

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 24, 2020

Committee Members: WILD, Hogan, Leggett, Braymer, Conover, Dickinson, Magowan, McDevitt, Seeber

I. *Committee meeting called to order by Chairman*

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

III. *Committee Actions Requested:*

- Resolution #20 to appoint Jack Mance, Senior Transportation Planner for A/GFTC, to the Climate Smart Task Force

IV. *Information for Discussion/Review:*

- Discussion of Census 2020 Outreach funding
- 2019 Annual Report

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

VI. *Motion to adjourn*

Attachments:

1. *Resolution #20 Misc – Appoint Member to Climate Smart Task Force*

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Planning & Community Development

DATE: January 7, 2020

- (a) Purpose of Request: **Appointment of Member to the Climate Smart Task Force**

- (b) Details: **Appoint Jack Mance, AICP, Senior Transportation Planner for the Adirondack/Glens Falls Transportation Council to the Climate Smart Task Force (see attachment)**

- (c) Previous Resolution Number: **338 of 2019, 549 of 2019**

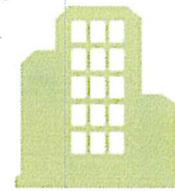
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **N/A**
Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS



Warren County Climate Smart Task Force

warrencountyny.gov/climate



Climate Smart Task Force

The Warren County Climate Smart Task Force is comprised of local officials and professionals with diverse backgrounds. Appointments are made for a term of one (1) year. This group will assist with the identification and review of actions that advance Warren County's effort to become a Certified Climate Smart Community. Certification offers communities the benefit of improved scores on funding requests and the completion of certification actions helps to build a more climate resilient community.

Climate Smart Coordinator

Chris Belden, AICP (Assistant County Planner) has been appointed as Climate Smart Coordinator for 2020.

Proposed Task Force Members

Name	Title	Organization
Chris Belden, AICP ‡	Climate Smart Coordinator/ Assistant County Planner	Warren County Planning Department
Sara Frankenfeld ‡	GIS Administrator	Warren County Planning Department
Amanda Beck ‡	Junior Planner	Warren County Planning Department
Beth Gilles ‡	Director	Lake Champlain-Lake George Regional Planning Board
Allison Hargrave-Gaddy, AICP ‡	Senior Planner	Lake Champlain-Lake George Regional Planning Board
Jim Lieberum, CPESC ‡	District Manager/ Hazard Mitigation Coordinator	Warren County Soil & Water Conservation District
Amy Drexel, AEM ‡	Emergency Services Coordinator	Warren County Emergency Services
Staff member in the position of Environmental Analyst or Engineer 1 (To Be Determined) ‡	Environmental Analyst/Engineer 1	Warren County DPW
Dan Durkee ‡	Senior Health Educator	Warren County Public Health
Tammie DeLorenzo ‡	Assistant to the County Administrator	Warren County Administrator
Jack Mance, AICP ‡	Senior Transportation Planner	Adirondack/Glens Falls Transportation Council
Dan Barusch (Non-Municipal Member) †	Director of Planning & Zoning	Town of Lake George
Scott Royael (Non-Municipal Member) †	Sustainability Coordinator	SUNY Adirondack
Claudia Braymer (Elected Official) *	County Supervisor, Glens Falls – Ward 3	Warren County Board of Supervisors
Peter McDevitt (Elected Official) *	County Supervisor, Glens Falls – Ward 2	Warren County Board of Supervisors
Andrea Hogan (Elected Official) *	Town Supervisor, Johnsbury	Warren County Board of Supervisors
Doug Beaty (Elected Official) *	At-Large Supervisor, Queensbury	Warren County Board of Supervisors

- ‡ Municipal/Professional Staff
- † Non-Municipal Member
- * County Supervisors

Memorandum

To: Economic Growth, Development and Higher Education Committee

From: Warren County Planning and Community Development Department
(Wayne LaMothe, Patricia Tatich)

Date: January 24, 2020

Re: **Understanding the Issues Impacting Housing Supply and Affordability in the Rural Communities of Warren County, Defining the Need and Market Demand for Developing New Affordable Housing and Actions to be Undertaken**

(The following information was provided at the October 21, 2019 Meeting of the Economic Growth and Development Committee. It was determined that Housing Needs and Market Study would be initiated in 2020 when all financial commitments were in place from the Warren County LDC and the Warren County EDC.)

We have reason to believe the lack of available, affordable housing is negatively impacting Warren County communities- particularly the rural towns. This includes permanent housing and temporary housing for seasonal workers. Warren County EDC convened a meeting of Town Supervisors and other local agency representatives in March of 2019 to discuss issues concerning the supply of affordable housing and its impact on our communities, including employers and local businesses. A representative from the NYS Office Homes and Community Renewal (NYS HCR) attended the meeting to provide information on state housing programs that provide financing for the development of new housing.

Those present at the meeting strongly urged that Warren County in cooperation with the Warren EDC conduct a study to accurately determine the housing needs and market demand. The participants agreed that the Planning Department may have data and or be in the best position to collect data, which could provide a preliminary understanding of affordable housing need. This information could be used to develop a comprehensive market demand analysis that was recommended by the State Official present at the meeting. The market demand analysis would be undertaken to identify very specific needs including; existing supply, occupancy levels, wait lists, the type and number of new units needed, cost data, and price ranges that would be affordable to current residents. It was agreed that such a Market Study could greatly enhance a future project - should the statistical data confirm high need as the group purported. It was recommended that, if the Warren County LDC or Warren County EDC were to engage a professional firm to conduct a Market Study, this firm should be on the approved list as identified by the NYS Housing and Community Renewal (NYSHCR) to enhance any future project funding that might be pursued.

A project scope was developed by the County Planning staff to include specific tasks that would result in a more complete understanding of the housing issues by area and include the collection of the most current available demographic and housing data. It was determined

PROJECT: Understanding the Issues Impacting Housing Supply and Affordability in the Rural Communities of Warren County, and Defining the Need and Market Demand for Developing New Affordable Housing

TIMELINE: February 2020 to September 2020

Scope and Process: This project scope summarizes the work to be completed by September 2020 with report release in the following month. Sections A and B are to be completed internally by the planning staff at the Warren County Planning Department in consultation with the Warren County EDC and Town Officials. It is anticipated that Section C will be completed by a private market analyst firm, to be arranged and financed by the Warren County LDC in collaboration with the Warren County EDC. It is anticipated that the Market Analyst will be on the approved list of firms established by the NYS Division of Housing and Community Renewal.

A. Understanding the “Up-County” Communities, Housing Issues and Programs

- 1.) Identify and describe the rural communities to be analyzed outside of the Glens Falls and Queensbury Urban Areas.
- 2.) Group together the communities that have similar characteristics relating to their local economy, tourism characteristics and geographic proximity. (E.g. Lake George Towns, Northern Hudson River Towns, Southern Hudson River Towns, and the Gateway Towns).
- 3.) Identify Town Hamlets that provide core services and employment opportunities, contain single and multi-family housing as well as mixed use development.
- 4.) Assemble the most current demographic and housing data with information that focuses on single-family homes, mobile homes (including mobile home parks), multi-family housing and seasonal residences. Include special residential facilities such as nursing homes, assisted living, special needs housing, family housing and adult care residential facilities.
- 5.) Describe the condition of existing housing from information provided by reports, local officials, fire departments and the County Department of Building and Fire Codes.
- 6.) Identify existing affordable housing projects (multi-family) including information about ownership and property management, occupancy levels, rents, income restrictions, government over-site, and supportive services, if any.
- 7.) Identify nonprofit housing organizations that may provide services including; property management services.

B. Understanding and Identifying the Housing Need of Homeowners

- 1.) Determine the methodology necessary to collect information that correctly describes existing housing problems experienced by homeowners that are low income elderly, handicapped, family

and single parent households. Quantify the amount of resources necessary to improve them to standards consistent with state building code criteria.

2.) Document and describe issues that impact the long-term sustainability and affordability of existing single-family homes, including; limits to household income for essential repairs, lack of year-round employment and the impact of AirBnB's on the housing stock in a tourism based economy.

3.) Inventory and evaluate how state and federal housing resources and their related program requirements impact housing assistance in rural communities. Track funding awards over the last five years for key housing programs to discern the level of funding awarded to projects and programs in Warren County compared to other counties in New York State.

4.) Evaluate the impact of housing program funding limitations and related program criteria that effect unit size, project costs and other related development expenses.

5.) Identify and evaluate the capacity of various public and non-profit organizations within the county and the region capable of undertaking housing assistance programs and homeownership counseling services in Warren County communities.

C. Identifying and Meeting the Market Demand for New Housing

1.) Determine the most appropriate process for obtaining reliable information that accurately describes and quantifies the market demand for new housing within the "Up County" communities that is consistent with criteria established by the Housing Development Office of the NYS Office of Housing and Community Renewal.

2.) Describe the demand for various types of new housing (single family, multi-family development and seasonal/temporary work force housing) as determined by growth in the regional economy – yet specific to the needs of each rural community.

3.) Quantify the type and number of new units that can accommodate the market demand in the rural communities based on current standardized industry modeling (e.g. gravity model).

4.) Determine the number of seasonal or temporary housing units that are required to meet local employer workforce housing needs within resort and tourism communities.

5.) Identify the most practical and successful methods for financing new affordable single family and multi-family housing development in rural communities.

6.) Identify impediments to financing new single family and multi-family development.

7.) Identify land parcels and existing vacant structures within rural communities that are suitable for new multi-family development or conversion to multi-family occupancy.

8.) Evaluate the capacity of the existing infrastructure in rural communities to accommodate new housing.

CONCLUSION: Share reports and information compiled as part of this project scope with County and Town Officials, Housing Agencies and the Warren County LDC and EDC. Work collaboratively with the aforementioned group to develop strategies that respond to the identified needs. Identify external development partners that are critical to creating new affordable housing - supported by the results of the market demand study.