



Agriculture, Planning & Environmental Committee

Committee Meeting ~ Minutes ~

60 Central Ave.
Cortland, NY 13045

<https://www.cortlandcountyny.gov>

Thursday, October 10, 2024

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:03 AM by Committee Chair Beau Harbin

Attendee Name	Organization	Title	Status	Arrived	Departed
Reed Cleland	Cortland County, NY	Committee Member	Present		
Mitchel Eccleston	Cortland County, NY	Committee Member	Present		
Paul Heider	Cortland County, NY	Committee Member	Present		
William McGovern	Cortland County, NY	Committee Member	Present		
Sandra Price	Cortland County, NY	Committee Member	Excused		
Kris Valentine Behnke	Cortland County, NY	Committee Member	Present		11:06 AM
Beau Harbin	Cortland County, NY	Committee Chair	Present		
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present		
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present		
Rob Corpora	Cortland County, NY	County Administrator	Present		
Bob Haight	Cortland Chamber of Commerce	Executive Director	Present		
Trisha Hiemstra	Cortland County, NY	Planning Director	Present		
Michele Enright	Experience Cortland	Executive Director	Present		
Brendan O'Bryan	Cortland County Business Development Corporation	Executive Director	Present		
Amy Buggs	Cortland County, NY	Grants Administrator	Present		
Amanda Barber	Soil & Water Conservation	District Manager	Present		
Andrea Herzog	Cortland County, NY	Director of Finance	Present		
Jessica Leet	Cortland County, NY	Executive Assistant of Planning	Present		
Kim Cameron	Cortland, NY	Resident	Present		
Allen Pankhurst	Cortland County, NY	Director of Buildings & Grounds	Present		

Doug Schneider	Cortland Standard	Reporter	Present		
Cathy Bischoff	Cortland County, NY	Board Member	Late	10:33 AM	
Ronald J. Van Dee	Cortland County, NY	Board Member	Late	10:33 AM	
Angelina White		MRB Group	Remote		
Tracy Verrier		MRB Group	Remote		
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote		

MINUTES

1. Ag/Planning/Environmental - Committee Meeting - Sep 12, 2024 10:00 AM

RESULT:	APPROVED
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RESOLUTIONS

AGENDA ITEM NO. 1 – State Environmental Quality Review (SEQR) - Declaration of Intent to be Lead Agency for Cortland County Strategic Development Plan - Planning Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/24/2024 6:00 PM
MOVER:	William McGovern, Committee Member
SECONDER:	Kris Valentine Behnke, Committee Member
AYES:	Cleland, Eccleston, Heider, McGovern, Behnke, Harbin
EXCUSED:	Sandra Price

ON MOTION OF HARBIN

RESOLUTION NO.

State Environmental Quality Review (SEQR) - Declaration of Intent to be Lead Agency for Cortland County Strategic Development Plan - Planning Department

WHEREAS, the Cortland County Legislature (hereinafter referred to as the Legislature) has reviewed and completed the SEQR Full Environmental Assessment Form (EAF) Part 1, prepared by the MRB Group (hereinafter referred to as County Consulting Firm) on the above referenced Cortland County Strategic Plan Adoption (hereinafter referred to as Action); AND

WHEREAS, the Legislature determines that said Action is classified as a Type 1 Action under the State Environmental Quality Review (SEQR) Regulations; AND

WHEREAS, the Legislature determines that said Action is also subject to review and approval by other involved agencies under SEQR Regulations; AND

WHEREAS, the Legislature determines that it is the most appropriate agency to ensure the coordination of this Action and will provide written notifications to involved agencies, for the purposes of conducting a coordinated review and making the determination of significance thereon under the SEQR Regulations; NOW THEREFORE BE IT

RESOLVED, that the Legislature does hereby declare its intent to be designated as the lead agency for the Action and directs the County Administrator to sign and date the Full EAF Part 1; AND BE FURTHER

RESOLVED, that the County's Consulting Firm is directed to provide notice hereof to the involved and interested agencies, seeking their agreement (or objection thereto) in writing.

AGENDA ITEM NO. 2 – Set Date for Public Hearing for Cortland County Strategic Development Plan - Planning Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/24/2024 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	William McGovern, Committee Member
AYES:	Cleland, Eccleston, Heider, McGovern, Behnke, Harbin
EXCUSED:	Sandra Price

ON MOTION OF HARBIN

RESOLUTION NO.

Set Date for Public Hearing for Cortland County Strategic Development Plan - Planning Department

WHEREAS, the Cortland County Legislature has received a draft of the Cortland County Strategic Development Plan; AND

WHEREAS, the Cortland County Legislature encourages feedback on the draft Cortland County Strategic Development Plan; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby schedule a Public Hearing for the draft Cortland County Strategic Development Plan on November 21, 2024 at 6:00 PM; AND BE IT FURTHER

RESOLVED, that said Public Hearing shall be held in the Legislative Chambers, located at the Cortland County Office Building, 60 Central Avenue, Room 306, Cortland, New York 13045; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature properly advertise said meeting in the County's designated newspaper.

AGENDA ITEM NO. 3 – Adopt Cortland County Public Transportation System Title VI Plan - Planning Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/24/2024 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Cleland, Eccleston, Heider, McGovern, Behnke, Harbin
EXCUSED:	Sandra Price

ON MOTION OF HARBIN

RESOLUTION NO.

Adopt Cortland County Public Transportation System Title VI Plan - Planning Department

WHEREAS, the Title VI Act of 1964 ensured that anti-discrimination is enforced throughout the work undertaken by all recipients of federal funding; AND

WHEREAS, the New York State Department of Transportation (NYSDOT) Title

VI/Environmental Justice program serves, creates, implements and regulates procedures that comply with Title VI of the Civil Rights Act of 1964, the Environmental Justice Executive Order 12898, Executive Order 13166, Limited English proficiency, the Civil Rights Restoration Act of 1987 and the Title 49 CFR Part 21; AND

WHEREAS, the Federal Transit Administration (FTA) requires all applicants who receive federal funding ensure their programs, policies, and activities comply with Title VI of the Civil Rights Act of 1964; AND

WHEREAS, Title VI provisions include, but are not limited to, prohibiting discrimination on the grounds of race, color, sex, age, nationality, religion, disabling condition, or being included within minority populations and/or low income populations, as well as prohibits exclusion from participation, denial of benefits to, or others subject to discrimination under any program or activity administered by NYSDOT; AND

WHEREAS, Cortland County is an applicant on various types of transportation grants; AND

WHEREAS, Melissa Potter, MPH, Mobility Manager, is the Public Transportation Title VI Officer; AND

WHEREAS, under the requirements of the Federal Transit Administration (FTA), all recipients who receive Federal Funding must have a Transportation Title VI Plan and Procedures; AND

WHEREAS, the adoption of the Cortland County Public Transportation System Title VI Plan will fulfill the Federal Transit Administration (FTA) requirement; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby officially adopts the Cortland County Public Transportation System Title VI Plan.

MONTHLY REPORTS

1. 12546 : Soil & Water Monthly Report

RESULT:	COMPLETED
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2. 12544 : Planning Department Activity Report

RESULT:	COMPLETED
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EXECUTIVE SESSION

It was MOVED by Mr. Cleland, seconded by Mr. Heider, and unanimously approved by voice-vote of members present, to enter into an executive session to discuss the medical history of a particular person with all present Legislators, Savannah Hempstead, Rob Corpora, Melanie Vilardi and Trisha Hiemstra permitted to stay in the room. MOTION CARRIED.

An executive session was held from 11:07 a.m. to 11:12 a.m., at which time on motion of Mr. Heider, seconded by Mr. Harbin, it was unanimously approved by voice vote to exit executive session.

DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 11:12 AM



Agriculture, Planning & Environmental Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045

<https://www.cortlandcountyny.gov>

~ Minutes ~

Thursday, September 12, 2024

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:01 AM by Committee Chair Beau Harbin

Attendee Name	Organization	Title	Status	Arrived
Reed Cleland	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
William McGovern	Cortland County, NY	Committee Member	Present	
Sandra Price	Cortland County, NY	Committee Member	Excused	
Kris Valentine Behnke	Cortland County, NY	Committee Member	Present	
Beau Harbin	Cortland County, NY	Committee Chair	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Remote	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present	
Trisha Hiemstra	Cortland County, NY	Planning Director	Present	
Melissa Potter	Cortland County, NY	Mobility Manager	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Jason DeRaiche	Cortland County, NY	Safety Officer	Remote	
Shawn Murphy	Cortland County Soil & Water	Resource Conservationist	Remote	
Kim Cameron	Cortland	Resident	Present	
Doug Schneider	Cortland Standard	Reporter	Present	
Jessica Leet	Cortland County, NY	Executive Assistant	Present	

Minutes Acceptance: Minutes of Sep 12, 2024 10:00 AM (MINUTES)

MINUTES

1. Ag/Planning/Environmental - Committee Meeting - Aug 8, 2024 10:00 AM

RESULT: ACCEPTED

2. Ag/Planning/Environmental - Special - Aug 22, 2024 3:30 PM

RESULT: ACCEPTED

RESOLUTIONS

AGENDA ITEM NO. 1 – Appoint Member - Cortland County Planning Board

RESULT: **APPROVED [UNANIMOUS]**

Next: 9/26/2024 6:00 PM

MOVER: William McGovern, Committee Member

SECONDER: Reed Cleland, Committee Member

AYES: Cleland, Eccleston, Heider, McGovern, Behnke, Harbin

EXCUSED: Sandra Price

ON MOTION OF HARBIN**RESOLUTION NO.****Appoint Member - Cortland County Planning Board**

WHEREAS, the term of Planning Board member expired June 30, 2024; AND

WHEREAS, Article III, Section 3, Terms of Office of the Cortland County Planning Board Bylaws states each voting member shall be appointed by the Legislature for a term of four (4) years; AND

WHEREAS, Article IV, Section 4, Vacancies of the Cortland County Planning Board Bylaws states vacancies in membership on the Board shall be filled by appointment by the Legislature in accordance with Section I, Article III of these Bylaws; NOW THEREFORE BE IT

RESOLVED, that the following is hereby appointed to the Cortland County Planning Board for the term as provided below:

Name	Address	Municipality	Term Expiration
Daniel Haynes	2181 Washington Street, Cortland, NY	Town of Virgil	6/30/2028

MONTHLY REPORTS

1. SPCA Monthly Report

RESULT: **COMPLETED**

2. Planning Department Monthly Report

RESULT: **COMPLETED**

3. Soil & Water Conservation District Monthly Report

RESULT: **COMPLETED**

DISCUSSION ITEMS**ADJOURNMENT**

The meeting was closed at 10:53 AM

Full Environmental Assessment Form
Part 1 - Project and Setting

2.1.a

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):	Telephone:	
	E-Mail:	
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):	Telephone:	
	E-Mail:	
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees ☐ Yes ☐ No		
b. City, Town or Village Planning Board or Commission ☐ Yes ☐ No		
c. City, Town or Village Zoning Board of Appeals ☐ Yes ☐ No		
d. Other local agencies ☐ Yes ☐ No		
e. County agencies ☐ Yes ☐ No		
f. Regional agencies ☐ Yes ☐ No		
g. State agencies ☐ Yes ☐ No		
h. Federal agencies ☐ Yes ☐ No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		☐ Yes ☐ No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		☐ Yes ☐ No
iii. Is the project site within a Coastal Erosion Hazard Area?		☐ Yes ☐ No

C. Planning and Zoning**C.1. Planning and zoning actions.**

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? ☐ Yes ☐ No

- **If Yes**, complete sections C, F and G.
- **If No**, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? ☐ Yes ☐ No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? ☐ Yes ☐ No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) ☐ Yes ☐ No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? ☐ Yes ☐ No

If Yes, identify the plan(s):

C.3. Zoning**2.1.a**

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. ☐ Yes ☐ No

If Yes, what is the zoning classification(s) including any applicable overlay district?

b. Is the use permitted or allowed by a special or conditional use permit? ☐ Yes ☐ No

c. Is a zoning change requested as part of the proposed action? ☐ Yes ☐ No

If Yes,

i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? _____

b. What police or other public protection forces serve the project site?

c. Which fire protection and emergency medical services serve the project site?

d. What parks serve the project site?

D. Project Details**D.1. Proposed and Potential Development**

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. a. Total acreage of the site of the proposed action? _____ acres

b. Total acreage to be physically disturbed? _____ acres

c. Total acreage (project site and any contiguous properties) owned
or controlled by the applicant or project sponsor? _____ acres

c. Is the proposed action an expansion of an existing project or use? ☐ Yes ☐ No

i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? ☐ Yes ☐ No

If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

ii. Is a cluster/conservation layout proposed? ☐ Yes ☐ No

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? ☐ Yes ☐ No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated _____
- Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
- Anticipated completion date of final phase _____ month _____ year

• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses?

☐ Yes ☐ No

2.1.a

If Yes, show numbers of units proposed.

One Family

Two Family

Three Family

Multiple Family (four or more)

Initial Phase

At completion

of all phases

g. Does the proposed action include new non-residential construction (including expansions)?

☐ Yes ☐ No

If Yes,

i. Total number of structures _____

ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length

iii. Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage?

☐ Yes ☐ No

If Yes,

i. Purpose of the impoundment: _____

ii. If a water impoundment, the principal source of the water: ☐ Ground water ☐ Surface water streams ☐ Other specify: _____

iii. If other than water, identify the type of impounded/contained liquids and their source. _____

iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres

v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length

vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? ☐ Yes ☐ No
(Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)

If Yes:

i. What is the purpose of the excavation or dredging? _____

ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?

• Volume (specify tons or cubic yards): _____

• Over what duration of time? _____

iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____

iv. Will there be onsite dewatering or processing of excavated materials? ☐ Yes ☐ No

☐ Yes ☐ No

If yes, describe. _____

v. What is the total area to be dredged or excavated? _____ acres

vi. What is the maximum area to be worked at any one time? _____ acres

vii. What would be the maximum depth of excavation or dredging? _____ feet

viii. Will the excavation require blasting? ☐ Yes ☐ No

☐ Yes ☐ No

ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area?

☐ Yes ☐ No

If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes ☐ No

If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? ☐ Yes ☐ No

If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? ☐ Yes ☐ No

If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? ☐ Yes ☐ No

If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? ☐ Yes ☐ No
- Is the project site in the existing district? ☐ Yes ☐ No
- Is expansion of the district needed? ☐ Yes ☐ No
- Do existing lines serve the project site? ☐ Yes ☐ No

iii. Will line extension within an existing district be necessary to supply the project? ☐ Yes ☐ No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? ☐ Yes ☐ No

If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? ☐ Yes ☐ No

If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? ☐ Yes ☐ No

If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? ☐ Yes ☐ No
- Is the project site in the existing district? ☐ Yes ☐ No
- Is expansion of the district needed? ☐ Yes ☐ No

- Do existing sewer lines serve the project site? ☐ Yes ☐ No
 - Will a line extension within an existing district be necessary to serve the project? ☐ Yes ☐ No
- If Yes:
- Describe extensions or capacity expansions proposed to serve this project: _____
-
- iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? ☐ Yes ☐ No
- If Yes:
- Applicant/sponsor for new district: _____
 - Date application submitted or anticipated: _____
 - What is the receiving water for the wastewater discharge? _____
- v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans):
- _____
-
- vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____
- _____
-
- e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? ☐ Yes ☐ No
- If Yes:
- i. How much impervious surface will the project create in relation to total size of project parcel?
- _____ Square feet or _____ acres (impervious surface)
- _____ Square feet or _____ acres (parcel size)
- ii. Describe types of new point sources. _____
-
- iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?
- _____
- _____
- If to surface waters, identify receiving water bodies or wetlands: _____
- _____
- Will stormwater runoff flow to adjacent properties? ☐ Yes ☐ No
- iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? ☐ Yes ☐ No
-
- f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? ☐ Yes ☐ No
- If Yes, identify:
- i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)
- _____
- ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)
- _____
- iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)
- _____
-
- g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? ☐ Yes ☐ No
- If Yes:
- i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) ☐ Yes ☐ No
- ii. In addition to emissions as calculated in the application, the project will generate:
- _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 - _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 - _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 - _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 - _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)
 - _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? ☐ Yes ☐ No

2.1.a

If Yes:

- i. Estimate methane generation in tons/year (metric): _____
- ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? ☐ Yes ☐ No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? ☐ Yes ☐ No

If Yes:

- i. When is the peak traffic expected (Check all that apply): ☐ Morning ☐ Evening ☐ Weekend
☐ Randomly between hours of _____ to _____.
- ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____

iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____

iv. Does the proposed action include any shared use parking? ☐ Yes ☐ No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____

vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? ☐ Yes ☐ No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? ☐ Yes ☐ No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? ☐ Yes ☐ No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? ☐ Yes ☐ No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: _____

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____

iii. Will the proposed action require a new, or an upgrade, to an existing substation? ☐ Yes ☐ No

l. Hours of operation. Answer all items which apply.

i. During Construction:

- Monday - Friday: _____
- Saturday: _____
- Sunday: _____
- Holidays: _____

ii. During Operations:

- Monday - Friday: _____
- Saturday: _____
- Sunday: _____
- Holidays: _____

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both?

☐ Yes ☐ No

2.1.a

If yes:

i. Provide details including sources, time of day and duration:

ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen?

☐ Yes ☐ No

Describe: _____

n. Will the proposed action have outdoor lighting?

☐ Yes ☐ No

If yes:

i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen?

☐ Yes ☐ No

Describe: _____

o. Does the proposed action have the potential to produce odors for more than one hour per day?

☐ Yes ☐ No

If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage?

☐ Yes ☐ No

If Yes:

i. Product(s) to be stored _____

ii. Volume(s) _____ per unit time _____ (e.g., month, year)

iii. Generally, describe the proposed storage facilities: _____

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation?

☐ Yes ☐ No

If Yes:

i. Describe proposed treatment(s):

ii. Will the proposed action use Integrated Pest Management Practices?

☐ Yes ☐ No

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)?

☐ Yes ☐ No

If Yes:

i. Describe any solid waste(s) to be generated during construction or operation of the facility:

• Construction: _____ tons per _____ (unit of time)

• Operation : _____ tons per _____ (unit of time)

ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:

• Construction: _____

• Operation: _____

iii. Proposed disposal methods/facilities for solid waste generated on-site:

• Construction: _____

• Operation: _____

2.1.a

s. Does the proposed action include construction or modification of a solid waste management facility? ☐ Yes ☐ No

If Yes:

- i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
- ii. Anticipated rate of disposal/processing:
 - _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 - _____ Tons/hour, if combustion or thermal treatment
- iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? ☐ Yes ☐ No

If Yes:

- i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____
- ii. Generally describe processes or activities involving hazardous wastes or constituents: _____
- iii. Specify amount to be handled or generated _____ tons/month
- iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____
- v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? ☐ Yes ☐ No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility: _____

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

- ☐ Urban ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Rural (non-farm)
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____

ii. If mix of uses, generally describe:

b. Land uses and covertsypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____			

c. Is the project site presently used by members of the community for public recreation? ☐ Yes ☐ No

i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? ☐ Yes ☐ No

If Yes,

i. Identify Facilities:

e. Does the project site contain an existing dam? ☐ Yes ☐ No

If Yes:

i. Dimensions of the dam and impoundment:

- Dam height: _____ feet
- Dam length: _____ feet
- Surface area: _____ acres
- Volume impounded: _____ gallons OR acre-feet

ii. Dam's existing hazard classification: _____

iii. Provide date and summarize results of last inspection:

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? ☐ Yes ☐ No

If Yes:

i. Has the facility been formally closed? ☐ Yes ☐ No

- If yes, cite sources/documentation: _____

ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:

iii. Describe any development constraints due to the prior solid waste activities: _____

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? ☐ Yes ☐ No

If Yes:

i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? ☐ Yes ☐ No

If Yes:

i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: ☐ Yes ☐ No

☐ Yes – Spills Incidents database Provide DEC ID number(s): _____

☐ Yes – Environmental Site Remediation database Provide DEC ID number(s): _____

☐ Neither database

ii. If site has been subject of RCRA corrective activities, describe control measures: _____

iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? ☐ Yes ☐ No

If yes, provide DEC ID number(s): _____

iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):

v. Is the project site subject to an institutional control limiting property uses? ☐ Yes ☐ No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? ☐ Yes ☐ No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ feet

b. Are there bedrock outcroppings on the project site? ☐ Yes ☐ No
 If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %

c. Predominant soil type(s) present on project site: _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: ☐ Well Drained: _____ % of site
☐ Moderately Well Drained: _____ % of site
☐ Poorly Drained _____ % of site

f. Approximate proportion of proposed action site with slopes: ☐ 0-10%: _____ % of site
☐ 10-15%: _____ % of site
☐ 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? ☐ Yes ☐ No
 If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? ☐ Yes ☐ No

ii. Do any wetlands or other waterbodies adjoin the project site? ☐ Yes ☐ No

If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? ☐ Yes ☐ No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? ☐ Yes ☐ No

If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? ☐ Yes ☐ No

j. Is the project site in the 100-year Floodplain? ☐ Yes ☐ No

k. Is the project site in the 500-year Floodplain? ☐ Yes ☐ No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? ☐ Yes ☐ No

If Yes:

i. Name of aquifer: _____

m. Identify the predominant wildlife species that occupy or use the project site: _____

n. Does the project site contain a designated significant natural community? ☐ Yes ☐ No

If Yes:

i. Describe the habitat/community (composition, function, and basis for designation): _____

ii. Source(s) of description or evaluation: _____

iii. Extent of community/habitat:

- Currently: _____ acres
- Following completion of project as proposed: _____ acres
- Gain or loss (indicate + or -): _____ acres

o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? ☐ Yes ☐ No

If Yes:

i. Species and listing (endangered or threatened): _____

p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? ☐ Yes ☐ No

If Yes:

i. Species and listing: _____

q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? ☐ Yes ☐ No

If yes, give a brief description of how the proposed action may affect that use: _____

E.3. Designated Public Resources On or Near Project Site

a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? ☐ Yes ☐ No

If Yes, provide county plus district name/number: _____

b. Are agricultural lands consisting of highly productive soils present? ☐ Yes ☐ No

i. If Yes: acreage(s) on project site: _____

ii. Source(s) of soil rating(s): _____

c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? ☐ Yes ☐ No

If Yes:

i. Nature of the natural landmark: ☐ Biological Community ☐ Geological Feature

ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____

d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? ☐ Yes ☐ No

If Yes:

i. CEA name: _____

ii. Basis for designation: _____

iii. Designating agency and date: _____

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? ☐ Yes ☐ No

If Yes:

i. Nature of historic/archaeological resource: ☐ Archaeological Site ☐ Historic Building or District

ii. Name: _____

iii. Brief description of attributes on which listing is based: _____

f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? ☐ Yes ☐ No

g. Have additional archaeological or historic site(s) or resources been identified on the project site? ☐ Yes ☐ No

If Yes:

i. Describe possible resource(s): _____

ii. Basis for identification: _____

h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? ☐ Yes ☐ No

If Yes:

i. Identify resource: _____

ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____

iii. Distance between project and resource: _____ miles.

i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? ☐ Yes ☐ No

If Yes:

i. Identify the name of the river and its designation: _____

ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? ☐ Yes ☐ No

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____

CORTLAND COUNTY
STRATEGIC DEVELOPMENT PLAN ADOPTION

2.1.b

SEQR - INTERESTED AGENCY LIST

Cortland County Planning Board

Attn: Trisha Hiemstra, P.E., Director of Planning
60 Central Ave. - Room 131
Cortland, NY 13045
Planning@cortlandcountyny.gov

Cortland County IDA

Attn: Michael McMahon, Chairman
40 Main Street, Suite A
Cortland New York 13045
brendan@cortlandbusiness.com

Town of Cincinnatus Town Board

Attn: Ron Constantinino, Town Supervisor
2770 Lower Cincinnatus Road
Cincinnatus, New York 13040
supervisor.cincinnatus@gmail.com

City of Cortland Common Council

Attn: Scott Steve, Mayor
25 Court Street
Cortland, New York 13045
supervisor.cincinnatus@gmail.com

Town of Cortlandville Town Board

Attn: Gregory K. Leach, Town Supervisor
3577 Terrace Road
Cortland, New York 13045
gleach@cortlandville.org

Town of Culyer Town Board

Attn: Lou Anne Randall, Town Supervisor
4763 Pardee Road
Culyer, New York 13158
townofculyer@gmail.com

Town of Freetown Town Board

Attn: Crystal Clough, Town Supervisor
2369 McGraw-Marathon Road
Marathon, New York 13803
freetowntownclerk@frontier.com

Town of Harford Town Board

Attn: Michelle Morse, Town Supervisor
P.O. Box 120
Harford, New York 13784
townclerk@htva.net

Attachment: Cortland County Strategic Plan Adoption-SEQR-Involved Interested Agency Coordination Lists (12542 : Strategic Development

CORTLAND COUNTY
STRATEGIC DEVELOPMENT PLAN ADOPTION

2.1.b

SEQR - INTERESTED AGENCY LIST - CONTINUED

Town of Homer Town Board

Attn: Michael R. Park, Town Supervisor
31 North Main Street
Homer, New York 13077
supervisor@townofhomer.org

Village of Homer Board of Trustees

Attn: Hal McCabe, Mayor
31 North Main Street
Homer, NY 1307
mayor@homerny.org

Town of Lapeer Town Board

Attn: Gary F. Cornell, Town Supervisor
Town Highway Department
2685 Clarks Corners Rd
Marathon New York 13803
lapeertownclerk@frontier.com

Town of Marathon Town Board

Attn: Timothy Elliot, Town Supervisor
P.O. Box 615
Marathon, New York 13803
marathon.taxcollector@gmail.com

Village of Marathon Board of Trustees

Attn: Scott Chamberlin, Mayor
P.O. Box 519, 18 Tannery St
Marathon, New York 13803
office@marathonvillage.org

Village of McGraw Board of Trustees

Attn: Joe Nauseef, Mayor
24 Cemetery Street
P.O. Box 676
McGraw, New York 13101
mcgrawclerk@verizon.net

Town of Preble Town Board

Attn: James Doring, Town Supervisor
P.O. Box 234
1968 Preble Road
Preble, New York 13141
jdoring@twcny.rr.com

Town of Scott Town Board

Attn: Donnel Boyden, Town Supervisor
6689 State Rt 41
Homer New York 13077
Scotttownclerk1@gmail.com

Attachment: Cortland County Strategic Plan Adoption-SEQR-Involved Interested Agency Coordination Lists (12542 : Strategic Development

CORTLAND COUNTY
STRATEGIC DEVELOPMENT PLAN ADOPTION

2.1.b

SEQR - INTERESTED AGENCY LIST - CONTINUED

Town of Solon Town Board

Attn: Corey LaSalle, Town Supervisor
4012 North Tower Rd
Cincinnatus, New York 13040
solonsuper@outlook.com

Town of Taylor Town Board

Attn: Jeffrey Smith, Town Supervisor
3304 State Route 26
Taylor, New York 13040
taylortownsupervisor@gmail.com

Town of Truxton Town Board

Attn: Lloyd Sutton Jr, Town Supervisor
P.O. Box 121
Truxton, New York 13158
truxton@frontier.com

Town of Virgil Town Board

Attn: John Kaminski, Town Supervisor
1176 Church Street
Cortland, New York 13045
TownClerk@virgilny.org

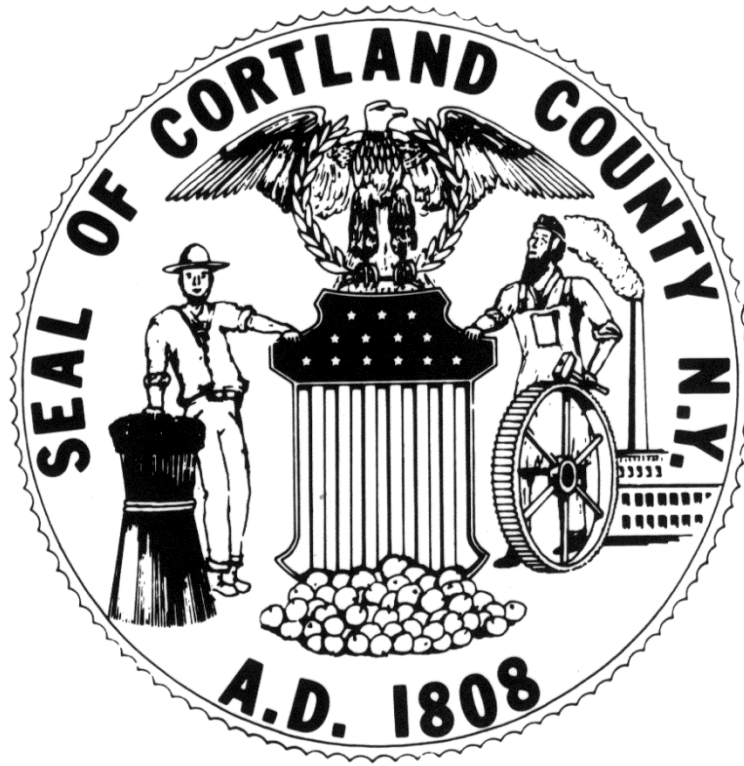
Town of Willet Town Board

Attn: Alvin W. Doty Jr., Town Supervisor
P.O. Box 37
Willet, New York 13863
townofwillet@frontiernet.net

Attachment: Cortland County Strategic Plan Adoption-SEQR-Involved Interested Agency Coordination Lists (12542 : Strategic Development

Cortland County

Public Transportation System



TITLE VI PLAN

Adopted by Cortland County Legislature, [enter date]

Cortland County Public Transportation System Title VI Plan

I. Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be rejected to discrimination under any program or activity receiving Federal financial assistance” (42 U.S.C. Section 2000d).

Cortland County Planning Department is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1A.

This plan was developed to guide Cortland County and its private transit operator in its administration and management of the Title VI as related to Cortland County’s public transit services.

II. Title VI Information Dissemination

Cortland County and its private transportation provider provide information to the public regarding the Public Transportation Title VI Policy and Procedures.

A notice (a copy is attached) with the Title VI information has:

- A statement that no person, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subject to discrimination in utilizing its public transportation system.
- A description of the procedure to request additional information on the County’s non discrimination obligations. The notice contains the contact information of the County Title VI Officer.
- The contact information for filing a direct complaint with the Federal Transportation Administration.

The Notice and Complaint Procedures are attached which describe the process of filing a complaint and the County’s responsibilities to the handling of that complaint.

- The Cortland County Transportation system operates its programs and services without regard to color, race, or national origin in all accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Cortland County Planning Department.
- For more information on the Cortland County Transportation Systems Civil Rights program, and the procedures to file a complaint, contact the Cortland County Planning Department's website at www.cortland-co.org, or email mpotter@cortlandcountyny.gov, or call (607) 753-5043 or mail to Cortland County Planning Department, Title VI Officer, 60 Central Ave., Cortland, NY 13045.
- A complaint may be filed directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- If information is needed in another language, contact (607)-753-5043

III. Subcontracts and Vendors

All subcontractors and vendors who receive payments from Cortland County through the Cortland County Planning Department where funding originates from any Federal Transportation assistance are subject to the provisions of the Title VI or the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

IV. Record Keeping

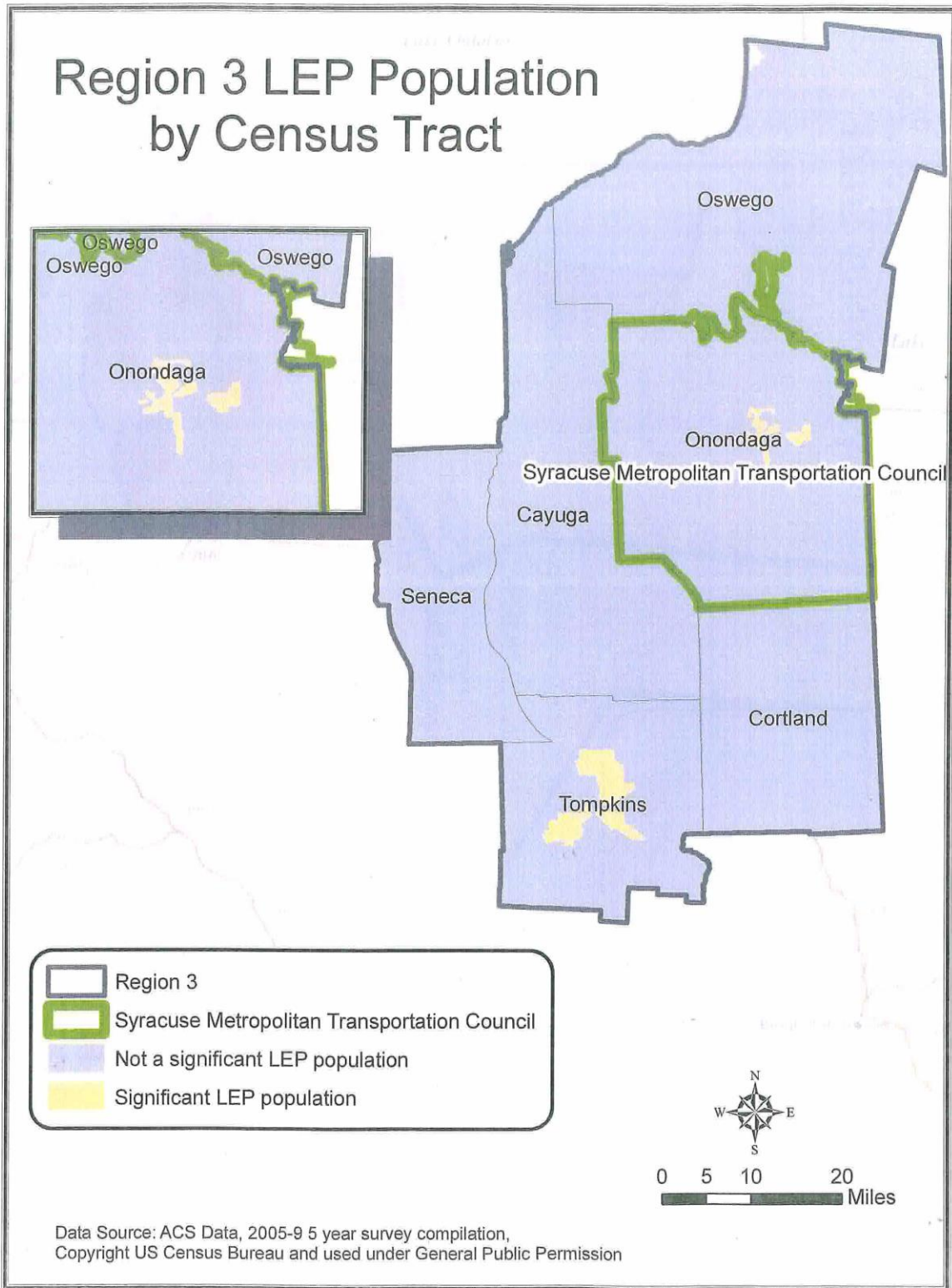
The Public Transportation Title VI Officer will maintain permanent records, which include, copies of the Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

V. Limited English Proficiency (LEP) Plan

A limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write or understand English. This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining private transit operator's extent of obligation to provide LEP services, the Cortland County Planning Department undertook a U.S. Department of Transportation four factor LEP analysis which considers the following:

- The number or proportion of LEP persons eligible in the private transit operator's service area and those who may be served or likely to encounter the private transit operator's service.
- The frequency with which LEP individuals come in contact with a private transit operator's service
- The nature and importance of the service provided by the private transit operator to the LEP population
- The resources available to the private transit operator and overall cost to provide LEP assistance.

According to the Census data Cortland County has no significant LEP population at this time. (See attached Region 3 LEP Population by Census Map)



VI. Environmental Justice Program

Responsible Person: Melissa Potter, MPH, Mobility Manager, Cortland County Planning Department

If it is pertinent at the time to any public transportation federal funding, Cortland County shall integrate the goals of the U.S. Order of Environmental Justice into any transit construction projects that require a documented Categorical Exclusion (CE), and Environmental Assessment (EA), or an Environmental Impact Statement (EIS). The County will integrate an environmental justice analysis into the NEPA documentation of construction projects for any documented CE, any EA, and any EIS. The analytical information will include:

- A description of the low-income and minority population within the area affected by the project, and a discussion of the method used to identify these populations.
- A discussion of all adverse effects of the project both during and after construction that would affect the identified minority and low-income populations.
- A discussion of all positive effects that would affect the identified minority and low-income populations; a description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects.
- A discussion of the remaining effects, if any, and why further mitigation is not proposed.
- A comparison of mitigation and environmental enhancement actions that affect predominately low-income and minority areas with mitigation implemented in predominately non-minority and non-low income areas.

VII. Community Outreach

Cortland County receives federal assistance in its efforts to commence studies to explore possible service expansion through possible coordination with other public transit agencies, review new funding options and sustainability of service. The public is invited to participate in the process whether through public meetings or surveys.

Cortland County has a Transportation Advisory Committee (TAC) which includes several agencies with the County, including but not limited to DSS, Veterans, Access to Independence, SUNY Cortland, Area of the Aging, TC3 Community College, Catholic Charities, CAPCO, OCM BOCES, JM Murray Center, Seven Valleys Heath Coalition, Cortland Career Works, and Finger Lakes Independence Center.

When a new service is proposed it is taken before the Transportation Advisory Committee (TAC) to discuss the feasibility of extending the service. Meetings are scheduled every other month, unless otherwise needed.

VIII. Disadvantaged Business Enterprise/Equal Employment Opportunity

Cortland County is responsible for ensuring that Disadvantage Business Enterprises are provided the maximum opportunity to compete for and perform contracts and subcontracts financed in whole or in part with federal funds. In addition, Cortland County will not discriminate on the basis of race, color, national origin, or sex in the award and performance of FTA-assisted contracts.

In compliance with US Department of Transportation (DOT) 49 CFR Part 26, where Cortland County Transportation receives more than \$250,000 in FTA funds, excluding bus procurements, Cortland County includes New York State and US Government clauses in all contracts with contractors and/or subcontractors which include the DBE and EEO clauses. All contracts with contractors and/or subcontractors are filed with NYSDOT.

When submission of a DBE Plan is not required the following steps are taken to assure opportunity to compete for and perform contracts and subcontracts financed in whole or in part with federal funds to Disadvantage Business Enterprises.

1. Good faith efforts are made to ensure participation – As required good faith efforts will be performed to ensure a level playing field is provided. Upon request all recent good faith effort activity will be provided in a format similar to that described in Appendix 2;
2. Current listing of DBE firms – The grantee will maintain and produce, upon request, a current listing of qualified DBE firms and locations (websites, etc) it utilizes to find and reach out to DBE firms;
3. A procedure in place to ensure work is performed - Once contracts are engaged the grantee, in cooperation with the prime or subprime contractors, will work with DBE firms to ensure success towards meeting their commitments. This includes regular oversight and review of work performed by the prime, subprime and DBE subcontractors. Additionally, prime contractors are required to submit invoices with documentation confirming the level of participation and payments to subcontractors and DBE's.
4. Complaint procedures – The complaint procedures found in this document serves as the process for filing a complaint.
5. Listing of any complaints received, current status and resolution if applicable – All complaints are documented and filed for future reference and available upon request.
6. The grantee will continue to work to obtain the participation of DBEs by developing solicitations that meet requirements. For more information regarding the DBE program please contact: Melissa Potter, M.P.H, Mobility Manager, Cortland County Planning Department, 60 Central Avenue, Cortland, New York 13045.

IX. Equal Employment Opportunity

When applicable, Cortland County will comply with all Equal Employment Opportunity requirements which include receiving capital assistance in excess of 1 million or planning assistance in excess of \$250,000 and having more than 50 transit employees. If Cortland County Transportation meets any of these requirements Cortland County will need to ensure that an EEO program is implemented and provide updates every three years to NYSDOT to ensure compliance. Cortland County will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or handicap. Cortland County assures to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regards to race, color, creed, national origin, sex or age and post in a conspicuous area and make available to employees and applicants for employment notices setting forth an EEO policy. Cortland County includes New York State and US Government clauses in all contracts with contractors and/or subcontractors which include the DBE and EEO clauses. All contracts with contractors and/or subcontractors are filed with NYSDOT.

X. Title VI Complaint Procedures

Title VI Complaint Procedures (Appendix 1) area attached.

XI. Service Standards

Vehicle Load: Cortland County establishes a vehicle load (ratio of passengers to the number of seats on a vehicle) of 1.0 for all vehicles and bus routes at all times.

Vehicle Headway: For the more densely populated areas in and around the City of Cortland, the maximum vehicle headway (amount of time between vehicles travelling in the same direction on a given line or combination of lines) shall be established at one half hour. For the more rural areas outside the City of Cortland, the maximum vehicle headway shall be established at nine hours.

On Time Performance (a measure of runs completed as scheduled): Cortland County considers “on time” to be any run that is completed within zero and five minutes late in comparison to the established schedule. Cortland County establishes a rate of 90% of all runs system-wide be completed within the on-time window. The most likely reason for a late run is expected to be runs that involve deployment of the wheelchair lift to aid a disabled passenger.

Service availability (a general measure of distribution of routes within a transit provider’s service area): In the City of Cortland, Cortland County shall provide routes such that 100% of the population lives within approximately one third mile of an established route. In the rural areas of the County, Cortland County shall provide routes that service the most densely populated portions of the County, including all three Villages, with the maximum distance from routes to unserved areas being seven miles.

XI. Service Policies

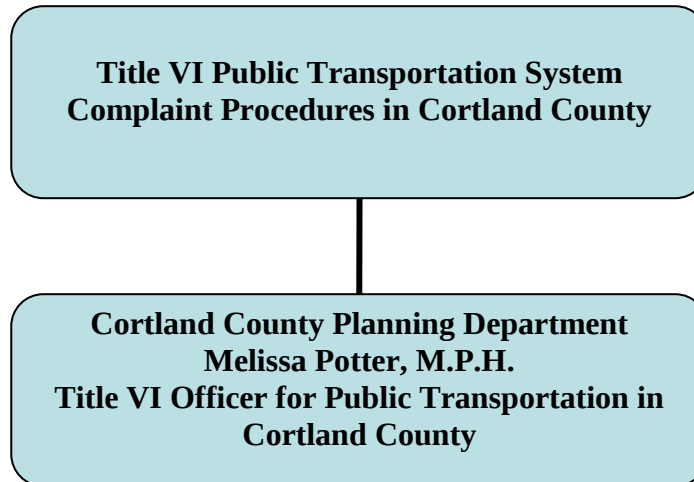
Distribution of transit amenities for each route: Cortland County deploys bus shelters at City bus stops that serve the greatest number of passengers, and strives to establish rural stops at locations where passengers have an opportunity to wait in areas covered from the elements.

Vehicle assignment (the process of which transit vehicles are placed into service in depots and on routes throughout the transit provider's system): Cortland County only has one depot, and strives to rotate vehicles among the routes unless a particular route demands a vehicle with a greater seating capacity.

Appendix 1

Cortland County Public Transportation System Title VI Compliant Procedures

Cortland County Planning Department and its private transit operator provide information to the public regarding their Title VI obligations, apprise the public of the protections against discrimination.



Cortland County Planning Department manages FTA grants provided to the Cortland County's private transit operator. The Cortland County Planning Department also manages FTA grant provided to third party contractors. All complaints are filed with the Cortland County Planning Department, Title VI Officer who investigates and resolves all complaints.

Any person may file a Title VI complaint with the Cortland County Planning Department in regards to the public transportation system within Cortland County. Contact information is Cortland County Planning Department, Title VI Officer, 60 Central Avenue, Cortland, NY 13045.

Public Transportation Title VI Notice and Complaint Procedures Cortland County Planning Department

A. Policy

The Cortland County Public Transportation System does not discriminate against individuals based on race, color, religion, national origin, age, sex, disability (physical or mental impairment), genetic pre-disposition or carrier status, creed, arrest/convictions, marital status, sexual orientation, military status, and/or retaliation, in its public transportation system and will provide reasonable accommodations to individuals with a disability or Limited English Proficiency (LEP) who require such to benefit from our services.

B. Additional Information about Nondiscrimination

Title VI Public Transportation Officer will provide additional information about its obligations to not discriminate in providing public transportation services within Cortland County, under Federal, New York State and County Law, to members of the public upon written request to:

Melissa Potter, M.P.H.
Public Transportation Title VI Officer
Cortland County Planning Department
60 Central Avenue
Cortland, New York 13045
Phone: (607) 753-5043

C. Complaint Process – Filing a Complaint

1. Who may file a complaint: Anyone who believes that they have been subjected to discrimination may file a complaint. An authorized representative may be designated to file a complaint on the behalf of the complainant.
2. Where and who to file with: A complaint may be filed with Melissa Potter MPH, Public Transportation Title VI Officer.
3. Content of Complaint: The complaint must be in writing and signed by the complainant or their designated representative. The complaint must contain the following:
 - a) Your full name, address, and telephone number, and the name of the party discriminated against.
 - b) The name of the agency, organization, or institution that you believe has discriminated
 - c) A description of the act or acts of discrimination, the date or dates of the discriminatory acts, and the name or names of the individuals who you believe discriminated; and other information that you believe Sign and send the letter to:

Melissa Potter, M.P.H
 Public Transportation Title VI Officer
 Cortland County Planning Department
 60 Central Avenue
 Cortland, New York 13045
 Phone: (607) 753-5043

4. If complainant needs assistance to write the complaint and are unable to locate someone to assist them, Public Transportation Title VI Officer will, upon request, assist you in locating an advocate or representative who is not associated with Cortland County or the third party provider to assist you.
5. Within 10 working days of having received the complete complaint the Public Transportation Title VI Officer will meet with you personally or by telephone to TTY. The purpose of the meeting will be to resolve the complaint. If an auxiliary aid or service at the meeting (i.e, interpreter, reader, large print, Braille materials, or cassette tape) is needed, a complainant or their designated representative must let the Public Transportation Title VI Officer know in advance so he or she may effectively communicate with them.
6. Within 15 calendar days of the meeting, the Public Transportation Title VI Officer will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Public Transportation Title VI Officer and offer options for substantive resolution of the complaint.
7. If the response does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Public Transportation Title VI Officer at the same address. Within 15 calendar days after the receipt of the appeal, the Public Transportation Title VI Officer will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Public Transportation Title VI Officer will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
 All written complaints, appeals to the Public Transportation Title VI Officer, and responses will be retained by the Cortland County Planning Department for at least 5 years.
8. Federal Complaint Procedures for Public Transportation Services:
 The Cortland County Planning Department administers Federal Transit Administration funding for public transportation services operated within Cortland County by the public transit operator. Non-discrimination based on issues involving race, color, national origin, sex, age or disability in public transportation is protected under Title VI and related Federal statutes. Therefore, there is a Federal Title VI complaint procedure for public transportation services receiving Federal funding in Cortland County. Filing a complaint directly with the Federal Transit Administration is an alternative to using the Cortland County Public Transportation Title VI Officer process.

1. Applicability

The complaint procedures apply to the beneficiaries of the U.S. Department of Transportation's programs, activities, and services, including but not limited to the public, contractors, subcontractors, consultants and other sub-recipients of Federal funds.

2. Eligibility

Any person who believes that he/she has been excluded from participation in, denied benefits or services of any public transportation program or activity administered by the Public Transportation System within Cortland County or is sub recipients, consultants, and contractors on the basis of race, color, national origin, sex, age, or disability may file a complaint of discrimination under Title VI and related statutes.

3. Where to File and Time Limitation

Complainants may file their initial Title VI complaint, or appeal a Public Transportation Title VI Officer's decision of a Title VI complaint, directly with the:

Title VI Program Coordinator
FTA Office of Civil Rights
East Building, 5th Floor – TCR
1200 New Jersey Ave
S.E. Washington, D.C. 20590

Or via their website <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/file-complaint-fta>

Complaints must be filed no later than 180 days after:

The date of the alleged act of discrimination; or

The date when the person(s) became aware of the alleged discrimination; or

Where there has been a continuing course of conduct; the date on which the conduct was discontinued.

How to file Complaints

All Title VI and related statute complaints are considered formal as there is no informal process. Complaints must be in writing and signed by the complainant. Complaints must include the complainant's name, address and phone number and be detailed to specify all issues and circumstances of the alleged discrimination.

Complaint Basis

All Title VI allegations must be based on issues involving race, color, national origin, sex, age or disability.

9. Reasonable Accommodations

The Cortland County Planning Department in regards to the Cortland County Public Transportation System provides reasonable accommodations for person with Limited English Proficiency (LEP) and persons with disabilities (physical or mental illness).

The Cortland County Planning Department in regards to the Cortland County Public Transportation System may deny accommodations, when a person, after being given reasonable opportunity fails or refuses to comply with the request to provide appropriate documentation where the disability is not readily apparent.

The Cortland County Public Transportation System provides its transit services to ensure equal opportunities for individuals with disabilities or LEP. The Public Transit system in Cortland County provides special benefits to people with disabilities but people with disabilities cannot be compelled to participate in those programs in accordance with the requirements of the Title II of the American Disabilities Act of 1990 (“ADA”).

Appendix 2

Guidance Concerning Good Faith Efforts

Good Faith Efforts procedures must be documented on contracts utilizing federal funds that have an established DBE goal. Award requires a bidder/offeror be able to show good faith efforts were performed to meet the goal. A good faith effort is defined as one where the bidder:

1. *Documents that it has obtained enough DBE participation to meet the goal; or*
2. *Documents adequate good faith efforts, even though it did not meet the goal.*

This appendix “Guidance Concerning Good Faith Efforts” provides grantees with suggested types of actions they should perform/document to demonstrate good faith efforts.

These efforts must be active steps, which could reasonably be expected to lead to sufficient DBE participation to meet the contract DBE participation goal. Good Faith Efforts require that the bidder consider all qualified DBEs, who express an interest in performing work under the contract. This means that the bidder cannot reject a DBE as unqualified unless the bidder has sound reasons based on a thorough investigation of the DBE’s capabilities. Further, the DBE’s standing within its industry, membership in specific groups, organizations or associations and political or social affiliation (for example, union vs. non-union employee status) is not legitimate causes for the rejection or non-solicitation of bids in the Contractor’s efforts to meet the contract DBE participation goal.

The following, which is not all inclusive, list types of actions which indicate good faith efforts on the part of a bidder to meet the DBE goal. The extent and type of actions required will vary depending on such things as industry practice; the time available for submitting a bid and the type of contract.

1. *Attendance at a pre-bid meeting, if any, scheduled to inform DBEs of subcontracting opportunities under a given solicitation.*
2. *Advertisement in general circulation media, trade association publications, and minority-focus media.*
3. *Written notification to capable DBEs that their interest in the contract is solicited.*
4. *Documentation of efforts to negotiate with DBEs for specific sub-contracts including at a minimum:*
 - a. *The names, addresses, and telephone numbers of DBEs contacted and the date.*
 - b. *A description of the information provided to DBEs.*
 - c. *A statement explaining why additional agreements with DBEs were not reached.*
5. *For DBE bidders contacted but rejected as unqualified, the reason for that conclusion.*

6. *Documentation of efforts made to assist the DBEs contacted that needed assistance in obtaining bonding or insurance required by the bidder.*
7. *Documentation of efforts to utilize the services of small business organizations, community and contractor groups to locate qualified DBEs.*
8. *Documentation that the bidder has broken out contract work items into economically feasible units in fields where there are available DBE firms to perform the work.*
9. *Evidence that adequate information was provided to DBEs about the plans, specifications and requirements of the contract, and that information was communicated in a timely manner.*

Documentation of any efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials or related assistance or services.



Cortland County Soil and Water Conservation District

100 Grange Place, Room 202, Cortland, NY 13045

Phone: (607) 756-5991 Fax: (607) 756-0029

www.cortlandswcd.org

SWCD...established to promote the conservation and wise use of our county's natural resources

SOIL AND WATER CONSERVATION DISTRICT MONTHLY REPORT - OCTOBER

From: Amanda Barber, SWCD Manager

October 3, 2024

AGRICULTURE AND PRIVATE LAND CONSERVATION

Agricultural Environmental Management (AEM) –We have completed Tier 1 and Tier 2 assessments with 2 new farms. The construction season is winding down.

Agricultural Nonpoint Abatement and Control Program (AGNP) –We continue engineering design work for grants funded in Round 28 and 29. Construction oversight of the Round 28 project that includes a covered barnyard continues regular on-site field inspections. The Round 30 RFP is expected in early winter.

Climate Resilient Farming –Project designs for work funded in Rounds 6 and 7 are in process.

CAFO Enhanced Nutrient and Methane Management Program (CAFO-ENMP) – we continue to work on developing projects for this grant program. The board will be ranking and approving projects for submission at the board meeting on 10/8 and applications are due October 28.

COMMUNITY NATURAL RESOURCES MANAGEMENT AND PLANNING

Little York Lake Protection and Rehabilitation District (LYLPRD) –We are working to determine preferred specifications for the weed harvester. We are working with a consultant to develop a monitoring plan to evaluate the sediment in the tributary from Green Lake. A small amount of funding will likely be carried over from 2024 to be used in 2025 for this project. An Advisory Committee meeting is scheduled for October 15th to review the 2025 Work Plan.

AIS Spread Prevention –Stewarding has concluded for the year. We are working on grant reports and summarizing data.

Skaneateles Lake Watershed and Skaneateles Lake 9E Plan – We continue to meet as part of the Eastern Finger Lakes Coalition. The 9E Plan and implementation meetings are on hold until some additional modeling data is completed.

Stream Restoration and Culvert Rehabilitation – The final project planned for 2024 construction in Virgil Creek watershed at the upper Holler Rd site is complete. Tree and buffer plantings are complete at both sites. Hydroseeding is planned for next week. We continue to wait on a permit for a culvert replacement project in Freetown. We have requested an extension on use of the funding. The Brakel Creek project in Cincinnatus was completed by county highway. This was an ARPA project. Final seeding and buffer planting is scheduled to be completed by SWCD next week. Staff has scheduled site

visits with five landowners who have recently requested assistance with stream stabilization. The RFP for engineering assistance with the Hoxie Gorge and McGraw projects should be out this month. The Grout Brook culvert RFP will also be put back out this month for summer 2025 delivery.

Forestry –We were approved for funding to plant trees and install fencing to keep deer away in the City waterworks. Fencing will remain in place until the trees have become established and are large enough to withstand browse. We expect to move the fence and re-use it in another location at that time.

CONSERVATION EDUCATION AND PROGRAMS

The Conservation Field Days will be held September 19 and 20, 2024. Sixth graders from Cortland City, McGraw, Homer, St. Mary's, and DeRuyter schools attended with over 330 students and 35 adults.

The 2024 River Cleanup was held September 28th. We had 5 groups participate with over 50 volunteers. Approximately 1240 pounds of trash was removed from local waterways and disposed of at the landfill.

ADMINISTRATION

We recently signed and returned seven contracts to the state for the CRF grants. Our 2025 Annual Work Plan and 2025 Special Project request are due to the state by November 1st. The NY Association of Conservation Districts meets next month and Board and staff will be attending. The statewide Administrative Conference is scheduled for November 18 and 19.



Strategic Development Plan

- Draft Plan open for Public Comment tomorrow, October 11th!
- Steering Committee provide brief presentation of report layout



Administration

Grant Administration

- ARC Ready Local Government Grant Program
- DOS Shared Services Match Program
- Other misc. opportunities

Housing Study

- Collaboration with BDC/IDA

CNY Regional Planning Board

- Ongoing conversation in relation to NYS Municipal Infrastructure Program for middle mile broadband build out

Southern Tier 8

- IRT – DOD reviewing applications (expect to hear by late fall/early winter) – Binghamton just heard back on being selected
- Sustainability Group
- CEDS
- Opportunity Zone Collaboration
- Work on Planning Committee Regional Strategies
- Regional Portal - <https://www.so-tier.com/>

Snowmobile Grant

- 2023 – 2024 Phase III completed
 - Received NY State Payment
- 2024-2025 Phase II completed

Education and Outreach

- Attended NYSAC Fall Seminar
- Rural Housing Coalition Conference

GIS

ESRI Online Portal

Link: <https://cortland-county-gis-portal-cortlandplanning.hub.arcgis.com/>

Data Projects

- Addressing spread sheets updating

Mapping Projects

- On-line address assignment process – testing
- Code enforcement maps
- Conservation Easement information
- County wide inactive directory
- 911 fire district maps
- Abutter App for code related public service announcements

Mobility

Cortland Transit Service Updates

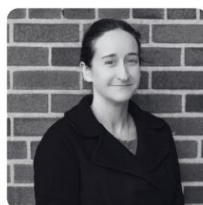
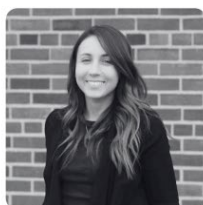
- Any disruptions in service check Way 2 Go Cortland Facebook
- Route 2, Call Cortland Transit 607-758-3383
- Continuing to work with TransDev and Centro during this transition period
- Updated Title VI Plan
- Transportation Advisory Committee – October 21st, 2024
- Submitted Updated Transportation Assist Management Plan
- Accepted into the Leadership Cortland Program

Cortland County Planning Board Meeting

GML 239 Reviews: (16 Returned for Local Determination)

- Town of Cortlandville – Buck Drive & NYS Rt. 11 – Site Plan Review, Conditional Permit & Aquifer Protection District Special Permit
- Town of Cortlandville – 3118 S Cortland Virgil Rd – Aquifer Protection District Special Permit, Sit Plan Review & Conditional Permit
- City of Cortland – 146 Clinton Ave – Site Plan Review and Area Variances
- Town of Preble – Local Law – Moratorium Extension on Short Term Rentals

OUR TEAM:



ELEVATE

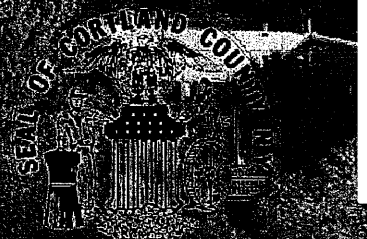
CORTLAND

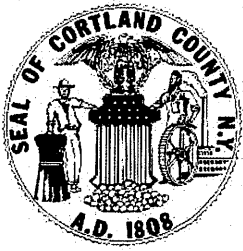
COUNTY STRATEGIC DEVELOPMENT PLAN

2025-2030

DRAFT

CORTLAND COUNTY, NY





Cortland County, NY

STRATEGIC DEVELOPMENT PLAN

2025-2030

CORTLAND COUNTY LEGISLATORS

Keith VanGorder	Joseph Nauseef	Sandy Price
Beau Harbin	Kevin Fitch	Kris Valentine Behnke
Cathy Bischoff	Linda Jones	Reed Cleland
Chris Newell	Mitchel D. Eccleston	Dominick Mantella
Douglas Bentley	Paul Heider	William McGovern
Eugene Waldbauer	Ronald Van Dee	

County Administrator: Robert Corpora

STEERING COMMITTEE

Melanie Vilardi, Deputy County Administrator
 Trisha Hiemstra, Director of Planning
 Beau Harbin, County Legislator
 Brendan O'Bryan, Cortland County Business Development Corporation & Industrial Development Agency
 Michelle Enright, Cortland County Convention & Visitors Bureau
 Bob Haight, Cortland Area Chamber of Commerce
 Amy Buggs, Cortland Workforce Development

Prepared by:



MRB
Group

EDR
a better environment

EXECUTIVE SUMMARY

Cortland County stands at the beginning of an exciting era, where recent economic development in neighboring areas and evolving consumer preferences present new opportunities for growth and innovation. These changes offer a unique chance for the County to adapt to the shifting economic landscape while preserving the core values that make our community special.

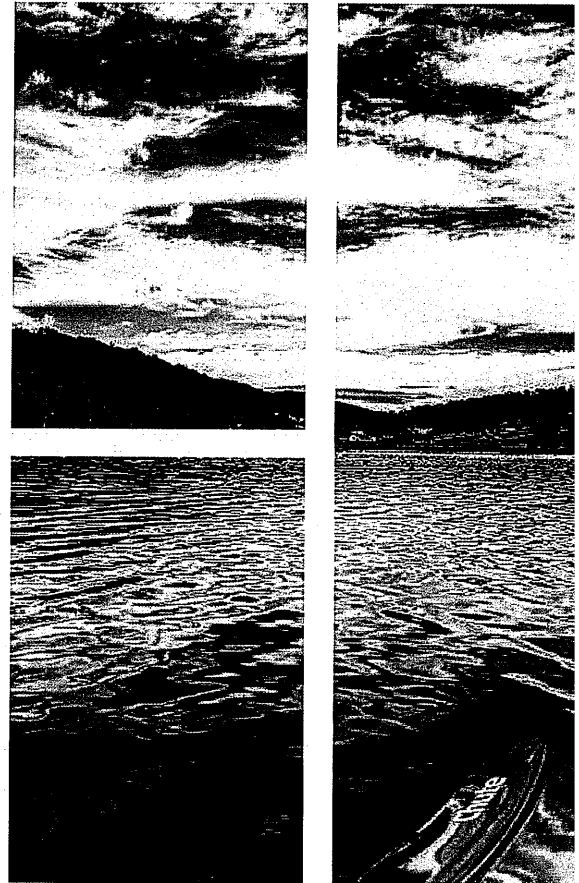
In response to these developments, Cortland County is taking proactive steps by embarking on the creation of its first countywide Strategic Development Plan since the 1978 Land Use Plan. This forward-thinking initiative is designed to guide the County through this period of change, ensuring that growth is managed thoughtfully and in a way that honors the traditions and character of the community.

Through strategic planning, Cortland County is poised to embrace new opportunities, attract investment, and enhance the quality of life for all residents. This plan will serve as a roadmap to a vibrant and sustainable future, where the County's core values remain at the heart of its development.

The plan centers around a core community vision developed through stakeholder interviews, public workshops, and review of prior planning initiatives:

Together, we envision a prosperous and sustainable future for Cortland County that offers expanded economic opportunities, fosters a welcoming environment, and embraces a quality of life centered on our natural, recreational, arts, and cultural assets, as well as our neighborly spirit.

We will Elevate Cortland by amplifying collaboration, vibrancy, and growth while honoring our community's unique character, ensuring residents and businesses are proud of the progress made and visitors always wish for more time to explore.



To accomplish this vision, this Plan outlines four strategic focus areas for the County and its partners to advance:

1

**Energy,
Sustainability &
Open Spaces**

2

Housing

3

**Economic
Development &
Workforce**

4

**Connectivity &
Infrastructure**

These focus areas were selected based on community feedback, data analysis, and conversations with municipal leaders. They are supported throughout this plan by three Pillars that are necessary to realize the community's vision:

A

Collaboration

B

**Vibrant
Communities**

C

**Coordinated &
Aligned Growth**

Each of the four focus areas includes an Action Plan Matrix to provide a clear, implementable path forward for the County. It includes specific actions with the estimated order of magnitude cost, potential partners and resources, priority level, and timing. The County, towns, villages, and City of Cortland, along with other community partners, can implement these actions to direct and facilitate future development. It will be important to ensure that the County grows alongside the Central New York region and in a way that supports Cortland County's vibrancy and quality of life. Action items were designed based on stakeholder engagement, economic data, and a review of existing planning documents. Additionally, these actions are guided by and inclusive of the three Pillars of this plan—collaboration, vibrant communities, and coordinated and aligned growth.

Planning and Strategic Programs Manager

Goals:

The Planning and Strategic Programs Manager (P&SPM) will be a vital role designed to provide the necessary capacity to identify opportunities, and lead critical programs.

Cortland County has historically contracted with Seven Valley's Health Coalition (SVHC) for Mobility Management services since 2010. After significant analysis and conversation, the Cortland County Legislature and associated County Staff concluded that it would be in the best interest of the County to provide Mobility Management services in-house. In turn, current County Administration used SVHC job description and placed the position within the Health Department. Over time, it became evident that the scope of the position was insufficient for overseeing the third-party operator and administering the 5311 grant, resulting in operational and fiscal challenges. In 2023, the position was officially brought into the Planning Department and slightly adjusted from a Grade 11 to a Grade 10. Yet, as Cortland County faces transformative regional developments, such as Micron and Lansing MicroChip manufacturing, along with the Southern Tier Tech Hub Designations, it is clear that the County needs to re-envision how it plans and implements sustainable mobility solutions.

The County is at the cusp of huge regional development. The economic drivers will significantly impact workforce development, housing, childcare, and quality of life, all of which depend on improved connectivity—not just through public transportation but by providing a range of options such as walkability, biking trails, public transit, and waterways. Ensuring these options are accessible to all demographics, including low-income, older adults, and disabled individuals. The P&SPM will be responsible for creating an updated Transportation Plan that would include these aspects.

The P&SPM will lead in developing the connectivity and integrated, inclusive, and multi-modal transportation network. This includes greenways, blue ways, cycling paths, pedestrian routes, ridesharing, and public transit alternatives while ensuring safe, efficient, and accessible mobility options for residents to connect with key destinations. By promoting these key aspects it will improve the County's overall quality of life. The P&SPM will serve as a strategic leader, ensuring that all mobility initiatives are designed, implemented, and adapted to meet the evolving needs of the community.

The draft County-Wide Strategic Development Plan (SDP) outlines several key objectives to advance the county's mobility and connectivity. The P&SPM will also serve as a leader or key participant in these objectives, helping to ensure all stakeholders are aligned and working towards the objectives outlined in the draft Strategic Development Plan. These objectives include:

- Create a multimodal master plan to identify gaps in existing infrastructure and opportunities for enhanced active, on-call, and intra-community transportation infrastructure (e.g. priority corridors for intra-county recreational cycling facilities), among other considerations.
- Improve housing and transportation policy coordination to create space efficient transportation modes while not promoting sprawl.
- Connect schools to surrounding neighborhoods with slow streets and safe pedestrian and bicycling infrastructure.

- Identify priority assets such as parks, grocery stores, schools, and medical facilities and identify opportunities to connect them to nearby population centers by multiple modes of safe transportation infrastructure.
- Create a dedicated and protected cycling facility for the Millennium Trail and extend it to connect with the Gutches Lumber Sports Complex
- Host events, create maps, and provide marketing materials to show how residents and visitors can access recreation resources.
- Incorporate a Vision Zero and Safe System framework into transportation investments.
- Prioritize pedestrians and cyclists when designing streets in hamlets, downtowns, and main streets.
- Provide technical support and partnership for municipalities seeking grant funding for safety and multi-modal enhancements.
- Create a comprehensive safety action plan or a local road safety plan that identifies high crash and high injury corridors and intersections.
- Create a safe, complete streets design guide for different types and contexts of streets for use by municipalities.

The success of these objectives being completed is going to be reliant on the individuals and their organizations being willing and able to take them on. Having a P&SPM dedicated to large planning efforts and these drafted goals plays a critical role in creating a more sustainable, equitable and connected community, balancing the needs of diverse populations with environmental and economic priorities.

The Mobility Manager position focuses on operational aspects of mobility services, such as managing existing programs and improving day-to-day transportation services. The scope is more focused on current systems rather than broader planning and developing new strategic programs and services.

The P&SPM role will have a wider, more comprehensive outlook that encompasses long-term visions and strategic planning. The position will be responsible for creating and implementing strategies that align with the department's goals and policies.

Resources:**ELEVATE / CORTLAND**

Mapping
GIS / Parcel Data
Data Downloads

Addressing

Housing
Housing Study
Consolidated Housing
Plan
Fair-Housing

Grant Administration

Quality of Life

Economic Development
Agrotourism

Connectivity/Transit
Transportation Plan
Mobility and Accessibility
Plan

Open Space
Agriculture
Blueways / Greenways
Conservation
Easements

Snowmobile / Recreation

Energy

Land Bank

Conservation Easements

Muni Planning / Zoning /
Comp Planning

Planning Board
GML 239 Reviews

COMING SOON!
Local Municipalities

Planning Department

Mission

The County Planning Department serves the community, agencies and local governments through planning, strategic partnerships, and community-driven solutions. We aim to ensure that the County's resources enhance the quality of life for all by guiding development, land use, and community design in an effective and equitable manner that also protects our natural environment.

Vision

Strive to be a trusted advisor and strategic partner in proactively identifying opportunities and participating in solutions that shape a vibrant, resilient and sustainable future for Cortland County.

Goals**Balance Growth and Infrastructure**

Support responsible development while ensuring infrastructure improvements keep pace with growth.

Enhance Connectivity

Promote diverse mobility options, including blueways, greenways, and pedestrian/bike infrastructure. Improve transportation, broadband, and public utilities for equitable access across the county.

Collaborate for Vibrant Communities

Engage stakeholders in creating vibrant communities through placemaking, economic vitality, and cultural preservation.

Housing

Partner with BDC/IDA in completing a housing study to identify existing conditions and needs across the County. Help strengthen Pro-Housing designations within Cortland County.

Adaptability to State/Local Priorities

Ensure flexibility in planning to meet evolving state and local priorities, while aligning with long-term goals.

Enhance Quality of Life

Drive projects that enhance the quality of life for all residents, emphasizing recreation, services, and overall well-being.

Grant Administration, Funding & Partnerships

Pursue grant opportunities and strategic partnerships to fund key initiatives and projects.

Land Bank & Revitalization

Participate in establishing a land bank to repurpose and revitalize underused or abandoned properties for community benefit across the County.

Zoning & Comprehensive Planning

Better support municipalities with zoning and comprehensive planning resources.



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Position Name (s): **Create** Planning and Strategic Programs Manager **Abolish** Mobility Manager

Bargaining Unit: Mangement Contract

Purpose and Background:

Since the creation of the Mobility Manger position in Cortland County the role and its duties have evolved greatly as have the opportunities and programs that are available to pursue in the Mobility and Transportation sector. The new position would better align with this role and the future of the position.

Fiscal Impact: ☐ County Funded _____ % ☒ Grant Funded 90.00 % Grant Exp. Date None

Current Grade/Salary of Position: Grade 10 Salary Range \$ 57,528-76,569

Requested Grade/Salary of Position: Grade 7 Salary Range \$ 71,467-95,122

Annual Increase: \$ \$13,939 County Share: \$ 0 # of Positions Affected: 1

Goals:

See attached pages.

Operational Impact:

Lead to more effective and efficient operations. Better resource utilization. Improve Strategic alignment. Enhance community well-being and more sustainable and inclusive approach to mobility.

Requested By:

Signature of Requesting Department Head

Date

Personnel Officer Approval

Signature of Personnel Officer

Date

County Administrator Budget Impact Statement:

The 10% local match is covered by Directors' salary.

County Administrator Approval

Signature of County Administrator

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date