

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PLANNING & COMMUNITY DEVELOPMENT

DATE: NOVEMBER 26, 2007

COMMITTEE MEMBERS PRESENT:

SUPERVISORS STEC
MONROE
TESSIER
CHAMPAGNE
MASON

COMMITTEE MEMBERS ABSENT:

SUPERVISORS BELDEN
GABRIELS

OTHERS PRESENT:

REPRESENTING PLANNING & COMMUNITY DEVELOPMENT:

PATRICIA TATICH, DIRECTOR
WAYNE LAMOTHE, ASSISTANT DIRECTOR
JAMIE WHITE, SMALL BUSINESS DEVELOPMENT
COORDINATOR

JOAN SADY, CLERK

SUPERVISORS GERAGHTY

GIRARD

SOKOL

F. THOMAS

JOANN MCKINSTRY, DEPUTY COMMISSIONER OF
ADMINISTRATIVE & FISCAL SERVICES

PATRICIA NENNINGER, SECOND ASSISTANT COUNTY ATTORNEY

DAVID STRAINER, SUPERVISOR ELECT - TOWN OF QUEESNBURY

AMANDA ALLEN, LEGISLATIVE OFFICE SPECIALIST

Mr. Stec called the meeting of the Planning & Community Development Committee to order at 11:00 a.m.

Motion was made by Mr. Mason, seconded by Mr. Tessier and carried unanimously to approve the minutes from the October 29, 2007 meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Patricia Tatich, Director of Planning & Community Development, who distributed copies of the agenda to the Committee members. *A copy of the agenda is on file with the minutes.* As the minutes of the prior Committee meeting had already been approved, Ms. Tatich apprised that they would begin with agenda item number two, which referred to the list of items pending from prior Committee meetings, and she asked Wayne LaMothe, Deputy Director of Planning & Community Development, to outline them.

Beginning with the first of the five pending items listed, Mr. LaMothe advised that there was no update on the status of the Abbreviated Consolidated Plan, as all Department staff were currently involved with grant funding requests. Mr. LaMothe stated that the second pending item referred to the Outdoor Drama Theater (ODT), and he noted that it was his understanding that all aspects of the project had been put on hold pending the development of an acceptable agreement with the Village of Lake George for use of the site desired for the ODT. Mr. LaMothe asked Patricia Nenninger, Second Assistant County Attorney, if there was any update on the status of discussions with the Village regarding the use of the desired property and Mrs. Nenninger replied in the negative, noting that she was also under the impression that the project had been put on hold. Mr. Tessier advised that the Village and Town of Lake George were in negotiations regarding a related property matter and that no determination had been made with respect to the site desired by the County. Mrs. Nenninger stated that she would monitor the progress of the property arrangements through Mr. Tessier and would keep the Committee abreast of any new information.

Returning to the agenda review, Mr. Stec apprised that there was no update for pending item number three,

which referred to the scheduling of a meeting with the Warren/Washington County Community Action Agency, and he asked Mr. LaMothe to continue with the next pending item. Mr. LaMothe stated that pending item number four pertained to the use of aerial photography in connection with the County GIS (Geographic Information System). He explained that he had received official notification from only three communities, those being the Towns of Bolton and Warrensburg, who desired the higher resolution photography, and the Town of Stony Creek, who had declined to participate. Mr. LaMothe advised that a letter had been sent to the remaining Towns requesting clarification as to whether or not they were interested in receiving the better quality imagery. He added that they would be required to notify the State of New York of the decision made by each Town no later than December 15th.

Mr. Stec stated that although it would be communicated more formally in the future, the Town of Queensbury was definitely interested in obtaining the enhanced imagery for their use. He then asked what actions would be taken for those towns not responding to the letter and Mr. LaMothe replied that they would be contacted via telephone because a definitive answer was desired from each Town. Upon Mr. Stec's questioning, Mr. LaMothe clarified that the State would fund the cost of the base level of imagery while the additional costs for the higher resolution photography would be split evenly between the County and the corresponding Town. Mr. Stec suggested that rather than waiting for a written response to the letter, Mr. LaMothe and his staff might consider contacting each Town by telephone as the decision deadline was drawing near.

Mr. LaMothe advised that the fifth pending item pertained to a report on the outcome of the parcels identified as tourism accommodations and the discrepancies discovered. He explained that a survey had been circulated to update the tourism data collected during the prior year and once those were returned he would meet with members of the Tourism Department to review them. Mr. LaMothe added that during this meeting they would review the 32 properties in question to determine their significance and whether or not responses to the survey were received from them. He added that at this point it did not appear that those properties would make a significant impact.

Proceeding with section three of the agenda, Mr. LaMothe related that the agenda included two resolution requests, the first of which was for permission to apply for funding. He directed the Committee members to the second page of the agenda, which began with the 'Notice of Funding Availability' from the New York State Housing Trust Fund Corporation. Mr. LaMothe explained that the funding would be used for housing rehabilitation, although, he said, the communities that would receive the funding had not yet been chosen. He added that they were considering implementing an open selection method for this funding so that communities in the Towns of Bolton and Lake George, who historically had not been eligible for funding based on income, would be able to benefit from these funds. Mr. LaMothe said that they would have to request that the State allow for 'floating' funds to be used in these communities for emergency situations.

Mr. Mason asked if this funding would have any effect on the Adirondack Community Housing Trust homes and Mr. LaMothe replied in the negative, adding that these homes would be considered in the 'floating' funds used for communities not usually considered for grant funding.

Motion was made by Mr. Mason, seconded by Mr. Monroe and carried unanimously to approve the request for permission to submit an application to the New York State Housing Trust Fund Corporation for grant funding and the necessary resolution was authorized for the December 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Tatich advised that the second resolution request was for an amendment to Resolution No. 705 of 2007 to include a reference in support of housing programs and further financing initiatives on the part of the State Legislature. She reminded the Committee that at a prior meeting they had approved Resolution No. 705 of 2007, and discussion had been held pertaining to the possibility of amending it to include language related to the presentation made by Deanne Rehm, Town of Lake Luzerne Assessor.

Motion was made by Mr. Monroe, seconded by Mr. Tessier and carried unanimously to amend Resolution No. 705 of 2007 to include a reference in support of housing programs and further financing initiatives by the State Legislature as noted above and the necessary resolution was authorized for the December 21st Board meeting. *A copy of the request is on file with the minutes.*

Ms. Tatich reminded the Committee that during a previous meeting they had discussed the possibility of completing a Community Smart Growth grant application to support the implementation of broadband (wireless internet) coverage in areas where it was not currently available. In addition, she noted, they had discussed the possibility of using the investigation of housing needs as another potential for the Smart Growth grant; however, she said, the Committee had determined that they would continue to discuss the matter prior to deciding which subject area would best suit the grant. Ms. Tatich apprised that since their last meeting the possibility of completing a joint application in support of an inventory of housing needs, options and opportunities had been discussed; however, she added, it was unknown what Warren County's role would be in the process. She stated that she could not foresee her Department having the ability to serve as the lead agency to complete the application and suggested joining with another County only if that County was going to act as the lead agency and complete the application.

Mr. Monroe said that he thought Ms. Tatich's suggestion was valid, especially if the County joined with Essex County, as they had been the focus of the housing effort. He said that if they were willing to do the bulk of the work with Warren County being listed as another County involved to double the amount of the grant, he could not see a down side to the arrangement. Ms. Tatich replied that if Warren County was only required to provide minimal efforts for the grant submission the arrangement would be worthwhile; however, she noted, if the funding was granted the Committee would have to identify an acceptable role for the Planning Department as no administrative funding was available. Ms. Tatich added that this effort would also support the efforts of the Abbreviated Consolidated Plan.

Mr. Monroe asked if it would be feasible to hire a private contractor to provide the administrative services needed and Ms. Tatich replied in the negative. She explained that in light of the fact that the Planning Department had been providing the services since the 1970's and had the majority of the information necessary, it was not realistic to think that they would not be involved.

Returning to the agenda review, Mr. LaMothe proceeded with the review of the fourth section, which was labeled as 'Planning General'. He explained that the first item listed under this section referred to a request to cover expenses resulting from attendance at the New York Planning Federation Conference held in October. Mr. LaMothe reminded the Committee that they had previously authorized Laura Moore, Planning Associate, to serve on the New York Planning Federation Board and also for she and three other associates to attend the Federation conference during the past month. He said that, unbeknownst to he and Ms. Tatich, the fees for the conference had been \$109 per person and Committee approval was now needed to approve the reimbursement of the conference costs. Mr. LaMothe added that funds were available within the existing Budget to cover these fees.

Motion was made by Mr. Mason, seconded by Mr. Tessier and carried unanimously to authorize reimbursement of conference fees as outlined above. *Copies of the Authorization to Attend Meeting or Convention forms are on file with the minutes.*

Proceeding, Mr. LaMothe advised that he was currently involved in preparation of a Local Waterfront grant application for the First Wilderness Corridor in connection with the Parks, Recreation & Railroad Department. He said that currently, the grant request totaled approximately \$600,000 to sponsor activities throughout the Corridor; however, he noted, he had yet to speak with Mr. Haskell to determine if funding was needed in the Town of Thurman. Mr. LaMothe added that local communities would be required to provide matching funds and he noted that the Town of Hadley had joined in with a request of \$155,000 in connection with the Town of Lake Luzerne for the railroad project.

Mr. LaMothe advised that the agenda included a request for transfer of funds to cover remaining contract costs which he detailed as follows:

<u>From Code:</u>	<u>Title:</u>	<u>To Code:</u>	<u>Title:</u>	<u>Amount:</u>
CD63 8686 410	Supplies	CD63 8668 470	Contract	\$701.87
CD63 8686 423	Telephone	CD63 8668 470	Contract	90.80
CD63 8686 424	Postage	CD63 8668 470	Contract	120.31
CD63 8686 444	Mileage	CD63 8668 470	Contract	49.98
CD63 8686 437	Consulting	CD63 8668 470	Contract	1,780.76

Motion was made by Mr. Champagne, seconded by Mr. Monroe and carried unanimously to approve the request for transfer of funds as outlined above and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Ms. Tatich stated that at the most recent Department Head meeting she had brought up the issue of replacement of their sound system. She explained that the system had been purchased and installed for use in Room 6-103 within the Municipal Center; however, she noted, it had since disappeared. Ms. Tatich said that if the equipment did not resurface before the end of the year it was imperative that it be replaced at a cost of approximately \$300, which was available within the current Budget. She added that the system would be reinstalled in 6-103 for use during Planning Board meetings.

Joan Sady, Clerk of the Board, noted that Hal Payne, Commissioner of Administrative & Fiscal Services, had pointed out that the system had been used in the Town of North Creek during the Governor's visit and she asked if the equipment might have been left there. Mr. LaMothe replied that although the equipment had been used at that event, he had personally transported it to the site and brought it back with him at the close of the meeting and it had been used for Planning Board meetings since that time. Ms. Tatich reiterated that the system was relied upon for Planning Board meetings and therefore it was important that the equipment be replaced.

Mrs. Sady suggested that Ms. Tatich contact each of the Department Heads to be sure that the equipment was not simply being held in another Department and Ms. Tatich replied that she certainly would.

Discussion ensued.

Returning to the subject of the Community Smart Growth Grant, Mr. Monroe pointed out that the

Committee had not made a definitive decision on the matter, which was necessary because time was running out.

Discussion ensued with respect to this matter.

Ms. Tatich stated that although there was certainly a need for the information that would be supported by the grant funding, her Department would not be able to play an extensive roll in the grant application process. She summarized that if they were able to join with another County willing to provide the majority of the work needed for the grant application process, with minimal efforts by Warren County, then they should proceed. Ms. Tatich added that she was not sure if submitting this application would affect other applications submitted.

Mr. Stec stated that it was his feeling that the submission of this application in connection with another County would help more than it would hurt and Mr. Mason agreed.

Mr. Monroe stated that it was unknown what funding would actually be granted, whether it be the broadband or housing funding, and it was better to have an application in place for both. He added that the most prevalent issues in the Adirondack Park were lack of housing and lack of jobs and this grant funding would help to address housing issues.

Motion was made by Mr. Monroe, seconded by Mr. Mason and carried unanimously to join with Essex County to submit a Community Smart Growth Grant application to address housing needs and the necessary resolution was authorized for the December 21st Board meeting. *A copy of the request is on file with the minutes.*

As there was no further business to come before the Planning & Community Development Committee, on motion made by Mr. Tessier and seconded by Mr. Mason, Mr. Stec adjourned the meeting at 11:28 a.m.

Respectfully submitted,
Amanda Allen, Legislative Office Specialist