



DIVISION OF PLANNING, COMMUNITY DEVELOPMENT & ENVIRONMENTAL MANAGEMENT

ACTIVITY REPORT

March 2023

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I. PLANNING ACTIVITY

Land Use Planning & Technical Assistance:

- GML-239 Referrals

GML-239 Referrals, January 2023					
Date Received	Date Requested	Project Name	Action Type	Referral ID #	Legislator
3/1/2023	3/9/2023	Sheri Lane Storage Facility	Special Use Permit	CAL23-01	Conklin
3/3/2023	3/13/2023	Stewarts Shops	Site Plan Review	LIV23-03	Alvarez
3/13/2023	3/22/2023	National Wheels Auto, Inc.	Site Plan Review	LIV23-05	Alvarez
3/1/2023	3/29/2023	Gabriele Subdivision	Subdivision Review	COC23-02	Doherty
3/2/2023	3/27/2023	Big Eddy Brewing Company	Special Use Permit	TUS23-02	Doherty
3/13/2023	4/12/2023	Yoelys Enterprise, Inc.	Site Plan Review	LIV23-04	Alvarez
3/15/2023	4/18/2023	Orchards of Hurleyville LLC	Site Plan Review	FAL23-02	Perello
3/15/2023	4/18/2023	Mosdos Klausenburg – Girls	Site Plan Review	FAL23-04	Perello
3/17/2023	4/20/2023	Local Law Amending Section 87-26	Adopt/Amend	LIV23-06	Alvarez
3/20/2023	4/21/2023	Woodbourne Mobile Gas Station Site Improvement	Area Variance	FAL23-05	Perello
3/21/2023	4/18/2023	Akera	Site Plan Review	FAL23-06	Perello
3/23/2023	4/25/2023	Prestige Estates Bungalow Colony	Site Plan Review	THO23-04	Sorensen
3/23/2023	4/25/2023	Cold Spring Cottages	Site Plan Review	THO23-05	Sorensen
3/23/2023	5/9/2023	Lefkowitz Bungalows/ Camp Yeshiva	Site Plan Review	THO23-06	Sorensen
3/24/2023	4/14/2023	KJ Estates	Other	FAL23-07	Perello

- **Land Use, Strategic and Comprehensive Planning**

- *Housing:*
 - A resolution is being presented to address two areas of need related to housing, authorizing a contract with Hudson Valley Pattern for Progress. The services being sought will address initial steps towards implementation of the Housing Plan including development and structuring of a County housing fund, outreach and training to municipal boards with an emphasis on housing friendly strategies, and addressing fair housing requirements as per CDBG/HUD funding sources.
- *Neversink Watershed Management Plan:*
 - The plan includes assessments of over 1,000 culverts within the watershed. Upon completion municipalities will be able to utilize the plan to apply for funding for culvert replacement.
 - Public input is being sought to help identify issues of concern and opportunities now and in the future in the local sub-watershed and throughout the basin. Comments can be provided at this link: <https://padlet.com/none4this/146j4gejbh41x32f>
 - Upcoming meetings: April 20 @ 1:30pm and 5:30pm at SUNY Sullivan to solicit public input for the plan, focusing on parcels in excess of 10 acres within the HUC10 Neversink Watershed.
 - Many thanks to Jennifer Stone and Allison Heaney of ITS for their assistance in creating maps for this event!
 - An extension was executed for the project, with a term end date of October 1, 2024.
- *Countywide Resiliency Plan:*
 - Interviews have been held with key stakeholders as well as County staff (Commissioners, Manager)
 - The website for the plan is now live and can be viewed at www.resilientsullivan.com. The website provides an overview of resiliency issues and a set of town and village fact sheets (on the “Engage” tab) that provide baseline information about our communities.
 - An online mapping tool has been made available at <https://mudworkshop.mysocialpinpoint.com/sullivanresiliency>, which allows users to pinpoint a location in any of the County’s 15 towns and six villages and provide a note about economic, environmental or social resiliency relevant to that location.
- *Countywide Bicycle & Pedestrian Plan:*
 - A delay in receipt of the award agreement is anticipated due to staffing shortages in the State office overseeing the grant program; Award agreement is still expected in the 2nd quarter of 2023.

- **Technical Assistance & Training**

- March 30: “Creating Walkable Communities” and “Using your Community’s Comprehensive Plan” will be presented and provide 3 continuing education credits for Planning and Zoning board members in attendance. Located at SUNY Sullivan Upper Herman Library Conference Room (Building E, Room 220)

Recreation, Quality of Life & Tourism-based Economic Development

- **Sullivan O&W Rail Trail**

- Trail Town assessment was conducted for Hurleyville on March 24. The assessment is a tool that helps a community look at their built environment from the perspective of a trail user, in order to leverage the economic potential associated with the trail. Previous assessments have been performed for Wurtsboro and Parksville.
- Planning is assisting the Village of Liberty with the development of an application to the Northern Borders Regional Commission to address an exposed sewer pipe and erosion issue on the trail.
- The Neversink Crossing is in a holding pattern until direction is received from the NYSDEC on the necessity of a dwarf wedge mussel study.
- A draft IMA between the County and the Town of Fallsburg is being circulated for review prior to submission to the NYSDOT for sign off. The IMA is necessary to draw down the funding secured via Congressionally Directed Spending in 2021 for the Neversink Crossing capital expenses.
- A scope of work is forthcoming for design and engineering services related to the Parksville-Livingston Manor connection.
- Open Space Institute has issued an RFP for a feasibility study examining the entire line from Port Jervis to Kingston.

- **Highland Access Improvements**

- Work will begin shortly to complete the project, which began in Fall 2022. April 1 is the earliest date that work can begin.

Community Development & Revitalization

- **Sullivan County Land Bank Corporation (SCLBC)**

- A resolution is on the agenda for consideration today authorizing execution of an agreement with the Land Bank for administrative support. The total funding for this agreement is \$335,000, broken down as follows:
 - \$200,000 to support RUST program
 - \$100,000 base support from the County of Sullivan
 - \$35,000 for administrative support: The Land Bank will contract directly with a third party for administrative items including board support, fiscal activities, monitoring of properties, community outreach, and other activities previously performed by Planning staff.
- Proposals for purchase and redevelopment of 91 Chestnut Street, Liberty (aka Spanish Castle, Yeager Mansion) were distributed to the Board for review and

consideration. The Board will make a determination on disposition after appointment of members and reorganization is completed at its annual meeting.

- Miscellaneous property maintenance work:
 - Removal of downed trees across multiple parcels
 - Working with DFS to relocate occupants of various properties
- Working with EPA on hazardous materials assessment of the Broadway Theater. In addition to providing needed information for redevelopment, the activity, funded through the EPA Brownfield Assessment grant to the County, will be used as a match to close out the grant for the ESD-funded feasibility study
- The Board voted to transfer lot ownership of 2 additional lots to a developer who already has an agreement to purchase 8 vacant lots for new single family home construction to meet requirements of NYS funding program; the transfer is contingent on the success of the application to NYS
- Bailey Commons: This is a grant funded project that began prior to the COVID-19 pandemic. Our new Planner (Justin Rocque) has been following up with partners in an effort to complete the project and close out the award from the Laura Jane Musser Fund.
 - Project involved turning a vacant lot in Monticello into an area for outdoor educational opportunities.
 - Currently working with Sullivan 180, St. John's School and Rutherford School (Monticello CSD) to identify and invite students to participate in programming this spring.
 - Standing People Together is the organization responsible for facilitating the educational opportunities. Their services were included in the application for funding and will be covered by the grant.
- The website domain for the Land Bank has been renewed.
- **CDBG Housing**
 - Manufactured Home Replacement
 - 4 applications pending
 - \$150,000 committed for each of these applications, \$600,000 total
 - Home Repair
 - 4 applications reviewing and/or site inspecting
 - 2 projects in progress
 - \$25,000 committed for each project, \$50,000 total
 - Homebuyer Assistance
 - 3 applications reviewed and deemed eligible; applicants having difficulty finding a home to purchase
 - Discussions are underway for a budget modification to move funds from this program into the Manufactured Home Replacement program
- **Plans & Progress**
 - Closing out the remaining 23 open projects that were awarded funding for the entirety of the program

- Majority of projects are from earlier years which were put on hold due to COVID-19
- This program will be absorbed into the discretionary funding program beginning in 2023.

Economic Development

- **CDGB grants**
 - Bids received for air purification equipment for The Center for Discovery CDBG Cares grant; responses being reviewed by TCFD.
 - 3 bids received but only 1 was deemed qualified
- **Revolving Loan Fund**
 - Payments on all loans are current
 - Working with County staff and contractor to review the program.

Administration

- Deputy Commissioner Heather Brown currently serving in role as Interim Commissioner
 - Evaluation of current workload for all offices is underway

II. OFFICE OF SUSTAINABLE ENERGY (OSE)

- OSE has been providing significant staffing support to the Planning Department on the Countywide Resiliency Plan: scheduling interviews, developing presentations, and acting as the main point of contact with our vendor (MUDW) and the funding agency (Department of State).
- Staff continue to provide information to members of the public with inquiries pertaining to available incentives for energy efficiency and on-site renewable energy projects.
- Benchmarking data for 2022 is being compiled. Focus has been placed on electric usage at the Jail, Government Center, and Courthouse as these are the accounts associated with the recently connected hydroelectric facility. Staff are comparing our utility bills to generation data to ensure the County is receiving proper compensation
- Website updates are under development and review. Given a rapidly changing landscape in the Clean Energy Industry, a full review is underway to ensure information available on the website is accurate and up-to-date.
- A final draft of the Facilities Master Plan has been received and is being circulated internally for review prior to a final presentation.

III. PARKS, RECREATION & BEAUTIFICATION

Park Planning and Management

- Litter Pluck
 - The Countywide Roadside and Trail Litter Pluck Event disposal coupons and paperwork have been delivered to all of the local Town and Village halls and trail supports for them to distribute to participants. The event is being held from April 1st– October 31st.
 - Submitted the application NYSDOT for the Clean Team to litter pluck the pull off areas along Route 97 during the summer months, as they have done in the past
- Staffing
 - Currently interviewing possible candidates for seasonal positions.
- Lake Superior
 - Park staff are clearing downed trees along the future trails at Lake Superior.
- D&H Canal
 - Two bridges were repaired along the Canal Trail
- Callicoon new park
 - Contracts have been completed with LV Associates for the design and engineering
 - A resolution is on the agenda for consideration today authorizing funds for design and engineering for the initial phase of Park development, including parking lots, entryway, trail loops, and demolition/removal of unsafe buildings.
 - A resolution is on the agenda today to execute agreements and authorize funding for two (2) partners in the National Fish and Wildlife Foundation (NFWF) grant. The Catskill Forest Association will assess the condition of trees, create a tree management plan, and address priority projects. The Catskill Center will create an Invasive Species Management Plan. Both scopes of work are 100% grant funded.
 - Planning has begun for various volunteer events to be held at the property this summer, with opportunities for property clean up, mapping, and mitigation of invasive species.
 - Park staff have been clearing brush, overgrowth and debris
- Parks/General
 - Contract finalized with Fisher Associates for the design and engineering of projects with in the County Parks, excluding the future Callicoon Park
 - Currently accepting applications for Group Picnic Permits for the County Parks.

IV. GRANTS ADMINISTRATION

- Amplifund
 - Working on securing information responsive to the vendor's Master Data request. Weekly implementation meetings continue with the full implementation team.
 - Met with the New World Security team to discuss Amplifund's interface with existing financial software, as well as to discuss the list of G/L accounts for Amplifund.
- Staffing
 - A new Grant Writer has been hired in DGA and started with the County on 3/27/23.
- Grant Activity/Technical Assistance
 - Public Safety (OEM , E911 & Sheriff) / Homeland Security Reporting – preparation of 1st Quarter 2023 Progress Reporting for submission to NYS DHSES has begun (April 30 reporting deadline)
 - FEMA Public Assistance Grant Program / COVID-19 Emergency Protective Measures – The final project (Project #5) for County expenses has been submitted. An additional project will be submitted under the DR-4480 Disaster Declaration for staff time associated with the development and submission projects to this funding opportunity (Deadline is July 2023)
- Miscellaneous Activities
 - Indirect Cost Allocation w/ Management & Budget staff - DGA Supervisor providing information in response to the Indirect Cost Allocation request from the contracted vendor working w/ the County

V. AGRICULTURE & FARMLAND PROTECTION

- CCE February Ag and Food systems report below