



January 2015

2015 Jefferson County Planning Board Newsletter

WHAT IS A FULL STATEMENT

When a municipal official refers a project to the County Planning Board for review, the referral is required to include a "full statement" of the proposed action.

According to NYS GML Section 239-m, a "full statement" of the proposed action includes all materials required by and submitted to the local board as an application. This includes the completed environmental assessment form as well as all other materials required to make a determination of significance pursuant to the State Environmental Quality Review Act. When the proposed action is the adoption or amendment of a zoning ordinance or law, the "full statement of such proposed action" also includes the complete text of the proposed ordinance or local law as well as all existing provisions to be affected thereby, if any.

COUNTY PLANNING BOARD ACTION

After receiving a full statement of the proposed action, the County Planning Board shall within 30 days (or longer as mutually agreed upon) report its recommendation to the local board. If the CPB does not respond within 30 days from the time it received a full statement on the proposed action, then the local board may act without such report. However, if the CPB report is received after such 30 days but two or more days prior to final action by the referring body, then the local board shall take into consideration the CPB report. If such report recommends modification or disapproval of the proposed action, then the referring body may act contrary to the County Planning Board's recommendation only by a majority plus one vote of the board and after giving an explanation of the reasons for such action.

ABOUT THE BOARD

The Jefferson County Planning Board was established in 1966 by the Board of Supervisors pursuant to General Municipal Law, Section 239-b. The Board consists of eleven citizen members appointed by the County Legislature. These volunteers are appointed for three year terms.

The Board meets the last Tuesday of every month and reviews zoning actions and development projects pursuant to General Municipal Law, Section 239-m and the Intergovernmental Review process.

The members represent many geographic areas of the County and bring diverse backgrounds and interest areas to the Board. The agriculture, transportation, real estate, utilities, natural resource management and finance professions, among others, are represented on the Board. This diversity lends valuable perspective to the advisory process. The members are listed on the inside of this newsletter.

COUNTY PLANNING BOARD REVIEW

NYS General Municipal Law Section 239-m gives County Planning Boards the authority to review certain classes of zoning and planning actions by local municipalities. **It states that any town, village or city, which:**

- Adopts or amends a zoning law or ordinance,
- Adopts or amends a comprehensive plan,
- Issues a special permit,
- Approves a site plan, or,
- Grants a use or area variance

MUST REFER such actions to the County Planning Board prior to taking any final action thereon.... **If** the real property affected by this action lies within 500 feet of the following:

- The boundary of any city, village, or town.
- The boundary of any existing or proposed County or State Park or any other recreation area.
- The right-of-way of any existing or proposed County or State road, highway, parkway, etc.
- The existing or proposed right-of-way of any stream or drainage channel owned by the County or for which the County has established channel lines.
- The existing or proposed boundary of any County or State owned land on which a public building or institution is situated.
- The boundary of a farm operation located in a NYS Certified Ag District.

**JEFFERSON COUNTY
PLANNING BOARD
MEMBERS**

David Prosser, Chair
Dean Gillan, Vice-Chair
Art Baderman
Clif Schneider
Dwight Greene
Deborah McAtee
George Yarnall
Jon Storms
Lisa L'Huillier
Michael Astafan

**JEFFERSON COUNTY
PLANNING STAFF**

Donald Canfield, Director
Michael Bourcy, Sr. Planner
Andy Nevin, Sr. Planner
Jennifer Voss, Community Development Coordinator
Hartley Bonisteel Schweitzer, Community Development Coordinator
Michelle Bunny, GIS Specialist
Cheryl Hamilton, Typist

P: (315) 785-3144
F: (315) 785-5092
E: planning@co.jefferson.ny.us

The County Planning Board requests that municipalities use the enclosed Referral Notice when referring projects for review.

Please save a copy of the enclosed Notice for future use.

You may also download the Notice from the Jefferson County Website. Go to www.co.jefferson.ny.us; click on Departments, and then Planning.

The Jefferson County Planning Board meets the last Tuesday of every month.

Meetings are typically held at 175 Arsenal Street, Watertown in the 2nd floor conference room.

Meetings start at 4:00 pm, unless otherwise noted.

2015 Submission Deadlines		2015 CPB Meeting Dates	
January	15	January	27
February	12	February	24
March	19	March	31
April	16	April	28
May	14	May	26
June	18	June	30
July	16	July	28
August	13	August	25
September	17	September	29
October	15	October	27
November	12	November	24
December	17	December	29

A LOOK BACK AT A FEW 2014 COMMUNITY PLANNING ISSUES AND PROJECTS...

- ⇒ County Agriculture and Farmland Protection Plan 10 Year Update underway with research efforts and outreach to the farming community.
- ⇒ Seventh consecutive Jefferson County rural housing CDBG award received for scattered site rehabilitation for eligible homeowners.
- ⇒ North County HOME Consortium renewed for 2015-17 to continue rural housing assistance projects using direct HUD funds.
- ⇒ Evening Land Use workshops for local planning officials were held at JCC on Signage regulation, Planning Board and Zoning Board of Appeals procedures, and Solar Energy.
- ⇒ Town of Alexandria Comprehensive Planning process nearing completion. Zoning updates completed for the Villages of Clayton and Chaumont and the Towns of Henderson and LeRay. Subdivision regulations updated for the Town of Philadelphia.



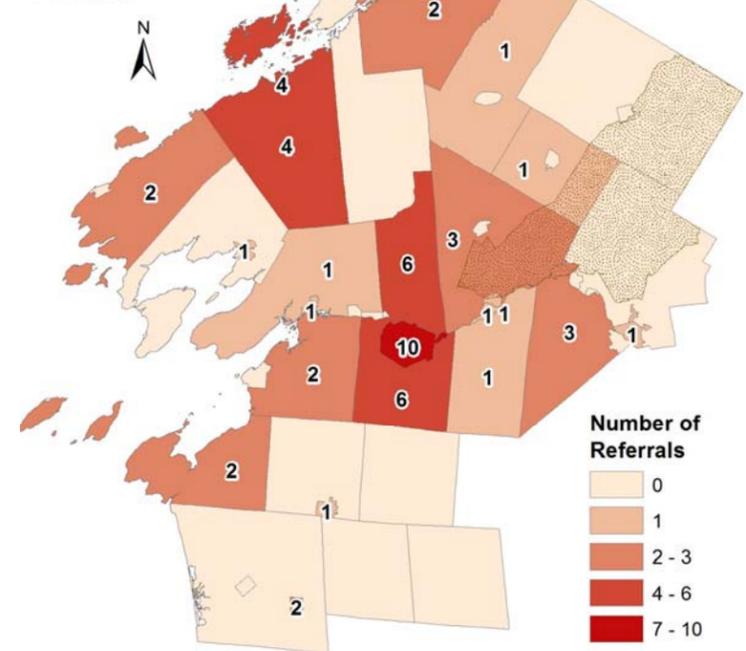
The sign workshop featured staff members from the New York State Department of State.

MAPPING ASSISTANCE

The Jefferson County Planning Department provides various forms of planning assistance to local municipalities, including GIS mapping. Upon request, the Department can provide a variety of planning maps, such as:

- Zoning
- Land use (as determined by local assessors)
- Census demographics
- Comprehensive Plan maps
- Surface water resources (including streams and wetlands)
- Watersheds
- Trails and outdoor recreation
- Slope and topography
- Soils (prime farm soils, septic suitability)
- Agricultural Districts

**239-M PROJECT REFERRALS
by Town, Village, City
For 2014**



*“The Jefferson County Planning Department provides various form of planning assistance to local municipalities, including GIS mapping.”
See our interactive map at: JeffCountyMaps.com*

2009-2013 ACS 5-YEAR NARRATIVE PROFILES AVAILABLE

The American Community Survey (ACS) is an annual demographic survey of the United States. It provides the detailed demographic, economic and housing data that was once supplied by the Decennial Census Long Form. However, the ACS is only sent to 3 million households each year, a statistically small sample especially when compared to the Census 2000 Long Form which was sent to 18 million households in one year. So to produce the detailed demographic data, the ACS combines data from several years to produce multi-year estimates. For example, the ACS combines data collected from 2011 + 2012 + 2013 to get 3-year ACS estimates for geographies with at least 20,000 persons. ACS 5-year estimates, (2009-2013), provide data for geographies with fewer than 20,000 persons, or most of Jefferson County.

A Narrative Profile is a short, analytic report derived from ACS 5-year estimates. Newly released in December 2014, Narrative Profiles summarize many topics using nontechnical text and graphs. Each Profile displays highlights of selected social, economic, housing and demographic estimates for a selected geographic area. The 2009-2013 ACS 5-year Narrative Profiles are available for states, counties, places, metropolitan/micropolitan statistical areas, ZIP Code Tabulation Areas, and census tracts.

To view your municipality's Narrative Profile, check out www.census.gov or contact the Planning Department for more assistance.

A brief snapshot of Jefferson County's Narrative Profile:

The 5-year ACS reports Jefferson County, New York has a total population of 118,100 -- 57,300 (49%) females and 60,800 (51%) males. The median age was 32 years. An estimated 25% of the population was under 18 years and 11% was 65 years and older. There are 45,000 households in Jefferson County. The average household size was 2.5 people. Among persons 15 and older, 53% of males and 55% of females are currently married.

The ACS indicates Jefferson County had a total of 58,000 housing units. Of the total housing units, 59% were in single-unit structures, 28% were in multi-unit structures, and 13% were mobile homes. An estimated 23% of the housing units were built since 1990. An estimated 96% of the people living in Jefferson County in 2009-2013 were native residents of the United States and 66% of these residents were living in the state in which they were born. In 2009-2013, 75% of the people at least one year old living in Jefferson County were living in the same residence one year earlier.

OUR PLANNING PRIMERS ARE ON THE WEB!

The Planning Primers help communities refine their decision-making, promote open discussions and dialogue about future projects and ultimately enhance communities over time. They should assist communities describe local priorities in various ways, as each subdivision, site plan review, and special permit decision represents a unique set of issues and challenges.

The Primers were modeled with permission, from the set of *Greenway Guides*, developed by the Dutchess County Department of Planning and Development, published in 2001. They're also based on the Jefferson County Planning Board's *Growth and Development Guidelines* adopted in 2005.

The 15 Primers address local and regional planning issues and strategies such

as: Fitting into the Landscape; Development with Open Space; Curbing Strip Development; Infrastructure Planning; and Fort Drum Compatibility. Other topics include Priority Growth Areas; Walkable Communities; and Redeveloping in Context. Site Specific primers include Building Placement; Parking Lots; Site Access/Traffic Management; Outdoor Lighting; Signs and Signage; Landscaping and Buffering; and Water Body Protection.

Most Primers were designed to be used in concert with others within their categories, such as within the Site Specific Category: Parking Lots, Water Body Protection, Landscaping, and Lighting. However, other Primers were designed to address broader topics, such as Fort Drum Compatibility, to initiate discussions at the community level.

PLANNING PRIMERS - INDEX:

LOCAL AND REGIONAL STRATEGIES

1. Fitting Into the Landscape.....
2. Development with Open Space.....
3. Curbing Strip Development.....
4. Infrastructure Planning.....
5. Fort Drum Compatibility.....

**VIBRANT CENTERS
Hamlets and Villages**

6. Priority Growth Areas.....
7. Walkable Communities.....
8. Redeveloping in Context.....

**SITE SPECIFICS
Development in Context**

9. Building Placement.....
10. Parking Lots.....
11. Site Access/Traffic Management.....
12. Outdoor Lighting.....
13. Signs and Signage.....
14. Landscaping and Buffering.....
15. Water Body Protection.....

The Primers are available on the web at:
<http://www.co.jefferson.ny.us>
Click on Departments, Planning, Planning Primers

Jefferson County Planning Board

c/o Jefferson County Planning Board
175 Arsenal Street
Watertown, NY 13601

Phone: 315-785-3144
Fax: 315-785-5092
E-mail: planning@co.jefferson.ny.us

