

Planning, Development, and Environmental Quality Committee

Regular Meeting Notes – FINAL

Thursday, May 4, 2017 3:00 PM

Legislature Chambers

Attendance

| Attendee Name | Title | Status | Arrived | Departed |
|----------------------|---|---------------|----------------|-----------------|
| 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.

Chair's Report

Ms. Robertson reported she attended the Ithaca Neighborhood Housing Services (INHS) Annual Meeting and has requested Paul Mazzarella, Executive Director, to provide the presentation to the Legislature.

Tompkins County Area Development

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

Ms. Robertson introduced and welcomed Margaret Frank, Communications and Assistant

Director of Economic Development, Tompkins County Area Development (TCAD).

Ms. McDaniel reviewed the May 2017 TCAD Report and stated New York State has announced the Consolidated Funding Application process for this year and TCAD is working to provide that information to the community and answer any questions. The State will be holding two informational workshops in each region; there will not be a meeting in Tompkins County. She will be attending a “train the trainers” workshop to assist applicants and help answer questions. Ms. Robertson stated the closest workshop would be held in Elmira.

Ms. Chock inquired about the Community Solar Policy. Ms. McDaniel stated the Industrial Development Agency (IDA) has a draft Solar Policy and she anticipates it will be considered at the June meeting. The policy provides that the IDA will deliver a property tax agreement for community solar for offsite solar facilities at a rate of \$8,000 per megawatt for twenty years with a 2% annual increase, the IDA fees have also been reduced from 1% to 1/2% of budget costs. Ms. McDaniel will provide a copy of the policy to Committee members.

Ms. Chock spoke of yesterday’s Government Operations Committee meeting regarding tax exemptions for developers. She asked if it would be feasible for TCAD and the IDA to look into an instrument similar to the Community Solar Policy that will target and provide assistance and/or reduced payments for developers who develop in one of the County’s focus areas for development. Ms. Robertson explained that the County cannot say it would target an exemption only if it were in a smart growth location and the IDA also does not have that authority.

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.

Mr. McKenna asked for an update on the solar project in Newfield. Ms. McDaniel stated the Newfield projects were approved with property-tax incentives and was consistent with the IDA’s draft Community Solar Policy. Special districts are not included in PILOT programs and taxes for those special districts will still be paid at the full assessed value.

Ms. McDaniel spoke of recent meetings between TCAD staff and Senator Chuck Schumer’s staff and Senator Kirsten Gillibrand regarding economic development. The message Mr. Stamm returned with and is being passed on from those meetings is that quality and reliable energy infrastructure is important to our business community. She explained that Ms. Mattick was also in attendance at those meetings regarding workforce development discussing the advance manufactures training program. TCAD is working with manufacturers in the area to develop a program that will provide a pipeline of entry level workers for community employers. Mr. Stamm was priming the Senators for future funding for that program.

Ms. Robertson stated conversations have continued regarding the Lansing Moratorium and Alternative Compressor Stations to try and work with the Public Service Commission (PSC) and NYSEG.

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Cornell Cooperative Extension

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

Ms. Teeter stated this request is to add a small parcel to the Ag District and the property owners already have a much larger parcel already included in the Ag District. This addition will allow access to the property from Brown Road.

Ms. Teeter spoke of the number of applications received for additions to the Ag Districts is minimal because the districts are very comprehensive. Typically, the additions are small parcels similar to this one and lands that were not being farmed and now are being put back into production.

Ms. Roth explained that land is also added during the normal eight-year review period due to the extensive review.

Ms. Chock requested an overview of the amount of land that has been used for farming and trends. Ms. Roth explained that the information can be found in the County Agriculture Plan but she can look into updating it.

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| RESULT: | RECOMMENDED [UNANIMOUS] |
| MOVER: | David McKenna, Member |
| SECONDER: | Dooley Kiefer, Vice Chair |
| AYES: | Robertson, Kiefer, McKenna, Chock |
| EXCUSED: | 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

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

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| RESULT: | RECOMMENDED [UNANIMOUS] |
| MOVER: | Dooley Kiefer, Vice Chair |
| SECONDER: | Carol Chock, Member |
| AYES: | Robertson, Kiefer, McKenna, Chock |
| EXCUSED: | 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. Roth and Ms. Teeter provided a brief summary of the Spring 2017 Tompkins Agriculture Program Report and the four highlighted areas that include the following:

- Ag District addition,
- Town Ag Plans and Ag Committees involvement in land-use planning and related issues,
- Ag Economic Development and Energy investments, and
- Agritourism.

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.

Ms. Kiefer asked if CCE assists farmers with questions they may have regarding the leasing of land for solar power. Ms. Teeter stated they refer them to an attorney and explained that the system is very complex.

Ms. Teeter stated there are a large number of dairy farms in the County that would be impacted if there immigrant workers were lost due to some type of immigration problem. The workers seem to have all the proper documentation and the agriculture sector does not seem to be touched or targeted by recent actions by U.S. Immigration and Customs Enforcement.

Planning and Sustainability Department

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

Ms. McDonald explained that this is round 14 of the Community Housing Fund and the program oversight Committee has recommended an award of \$60,000 to OAR's Endeavour House that would provide for single-room occupancy beds for individuals returning to the community from Tompkins County Jail. There was a condition on the approval that a sub-committee representing all the funding organizations of the fund meet to review the updated numbers. There are some new sources of funding that will assist the project. The meeting has been scheduled and will take place prior to the Legislature meeting.

Ms. Dietrich thanked Ms. McDonald for her assistance in developing the real estate development budget and she now feels secure with the figures.

Ms. Chock encouraged Ms. Dietrich to look into eligibility of other funding sources and programs once the closing on the property takes place.

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| RESULT: | RECOMMENDED [UNANIMOUS] |
| MOVER: | Carol Chock, Member |
| SECONDER: | Martha Robertson, Chair |
| AYES: | Robertson, Kiefer, McKenna, Chock |
| EXCUSED: | 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.

Tompkins County has made progress in regard to energy usage when it comes to its buildings and

leads by example. More work is needed in the area of the County fleet including a fleet analysis and continuing to purchase electric vehicles. In addition, there are plans to update the County green fleet policy this year as well. These items can be completed together and integrated in this grant.

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 NYSEERDA would be open to either option. She is looking for Committee feedback on the two proposed options.

Mr. Marx spoke of the advantage to the fleet approach as it would be easier to directly document the emissions reduction and energy savings. This option is also focusing on one area that may allow for a faster approval turnaround from NYSEERDA. He also stated this option makes more sense from a fiscal standpoint.

Ms. Kiefer said she would like to see forward movement on the Energy Navigator position but is not against the funding going towards the fleet.

Mr. Marx stated \$50,000 annually for a three-year period has been set aside by the Legislature for the Energy Navigator position. The energy transition is a long term steady process and will not be solved in its entirety in the next three years and there is a need to have staff devoted to that. He further spoke of the possibility of requesting a new position in next year's budget in the Planning and Sustainability Department for someone focusing on energy. This position would be tasked with some of the items the Energy Navigator position was tasked with and would be flexible over time to respond to whatever was needed.

Ms. Chock was leaning towards being supportive of option one and said the County has made progress in the replacement of vehicles. She inquired if things were going to be included in the County budget if the funding was not received and stated based on those answers she would make her preference. She would also like to see more energy-efficient transportation and "clean-air buses" used by TCAT.

In response to Ms. Chock, Ms. Borgella stated the County was awarded this grant for all the great things the County has already done. The fleet is one area that has not been addressed too extensively. While brainstorming ideas with Department staff, discussions took place regarding County government using these funds to make further advances in the reduction of greenhouse gas emissions and energy use.

Mr. McKenna was supportive of the second option and using funding towards the replacement of vehicles.

Ms. Robertson stated she was in favor of splitting the funding and supportive of option one. The path forward is much clearer on transportation and replacement of vehicles. She believes there is a large unaddressed use of gas used by larger facilities. She supports the efforts being focused on the larger facilities and the need for the position. The Energy and Economic Development Task Force strongly recommended the position of Energy Navigator and making that a priority.

Mr. McKenna suggested making the Energy Navigator position an ongoing target in the budget and use the grant towards the fleet. Mr. Marx spoke of the position being a long-term necessity of the Department. The funds already set aside in the current budget would allow for the position to be filled this year and allow time for the specific responsibilities to be established. The grant funding could then be used for consulting services to enhance the work done by staff.

Mr. Marx suggested using \$50,000 from the 2017 Budget to hire an individual in an energy position to oversee the Energy Navigator program for the remainder of the year and apply for the grant funds for services that would support and enhance that program, then ask for a new position in 2018.

Ms. Kiefer spoke of concerns about the quality of the candidates that would be attracted if the position were only temporary. Mr. Marx explained he would seek some support of the position from the Legislature. Committee members further discussed the future of the Energy Navigator program.

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)

Ms. McDonald provided a summary and outline of the draft Housing Strategy for Tompkins County. The outline was developed using information gathered from the Housing Needs Assessment process and integrating with the input from Housing Summit and Department Head and Legislature Housing Retreat. She spoke of the approach taken to achieve the desired units in the target locations and the need to continue the momentum following the Housing Summit. A public meeting has been scheduled for May 17, 2017, 5:30 p.m., at the Tompkins County Public Library, to present the Housing Strategy for Tompkins County.

Mr. Sigler arrived at this time.

Ms. McDonald also stated there have been discussions regarding the addition of Air BnB to the existing list of housing supply following discussions by the Planning Advisory Committee and housing partners.

In addition, Ms. McDonald has received feedback about prioritizing the list of items under the approach since there are multiple directions.

Mr. Marx stated a final presentation will be brought back for the Committee's consideration following the public meeting and prior to going to the Legislature.

Ms. Chock stated she would like to see the vision worked into the strategy more and suggested more emphasis on the housing development fund, incentive and inclusionary zoning, and fair housing

with a possible requirement made of developers to include multi-income units.

Mr. Sigler stated he was not supportive of the specific law drafted regarding source of income as it relates to fair housing. He does not believe a landlord should be forced to rent to someone without being able to take their source of income and ability to pay into consideration.

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.

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Commissioner's Report

Mr. Marx provided a brief report on the following:

- **Resiliency Grant** - The Resiliency grant, previously reported on, has been submitted to the Department of State. This grant will assist in planning for recovery and making the community resilient to the impacts of major weather and climate related events.
- **Sustainability Center** - The Sustainability Center is a partner with the Heritage and Education Center and bringing in the perspective of past, present, and future to that space.
- **NYS DOT Region 3 Meeting** - There was a meeting with New York State Department of Transportation, Region 3, attended by himself and members of the Transportation Committee. The current regional staff is very engaged in moving of the DOT site from the waterfront area. Concerns of areas on Route 13, the downtown bottleneck, and the Route 366 overlap areas, are being discussed and DOT is taking a closer look at those areas.
- **Conference Center, Phase I Feasibility Study** - The study has been completed and interested parties are evaluating it and looking at site criteria and financing options before moving to the next stage for the project.
- **Energy Task Force** - The Energy Task Force has had a good meeting and then a small group met to discuss organizational aspects and have some great ideas as to how to move the Task Force forward. The Task Force will be meeting on the second Thursday of the month at 9:30 to 11:30 a.m. at the Tompkins County Public Library.
- **Energy Focus Area Final Report** - The report was distributed to all Committee members. He will review the report at the next meeting. The report has been shared with the Public Service Commission (PSC). Ms. Robertson requested all Legislators and Tompkins County Area Development (TCAD) receive a copy of the report.

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.

Ms. Robertson said Mr. Mareane will be organizing the search committee for a new Planning and Sustainability Commissioner.

Minutes Approval

April 6, 2017

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

April 18, 2017

| | |
|------------------|-----------------------------------|
| RESULT: | ACCEPTED [4 TO 1] |
| MOVER: | Michael Sigler, Member |
| SECONDER: | Carol Chock, Member |
| AYES: | Robertson, Sigler, McKenna, Chock |
| NAYS: | 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.

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| RESULT: | RECOMMENDED [UNANIMOUS] |
| MOVER: | David McKenna, Member |
| SECONDER: | Michael Sigler, Member |
| AYES: | Robertson, Kiefer, Sigler, McKenna |
| EXCUSED: | Chock |

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Adjournment

The meeting adjourned at 5:30 p.m.