

WARREN COUNTY MUNICIPAL CENTER



LAKE GEORGE, NEW YORK 12845

PLANNING & COMMUNITY DEVELOPMENT
DEPARTMENT

Telephone: (518) 751-6410

Planning and Community Development
Committee Meeting Agenda
21 January 2016

Committee Members: McDevitt- Chairman, Wood- Vice Chairman, Beaty, Strough, Simpson, Dickinson, MacDonald, Montesi, Leggett

I. *Committee meeting called to order by Chairman*

II. *Motion to approve minutes of prior Committee meeting*

III: *Committee Actions Requested:*

1. Resolution request establishing Capital Fund H367 to administer grant. The County was awarded funding to implement goals established in the First Wilderness Heritage Corridor Plan in Warren and Saratoga Counties. Projects include development of a new park and enhancements to two existing parks on the Schroon River in Warrensburg, enhancements to the Warrensburg community center, construction of streetscape improvements in North Creek, and development of plans for a regional waterfront hiking and biking trail.

2. Resolution request transfer funding in 8029 to Capital fund H367. These funds are provided as complimentary funds to the grant award and cover ancillary expenses not eligible for reimbursement and/or to provide local match for County expenditures.

3. Resolution request to transfer funds between 8022 and 8021 to cover workman comp costs.

IV. *Referral/Pending Items:*

- None identified

V. *Information for Discussion/Review:*

- Planning Referrals
- Office Staffing Chart
- Community Development programs
- First Wilderness Programs

VI. *Privilege of the floor to discuss any additional items to come before the Committee*

VII. *Motion to adjourn*

Attachments:

- Resolution request to create H367
- Resolution request to transfer funds

- **Planning Department table of organization**
- **GML239 report**
- **GIS Activities**
- **Community Development Programs**
- **First Wilderness Programs**
- **Plan update**

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: Planning and Community Development

DATE: 21 January 2016

- (a) **Exact Title* and Number of Project (must be obtained from Treasurer's Office):**
H367 – First Wilderness 2015

- (b) **Is this a Capital Project?**

- (c) **Is this a Capital Reserve Project?**
No

- (d) **Amount of Project:**
H367.9550 280 - \$871,976,

- (e) **Source of Funding (including name & title of codes, etc.):**
H367.9550 2790 - \$425,988 – Share of Joint Activity, Local, H367.9550 3897 - \$425,988 – Culture & Recreation, H367 9950 5031 Transfers -\$20,000
- (f) **Purpose of Establishment:**
Administer grant award from Local Waterfront Revitalization Program

***Title should reflect department if possible:**

i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport Replace VASI with PAPI.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Planning and Community Development
Name of Department

SIGNED: _____ **DATE:** 22 January 2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A8029.470	Contract	A9950 910	Transfers	\$20,000.00
A8022.840	Workmans Comp	A8021.860	Hospitalization	\$170.80

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested:

*Please note: All amounts must be in whole dollars – no cents.

CONTINGENT FUND TRANSFER REQUESTS

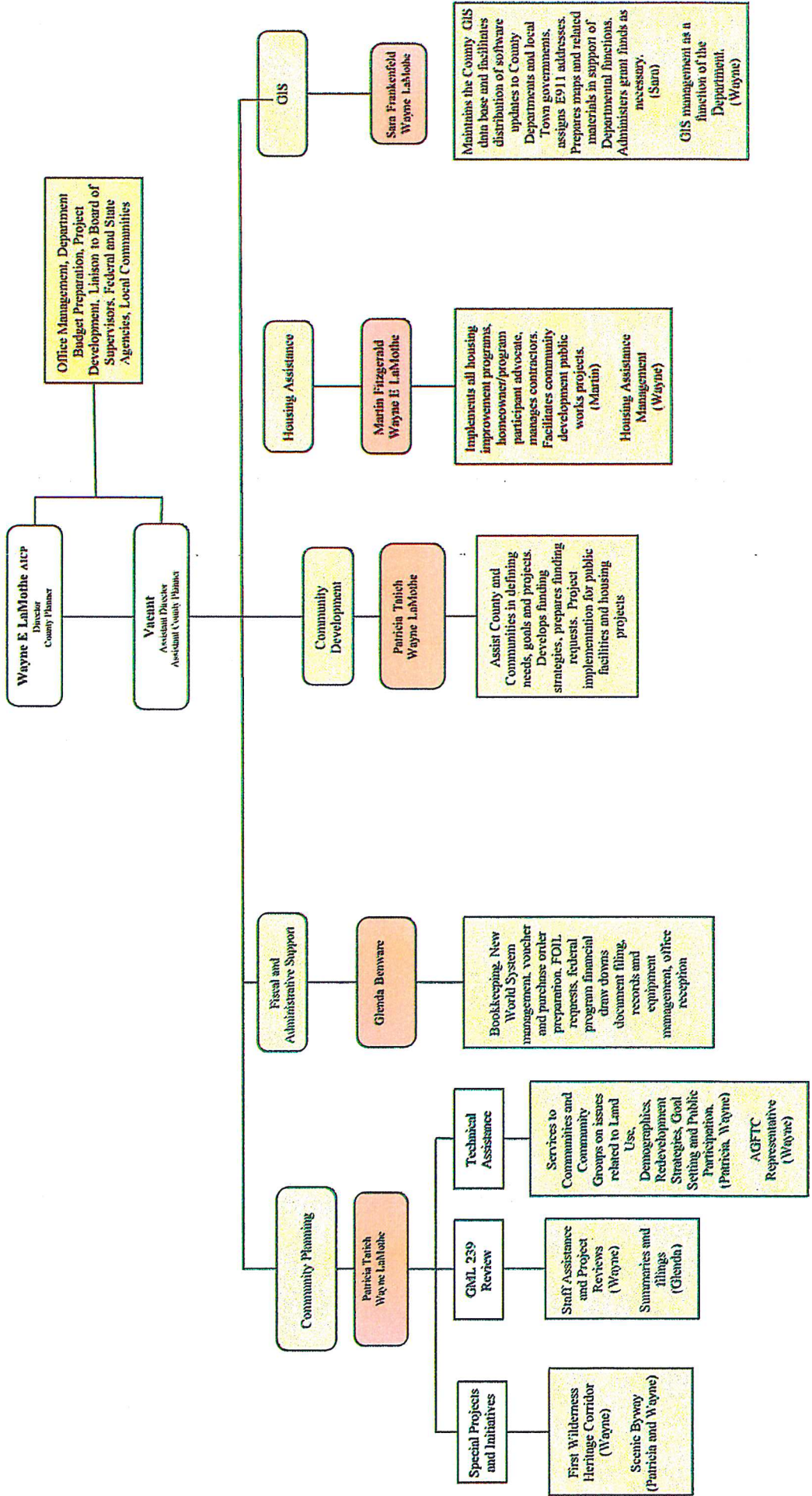
<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request: To transfer to Capital funds as matching/supplemental funds and to correct workman comp balances

Please file original request with Clerk of the Board and retain copy for your records.

Table of Organization

**Warren County
Planning and Community Development Department
2016**




WARREN COUNTY MUNICIPAL CENTER
 LAKE GEORGE, NEW YORK 12846

**PLANNING & COMMUNITY DEVELOPMENT
 DEPARTMENT**
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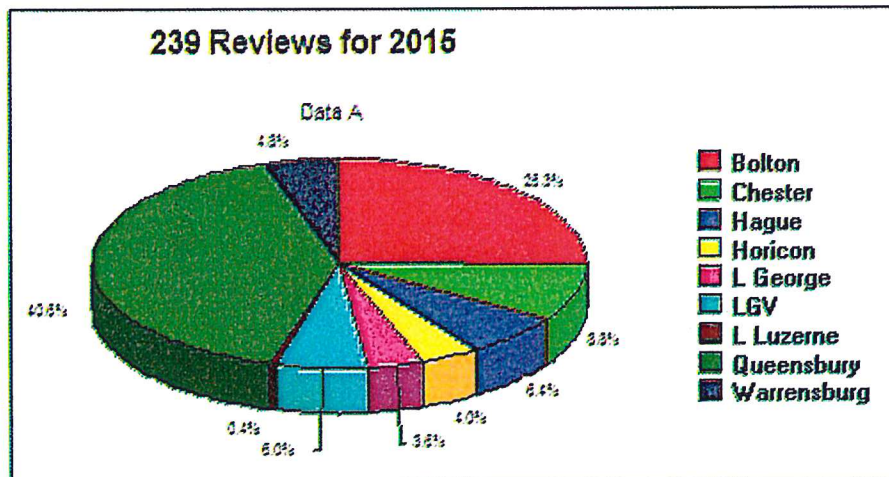
Warren County 239 Referrals 2015 Report

This report fulfills the County Planning Boards' responsibility in accordance with Section 239d paragraph 6 of the General Municipal Law to provide an annual report to the County Board of Supervisors. The County Planning Board function continues to be staffed by the Department of Planning and Community Development. Department staff expended 245.05 hours of time to complete the Section 239l&m referrals. The following is a brief summary of activities for 2015.

Project summary

	Site P	AV	UV	RZ	CU	SV	
Bolton	22	41					63
Chester	12	10					22
Hague	8	8					16
Horicon	1	9					10
L George	7	2					9
LGV	11	2		2			15
L Luzerne				1			1
Queensbury	54	29	1	4	4	9	101
Warrensburg	7	5					12
	122	106	1	7	4	9	249

Distribution:



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GIS Program Update

Hazard Mitigation Plan – this project has been occupying the bulk of my time since June of 2015. We are making good progress on the plan, and I have completed my portion of the Flood, Winter Storm, Severe Storm, and Wildfire profiles. I am currently working on the Earthquake section. We have an anticipated draft completion date of March 30, 2016. TetraTech, the chosen consultant, is very professional and responsive, and the project is moving forward at a steady pace. This is the first project TetraTech has completed while working with a County to do the GIS portion of the project (they typically do it all in-house), and they commented that it has been a good experience for them. It has also been a good and very informative experience for me. This project has involved a large learning curve with both data and the use of the HAZUS modeling software; it will be good to have this expertise in house, with the possibility that we may be able to write the plan entirely in-house the next time an update is required.

Grant Application for Mapping Application, Truss Database, and Tablets for Fire Departments We received the full amount of our grant application, which is just under \$30,000. We received notification in November, but we are still waiting for the funds, which are caught up in some sort of state software glitch; we should be receiving them any day. We are also waiting on the Sheriff's Department to do a very past-due update of the New World System software. The Sheriff's department received e-911 funds from the state to do the upgrade, and we are waiting on them for the upgrade to be implemented. Because we will be making major modifications to the way New World is locating addresses, we would like to implement the project on the upgraded version of the software (the software version they are using is 10 years out of date), so we do not incur more technical support costs (and delays) from New World by having to do it twice. We are initiating other stages of the project (talking to IT about the programming portion; engaging the consultant), but we cannot move forward with any major action until the New World software is updated.

County Address Point Review – Kevin made good progress with this, up until his departure for a job at the Town of Queensbury in October. Marty has been working to finish up, and we should be in good shape to be ready to put the data into New World as soon as the Sheriff's Department is ready. We would really like to get this accomplished in February so that we have time to complete the other portions of the grant project by the June 30th deadline, but it will depend on timing in the Sheriff's office.

Local Highway Inventory Project – Marty and I completed the Local Highway Inventory Project with the state in the fall. This involved comparing all of our road data with the state's data used for CHIP reimbursements and noting the differences. Marty drove all of the roads that had differences of length with GPS, along with the local highway superintendents, and we updated and made a full report of differences to the State. The State is requiring that any differences in length that do not fall within a public right of way be changed by Town resolution, so our portion of the project is complete, and the rest is in the hands of the Towns.

North Creek Maps – I completed a detailed map of the Ski Bowl trails, as well as a downtown walking map for North Creek. The walking map is being reviewed by the committee, and the Ski Bowl trail map is available on the First Wilderness website.

First Wilderness Website – I continue to work on adding to the website as I have pockets of time here and there. My major priority for the spring and summer will be to complete an update of all of the hiking maps.

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Community Development Awards.

Warrensburg Health Center (No.1197PF42-12)

Warren County provided grant assistance in the amount of \$400,000 for the selected construction and site activities as well as grant administration support for the new Hudson Headwaters Health Center facility located on Main Street in Warrensburg. These funds, secured by Planning Department, were provided on a reimbursement basis and used in combination with funding provided by the federal Health Resources and Services Administration and local resources raised by HHHN. All project activities were successfully completed and the new health facility opened in mid-March of 2015. The County Planning staff is working with HHHN management to collect data and complete reporting requirements as specified by the grantor agency – the NYS Housing Trust Fund Corporation through the Office of Community Renewal. It is anticipated that the data collection relating to beneficiary and performance measurements will continue through 2016.

Countryside Adult Home (No.1197PF20-14)

Warren County will undertake a wastewater collection project to resolve problems associated with on-site septic disposal issues associated with the County's Countryside Adult Home in Warrensburg. The County was awarded \$400,000 to complete the connection from the residential facility located on Schroon River Road to the Town of Warrensburg's existing sewer system located on Horicon Avenue, approximately 150 feet north of NYS Route 9. The Town of Warrensburg is partnering with the County by providing \$50,000 in local resources for engineering services as well as Town DPW assistance with the installation. The County Department of Public Works will provide support and assistance, as identified, on the Countryside Adult Home property and on County Highway Route 10/Horicon Avenue Extension. The County Planning Department staff will provide administrative support as required through close out of the funding award. The Planning staff is presently completing the reporting requirements and public notices necessary for initiating the project and utilizing the funding. The project is anticipated to be completed by the fall of 2016 and final close out reporting to the NYS Housing Trust Fund Corporation, Office of Community Renewal by the end of this year.

2007 (C006828) - Project amount \$1,010,000	
Task	Status
Component 1: Planning, design and construction of improvements to the North Creek Train Station complex	Design services for construction drawings for improvements to the Train Station complex and connections to Main Street were approved in July of 2014. The LA Group, in conjunction with Warren County DPW, has provided materials that were used to solicit bids for the connection to Main street and for construction of a parking area adjacent to the train station. This element is complete
Component 2: Planning, design and construction of connections between Hadley and Lake Luzerne, including streetscape enhancements and construction of a train station and parking facilities	Complete. CLA Site of Saratoga completed the streetscape design for Lake Luzerne from Bridge Street to Rte 9N
Component 3: Updating the First Wilderness Heritage Corridor Action Plan	This element is being handled in house with outside assistance as needed. Preliminary review of existing plans and goals in complete. A working draft is completed. Final document is essentially complete.
Component 4: Corridor coordination to assist with marketing and outreach	Activities are on going and will be refined when the Marketing Plan is completed. This plan is being developed through C006982 and will incorporate lessons learned through the past years with Pam Morin's efforts.
2008 C006982) - Project amount \$516,540	
Component 1: design and construction of improvements to the North Creek Train Station complex and adjacent streetscapes	Final design Materials from LA group have been received. Schoder Rivers Engineering has completed drawings for remedial work on building. The Town has renovation work underway.
Component 2 : develop a marketing and promotion plan to guide the preparation and delivery of events and materials to enhance regional tourism activities	On going. Draft is nearing completion and will be requesting input from professional firm.
Component 3: enhancements to the First Wilderness Heritage Corridor website	County staff have prepared a new website based on Wordpress, the live materials may be found at firstwilderness.wordpress.com .

2009 (C007088) - Project amount \$832,012	
Component 1: The Town of Chester will assess the capability of the hamlet of Chestertown Water District to support a newly created 22-acre industrial park and a 56-acre parcel to be developed for affordable housing. As part of the project, designs for the water infrastructure extension will be completed	This element is essentially complete.
Component 2: The Town of Chester will complete streetscape enhancements in the hamlets of Chestertown and Pottersville, including lighting, sidewalks, and landscaping	Significant elements of this activity are complete and drawings and photos have been previously forwarded to DOS. The Streetscape improvements involved new sidewalks and a Veteran's memorial in front of the Town Municipal Center.
Component 3: The Town of Stony Creek will construct non-motorized trails with associated parking and signage at Dean Farm, a 217-acre parcel owned by the ESF College Foundation, Inc., in order to create a recreational destination for residents and tourists.	The Town has done amazing work constructing the trails and elevated boardwalks. A request is pending with DOS for improvements to the visitor's center building. The Town is progressing on this activity with most of the ADA compliant trail work completed. Approximately 1.1 miles of ADA compliant trail is complete to include .12 miles of elevated boardwalk. An additional 1.8 miles of trail have been completed on the eastern section of the site. The County is awaiting a slight program modification to allow for repairs to the visitors center as part of this project element.
Component 4: Using designs completed under a previous grant award, the Town of Lake Luzerne will complete streetscape enhancements in the hamlet of Lake Luzerne, including sidewalks, lighting, and landscaping	The County will be required to Mill the County Road adjacent to the sidewalks before new drainage and walkways can be poured. This activity is programed for the Spring of 2016
Component 5: Warren County will design wayfinding sites and signage in the hamlets of Lake Luzerne, Thurman, Warrensburg, Chestertown, North Creek and Pottersville	Design is completed and Buildings and grounds is preparing the physical structures. Contract with Shannon Rose of Saratoga for updates to previous materials to be used in the kiosks is in place. All but the North Creek and Riparius kiosks will be completed in 2015. The County will solicit quotes for the preparation of the panels in Feb of 2016
Component 6: Warren County will continue to provide administrative and management services for the project, including but not limited to: policy development; compliance with regulatory requirements; agency coordination; record-keeping; payment requests; consultant oversight; and compliance with reporting requirements	On going

2011 (C007159) - Project amount \$926,232	
<p>Component 1: Design of Dynamite Hill Ski Area Improvements: The project partners will complete design and engineering of improvements needed to modernize the Dynamite Hill Ski Area in the Town of Chester in order to allow it to serve as a year-round destination area in winter months and to make the park more accessible for bike and pedestrian traffic from Main Street</p>	<p>The LA Group has completed a Recreation Assessment of Town facilities to better determine gaps in facilities. On behalf of the Town, the County bid a new lift structure to be used at Dynamite Hill. The Town is in the process of ordering the lift and will install in the Spring of 2016</p>
<p>Component 2: Design and Construction of North Creek Streetscape Improvements The project partners will complete final design and construction of selected streetscape improvements identified in the North Creek Main Street Enhancement Plan. Improvements will be focused on the area between the municipal center and the North Creek Train Station Complex and will include lighting, sidewalks, landscaping and installation of a pedestrian gazebo</p>	<p>The Town is contracting with Cedarwood Engineering for design of the riverfront boardwalk. The design is essentially complete. Sidewalks and utilities for new pedestrian level lighting is installed. SNCRR is assisting with fabrication of the streetlights. Installation is ongoing.</p>
<p>Component 3: Design and Construction of Thurman and Hadley Station Improvements The project partners will complete design and construction of improvements to the Thurman and Hadley stations including enclosing the existing platforms and construction of restroom facilities.</p>	<p>This element is complete</p>
<p>Component 4: Design and Construction of Boarding Platform at the Old Corinth Station The project partners will complete design and construction of a boarding platform at the old Corinth station utilizing the design template for the recently completed platform at Stony Creek</p>	<p>Saratoga Associates and Rogers Planning have been retained to undertake site design and construction drawings. The first meeting was held 19 November at the Town of Corinth and physical work will begin in 2015. A final concept was approved on 31 March and site elements were selected.</p>
<p>Component 5: Design and Construction of Adirondack Folk School Enhancements The project partners will complete design and construction of enhancements to the Adirondack Folk School in Lake Luzerne, including a new 1,100-sq.ft. classroom, an ADA-compliant restroom and office space for administrative services</p>	<p>This project is behind schedule. The County is preparing a new RFP for design services to reflect current fiscal limitations with the FolkSchool. The Town and Folkschool have rejected the bids as too high and the Town has determined that they will install the new roof.</p>
<p>Component 6: Corridor Marketing and Promotion The project partners will work with the rail operator to create, market and promote activities to enhance regional tourism activities</p>	<p>On going. Corridor Map and Hudson River map have been prepared and printed.</p>
<p>Component 7: Project Management and Administration Project management and administration services will be provided for the project through the Warren County Planning Department pursuant to a Memorandum of Understanding with the corridor communities</p>	<p>on going</p>

2012 (C1000267) - Project amount \$616,000	
<p>Component 1: Design and Construction of Warrensburg Main Street Improvements The Town of Warrensburg will design and restore the historic bandstand facility that serves as the focal point on Main Street and provides restroom facilities for tourists visiting the town</p>	<p>Design services and abatement are complete. The Town has contracted with with Mid-State Industries, Inc for construction in the Spring of 2015. The Town is completing the restroom upgrades.</p>
<p>Component 2: Design of Warrensburg Waterfront Park The Town of Warrensburg will design a new waterfront park on a 3.5 acre former brownfield site to support local and regional recreation and tourism needs. Features envisioned for the park include, but not necessarily limited to: water access for canoe/kayak; picnic and passive recreation use; public garden space(s); and historical interpretation and educational opportunities</p>	<p>Chazen Companies has been retained for design of the site plan. Transfer of the property to the Town has been finalized. The consultant is working with the Town preparing and presenting a variance request to the APA.</p>
<p>Component 3: Design of Town of Corinth Rail Station The Town of Corinth will prepare designs for a new train station that will enable the community to restore passenger and freight service. There is currently no facility to board passengers at Corinth even though the rail operator identifies it as a major stop along the service to Saratoga Springs. A temporary facility is being constructed but grant funds will allow the Town to construct a more historically correct structure</p>	<p>Saratoga Associates and Rogers Planning have been retained to undertake site design and construction drawings. The first meeting was held 19 November at the Town of Corinth and physical work will begin in 2016.</p>
<p>Component 4: Project Management and Administration Project management and administration services will be provided for the project through the Warren County Planning Department pursuant to a Memorandum of Understanding with the corridor communities</p>	<p>on going</p>

2013 (C1000460) - Project amount \$1,107,000	
<p>Component 1: Town of Hadley – Sacandaga River Whitewater Park This project involves the development of the first phase of a whitewater park on the Sacandaga River in the area west of the Bow Bridge in the Town of Hadley. Phase I includes the placement of the boulders in the river to create an area for whitewater kayaking and whitewater events. All design and permits are in place and funding will be used for construction only</p>	<p>The Sacandaga Hudson Advisory Council has contracted with the McLaughlin Whitewater Group for design and construction oversight. Due to high water levels from heavy snow pack no construction can occur in 2015. The project is in jeopardy due to National Grid denying use of their property for construction staging.</p>
<p>Component 2: Town of Stony Creek - Dean Farm Preserve Enhancements This project involves the design and construction of enhancements to the Dean Farm Recreation Area in the Town of Stony Creek, including an improved parking area and development of restroom facilities</p>	<p>Cedarwood Engineering will be preparing design alternatives.</p>
<p>Component 3: Town of Stony Creek – Hamlet Streetscape Enhancements This project involves the design and construction of streetscape and gateway enhancements in the hamlet of Stony Creek, including informational signage, street furniture and landscaping. The enhancements implement recommendations adopted in the Stony Creek Hamlet Revitalization Plan.</p>	<p>CLA site has been awarded design services and designs are being developed.</p>
<p>Component 4: Town of Lake Luzerne – Adirondack Folkschool Enhancements This project involves the enhancement of teaching facilities at the Adirondack Folkschool in the Town of Lake Luzerne. Enhancements include: a new 1,500 sq ft blacksmith building, a new exterior siding and finish of the existing Adirondack Folkschool main building, and new concrete walkway connections between the three buildings and parking lot on the Adirondack Folk School campus</p>	<p>This project is behind schedule. The County is preparing a new RFP for design services to reflect current fiscal limitations with the FolkSchool.</p>
2014 awarded \$820,900	
<p>Component 1 - Update of the Corridor Market Study The study will evaluate the role of improved passenger rail in the Adirondack economy, the benefits to be gained from increased tourism and leisure expenditures and the estimated net impact on jobs and investment in this region</p>	<p>Draft work program is being developed. RFP is was released and IBI Group was selected. The contract is in development.</p>
<p>Component 2 This component requests funding to provide the materials to replace public waterlines and laterals in the are to be improved through the previously funded streetscape program.</p>	<p>Cedarwood Engineering will complete design documents</p>

<p>Component 3 A significant impediment to economic growth in the Hamlet of North Creek is the lack of a public sewer system. The Town's engineers have recently completed a Centralized Sewer Feasibility Study for the Hamlet as part of the site reconnaissance for the streetscape work. The request is for funding to take the next step as identified in that study to create a Map and Plan Report for the formation of a Sewer District</p>	<p>Cedarwood Engineering will be completing the report.</p>
<p>Component 4: Linkage between Chestertown and Pottersville The project is to develop a concept for a 10.7-mile bike-pedestrian path between the hamlet of Chestertown to Scaroon Manor Day Use Area.</p>	<p>This element will be bid in January 2016</p>
<p>Component 5 - Town of Corinth Reservoir Property Concurrent with the depot master plan and station design, the Village of Corinth is preparing a recreation Master plan for the Reservoir Property located ¾ of a mile east of the depot along County Route 10.</p>	<p>This element will be initiated in the winter of 2016.</p>
<p>Component 6 - Stony Creek Community Center The project consists of the rehabilitation of the historic former United Methodist Church and construction of an addition, to serve as the Stony Creek Library and community assembly space. The project also includes utilities and site improvements associated with the building construction. The Church building is listed on the National Register and design of the rehabilitation work will be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties. Review of the project by the NYSHPO is anticipated. The scope of services covered by this Attachment is the Construction Documents phase of the project, which will include limited programmatic and technical modifications initiated by the Library to the Schematic Design dated 11/28/11.</p>	<p>The project to date has been under contract with Argus. The Community will continue using the WBE firm to complete the project tasks.</p>
<p>Component 7 - Project Oversight: Warren County, through its Planning Department, will provide administrative services for this project.</p>	
<p>2015 ©??) Project amount \$851,976</p>	
<p>Component 1 - Paper Mill Park - Town of Warrensburg - The Town requested design assistance as part of contract C1000267. Features envisioned for the park include, but not necessarily limited to water access for canoe/kayak, Picnic and passive recreation use and Historical interpretation and educational opportunities. A full site plan with construction drawings was prepared and the Town now desires to implement the plan.</p>	

<p>Component 2: Finalize layout of First Wilderness Trail - The First Wilderness Heritage Trail concept is depicted in the December 2014 report titled Conceptual Framework for First Wilderness Heritage Trail. The trail is to be a natural surface single-track wilderness type trail that adheres to principles of sustainable trails. The shared uses of hiking and mountain biking will be the intended forms of recreation that the trail is designed and developed for. The report identified a proposed route and broke it into areas and potential corridors in order to start the process of selecting a specific route.</p>	
<p>Component 3- Warrensburg Community Center - As a central Community within the First Wilderness Corridor, the Town of Warrensburg does not have a Community Center to serve the local community or act as a focal point for community events. The Warrensburg fire company is adding on to the existing firehouse and will make the current bay space and kitchen available to the Town for use as a community center. The Town and its engineer have reviewed the structure and devised an adaptive reuse plan that is economical and will meet the Town's needs.</p>	
<p>Component 4: Historic Mills District Park Improvements and Veterans Park - Consistent with the Town's Master Plan and the River Street Streetscape Revitalization Plan prepared in April 2015 by the Chazen Companies, the Town of Warrensburg will undertake improvements to the Mills District Park. This park hosts the local Farmers Market.</p>	
<p>Component 5 - Veterans Park Improvements - Town of Warrensburg -Consistent with the Town's Master Plan and the River Street Streetscape Revitalization Plan prepared in April 2015 by the Chazen Companies, the Town of Warrensburg will undertake improvements to the Veterans Park.</p>	
<p>Component 6 - North Creek Main Street improvements -The Town will complete elements identified in the North Creek Main Street Enhancement Plan (Attachment) relating to selected streetscape improvements between the Town Municipal center and the North Creek Train Station Complex. The Town has recently used LWRP funds to provide a design for new sidewalks as part of the North Creek Main Street Enhancement Plan and has completed about 500 feet of sidewalk, of which about 90 feet is new with the balance replacement.</p>	

Component 7 - Project Oversight - Warren County, through its Planning Department, provides administrative services for this project. Three staff members from the Office of Community Development are directly involved with implementing this project. Other County staff may be involved in implementation, specific component tasks or management as may be necessary. Responsibilities and work tasks generally are as follows with time allocated noted on individual timesheets: