

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



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May 10, 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, May 14, 2013, at 6:45 p.m.* in the Board of Legislators' Chambers.

Following is the agenda for the meeting:

**Resolution:**

1. Adopting Modifications Pursuant to the Eight Year Review of the Jefferson County Southeast Agricultural District, No. 1

**Informational Items:**

1. Monthly Departmental Reports:
  - Planning
  - Sportfish Advisory Board

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. \_\_\_\_\_**

Adopting Modifications Pursuant to the Eight Year Review of the  
Jefferson County Southeast Agricultural District, No. 1

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

Whereas, In 2012 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 Southeast Agricultural District, No. 1, 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 Southeast Agricultural District, No. 1 was placed on file with the County for a thirty (30) day review and modification period, and

Whereas, During the review period, 57 acres of land were requested to be added and 659 acres of land were 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 has been duly received by this Board of Legislators, and

Whereas, A public hearing was held on November 14, 2012 at which time consideration was given to the original Agricultural District, the recommendation of the County Agriculture and Farmland Protection Board, and the proposed modifications to the District, and

Whereas, The proposed district modifications were subsequently referred to the NYS Commissioner of Agriculture and Markets, and on May 1, 2013 the County of Jefferson was notified by the Department of Agriculture and Markets that the district is eligible for recertification.

Now, Therefore, Be It Resolved, That Pursuant to Section 303 of the New York State Agriculture and Markets Law, the Jefferson County Board of Legislators does hereby modify and re-establish the Jefferson County Southeast Agricultural District, No. 1, to consist of 48,789 acres of land, for a period of eight years. The modified boundary is depicted on a set of maps entitled Jefferson County Southeast Agricultural District, No. 1.

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

## **Department of Planning March/April 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.)

**March/April 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). Held one meeting with the Project Review Committee in order to approve two projects for the 2011 award. The projects are in the Village of Brownville, and the Town of Rutland. Over \$550,000 has been expended to date.
- Began administration for the County's \$750,000 2012 CDBG Housing Rehabilitation award from the NYS Office of Community Renewal (OCR). Completed all environmental review requirements to enable the release of funds. Adopted annually revised program guidelines through the Board of Legislators. One project draw has been completed to date.
- Continued preparation steps to position the County to file a 2013 CDBG application funding request later in the year.
- 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. Staff conducted an annual subrecipient monitoring visit at JCLDC to ensure all requirements of the subrecipient agreement and OCR grant administration manual were being met.

#### 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.
- Collaborated with the Community Action Planning Council (CAPC), Jefferson-Lewis Board of Realtors, and Development Authority of the North Country (DANC) to host this year's Fair Housing Roundtable in April. Guest presenter Lin Fields provided training on Fair Housing Act requirements.
- Began work on grant administration tasks for the 2013 HOME grant year such as the Annual Action Plan and Environmental Review process. The Action Plan public hearing was held April 24, 2013.
- Staff attended the quarterly meeting of the Points North Homeless Housing Coalition.

#### County Planning Board

- Prepared materials for the March and April County Planning Board meetings.
- Assisted the County Planning Board and local municipalities through staff reviews of eight NYS General Municipal Law, Section 239m referrals in March and ten in April. Projects included: Town of Alexandria - site plan reviews to expand a boat storage business; to establish a home based child day care facility; to add automobile rental to an optical and barber shop; to establish a new and used boat sales; to establish an

open air market; and to re-establish boat storage at an existing commercial site. Village of Alexandria Bay – zoning amendment pertaining to boathouses. Village of Chaumont – site plan review for a restaurant. Village of Clayton - a site plan review for a residential garage based Italian Market. Town of LeRay – area variance for a self storage business. Town of Lorraine – adoption of their first Development Code. Town of Orleans - site plan review to locate off-premise signs; area variance for a personal storage building; and an area variance for a commercial sign. Town of Pamelaia - site plan review to establish a retail store in an existing commercial building. Town of Rutland – special permit for a motor vehicle repair shop. City of Watertown - area variance for additional signage at a health care facility and site plan review for a dormitory at JCC.

- The Board welcomed Lisa L'Huillier as a new member of the County Planning Board.

#### Jefferson County - Fort Drum Growth Issues

- Continued editing and compiling materials to expand a set of Jefferson County Planning Primers for training and educational purposes.
- Staff attended two meetings with the FDRLO Housing Task Force.
- Staff assisted a consultant for the FDRLO that is working to refine the Fort Drum Regional Economic Model to more accurately portray indirect and induced economic impacts from Fort Drum spending and operations. Met with Fort Drum officials on their latest Economic Impact statement.
- Attended a FDRLO Sustainability Committee meeting to wrap up efforts related to the organization's response to the Department of Defense PEA response process.

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

- In anticipation of 2013 CEDS Committee activities, drafted goal monitoring templates for the recently completed CEDS Report, in keeping with US Economic Development Administration requirements.
- Held a full CEDS committee meeting to discuss 2013 tasks and responsibilities for completing the first annual update to last year's Five Year CEDS update.
- Staff participated in an EDA webinar on new economic cluster data available for Jefferson County.

#### 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 planning aspects and the Metropolitan Statistical Area (MSA) designation.
- Continued coordination with NYSDEC, Jefferson County SWCD, County Highway, and County Administration on evaluating MS4 Stormwater regulations and overall applicability and impacts in the County.

#### Miscellaneous

- Staff participated in meetings of the Cooperative Extension's Program Advisory Board and Adopting Healthy Habits Advisory Board, Jefferson County Water Quality Coordinating Committee, Black River Advisory Council, and Tree Watertown Committee.
- Assisted the IDA staff with the scope and assembly of a US Rural Development application for funds to assist with feasibility steps for development of a corporate park adjacent to the Watertown International Airport.

## COMMUNITY PLANNING AND DEVELOPMENT

### Municipal Project Assistance

- Alexandria (T) - Staff met with Town officials and the Economic Development Committee to continue discussions regarding a Comprehensive Plan/Corridor Plan update and potential zoning revisions. Created an updated Land Use map to aid with preliminary discussions.
- Henderson (T) – Met with the Zoning Committee to continue discussion and review of draft edits regarding definitions and other related Town zoning amendment changes. Compiled edits discussed to date, and draft additions to the zoning law.
- Philadelphia (V) – Staff continued meeting with the Zoning Revision Committee to develop updates to their law. Staff also attended a meeting with the Revitalization Committee for the Gateway Island Park project, led by Bernier, Carr and Associates.
- Clayton (V) – Staff continued working on edits to the Village Zoning Law.
- LeRay (T) – Met with the Zoning Committee on several occasions to discuss draft edits to the Zoning Law, public input, and related zoning map amendments. The Committee also met with the Town of Watertown's Planning Board chair regarding some of their recent zoning provisions. Edited Mobile Home overlays on proposed zoning map as requested by Town.
- Philadelphia (T) – Staff met with Planning Board to continue work on updating the Town Zoning Law. Updates to maps and definitions are in process.
- Hounsfield (T) – Created a Land Use by 2012 Assessment map, and a parcel map displaying federal and state wetlands, along with local landmarks.
- Lorraine (T) – Created digital draft zoning map and zoning reference map for the Town at Town's request.
- Alexandria Bay (V) – Edited draft zoning map for Village to reflect zoning amendments.

### Municipal Land Use Training

- Continued coordination with Tug Hill Commission staff to schedule the next Land Use workshop training series event, which will be held on May 29th at JCC. Staff made arrangements with two local attorneys to provide an overview of common real estate transaction steps and procedures for local planning officials.
- Staff attended Tug Hill's annual Local Government Conference. The Department's two Senior Planners conducted a training session on Site Plan Review submissions for Conference attendees.
- Two staff members attended the NY Planning Federation Annual Conference.

## RESOURCE AND ENVIRONMENTAL MANAGEMENT

### Agriculture and Agricultural Districts

- Staff attended the annual meeting of the Agricultural Development Council.
- The County received notice from NYS Department of Agriculture and Markets that through the County's Eight Year Review of Southeast Agricultural District, the District has been recertified with the changes as proposed.
- Staff submitted a draft funding application to update the County's Agricultural and Farmland Protection Plan to NYS Department of Agriculture and Markets. NYS staff reviewed and made suggestions for the final draft.

#### Snowmobile Grant-in Aid Program

- Received the initial 70% of funds from the NYS OPRHP annual allocation for snowmobile trail maintenance and grooming.
- Forwarded this year's contracts to each Jefferson County snowmobile club.

#### NYSDEC Region 6 Open Space Committee

- Attended the second meeting of this committee to continue development of narrative amendments pertaining to regional open space issues and projects contained in the current NYS Open Space Plan.

#### Emerald Ash Borer Training

- At the request of NYSDEC, staff planned and scheduled a training session on Emerald Ash Borer awareness and preparedness. Highway Superintendents and other local officials that deal with tree maintenance have been invited to learn about identification and management of this invasive species. The training will be conducted on May 8<sup>th</sup> at Cornell Cooperative Extension of Jefferson County.

### INFORMATION, DEMOGRAPHIC, AND DATA SERVICES

#### General Technical Assistance

- Responded to callers, emails, and walk-ins with requests concerning municipal zoning maps, Census maps, FEMA flood zones, wetlands, and demographic data.
- Compiled County building permit information for various agencies and requests.
- Began compilation of 4<sup>th</sup> quarter housing indicators survey results.

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

- Continued grant start-up tasks in conjunction with DANC, Lewis County, St. Lawrence County, the City of Watertown, and the Tug Hill Commission for the recently awarded GIS Local Government Efficiency project. Reviewed and assessed proposals received from consultants. Participated with prospective consultants' interviews with other agency team members. Finalized completion of the project's Memorandum of Understanding.
- Assisted Jefferson County Bureau of Elections with mapping services for their new election districts for the County. Produced county-wide and individual town maps of the new election districts.
- Updated local parks data as requested by the NYS Office of Parks, Recreation, and Historic Preservation.
- Created water and sewer district layers from Real Property Services Special District data.
- Worked with Fountains Spatial to add new or updated data layers and make minor revisions to the Jefferson County Map Viewer.
- For the General Brown Central School District, created a road map with parcel boundaries and houses and business points.
- Began digitization of the Black River boundaries in Jefferson County.

# JEFFERSON CO. SPORTFISH ADVISORY BOARD

April 15, 2013



## JCSFAB

Meeting started at 7:00PM

### Members Present:

Mitch Franz  
Diane Gamble  
Burnie Haney  
Hal Horton  
Bob Savage  
Dick Smith

Larry Rogers

Motion to accept minutes as recorded.

September meeting minutes accepted motion to accept by Bob Savage and 2<sup>nd</sup> by Mitch Frantz.

Treasurer's reported accepted as stated.

September treasurer report accepted motion to accept by Bob Savage and 2<sup>nd</sup> by Hal Horton.

### Old Business:

Secretary Diane followed up on new places to go for the boards annual dinner, which would be Blue Heron in Chaumont, or the Gill House in Henderson Harbor, Ryan's in Henderson Harbor is closed on our night.

### New Business:

Mitch Franz attended the State if the Lake meeting and heard that the Governor of NY and the Commissioner of DEC NY put a gage order on all of the DEC employees. If you want to ask a question you must put it in writing and DEC will respond to your letter.

Both sides of the water US and Canada are doing a survey on:

1. Water quality
2. Bait stomach
  - a. ID fish
  - b. size of fish measure
  - c. save stomach

All fish except perch.

Salmon reproduction of wild fish occurred in 2011 to be an outstanding year. Then in 2012 it was another great year. Lake trout and Salmon fishing counts are coming up. Brown trout counts are coming up. White fish, good to eat, there numbers are up. Bait fish are so much larger then ever. DEC is working to keep the Cormorants count to 15 to 18 hundred pairs. 2012 Salmon River natural repro is so good in the eastern end.

# **JEFFERSON CO. SPORTFISH ADVISORY BOARD**

**April 15, 2013**

**Rome hatchery, brown trout is to be cut back. Walleye no stocking in our eastern end. Burnie and Mitch to sit down with Chris and Steve Lipan of Cape Vincent to talk. Catch and Release program could bring more people and money to Jefferson County, by allowing C&R on the inner lake waterways Not Lake Ontario or St. Lawrence River.**

**During the last Region 6 Fish & Wildlife Board the Region 6 Fishery announced he'd support inland C&R if someone could find 250-300k funding to monitor a test lake.**

**Region 6 already has a couple of test lakes that serve our area anglers. Lake Bonaparte (Lewis County) with three (3) trailers launches (no HP restrictions).**

**Millsite Lake (Jefferson County) with on (1) trailer launch (10 HP limit)**

**Observations:**

**-Both lakes open to C&R bass fishing since 2006.**

**-No users of either lake have announced or voiced any concerns for the deterioration of the bass populations.**

**-Nor has anyone voiced a concern or reported a decline in their catch rate during the open catch & keep season**

**-For the past six years the anglers that genuinely target bass for sport or table fare have voiced no concerns and noticed no adverse impacts to bass on these area lakes that allow C&R bass fishing.**

**-That's six years with no ill effects ever reported on either body of water; by any user group and one can argue that's a very reasonable period of testing.**

**Bernie to send a letter to Chris Bahalk and Steve Lapin...**

**Motion made to adjourn Bob Savage and 2<sup>nd</sup> by Dick Smith.**

**Meeting adjourned at 8:30**

**Next meeting will be May 20, 2013 at 7:00 PM at the Human Services Building on Arsenal Street, Watertown.**

**Respectfully submitted,**

*Diane Gamble*

**Diane Gamble, Sec**