

**STEUBEN COUNTY**  
**PLANNING DEPARTMENT**

**2015**

**WORK PROGRAM**

**Submitted to**

**Mark R. Alger, County Manager**

**January 2015**

## PLANNING DEPARTMENT STAFF

**PLANNING DIRECTOR** ..... **Amy R. Dlugos**  
B.S. Cornell  
amy@co.steuben.ny.us

Department Management; Research and Policy Analysis for County Manager and Legislature; Economic Development; Environmental Planning; Agricultural District Reviews; Public Transportation; Technical assistance to municipalities in areas of comprehensive planning, land use regulation, etc.; Staff to Environmental Management Council and Agricultural and Farmland Protection Board. Special projects.

**GEOGRAPHIC INFORMATION SYSTEMS COORDINATOR** .. **Thomas E. Sears, GISP**  
A.A.S. Corning  
Comm. College  
B.S. SUNY Oneonta  
M.A. Kansas  
tom@co.steuben.ny.us

GIS data base management; GIS applications and map development and production for county departments, municipalities, and outside agencies; U.S. Census liaison; National Flood Insurance Program floodplain identification.

# STEUBEN COUNTY PLANNING DEPARTMENT

## 2015 WORK PROGRAM

### INTRODUCTION

This document is the 2015 Work Program for the Steuben County Planning Department. The Planning Director developed the program with input from the County Manager's Office regarding 2015 County Legislature priorities.

The Work Program describes the major tasks in five categories: **County Government Support**; **Local Technical Assistance**; **Economic Development**; **Environmental Planning**; and **Agriculture**. While the Work Program organizes the department's tasks for 2015, it may be modified at any time at the direction of the County Manager.

The Work Program highlights projects and activities which will require significant time. Staff task lists, attached to the Work Program, give a more comprehensive understanding of the department's duties.

# COUNTY GOVERNMENT SUPPORT

## A. Grant Preparation / Administration

**1. Background:** In addition to writing and administering grants for the department, the Planning Department provides grant writing and grant administration assistance to other County departments, local governments, and other agencies upon request.

### 2. Examples of Recent Accomplishments:

a. During 2014, the Director administered a Community Development Block Grant (CDBG) to provide housing rehabilitation funds for low and moderate income homeowners for the repair or replacement of failing wells and septic systems. The grant is implemented through a sub-recipient agreement with Arbor Housing and Development (Arbor).

b. The Director assisted the Steuben County Industrial Development Agency (IDA) with a CDBG to expand production capacity at World Kitchen, Inc.

c. The department administered the county's grant for snowmobile trail development and maintenance.

### 3. 2015 Activities:

a. The Director will administer the CDBG (Housing Rehab.) being implemented by Arbor.

b. The Planning Director will assist Arbor with another CDBG Housing Rehabilitation application.

c. The Director will submit applications for the snowmobile trails program.

d. The department will monitor grant opportunities for the County and local municipalities, and will assist with applications and grant administration when appropriate. The department may call upon the Youth Programs Coordinator for his grant writing expertise, if necessary.

## B. Public Transportation

**1. Background:** The Planning Director administers the contract with First Transit, Inc., the operator of the Steuben County Transit system. The Steuben Transit system provides bus service between Bath and Corning, around the Village of Bath, and between Bath and Hammondsport. Additionally, the department handles Federal funds for the operation of Steuben Area Rides (StAR), operated by Arc of Steuben and open for public ridership.

## **2. Examples of Recent accomplishments:**

a. During 2014, the department continued to coordinate service between the County and other transportation entities through the Steuben Coordinated Transportation Committee.

b. In 2014, the Planning Director worked with First Transit and the Purchasing Department to procure items awarded in the 2011 capital grant.

c. The 2013 Capital Grant was awarded, milestones were established to make purchases, and the Planning Director worked with transportation providers to identify specifications for items to be purchased.

d. The GIS Coordinator produced maps of Public Transit routes for a new map showing bus routes in three counties: Chemung, Schuyler, and Steuben.

## **3. 2015 Activities:**

a. The Planning Director will work with First Transit and other transportation providers to coordinate to provide a cost effective transportation network.

b. The Planning Director will work with First Transit and Arc of Steuben to complete the purchase of items awarded in the 2011 and 2013 Capital Projects grants, most notably a fare collection system that is secure and convenient for passengers and drivers; a replacement bus; and a shelter for the Village of Savona.

c. The Planning Director will work with NYSDOT and transportation providers to study alternative funding formulas to possibly expand service into new areas.

d. The Planning Director will work with First Transit to complete a Title VI Civil Rights Plan as required for federal funding, and present such plan to the Legislature for adoption.

e. The Planning Director will work with First Transit, Arc of Steuben, and the Mobility Manager to submit the bi-annual 5311/STOA funding application for operating assistance, capital purchases, and mobility management services.

## **C. Geographic Information Systems**

**1. Background:** The GIS Coordinator supplies mapping and location-based services to all county departments. This often includes customized mapping, census information and data layer creation.

## **2. Examples of Recent Accomplishments:**

a. In 2014, the GIS Coordinator produced maps for the County Treasurer's tax sale.

b. The GIS Coordinator produced maps and posters for the 2014 election.

c. The Coordinator produced a Map-of-the-Month section of the County Bulletin Board that involves a new map each month. These maps are ones developed by the Coordinator or other County employees in the course of their work.

d. The Coordinator produced an environmental annotated bibliography of links for the Environmental Management Council.

e. The Coordinator and the GIS Unit began producing applications for the new Interactive GIS Maps website.

f. The Coordinator began working with the Department of Social Services to produce applications that they can use in their daily work.

### **3. 2015 Activities:**

a. The GIS Coordinator will coordinate all activities concerning the GIS especially the GIS Unit and expanding the use of the GIS in the County departments.

b. The GIS Coordinator will update road centerline data using the new aerial photography.

c. The Coordinator will further work on a county-wide land use inventory utilizing aerial photography and specialized software.

d. The GIS Coordinator will work with the Board of Elections to fine-tune the elections districts and put them on the County website.

e. The GIS Coordinator will supply mapping and data files to not-for-profits, private developers, other governments and private citizens.

f. The GIS Coordinator will supply GIS support for the Ag. and Farmland Protection Plan.

g. The GIS Coordinator will coordinate all activities dealing with new online interactive mapping using ArcGIS Online.

h. The GIS Coordinator will work with the IT Department to make the “Map of the Month” available to the public on-line.

i. The Coordinator will manage a capital project that includes hiring an outside consultant to update our software and train the GIS Unit.

### **D. Hazard Mitigation Planning:**

**1. Background:** Steuben County has a multi-jurisdictional Hazard Mitigation Action Plan that expires in 2015. The Plan’s purpose is to make Steuben County more disaster resistant by

reducing or eliminating the long-term risk of loss of life and property from the full range of natural and man-made disasters. Having a plan in place makes the County eligible for federal hazard mitigation funding.

## **2. Examples of Recent Accomplishments:**

**a.** The Emergency Management Office secured funding to develop a new Hazard Mitigation Action Plan and the Planning Director, GIS Coordinator, and others formed a Steering Committee to begin work on the new plan.

## **3. 2015 Activities:**

**a.** The Planning Director and the GIS Coordinator will serve on the plan's Steering Committee and will assist with the planning process as needed.

# **LOCAL GOVERNMENT ASSISTANCE**

## **A. Training of Local Planning Boards and ZBA's**

**1. Background:** Local Planning Board and Zoning Board of Appeals members must have four hours of training annually.

## **2. Examples of Recent Accomplishments:**

**a.** The Planning Director helped with the Southern Tier Central Regional Planning and Development Board's annual Local Government Conference by serving on the conference planning committee.

**b.** The Planning Department hosted one evening of training about agricultural and farmland protection.

**c.** The Planning Department distributed information about training offered by nearby counties and online.

**d.** The Department continues to offer a self-study course based on the New York Planning Federation's book, The Short Course: A Basic Guide for Planning Boards and Zoning Boards of Appeal in New York State

## **3. 2015 Activities:**

**a.** The department will help the Regional Planning Board plan the annual Leadership Conference.

**b.** The Planning Department will alert local governments to training opportunities offered in the area or on-line.

c. The Planning Department will offer one or two evening training sessions on topics to be determined.

d. The self-study course will be a training option for local board members.

## **B. Planning and Zoning Assistance**

**1. Background** The Planning Director provides technical assistance to municipalities upon request. Several municipalities have contracts with the Southern Tier Central Regional Planning Board and are assisted by their planners.

### **2. Examples of Recent Accomplishments:**

a. The department assisted multiple municipalities with comprehensive plans, zoning law amendments, adoption of new site plan review laws, and procedural issues.

b. The GIS Coordinator produced mapping for zoning changes and comprehensive plans.

### **3. 2015 Activities:**

a. The department will assist municipalities when help is requested and to the extent of our capacity.

## **C. Referral of Zoning Actions – GML 239.m**

**1. Background** General Municipal Law Section 239-m requires certain local zoning actions be referred to the County Planning Agency for review, to identify and address any county-wide or inter-municipal impacts of the action. The County Charter gives the Planning Director the duties of a County Planning Board.

### **2. Examples of Recent Accomplishments:**

a. The department reviewed 30 referrals last year.

### **3. 2015 Activities:**

a. The department will review submitted referrals

b. The department will encourage agreements that exempt certain actions from county review.

## **D. Grant Application / Administration**

**1. Background:** In addition to the grant activities described under “County Government Support,” the Planning staff provides various types of grant assistance to county municipalities and other agencies. Municipalities often need assistance to locate funding sources, complete environmental reviews, find data for applications, etc.

### **2. Examples of Recent Accomplishments:**

**a.** In 2014, the department assisted several municipalities and agencies with grant applications by supplying data and maps.

**b.** In 2014, the Planning Director and planners from the Southern Tier Central Regional Planning and Development Board, worked with several municipalities to take the necessary steps to apply for a Local Waterfront Revitalization Planning (LWRP) grant to plan a recreational trail along the Cohocton River.

### **3. 2015 Activities:**

**a.** The department will assist with grant applications upon request.

**b.** The Planning Director will follow grant announcements and forward information about relevant grants to municipalities and agencies.

**c.** The Planning Director will call upon the grant writing skills of the Youth Programs Coordinator if needed.

**d.** The Planning Director will continue to contribute to the LWRP grant application submission process.

## **E. Geographic Information Systems**

**1. Background:** In addition to the county-government related activities described above, the GIS Coordinator provides various services to local municipalities. The GIS Coordinator produces customized mapping for the municipal boards and assessors, provides data and advice for municipal projects and is a GIS advocate whenever needed.

### **2. Examples of Recent Accomplishments:**

**a.** The GIS Coordinator provided mapping for comprehensive planning in Wayne, Cohocton, Pulteney and the Arkport Central School.

**b.** The GIS Coordinator serves on the Bath Economic Development Committee.

c. The Coordinator, with the GIS Unit, started the use of a new online interactive mapping program hosted by ESRI on ArcGIS Online. It is hoped that this step will provide numerous opportunities for local municipalities to use GIS without going to the cost of implementing GIS at their locations.

d. The Coordinator produced a new trails map for Mossy Bank Park in Bath.

e. The Coordinator provided other maps and data files to assist the local municipalities.

### **3. 2015 Activities:**

a. The GIS Coordinator will support local municipality location-based activities especially customized mapping. This will be supplemented by the use of online GIS.

b. The Coordinator will expand the use of GIS by the local municipalities including Pictometry and ArcGIS Online.

c. The GIS Coordinator would serve as a municipalities' GIS Advocate if such municipality decided to bring GIS into their offices.

## **F. Planning Department Web Page**

**1. Background.** The Planning Departments web page includes information useful to local planning boards and ZBAs.

### **2. Examples of Recent Accomplishments:**

a. In 2014, links to useful documents and training opportunities were included on the website.

b. Links to local zoning laws and maps were added to the webpage as a convenience to the public. Posting the laws included a prominent disclaimer that municipalities should be contacted for the most up to date information.

### **3. 2015 Activities**

a. The Department will post links to relevant documents and training opportunities on the website

b. The Department will review and update the website on a regular basis.

## **G. Information**

**1. Background** The Planning Department is a clearinghouse for FEMA floodplain information,

Census data, labor statistics, and much other information and data. Information requests come from all levels of government, banks, real estate agencies, and citizens.

## **2. Examples of Recent accomplishments**

a. The department provided flood plain information, Census data, etc. upon request.

## **3. 2015 Activities**

a. The department will serve as an information clearinghouse.

b. The department will explore additional sources of data needed for reports and applications.

c. The department will serve as a warehouse of all geographic data.

## **H. Special Projects:**

**1. Background:** The department often assists with planning projects that, while local in nature, are often multi-jurisdictional and focus on a specific resource. Recent examples include: a watershed plan for the Keuka Lake Watershed and the Urbana-Hammondsport Waterfront Development Plan.

## **2. Examples of Recent Accomplishments:**

a. The GIS Coordinator has provided data for both the Keuka Lake Watershed Plan and the Urbana-Hammondsport Waterfront Development Plan.

b. The Planning Director participates on the Advisory Committees of both the Keuka Lake Watershed Plan and the Urbana-Hammondsport Waterfront Development Plan.

## **3. 2015 Activities:**

a. The Department will continue to participate in on-going special projects and will assist with any new special projects as needed.

# **ENVIRONMENTAL PLANNING**

## **A. Environmental Management Council**

**1. Background:** The Planning Director assists the county Environmental Management Council (EMC), including developing agendas, writing minutes, managing correspondence, etc. The Planning Director monitors all communications and literature coming into the Planning Department for possible EMC interest, and works on special projects as needed.

## **2. Examples of Recent accomplishments**

- a. None. The Council did not meet in 2014.

## **3. 2015 Activities**

- a. The Planning Director will continue the hiatus of the EMC until such time as there is a project to which they can contribute.

## **B. State Environmental Quality Review**

**1. Background** The Planning Department provides assistance to municipalities, and other County departments, in fulfilling State Environmental Quality Review (SEQR) requirements.

## **2. Examples of Recent Activities**

- a. In 2014, the Planning Director helped several municipalities and the IDA with questions about the SEQR process.
- b. The Planning Director became familiar with changes to SEQR and the new electronic forms.

## **3. 2015 Activities**

- a. The Department will assist municipalities, agencies, and county departments with SEQR as needed.

# **ECONOMIC DEVELOPMENT**

## **A. Economic Development and Tourism**

**1. Background:** The Planning Director communicates on a regular basis with the Steuben County IDA director to assist with information and the status of local regulations. The GIS Coordinator provides mapping services when requested. The Planning Director is the County Manager's designee on the Board of Directors and Executive Board of the Steuben County Conference and Visitors Bureau, and the Planning Department is the major liaison between the County and the staff of the SCCVB.

## **2. Examples of Recent Accomplishments**

- a. In 2014, staff assisted the IDA with background information the SEQR process for several projects.
- b. The Planning Director, as a member of the SCCVB, worked with the board and local

chambers to increase the number of visitors to the County.

### **3. 2015 Activities**

- a.** The Planning Department will support the IDA with information, data, and GIS services, as needed.
- b.** The Planning Director will support the SCCVB as needed.

## **B. Levy Certification and Flood Map Amendments**

**1. Background:** Several years ago, FEMA began a project to supply better regulatory floodplain maps for the County. The project was controversial because they intended to map levy protected areas as if those levies did not exist because the levies are not “certified”. Further controversy followed as local officials worked with FEMA’s contractors and found flaws in their data and communication gaps. Local officials also began examining the process and the costs for certifying levies. Late in 2013, FEMA met with local governments and officials to inform them that they have ended the project and will provide draft, non-regulatory products and other data. Although the process identified mapping needs in the County, FEMA did not have funding to continue the project. In 2014, FEMA contractors began the “discovery process” for the Finger Lakes Watershed, including Keuka Lake to determine if updates are needed to the flood hazard maps.

### **2. Examples of Recent Accomplishments**

- a.** The Planning Director worked with the Regional Flood Mitigation Specialist and other county officials to monitor FEMA’s floodplain mapping project in the Finger Lakes Watershed and provide feedback to FEMA.

### **3. 2015 Activities**

- a.** The Department will work with and support the Regional Flood Mitigation Specialist in efforts to certify levies in the County.
- b.** The department will review materials received from FEMA and evaluate the usefulness of non-regulatory materials to local governments.
- c.** The GIS Coordinator will analyze FEMA’s data and make it available in a useful format for other projects.
- d.** Staff will continue to participate in FEMA’s Finger Lakes Watershed Discovery process.

# **AGRICULTURE**

## **A. Agricultural District Reviews**

**1. Background:** The Planning Department is primarily responsible for Agricultural District management including required eight-year reviews of the County’s agricultural districts.

### **2. Examples of Recent Accomplishments:**

- a. Parcels were added to various districts during the annual “open” period.
- b. The GIS coordinator kept the agricultural district maps up to date.

### **3. 2015 Activities:**

- a. Parcels will be added to various districts during the annual 30-day period required by Section 303-b of Ag. and Markets Law.
- b. The department will supply agricultural district information for real estate transfers and various projects undergoing SEQRA review.
- c. The department will begin the 8-year review of Agricultural District No. 5.

## **B. Agricultural and Farmland Protection Board**

**1. Background:** The Planning Director provides assistance to the Agricultural and Farmland Protection Board.

### **2. Examples of Recent accomplishments**

- a. The Board met in 2014 to approve agricultural district modifications and to assist with the update of the County’s Agricultural and Farmland Protection Plan

### **3. 2015 Activities**

- a. The Board will participate in the Agricultural Expansion and Development Plan described below.
- b. The Board will approve an agricultural district modifications.
- c. Two new farmer members will be appointed to the Board.

## **C. Agricultural and Farmland Protection Plan**

**1. Background:** Over ten years ago the County developed and adopted an Agricultural and Farmland Protection Plan using NYS Department of Agriculture and Market's funding. Plans are required to address both methods to protect farmland from development and agricultural economic conditions. NYS Department of Agriculture and Markets emphasizes that new plans should result in projects fundable through the consolidated funding process of the Regional Economic Development Councils.

### **2. Examples of Recent Accomplishments:**

**a.** In 2014, the Planning Director, with assistance from the Steuben County Industrial Development Agency (IDA) and other local agencies, wrote a successful grant application to fund development of a new plan and began the process to select consultants.

**b.** In 2014, a team led by Bergmann Associates was selected and made substantial progress on the plan. The GIS Coordinator provided data for this effort.

### **3. 2015 Activities:**

**a.** Working with the consultants, the Planning Department, in partnership with many local agencies, will complete the new plan, hold required public hearings, and present it to the Legislature for adoption.

**b.** The Department will work with the IDA and the Finger Lakes Land Trust to implement projects identified in the plan.

## **BOARD / COMMITTEE REPRESENTATION**

Members of the Planning staff represent Steuben County or the Planning Department on numerous committees, boards, etc. Some of these are county government-related, while others are outside agencies, boards, committees, or other types of groups which, because of their subject matter, make planning department representation appropriate. The following are the committees, etc. on which members of the Planning Department will serve in 2015:

Southern Tier Central Regional Planning and Development Board:

- Board of Directors
- Regional Human Services Committee
- Steuben County Human Services Committee
- Economic Policy Committee
- Leadership Conference Planning Committee

Steuben County Conference and Visitors Bureau

- Executive Committee
- Board of Directors

Finger Lakes Resource Conservation and Development District – Board of Directors  
Schuyler / Steuben Rural Transportation Committee  
Steuben County Coordinated Transportation Committee  
Steuben County Traffic Safety Board  
Steuben County Bicycle and Pedestrian Committee  
Steuben County Water Quality Coordinating Committee  
NYS GIS Association  
New York State Association of County Planning Directors  
Bath Economic Development Committee

**PLANNING STAFF**

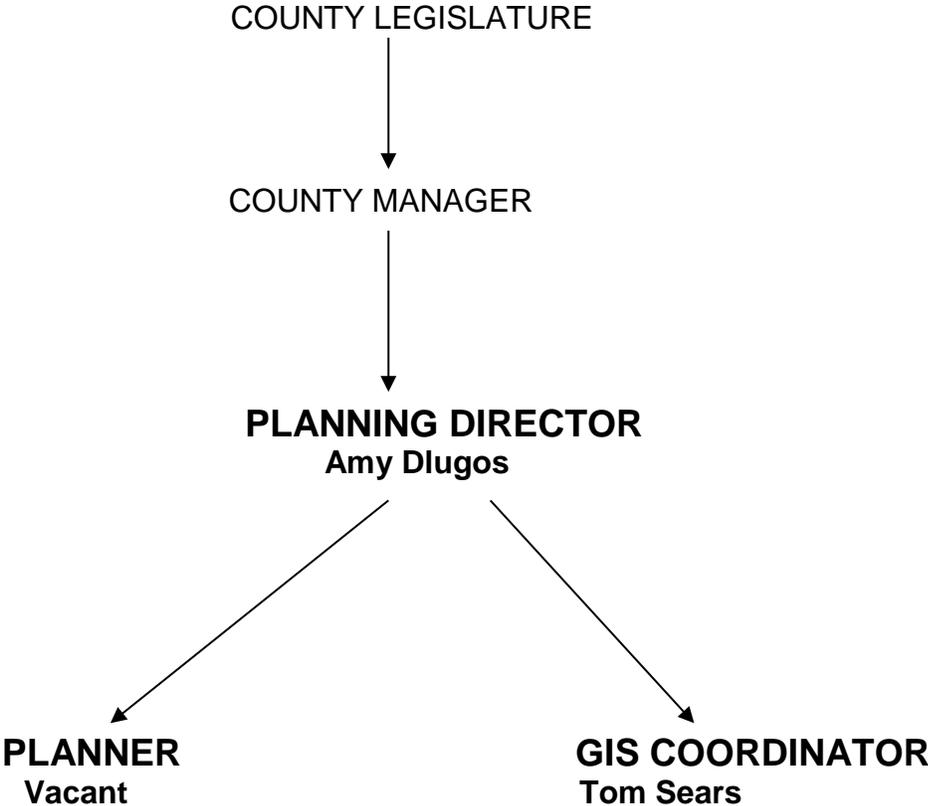
**ORGANIZATIONAL CHART**

**and**

**MAJOR TASKS, BY POSITION**

**STEUBEN COUNTY PLANNING DEPARTMENT**  
**ORGANIZATION CHART**

---



—————> Direct Supervision

## STEBEN COUNTY PLANNING DEPARTMENT

### PLANNING DIRECTOR

#### MAJOR TASKS:

##### ADMINISTRATION / Planning Department

- Overall responsibility for Planning Department operations
- Prepares annual department budget
- Direct supervision/evaluation of Planner and GIS Coordinator
- Represents the department at the Agriculture, Industry, and Planning Committee meetings; attends other legislative committee meetings as required

##### ADMINISTRATION / County Government

- Represents county on special committees, task forces, etc. at the request of the County Manager

##### COUNTY PLANNING

- Carries out research as requested by the County Manager; prepares written and/or oral reports as required, to assist in the development of county policy decisions
- Primary Planning Dept. staff responsibilities for economic development activities and public transportation
- Represent Planning Department / County on the following:
  - STC Board
  - STC Economic Policy Committee
  - STC Regional Human Services Committee
  - STC Steuben County Human Services Committee
  - Schuyler/Steuben Transportation Committee
  - Steuben County Coordinated Transportation Committee
  - Traffic Safety Board
  - Finger Lakes Resource Conservation and Development Board
  - Steuben County Water Quality Coordinating Committee
  - Steuben County Bicycle and Pedestrian Committee
- Represent the County Manager on the Steuben County Conference and Visitors Bureau Board of Directors
- Write, or assist in writing, grant proposals for Planning Department or other county departments
- Carry out grant administration responsibilities as required
- Conduct Agricultural District reviews; assist Clerk of the Legislature with resolutions and assist GIS Coordinator with mapping
- Respond to questions and requests for information concerning agricultural districts, agricultural assessments, etc.
- Provide staff assistance to county Environmental Management Council, i.e. prepare agendas and minutes, schedule speakers, attend meetings, etc.
- Monitor environmental issues: review in-coming literature and correspondence; assist other county departments with environmentally-related issues and activities; assist other county departments with SEQRA compliance

##### INFORMATION SERVICES

- Assists the GIS Coordinator in responding to requests for U.S. Census and other demographic information
- Assists the GIS Coordinator in responding to requests for Floodplain status of properties
- Respond to misc. requests for planning / zoning related information

#### EDUCATION / PROFESSIONAL DEVELOPMENT

- Keep up-to-date on current planning-related issues by reviewing relevant periodicals, newsletters, etc.
- Attend conferences, training courses, etc., to increase knowledge of job-related subject matter

#### LOCAL TECHNICAL ASSISTANCE

- Respond to questions from local municipalities
- Attend local board meetings as needed
- Communicate with municipalities concerning changes in planning and zoning laws, current issues in local planning and zoning, training opportunities, etc.
- Review local plans and regulations as requested; recommend changes where appropriate
- Develop and conduct workshops and training sessions for local officials
- Conduct GML 239 reviews
- Assist municipalities with grant applications

## STEBEN COUNTY PLANNING DEPARTMENT

### GIS COORDINATOR

#### MAJOR TASKS:

##### ADMINISTRATION: Planning Department

- Submit monthly Activity Report to the Planning Director
- Assist with general department administration

##### COUNTY GOVERNMENT:

- Assist the Real Property Tax Service Agency, the Information Technology Department, the Department of Public Works, the 911 Department and the Emergency Management Office in maintaining the County GeoDatabases
- Coordinate all activities concerning said GeoDatabases
- Provide mapping and data services to all County departments

##### COUNTY PLANNING

- Produce maps and related GIS products for Planning Dept. projects
- Produce and maintain agricultural district maps
- Monitor and maintain the integrity of the GIS data layers
- Assist other departments in identifying GIS applications
- Train GIS users in other departments

##### INFORMATION SERVICES

- Respond to requests for maps, GIS data files, and related GIS products from other departments, outside agencies, and private firms
- Respond to inquiries concerning properties within agricultural districts
- Primary staff responsibility for floodplain determinations
- Primary staff responsibility for responding to requests for demographic information

##### EDUCATION / PROFESSIONAL DEVELOPMENT

- Keep up-to-date on current issues in GIS, planning, and related subject matter by reviewing relevant periodicals, newsletters, etc.
- Attend conferences, training courses, etc. to increase knowledge of job-related subject matter
- Represent the County/Planning Dept. on the NYSGISA Regional User Group

##### LOCAL TECHNICAL ASSISTANCE

- Assist local officials in GIS and RPS utilization
- Respond to requests from municipalities for maps and other GIS products
- Represent the County/Planning Dept. on the Bath Economic Development Committee