

## Housing and Economic Development Committee

Regular Meeting Minutes – Approved 11-22-19

Thursday, October 24, 2019 9:30 AM

Legislature Chambers

### Attendance

Attendee Name	Title	Status
Anna Kelles	Chair	Present
Deborah Dawson	Vice Chair	Present
Michael Sigler	Member	Present
Anne Koreman	Member	Present
Henry Granison	Member	Present
Katrina McCloy	Deputy Clerk, Legislature	Present
Jay Franklin	Director of Assessment	Present
Megan McDonald	Deputy Planning and Sustainability Commissioner	Present
David West	Planner, Planning and Sustainability Department	Present

Guests: Lynn Traume, Ithaca Neighborhood Housing Services, Jim Kumon and Bernice Radle, Incremental Development Alliance; and Heather McDaniel, Tompkins County Area Development

### Call to Order

Ms. Kelles, Chair, called the meeting to order at 9:33 a.m.

### Chair's Report

Ms. Kelles spoke of a list of housing services in Tompkins County she has been compiling and her plans to present it at the December Committee meeting. She also plans to invite service providers to join in what she anticipates to be a robust conversation about housing. She explained that some services have specific focus areas and that is how she has grouped the services identified in her list. Her overall goal is to identify gaps in the housing services within Tompkins County. She believes this list will provide a much clearer sense of the County's responsibilities related to housing and what impact the shifting of funding could have on certain areas of housing services. She said not all County funding provided to agencies assists those agencies the same from one agency to another and therefore she believes this exercise will help Committee members better understand how funds impact agencies. She plans to distribute her list in advance so that Committee members will have time to review it prior to the December meeting.

Ms. Kelles will be meeting with Kathy Schlather, Executive Director, Human Services Coalition, and Jason Molino, County Administrator, to begin setting up the Landlord Liaison Task Force. Ms. Schlather will be leading that task force. Ms. Kelles will keep the Committee informed as this moves forward.

### Public Comment

There were no members of the public present who wished to speak.

### Changes to Agenda

There were no changes to the agenda.

**Minutes Approval**

September 26, 2019

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Anne Koreman, Member
<b>SECONDER:</b>	Deborah Dawson, Vice Chair
<b>AYES:</b>	Kelles, Dawson, Sigler, Koreman, Granison

**Committee Members' Reports/Liaison Assignments**

Ms. Kelles reported that the Community Housing Development Fund will be meeting on October 25th to review the following three projects for funding:

- Immaculate Conception School Development Project
- Crescent Way Development (Ithaca Neighborhood Housing Services (INHS) project in Trumansburg)
- Park Grove Development (Affordable Housing project on Carpenter Business Park)

Mr. Granison stated the draft Strategic Tourism Plan is available for public comment through November 11<sup>th</sup>. Ms. Kelles explained that this plan is for 2021 through 2027 and encouraged Committee members to provide input.

Ms. Koreman said the Trumansburg Planning Board will be meeting later in the evening to consider the Crescent Way Project. She expects the plans to be approved by the Board but anticipates a lawsuit (Article 78) to be filed.

Ms. Dawson announced, as an item related to the Strategic Tourism Planning Board grant, the Dorothy Cotton Jubilee Singers will be performing on Sunday, October 27<sup>th</sup> at 3:00 p.m. at the Ithaca High School. Mr. Granison stated the Fisk Jubilee Singers will be performing on Saturday, October 26th at 8:00 p.m. at the Statler Auditorium, Cornell University.

**County Administrator's Report**

There was no report.

**Office of Human Rights - Fair Housing Officer Update**

Dr. Clarke explained that four fair housing events have been held in recent months with assistance from CNY Fair Housing and the Planning and Sustainability Department. Those events have included training for staff, housing providers, and service providers, and a public meeting that was focused on tenant rights and recent changes in the law. He is working with CNY Fair Housing on a schedule for education and outreach opportunities for 2020 and reviewed some of the topics to be covered.

Ms. Koreman inquired about the public meeting. Dr. Clarke stated those in attendance were happy to hear about the changes in the law concerning source of income. The training provided for staff covered their concerns and the training for housing providers did not have as many source of income questions as he had anticipated.

Mr. Granison asked what the plans are for the Office of Human Rights regarding the promotion of the new source of income laws. Dr. Clarke is working with CNY Housing on this as part of their 2020 plans. Mr. Granison spoke of the new tenant laws and the plans in the college town area to start a tenants group. Dr. Clarke plans to address that and said there will be a link on the Office website to the laws. Mr. Granison suggested having some printed copies available also. The Human Services Coalition will be hosting a forum entitled Housing Stability and Tenant Protection Act of 2019 that will be providing some updates to the New York State Laws.

Ms. Dawson asked about clarification of the Fair Housing Officer role and if this is who individuals file their complaints with. Dr. Clarke stated he has provided assistance to individuals seeking to file complaints. Ms. Kelles clarified that an individual can file their complaint online and Dr. Clarke is simply helping individuals navigate the system. Committee members discussed the difference in services provided by CNY Fair Housing and the Office of Human Rights.

Ms. Kelles inquired about staffing in the Office of Human Rights. Dr. Clarke stated there was a recent resignation tendered for the position that focuses primarily on education and outreach. He expects that particular position will be filled following the appointment of a new Director to the Office of Human Rights.

Ms. Kelles spoke of CNY Fair Housing Office being able to conduct investigations concerning complaints and they also can perform some testing in Tompkins County. Dr. Clarke stated the services covered through the contract between CNY Fair Housing and the Office of Humans Rights is primarily pertaining to education and outreach.

Ms. Dawson would like to see better clarification of the various responsibilities with respect to fair housing and landlord-tenant rights. She would also like to see this included in the process and search for the new Director to determine the role to be played by the Office of Human Rights.

Ms. McDonald explained that any government with the State that is receiving community development block grant funds are required to designate a Fair Housing Officer and the City refers people to the Office of Human Rights.

Dr. Clarke will coordinate with CNY Fair Housing to attend a future meeting to provide an update and further explanation as to what services are provided by their Office.

### **Planning and Sustainability Department**

#### **Resolution No. - Resolution to Consider Applications for Funding from the Municipal Housing Affordability Grant Program from Round-C 2019 (ID #8958)**

Mr. West provided a brief review of the Municipal Housing Affordability Grant program to assist municipalities with their efforts to move forward housing affordability in their communities. To date there have been two projects funded that are located in the Town of Lansing and the Village of Dryden. This application from the Town of Danby is the third received for this grant and it focuses on the growth around their historic hamlet. In conjunction with the Incremental Development Alliance program a small developer has been identified and is interested in providing the development the Town is looking for. These funds will be used to move that development forward.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Deborah Dawson, Vice Chair
<b>SECONDER:</b>	Michael Sigler, Member
<b>AYES:</b>	Kelles, Dawson, Sigler, Koreman, Granison

WHEREAS, the Tompkins County Legislature through Resolution No. 2018-284 approved the Program Guidelines for the Municipal Housing Affordability Grant program, and

WHEREAS, said Program Guidelines required that applications for grant awards from the Municipal Housing Affordability Grant Program in an amount that exceeds \$5,000 shall be reviewed by the County Legislature, and

WHEREAS, the Municipal Housing Affordability Grant Program assists municipal governments with activities that support housing affordability, and

WHEREAS, the grant application was made available to interested parties with a deadline of October 11, 2019, for Round-C 2019, and

WHEREAS, one application from the Town of Danby for \$10,000 requires review and approval by the Tompkins County Legislature, and

WHEREAS, the Town of Danby is requesting \$10,000 to “Hire a consultant to review zoning and subdivision ordinances as well as site plan review procedures to ensure flexibility for contemporary trends in business while ensuring compatibility with neighborhood character and the environment. Consultant will suggest zoning changes and support a collaborative resident and business-led adaptive process for Septic Oriented Development that will provide locally-buildable, affordable housing diversity.”, and

WHEREAS, the Town of Danby Comprehensive Plan envisions development being focused in the traditional hamlets, with development in the outlying parts of the town being discouraged, and

WHEREAS, the Town of Danby has committed at least \$1,000 of local funding and additional in-kind services, and

WHEREAS, the Town of Danby’s application is complete and meets the minimum eligibility requirements of the Municipal Housing Affordability Grant program, and

WHEREAS, the Town of Danby application meets the goals for the Municipal Housing Affordability Grant as described in the Program Guidelines approved by the Tompkins County Legislature, now therefore be it

RESOLVED, on recommendation of the Housing and Economic Development Committee, That Tompkins County authorizes the expenditure of \$10,000 of its funds to support the Town of Danby’s project as described in their application dated October 11, 2019,

RESOLVED, further, That the County Administrator or his designee is authorized to execute agreements to affect this grant program consistent with this resolution.

**SEQR ACTION: TYPE II-27**

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**Resolution No. - Negative Declaration for Authorizing Exemption from Real Property Taxes and Provision for In-Lieu Payments with Regard to the Ithaca Neighborhood Housing Services, Inc. (INHS), Immaculate Conception School Redevelopment Project (ID #8961)**

Mr. Franklin explained that the law requires the board of the assessing unit to authorize the PILOT exemption and that the assessing unit can authorize this for all taxing jurisdictions.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Anne Koreman, Member
<b>SECONDER:</b>	Michael Sigler, Member
<b>AYES:</b>	Kelles, Dawson, Sigler, Koreman, Granison

WHEREAS, Resolution No. \_\_\_ of 2019 would authorize Exemption from Real Property Taxes and Provision for In-Lieu Payments, with Regard to the Ithaca Neighborhood Housing Services, Inc. (“INHS”), Immaculate Conception School Redevelopment Project (hereinafter referred to as the “Project”), and

WHEREAS, Tompkins County has received and reviewed the City of Ithaca Full Environmental Assessment Form (Parts 1, 2, and 3) documents for the Project, and

WHEREAS, as Lead Agency, the City of Ithaca Planning and Development Board has determined the Project to be a Type I Action in accordance with the City of Ithaca Environmental Quality Review Ordinance and has issued a Negative Declaration, and

WHEREAS, Tompkins County concurs with the City of Ithaca Planning and Development Board SEQR Negative Determination of the Project, now therefore be it

RESOLVED, on recommendation of the Housing and Economic Development Committee, That the authorization of the exemption from Real Property Taxes and Provision for In-Lieu Payments, with regard to the Project adequately protects and preserves the environment and will not have any potentially significant adverse effects on the environment.

**SEQR ACTION:** Full Environmental Assessment Form on File with the Legislature Clerk

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**Resolution No. - Authorize Exemption from Real Property Taxes and Provision for In-Lieu Payments with Regard to the Ithaca Neighborhood Housing Services, Inc. (INHS), Immaculate Conception School Redevelopment Project (ID #8962)**

Committee members inquired about school taxes and the impact this may have on them. The school district has been supportive of increased availability of affordable housing and projects of this type and have not expressed opposition to other similar projects receiving this exemption. Mr. Franklin will notify the school district of this exemption.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Deborah Dawson, Vice Chair
<b>SECONDER:</b>	Anne Koreman, Member
<b>AYES:</b>	Kelles, Dawson, Sigler, Koreman, Granison

WHEREAS, pursuant to Section 577 of the New York State Private Housing Finance Law (PHFL), the Legislature hereby exempts from real property taxes, for a period of thirty (30) years, the following properties, to be owned by a housing development fund company formed under Article XI of Private Housing Finance Law of the State of New York and sponsored by the Ithaca Neighborhood Housing Services, Inc. (“INHS”), and beneficially owned by a to-be-formed partnership affiliate of INHS formed for the purpose of developing the Project (hereinafter the “Owner”), and to be used for the provision of affordable rental housing to qualified persons or families of low income as a part of the Immaculate Conception School Redevelopment Project (the “Project”), and

<u>Address:</u>	<u>Tax Parcel #:</u>
320-324 W. Buffalo St	60.-2-5
330 W. Buffalo St	60.-2-11
309 S. Plain St	60.-2-12

WHEREAS, Tompkins County has determined that the continued provision of affordable rental housing to qualified persons or families of low income by INHS is beneficial to and in the long term best interests of the public, and

WHEREAS, the City of Ithaca Planning and Development Board's SEQR review process has been completed for the Project with a Negative Determination, and

WHEREAS, the Tompkins County Legislature through Resolution No. \_\_ of 2019 concurs with the City of Ithaca Planning and Development Board’s SEQR Negative Declaration determination for the Project, now therefore be it

RESOLVED, on recommendation of the Housing and Economic Development Committee, That the Legislature of Tompkins County, pursuant to Section 577 of the Private Housing Finance Law of the State of New York, hereby grants to the properties listed herein a tax exemption from real property taxes levied by Tompkins County, the City of Ithaca, and other local taxing authorities for a period of thirty (30) years, and the Owner shall make annual in-lieu-of-tax payments (hereinafter referred to as “PILOT”) to Tompkins County equal to 12% of its annual "net operating income" (NOI) but in no event to be less than \$41,514, increasing to 15% of NOI beginning in year 16. "Net operating income" shall equal gross rents received by the Owner less operating costs, as determined by an annual audit, paid by the Owner for the duration of the exemption period. The PILOT shall be shared by Tompkins County with the City of Ithaca and the Ithaca City School District in the same ratio as total school, City, and County taxes would have been paid with respect to the Project without considering the exemption provided for herein,

RESOLVED, further, That the County Administrator is hereby authorized and requested to execute and deliver to any pertinent party an agreement between Tompkins County and the Owner, setting forth as necessary the details of the PILOT, and to take all action necessary and/or required to effectuate or verify such payments or tax exemption, the PILOT agreement shall contain such additional terms and conditions as the County Administrator deems to be appropriate,

RESOLVED, further, That this ordinance shall take effect as of the next final assessment roll.  
**SEQR ACTION:** Full Environmental Assessment Form on File with the Legislature Clerk

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**Incremental Development Alliance Update**

Mr. Kumon and Ms. Radle provided a brief history of what Incremental Development Alliance (IncDev) has provided to the community in the past six months. It includes education and training to potential small scale developers and to help people in the community learn more about the fundamentals of real estate development. Additionally, they have provided technical support and assistance to smaller municipalities with limited staffing available. Given the county-wide housing issues, the smaller municipalities can provide great opportunities for housing. Mr. Kumon spoke of IncDev’s investigation of the existing land-use laws in villages and towns and how they do and do not support some of the visions and goals of the County and individual municipality.

Mr. Kumon explained that IncDev worked with board members and planning staff from Trumansburg and the Town of Dryden (Varna) and current zoning laws to determine how they can build what they desire to build with those current zoning laws. A goal IncDev has is to provide training and education opportunities to participants and help them better understand the ability to make changes if the rules they currently have do not correspond with the overall vision of the community.

**Tompkins County Area Development**

**Tompkins County Area Development (TCAD) 2020 Workplan (ID #8964)**

Ms. McDaniel provided a PowerPoint presentation entitled Draft 2020 Work Plan that included a brief description of Tompkins County Area Development's 2020 goals and plans. A draft job description for the sixth position focusing on workforce development at TCAD has been compiled and should be posted soon.

Ms. McDaniel announced that Martha Armstrong, Vice President and Director of Economic Development Planning, plans to retire at the end of the year and the Executive Committee has been notified.

<b>RESULT:</b>	<b>COMPLETED</b>
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**October 2019 Tompkins County Area Development (TCAD) Report (ID #8963)**

Ms. McDaniel stated the Industrial Development Agency (IDA) has approved the incentive package under the City Investment Incentive Tax Abatement Policy (CIITAP) for 327 West Seneca Street that is a 12-unit affordable housing project.

<b>RESULT:</b>	<b>COMPLETED</b>
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**Commissioner of Planning and Sustainability's Report**

Ms. McDonald, Deputy Commissioner, reported that the first draft of the Strategic Tourism Plan is available for public comment and comments will be accepted through November 11th.

**Adjournment**

The meeting adjourned at 11:42 a.m.