

**WARREN COUNTY MUNICIPAL CENTER**



LAKE GEORGE, NEW YORK 12845

**PLANNING & COMMUNITY DEVELOPMENT  
DEPARTMENT**

Telephone: (518) 761-6410

**Planning and Community Development Committee  
Meeting Agenda  
January 25, 2010**

1. Old Business: (Included with Pending Items List)
2. New Business: (Attachments are provided for selected items)
  - a. Review Planning Department's Organizational Structure, identification of staff members and their related project responsibilities, overview of Planning Board, Planning Department and GIS (Geographic Information System) Budgets.
  - b. Work program and billable time schedule for FY-2010.
  - c. GIS services for local communities. Update and discussion on recent issues regarding billable time.
  - d. Announcement of recent County funding awards from the NYS Department of State and the Adirondack North Country Association (ANCA)
  - e. Proposed applications to the Housing Trust Fund Corporation (HTFC) Programs including HOME, Restore Access to Home and Community Development Block Grants. (HTFC is a public benefit corporation managed by the NYS Division of Housing and Community Renewal). Update.
  - f. Broadband Initiative for Hamilton, Warren and Washington Counties. Update on the progress of the Needs Analysis and funding requests to NYS-ESD and EDA for Engineering and System Design. Additional information to be provided by staff and projected completion date of the Needs Analysis by the Technical Assistance Center/SUNY Research Foundation.
  - g. Census 2010. Status of application request to the NYS-DOS. Developing an outreach program to further a complete count.
  - h. Warren County Planning Board Annual Report for FY-2009.

**Committee Actions:**

- i. Resolution to accept County funding award from ANCA
  - j. Resolution requesting Senator O'C Little to advance a request to the NYS-DOS to include the Schroon River as part of the Intercoastal Waterway System. (Opportunity to include additional communities eligible for Local Waterfront Revitalization Program funding)
3. Pending Items: (As identified and referred by the Clerk of the Board)
    - a. Vacancy on the Warren County Planning Board
    - b. Discussion on the matter of a potential application for Shared Services.

## **Programs currently administered by the Planning Office**

### **Community Development**

CD68 - This program is funded by NYS DHCR for a housing rehabilitation program focused primarily in the Town of Warrensburg. Funding was awarded as the result of a competitive application submitted by the Department. The project goal is to assist 21 households utilizing \$300,000 of HOME funds.

CD69 - This project was funded at \$400,000 by the NYS Division of Community Renewal and will use CDBG funding to assist the Town of Lake Luzerne with adaptive reuse of the old bowling alley for use as a senior citizen center.

CD70 - This program is funded by NYS DHCR in the amount of \$70,000 to pay for the cost of emergency repairs to eliminate hazardous conditions in homes owned by the elderly when the homeowners cannot afford to make the repairs in a timely fashion

**Warren County LDC and the Small Business Loan Program** - The Warren County Planning Department provides administrative and technical assistance to this public benefit organization. It was created in the mid-1980's by the Board of Supervisors to enhance and promote economic opportunities and create jobs within the County. It serves as a repository for funding repayments associated with housing improvement, home ownership and micro-enterprise assistance programs funded primarily through the Community Development Block Grant Program. The LDC currently has a 1.2 million loan portfolio and has approximately \$413,000 available for micro and small business loans. During the past three years, 13 businesses were assisted and 93 jobs were created. A Small Business Loan Review Committee, composed of 8 community representatives and 1 member from the Board of Supervisors, review and recommend actions concerning loan assistance requests. Planning staff member, Jamie White assists existing small businesses and new entrepreneurs with business planning and applications for loan assistance. She conducts the 10-week Small Business Training Program during the fall and spring at Crandall Public Library. The County Attorney's Office provides legal counsel to the LDC and Kathy Hudy of CBH Services provides essential accounting assistance and guidance. The LDC is administered in conformance with the Public Authority Accountability Act, as required.

### **Planning Initiatives**

**Broadband Project in Hamilton, Warren and Washington Counties** - These three counties joined together in 2009 to address the lack of reliable, high-quality and affordable broadband service within their rural communities. This identified need and the availability of funding through the American Recovery and Reinvestment Act of 2009 (Federal Stimulus Program) prompted county officials to seek a regional approach to the issue. Warren County is participating in a Needs Analysis being conducted by the SUNY Research Foundation through the Technical Assistance Center (TAC) at Plattsburg. The Needs Analysis and a Technical System Design will be the basis for a funding request to expand the fiber optic and related wireless systems as part of the next round of Stimulus Funding under the Federal Broadband Initiative. The total cost of the Needs Analysis for the three counties is \$120,000 of which the Warren County share is \$40,000. The Planning Department Director is assisting the consultant in this effort. It is anticipated that the Needs Analysis will be completed in February 2010. CBN Connect, Inc., is the non-profit 501c(3) corporation created by TAC to undertake the project and act as the wholesale carrier for the system. Howard Lowe is the President and Julie West is the Executive Director. A full description concerning CBN Connect, Inc. can be viewed on-line at [www.cbnconnect.org](http://www.cbnconnect.org). A presentation

will be made to the Board of Supervisors at the completion of the Needs Analysis.

### **ANCA BYWAY program**

The staff of the Warren County Planning Department will undertake actions related to development of a Corridor Management Plan (CMP) for communities along the Dude Ranch Trail Scenic Byway. This project comes at an opportune time as the County is preparing to update the First Wilderness Heritage Corridor (FWHC) Action Plan. The opportunity to blend these two processes into one coordinated public planning process allows for economies of scale and less confusion for the involved communities. This program is funded at \$59,026.

### **Quad program**

The Planning office is administering a \$45,000 grant from DEC to support local community actions to undertake wayfinding activities in concert with the Quadracentennial program.

### **LWRP**

2004 - This program provided assistance to design of program elements at the Kellogg property, development of restrooms at the Harmon house in Lake Luzerne, development of the FWHC website and technical assistance to communities for event promotion. Remaining tasks include construction of access improvements in Stony Creek, Riparius and Hadley rail stops. This program was funded at \$150,000.

2007 - Funding has been awarded to undertake design and site improvements to the Kellogg property and existing County properties to allow for adaptive reuse of the structures and to provide restroom capabilities to support economic undertakings. Funding is also allocated for Site improvements in Hadley and Lake Luzerne to facilitate streetscape and station site work. The County will conduct a series of meetings with participating municipalities to update the FWHC Action Plan. This program was funded at \$505,000.

2008 - Specific actions will include updating the North Creek Action Plan, continuation of the Corridor website and further redevelopment of the North Creek water front through rework of Kellogg buildings, enhanced waterfront access and trail development. This program was funded at \$258,270.

2009 - The County will work with the communities within the First Wilderness Corridor to undertake streetscape improvements in two hamlets to enhance pedestrian amenities, develop 3.2 miles of trails in a destination recreation area, assess the capability of the Chestertown water district to support the needs of two large scale commercial developments and to develop wayfinding facilities in seven hamlets. This program was funded at \$410,006.

**LDC North Creek Main Street Program** - The Planning Department will assist the LDC in selected administrative duties associated with their management of this NY Main Street award. There has been a delay in implementing this \$200,000 award based on regulatory clarification associated with the administration. A request for consulting services to administer the program will be released in early February. Businesses on Main Street North Creek are being contacted to determine their continued interest in this assistance program which requires a financial match and compliance with historic preservation requirements. The LDC is providing funding for the administration of this program. It is expected that once underway this will be a 6 to 10 month program

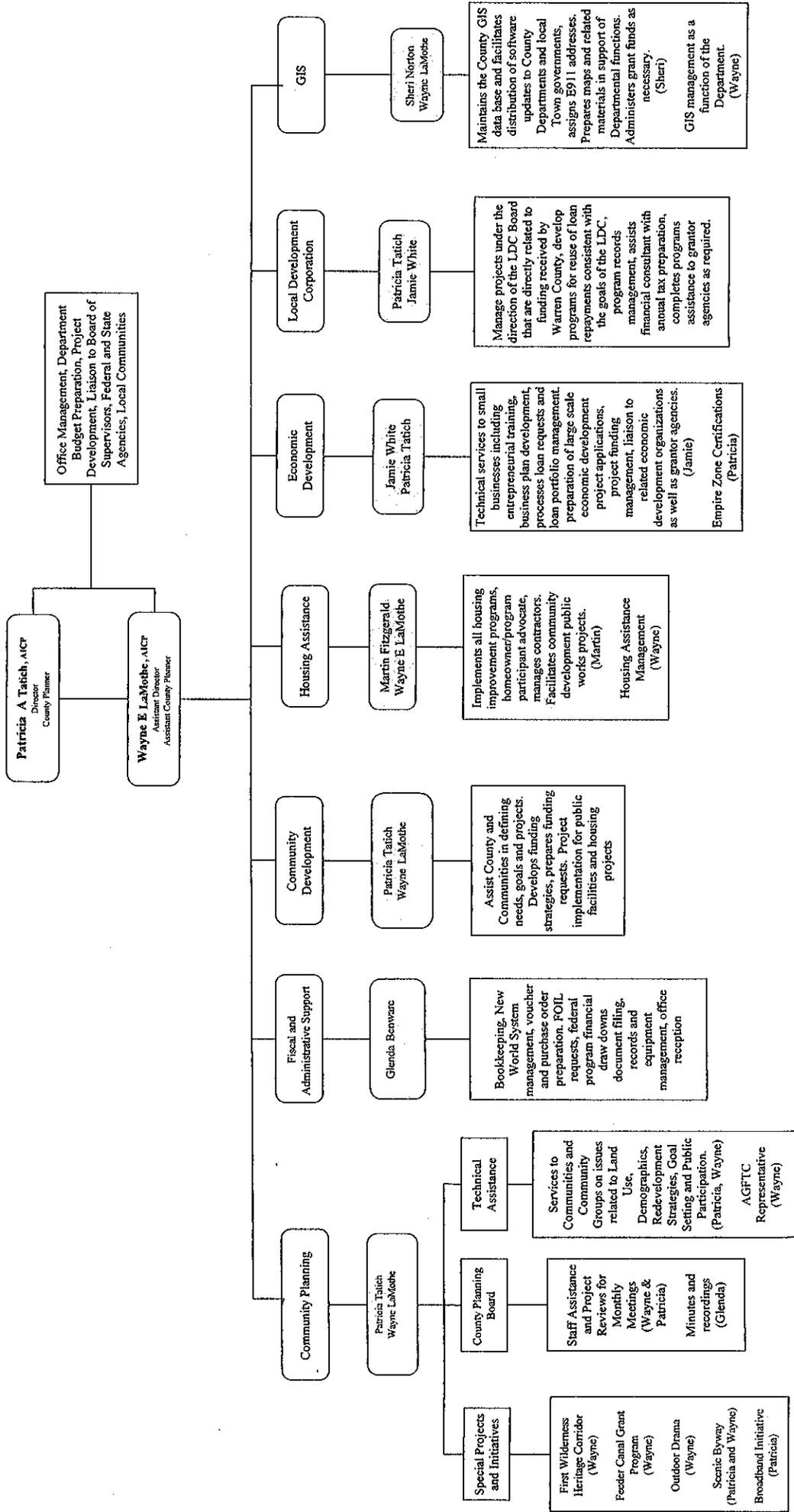
Grant Funds awarded  
Warren County Office of Community Development

Year	CD#	Source	Purpose	Units	Funds	Function	Status
1977	CD1	B-77-DN-36-0114	Housing	90	\$275,000	Applicant	Closed
1979	CD2	B-79-DN-36-0151	Public Facilities		\$350,000	Applicant	Closed
1979	CD3	B-79-DN-36-0306	Housing	210	\$528,000	Applicant	Closed
1979	CD4	B-79-DN-36-0081	Public Facilities		\$500,000	Applicant	Closed
1980	CD5	B-80-DN-36-0069	Housing	105	\$750,000	Applicant	Closed
1981		L&WCF	Parks		\$13,000	Facilitator	Closed
1981	CD6	B-81-DN-36-0099	Housing	270	\$480,000	Applicant	Closed
1983	CD7	B-83-HJ-36-0054	Economic Development		\$163,300	Applicant	Closed
1983	CD8	B-83-HJ-36-0055	Economic Development		\$137,000	Facilitator	Closed
1983		L&WCF	Parks		\$135,000	Facilitator	Closed
1983	CD9	B-83-DH-36-0432	Housing	200	\$936,000	Applicant	Closed
1983	CD10	B-83-DH-36-0431	Housing	136	\$750,000	Facilitator	Closed
1985	CD11	B-85-DH-36-0345	Housing	48	\$400,000	Applicant	Closed
1985	CD12	B-85-DH-36-0377	Housing	41	\$362,835	Facilitator	Closed
1986	CD13	B-86-DH-.346	Economic Development		\$550,000	Applicant	Closed
1986	CD14	AHC-86-280/15	Housing	52	\$200,000	Applicant	Closed
1987	CD15	B-87-DH-36-0364	HHHN		\$582,000	Applicant	Closed
1988	CD16	B-88-DH-36-.0326	Housing	103	\$599,605	Facilitator	Closed
1988		Clean Lakes Program			\$79,390	Facilitator	Closed
1989		Planning Assistance			\$20,000	Applicant	Closed
1990	CD17	B-90-DH-36-0040	Housing	36	\$400,000	Facilitator	Closed
1990	CD18	B-90-DH-36-0029	Housing	37	\$400,000	Facilitator	Closed
1990	CD19	B-90-DH-36-0064	Housing	34	\$400,000	Facilitator	Closed
1990	CD21	B-90-DH-36-0431	Public Facilities		\$337,003	Applicant	Closed
1990	CD22	B-89-DH-36-1030	Housing	34	\$400,000	Facilitator	Closed
1991	CD23	B-91-DH-36-0029	Housing	35	\$400,000	Facilitator	Closed
1991	CD24	B-91-DH-36-0084	Public Facilities		\$400,000	Facilitator	Closed
1991	CD25	B-91-DH-36-0288	Housing	10	\$449,580	Applicant	Closed
1992	CD26	B-92-DH-36-0058	Housing	17	\$578,200	Applicant	Closed
1993	CD27	DHCR 93000689	Housing	32	\$377,140	Applicant	Closed

Year	CD#	Source	Purpose	Units	Funds	Function	Status
1993	CD28	B-93-DH-36-0249	Housing	34	\$400,000	Facilitator	Closed
1993	CD29	B-93-DH-36-0303	Housing	15	\$467,040	Applicant	Closed
1995	CD30	B-95-DH-36-0210	Housing	26	\$400,000	Facilitator	closed
1996	CD31	DHCR	Housing	24	\$300,000	Facilitator	Closed
1996	CD32	B-96-DH-36-0355	Housing	10	\$716,000	Facilitator	closed
1996	CD33	B-96-DH-36-0328	Public Facilities		\$155,000	Facilitator	Closed
1997	CD34	B-97-DH-36-0030	Canal Corridor		\$920,000	Applicant	Closed
1997	CD35	DHCR	Housing	32	\$378,400	Applicant	Closed
1998	CD36	B-98-DH-36-0494	Public Facilities		\$400,000	Applicant	Closed
1998	CD37	B-98-DH-36-0475	Housing	32	\$400,000	Facilitator	Closed
1999	CD38	B-99-DH-36-0307	Public Facilities		\$400,000	Facilitator	Closed
1999	CD39	B-99-DH-36-0313	ED Stonecast		\$446,000	Applicant	Closed
1999		EPF	Turntable		\$30,000	Applicant	Closed
1999		LWRP	Planning		\$27,500	Facilitator	Closed
2000	CD50	GOSC	Public Works		\$302,000	Applicant	Closed
2000	CD51	GOSC	Planning TA		\$20,000	Applicant	Closed
2000		Quality Communities	Planning		\$35,000	Applicant	Closed
	CD52	GOSC	Housing	36	\$400,000	Applicant	closed
	CD53	DHCR	Housing	12	\$50,000	applicant	Closed
	CD54	DHCR	Housing	28	\$400,000	Applicant	closed
	CD55	GOSC	Public Works		\$237,000	Facilitator	Closed
	CD56	GOSC	Public Works		\$129,000	Facilitator	Closed
		ANCA	Scenic byway		\$30,000	Applicant	Closed
		DOS	Archives		\$75,000	Applicant	Closed
		L&WCF	Ski Bowl		\$175,000	Facilitator	Closed
		LWRP	Planning		\$85,000	Applicant	Closed
	CD57	GOSC	Micro		\$336,200	Applicant	Closed
	CD58	GOSC	Chester Health Center		\$400,000	Administrator	Closed
	CD59	GOSC	Housing	7	\$247,800	Applicant	Closed
	CD60	HTFC	HOME Horicon	26	\$486,000	Applicant	closed
	CD61	HTFC	RESTORE	14	\$40,000	Applicant	Closed
	CD62	GOSC	Housing Chester	26	\$400,000	Applicant	Closed



**Table of Organization**  
**Warren County**  
**Planning and Community Development Department**  
**2010**



Billable time	LWRP Awards										CD70	Township-Totals	Totals
	2004	2007	2008	2009	ANCA	LDC	CD69	CD68	CD70	Township-Totals			
Patricia		75	75		317	10	10	0	0	0	497		
Wayne	35	250	150	50	415						900		
Martin		80	50	25	56		150	600	20		981		
Glenda	30	100	80	30	125		50	50	20		485		
Sheri		15	15		108					850	988		
Jamie	65	30	370	105	55	725	210	660	40	850	810		
Patricia	\$0.00	\$4,281.00	\$4,281.00	\$0.00	\$18,094.36	\$570.80	\$570.80	\$570.80	\$0.00	\$0.00	\$28,368.76		
Wayne	\$1,823.15	\$13,022.50	\$7,813.50	\$2,604.50	\$21,617.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,881.00		
Martin	\$0.00	\$2,886.40	\$1,804.00	\$902.00	\$2,020.48	\$0.00	\$5,412.00	\$21,648.00	\$721.60	\$0.00	\$35,394.48		
Glenda	\$878.10	\$2,927.00	\$2,341.60	\$878.10	\$3,658.75	\$0.00	\$1,463.50	\$1,463.50	\$585.40	\$0.00	\$14,195.95		
Sheri	\$0.00	\$450.00	\$450.00	\$0.00	\$3,240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,500.00	\$29,640.00		
Jamie	\$0.00	\$1,233.90	\$0.00	\$0.00	\$2,262.15	\$29,819.25	\$0.00	\$0.00	\$0.00	\$0.00	\$33,315.30		
	\$2,701.25	\$24,800.80	\$16,690.10	\$4,384.60	\$50,893.09	\$30,390.05	\$7,446.30	\$23,682.30	\$1,307.00	\$25,500.00	\$187,795.49		



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LAKE GEORGE, NEW YORK 12845

## PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

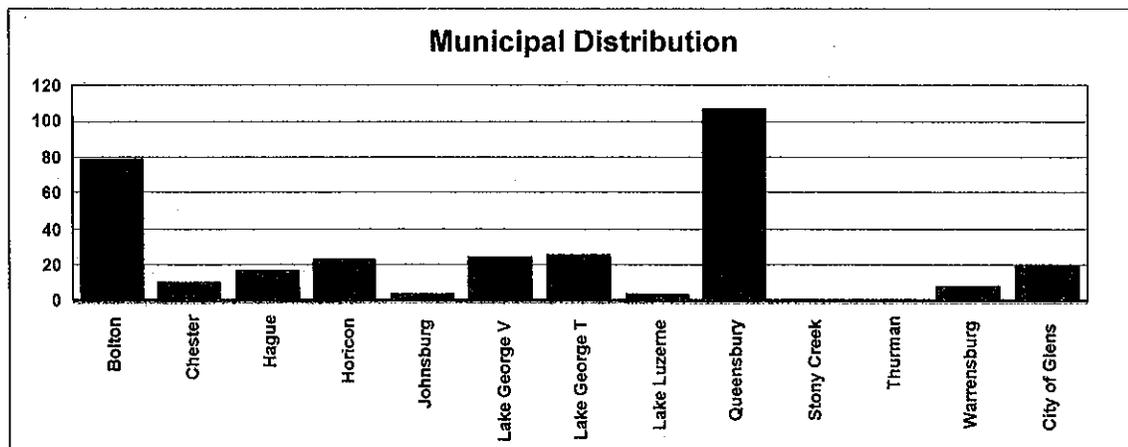
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### Warren County Planning Board 2009 Report

#### Project summary

	2008	2009
Area Variance	159	152
Site Plan	145	139
Zoning Amendments	3	7
Local laws	0	1
Petition for Zone Change	8	1
Conditional Use Permits	5	3
Use Variance	12	7
Sign Variance	11	5
Special Use Permit	5	5
Other	5	2
	353	322

#### Municipal Distribution



#### 2009 Planning Board Members

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Tim Larson, Chairman, Glens Falls

Chris Kilmartin, Secretary, Glens Falls

Susan Wilson, Vice Chairperson, Bolton

Robert Thurling, Chester

Jack Fazio, Lake Luzerne

Eileen Frasier, Warrensburg

Paul Golhofer, Bolton

Jon Kim, Lake George

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Planning and Community Development

DATE: 25 January 2010

- (a) Purpose of Grant: The staff of the Warren County Planning Department will undertake actions related to development of a Corridor Management Plan (CMP) for communities along the Dude Ranch Trail Scenic Byway
- (b) Name of Grantor: Adirondack North Country Association
- (c) Address of Grantor: 67 main Street, Suite 201, Saranac Lake , NY 12983
- (d) Grantor's Contact Person and Telephone Number: Sharon O'Brien, 518.891.6200
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? ANCA is preparing agreement
- (f) Effective Date of Grant: 1 Jan 2010
- (g) Termination Date of Grant: June 2011
- (h) Total Dollar Amount Involved (not to exceed): \$59,026
- (i) Deadline to Submit Grant Application and/or Grant Agreement: \_\_\_\_\_
- (j) Is a Budget amendment required? \_\_\_\_\_ If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? Yes  
If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (l) Is a Local Share Required? Yes If Yes, Where are the Funds? List Budget Code (with title), Object Code (with title), and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount: Funds will be provided by LWRP grant award.

## Adirondack North Country Association

67 Main Street, Suite 201  
Saranac Lake, NY 12983  
518.891.6200  
Fax 518.891.6203  
[anca@northnet.org](mailto:anca@northnet.org)  
[www.adirondack.org](http://www.adirondack.org)

December 15, 2009

Wayne LaMothe  
Assistant Director  
Warren County Planning Department  
1340 State Route 9  
Lake George, NY 12845

Donald L. Caldera  
*President*

Kate Fish  
*Executive Director*

Dear Wayne:

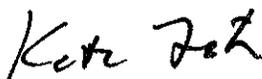
I am writing on behalf of the Adirondack North Country Association (ANCA) to notify you that Warren County Planning was selected by our Project Review Team to serve as contractor for the Dude Ranch Trail Byway Corridor Management Plan Project. Reviewers at ANCA appreciated the overall scope and comprehensiveness of work you envision for the project.

Sharon O'Brien has just about completed the contract documents and will try to have them finalized and ready to mail your way before the end of the year so that we can launch the planning effort as soon as possible. She will be contacting you sometime during the last week of December to discuss next steps in setting up our new partnership.

Additionally, Ms. O'Brien has confirmed with NYSDOT staff that the proposed Department of State Blueway dollars may be applied as eligible funds for the 20% match to be provided by Warren County Planning.

I would like to congratulate you on the quality of your application and your vision for the two county project. ANCA looks forward to the opportunity to work with you on this important regional planning project.

Sincerely yours,



Kate Fish  
Executive Director

cc: Sharon O'Brien

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