

**PLANNING ADVISORY BOARD**  
**Tuesday, July 9, 2024**  
**FINAL MEETING MINUTES**

**Members Attending**

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

**Guests:** None

**Call to Order/Agenda Review and Changes/Privilege of the Floor:** Chair C.J. Randall called the meeting to order at 4:03pm. No privilege of the floor or changes to the agenda.

**Action: Approval of Draft Minutes (June 2024):** The draft June 2024 minutes were approved (moved by Anne Koreman, seconded by Fernando de Aragón) as submitted. Motion carried.

**Update: Housing Support for Municipal Planners – Abigail Conner, Megan McDonald, Shawna Stevenson**

Staff briefed the board on the Housing Support for Municipal Planners initiative, which convenes planners from various municipalities to discuss county-level support for their housing development efforts. Meetings have addressed multiple topics, including limitations on dwelling size, job training needs, development opportunities, affordability, manufactured housing, accessory dwelling units (ADUs), short-term rental regulations, and replicable development models. Training for planning and zoning boards emerged as a key area of interest, along with a look at opportunities for administrative decisions by planning staff and potential zoning code adjustments. Staff shared that the goal is to hold at least four meetings by year's end and produce a final product that summarizes findings and recommendations. The Q&A session covered a wide range of topics, including the impact of construction costs on affordability and the potential effects of large-scale developments (like the Micron corridor) on local housing markets. Discussions also addressed the capacity and willingness of boards to implement changes, highlighting the importance of proactive developer communication. The need for further information on build-out analyses and dummy codes was also raised.

**Member Items**

C.J. shared that the NY Upstate American Planning Association Conference will be held in Ithaca this fall and encouraged interested individuals to submit presentations for the event. She also mentioned plans to host a developer roundtable to discuss housing issues and identify areas that municipalities can control and influence.

**Adjournment:** Chair C.J. Randall adjourned the meeting at 4:57pm.