

**PLANNING ADVISORY BOARD**  
**Tuesday, Oct. 11, 2022**  
**Via Zoom**  
**FINAL MEETING MINUTES**

**Members Attending**

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

**Guests:** None

**Call to Order/Agenda Review and Changes/Privilege of the Floor:** Vice chair C.J. Randall called the meeting to order at 4:02pm. No changes to the agenda. No one spoke during privilege of the floor.

**Report: Priority Trails Strategy Update** – *Nick Helmholdt, DPS Staff*

Nick reported on early stages of updating County Priority Trails Strategy. A joint effort between the Planning and Sustainability Department and Ithaca Tompkins County Transportation Council, the update kicked off with a brainstorming session with the County Parks & Trails Network, where members shared feedback and formed a steering committee. Staff will work internally and with steering committee on gathering new content and pulling together a draft this winter. Nick's report and subsequent Q&A discussion touched on ideas for new trails, outdoor recreation, increased trail maintenance requirements, plan's purpose as high-level overview document, and its potential to help advance projects and generate excitement countywide.

**Action: Natural Infrastructure Capital Program Funding Request for Fischer Old-Growth Forest** – *Joan Jurkowich, DPS, and Todd Bittner, Cornell Botanic Gardens*

Todd Bittner gave a presentation on a proposal from Cornell University for Natural Infrastructure Capital Program funding to protect a total of 81 acres adjoining the Cornell Botanic Gardens' Fischer Old-Growth Forest Natural Area. The Natural Infrastructure Subcommittee of the PAB reviewed and support advancing the project to the County Legislature for approval. Joan Jurkowich and Todd answered questions related to proposed uses of grant funds, long-term maintenance of property, educational value, benefits of conserving area for flood control, tax-exempt status, and more.

**Action:** C.J. Randall made a motion, which was seconded by Heather McDaniel, to recommend that the Tompkins County Legislature approve the use of \$36,790 in funds from the Natural Infrastructure Capital Program to support acquisition of the Meadowbrook Addition to the Fischer Old-Growth Forest Natural Area. Motion carried.

**Report: Building Code Administration Study – Darby Kiley, DPS Staff**

Darby updated members on the Building Code Administration Study. A request for proposals was released in mid-September for \$75,000 to fund the study, with submissions due next week. Staff and steering committee will review applications, interview selected consultants, and work to get contract signed. Darby's report and Q&A discussion covered project scope, shared services, memoranda of understanding, length of contract, interviews with code enforcement officers, relevant county officials and staff, challenges in terms of costs as well as opportunities, and outreach to community stakeholders, including developers, landlords, business owners, and human services agencies. Final draft of study will be shared with municipalities and brought back to PAB for review.

**Update: Member Recruitment and Request for Nominating Committee Volunteers – Kristin McCarthy**

C.J. and Leslie have agreed to serve as officers again. Gay, Fernando, and Jordan volunteered to serve on the Nominating Committee. Members up for renewal should submit their applications asap to Kristin. Vacant seats include Natural Environment and At-Large. Members are welcome to forward recommendations for prospective candidates to DPS staff for consideration.

**Action: Approval of Draft Minutes (Sept. 13, 2022):** The draft September 2022 minutes could not be approved due to lack of quorum.

**Member Items**

None

**Adjournment:** The meeting adjourned at 4:36pm. All were in favor.