

I.

WARREN COUNTY MUNICIPAL CENTER
LAKE GEORGE, NEW YORK 12845



PLANNING & COMMUNITY DEVELOPMENT
DEPARTMENT
Telephone: (518) 761-6410
**Planning and Community Development
Committee Meeting Agenda
1 July 2020**

Committee Members: Supervisors Wild, Hogan, Leggett, Braymer, Diamond, Dickinson, Magowan, McDevitt and Seeber.

I. Committee meeting called to order by Chairman

II. Motion to approve minutes of prior Committee meeting

III. Committee Actions Requested:

Authorizing Chairman to execute Memorandum of Agreement relating to Warren County Housing Needs and Market Analysis

IV. Information for Discussion/Review:

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

Motion to Adjourn

Attachments

Resolution Form 20

Memorandum of Agreement

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:

DATE:

(a) Purpose of Request:

(b) Details:

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

MEMORANDUM OF AGREEMENT
RELATING TO THE WARREN COUNTY HOUSING NEEDS AND MARKET ANALYSIS

THIS AGREEMENT dated the ____ day of June 2020 between the **COUNTY OF WARREN** (the “County”), a municipal corporation and political subdivision established under the Laws of the State of New York, having its principal offices and place of business located at 1340 State Route 9, Lake George, New York 12845, and also for the Warren County Planning Department (the “County Planning Department”) with offices at the County, and the Warren County Local Development Corporation (the “LDC”), a not-for-profit corporation organized and existing under the Laws of the State of New York, having its principal place of business located at the Warren County Municipal Center with a mailing address of 1340 State Route 9, Lake George, New York 12845 and the Economic Development Corporation Warren County (the “EDC”), a not-for-profit corporation organized and existing under the Laws of the State of New York, having its principal place of business located at 333 Glen Street, Glens Falls, New York 12801.

WHEREAS, the EDC hosted 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 Warren County communities including employers and local businesses, and

WHEREAS, a representative from New York State Homes and Community Renewal (“HCR”), New York State’s affordable housing agency, provided information on state housing programs that offer financing for the development of new housing and strongly urged Warren County, the LDC and the EDC to conduct a market demand analysis to accurately determine the market demand for new housing reflective of existing and future housing needs, and

WHEREAS, the participants at the March 2019 meeting recommended that the County

Planning Department facilitate the collection of housing information and data to provide an understanding of affordable and work force housing needs to be incorporated into a comprehensive market demand analysis as recommended by the representative from HCR, and

WHEREAS, a completed Market Analysis Report will greatly enhance future project funding and encourage private developers to undertake the development of new rental and single-family housing within Warren County, and

WHEREAS, the three entities who are party to this agreement desire to have the Market Analysis Report completed, and agree that the County Planning Department staff will oversee and facilitate the process, and

NOW, THEREFORE IT IS AGREED as follows:

1. The LDC will provide partial funding up to Ten Thousand Dollars (\$10,000.00) and the EDC will provide partial funding in the amount up to Ten Thousand Dollars (\$10,000.00) for a total of Twenty Thousand Dollars (\$20,000.00) to be used for completing of the Market Analysis Report, and

2. The LDC will manage and disburse the funds for the Market Analysis Report in accordance with this Agreement and any other agreements, resolutions, regulations, and requirements of Warren County.

3. A private, professional firm on the approved list of market analyst firms provided by HCR, will undertake the market demand analysis (“Market Analysis”) to identify specific housing needs including information on the existing supply, occupancy levels, waiting lists, the type and number of new units needed, cost data and price ranges affordable to current residents.

4. The scope of services for this Market Analysis Report includes the following:

i. Gather all relevant housing studies, reports and market reports recently completed for parts of the County, including for the City of Glens Falls and the Town of Queensbury, and any other recently completed relevant reports available to the public or the LDC. Using data from these studies and reports, and data available to the general public, such as from the U.S. Census Bureau, organize the data and report on existing affordable housing by type and by geographic location and if available report the socio-economic characteristics.

ii. Assemble the most current available demographic and housing information concerning single family homes, manufactured homes, multi-family housing, special purpose housing, and seasonal residences. Describe the condition of existing housing with information provided by Census data and other housing reports, information from local communities, building code compliance agencies, social service providers, and not-for-profit organizations.

iii. Identify existing affordable housing projects and collect information concerning ownership and property management, occupancy levels, rents, income restrictions, government oversight and supportive services – if any. Identify private and not-for-profit organizations that own or manage affordable housing and/or provide property management services.

iv. Determine the most appropriate methodology for collecting information that describes the existing housing problems and quantifies the housing needs for the various types of households. Encourage the participation of local, county and development organizations in data collection to determine the financial resources necessary to improve existing housing or develop new affordable housing in the County. Document and describe issues that impact the long-term sustainability of single-family housing for persons of median and below median incomes and opportunities for new multi-family housing for persons with incomes at or below median income, and for persons with special needs. Evaluate the information provided by local businesses concerning their experience with the lack of workforce housing including temporary housing supply for seasonal workers.

v. Review available state and federal housing resources and their availability for use in Warren County including the rural parts of the County. Review and report affordable housing funding awards committed by government sources over the past five years within Warren

County and in other neighboring counties to learn what funding may be available for improving existing housing and for the development of new housing. Determine the limits on housing program funding and criteria and evaluate the impact on new development concerning income criteria, unit size, project cost and other relevant factors.

vi. Identify and evaluate the capacity of private and not-for-profit organizations to undertake housing assistance and new multi-family housing development within Warren County.

vii. Develop a Request for Proposal for a Market Analysis Report using the list of prequalified market analysts compiled by the New York State Division of Housing and Community Renewal. The completed Market Analysis Report will describe and quantify the demand for various types of new housing units within selected communities based in the County based on recognized industry modeling. The Market Analysis Report will identify the most practical and successful methods for financing new, affordable single and multi-family housing development within the County, including the rural communities. The Market Analysis Report must identify impediments to developing new housing.

viii. Determine the number of new seasonal or temporary housing units that may be required to meet local workforce housing needs to benefit the resort and tourism sector.

ix. Based on data and information collected from all sources, develop a housing strategy for sustaining the existing housing stock and develop new housing units to meet documented need.

NOW THEREFORE BE IT RESOLVED, that the Warren County Local Development Corporation and the Economic Development Corporation Warren County will enter into a Memorandum of Agreement to develop a Warren County Housing Needs and Market Analysis Report for a total cost not to exceed Twenty Thousand Dollars (\$20,000.00), and

BE IT FURTHER RESOLVED, that the LDC and EDC shall each provide up to Ten Thousand Dollars (\$10,000.00) for the completion of the scope of work outlined within this Agreement, and

BE IT FURTHER RESOLVED, that the Warren County Purchasing Department will assist with soliciting the RFP and the Warren County Planning Department will provide staff services for the Report as well as the administration of the funds to complete the project.

Dated: June ____, 2020

Warren County Local Development Corporation

Peter McDevitt, Chairman

Dated: June ____, 2020

County of Warren

Frank Thomas, Chairman
Board of Supervisors

Dated: June ____, 2020

Warren County Economic Development Corporation

Matt Fuller, Chairman