callers, emails, and walk-ins with requests concerning municipal zoning maps, parcels, FEMA flood zones, and demographic data.
- Continued developing a web-based informational tool for flood map assistance in Jefferson County.



Other Geographic Information System (GIS) Tasks (not listed in above workplan areas).

- Continued grant tasks in conjunction with DANC, Lewis County, St. Lawrence County, the City of Watertown, and the Tug Hill Commission for the GIS Local Government Efficiency project. Answered queries from consultant and reviewed consultant's draft reports.
- Formatted revised data layers for utilization on the County's Map Viewer.
- Created 2010 Census population by town map for use by County departments.
- Participated in on-line GIS training sessions.
- Created parcel and trail maps of areas of interest for a local snowmobile club.
- Edited agricultural sites on the draft Scenic Byways and Tours map.

# JEFFERSON CO. SPORTFISH ADVISORY BOARD

September 16, 2013



## JCSFAB

Meeting started at 7:05PM

### Members Present:

Diane Gamble

Burnie Haney

Hal Horton

Ken Carmon

Mitch Franz

Bob Savage

Motion to accept minutes as recorded by Mitch Franz and 2<sup>nd</sup> by Bob Savage.

Treasurer report motion to accept treasures report as read by Bob Savage and 2<sup>nd</sup> by Mitch Franz.

### Old Business:

September 23, 2013 meeting with DEC, Burnie Haney and Mitch Franz addressing catch and release. Burnie to meet with Addie Russell on catch and release. Mitch Franz presented the expenses from the coalition to Cape Vincent. Why can't we start up the Cape Vincent walleye ponds? We need the total # of fish produced each year.

Salmon fishing was slower this year compared to last year. Lake Trout was very good this year.

### New Business:

Ken Carmon spends the week-end at Butterfield Lake which very few people know. To see more go to [WWW.butterfieldlakemvlake.com](http://WWW.butterfieldlakemvlake.com).

The board heard that the Watertown treatment plant is accepting sewage from outside our area again.

Motion was made to write letter to legislators to check this out by Hal Horton and 2<sup>nd</sup> by Bob Savage. The last time the water plant accepted outside waste it was negative to the Black River and took time and money to fix.

Motion was made by Bob Savage to pay the secretary \$300. For work done and 2<sup>nd</sup> by Mitch Franz.

# JEFFERSON CO. SPORTFISH ADVISORY BOARD

*Sept 16*  
~~August 19~~, 2013

**Motion made to adjourn Burnie Haney and 2<sup>nd</sup> by Mitch Franz.  
Meeting adjourned at 8:00**

**Next meeting will be April 21, 2014 at 7:00 PM at the Human Services  
Building on Arsenal Street, Watertown.**

**Respectfully submitted,**

*Diane Gamble*

**Diane Gamble, Sec**



Jefferson County Sportfish Advisory Board  
P.O. Box 486  
Henderson Harbor, New York 13651

To: Board of Legislators, Watertown, NY  
Subject: 2013 Annual Report Sport Fishery Advisory Board

Board member Mitch Franz attends the State of the Lake meeting to keep the board informed of what is happening. Chairman Bernie Haney and Mitch Franz meet with Chris Bahalk and Steve Lapan at Cape Vincent to talk about the walleye ponds there. Bernie Haney is working with the Region 6 DEC to approve catch and release for the inner lakes. This would bring more fishermen to the area.

Kids Day in Henderson Harbor took forty Belleville Henderson students fishing as well as cleaned their fish and cooked the fish for them to eat at lunch. Some of the children had never been on a boat before or eaten a fish from the lake. Bernie Haney participated in Take of Soldier fishing program, which Bass Pro funded at fifty percent. Bernie Haney wrote to Ken Blackenbush, Addie Jenne-Russell and Senator Patty Ritchie to help pass the bill to permanently establish the three rod per person bill. The bill did pass.

Jefferson County Sportfishing Advisory Board is working with the St. Lawrence County board to combine projects and work together. We are pursuing floating docks at Butterfield Lake.

Bernie Haney met with Addie Russell on the catch and release issue. He will also contact Representative Bill Owens, Pattie

Jefferson County Sportfish Advisory Board  
P.O. Box 486  
Henderson Harbor, New York 13651

To: Board of Legislators, Watertown, NY  
Subject: 2013 Annual Report Sport Fishery Advisory Board

Ritchie, Ken Blackenbush and the Jefferson County Legislators for  
their help.

The board received feedback from Steve Lapan that there is no movement forward on the fish hatchery in Cape Vincent. A meeting is suggested to see what is happening to the money from Hooker Chemical. Jenna Lantry from DEC reports less walleye this year compared to last year. A meeting is scheduled September 27, 2013 from 9:00am to 10:30am at Region 6 office with Steve Lapan, Frank Cean, Bernie Haney and Mitch Franz.



Jefferson County Sportfish Advisory Board  
P.O. Box 486  
Henderson Harbor, New York 13651

To: Jefferson County Board of Legislators

From: Jefferson County Sportfish Advisory Board

Date: 10-11-2013

Subject: Watertown Waste Treatment Plant

We have heard that the Watertown Waste Treatment Plant is accepting waste from outside our area again. The last time this happened it negatively affected the Black River. At that time it took time and money to clear it up. We are asking you to check this out to make sure it is not happening again.

All follow-up information should be sent to

Burnie Haney  
PO Boxes 136  
Calcium, NY 13616

Thank you,

Burnie Haney Chairman JCSAB