

**PLANNING ADVISORY BOARD**  
**Tuesday, Oct. 10 2023**  
**FINAL MEETING MINUTES**

**Members Attending**

Name		Representation	Name		Representation
Liddy Bargar	P	Human Services	Gay Nicholson	P	At-Large
Joe Bowes	P	Housing	Christine O'Malley	P	Cultural/Historic Preservation
Fernando de Aragón	P	Transportation	C.J. Randall	P	Local Planning (non-urban)
Jordan Decker	E	Energy	Leslie Schill	P	Education #2
Yamila Fournier	P	Built Environment	Andy Zepp	A	Land Preserv./Public Land Mgmt.
George Frantz	P	Agriculture			
David Herrick	E	Facilities/Infrastructure	<b>Others Present</b>		
David Kay	P	Local Planning (urban)	Eliot Benman	P	Housing & Community Development Planner
Thomas Knipe	P	Business	Katie Borgella	P	Commissioner
Anne Koreman	P	County Legislature	Joan Jurkowich	P	Planning Administrator
Ernie McClatchie	P	Education #1	Darby Kiley	P	Associate Planner
Heather McDaniel	P	Economic Development	Kristin McCarthy	P	County Staff

**Guests:** None

**Call to Order/Agenda Review and Changes/Privilege of the Floor:** Chair C.J. Randall called the meeting to order at 3:33pm. No changes to agenda or privilege of the floor.

**Action: Approval of Draft Minutes (September 2023):** The draft September 2023 minutes were approved (moved by Anne Koreman, seconded by George Frantz) as submitted.

**Update: Building Code Administration and Operations– Darby Kiley, DPS**

Darby presented an update on the County's Building Code Administration and Operations Study. The study aims to help fill vacancies and improve efficiencies in local code enforcement departments. It is similar to a study done by Tioga County, but with some differences in the tasks it covers. Darby's presentation included an overview of the project tasks (data collection, identifying shared services opportunities, developing six prioritized strategies, and creating a final report), the key stakeholders involved, and details of the six strategies identified as one of the tasks. The six strategies include: County assignment of new 911 addresses; a building permit software management system; creating a code enforcement officer/building safety inspector pipeline; and more. Darby's report and the Q&A covered several topics, including collaboration with municipalities, consultants Laberge Group, and the steering committee; pathways for education; improving recruitment strategies; succession planning; county-level staffing; municipal control; best practices for code enforcement; and dialoguing with different stakeholders (e.g., developers, customers, tenants, landlords) on code enforcement bottlenecks. Members can email Darby with additional questions or comments.

**Report/Discussion: 2022 Draft Housing Snapshot – Eliot Benman, DPS**

Eliot introduced the draft 2022 Housing Snapshot report, which is part of Tompkins County's planning process for addressing the housing needs of county residents. He explained that the report is divided into three sections: demographics and workforce trends, housing characteristics and market trends, and estimates of housing production. He also thanked the various departments and community partners that contributed to the report. Eliot focused on new and emerging trends in the 2022 report. He noted that the overall picture is one of an expensive housing market with limited supply. Housing affordability remains a serious issue, especially for renters. The median rent for a one-bedroom unit increased by 34.7% from 2011 to 2021, while median household income

increased by 29.8%. The number of severely burdened households, who spend more than 50% of their income on rent, has increased significantly in recent years. The for-sale housing market is also expensive and competitive, with limited supply. The median sales price increased by over 40% from 2019 to 2022. Eliot also discussed the national trends that are likely to affect the local housing market in coming years, such as high interest rates, the cost of construction materials, and labor shortages. Eliot then turned to the section of the report that tracks the county's housing targets. He noted that the county does not have established targets for overall housing production, but it does have targets for ownership and rental workforce housing. The county has fallen short of its targets for both ownership and rental workforce housing. However, the county has met its goal of creating 100 new permanent supportive housing beds. Members asked questions about the cost of housing, the difference between purpose-built student beds and student beds, and the availability of the draft report. Fernando shared that the Ithaca Tompkins Transportation Council will be updating its long-range transportation plan (scheduled completion date of 2024), the regulations for which require that such plans account for housing. He will be using Eliot's information and would be interested in seeing a full range of price points in the report. Eliot invited Fernando to connect with him after the meeting and for members to email him with additional feedback.

**Update: 2024 Member Recruitment/Request for Nominating Committee Members** – *Kristin McCarthy, DPS*

Kristin updated the group on member renewals and recruitment. She reminded members whose terms are expiring to reply to her email if they would like to continue their membership. There are two open seats: the natural environment seat and the at-large seat. Kristin also discussed the formation of a nominating committee to elect the chair and vice chair for 2024. Per the bylaws, the committee will be composed of three voting members who are not currently officers. Kristin asked CJ and Leslie if they would like to continue serving as chair and vice chair for one more year. She also invited anyone else who is interested to contact her via email. The committee will be appointed in November.

**Member Items**

None

**Adjournment:** Chair C.J. Randall adjourned the meeting at 4:30pm.