

**Planning, Development, and Environmental Quality Committee**

Regular Meeting Minutes – Approved 6-1-17

Thursday, May 4, 2017 3:00 PM

Legislature Chambers

**Attendance**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>	<b>Departed</b>
Martha Robertson	Chair	Present		
Dooley Kiefer	Vice Chair	Late	3:04 PM	
Michael Sigler	Member	Late	4:53 PM	
David McKenna	Member	Present		
Carol Chock	Member	Present		5:29 PM
Katrina McCloy	Deputy Clerk, Legislature	Present		
Ed Marx	Planning and Sustainability Commissioner	Present		
Katie Borgella	Deputy Planning & Sustainability Commissioner	Present		
Megan McDonald	Senior Planner	Present		
Marcia Lynch	Public Info. Officer, County Administration	Present		
Heather McDaniel	Director of Economic Development Services, TCAD	Present		
Margaret Frank	Asst. Director, Communications & Econ. Dev., TCAD	Present		
Deb Dietrich	Director of OAR	Present		
Monika Roth	Agriculture Issue Leader, CCE	Present		
Debbie Teeter	Agriculture Educator, CCE	Present		
Terry Carroll	Energy Educator, CCE	Present		

Guests: Paul Rossi, Ithaca Board of Realtors

**Call to Order**

Ms. Robertson, Chair, called the meeting to order at 3:03 p.m.

**Public Comment**

There were no members of the public present.

Ms. Kiefer arrived at this time.

**Changes to Agenda**

There were no changes to the agenda.

**Tompkins County Area Development**

Tompkins County Area Development May 2017 Report (ID #7017)

Ms. Chock inquired about the Community Solar Policy. Ms. McDaniel will provide a copy of the policy to Committee members.

In regard to the IDA looking into the use of tools that may be supportive to housing, Ms. Robertson explained the IDA has the ability to set aside geographic areas and spoke of the history of the IDA programs not being used because of the greater benefits from the tax-credit programs. She stated

those tax credit programs may be drying up and asked if Ms. McDaniel could look into those. Ms. McDaniel agreed to look into it and said the IDA is a public authority created by State statutes and is not certain it can provide property-tax exemptions for infrastructure.

**Cornell Cooperative Extension**

**Resolution No. - Scheduling a Public Hearing for Addition to Agricultural District No. 2 (West Side of Cayuga Lake) (ID #7004)**

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	David McKenna, Member
<b>SECONDER:</b>	Dooley Kiefer, Vice Chair
<b>AYES:</b>	Robertson, Kiefer, McKenna, Chock
<b>EXCUSED:</b>	Sigler

WHEREAS, Resolution No. 25 of 2004 designated an annual one-month review period when landowner proposals for inclusion of viable agricultural lands within existing certified agricultural districts will be accepted for review and action by the Tompkins County Legislature, and

WHEREAS, Resolution No. 201 of 2007 revised the schedule of the annual review period so that it begins February 1, and

WHEREAS, Tompkins County has two (2) New York State certified agriculture districts, District 1 is on the east side of Cayuga Lake and District 2 is on the west side of Cayuga Lake, and

WHEREAS, one landowner has requested addition of a parcel totaling 1.73 acres to Tompkins County Agricultural District 2 and no landowners have requested addition of parcels to Tompkins County Agricultural District 1, and

WHEREAS, the County Legislature is required to hold a public hearing and act on such proposals within 120 days under New York State Agriculture District Law, now therefore be it

RESOLVED, on recommendation of the Planning, Development, and Environmental Quality Committee, That the public hearing on additions to the Agriculture Districts of Tompkins County be held at the County Legislature meeting scheduled for June 6, 2017, at 5:30 p.m.,

RESOLVED, further, That the Clerk of the County Legislature is authorized to place proper notice, including tax parcel number and street address, of this public hearing in the official newspaper of the County as outlined below:

Tax Parcel: 502200 17.-1-15.34

Street Address: Brown Road, Danby

SEQR ACTION: TYPE II-20

\* \* \* \* \*

**Resolution No. - Adding Parcel to Agricultural District 2 (West Side of Cayuga Lake) (ID #7005)**

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Dooley Kiefer, Vice Chair
<b>SECONDER:</b>	Carol Chock, Member
<b>AYES:</b>	Robertson, Kiefer, McKenna, Chock
<b>EXCUSED:</b>	Sigler

WHEREAS, February has been designated as an annual one-month review period when landowner proposals for inclusion of viable agricultural lands within existing certified agricultural districts will be accepted for review and action by the Tompkins County Legislature, and

WHEREAS, one landowner has requested an addition of one parcel totaling 1.73 acres to Tompkins County Agricultural District 2, and

WHEREAS, this request has been reviewed and recommended for approval by the Agricultural and Farmland Protection Board, and

WHEREAS, the County Legislature held the required public hearing on this proposal on June 6, 2017, and

WHEREAS, the County Legislature is required to act on such proposals under New York State Agriculture District Law, now therefore be it

RESOLVED, on recommendation of the Planning, Development and Environmental Quality Committee, That approval is granted for the requested addition of Parcel 17.-1-15.34, a 1.73 acre parcel on Brown Road in Danby, to the Agriculture Districts of Tompkins County.

**SEQR ACTION:** TYPE II-20

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Program Updates

Ms. Chock inquired if manure drainage and over-spill during large storm events is on the radar for Cornell Cooperative Extension to keep an eye on. Ms. Roth stated she did not have it included in the presentation but could look into it and provide more information at a later date.

**Planning and Sustainability Department**

**Resolution No. - Authorization to Disburse County Funds to OAR's (Opportunities, Alternatives, and Resources) Endeavor House (ID #7012)**

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Carol Chock, Member
<b>SECONDER:</b>	Martha Robertson, Chair
<b>AYES:</b>	Robertson, Kiefer, McKenna, Chock
<b>EXCUSED:</b>	Sigler

WHEREAS, the Tompkins County Legislature through Resolution No. 2015-154 authorized funding for the Community Housing Development Fund, and

WHEREAS, the Community Housing Development Fund (CHDF) assists with the development costs associated with residential and mixed-use real estate development projects primarily benefiting low- and moderate-income households, and requires that newly constructed or rehabilitated homes supported by the program are not only made available to low- to moderate-income households, but also remain affordable to future generations of renters and buyers, and

WHEREAS, the Notice of Funding Availability was made available to interested parties with a deadline of March 20, 2017, for Round 14, and

WHEREAS, one application was received and reviewed by the CHDF Application Review Committee, which made formal funding recommendations for funding to the CHDF Program Oversight Committee, and

WHEREAS, the Program Oversight Committee accepted and recommended that the following proposal receive funding as indicated in the table:

Applicant	Project	Location	Number of Affordable Units	Dollar Amount Recommended	Sponsor
OAR	Endeavor House	City of Ithaca	2 ( <i>the 4 SRO beds are counted as 2 rental units by the program</i> )	\$60,000	Tompkins County

WHEREAS, Tompkins County, with the approval of the U.S. Department of Housing and Urban Development (HUD), uses Program Income Funds for its contributions to the Community Housing Development Fund, and

WHEREAS, the disbursement of any County funds shall not take place until a subcommittee of Program Oversight Committee members representing Tompkins County, the City of Ithaca, and Cornell University meet to review and approve:

- (1) a revised full construction budget based on itemized cost estimates from licensed contractors detailing all aspects of the project;
  - (2) updated source of funds documentation demonstrating funds adequate for all project costs; and
  - (3) a revised operating budget that accurately reflects cash flow,
- now therefore be it

RESOLVED, on recommendation of the Planning, Development, and Environmental Quality Committee, That Tompkins County authorizes the expenditure of \$60,000 of its Program Income funds to support OAR's Endeavor House project as recommended by the CHDF Program Oversight Committee,

RESOLVED, further, That the Director of Finance be and hereby is authorized to make the following budget adjustment:

Revenue:	CD8695.42411	Program Income	\$60,000
Appropriation:	CD8695.54400	Program Expense	\$60,000

RESOLVED, further, That the County Administrator or his designee be and hereby is authorized to execute agreements in order to implement this grant program, consistent with this resolution.

**SEQR ACTION:** TYPE II-2

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Clean Energy Community Grant Application (ID #7022)

Ms. McDonald reported that Tompkins County received the Clean Energy Community designation from New York State Energy and Research Development (NYSERDA) and is the first County in the region and the first in the over 40,000 population level to be awarded. The County has access up to \$250,000 in grant funding and she briefly reviewed the application criteria. The grant is particularly focused on reduction of greenhouse gas emissions and energy use.

Ms. McDonald explained the proposed Clean Energy Community Grant application options. One option regarding the fleet includes hiring an intern to complete a fleet analysis comprised of analyzing the current vehicles and their use and looking into identifying potential vehicles for replacements. This option would also include the replacement of approximately ten vehicles and supporting charging stations and a consulting contract for some additional consulting services. The remainder of the grant funding under this option would be applied to the Energy Navigator position including review of the original proposal and looking at the possible use of consulting services to look at the commercial building side of things. Commercial buildings are larger energy users in our community.

Ms. McDonald stated the second proposed option would focus the entire grant on the fleet and a comprehensive look at the employee commute. There may be areas to collaborate in the area of transportation demand. This option would allow for additional vehicles and charging stations to be added to the County fleet and a more robust consulting contract.

Ms. McDonald said the Department plans to submit an application by the end of May and believes NYSERDA would be open to either option. She is looking for Committee feedback on the two proposed options.

Following discussion and input from the Committee, Mr. Marx stated he would draft a proposal as discussed and circulate it amongst Committee members. If an additional meeting is necessary, one can be scheduled.

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Tompkins County Draft Housing Strategy (ID #7023)

Mr. Sigler arrived at this time.

Ms. Robertson asked Committee members to provide Ms. McDonald their comments and any recommendations.

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Tompkins County Sustainability Update (ID #7016)

This item was deferred to the next meeting.

Commissioner's Retirement Announcement

Mr. Marx shared with the Committee his plans to retire in the later part of August. He commented that the Planning and Sustainability Department staff have been incredible to work with and will do a great job carrying on the projects in place.

Ms. Robertson expressed her personal gratitude for Mr. Marx's exceptional service and leadership for the last 16 years. She commented that he has led the County through many major issues with consummate skill and professionalism, and the Legislature is especially fortunate to have the services of the terrific staff he has recruited and nurtured. Other Legislators added their recognition of Mr. Marx's accomplishments and best wishes for his retirement.

**Minutes Approval**

April 6, 2017

<b>RESULT:</b>	<b>ACCEPTED [4 TO 1]</b>
<b>MOVER:</b>	Michael Sigler, Member
<b>SECONDER:</b>	Carol Chock, Member
<b>AYES:</b>	Robertson, Sigler, McKenna, Chock
<b>NAYS:</b>	Kiefer

April 18, 2017

<b>RESULT:</b>	<b>ACCEPTED [4 TO 1]</b>
<b>MOVER:</b>	Michael Sigler, Member
<b>SECONDER:</b>	Carol Chock, Member
<b>AYES:</b>	Robertson, Sigler, McKenna, Chock
<b>NAYS:</b>	Kiefer

**Executive Session**

It was MOVED by Ms. Chock, seconded by Mr. Sigler, and unanimously adopted by voice vote, to hold an executive session at 5:14 p.m. to discuss advisory board applications. The meeting returned to open session at 5:29 p.m.

Ms. Chock was excused at this time.

**Advisory Board Appointment(s) (ID #7018)**

Planning Advisory Board

Susan Mann - Energy representative; term expires December 31, 2019

The Committee deferred consideration on an appointment to the Planning Advisory Board and requested the Public Information Officer make contact with the individual to discuss potential membership on the Public Information Advisory Board.

Minutes  
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<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	David McKenna, Member
<b>SECONDER:</b>	Michael Sigler, Member
<b>AYES:</b>	Robertson, Kiefer, Sigler, McKenna
<b>EXCUSED:</b>	Chock

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**Adjournment**

The meeting adjourned at 5:30 p.m.