

County of Jefferson
Office of the County Administrator



Historic Courthouse
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Watertown, NY 13601-2567
Phone: (315) 785-3075 Fax: (315) 785-5070

September 6, 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, September 10, 2013, at 6:45 p.m.* in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Resolutions:

1. Inclusion of Viable Agricultural Land in Certified Agricultural Districts Before the Districts' Established Review Periods
2. Authorizing Jefferson County to be Lead Agency under the State Environmental Quality Review Act for the Purpose of the 2013 Inclusion of Viable Agricultural Land within Existing Agricultural Districts Before the Districts' Established Review Periods, and Making a Determination of Non-significance
3. Authorizing Agreement with Jefferson County Soil and Water Conservation District Relative to Management of and Recreation in County Forest Lands

Informational Items:

1. Planning Departmental Report
2. 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. _____

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 2013 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 August 26, 2013 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 a certified Agricultural District before the District's 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 861 acres to existing Agricultural Districts.

Seconded by Legislator: _____

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 2013 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 2013 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: _____

NEW YORK STATE
DEPARTMENT OF AGRICULTURE AND MARKETS

State Environmental Quality Review for
2013 INDIVIDUAL INCLUSION REQUESTS

SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I – PROJECT INFORMATION

1. The proposed action is located in the County of Jefferson and the Towns of Cape Vincent, Clayton, Orleans, Alexandria, Adams and Lyme.
2. The agency responsible for preparing this Short Environmental Assessment Form and determining environmental significance is the County Legislative Body of Jefferson County.
3. The name and address for the Clerk of the above named County is Robert Hagemann, 175 Arsenal St., Watertown, NY 13601.
4. Is this an application to modify an existing agricultural district? Yes No
 - If yes, what is the total number of acres comprising the district as it exists prior to modification? 196,599 acres
5. If this application involves a modification, will such modification result in a change in the size of the district? Yes No
 - If yes, how many acres are involved in the change? 861 acres.
 - Does this represent an increase or decrease?
6. Zoning and Planning Information
 - Does the agricultural district correspond with a town(s) zoning district(s)? Yes
 - If yes, please cite the applicable zoning district(s): The proposed changes are located within three towns. All of the zoning districts allow agricultural uses.
 - Is/are the zoned district(s) within the modified agricultural district compatible with the goals and objectives of the Agricultural Districts Law, as set forth in Article 25-AA of the Agriculture and Markets Law? Yes No
 - If yes, please cite the applicable language: All of the districts state that their purpose is to promote and/or encourage agricultural uses.

7. What is present land use in the vicinity of the proposed modification?

Residential Industrial Commercial Agricultural Park\Forest\Open Space

Describe: The current land use in the areas of the proposed additions consists of agriculture, scattered rural residential and some small commercial uses.

8. Is there public controversy related to this district proposal? Yes No

If yes, describe below:

9. Attach any additional information as may be needed to clarify the proposed action.

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE

Authorized Signature: _____ Date _____

PART II – ENVIRONMENTAL ASSESSMENT

General Information

In providing responses to each of the questions, the reviewer should keep in mind that the action proposed is the modification or termination of an agricultural district or districts. The action is not the land use or activity which will, or may, take place in the district. For example, it is not appropriate to consider the effects of management action that may be taken by individual operations in conducting farming. Agricultural farm management practices, including construction, maintenance and repair of farm buildings, and land use changes consistent with generally accepted principles of farming are listed as Type II actions in 6 NYCRR 617.5(c)(3), and these actions have been determined not to have a significant impact on the environment.

A. Does action exceed any Type I threshold in 6 NYCRR, Part 617.4?
 Yes No

If yes, coordinate the review process and use the Full EAF.

B. Will action receive coordinated review as provided for Unlisted actions in 6 NYCRR, Part 617.5?
 Yes No

If No, a negative declaration may be superseded by another involved agency.

C. Could action result in any adverse effects associated with the following:

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage, or flooding problems? Explain briefly:
The action is only the administrative inclusion of agricultural land to existing agricultural districts.

- C2. Aesthetic, agricultural, archaeological, historic or other natural or cultural resources; or community or neighborhood character? Explain briefly: The proposed action is only the administrative inclusion of agricultural land to existing agricultural districts.
- C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly: The proposed action is only the administrative inclusion of agricultural land to existing agricultural districts.
- C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly: The proposed action is only the administrative inclusion of agricultural land to existing agricultural districts.
- C5. Growth, subsequent development or related activities likely to be induced by the proposed action? Explain briefly: The proposed action is only the administrative inclusion of agricultural land to existing agricultural districts.
- C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly: None
- C7. Other impacts (including changes in use of other quantity or type of energy)? Explain briefly: None
- D. Will the project have an impact on the environmental characteristics that caused the establishment of a CEA? ___ Yes X No
- E. Is there, or is there likely to be, controversy related to potential adverse environmental impacts? ___ Yes X No

PART III – DESIGNATION OF LEAD AGENCY

Please indicate desire for lead agency status by checking the appropriate box below:

- X Since the proposed action will be undertaken by this County Legislative body and since any adverse environmental impacts will be primarily of local significance, it is hereby recommended that this County legislative Body serve as lead agency to ensure compliance with the requirements of the State Environmental Quality Review Act. It has been determined that the only other agency required to undertake an action in this case is the Department of Agriculture and Markets.
- ___ The County Legislative Body does not choose to nominate itself to serve as lead agency.

PART IV – DETERMINATION OF SIGNIFICANCE

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e., urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination and significant must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

Check this if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

Check this if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide an attachments as necessary, the reasons supporting this determination:

JEFFERSON COUNTY BOARD OF LEGISLATORS

Name of Lead Agency

CAROLYN D. FITZPATRICK

CHAIR, BOARD OF LEGISLATORS

Print or Type Name of Responsible Officer in Lead Agency

Type of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. _____

Authorizing Agreement with Jefferson County Soil and Water Conservation
District Relative to Management of and Recreation in County Forest Lands

By Legislator: _____

Whereas, Pursuant to Resolutions 328 of 1998, 304 of 2005 and 210 of 2010, Jefferson County and its Soil and Water Conservation District entered into agreements for the management of County forest lands, and

Whereas, Pursuant to Resolutions 305 of 2005 and Resolution 28 of 2011, Jefferson County and its Soil and Water Conservation District entered into agreements for County trail coordination services, and

Whereas, The current agreements will expire at the end of 2015 and 2013, respectively, and

Whereas, Each entity now wishes to continue these arrangements with a new combined agreement.

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with the Jefferson County Soil and Water Conservation District for the management of and recreation in County forest lands for the period January 1, 2014 through December 31, 2018, and be it further

Resolved, That said agreement include as base payment of \$90,000 per year, plus an additional \$30,000 for trail development and professional services as needed, and be it further

Resolved, That the Chairman of the Board of Legislators is hereby directed and authorized to execute said agreement on behalf of Jefferson County, subject to the review of the County Attorney as to form.

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
July/August 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.)

July/August 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). Nearly all funds have been expended, resulting in the completion of 23 housing rehabilitation projects scattered throughout the County.
- Continued administration for the County's \$750,000 2012 CDBG Housing Rehabilitation award from the NYS Office of Community Renewal (OCR). Held two project review committee meetings and approved three projects which are located in the Hamlet of LaFargeville, Town of Clayton, and Village of Clayton. Over \$56,000 has been expended to date.
- Held two public hearings in preparation for the County to file a 2013 CDBG application funding request later in the year. As of late August, a NYS OCR Notice of Funding Availability has not been issued.
- Continued NYS OCR administration tasks for the \$255,000 CDBG award to assist Florelle Paper, Inc., through the provision of a machinery and equipment loan from the Jefferson County Local Development Corp.
- Submitted project status reports to NYS OCR for the 2011 and 2012 Housing Rehabilitation awards as well as the 2011 Economic Development award.

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.
- Received official notification from HUD of the Consortium's FFY 2013 allocation (\$749,290) and completed grant agreement.
- Began scheduling annual performance monitoring visits with HOME program providers.

County Planning Board

- Prepared materials for the July County Planning Board meeting. The July meeting was held at the Thousand Islands Bridge Authority (TIBA) office which included a presentation by TIBA staff on Bridge operations and plans, and the 75th Anniversary
- Assisted the County Planning Board and local municipalities through staff reviews of eight NYS General Municipal Law, Section 239m referrals in July. July projects included: Village of Adams – site plan review for an addition to an existing fire hall; Village of Cape Vincent – Site Plan Review for an outdoor bar; Village of Chaumont – Site Plan Review and Area Variance for an addition to the public library; Town of Henderson – Site Plan Review to re-establish an antique shop; Town of LeRay – Site Plan Review for a multi-tenant commercial building; City of Watertown – Site Plan

Review for a 28 space parking lot; a site plan review for a professional office; and a zoning text amendment. The August meeting was canceled due to a lack of project referrals.

Jefferson County - Fort Drum Growth Issues

- Staff continued assisting the FDRLO to refine 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

- Staff coordinated with several CEDS Committee members to develop draft strategy edits for deliberation by the full Committee later this year.

Urbanized Area Designation

- Continued evaluation of anticipated impacts of the Census Bureau's Urbanized Area designation for a portion of central Jefferson County. Continued analysis of Metropolitan Planning Organization (MPO) transportation/transit planning aspects and the Metropolitan Statistical Area (MSA) designation.
- Also evaluated MS4 Stormwater regulations and their overall applicability and impacts in the County. Staff attended an information session conducted by the NYS DEC about the next steps for the MS4 program. Staff verified Census Bureau municipal populations for the Urbanized Area within the affected communities.

Miscellaneous

- Staff participated in meetings of the Cooperative Extension's Program Advisory Board, Jefferson County Water Quality Coordinating Committee, and Tree Watertown Committee.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

- Alexandria (T) – Completed draft edits to the Strength, Weaknesses, Opportunities, and Threats (SWOT) report resulting from the session conducted in June. Attended and prepared materials for an August Committee meeting.
- Henderson (T) – Finalized draft edits regarding definitions and other related Town zoning amendment changes. Compiled edits discussed to date, and draft additions to the zoning law. Also, plotted Henderson Harbor mooring locations on map with aerial imagery. Edited map and locations as requested by harbor authorities.
- Philadelphia (V) – Staff continued meeting with the Zoning Revision Committee to develop updates to their law and zoning map. Composed base map showing zoning and parcels to aid Committee discussions.
- Clayton (V) – Staff met with Zoning Committee and continued work on final edits to the Village Zoning Law.
- LeRay (T) – Met with the Zoning Committee discuss draft edits to the Zoning Law, public input, and related zoning map amendments.
- Philadelphia (T) – Staff met with Planning Board to continue work on updating the Town Zoning Law.
- Clayton (T) – Digitized Scenic Protection Overlay and Local Waterfront Revitalization Area for Town Zoning Map and made other edits as requested by Town.

- Pamela (T) – Staff met with Planning Board Chair to finalize proposed amendments to the Zoning and Subdivision Laws.
- West Carthage (V) – Staff refined and forwarded an informational fact sheet on solar collectors to the Village Planning Board.

Municipal Land Use Training

- Staff began steps to prepare for this fall's Land Use workshop training workshops to be held at JCC. The workshops will be held on September 11th and October 28th 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.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture and Agricultural Districts

- Staff conducted a windshield survey of parcels requested to be added during the 2013 Annual Agricultural Individual Inclusion Process.
- Prepared maps and materials for an Agricultural and Farmland Protection Board meeting and presented the 2013 Inclusion requests. The AFPB recommended that all requests be added. Staff scheduled and held the required public hearing.
- Prepared draft resolutions for the Board of Legislators to complete the SEQR process and to recommend the approval of the requested parcels.

Snowmobile Grant-in Aid Program

- Finalized Phase I reimbursement request. Discussed logical options for another club trail system with NYS OPRHP staff to finalize the NYS Statewide Corridor Trail System changes for the upcoming 2013-2014 season. Compiled the application materials for each of the four Clubs to submit to NYS OPRHP for the annual Phase II application to continue participating in the trail maintenance program.
- Processed and submitted the final 30% voucher from NYS to receive the rest of the funding from NYS OPRHP for the 2012-2013 maintenance season.
- Attended a NYS DEC public hearing for the Winona Forest Unit Management Plan (UMP), which coincides with several snowmobile trails and borders two Jefferson County Forest properties.

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, agricultural districts, and demographic data.
- Compiled County building permit information for various agencies and requests.
- Began developing a web-based informational site for flood map assistance in Jefferson County.
- Continued to develop a website section to clearly direct interested parties to local contacts for land use and development review procedures.

Census

- Staff completed a process of offering local municipalities the option of the Planning Dept. handling the annual US Census Bureau's Boundary and Annexation Survey. The Department's mapping software allows for digital submissions of any municipal boundary changes in order to provide the Census Bureau with the most up to date information.

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. Staff completed work inventory surveys on time spent on various GIS tasks for return on investment calculations and small group meetings to discuss tasks within the remaining scope of the project.
- Met with Jefferson County Public Health Department representatives to discuss County GIS capacity and future mapping needs and objectives within the Public Health Department. Assisted with GIS related narrative for the Department's Preparedness grant application.
- Continued formatting 2013 parcel data received from the Department of Real Property Tax Services for GIS use. Revised parks layer consisting of State and County forest land, Wildlife Management Areas, State Parks, and Unique Areas. Also, prepared revised data layers for posting to the Jefferson County on-line Map Viewer.
- Completed a Scenic Byways and Driving Tours Map that includes NYS Scenic Byways, Wine Tour and winery locations, and the Ag Tour and related sites. This will be placed on the County's website.

JEFFERSON CO. SPORTFISH ADVISORY BOARD

July 17, 2013

JCSFAB

Meeting started at 7:00PM

Members Present:

Diane Gamble

Burnie Haney

Hal Horton

Bob Savage

Dick Smith

Larry Rogers

Ken Carmon

Correction to June minutes is as stated; \$25.00 was paid to fish cleaner at kid's day not \$10.00.

Motion to accept minutes as recorded June meeting minutes accepted motion to accept by Hal Horton and 2nd by Larry Rogers.

Treasurer's reported accepted as stated.

June treasurer report accepted motion to accept by Bob Savage and 2nd by Dick Smith.

Old Business:

Steve Lapan letter stated population of walleyes is good. Will contact Bill Owens.

New Business

Butterfield Lake could use DEC floating docks. Go ahead to pursue this floating docks.

NY Bass Federation would like to partner on projects. Look at pike spawning projects. Habubath restoration Wetland project.

Larry Rogers's regulations 2014

Musky 44 to 54

Jigs in tributary 1/8 or less ok

Creek trout 15 inches

21 inches for rainbow

RECEIVED

AUG 15 2013

JEFFERSON COUNTY
BOARD OF LEGISLATORS

JEFFERSON CO. SPORTFISH ADVISORY BOARD

July 17, 2013

**Motion made to adjourn Bob Savage and 2nd by Dick Smith.
Meeting adjourned at 8:27**

**Next meeting will be Aug 19, 2013 at 7:00 PM at the Human Services
Building on Arsenal Street, Watertown.**

Respectfully submitted,

Diane Gamble

Diane Gamble, Sec