

ST. LAWRENCE COUNTY FAIR HOUSING TASK FORCE

*c/o St. Lawrence County Planning Office
48 Court Street
Canton, NY 13617-1169*

315-379-2292 (Phone)

315-379-2252 (Fax)

stlawco.org/Departments/Planning/AdvisoryBoards/FairHousingTaskForce



Meeting Minutes

November 18, 2021
Via Zoom

1. **Call to Order and Determination of a Quorum.** Chair Fred Hanss called the meeting to order at 9:04 AM. A quorum was present.
Members Present: Fred Hanss, Chair; Mike McQuade; Andrea Montgomery; Chris Nyman; Jim O'Neill; Courtnie Toms; John Tenbusch.
Others Present: Amy Casiuk, Legal Aid Society of Northern NY; Matilda Larson, Planning Office.
2. **Adoption of the Agenda.** Larson asked for a motion to adopt the agenda. *The agenda was unanimously adopted* (J. O'Neill / M. McQuade).
3. **Approval of September 9, 2021 Meeting Minutes.** *The meeting minutes were unanimously adopted* (M. McQuade / A. Montgomery).
4. **New Business.**
 - a. Presentation. Matilda Larson made a presentation of a "Fair Housing Analysis of the Village of Potsdam's Zoning Districts & Regulations". **See attached slides.**
 - Presentation examined
 - o Village zoning regulations
 - o Village property records
 - o Census ACS demographic data
 - o Steps to Promote Equal Housing Opportunity
 - Limitations of data sets include:
 - o Property data do not specify how many units are on one parcel
 - Do not specify tenure (owner- or renter-occupied)
 - o ACS data do not specify where multi-unit structures are located
 - Larson described zoning districts in Potsdam: Residential (4 types); Business (3 types); Industrial; Innovation; Educational; Hospital; etc.

- Single- and two-family housing is permitted by right in most districts.
- Multiple family dwellings are permitted in most districts – usually after Special Use Permit or Site Plan Review.
- Only 2 parcels include mobile homes or mobile home parks.
- Fred Hanss noted that the data do not give a complete picture about how many units are included in “multiple Family Residences” (MFRs). For example, he noted that the data show 124 MFRs; he is aware of more than 1,800 units in multiple-unit structures in the Village.

Zone	By Right	SUP & Site Plan Review
R-1: Single Family	1-Family Dwellings	
R-2: Two Family	1-Family Dwellings 2-Family Dwellings	Multiple Family Dwellings
R-3: Multiple Family	1-Family Dwellings 2-Family Dwellings	Multiple Family Dwellings
R-4: Group Dwelling	Multiple Family Dwellings	Multiple Family Dwellings
CBD: Central Business		Multiple Family Dwellings (Ground Floor) Residential
B-1: Business	1-Family Dwellings 2-Family Dwellings	Multiple Family Dwellings
B-2: Light Business	1-Family Dwellings 2-Family Dwellings	Multiple Family Dwellings
ID: Innovation		Multiple Family Dwellings
H-1: Health Care		1-Family Dwellings 2-Family Dwellings

- Data indicated that owner-occupied dwellings increased between 2010-2019, while rental units went down.
- Larson described different types of housing dwellings recorded by the Census: 1-unit, 2- unit; 3-4-unit; 5-9 unit; 10+unit; mobile homes or other. She then showed the distributions of different types of dwellings by zoning districts in the Village.
- Larson then discussed median housing values (data from Census) and assessed housing values (data from SLC Real Property Office). Higher-value units are found in R-1 or R-2 zoning districts. Lower-value units tend to be found in R-2 districts.
- Using Census data, Larson showed the distribution of persons of color in various areas in Potsdam. Lower-value dwellings correlate to locations where POC live.
- Recommendations include:
 - o Eliminate Special Use Permit requirements for multi-unit structures in R-3 and R-4 districts;
 - o Permit accessory dwellings in R-1; allow by right or by site plan review;
 - o Eliminate area variance requirements for handicap-accessible modifications;
 - o Apply for/administer CDBG-funded housing programs.
- Discussion:
 - o Hanss agreed that elimination of SUP requirements for MFRs is reasonable; as is elimination of area variance requirements for handicap modifications.
 - o Hanss invited Larson and Tenbusch to present to the Potsdam Planning Board.

b. Schedule of FHTF meetings for 2022. Larson displayed a proposed calendar for meeting dates. On a motion from Mike McQuade (Jim O’Neill), the FHTF adopted the proposed calendar

5. Old Business

- Update on administration of Rent Relief programs. **See attached slides.**
 - As of Oct. 19th, there were 126 payments made from NYS to renters who are behind in rent.

- As of 10/19, 571 applications had been made for rent arrears assistance; another 188 applications were submitted for utility arrears assistance.
- As of 10/19, only 126 payments had been made by NYS.
- Larson showed the distribution of rent relief recipients by race.
- Courtnie Toms reported that as of 11/9, 651 applications for rental assistance were submitted; 156 payments have been issued.
 - Toms reported that ERAP has closed; applications submitted through September will be accepted; those who applied later will not receive assistance.
 - NYS will apply for additional funding for ERAP.
 - NYS funding for assistance for landlords is also exhausted.
 - MILC found the application process was simple in terms of technology; the documents required were sometimes difficult for tenants to provide.
 - Toms explained that an application for rental arrears will halt eviction proceedings until the case is approved or not.
 - Amy Casiuk affirmed Toms' comments about stays on eviction proceedings.
 - Mike McQuade reported that local judges won't hear eviction cases until the current moratorium ends in January 15, 2022.
 - Toms reported that her agency received funding through the CARES Act to assist with rental arrears; however, because of the eviction moratorium, the agency has not been allowed to distribute those funds.
 - McQuade asked about mortgage arrears. Toms reported on a proposal by NYS HCR to address this issue.

6. Reports.

a. Updates from FHTF members

- Tenbusch reported that the Planning Office had received an award from CDBG-CARES for housing rehabilitation.
 - He also reported that the Planning Office has submitted another application for housing rehabilitation.

7. Announcements.

- a. Larson reported that the County is conducting an on-line survey asking for suggestions on how to spend approx. \$20 million in ARPA funds.
- b. Next Meeting date: Thursday, February 24, 2022 at 9:00 am.

8. Adjourn. The meeting adjourned by consensus at 9:35 AM (Tenbusch/Toms).

Respectfully submitted,

John Tenbusch

Planner II

Fair Housing Analysis

Of Village of Potsdam's Zoning Districts & Regulations

11/18/2021

By

Matilda Larson and John Tenbusch

Examine:

- Village of Potsdam Zoning Regulations
- Village of Potsdam Real Property Records
- American Community Survey Data
- Steps to Promote Equal Housing Opportunity

Data Sources

- Municipal Real Property Data
 - Identifies current use of property
 - Assigns property value
 - Doesn't count number of units on property
(e.g. # of apartments in a building or mobile homes in a park)
 - Doesn't depict tenure of SFR (tenant or owner occupied)
- American Community Survey Data (including Policymap.com)
 - Identifies housing tenure
 - Identifies housing composition
 - Identifies population demographics

Legend

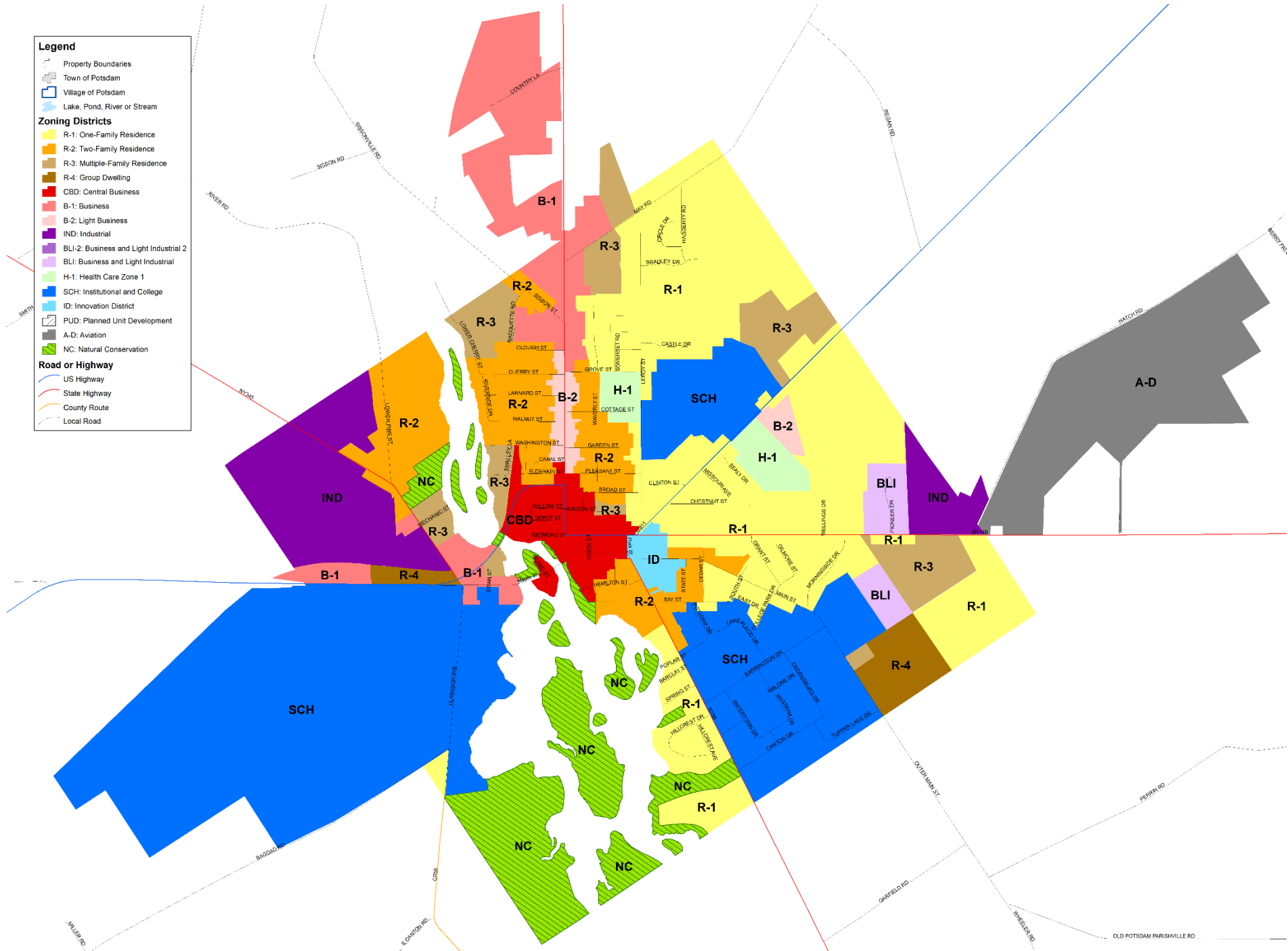
- Property Boundaries
- Town of Potsdam
- Village of Potsdam
- Lake, Pond, River or Stream

Zoning Districts

- R-1: One-Family Residence
- R-2: Two-Family Residence
- R-3: Multiple-Family Residence
- R-4: Group Dwelling
- CBD: Central Business
- B-1: Business
- B-2: Light Business
- IND: Industrial
- BLI-2: Business and Light Industrial 2
- BLI: Business and Light Industrial
- H-1: Health Care Zone 1
- SCH: Institutional and College
- ID: Innovation District
- PUD: Planned Unit Development
- A-D: Aviation
- NC: Natural Conservation

Road or Highway

- US Highway
- State Highway
- County Route
- Local Road



Residential Zoning Districts

- R-1: ...Predominantly single-family housing has occurred or is appropriate...
- R-2: ...Predominantly single- and two-family housing has occurred or is appropriate...
- R-3: ...Combination of single-, two- and multiple-family housing, in combination with selected other residential and institutional uses..
- R-4: ...Combination of multiple-family or group dwellings, in combination with selected other uses...

Non-Residential Zoning Districts

- CBD: ...Provide a process for review and standards that reflect the unique architectural heritage and the vital economic and visual relationship of this area to the Potsdam community.
- B-1: ...Retail and related business and institutional uses...
- B-2: ...Primarily residential, appropriate for personal service uses, institutional uses and low-volume retail business...
- ID: ...Advancement of university education, foster entrepreneurship, emerging technologies and provide necessary community facilities...
- H-1: ...Suited to intensive hospital use and to appropriately separate such uses from those with which they would be incompatible...

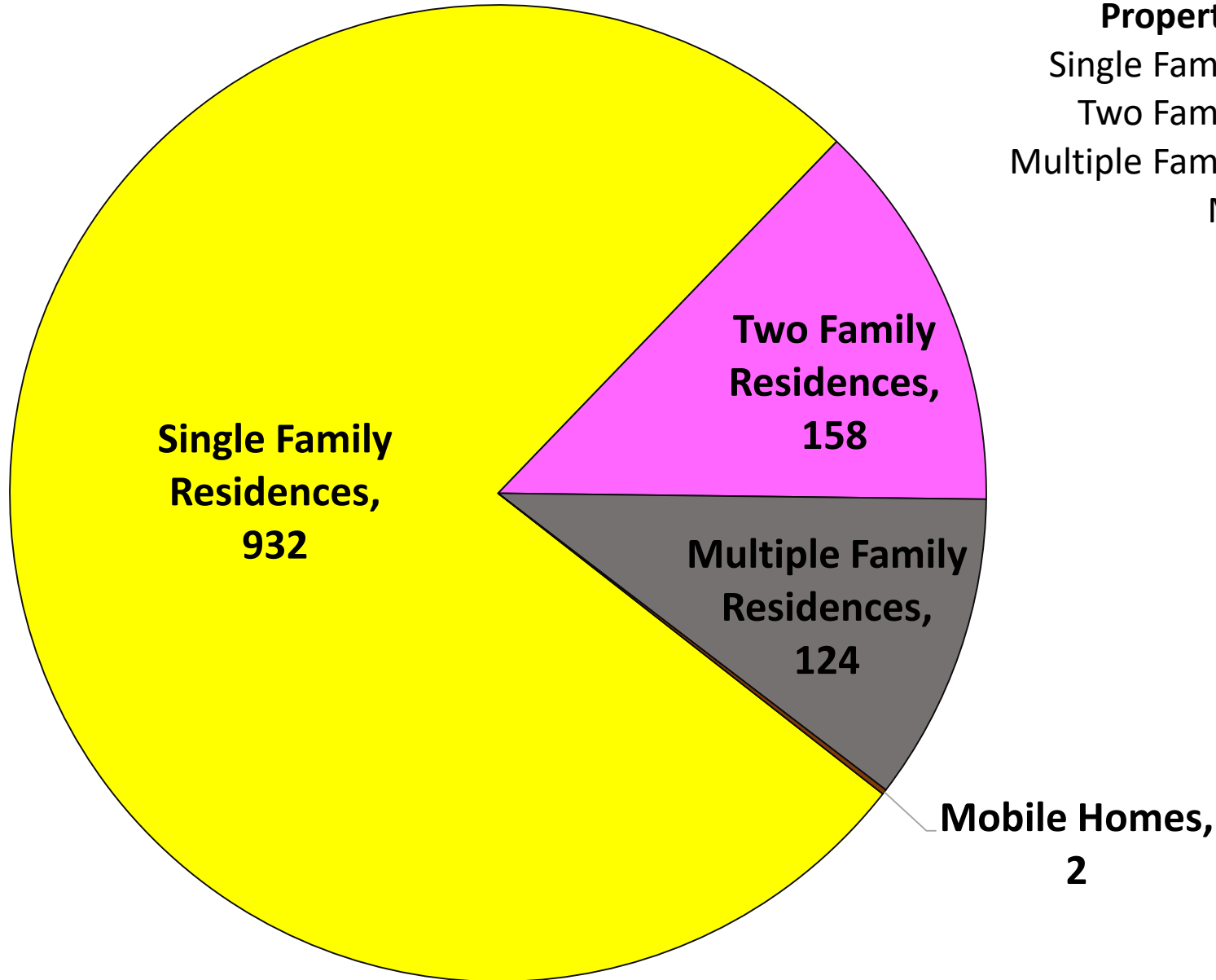
Regulations for Residential Uses

Zone	By Right	SUP & Site Plan Review
R-1: Single Family	1-Family Dwellings	
R-2: Two Family	1-Family Dwellings 2-Family Dwellings	Multiple Family Dwellings
R-3: Multiple Family	1-Family Dwellings 2-Family Dwellings	Multiple Family Dwellings
R-4: Group Dwelling	Multiple Family Dwellings	Multiple Family Dwellings
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B-2: Light Business	1-Family Dwellings 2-Family Dwellings	Multiple Family Dwellings
ID: Innovation		Multiple Family Dwellings
H-1: Health Care		1-Family Dwellings 2-Family Dwellings

Real Property Indicators

- Housing Type
 - Total Count
 - Distribution By District
- Assessed Value
 - Count by Median Values
 - Distribution by District

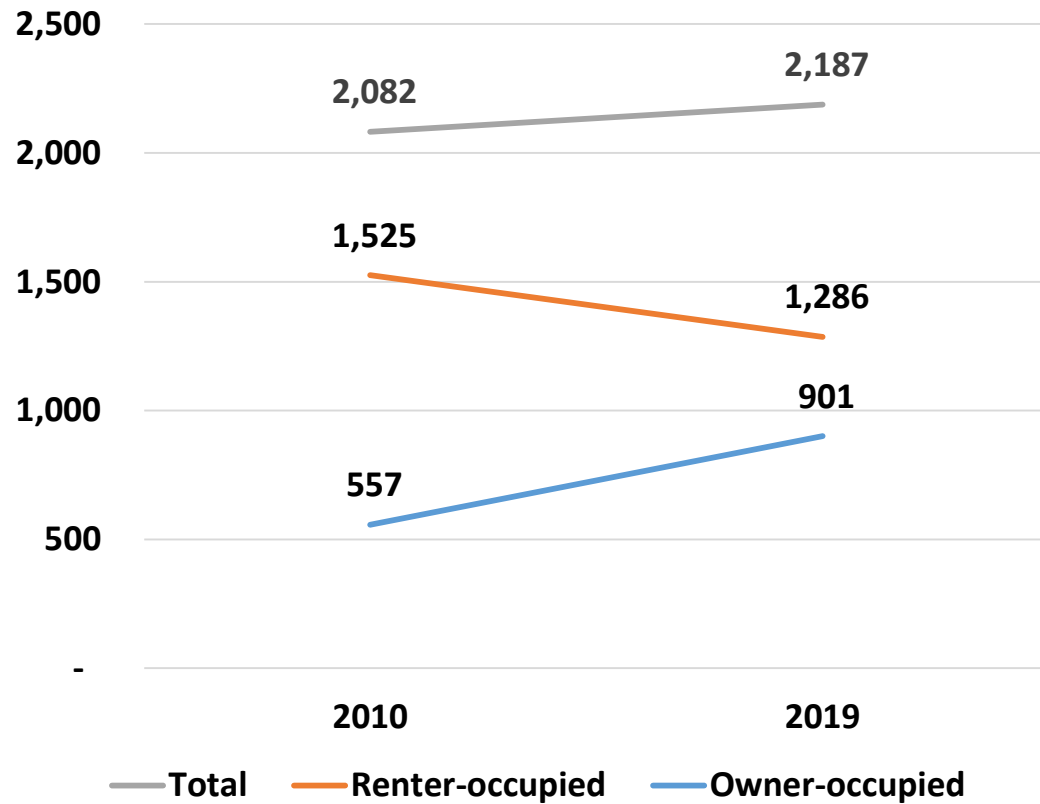
1,216 Residential Properties by Type According to Real Property Records



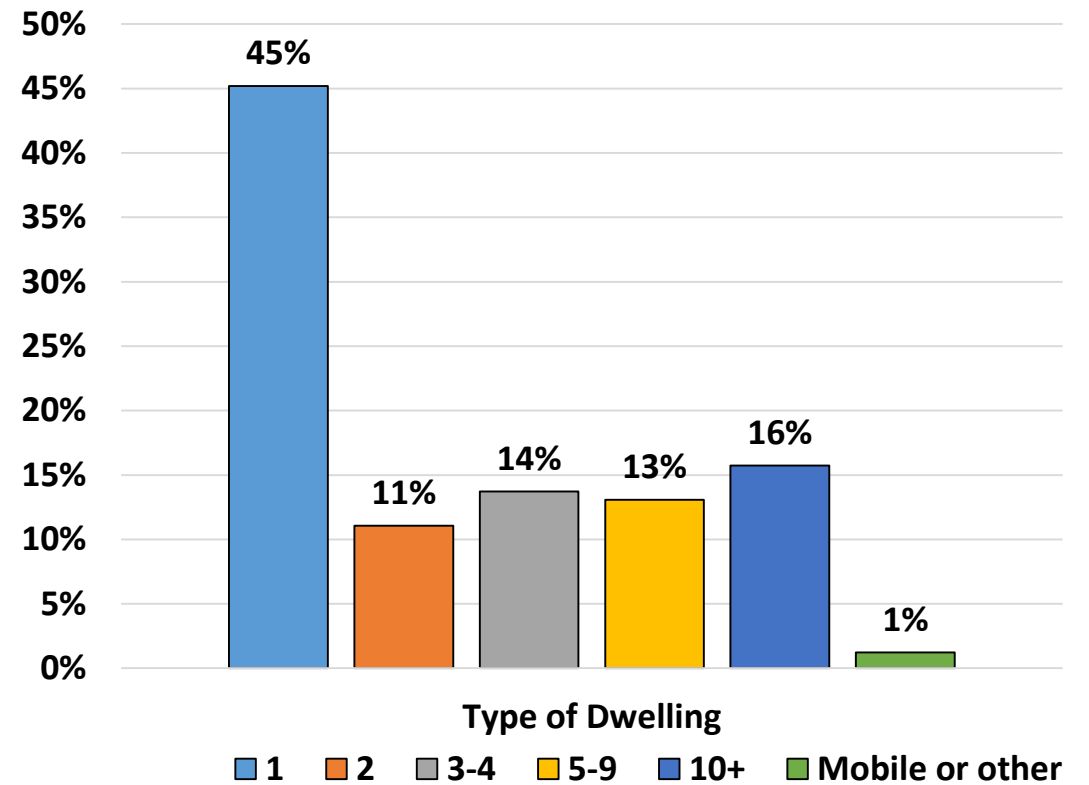
Property Type	Count	Pct
Single Family Residences	932	77%
Two Family Residences	158	13%
Multiple Family Residences	124	10%
Mobile Homes	2	0.2%
Total	1,216	

American Community Survey

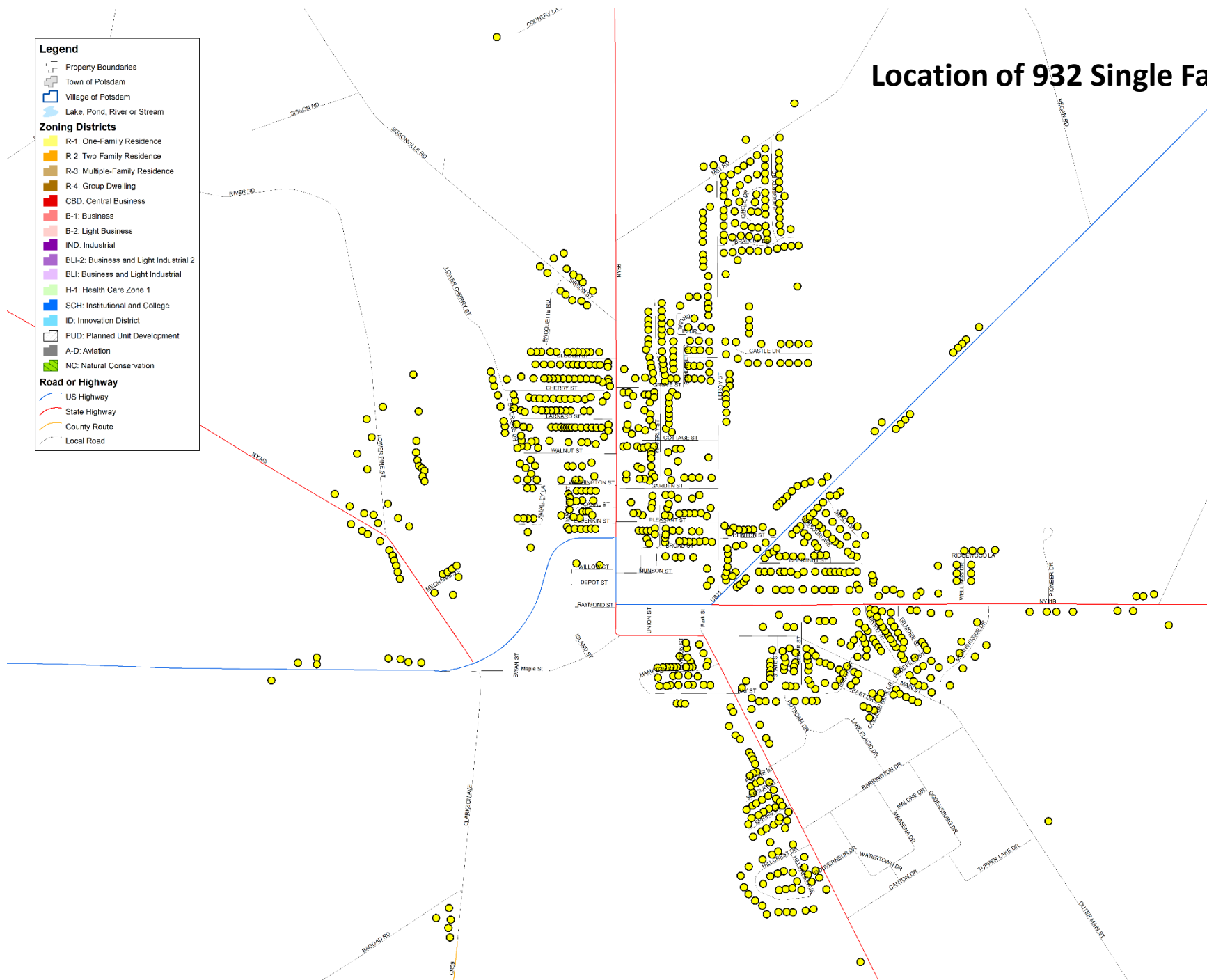
Housing Tenure In Potsdam 2010 and 2019



2019 Composition of Residences in Potsdam



Location of 932 Single Family Residences



Legend

- Property Boundaries
- Town of Potsdam
- Village of Potsdam
- Lake, Pond, River or Stream

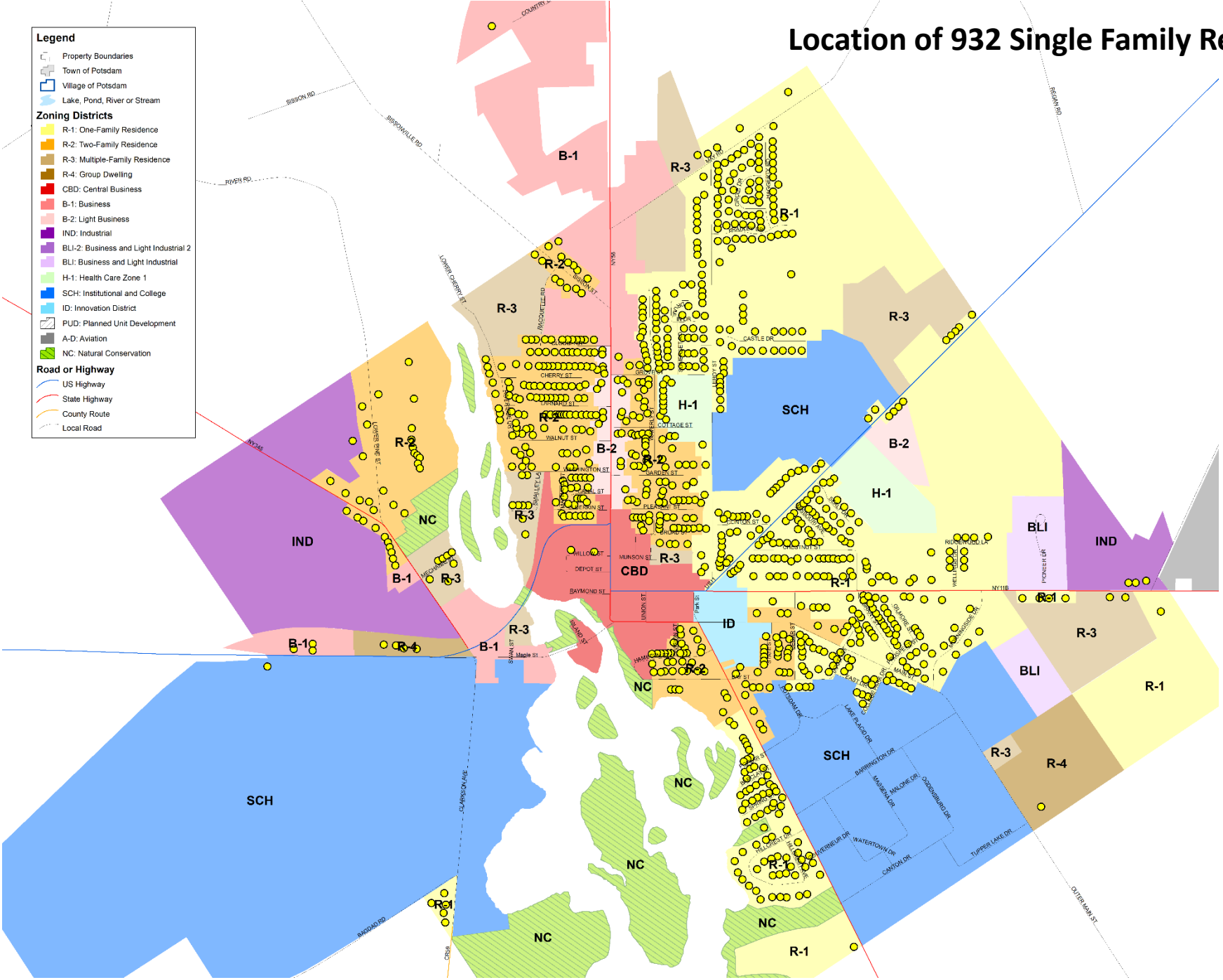
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Road or Highway

- US Highway
- State Highway
- County Route
- Local Road

Location of 932 Single Family Residences by District



Legend

- Property Boundaries
- Town of Potsdam
- Village of Potsdam
- Lake, Pond, River or Stream

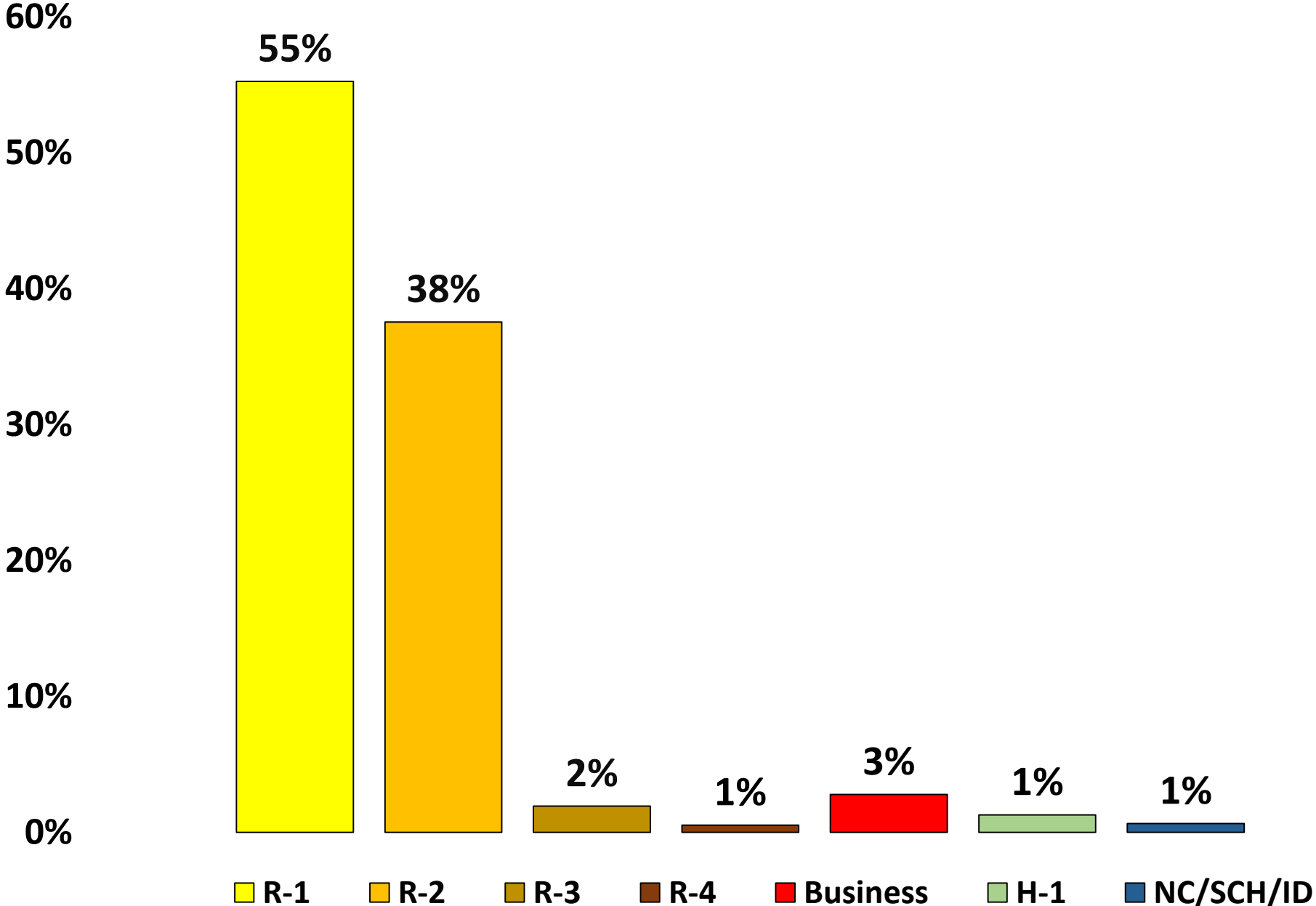
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Distribution of 932 Single Family Residences by Zoning District



Location of 158 Two-Family Residences

Legend

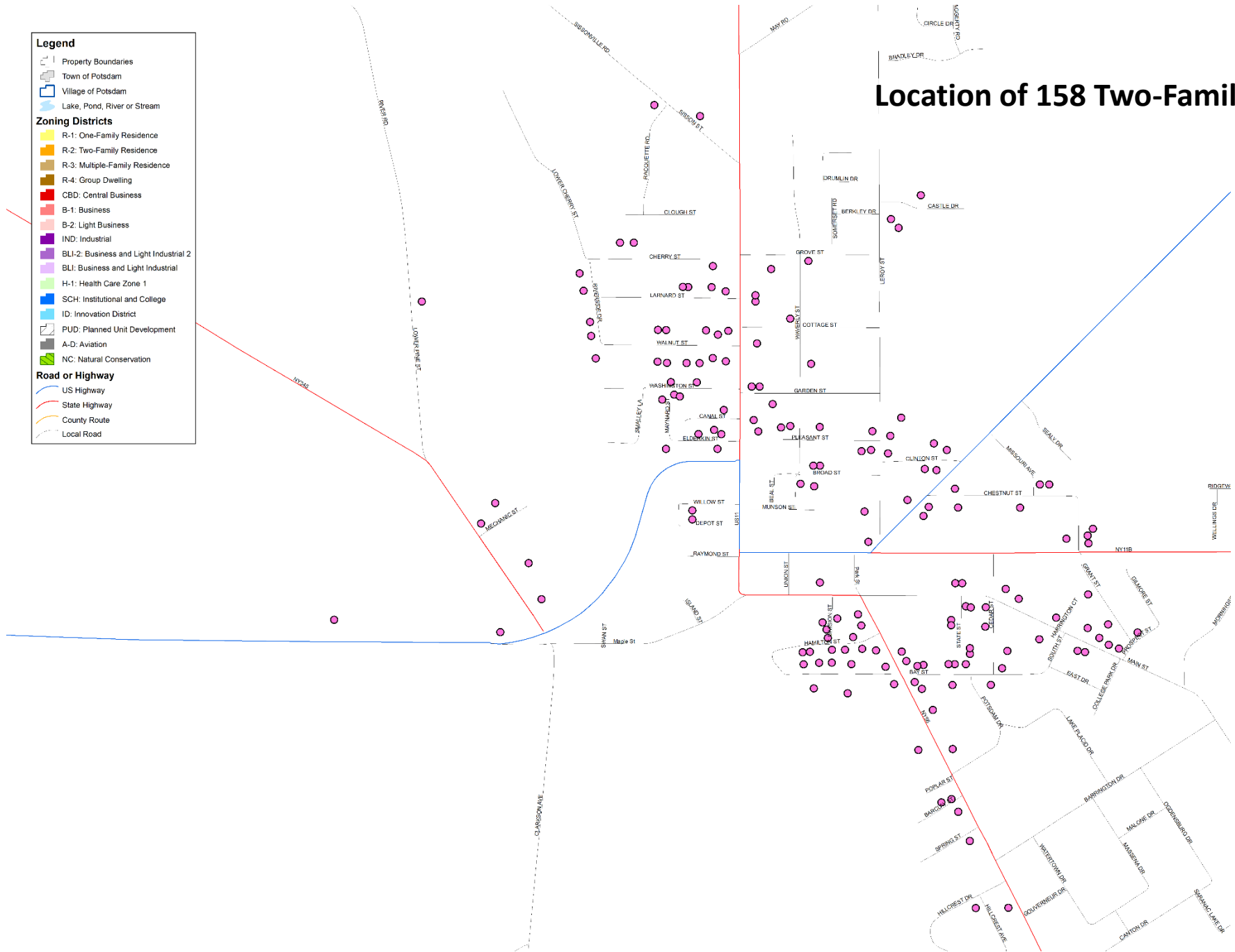
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Zoning Districts

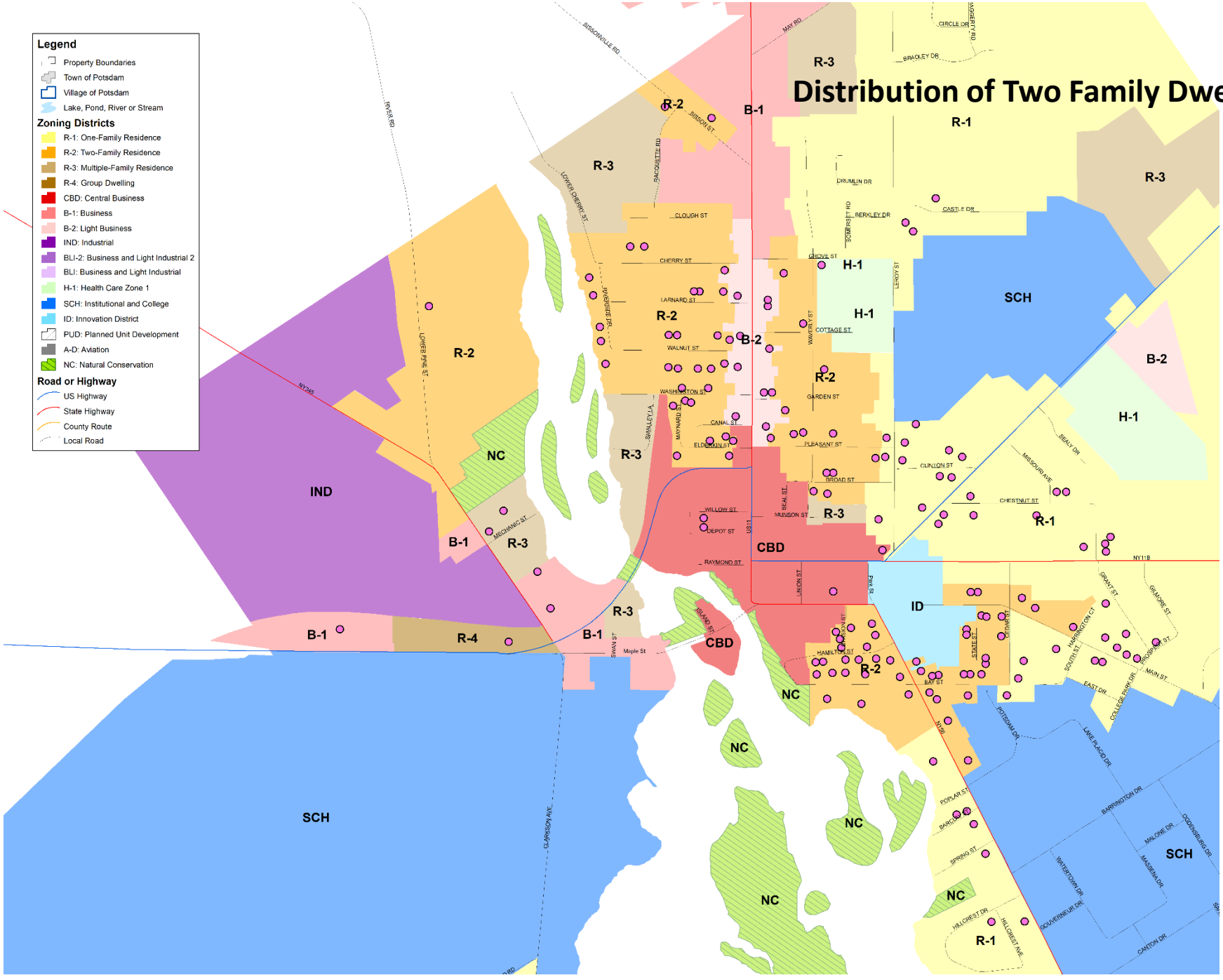
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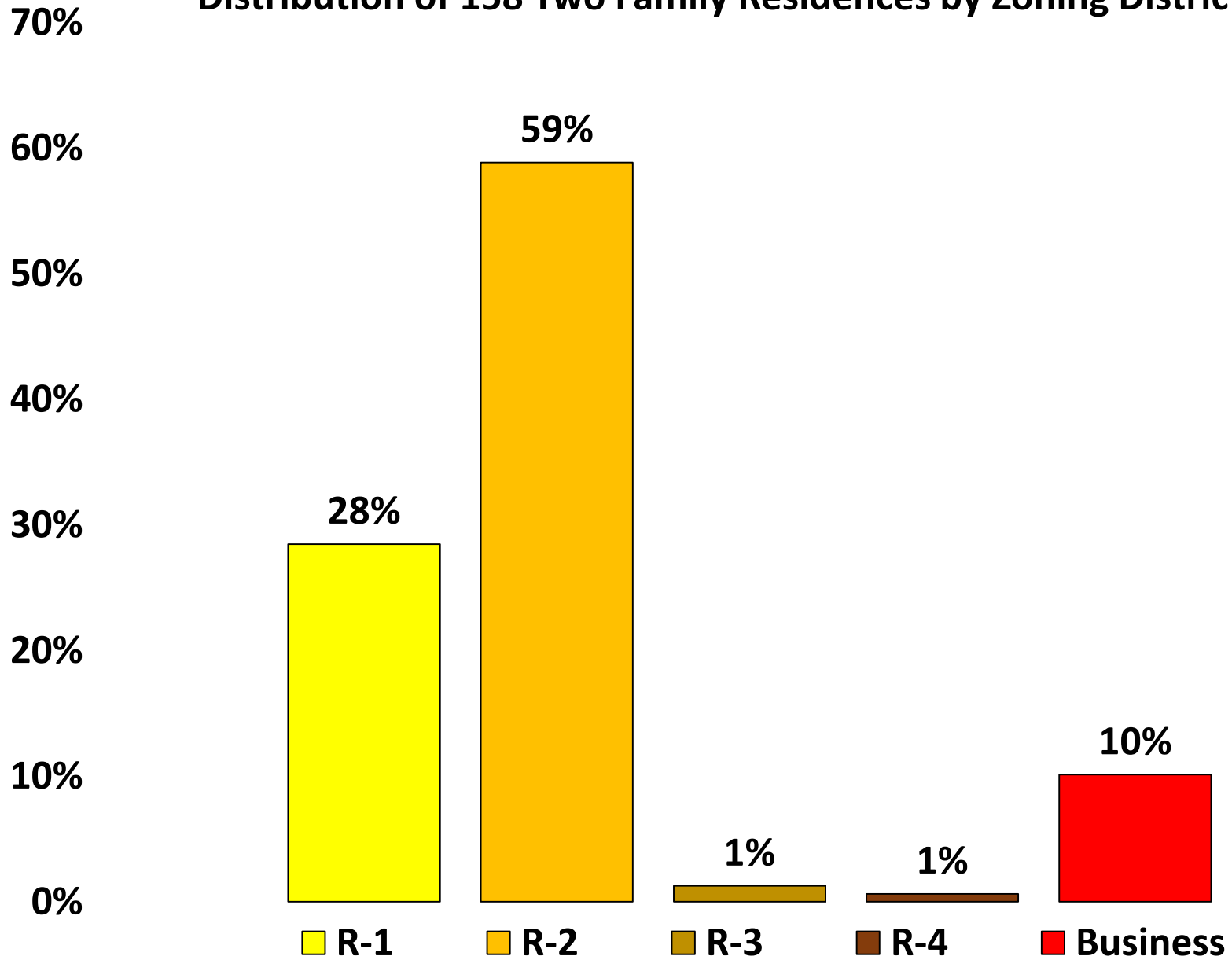
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Distribution of Two Family Dwellings by District



Distribution of 158 Two Family Residences by Zoning District



Location of 124 Multi Family Residences

Legend

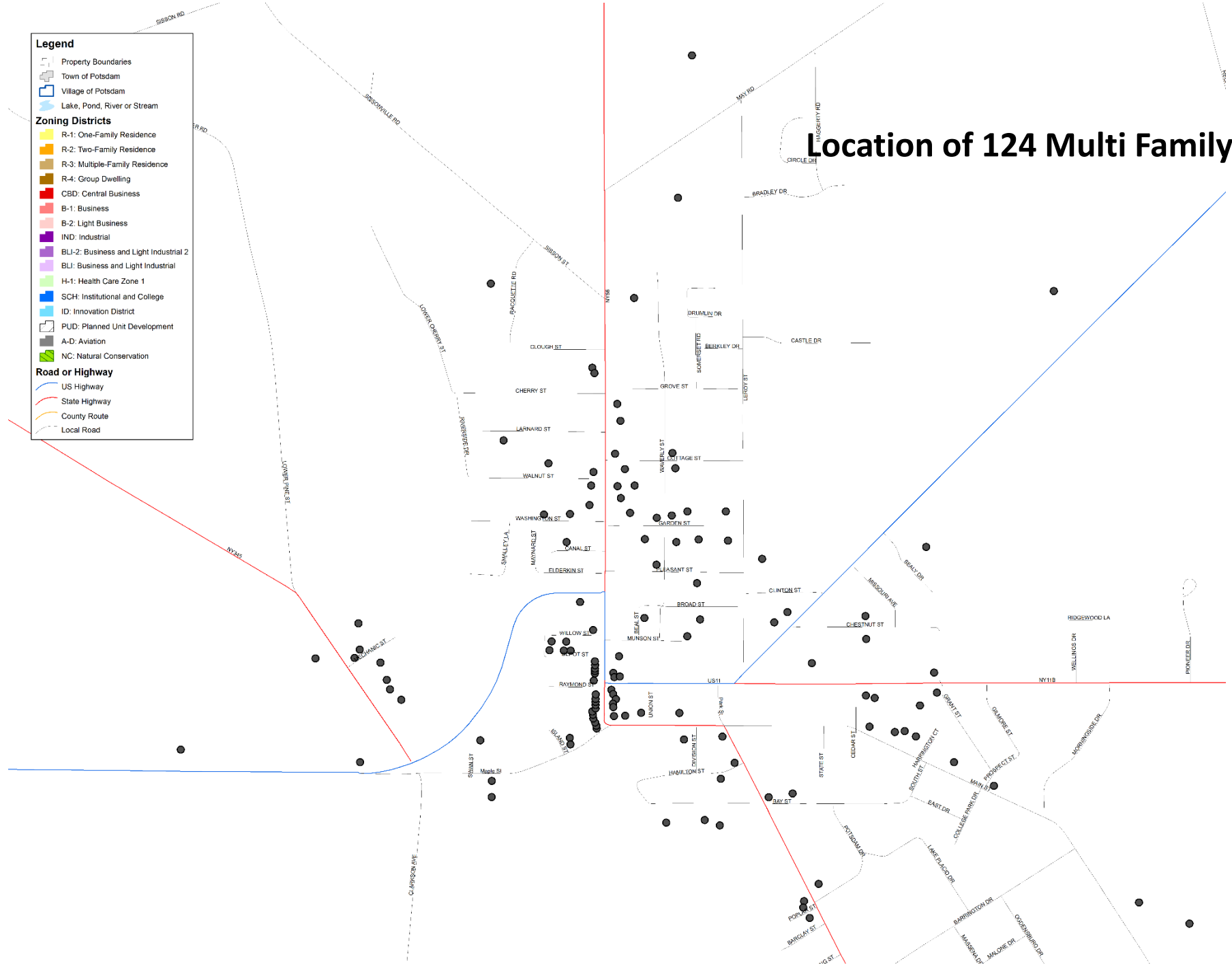
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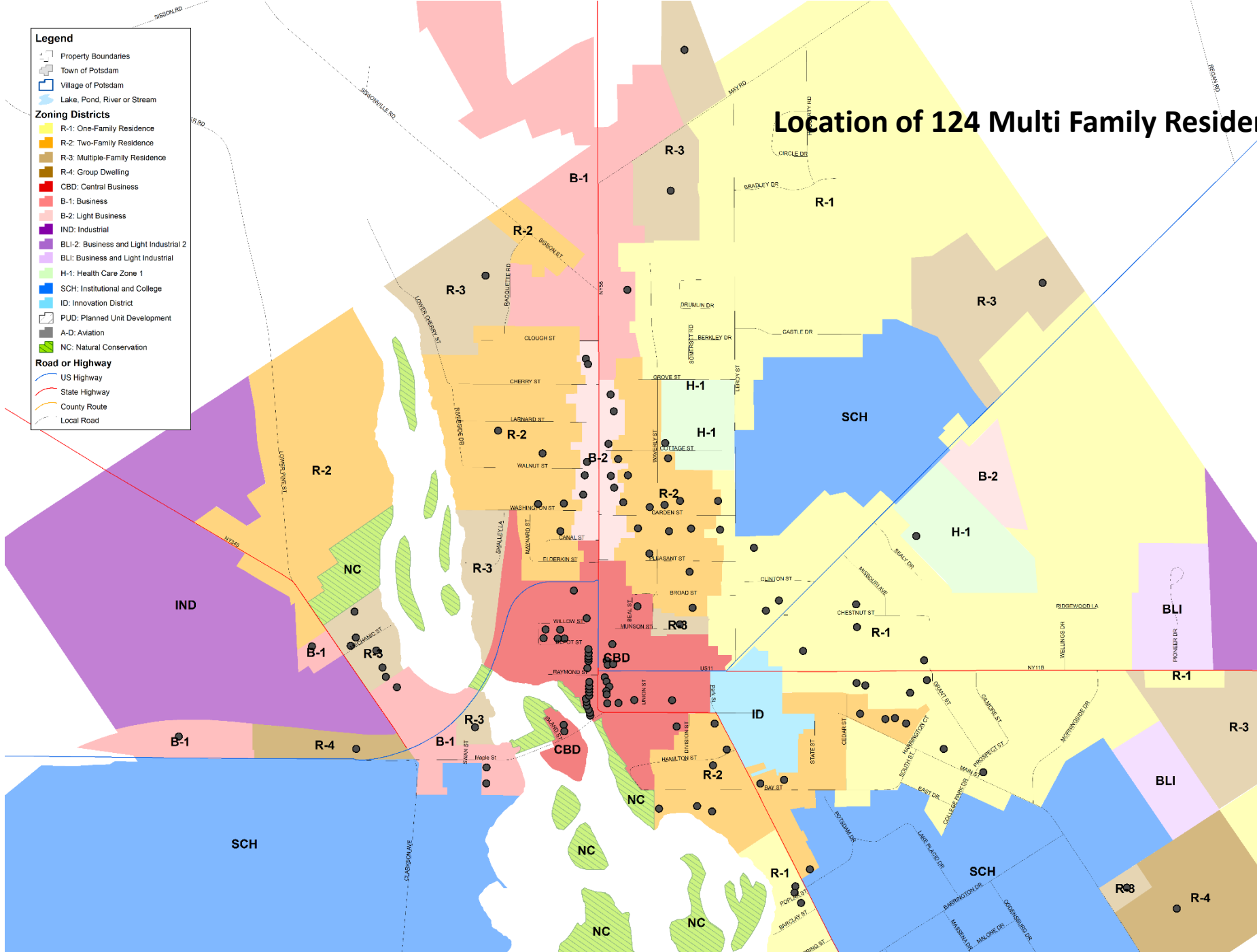
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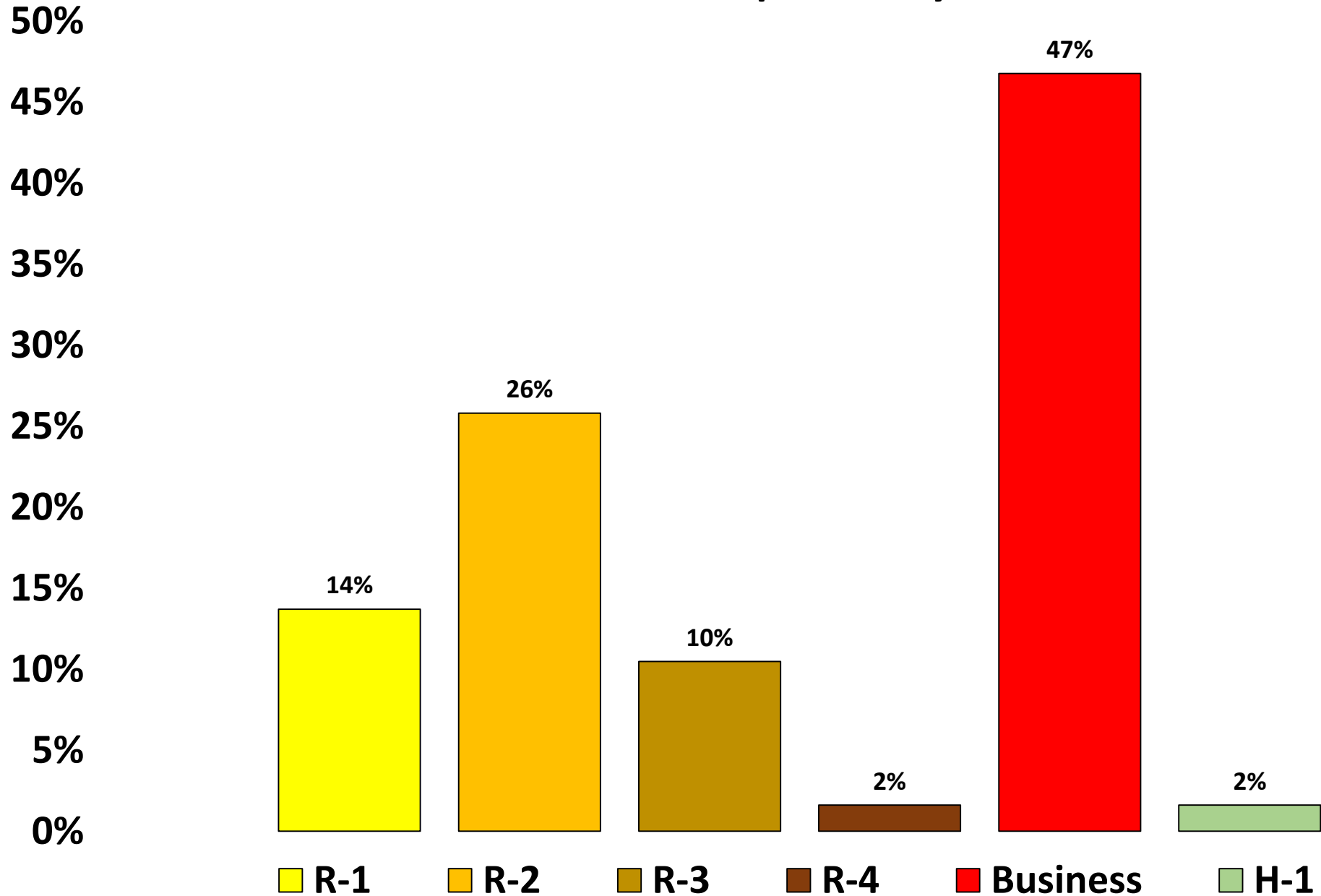
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Location of 124 Multi Family Residences by District



Distribution of 124 Multiple Family Residences



Median Housing Values

St. Lawrence County	\$93,600
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Town of Potsdam	\$106,000
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Village of Potsdam	\$113,100
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Source: 2015-2019 ACS

Type	SFRs	2FRs
Count	932	158
Range	\$9,300- \$419,000	\$35,000- \$204,000
Median	\$92,400	\$91,000

Source: Potsdam Real Property Records

Location of Single Family Residences Assessed More Than \$92,400

Legend

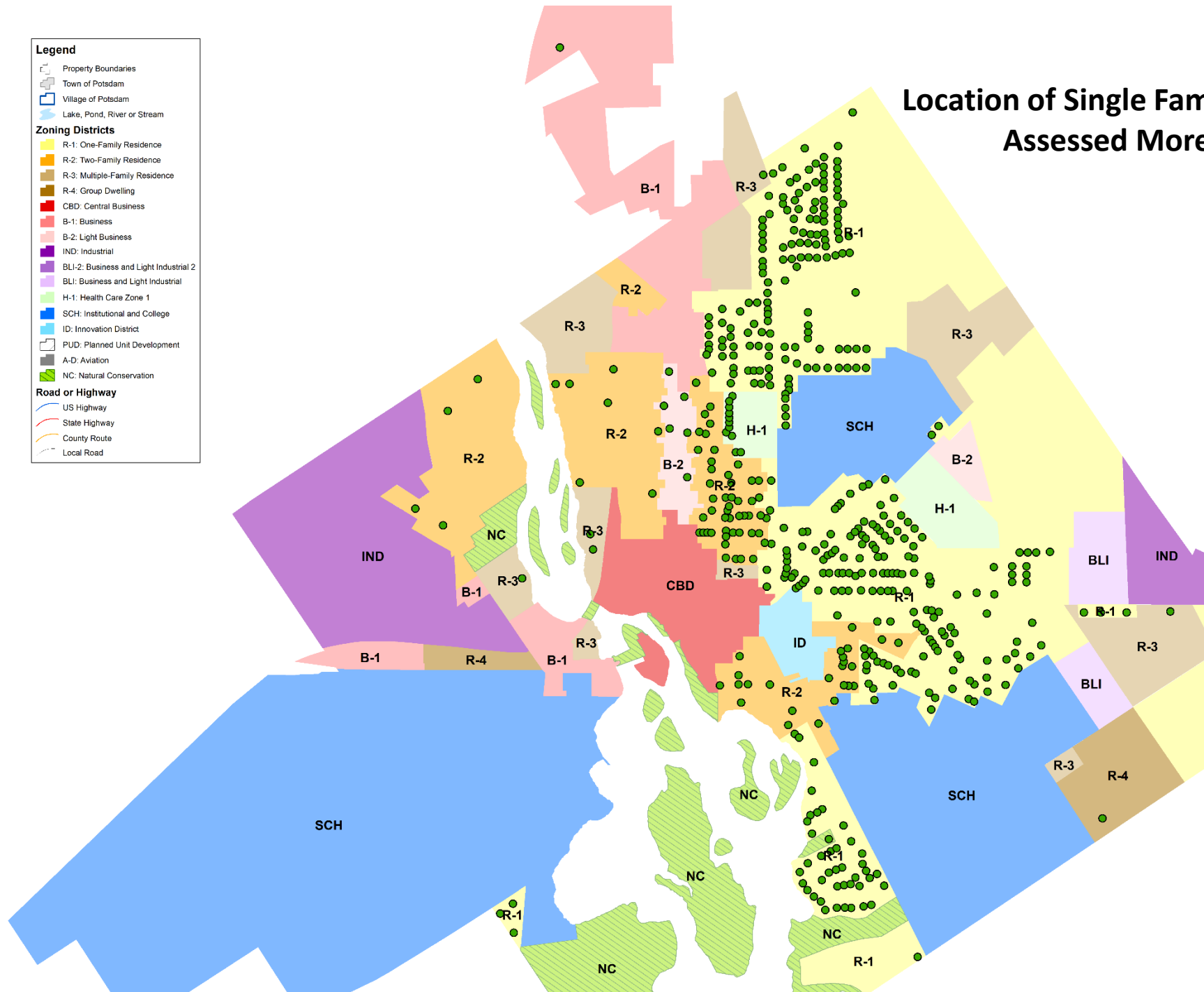
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Zoning Districts

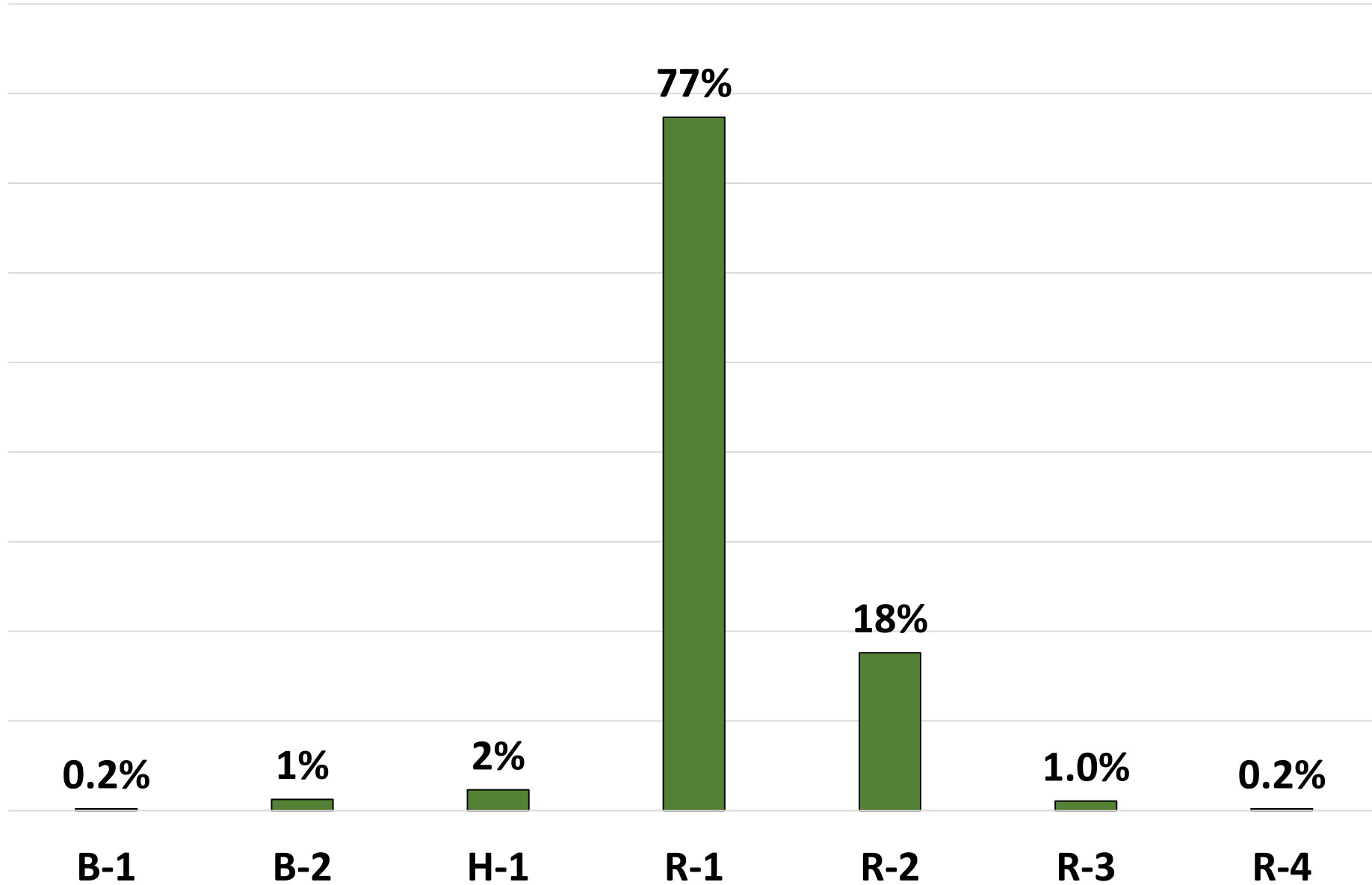
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Road or Highway

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Location of Single Family Residences Assessed Greater than \$92,400



Location of Single Family Residences Assessed Less Than \$92,400

Legend

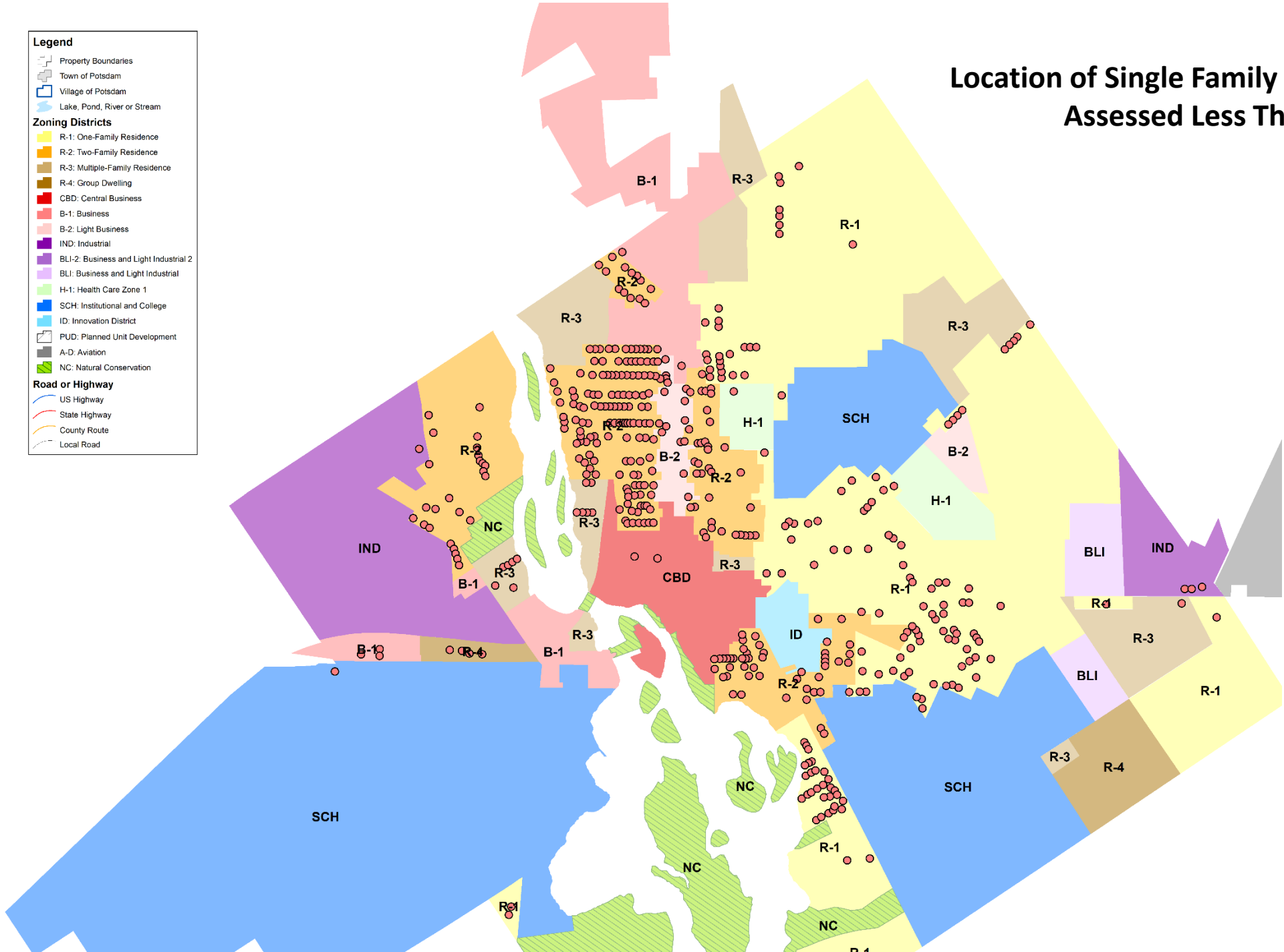
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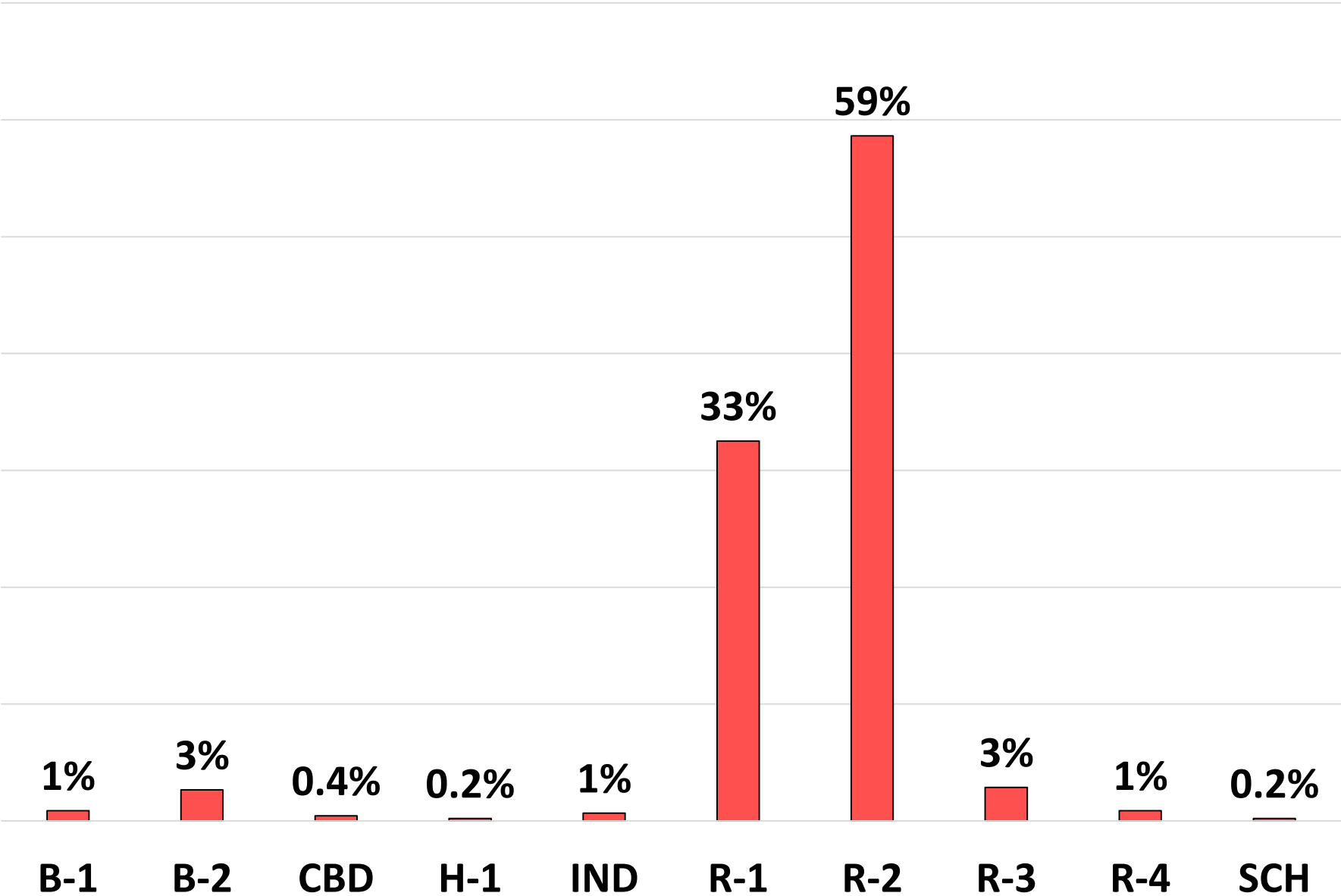
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Location of Single Family Residences Assessed Less than \$92,400

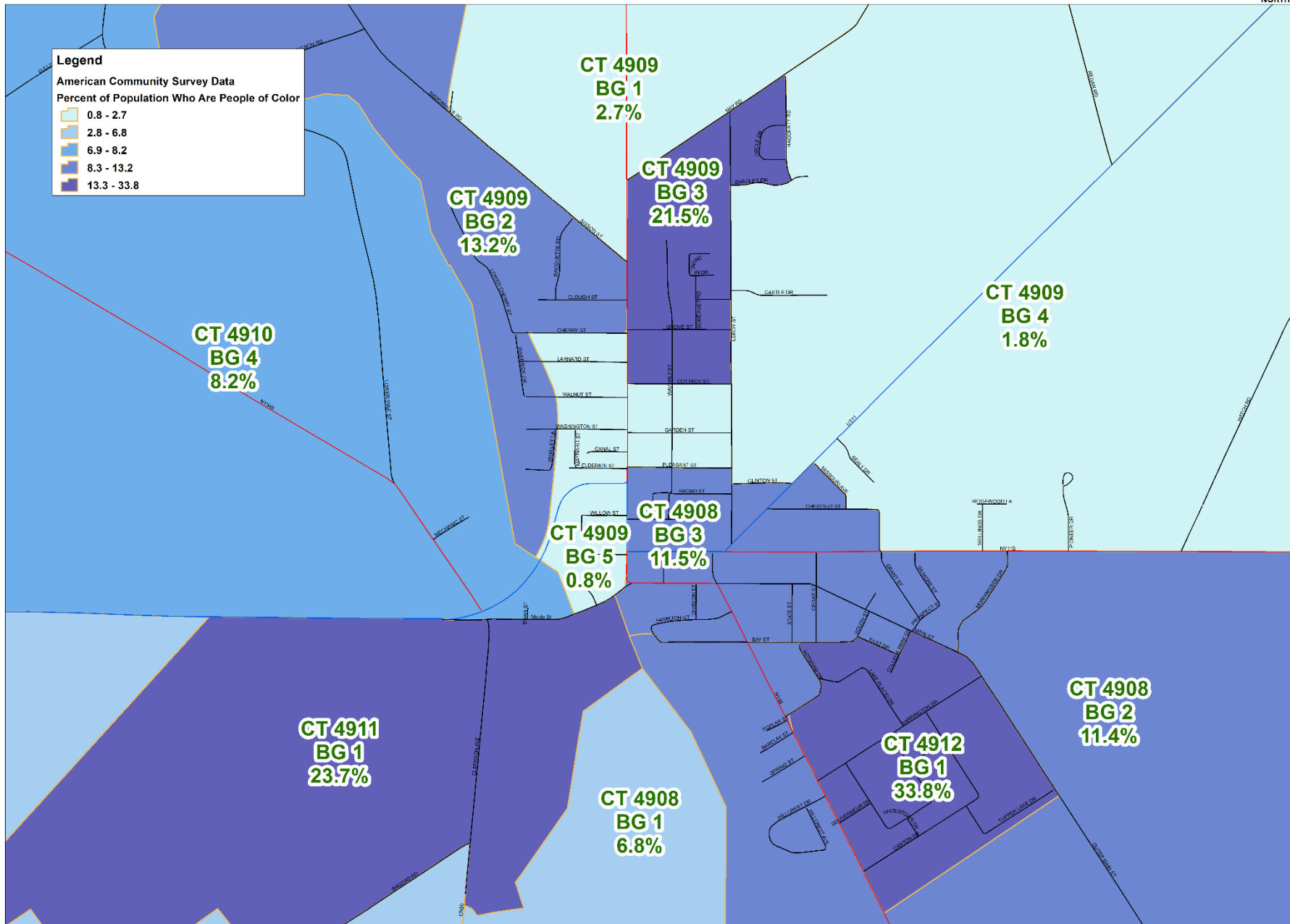


Village of Potsdam Fair Housing Analysis 2021



Legend
 American Community Survey Data
 Percent of Population Who Are People of Color

0.8 - 2.7
2.8 - 6.8
6.9 - 8.2
8.3 - 13.2
13.3 - 33.8



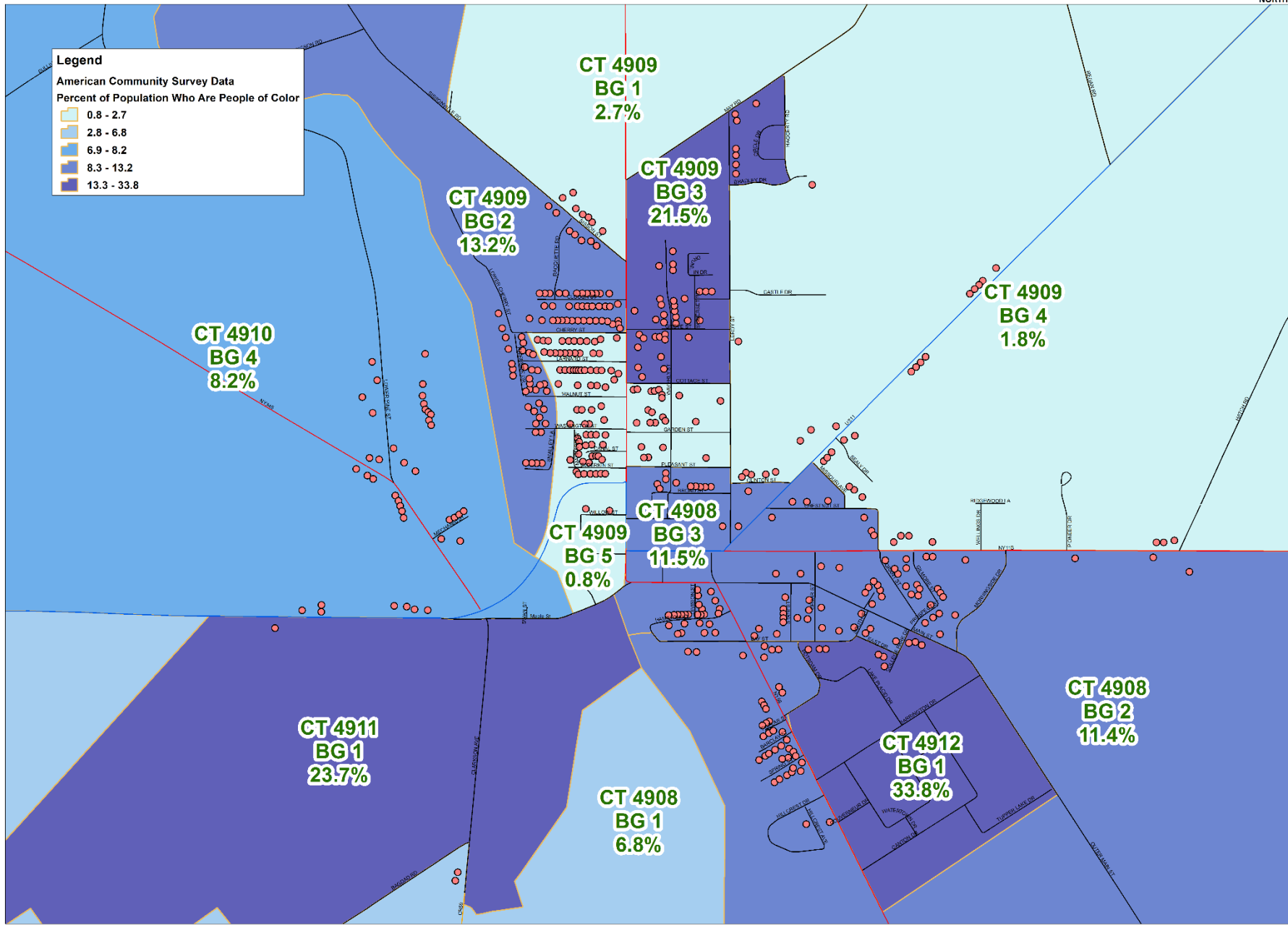
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Village of Potsdam Fair Housing Analysis 2021



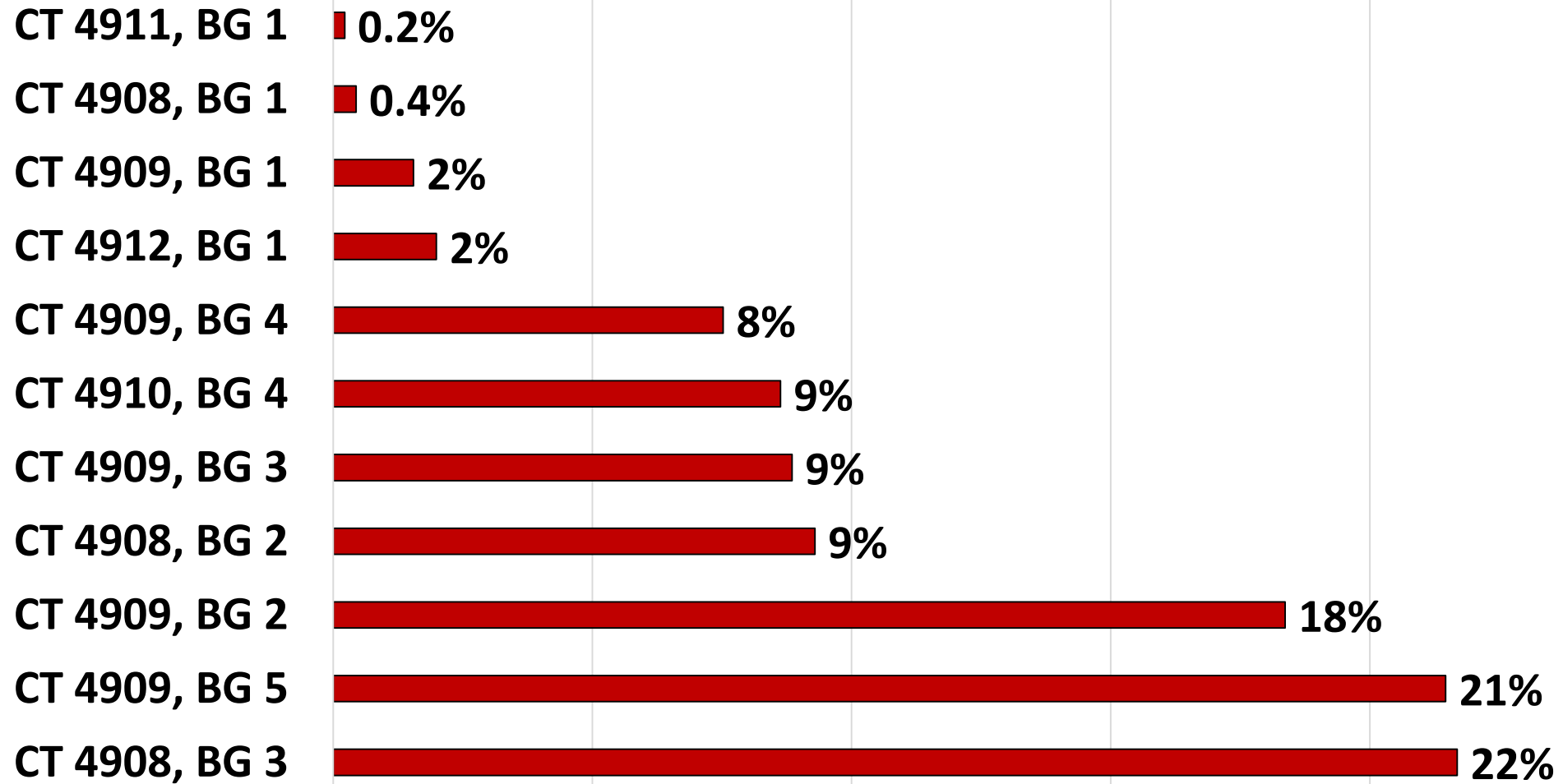
Legend
 American Community Survey Data
 Percent of Population Who Are People of Color

0.8 - 2.7
2.8 - 6.8
6.9 - 8.2
8.3 - 13.2
13.3 - 33.8



1:5,000

Distribution of 452 Single Family Residences Assessed Below \$92,400



Recommendations

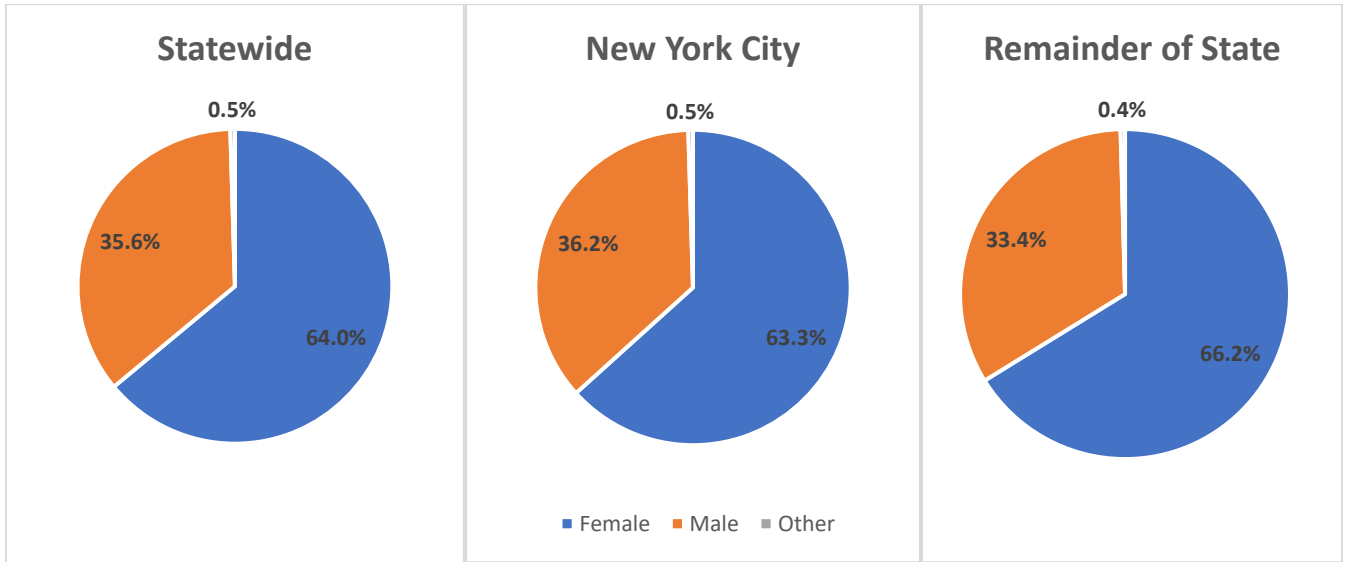
- Eliminate SUP requirement for MFRs in R-3 and R-4
 - Allow by right or by site plan review
- Permit accessory dwellings in R-1
 - Allow by right or by site plan review
- Eliminate area variance requests for handicap accessible modifications (e.g. ramp construction in front/side yards)
- Apply and administer CDBG funded programs for home repair and water and sewer laterals

**ERAP Applications Initiated/Submitted to OTDA
St. Lawrence County - Oct 19, 2021**

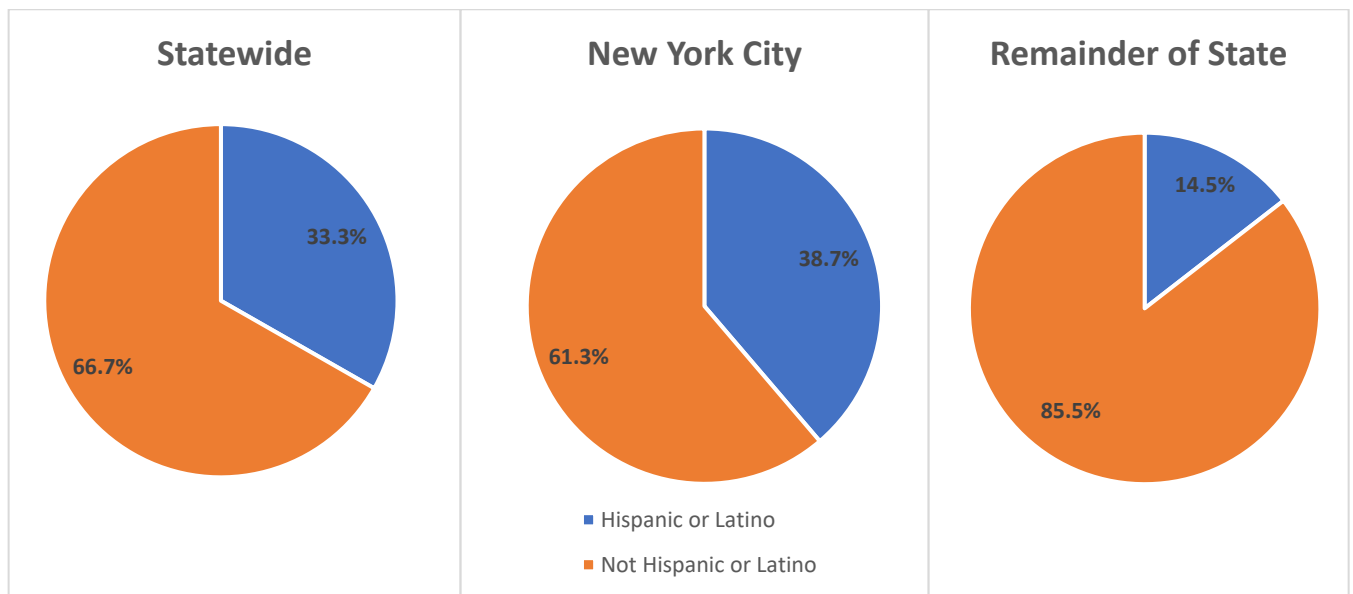
			Prospective		
	Zip Code	Rent Arrears Applications	Rent Applications	Utility Arrears Applications	Total Submitted
St Lawrence	12967	2	2	1	3
St Lawrence	13608	5	5	1	6
St Lawrence	13613	5	5	1	6
St Lawrence	13614	3	2	2	5
St Lawrence	13617	42	31	16	58
St Lawrence	13621	1	1	1	2
St Lawrence	13625	4	1	2	6
St Lawrence	13630	4	4	1	5
St Lawrence	13633	1	1		1
St Lawrence	13635	3	2		3
St Lawrence	13642	66	55	30	96
St Lawrence	13646	2	1	1	3
St Lawrence	13652	6	5	1	7
St Lawrence	13654	5	4	2	7
St Lawrence	13658	5	4	3	8
St Lawrence	13660	8	6	2	10
St Lawrence	13662	175	142	58	233
St Lawrence	13664	2			2
St Lawrence	13667	24	23	4	28
St Lawrence	13668	18	12	9	27
St Lawrence	13669	106	85	32	138
St Lawrence	13670	1			1
St Lawrence	13676	61	50	11	72
St Lawrence	13678	2	2	1	3
St Lawrence	13679	1			1
St Lawrence	13680	10	9	5	15
St Lawrence	13681	2	1	1	3
St Lawrence	13684	1			1
St Lawrence	13690	2	1		2
St Lawrence	13694	2	2	1	3
St Lawrence	13697	4	4	2	6
	Subtotal	573	460	188	761
	Total	761			
	Pmts as of 10/19/21	126			
	Pct Paid	17%			

New York State Emergency Rental Assistance Program Applicant Characteristics

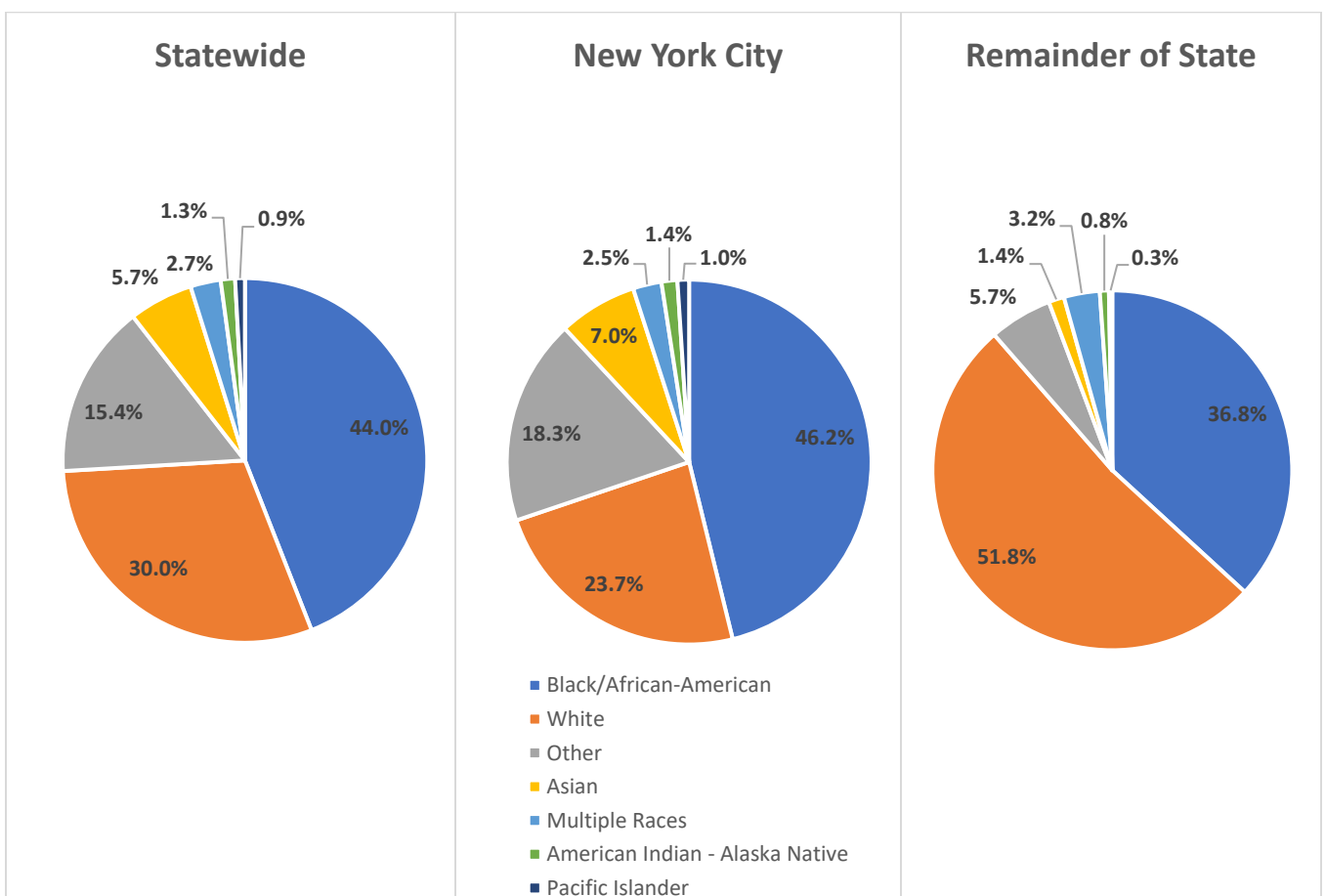
Gender



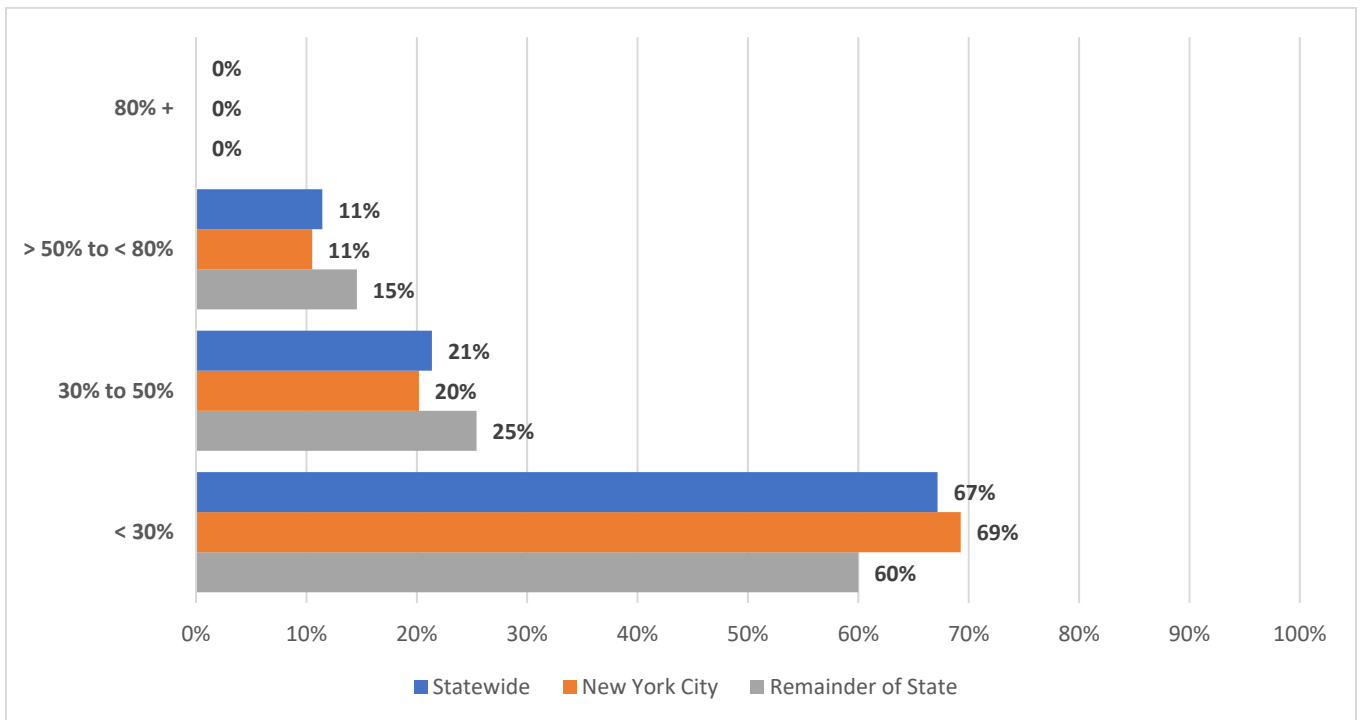
Ethnicity



Race



Income as a Percentage of Area Median Income



County	Zip Code	Rent Arrears Applications	Prospective Rent Applications	Utility Arrears Applications
Seneca	13148	88	68	20
Seneca	13165	63	50	18
Seneca	14456	2		1
Seneca	14521	11	8	6
Seneca	14541	16	13	7
Seneca	14588	1	1	
Seneca	14847	4	3	1
Seneca	14886	2	2	1
St Lawrence	12967	2	2	1
St Lawrence	13608	5	5	1
St Lawrence	13613	5	5	1
St Lawrence	13614	3	2	2
St Lawrence	13617	42	31	16
St Lawrence	13621	1	1	1
St Lawrence	13625	4	1	2
St Lawrence	13630	4	4	1
St Lawrence	13633	1	1	
St Lawrence	13635	3	2	
St Lawrence	13642	66	55	30
St Lawrence	13646	2	1	1
St Lawrence	13652	6	5	1
St Lawrence	13654	5	4	2
St Lawrence	13658	5	4	3
St Lawrence	13660	8	6	2
St Lawrence	13662	175	142	58
St Lawrence	13664	2		
St Lawrence	13667	24	23	4
St Lawrence	13668	18	12	9
St Lawrence	13669	106	85	32
St Lawrence	13670	1		
St Lawrence	13676	61	50	11
St Lawrence	13678	2	2	1
St Lawrence	13679	1		
St Lawrence	13680	10	9	5
St Lawrence	13681	2	1	1
St Lawrence	13684	1		
St Lawrence	13690	2	1	
St Lawrence	13694	2	2	1
St Lawrence	13697	4	4	2
Steuben	14418	1		1
Steuben	14437	3	1	1
Steuben	14512	1	1	
Steuben	14572	26	16	11
Steuben	14801	20	15	8
Steuben	14807	3	3	2