

## WARREN COUNTY BOARD OF SUPERVISORS

**COMMITTEE: PLANNING & COMMUNITY DEVELOPMENT**

**DATE: DECEMBER 7, 2011**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS WOOD  
TAYLOR  
LOEB

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS SOKOL  
MCCOY

**OTHERS PRESENT:**

REPRESENTING PLANNING & COMMUNITY DEVELOPMENT:

PATRICIA TATICH, DIRECTOR  
DANIEL G. STEC, CHAIRMAN OF THE BOARD  
JOAN SADY, CLERK OF THE BOARD

KEVIN GERAGHTY, BUDGET OFFICER

SUPERVISOR THOMAS  
GOODSPEED  
CONOVER

THOM RANDALL, *ADIRONDACK JOURNAL*

JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

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Mrs. Wood called the meeting of the Planning & Community Development Committee to order at 12:15 p.m.

Motion was made by Mr. Taylor, seconded by Mr. Loeb and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Patricia Tatich, Director of the Planning & Community Development Department, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Ms. Tatich summarized the proposed Planning Department Programs, Staffing and Budget Plan for 2012 (Plan), a copy of which is on file with the minutes. She noted the purpose of the Plan was to redefine the Department relative to the Adopted 2012 Warren County Budget. She said a realignment of program responsibilities had been discussed with Paul Dusek, County Administrator, and Mrs. Wood.

Ms. Tatich reported that the 2012 Adopted County Budget resulted in the availability of \$134,883 in County resources and the identification of \$101,701 in current program revenues for existing funding awards. The Plan was intended to address the following objectives:

- Assist Towns with local budgets to complete projects;
- Assist Towns and the County to identify planning, design and special studies;
- Assist the County with completion of the fire suppression sprinkler system project at Westmount Health Facility;
- Develop revisions in First Wilderness Heritage Byway Corridor Management Plan;
- Provide for continuation of shared staff services for fire inspections to the Department of Fire Prevention and Building Code Enforcement;
- Administer housing improvement programs; and
- Assist County Administrator with special projects as requested.

With regard to staffing, Ms. Tatich stated the Plan included the following objectives:

- Maintain the availability of professional staff to work with communities and the County to achieve maximum reimbursements from Community Development funding awards;

- Identify 2012 as a transition year to include scheduled retirements, part-time scheduling of existing staff and inclusion of a new Planner;
- Collaborate with the County Administrator to insure overall project integrity and timely completion;
- Enhance Administrator's working knowledge of First Wilderness Heritage Corridor, lake shore communities of the Lake to Locks Corridor and the Adirondack Gateway Council;
- Continue to utilize the Planning & Community Development Committee for direction and leadership;
- Maintain integrity of collaborative relationships with local and state organizations to insure continued success of funding awards and special programs initiatives.

Addressing matters related to the Budget, Ms. Tatich informed that she would retire effective December 2011 and continue her employment on a part-time basis for a time period to be determined. Wayne LaMothe, Assistant Director, she advised, would continue full time through June of 2012, and noted his retirement payout was included in the 2012 Budget. She further noted that Mr. LaMothe would work on a part-time basis from July through December of 2012. Glenda Benware, Office Specialist, would continue her part-time schedule of three days per week.

Ms. Tatich reported this proposal included \$101,701 in grant revenues, plus a total of \$134,883 in the 2012 County Budget resulting in \$236,584 in total revenue and \$223,294 in total expenses.

Mr. Dusek said he had spoken to Vicki Pratt-Gerbino, President of the Economic Development Corporation (EDC), who said they were ready to move forward and he noted the importance of holding the Annual LDC Organization meeting in December. He added that Martin Auffredou, County Attorney, had been working on a local law regarding the County's authority which must advance forward. He expounded the local law would authorize the County to contract with the LDC with regard to loan programs. The local law, he noted, would not be adopted until 2012; however, he stated, the transition could progress if the Committee was in agreement with Ms. Tatich's Plan.

Mr. Conover expressed his agreement with the proposed Plan and he recommended that the Housing related programs initially remain in the Planning Department, where working relationships with governmental and non-governmental entities had been developed over time. Regarding the disposition of the Geographic Information System (GIS), Mr. Conover inquired of the location which would offer optimum handling of the program which had been developed by and flourished under the Planning Department's leadership. He noted the GIS was utilized by government agencies, as well as private sector entities. Mr. Dusek said he had examined the issue and it was determined that neither the Public Works nor the Real Property Tax Services Departments would be optimum locations as previously considered, and he agreed it should remain in the Planning Department at least for 2012.

Motion was made by Mr. Taylor, seconded by Mr. Loeb and carried unanimously to approve the proposed Planning Department Programs, Staffing and Budget Restructuring Plan for 2012, as outlined and the necessary resolution was authorized for the December 16, 2011 Board Meeting.

Mrs. Wood thanked Ms. Tatich for her dedication and hard work in developing the Plan. Mr. Dusek remarked that the Plan was developed from a budget standpoint and he thanked Ms. Tatich for her professionalism, leadership and dedication to the County, and her detailed work to develop a Plan which was strategically aligned with the current and future needs of the County. Mr. Goodspeed thanked Ms. Tatich, Mr. Dusek and Mrs. Wood for a Plan which addressed specific matters effecting the Town of Johnsbury.

Ms. Tatich apprised that the Warren County Planning Board (WCPB) Chairman initiate a letter notifying the communities of the change and she noted the WCPB was scheduled to meet next Wednesday which would be their final meeting. She requested a letter of appreciation be sent to the WCPB from the Board of Supervisors. With regard to the disposition of Warren County Planning Board files for which review process responsibilities would transfer to the Lake Champlain/Lake George Regional Planning Board (LCLGRP), Ms. Tatich asked if there was due process for same. Mr. Dusek stated a resolution was necessary to formally abolish the WCPB, and to authorize a letter notifying the Regional Planning Board and the Towns.

A discussion ensued.

Mr. Dusek stated that the benefit of a County Planning Board was best described by a theory under the law which gave Counties the opportunity to have a voice on issues which impacted County plans or infrastructures. Chairman Stec noted that due to the fact that relatively all activity occurred at the local level (Town Planning Boards), the transition would incur little or no impact.

Motion was made by Mr. Loeb and seconded by Mr. Taylor to authorize the dissolution of the Warren County Planning Board effective December 31, 2011; to transfer responsibilities to the staff of the Planning & Community Development Department, and in the interim all reviews would be forwarded to the Lake Champlain/Lake George Regional Planning Board; and notification would be made to the municipalities, as well as a letter of appreciation sent to the current members of the Warren County Planning Board.

Mr. Dusek explained that Planning Board review was required on all activity within 500 feet of a County road or asset. Chairman Stec advised that if the Warren County Planning Board were abolished, all matters would go before the Regional Planning Board and if denied, the local Boards could override the denial with a majority vote.

Mrs. Wood called the question and the motion was carried unanimously to dissolve the Warren County Planning Board, to transfer the responsibilities to staff in the Warren County Planning & Community Development Department, to provide notification to the Towns and a letter of appreciation to Warren County Planning Board members, with reviews to be sent to the Lake Champlain/Lake George Regional Planning Board until the Planning Department was authorized for same, and the necessary resolution was authorized for the December 16, 2011 Board Meeting.

Motion was made by Mr. Taylor, seconded by Mr. Loeb and carried unanimously to introduce a Local Law to authorize Warren County to enter agreements with the LDC, to perform economic development planning, grant and loan administration services on behalf of the County and authorize a Public Hearing for same; the necessary resolution was authorized for the December 16, 2011 Board Meeting.

There being no further business to come before the Planning & Community Development Committee, on motion made by Mr. Loeb and seconded by Mr. Taylor, Mrs. Wood adjourned the meeting at 1:04 p.m.

Respectfully submitted,  
Joanne Collins, Legislative Office Specialist