

**Cattaraugus County Planning Board
303 Court Street, Little Valley, New York
June 30, 2016 at 7:00 pm**

PLANNING BOARD MEMBERS PRESENT: Charles Couture, Chairman
Paul Mager, Vice Chairman
Michael Zaprowski, Secretary
Florence Fuller, Assistant Secretary
Tina Abrams
David McCoy
Andrea Mellon
Al Ormond
John Sayegh
Mark Smith
James Valent

PLANNING BOARD MEMBERS ABSENT: Robert Keis
Joe Pillittere

PLANNING DIVISION STAFF: Crystal Abers, Director
Paul Bishop, Planner
Ginger Malak, Program Assistant
Kate O'Stricker, Development Specialist

GUESTS: Charles Davis, Town of Ashford Supervisor

Chairman Charles Couture called the meeting to order at 7:00 pm. Mr. Couture asked for a moment of silence for Ann Padlo, former Board member, who passed away recently.

APPROVAL OF MINUTES

Michael Zaprowski moved with a second from Al Ormond to approve the minutes of the April 28, 2016 meeting. Motion was carried.

NEW BUSINESS

General Municipal Law Section 239 (l) & (m) Referrals

Town of Allegany

Area Variance – 2500 Five Mile Road (County Road 19)

Paul Bishop reported that the Town of Allegany referred this area variance to the County Board based on the property being within 500 feet of County Road 19.

Project Highlights:

- The applicant would like to build a 30' x 17' workshop within the 15' required side yard setback in the R-1 District.

- The distance between the property line and the workshop with vary between 7' and 12' to ensure the workshop is square to the house.

Additional Information:

- Tax Map No' (s): 84.004-2-18.25
- SEQR: Type II Action – No SEQR Review Required
- Ag Data Statement: Not Required
- Floodplain: No
- Wetlands: No
- Archaeological Sensitive Area: No
- Public Hearing: Held on June 6, 2016

STAFF RECOMMENDATION: The proposed action has no significant county-wide or inter-municipal impact.

Andrea Mellon moved with a second from James Valent to accept the staff recommendation.

Environmental Reviews - None

Intergovernmental Reviews

Paul Bishop reported that the County received Intergovernmental Reviews STW #16.03 - STW #16.19. None of these pertained to the County.

OLD BUSINESS

REPORTS / OTHER BUSINESS

Chairman's Report

Charles Couture reported that the Farm Bureau Board of Directors held their Annual Meeting this week in Allegany and Cattaraugus Counties. A two-day tour was provided, which included Gernatt Gravel Products, Inc. and Sprague's Maple Farm. Mr. Couture thanked Mark Smith and John Sayegh for their help.

Members Expiring Terms

Paul Bishop reported that as of July 31 Board member terms expire for Florence Fuller, Bob Keis, Andrea Mellon, and Mike Zaprowski. Those present were asked if they would serve another term and the three responded yes. Mr. Bishop stated that he will contact Bob Keis.

Department Reports

Director's Report

Crystal Abers informed the Board that Joe Pillittere's father passed away. Sympathy cards for Ann Padlo and Mr. Pillittere were signed by all. Mrs. Abers reported on the following activities of the Department:

- The Department is working with municipalities and businesses in identifying projects for the State **Consolidated Funding Application** Process. Applications are due on July 29. The Department is considering applying for two projects.
- Staff is working with several municipalities to provide assistance in completing a Letter of Intent for the **RESTORE NY York Funding** opportunity through the NYS Empire State Development. The Funding announcement was released on June 20th, 2016. A Letter of Intent to apply is Required and due on July 13th, 2016. The full application is due on October 3rd, 2016 to Empire State Development.

Mrs. Abers reported that she had talked to several communities and they were unaware of the Funding opportunity. To ensure that all of the municipalities received information regarding RESTORE, the Department sent a letter on June 21st with the Letter of Intent and the link to the Application Package. As a follow-up, an email to all of the Town, Village and City Clerks was sent and a press release (copies were distributed to those present) was prepared for the media.

Mrs. Abers explained that the funding is similar to a mini-Land Bank; whereas funding can be used for projects involving the demolition, deconstruction, rehabilitation and/or reconstruction of vacant, abandoned, condemned and surplus properties. The funding cannot be used for municipal structures.

Kate O'Stricker further explained the funding. The "Restore New York Communities Initiative" provides municipalities with financial assistance for revitalization of commercial and residential properties. Grant funding is available for up to \$500,000 for municipalities with a population under 40,000. The project must have at least 10% in matching funds, which can be cash and/or in-kind contributions.

- The County Planning Board's **Annual Dinner Meeting** will be held on Wednesday, July 27 at the Hinsdale American Legion. Reservations are due on July 15.

Comprehensive Plan

Ginger Malak reported that the Department is pursuing many projects that begin to address implementation of the Comprehensive Plan. Much planning and development is happening on this front. These efforts address the Goals of the Comprehensive Plan.

RESTORE NY York efforts address Goal #6: Cattaraugus County will Revitalize and Restore Its Cities, Villages, and Hamlets as Strong, Attractive, and Vital Centers.

Complete Streets Initiative addresses Goal #8: Cattaraugus County Will Provide Healthy and Safe Communities

Kate O'Stricker reported that the Department is working with Justin Booth from "Make Communities" in Buffalo on a **Complete Streets Initiative** for Cattaraugus County. The Program is funded by the New York State Department of Health, Healthy Schools Healthy Communities Program. The five school districts that were chosen to participate are Gowanda, Franklinville, Randolph, Salamanca, and Pioneer. Mr. Booth will be working on

Complete Streets Initiatives in any community that surrounds those schools districts. He will provide training on what Complete Streets is, how to assess your municipality, guide the municipalities in developing a Complete Streets policy, and assist them in completing a community action plan. On April 26, Mr. Booth provided a Complete Streets training and walkability assessment in Randolph. He will do the same in Gowanda on July 19th.

Community Development Initiative addresses: Goal # 6: Cattaraugus County will Revitalize and Restore Its Cities, Villages, and Hamlets as Strong, Attractive, and Vital Centers.

Ginger Malak reported that Mrs. O'Stricker and she submitted an application for **Appalachian Regional Commission** funding on June 2 for the Community Development Initiative. She wanted to explain the project in depth as the Board will be hearing more about this at future meetings.

All municipalities will be invited to participate in this project. The project builds upon the vision for County communities developed in the Smart Development for Quality Communities Guidebooks. The three **Key Elements** include:

The first element is Community Assessments

- 5 community assessments were conducted by Roger Brooks International from 2007 to 2009 in the County.
 - Gowanda, Dayton, South Dayton, Randolph, and New York's Amish Trail
 - Onoville Marina
 - Salamanca
 - Portville, Allegany, Town of Olean, City of Olean, and Weston Mills
 - Seneca Nation
- In this project, Roger Brooks will conduct community assessments in at least 3 areas in Cattaraugus County that were not previously completed. The assessment will provide an unbiased overview
 - how the community is seen by a visitor;
 - It will review local marketing efforts, signage, attractions, retail mix, ease of getting around, customer service, visitor amenities such as parking and public restrooms, overall appeal, and the community's ability to attract overnight visitors.

The Second element will be a two-day intensive training that will be offered to municipal officials, business owners and other community members.

- Roger Brooks International will provide three intensive presentations at the workshop that include:
 - The 20 Ingredients of an Outstanding Downtown
 - The Art of Branding (Finding your Focus)
 - Things you can do today to Make a Difference Tomorrow.
 - He will also present a four hour assessment findings and suggestion presentation for communities in which he completed an assessment.

- After completing the workshop, the municipalities will have:
 - A vision for their community
 - A community improvement/ action plan which will be used as road map to making positive changes in their community.
- Bob Keis and Andrea Mellon will be assisting staff in developing this workshop, as well as Southern Tier West. The Department of State will also be invited to be part of the workshop.

The third Element will include Follow-up activities:

- Designed to assist those municipalities that had a community assessment conducted and who successfully completed the two-day training.
- Regular meetings to help them move forward with their community visions and improvement plans.
- Quarterly trainings for municipalities on topics such as, grant writing, navigating NYS Grants Gateway and Grants.gov, funding opportunities, etc. that will help municipalities obtain outside funding to implement their goals and objectives.

Countywide Arts, Culture and Heritage Plan addresses Goal #4: Cattaraugus County Will Promote Tourism and Foster Local Arts and Cultural Organizations of the Comprehensive Plan

Ginger Malak reported that the Department received \$49,500 grant award from the NYS Council on the Arts on December 17 to develop a Countywide Arts, Culture and Heritage Plan. The **Key Elements** of this project will be similar to the Comprehensive Plan.

- Phase 1 – Where Are We Now? Data Collection and Needs Analysis
- Phase 2 – Where Do We Want to Go? Conceptual Planning and Arts Center Feasibility Study
- Phase 3 – How Do We Get There? A Countywide Arts, Culture and Heritage Plan

Mrs. Malak provided further project detail as follows:

- Project Partners: Cattaraugus County Arts Council, Historical Advisory Committee, and African American Center for Cultural Diversity and the NY Amish Trail
- Out of 3 proposals, MDB Insight was selected as the consultant for the Plan. MDB will also engage TCI Management Consultants and La Bella Associates to help with the Plan.
- The Department is scheduled to meet with the consultants next week to work out the details to move forward.

Community Revitalization Fund

Ginger Malak reported that there has been no activity since the Village of Allegany's application was approved. It is hoped that the ARC project will encourage more interest. Mrs. Malak continues to keep in touch with those that have expressed interest. Mrs. Abers describes the program and distributes brochures whenever she visits municipalities.

Trails Initiative

Ginger Malak reported that the **Trails System Advisory Committee** has not met since the April 21. The Department had planned to invite the NYS Parks and Recreation representative to talk about funding for trails and the CFA, but it was learned that funding for trails is not available this year – only every other year.

Now that it is summer and everyone is enjoying the trails, it has been decided to postpone any meetings of the Trails System Advisory Committee until September. It is hoped that word will be received about the ARC grant soon to get going on the development of the Countywide Trails System Plan. The Committee will be meeting on a regular basis when that project begins.

Other

Agriculture District Consolidation. Paul Bishop reported that the Agricultural District Consolidation is now completed. It is anticipated that it will be approved by the County Legislature at the end of July.

Mr. Bishop thanked Kate O'Stricker for her assistance in the preparation of the report and Chris Holewinski of Real Property for his assistance in the preparation of the maps for Cornell Institute for Resource Information Sciences (IRIS) who facilitates the Agricultural District Mapping program on behalf of the New York State Department of Agriculture and Market.

This review and consolidation process began in early 2015, so the County is roughly 400 days into this project. As a point of note, a normal eight-year review of an agricultural district has a 300 day timeframe. Most of the six agriculture districts, at that time, were beyond their normal eight-year review. After discussions with John Brennan of the New York State Department of Agriculture and Markets, it was determined that the best way to bring all the Districts up-to-date would be to review them all at once and consolidate them at the same time. This consolidation of agriculture districts has already been done by 10-15 counties around the state.

Agriculture Energy Audit Program. Paul Bishop distributed information regarding this NYERDA program. He reported that NYSEERDA offers energy audits to help eligible farms and on-farm producers identify ways to save energy and money on utility bills. Reports include recommendations for energy efficiency measures.

STW Report

Crystal Abers and Charles Couture reported that the Southern Tier West Board met on June 16 to hear project presentations for 11 proposals submitted for Appalachian Regional Commission funding. The STW Board recommended funding for the top 6 ranked projects and invited to submit a final application. The Cattaraugus County project was in the top 6.

Members Forum

Crystal Abers reported on the New York State's Path Through History Weekend, June 18 and 19. 15 Cattaraugus County museums participated. Donations play a big part in supporting the exhibits and caring for the buildings.

Andrea Mellon introduced Charles Davis, Town of Ashford Supervisor. She thanked Mr. Bishop and Mrs. Malak for meeting with them prior to the Board meeting and providing valuable information regarding Comprehensive Plans.

David McCoy reported that all is good in Portville. A Business Directory has been completed and events are being planned (i.e. music in the Park). The Allegheny River Trail and boat launches are exploding. Not just seeing users in the river, but also at restaurants, stores and downtown. Summer is good and people are enjoying it.

Al Ormond reported on the Seneca Trail RC&D Bio Refinery Project; with partner Alfred State College. Both entities submitted related projects for Appalachian Regional Commission funding. Projects were ranked #1 and #2 and both organizations were invited to submit a final application.

John Sayegh stated that he is very impressed by the planning and development efforts of Crystal and staff. Building upon what has been accomplished in the past and implementing projects from past planning efforts is commendable. I was the Director of the Department and I know what the job entails. I congratulate Crystal on a great job.

James Valent reported that the Amish are leaving the area due to milk prices and no place to sell it. If we could get a milk plant up and running, these families would stay in the area. The milk plant on Route 62 moved to Chautauqua County.

Mrs. Abers commented that the County has been working on that for several years.

Mr. McCoy commented that a plant like that has a high demand for sewer and water.

CORRESPONDENCE AND UPCOMING MEETINGS / EVENTS

Charles Couture reported that these are attached to the agenda.

Paul Bishop noted that the 9th Annual Onofest was being held on July 23.

NEXT MEETING

The next meeting of the Planning Board will be held on July 27, 2016 at 5:00 pm at the Hinsdale American Legion.

ADJOURNMENT

Mike Zaprowski moved with a second from James Valent to adjourn the meeting at 7:53 pm. Motion was carried.

Charles Couture reported that the adjournment was in memory of Ann Padlo and that Mr. Bishop had a few words to say.

In Memory of Ann Padlo

A lifelong resident of Cattaraugus County and Olean, Ann Padlo dedicated most of her adult life to improving her hometown area. Over the years, Ann was involved in many community organizations and groups such as Hospice Care, Red Cross, and PTO, to mention only a few.

Even though Ann was the Executive Director of the American Cancer Society for Cattaraugus County, she still found time to be involved in her community. She was co-chairperson of the City of Olean's efforts during our nation's Bicentennial Celebration in 1976. Additionally, Ann served on the Cattaraugus County Bicentennial Committee. Ann was a driving force behind two City of Olean projects that will leave a lasting memory – the Children's Flower Garden located in Franchot Park and the Veteran's Wall located in War Veteran's Park.

Simultaneously, Ann was involved in local planning boards. First, Ann was on the City of Olean's Planning Board, serving approximately seven years. Then, Ann was appointed to the Cattaraugus County Planning Board and served for 24 years. She acted as Secretary of the Cattaraugus County Planning Board for many of those years. Ann capped her time with the Cattaraugus County Planning Board by receiving the Board's Brooks Patterson Community Leadership Award in 2015.

Ann was very giving of her time to the City and the County and was a fine example of community service at its best.