

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

Planning Department

2010 Annual Report

Contact Information

Washington County Local Development Corporation: Planning Department

383 Broadway

Fort Edward, NY 12828

Phone: (518) 746-2290

Fax: (518) 746-2293

www.co.washington.ny.us

Tori Riley, President

Deanna Derway, Office Coordinator

Karlie Bolen, Planning Coordinator

Contents

Introduction.....	2
Training.....	3
Informational Services.....	4
General Staff Activities.....	5
Planning Board Report.....	6
Membership.....	7
Professional Advisement and Services.....	8
2010 GML §239M Reviews.....	9

Introduction

We began the year with no Planning staff and for most of 2010; the Planning responsibilities were shared amongst the County Attorney and Administrator offices, Washington County LDC, and the Planning Board Chairman's professional staff.

The Ag/Planning and Tourism Committee interviewed multiple candidates applying for both Director and Coordinator positions; however, couldn't unite on what the responsibilities would be nor if there was a true need for a full-time Planner on staff.

After many meetings and much discussion, the Committee decided to eliminate a full-time Planning position. At that point, the cut was approved by the Board of Supervisors, with a stipulation that funds be allocated to the Washington County LDC to provide specified Planning services. The contract is for one year. During which time, Tori Riley will report, on behalf of the Washington County LDC, monthly on Planning Board meetings, updates on educational opportunities, available grant and funding resources and any community development updates.

A partnership of the Ag/Planning Chair, The Washington County LDC and some of the Committee members began taking shape as they navigated the plan of works for the remainder of 2010; as well as 2011. All parties agreed to a one year contract, at which time a full comprehensive analysis will be provided to the Supervisors to evaluate. The data the LDC plans to collect should provide the Committee members with a better understanding moving forward, of what the position entails; the pros and cons of how it is currently structured and suggestions moving forward.

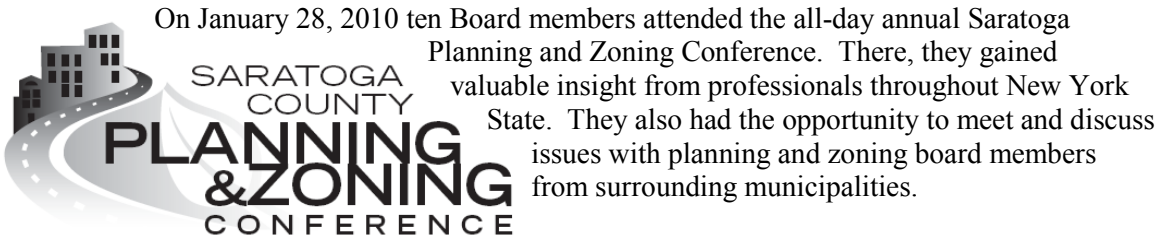
The LDC picked up the Planning responsibilities in September and incorporated a part-time position in the office to handle the coordination of the Planning responsibilities, as well as sent RFP's out to interested Engineering firms for professional consultation. In October, The Chazen Companies was awarded the contract.

The last quarter of 2010 proved both challenging and exciting. The collaboration with The Chazen Companies is working well and the LDC office has been busy updating, reaching out to the Towns and Villages Planning Boards with Educational opportunities, collecting and cross referencing information and updating the website with current information.

Moving forward, the Planning updates can be found on both the Washington County Planning link and the Washington County LDC's site with a Blog for easier and more efficient updating.

Training

The Washington County Board Members far exceeded the required training credits for the year 2010. Members attended conferences and opportunities extending to other Counties as well as in-house training seminars.



In February, the Association of Towns of the State of New York provided training programs in which one Board member attended. The Association provides training to promote economy and efficiency throughout New York State. The Association prides themselves on providing local officials, towns and villages with the information necessary to grow and change.

In December, the New York State Department of State approached the Planning Department regarding a training seminar which provided local officials, planning and zoning board members the opportunity to gain credits prior to the year's end. After coordination with the surrounding municipalities, over twenty members throughout Washington County and Saratoga County attended. The courses related to Intermunicipal Planning and Rural Planning in which many town and village planning board members discussed the need and desires for planning and zoning to be a part of their communities and that working with surrounding communities would greatly help the continuity of their towns and villages and promote and more complete process in regards to development and planning.

Throughout the year, members also attended a seminar on Infiltrator Systems, which relates to septic and leach fields. As well as an SEQRA Case Study which helped members to understand the process of review and to gain advice from professionals regarding SEQRA information.

Informational Services

Washington County Local Development Planning Department provides informational services to county departments, municipalities, consulting firms, not-for-profits and the general public.

Professional Advisement Services

The Washington County LDC Planning Department has contracted with a private firm in which they were able to obtain professional opinions on issues relating to planning. The Planning Department used the firm's expertise with referral evaluation in reference to county-wide and inter-community impacts, for land use and community resources, as well as for Planning Board review information.

Informational Services

The Planning Department houses public flood hazard and wetland information for Washington County. The Department also keeps records of available properties, existing town and village comprehensive plans, land use controls, subdivision law, and zoning law if they have been provided by the local municipalities.

Coordination Services: Planning

The Planning Department is responsible for communication to the local Towns and Villages for new or updated policies, procedures, guidelines and planning opportunities. The office also provides assistance to local municipalities regarding the Washington County Planning Board's referral process, and acts as an informational center for General Municipal Law §239-M.

The Planning Department coordinates with continuing education administrators, including the Department of State to provide local board members and municipalities the opportunity to gain required continuing education credits as well as familiarize themselves with current planning knowledge.

Grant Services

The Planning Department is continuously identifying and communicating grant opportunities that may be constructive to the planning, growth and improvement of our County.

**Adirondack/
Glens
Falls
Transportation
Council**



One grant available to both Washington County and Warren County was Make the Connection Program Grant. This is an annual grant provided for small-scale bicycle and pedestrian projects. The Adirondack/Glens Falls Transportation Council provides this \$200,000 grant to improve non-motorized pedestrian travel and create more user friendly spaces and communities.

General Staff Activities

Washington County Planning Board

The Planning Department is responsible for staff support and a conduit for technical assistance to the Washington County Planning Board. The Department is a medium to distribute meeting materials and information to appropriate bodies to gain and compile input for a greater exploration and understanding of projects for review by the Washington County Planning Board.

Local Laws and Comprehensive Plans

The LDC's Planning Department stores the Comprehensive Plans and Local Land Use documents of Towns and Villages within Washington County that have completed them.

Planning Board Report

Pursuant to General Municipal Law Section 239-C and in accordance with Washington County Planning Board Bylaws, an annual report consisting of a summary of the actions taken by the County Planning Board accompanied by a bound and certified copy of the “Minutes of the Washington County Planning Board for the Year 2010” shall be presented to the Chair of the Board of Supervisors.

Meetings

The Washington County Planning Board met on the second Tuesday of each month. The Planning Board By-Laws require that any regularly scheduled meeting that falls on a holiday observed by the county will be moved ahead by one (1) business day. The annual meeting of the County Planning Board was held the second (2nd) Tuesday of January 2010.

Membership

The memberships of two (3) Washington County Planning Board Members terms were to expire on December 31, 2009.

2010 Washington County Planning Board Membership

<i>Member Name</i>	<i>Municipality</i>	<i>Term Expiration</i>
Theodore Bigelow	Town of Kingsbury	12/31/2011
Lee Comar	Town of Granville	12/31/2010
H. Thomas Jarrett	Town of Fort Ann	12/31/2010
Thomas Kearney	Town of Cambridge	12/31/2012
William Lawrence	Town of Hampton	12/31/2013
Robert E. Liebig Sr.	Town of Hartford	12/31/2014
Louis Marchaland	Town of Easton	12/31/2014
Mason Ormsby	Town of Fort Edward	12/31/2015
John Pedersen	Town of Jackson	12/31/2014
Rick Percoco	Town of Greenwich	12/31/2012
Robert Rozell	Town of Whitehall	12/31/2013

Officers

At the Annual Meeting of the Washington County Planning Board on January 12, 2010 the Board moved to nominate Tom Jarrett as Chairman, followed by Ted Bigelow as Vice Chairman and Lee Comar as Secretary.

Professional Advisement and Services

Planning Department staff offers staffing services to the County Planning Board. In accordance with the Washington County Planning Board By-Laws the Planning Coordinator acts as the secretary to the planning board and with the assistance of the planning staff, performs the following secretarial duties:

- General meeting preparation
 - Public Notice
 - Notice to board members (packet includes agenda, previous minutes, review materials and additional informational materials).
 - Reviews and prepares materials of proposed actions referred for review
 - Logistical arrangements
- Records and prepares minutes
- Notice to referring bodies of board decisions regarding reviews
- Conducts all general correspondence
- Maintains records of board activities including general correspondence, informational materials, agendas, minutes, memorandums, GML review materials, notifications of decisions and the municipal boards' "notification of final actions."
- Maintains board membership records, including attendance, mileage, appointments, terms and contact information.
- Prepares annual report

2010 General Municipal Law §239M Reviews

Under General Municipal Law §239M, municipal planning actions specified by the statute are subject to review by the Washington County Planning Board. In addition, communities are welcome to refer any planning actions not specified by the statute to the board on an advisory basis. As an indication of a decrease in development in the County, there were 32 GML §239M referrals to the Planning Board, down from 39 in 2009. The following is a listing, by municipality, of the referrals reviewed by the County Planning Board for the year 2010:

Town of Fort Ann (3)

Review Date: May 11, 2010

Project: AT&T Cell Tower

Project Type: Site Plan

Recommendation: Approved with Conditions

Review Date: May 11, 2010

Project: Chocolate Moose Campground

Project Type: Site Plan

Recommendation: Approved with Conditions

Review Date: October 12, 2010

Project: Quarry Expansion

Project Type: Site Plan

Recommendation: Approved with Conditions

Town of Fort Edward (2)

Review Date: June 8, 2010

Project: Construction of Cell Tower

Project Type: Site Plan

Recommendation: Matter of Local Concern

Review Date: August 20, 2010

Project: Construction of Cell Tower

Project Type: Special Use Permit

Recommendation: Approved with Conditions

Town of Greenwich (6)

Review Date: February 9, 2010

Project: Garage Addition

Project Type: Area Variance

Recommendation: Matter of Local Concern

Review Date: May 11, 2010

Project: Wall Mounted Sign

Project Type: Use Variance

Recommendation: Matter of Local Concern

Review Date: May 11, 2010

Project: Façade Change

Project Type: Site Plan

Recommendation: Matter of Local Concern

Review Date: July 10, 2010

Project: Retail Establishment

Project Type: Special Use Permit

Recommendation: No Quorum

Washington County Planning Department-2010 Annual Report

Review Date: August 20, 2010

Project: Commercial Addition

Project Type: Site Plan

Recommendation: Approved with Conditions

Review Date: November 9, 2010

Project: Retail Establishment

Project Type: Site Plan

Recommendation: Matter of Local Concern

Town of Hartford (2)

Review Date: May 11, 2010

Project: Comprehensive Plan

Project Type: Review for Comments

Recommendation: Matter of Local Concern

Review Date: July 10, 2010

Project: Updates to Comprehensive Plan

Project Type: Review for Comments

Recommendation: No Quorum

Village of Cambridge (2)

Review Date: February 9, 2010

Project: Residential Housing of Pet Chickens

Project Type: Use Variance

Recommendation: Disapproved

Review Date: December 14, 2010

Project: Farm Subdivision

Project Type: Site Plan

Recommendation: No Quorum

Village of Fort Edward (6)

Review Date: January 12, 2010

Project: Irving Tissue Green Space

Project Type: Site Plan Modification

Recommendation: Approved

Review Date: April 13, 2010

Project: Adoption Moratorium

Project Type: Zoning Ordinance

Recommendation: Disapproved with Comments

Review Date: April 13, 2010

Project: Change in Use

Project Type: Use Variance

Recommendation: Matter of Local Concern

Review Date: May 11, 2010

Project: Rogers Island Building Addition

Project Type: Site Plan

Recommendation: Approved with Comments

Review Date: July 10, 2010

Project: Property Changes

Project Type: Site Plan

Recommendation: No Quorum

Review Date: November 9, 2010

Project: Maintenance Garage Conversion

Project Type: Site Plan

Recommendation: Matter of Local Concern

Village of Hudson Falls (11)

- Review Date: January 12, 2010
 - Project: Expansion of Use
 - Project Type: Special Use Permit
 - Recommendation: Matter of Local Concern
- Review Date: February 9, 2010
 - Project: Rehabilitation of Coal Silos
 - Project Type: Site Plan
 - Recommendation: Matter of Local Concern
- Review Date: April 13, 2010
 - Project: Change in Zoning
 - Project Type: Zoning Ordinance
 - Recommendation: Matter of Local Concern
- Review Date: May 11, 2010
 - Project: Auto Repair Expansion
 - Project Type: Special Use Permit
 - Recommendation: Matter of Local Concern
- Review Date: August 20, 2010
 - Project: Village Code Adjustment
 - Project Type: Zoning Ordinance
 - Recommendation: Matter of Local Concern
- Review Date: October 12, 2010
 - Project: Senior Citizen Complex
 - Project Type: Site Plan
 - Recommendation: Disapproved with Comments
- Review Date: November 9, 2010
 - Project: Façade Changes – 188 Main Street
 - Project Type: Site Plan
 - Recommendation: Approved with Comments
- Review Date: November 9, 2010
 - Project: Façade Changes – 154-162 Main Street
 - Project Type: Site Plan
 - Recommendation: Approved with Comments
- Review Date: November 9, 2010
 - Project: Village Code Adjustment
 - Project Type: Adoption of Local Law
 - Recommendation: Matter of Local Concern
- Review Date: December 14, 2010
 - Project: Senior Citizen Complex - Resubmission
 - Project Type: Site Plan
 - Recommendation: No Quorum