

County of Jefferson
Office of the County Administrator



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March 8, 2013

TO: Members of Planning and Development Committee

FROM: Michael E. Kaskan, Deputy County Administrator *MK*

SUBJECT: Planning and Development Committee Agenda

Please let this correspondence serve as notification that the Planning and Development Committee will meet on *Tuesday, March 12, 2013, at 6:45 p.m.* in the Board of Legislators' Chambers.

Following is the agenda for the meeting:

Resolutions:

1. Adopting Revised Guidelines and Administrative Procedures in Relation to the County's Housing Improvement Program funded by NYS Community Development Block Grant (CDBG) Awards
2. Authorizing Agreement for Development and Submission of a Community Development Block Grant (CDBG) Application to the NYS Office for Community Renewal and Development and Administration of Grant Program
3. Approving Appointment to the Jefferson County Planning Board

Informational Items:

- CDBG Housing Update
- Planning Monthly 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.

MEK:tlr

cc: Airport Code Enforcement
Employment and Training Planning

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 2012 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 3, 2012, 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 April 2, 2013, 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)
) 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

Summary of 2013 changes to CDBG Housing Rehabilitation Program Guidelines

Project Area, Section 1.2

Page 1

This section details areas where the CDBG funds can be spent. To maximize distribution of resources, those municipalities that have their own CDBG rehabilitation awards are excluded from the County wide program. The section was amended this year to add the Towns of Champion and Wilna to the list of excluded municipalities, which already includes the City of Watertown and Villages of Carthage and West Carthage.

Property Liens, Section 3.5

Page 8

A new section has been added to detail how liens are filed for the properties that are improved through this program. This is done through the filing of a Note and Mortgage with the County Clerk, which self-amortizes at a rate of 1/60th per month. The Note will be satisfied and the Mortgage will be discharged when the five year regulatory period expires, provided that all program requirements have been met. All of the documents for the discharge will be prepared by the property owner, or his/her agent, for review and approval by the County Attorney. The property owner will be responsible for filing the documents.

Green Rehabilitation, Section 4.4c

Page 12

This paragraph has been rewritten to make energy conservation standards a priority for this program, as per the Green Rehabilitation Standards that are included in the program standards. Previously, the applicants were referred to the CAPC weatherization program, where they were placed on a waiting list. Now, the process has been changed to include an energy audit conducted by a BPI certified contractor for every project considered for assistance. The cost of the work is an eligible CDBG expense that can be paid under the budget for rehabilitation activities.

Selection Criteria, Section 5.5

Page 16

The application process has been amended in order to more closely reflect the process that is currently being used by NOW, Inc. The previous guidelines assumed that only cases with complete eligibility documentation would be considered for selection for the program. However, in practice, applicants were selected based upon the information included in their pre-application and complete eligibility documentation is not collected until after the projects are selected for assistance from the waiting list. This process leaves open the possibility that we may discover an applicant is not eligible for assistance after they have been preliminarily selected, but avoids the extra effort of collecting eligibility documentation from several applicants whom may or may not ever be selected for assistance.

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. _____

Authorizing Agreement for Development and Submission of a Community Development Block Grant (CDBG) Application to the NYS Office for Community Renewal and Development and Administration of Grant Program

By Legislator: _____

Whereas, Jefferson County is eligible to apply for 2013 Federal Community Development Block Grant (CDBG) funds from the NYS Office for Community Renewal, and

Whereas, Through the professional services assistance of Avalon Associates, Inc, the County has received six consecutive (2007-2012) annual CDBG awards totaling \$3.65 million which have been used for housing rehabilitation activities for income eligible Jefferson County residents, and

Whereas, Jefferson County remains committed to pursuing feasible affordable housing resources to improve the quality of the County's housing stock and to assist low to moderate income County residents, and

Whereas, The County issued a new Request for Proposals for the next three year period (2013-2015) to identify qualified community development firms that could assist with grant preparation, program development activities, and program implementation for CDBG housing assistance initiatives, and

Whereas, Through the RFP process, Avalon Associates has been identified as a firm with the required credentials, expertise, and experience to assist the County in developing a 2013 CDBG housing proposal and application for a sum of \$7,500, which would be a County cost and is contained in the 2013 budget, and

Whereas, Avalon Associates has also proposed, if a CDBG grant is awarded, to develop the program and assist in grant administration for a lump sum of \$15,000 (eligible grant expense); provide actual program delivery services (e.g., qualifying applicants; inspecting properties; preparing loan and construction documents) for \$2,250 per housing unit (eligible grant expense); and fixed general and grant administration services fees as authorized by the grant program (eligible grant expense).

Now, Therefore, Be It Resolved, That Jefferson County enter into an agreement with Avalon Associates as described for the terms above for the 2013 CDBG program year, with an option to extend the agreement for the 2014 and 2015 CDBG program years, and be it further

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

Seconded by Legislator: _____

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, 2014.

Lisa L'Huillier Ruggiero

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

Lisa L'Huillier Ruggiero

Background for County Planning Board Appointment

Lisa L'Huillier Ruggiero is a resident of the City of Watertown. She is a graduate of General Brown High School and Ithaca College. She is the broker/owner of Hefferon Real Estate, which currently employs eight real estate agents. Lisa also has extensive property management experience, primarily for multi-family and senior housing projects.

She has held several positions with the Jefferson-Lewis Board of Realtors, and is a member of the NYS Association of Realtors and the National Association of Realtors. She also is a member of the Greater Watertown North Country Chamber of Commerce, the Watertown Housing Authority Board of Directors, Family Counseling Service Board of Directors, Jefferson County Historical Society, and various committees for the Northern New York Community Foundation.

**Jefferson County Community Development Block Grant (CDBG)
Housing Program**

Quick Facts:

NYS Office of Community Renewal (OCR) CDBG Housing Rehabilitation awards made to Jefferson County:

- 2007 Award Year - Housing rehabilitation, \$600,000, 25 units completed.
- 2008 Award Year - Housing rehabilitation, \$500,000, 20 units completed.
- 2009 Award Year - Housing rehabilitation, \$600,000, 22 units completed.
- 2010 Award Year - Housing rehabilitation, \$600,000, 21 units completed.
- 2011 Award Year - Housing rehabilitation, \$600,000, 18 units completed to date, funds still being committed and expended.
- 2012 Award Year - Housing rehabilitation, \$750,000, still awaiting release of funds.

Housing Rehabilitation program background:

Since 2007, the County has successfully competed for NYS CDBG funds to operate a County-wide Housing Improvement program to assist in the rehabilitation of owner-occupied homes.

The overall goal of the rehabilitation program is to improve living conditions for low to moderate income residents in the County by promoting repair and rehabilitation of the local housing stock. The primary objective is to eliminate conditions that might become hazardous to the health or safety of local residents. Roofing, plumbing, heating/insulation, and electrical repairs, as well as door and window replacement, are common components of the rehabilitation program. Improving the integrity of rural housing units is important component of local efforts to ensure income eligible residents have adequate and affordable housing choices.

The County does not retain its own housing staff for this program. Through an RFP process, the County solicits the services of a community development consultant to provide administrative services to operate the program. Since 2007, the County has utilized Avalon Associates, a housing and community development consulting firm, to draft the CDBG application, assist the County with grant administration, and administer the award. Avalon Associates, in turn, has hired Neighbors of Watertown as the local rehabilitation coordinator for the project. Neighbors of Watertown conducts the applicant screening and verification, assists with the coordination of contractors, and performs rehabilitation inspections.

Through February 2013, a total of 106 units have been rehabilitated to date at scattered sites throughout the County. Through the final expenditure of the 2011 and 2012 award year funds, it is anticipated that his total will grow to approximately 138 units.

Jefferson County

County-wide Housing Rehabilitation Program

NYS CDBG funding will be used to continue the county-wide Housing Rehabilitation Program that has been operating in Jefferson County since 2007. A Rehabilitation Coordinator will be available to work with eligible property owners, to identify housing problems, and to help each property owner decide the best way to solve those problems. All work will be done by local contractors hired by the property owners. Financial assistance will also be available to help pay the cost of those improvements.

The objective of this program is to promote investment in needed improvements in residential properties, particularly in communities that do not currently have a rehabilitation assistance program and are feeling the effects of tightened housing markets resulting from the latest expansion at Fort Drum. Assistance will be provided to support that work in substandard homes with lower income occupants. It is hoped that the basic repairs in those properties will result in improved housing conditions which will encourage long term maintenance of all properties in the County and help existing owners maintain and afford to keep their homes for the long-term. Eligibility terms are outlined below:

Substandard Housing that is owned or occupied by low or moderate income households will be eligible for CDBG financing to cover 100% of the cost of necessary rehabilitation improvements. That financing will be structured as a deferred payment loan which will not be repaid as long as the property owner complies with all requirements of the program. A pro-rated portion of the loan will be repaid to the County if the property is sold or if the occupants move during the five year regulatory period after all improvements are completed.

Income Limits for federal funding are determined by the U.S. Department of Housing and Urban Development (HUD). The statute limits eligibility for this financial to households that qualify as low or moderate income (80% of the Median). Under this program, preference will be given to applicants who qualify as very low income (50% of the Median) to assure that the limited available funds will go first to those households with the greatest need.

Household Income will be calculated as the total income of all members of the household including wages or salary, social security, retirement, unemployment or disability benefits, interest or dividends, income from real estate or business activities and any other cash received by any adult member of the household during the current year.

Eligible Improvements will include work necessary to resolve problems in the property using the following system of priorities:

Priority 1 - Code violations and other major health or safety problems.

Priority 2 - Insulation, weatherization and other energy conservation improvements.

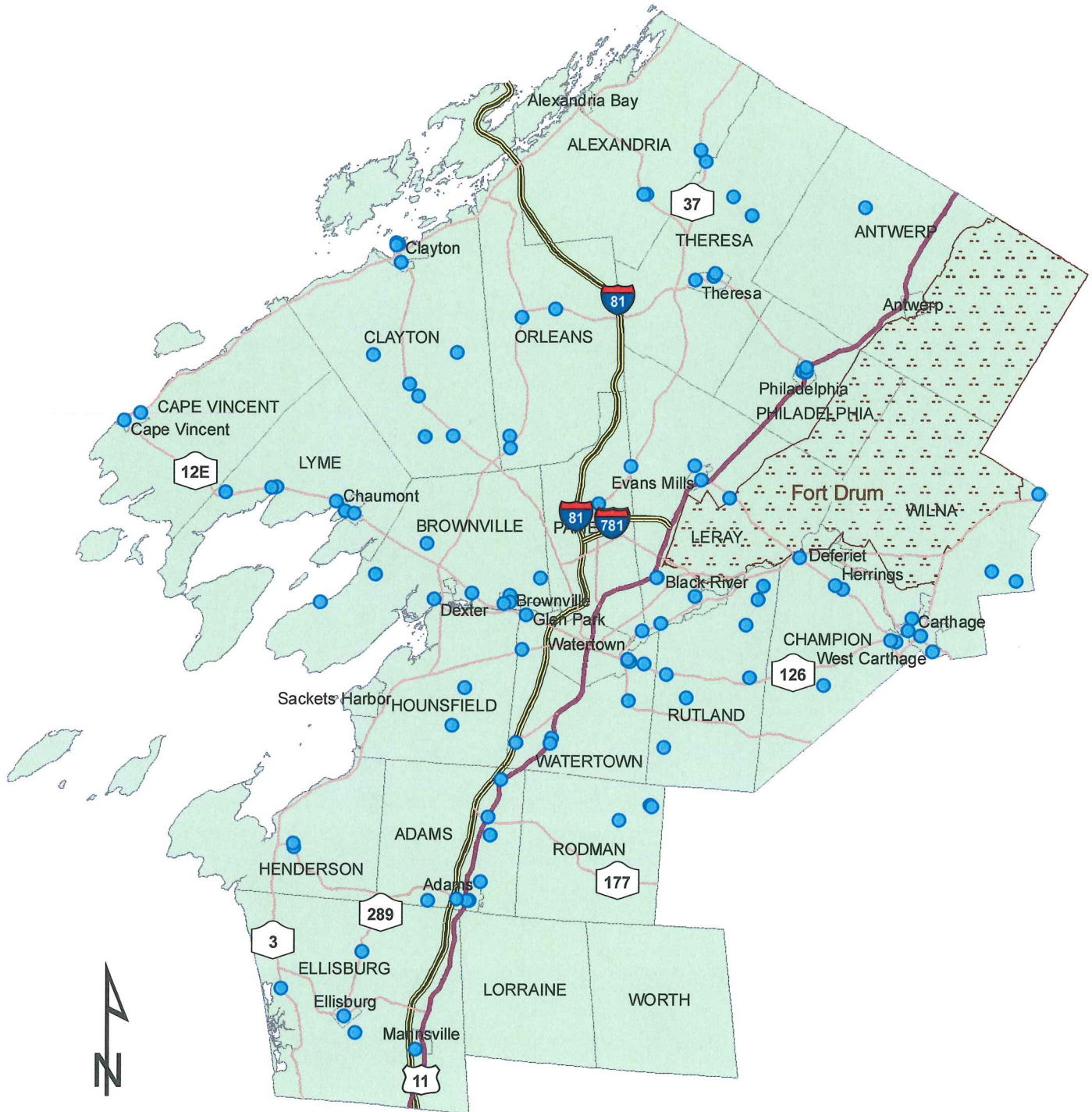
Priority 3 - Other improvements to address serious problems in the property.

Locations of Jefferson County CDBG Housing Rehabilitation Projects

Updated through
March 1, 2013

2007-2011 Funding Rounds

● CDBG Projects: 106 Total



0 2.5 5 10 Miles

Source: CSCIC
JC Department of Planning
JC Real Property Tax Services

**Department of Planning
January\February 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.)

January\February 2013 activities and highlights within these major categories were as follows:

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Program

- Submitted closeout materials for the County's \$600,000 2010 CDBG Housing Rehabilitation award from the NYS Office for Community Renewal (OCR). The balance of the funds was drawn in September.
- Continued administration for the County's \$600,000 2011 CDBG Housing Rehabilitation award from the NYS Office of Community Renewal (OCR). Held three meetings with the Project Review Committee in order to approve four projects for the 2011 award. The projects are in the Town of Henderson, the Village of Mannsville, and the hamlets of LaFargeville and Calcium. Over \$504,000 has been expended to date.
- Continued initial grant administration tasks, such as the Environmental Review process for the County's \$750,000 award from the 2012 CDBG application round for owner occupied housing rehabilitation activities (Phase VI).
- Conducted general CDBG administration activities, including submission of annual reports to NYS OCR, development of mortgage discharge procedures and administrative guidelines amendments, and review of RFP responses for 2013 CDBG professional services.
- 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.

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.
- Coordinated a meeting between CAPC and DANC to discuss topics and speakers for this year's Fair Housing Roundtable in April.
- Held a HOME Consortium Advisory Board meeting to discuss possible changes in the RFP process, future funding scenarios, and to solicit input on any changes tri-county housing providers would like to see in the program.

County Planning Board

- Prepared materials for the January and February 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 January and nine in February. Projects included a special permit and variance to construct an office in the Town of Clayton; a site plan for a restaurant addition, and a site plan and special permit for a 105 room hotel and restaurant in the Village of Clayton; a site plan review and area variance for a new bank, and a site plan for an auto parts store in the Town

of LeRay. Also, a site plan review for an off premise sign in the Town of Orleans; a site plan review for a motorcycle sales and service shop relocation in the Town of Pamela; a zoning map amendment for a residence hall at JCC, and a minor zoning text amendment in the City; and site plan reviews for a welding supply shop, a Nice N Easy store, and an office addition in the Town of Watertown. Finally, a special use permit for a real estate office in the Village of Dexter; area variances for a boathouse in the Town of Alexandria; a site plan for an Auto Parts Store in the Village of West Carthage; and a local law to regulate renewable energy systems in the Town of Lyme.

- Completed and distributed the County Planning Board's 2013 newsletter for local municipalities.

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.
- Participated in meetings of the FDRLO Sustainability Task Force, which is focusing on Fort Drum growth and economic development issues. Staff reviewed the DOD's Programmatic Environmental Assessment for Fort Drum and provided comments to the Task Force.
- Staff prepared corrected tentative results for the Fort Drum Regional Economic Impact Model using 2011 inputs of Fort Drum's direct expenditures. Staff also coordinated with FDRLO to retain the original consultant for the model to prepare a series of updates to the model's methodology. This will allow a more accurate portrayal of economic impacts and improved explanations of the model's indicators.

Comprehensive Economic Development Strategy (CEDS) Committee

- In anticipation of 2013 CEDS Committee activities, began drafting goal monitoring templates for the recently completed CEDS Report, in keeping with US Economic Development Administration requirements.

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 aspects and a potential Metropolitan Statistical Area designation.
- Coordinated with NYSDEC, Jefferson County SWCD, County Highway, and County Administration on evaluating MS4 Stormwater regulations and overall applicability and impacts in the County. Staff attended a MS4 Stormwater training session presented by NYS DEC and US EPA.

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, and Tree Watertown Committee.
- Staff participated in mock interviews of high school students at the Workforce 2020 event at JCC.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

- Alexandria (T) - Staff met with Town officials to begin discussions on a Master Plan/Corridor Plan update and potential zoning revisions. Created a preliminary GIS map to aid with preliminary discussions.
- Henderson (T) – Met monthly with the Zoning Committee to continue discussion and review of draft edits regarding definitions and other related Town zoning amendment changes. Composed land use by assessment and aerial imagery maps for the Town.
- Philadelphia (V) – Staff continued meeting with the Zoning Revision Committee to develop updates to their law. Staff also attended a kick off meeting with the Revitalization Committee for the Gateway Island Park project, led by Bernier Carr and Associates.
- Clayton (V) – Staff continued to reformat and edit the proposed amendments to the Village Zoning Law. Staff attended a Planning Board work session on the site plan review for the Clayton Harbor Hotel.
- LeRay (T) – Met with the Zoning Committee to discuss the final draft edits to the Zoning Law, public input, and related zoning map amendments. Finalized a base map showing parcels and landmarks to serve as a discussion aid for creating a map of proposed zoning amendments. Revised proposed zoning districts as requested by Town.
- Philadelphia (T) – Staff met with Planning Board to continue work on updating the Town Zoning Law.
- Clayton (T) – Created base maps of Town and Village for use to make an ambulance district map.
- Lyme (T) – Met with Planning Board Chair to discuss proposed regulations on renewable energy systems.
- Antwerp (V) – Provided technical expertise to assist the Village of Antwerp as lead community with Champion (T), LeRay (T), Pamela (T), Rutland (T), Wilna (T), Black River (V), Sackets Harbor (V), Theresa (V) in assessing proposals to develop a municipal infrastructure asset GIS program for the partners.

Municipal Land Use Training

- Staff conducted a land use training session for the Town of Cape Vincent.
- Met with Tug Hill Commission staff to begin planning the next events (April and May) in the Land Use workshop training series.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture and Agricultural Districts

- Staff prepared resolutions for the SEQR review and Eight Year Review modification of the Southeast Agricultural District for the Board of Legislators. Staff submitted the review package to the NYS Department of Agriculture and Markets.
- Continued work with the Agricultural Coordinator to prepare a draft application to the NYS Dept. of Agriculture and Markets for state grant assistance to complete a County Agricultural and Farmland Protection Plan update. Staff submitted a draft application to NYS Dept. of Agriculture and Markets staff for an initial review.

Snowmobile Grant-in Aid Program

- Amended the previously compiled reimbursement totals for each snowmobile club for the upcoming 2012-2013 season based on new NYS OPRHP mileage rates for primary and secondary trail types, as well as high snowfall trails.
- Processed the invoice and final payment to the last club from the 2011-2012 season.
- Compiled draft contract edits to enable the County Attorney's office to generate contracts for this snowmobile season for each Jefferson County Snowmobile Club.

NYSDEC Region 6 Open Space Committee

- Attended the re-organizational meeting of the Committee to begin steps to update information pertaining to open space issues and projects contained in the current NYS Open Space Plan.

INFORMATION, DEMOGRAPHIC, AND DATA SERVICES

Census

- Submitted annexation boundary changes for the Villages of Adams, Philadelphia, and Carthage to the US Census Bureau as part of the 2013 Boundary and Annexation Survey (BAS). Submitted other boundary corrections for all villages and towns in Jefferson County, as well as for the County itself, as part of the BAS.

General Technical Assistance

- Responded to callers, emails, and walk-ins with requests concerning municipal zoning maps, Census maps, and demographic data.
- Compiled County building permit information for various agencies and requests.
- Completed the 2012 third quarter Housing Indicators and mailed out surveys for the 4th Quarter of 2012.

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. Assisted with the development of the project's Request for Proposals and attended GIS Analysts meetings.
- Prepared municipal map with major roads and a City of Watertown map with streets for the Public Health Department to use to show medical services locations.
- Assisted Jefferson County Bureau of Elections with mapping services for their new election districts for the County.