

PLANNING COMMITTEE MEETING AGENDA

Date: Wednesday, February 27, 2019 1:00 PM

Planning Committee Members Present: **Leuer, Davis**, Granger, Hastings, Brunner, Brick, King, Ryan

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
1:00 PM Arts Council w/J. Hoyt			
1. <i>Review Annual Report Presentation</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Committee Chair's Agenda			
1. <i>Referred from 01-31-19 Public Safety Comm.:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<ul style="list-style-type: none"> • County Addressing Policy <ul style="list-style-type: none"> ○ The Planning Committee/Departments needs to play an active role in this project. ○ Supervisor Ryan questioned the use of a summer intern? ○ David Zorn with the G/FLRPC may be of some assistance ○ Livingston County Planning Dept. handled their project. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Solid Waste w/C. Ketchum			
1. <i>Grant Application:</i> Authorize Chairman to sign a grant application with the New York State Dept. of Environmental Conservation, E-waste Assistance Grants, Division of Materials Management, 625 Broadway, 9 th Floor, Albany, NY 12233-7253, for funding to cover 50% of the May 12, 2018 County Wide Electronics Collection Day in a minimum amount of \$9,925.23; effective January 1, 2018 through December 31, 2018.	<i>Deadline to apply is 02/28/19. Signed application was mailed 02/12/19 (Certified w/Return Receipt). P. Grayson/GLOW reported receiving last year's reimbursement by July.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Chairman Authorized to Sign Agreement with Environmental Enterprises, Inc. for GLOW Region 2019 Household Hazardous Waste Collection Program</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
1:00 PM – Countywide Zoning w/ D. Roberts			
1. <i>Monthly Report : January</i>	Attached	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Update:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<ul style="list-style-type: none"> • <i>Position Creation/Fill: Zoning Dept.</i> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. <i>Discussion on e-mail received from County Assessor & results of meeting with Real Property and Assessor group on 2/21/19.</i>	<i>Topic on shared services</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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Planning & Development Department w/ W. Daly			
1. 2019 Winter NYSAC Conf. Resolution: • <i>Resolution Supporting Efforts to Allocate New York State Resources and Funding to Regions or Counties Establishing “Full Count” Committees</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. 2019 Winter NYSAC Conf. Resolution: • <i>Resolution Calling on Governor Andrew M. Cuomo and the New York State Legislature to Address the Lack of Cellular Phone Coverage for All New York State Residents and Visitors</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Wyo. Co. Chamber of Commerce w/S. Gardner			
	<i>~ Nothing to Report ~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Ag and Business Center of Excellence			
	<i>~ Nothing to Report ~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Wyo. Co. Water Resource Agency			
	<i>~ Nothing to Report ~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Wyo. Co. Business Center (LDC) w/J. Pierce			
	<i>~ Nothing to Report ~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Industrial Development Agency w/J. Pierce			
	<i>~ Nothing to Report ~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action
Space Allocation w/			
	<i>~ Nothing to Report ~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Business Education Council w/L. Leblond			
	<i>~ Nothing to Report ~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Signature of Committee Chairman: p/D. Leuer (minutes prepared by _____).

Next Planning Committee Meeting scheduled for **Wednesday, March 27, 2019 @ 1:00 PM.**

Committee Chair Initials: _____



Wyoming County Office of Emergency Services ***151 N. Main Street, Warsaw, NY 14569***

Anthony Santoro, Director of Fire & Emergency Management

Asantoro@wyomingco.net

William Streicher, Fire Coordinator

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Phone: (585)786-8867

Fax: (585)786-8961

Addressing concerns for the county (Public Safety Meeting 1/31/2019)

It was asked that I come to committee with the proposed local law for a new addressing policy that was presented to this committee several years ago. After thought on this I believe the county needs to have several departments work toward this goal, (whatever it might be). There are several county departments that play an important role in the addressing situation they are the Real Property Tax Department, Building Codes, Planning Department, Highway Department, Information Technology (GIS), and the Emergency Management Office.

Before the county should resurrect the old proposed addressing policy they need to look at the makeup of the "committee" that is going to move this forward. I do not believe that the Emergency Management Office should be the lead agency with regards to addressing. I have looked at the counties that surround us and the Emergency Management Office is in fact not the lead. It varies from the Planning Department to the county having a dedicated addressing official. That addressing official may be working from a variety of the departments, but their main job function is to work on the addressing for the county. This may be a joint GIS/addressing person as well.

There is no way that the addressing issues in the county will be solved without coordination and cooperation with the county departments listed. In the past there has not been much of an appetite to look at this problem holistically and to formulate a countywide plan. I believe the only way to accomplish anything with this possible project is to work together. If departments that have a responsibility for addressing choose not to participate the project will fail. I would propose that the county form an addressing sub-committee and I would suggest that this sub-committee be formulated out of the Planning Committee.

Updated 4/22/2010

**OFFICIAL WYOMING COUNTY
ROAD NAMING AND ADDRESSING POLICY
FOR TOWNS**

Regarding Numbering and Right-of-Way Naming

1. The County Of Wyoming through its Office of Fire and Emergency Management, Highway Department, and the Sheriff's Department shall be responsible for administering these conventions throughout the County as a service to the towns and to support the maintenance of the Enhanced 911 system.
2. The authority to approve or reject any address in Wyoming County shall rest with the Wyoming County Director of Fire and Emergency Management as the County Addressing Official.
3. Each town shall appoint a single addressing person as a point of contact regarding addressing and right-of-way or street names.
4. The County Highway Department shall be responsible for assignment of all address numbers. Notice of address assignments will be distributed and the established number shall be utilized exclusively by all public and private entities. For new construction, the property owner will be responsible to mark with a wooden stake the location of the center of the driveway marked with the words "CENTER OF DRIVEWAY" on the stake so that the exact location of the driveway is used for the house number. The County Highway Department will send the completed application to the Office of Fire and Emergency Management for approval. Once approved the Office of Fire and Emergency Management will notify the applicant and affected agencies (Reference #6 below).
5. The Office of Fire and Emergency Management will be responsible for the approval of names for all new roads (both private and public roads) and right-of-ways referred by the Town Addressing Person. The County Highway Department will designate all address ranges for new roads. Notice of road name approvals will be distributed by the Office of Fire and Emergency Management, and the established name shall be utilized exclusively by all public and private entities.
6. The Office of Fire and Emergency Management will notify the following entities of all new address assignments and new street names: the Applicant, 911 center, the Town Addressing Person, the town clerk, the town assessor, the town zoning officer, the local code enforcement officer, fire department (address number assignments only if requested), school district, and other County Departments (including the County Clerk, the Sheriff, Highways, Economic Development & Planning, Real Property Tax, Fire & Building Codes, and the Board of Elections), the utility companies (gas and electric), the telephone company, the U.S. Postal Service, the owner and, if different, the resident (such notice shall include a change of address kit as produced by the Post Office).
7. The Office of Fire and Emergency Management shall produce and maintain a Master Street Address Guide (MSAG) for each Town specifying the standardized spelling, spacing, and abbreviations for each road, street, and R.O.W. within the municipality. This guide shall include a listing of acceptable building numbering ranges along each

road and a map. This guide shall also be issued to the telephone and utility companies, interested agencies, the U.S. Post Office, and County Departments (see paragraph 6 above) to guide them in accepting correct addresses from new clients.

Numbering Policies

8. Address number and number ranges for public and private roads shall be issued by the County Highway Department. Building numbers shall be assigned consecutively along roads. The County Highway Department will insure that an address number has not previously been issued for the parcel, and if one has been issued that it is appropriate and meets the numbering requirements of this policy.
9. Buildings on the south and west sides of roads shall have even numbers; buildings on the north and east sides of roads shall have odd numbers.
10. Address numbers assigned within towns shall conform to the County approved house numbering grid system as adopted by Resolution 96 of 1960 and shown on the Wyoming County Highway Map. A copy of the "HIGHWAY MAP OF WYOMING COUNTY, NEW YORK" is attached hereto and hereby made a part of this policy statement. The grid system originates in the northwest corner of the County and increases in number to the east and to the south. A copy of the Highway Department's document, "SUGGESTIONS FOR APPLYING THE UNIFORM COUNTY-WIDE PROPERTY NUMBERING SYSTEM," is attached hereto and hereby made a part of this policy statement. Certificates of Occupancy will not be issued by Fire & Building Codes until the address assignment is correct and displayed in accordance with the building codes and this policy.
11. All property addresses for tax parcels on the real property tax roll shall match the 911 address for the principal structure on the property. All properties shall be addressed on the road on which the driveway or access road is located. The number shall accurately reflect the location of the residence or principal structure on the property.
12. Duplexes located on a single tax parcel may be numbered in one of three ways: by individual numbers, by unit number, or by unit locations. For emergency response purposes, unit locations or individual numbers are preferred. Where individual tax parcels exist, each unit shall have its own unique number with no suffix or Unit identification.
 - a. Side by side duplexes will be individually numbered.
 - b. Duplexes that are not side by side may be numbered according to the property address, followed by Unit and a suffix indicating the location of the unit; suffixes may be U/L (upper/lower) or F/R (front/rear)
 - c. Duplexes may be numbered according to the property address, followed by Unit 1 for the first dwelling unit and Unit 2 for the second if they share a common parcel (two units on one tax map parcel). For example 4829 ROUTE 77 UNIT 2.
13. Townhouses, where each row house is individually owned, shall have unique numbers with no suffix letter.
14. Apartments shall be addressed in two ways, depending upon the number of dwelling units on the parcel.

- a. Single building apartment houses with less than nine units shall be given a number on the nearest public road and a designation of the apartment number as applicable, for example: 4783 MAPLE RD APT 1.
 - b. Apartment complexes containing more than one building or more than nine units shall receive an official complex name, which shall be used along with the public street address (the real property tax roll address for the parcel shall state the actual street address number and street name). Individual apartments shall be consecutively numbered within the complex, for example: 40 CAMELOT SQUARE located at 4230 Sumner Ave.
15. Owners of Private Roads serving two (2) or more parcels or individually numbered buildings (commercial, industrial, or residential) shall apply for and be given an official name which shall be used in assigning addresses. The County shall sign all such roads or right of ways at the intersection with a public road or right of way. Property owners shall be responsible to sign all such private roads or right of ways where two or more private roads or right of ways intersect. House numbers shall be assigned along the private road, and addresses will include the private road name. The County Highway Department shall issue number ranges for each private road during the name application process. All private roads shall be designated with the suffix LN for lane, WY for way, or TR for trail. Numbers shall be assigned with the same convention used for public roads (see paragraphs 8 through 11 above). Private roads or right of ways (driveways) which do not serve two (2) or more individually numbered buildings shall be numbered along the public road, each with unique numbers.
16. Roads in mobile home parks or camp sites shall also be individually named and suffixed by PARK. Numbers within mobile home parks shall begin with one and proceed up. Number assignments shall comply with conventions 6 through 11 above. The County Highway Department shall issue number ranges for each mobile home park.
17. Commercial Plazas, Malls, and professional office parks shall be addressed in two ways, depending upon ownership patterns:
 - a. If individual lots with individual businesses exist, each business and lot shall be given an individual number along the existing public road consistent with the general municipal addressing system.
 - b. If multiple businesses exist on a single tax parcel, the complex shall be given a single, official name approved by the Office of Fire and Emergency Management. Each business shall then be given an individual number, for example 27 LAKEVIEW PLAZA.
 - c. The parcel location address on the tax roll shall contain only the official plaza or complex name with no number (i.e., LAKEVIEW PLAZA). In the instance where ownership is mixed (some rental and some privately owned parcels and businesses). The main parcel shall contain only the official plaza or mall name, with other privately owned parcels' tax roll address corresponding to the business address (number and official plaza or complex name).
18. All addresses shall be capitalized, use no punctuation, and conform to the abbreviation standards of the U.S. Postal Service for electronically scanned addresses. A copy of Post Office publication, "POSTAL ADDRESSING STANDARDS," is attached hereto and hereby made a part of this policy statement. Wherever conflicts exist between this policy and statements contained within said Postal publication, statements in this policy shall

govern. No road name may contain more than 15 characters and spaces. Wherever possible, each address (the number and street name) shall contain no more than 20 characters (including spaces).

19. Post the assigned number in the following locations:
 - a. on the structure at it's main entrance,
 - b. on the mailbox assigned to the structure, if mail is delivered to the structure, (see 25 below),
 - c. and, if the structure is more than fifty (50) feet from the roadway OR not readily visible from the roadway, on a post at the drive entrance (see 26 below) on the far side of the drive entrance when viewed from the nearest lane of travel. Numbers on the sign must be visible from both directions.
20. If mail is not delivered to the structure, the assigned number shall be posted as outlined in 19-C above.
21. The posting shall be accomplished within thirty (30) days following notification of the address assignment.
22. Address numbers/letters applied to structures shall be no less than four (4) inches in height and shall be mounted as close as practicable over or next to the main entrance doorway to the structure.
23. The numbers shall be standard Arabic numerals (i.e., 1234) and any supplemental letters shall be in block English letters (i.e., ABC). They will be of reflectorized material. They must be of a color that contrasts with the color of the structure; however, it is strongly recommended that they be white reflectorized numbers/letters on a reflectorized blue background.
24. Address numbers shall be placed on the structure's mailbox or mailbox post. These shall be no less than four (4) inches in height and shall be white reflectorized numbers/letters on a contrasting background. If the mailbox is not located at the structure or its driveway, include the roadway name on the mailbox.
25. Address numbers placed on posts shall be no less than four (4) inches in height and shall be Highway Gothic Series white engineer grade reflective on a blue background. The post shall be metal or wooden. The post top shall be five (5) feet above grade and the post shall be installed on the far side of the drive as it is approached from the direction of travel on that side of the roadway. The post shall be three (3) feet from the edge of the brim of the road to insure it is not struck by snowplows or buried in deposits of snow during the winter. If posting would normally be in an area where snow drifts exceed the height of the posted address consideration should be given to moving it across the road. Care should be taken to insure that the address posting clearly indicates which structure it represents. If no alternative posting site exists the address should be kept clear similar to a mailbox.
26. All numbers/letters should be placed either vertically from the top down or horizontally from left to right (preferred method) and be visible from both directions of travel.
27. In the case of a business address, information may be incorporated with advertising signs.
28. Apartment/suite numbers should be posted on the entrance to each particular apartment/suite as outlined in 23 and 24 above.
29. Failure to properly display address numbers is subject to a fine of \$XXX.00 in accordance with **Local Law XXXXXXXX to be adopted by BOS**

Right-of-Way Naming Policies

30. Street names shall not be duplicated throughout the County wherever possible. New duplicative street names shall not be allowed within the County. Existing duplicate names shall not be changed unless address number ranges are similar between the two streets. Look alike and sound alike street names shall also be avoided.
31. Miscellaneous naming conventions:
 - a. Outside of incorporated Villages, State and Federal Highway Designations shall be used, for example: ROUTE 77 (means New York State Route 77, not Alleghany Road or any other alias name).
 - b. In the case of a combination Route (two State highways sharing the same road bed). Both numbers will be used. For example, New York State Route 78 and New York State Route 98 shares the same road bed for several miles in the Town of Java. This road shall be known as Route 78 & 98.
 - c. County roads shall be known by their official County name as designated by the County Highway Department, for example: TELEGRAPH RD not CR 46 or Route 46.
 - d. The word "Extension" may not be used as a road or street name. Any extended portion of a road shall receive the name of the original road.
32. All road intersection signs shall be of green reflective background with a white reflective border and at least six inch white reflective lettering. All road signs shall contain number range identification.
 - a. The county highway department is the preferred vendor for all street signs.
 - b. Initial street signs for private and public roads shall be furnished and installed by the county highway department
 - c. The town highway department will be responsible for all replacement signs after original installation. Signs not obtained from the County Highway Department must comply with the Counties specifications as provided by the Count Highway Supervisor.

**2019 NYSAC Legislative Conference
Standing Committee on Intergovernmental Affairs
Resolution #2**

Resolution Supporting Efforts to Allocate New York State Resources and Funding to Regions or Counties Establishing “Full Count” Committees

WHEREAS, the US Census Bureau is preparing for the 2020 decennial census; and

WHEREAS, decennial census counts help the federal government distribute more than \$400 billion in funds annually for infrastructure, programs, and services; and

WHEREAS, the decennial census helps communities plan for future needs and deal with population-based programs; and

WHEREAS, decennial population counts affect state and federal congressional representation and redistricting; and

WHEREAS, New York State and county governments are committed to ensuring that every resident in the state is counted in the 2020 Census; and

WHEREAS, last year, every county in New York State participated in the Local Update of Census Addresses Program (LUCA), which is the only opportunity for states and municipalities to review and comment on the U.S. Census Bureau’s residential address list for their jurisdiction prior to the 2020 Census; and

WHEREAS, now the State of New York is encouraging counties and other regional and community entities to create “Full Count” committees.

NOW, THEREFORE, BE IT RESOLVED, the New York State Association of Counties (NYSAC) encourages New York State to provide resources and funding to counties, municipalities, and regional planning commissions as incentives and seed funding to create “Full Count” committees; and

BE IT FURTHER RESOLVED, that copies of this resolution be sent to the 62 counties of New York State encouraging member counties to enact similar resolutions; and

BE IT FURTHER RESOLVED, that NYSAC shall forward copies of this resolution to Governor Andrew M. Cuomo, the New York State Legislature and all others deemed necessary and proper.

**2019 NYSAC Legislative Conference
Standing Committee on Public Safety
Resolution #1**

**Resolution Calling on Governor Andrew M. Cuomo and the New York State
Legislature to Address the Lack of Cellular Phone Coverage for All New
York State Residents and Visitors**

WHEREAS, cellular service and the ability to use individual wireless devices is no longer a luxury, but rather a public necessity; and

WHEREAS, every area of the State, irrespective of financial means or the economics of the individual community, has a right to this critical piece of infrastructure; and

WHEREAS, cell phones and the requisite cell phone coverage are in many cases the first link of our emergency response chain for first responders including fire, EMS, and law enforcement; and

WHEREAS, this infrastructure also drives commerce and tourism, and is a critical component to the success of our education system and our students; and

WHEREAS, there are many large tracts of New York that do not have access to this public utility; and

WHEREAS, government has an obligation to provide for the public safety, education, and equal treatment and opportunity for all of our citizens; and

WHEREAS, the Governor in his 2019 State of the State address called for the creation of an Upstate Cellular Coverage taskforce to identify solutions and develop policies addressing the lack of cellular coverage throughout New York State.

NOW, THEREFORE, BE IT RESOLVED, the New York State Association of Counties hereby calls upon Governor Andrew M. Cuomo and the State Legislature to invest in cellular infrastructure, and push providers to invest in counties and communities throughout the State; and

BE IT FURTHER RESOLVED, that copies of this resolution be sent to the counties of New York encouraging member counties to enact similar resolutions; and

BE IT FURTHER RESOLVED, the New York State Association of Counties shall forward copies of this resolution to Governor Andrew M. Cuomo, the New York State Legislature and all others deemed necessary.