



## **PLANNING BOARD NEWSLETTER — 2016**

### **JEFFERSON COUNTY PLANNING BOARD REFERRALS**

#### **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.

#### **Referral notice:**

The County Planning Board requests that municipalities complete and enclose the County Referral Notice when sending a project in for review. The notice is attached to this newsletter and may be downloaded from the Jefferson County Website: Go to [www.co.jefferson.ny.us](http://www.co.jefferson.ny.us); click on Departments, and then Planning.

### **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

### 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**  
**William Ferguson**

### JEFFERSON COUNTY PLANNING STAFF

**Michael Bourcy,**  
**Sr. Planner/Interim**  
**Director**

**Andy Nevin, Sr. Planner**

**Jennifer Voss,**  
**Community Development**  
**Coordinator**

**Michelle Bunny,**  
**GIS Specialist**

**Cheryl Hamilton, Typist**

Jefferson County  
Planning Department  
175 Arsenal Street  
Watertown, NY 13601

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Fax: 315-785-5092  
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planning@co.jefferson.ny.us

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.

<u>2016</u> <u>Submission Deadlines</u>		<u>2016</u> <u>CPB Meeting Dates</u>	
January	14	January	26
February	11	February	23
March	17	March	29
April	14	April	26
May	19	May	31
June	16	June	28
July	14	July	26
August	18	August	30
September	15	September	27
October	13	October	25
November	17	November	29
December	15	December	27

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

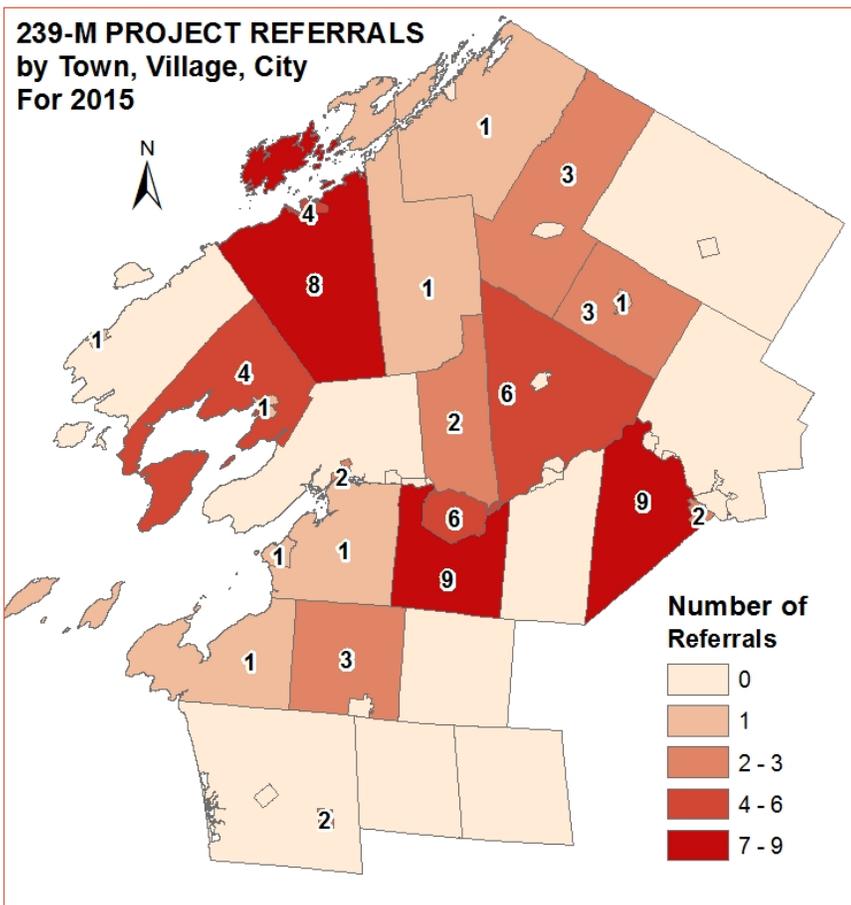
Meetings are typically held at 175 Arsenal Street, Watertown  
in the 2<sup>nd</sup> floor conference room.

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

## 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



## LOCAL PLANNING AND ZONING BOARD TRAINING

Planning Board and Zoning Board of Appeals members are required by NYS Law to receive a minimum of four hours of training every year. Each municipality is responsible for determining what training formats they will accept for training credit.

The Jefferson County Planning Office and the Tug Hill Commission sponsor Land Use Training Workshops held at Jefferson Community College. These workshops are offered for free.

Staff is always looking for any suggestions for future training topics. If you feel you may have an idea, please call the office or email any suggestions to [planning@co.jefferson.co.ny.us](mailto:planning@co.jefferson.co.ny.us). There are typically two sessions in the spring and two in the fall. We'd love to hear your input!

Another upcoming training opportunity includes the Tug Hill Commission's 24<sup>th</sup> Annual Local Government Conference on Thursday, March 31<sup>st</sup>. This all-day conference includes sessions on a variety of issues facing municipal boards and land use development, such as rights of way management, ethical standards for planning and zoning officials, and how to address land uses requiring special treatment.

Many past training workshops have been recorded. If you are interested in previous topics and viewing a recorded training session, please call Jefferson County Planning at 785-3144 for availability and to request a copy. Planning Department staff is also available to come out to your municipality and provide training directly to your boards.

In addition, the NYS Department of State Land Use Training Unit offers many land use training courses for members of planning boards and zoning boards of appeals, elected officials, and the general public.

Ethical standards for planning and zoning boards, locally unwanted land use regulation, and overviews for both the planning board and zoning board of appeals are some of the online courses available.

For more information on these training courses, visit the New York State Department of State's website:  
<http://www.dos.ny.gov/lg/lut/index.html>

## PLANNING PRIMERS ON THE WEB!

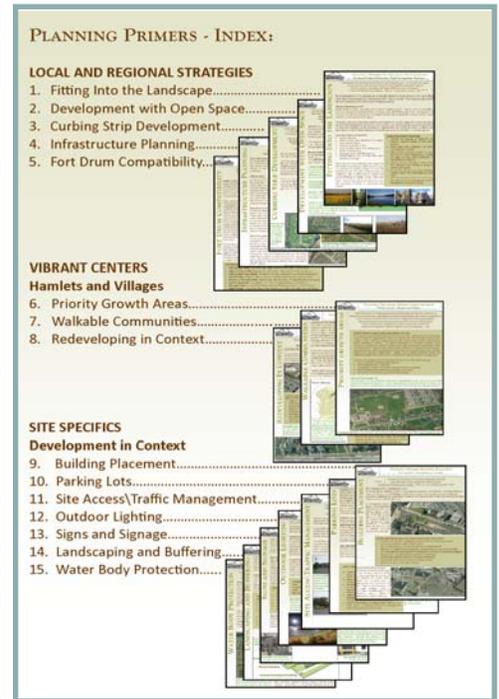
The Planning Primers can help communities refine their decision-making, promote open discussions and dialogue about future projects and ultimately enhance communities over time. They should assist communities describe local priorities in various ways, as each subdivision, site plan review, and special 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 Green Infrastructure); 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 other primers 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.



The Primers are available on the web at:

<http://www.co.jefferson.ny.us>

Click on Departments, Planning, Planning Primers

## PLANNING DEPARTMENT PROJECT HIGHLIGHTS:

- ◆ Town of Alexandria Comprehensive Plan.
- ◆ Village of Chaumont Zoning Law Update.
- ◆ Town / Village of Clayton Comprehensive Plan.
- ◆ Agricultural and Farmland Protection Plan Update
- ◆ Jefferson County North Agricultural District Eight Year review.
- ◆ Staff provided the administration of housing grants that provided \$1,134,137 for 86 housing projects.

The Planning Department is available to communities for assistance with projects such as those listed above. We can also support local grant applications by providing demographic data and mapping services.

## PLANNER EMERITUS AWARD

Retired Planning Department Director, Don Canfield, was presented with the Planner Emeritus Award at the New York Upstate Chapter of the American Planning Association's Fall Planners Day on September 18, 2015.

Over Don's 32 years in the Department he was involved in preparing the local municipalities and the County for the expansions at Fort Drum. He was a Fort Drum advocate during the two Base Realignment and Closure rounds. He was involved in the establishment of the North Country HOME Consortium that has received \$26,745,000 in funding for the tri-County area to assist in the purchase or rehab of over 2,000 residential units. He spearheaded many funding applications for economic development projects. Don's experience and wisdom is missed by the Department.