

County of Jefferson
Office of the County Administrator



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May 11, 2023

TO: Members of General Services Committee

FROM: Robert F. Hagemann, County Administrator

SUBJECT: General Services Committee Agenda

Please let this correspondence serve as notification that the **General Services Committee meeting for May has been cancelled** for lack of agenda items.

Attached are Planning Department reports for March and April 2023.

If you have any questions, please feel free to contact this office or Committee Chairman Nabyaniec.

RFH:tlr

cc:	Airport	Dog Control	Probation/Stop DWI
	Buildings & Grounds	Fire & Emerg. Mgmt./E-911	Public Defender
	Code Enforcement	Highway/Recycling & Waste Mgt.	Sheriff
	District Attorney	Planning	Weights & Measures



Planning Department Report March - 2023

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Housing Program:

2020 Award: \$2,438 was processed for two rehab projects.

2021 Award: \$84,418 was processed for four rehab projects, program delivery, and administration.

North Country HOME Consortium

\$ 82,381 was processed for four Owner Occupied Rehab projects, two Home Buyer projects, and administration.

Staff attended the annual HOME Administrative Board meeting to review applications for 2023 funding.

County Planning Board

Staff review the following projects:

Carthage (V) - The village is proposing to adopt solar energy facility regulations.

LeRay (T) - The applicant is proposing to reestablish a car dealership.

LeRay (T) - The applicant plans to convert a vacant building into a salon suite.

LeRay (T) - The applicant is proposing to install a five megawatt solar energy facility.

Pamelia (T) - The applicant is proposing a 40 foot by 236 foot storage building.

Broadband

County staff met with DANC staff to discuss grants and target areas in the County.

Transportation

Transportation Workgroup – Staff participated.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Alexandria Bay (V): Completed another chapter of the zoning update, met with the committee and decided on revisions to include for the next iteration. Revised proposed zoning to expand Residential district.

LeRay (T): Completed edits to the Agricultural Chapter, met and discussed edits and options for the next meeting chapter. Revised shaded relief map for the Comprehensive Plan to include federal and state wetlands, and determined wetland acreage.

Deferiet Brownfield Opportunity Area

Staff participates on the Steering Committee for redevelopment of the former mill property. Attended a meeting with consultants to discuss development of the redevelopment plan.

Training

Staff attended the 34rd Annual Onondaga Planning Federation Planning Symposium.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture

North District 8-Year Review: Staff began compiling the database for the review.

Snowmobile Grant-in-Aid Program

Started to process Phase 1 files for GPS Thousand Islands Snowmobile Club update submittal. Began coordination with the clubs to submit Phase 3 documentation in April.

MS4 Coalition

Gathered information for the annual report information to send to JC Soil and Water for the Coalition-wide annual report submission. Attended MS4 training. Attended MS4 meeting.

INFORMATION, DEMOGRAPHIC, AND DATA SERVICES

General Technical Assistance

Responded to callers, emails, and walk-ins with requests concerning flood maps, parcels, zoning, and county map viewer.

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

Our GIS Specialist supports planners with various projects and other County Departments. Examples include: For the Board of Elections, calculated number of voters nearest to each polling site in Orleans and average increased distance if voters went to a different site; updated polling sites for 2023; created county-wide Election Districts map for 2023; composed HOME 2023 Funding map; mapped underserved broadband areas; found farmland soil types for proposed solar farm in LeRay; for Jefferson County Economic Development, found school districts for two solar farms; determined agricultural district proximity, prime agricultural soils, scenic road proximity, and scenic viewshed for proposed solar farm site; and began work on Agricultural District #2 data normalization and database.



Planning Department Report April - 2023

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Housing Program:

2020 Award: \$129,653 was processed for seven projects and program delivery.

2021 Award: \$22,867 was processed for nine projects, program delivery, and administration.

North Country HOME Consortium

\$87,547 was processed for three Owner Occupied Rehab projects, one Home Buyer project, and administration.

Staff attended the Fairhousing roundtable. The Executive Director of the Central New York Fairhousing Council spoke of emerging issues with fair housing. There was also an update on the Housing Committee activities.

County Planning Board

Clayton (T) – site plan review for a proposed kennel.

Dexter (V) – site plan review to add vehicle sales to a repair shop.

Henderson (T) – site plan review for a proposed retail Dollar General store.

Orleans (T) – site plan review for a proposed small off-grid campground with two tent sites, two cabins and a recreation area.

Transportation

Transportation Workgroup – staff participated in the North Country Transportation Workgroup's quarterly meeting.

Staff collaborated with County Purchasing staff to prepare a Request For Proposal for County-wide Mobility Management Services.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

Alexandria Bay (V): Met with the zoning committee to discuss further edits, and potential items to be addressed in the update process.

Brownville (T): Staff attended Planning Board meeting to discuss proposed zoning amendments.

Orleans (T): Staff provided assistance to the zoning committee regarding preparation of a short term rental law.

LeRay (T): met with the Comp Plan committee to discuss final edits to the Natural Resources Chapter, and an initial section of a Renewable Energy and Sustainability chapter. Based on the discussion, will edit the Renewable Energy section accordingly.

Deferiet Brownfield Opportunity Area

Steering Committee for redevelopment of the former mill property. Staff participated online to hear an update on development of the redevelopment plan.

Training

HUD Region 2--Environmental Review Training in Syracuse, NY. April 25- 27

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Agriculture

North District 8-Year Review: Staff continued to prepare for this review.

Snowmobile Grant-in-Aid Program

Received Phase 3 documentation materials from the clubs for verification and submittal to NYS OPRHP by the end of May. Received GPS trail segments from one club to submit to NYS OPRHP by the first of June.

MS4 Coalition

Received and compiled the rough draft annual report materials to submit to JC SWCD so they can compile a coalition-wide annual report by the deadline.

INFORMATION, DEMOGRAPHIC, AND DATA SERVICES

General Technical Assistance

Responded to callers, emails, and walk-ins with requests concerning flood maps, parcels, zoning, and county map viewer.

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

Our GIS Specialist supports planners with various projects and other County Departments. Examples include: Unserved broadband study area details and county-wide overview maps; provided mailing addresses for residents in former village of Herrings for Board of Elections; created proposed zoning map for Town of Brownville; produced two parcel maps for County Planning Board presentation; created table and charts of prime agricultural soil acreage in the Towns of Watertown and Rutland for the agricultural coordinator; continued work on the North Agricultural District review database.