Amended PEDC Meeting
Planning and Economic Development Committee

This meeting will be conducted remotely via the online platform Zoom, pursuant to the Governor's Executive Order 202.1. A live stream is available at City of Ithaca Public Meetings YouTube Channel.

**Please refer to the second page of this agenda to learn how to participate either by written comment or joining the meeting to speak.**

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**Agenda Items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Voting Item</th>
<th>Presenter</th>
<th>Time Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Call to Order/Agenda Review</td>
<td>No</td>
<td></td>
<td>6:00</td>
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<tr>
<td>2) Public Comment *</td>
<td>No</td>
<td></td>
<td>6:05</td>
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<tr>
<td>3) Special Order of Business</td>
<td>No</td>
<td>Megan Wilson, Zoning Administrator; and Lisa Nicholas, Planning Director</td>
<td>30 mins</td>
</tr>
<tr>
<td>a) Zoning and PUDS – A Presentation</td>
<td>No</td>
<td>Liz Moran, Ecologic, LLC, and Lauren Howard, Barton &amp; Loguidice</td>
<td>30 mins</td>
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<tr>
<td>b) Drinking Water Source Protection Program – A Presentation</td>
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<tr>
<td>4) Announcements, Updates, Reports</td>
<td>No</td>
<td>Luis Aguirre-Torres, Sustainability Director</td>
<td>10 mins</td>
</tr>
<tr>
<td>a) Community Choice Aggregation (CCA)</td>
<td></td>
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<tr>
<td>5) Voting Items (For Circulation)</td>
<td>Yes</td>
<td>Megan Wilson, Zoning Administrator</td>
<td>10 mins</td>
</tr>
<tr>
<td>a) Zoning Amendment – Definition of a Story and Basement</td>
<td>Yes</td>
<td>Nels Bohn, IURA Director</td>
<td>10 mins</td>
</tr>
<tr>
<td>6) Voting Items (to Council)</td>
<td>Yes</td>
<td>Nels Bohn, IURA Director</td>
<td>10 mins</td>
</tr>
<tr>
<td>a) Amendment to Ithaca Farmers Market Lease</td>
<td>No</td>
<td>Alderperson Cynthia Brock</td>
<td>20 mins</td>
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<tr>
<td>7) Discussion</td>
<td>No</td>
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<tr>
<td>a) Response to Unhoused Proposals &amp; Reports – Next Steps</td>
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<tr>
<td>b) TIDES Update and Proposal</td>
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<tr>
<td>8) Review and Approval of Minutes</td>
<td>Yes</td>
<td>All</td>
<td>5 mins</td>
</tr>
<tr>
<td>a) April 2022 and June 2022</td>
<td></td>
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</tbody>
</table>

*If you have a disability and require accommodations in order to fully participate, please contact the City Clerk at 274-6570 by 12:00 noon on Tuesday, July 19, 2022.*
How to Participate in the meeting:

**Register to Speak at the Meeting Via Zoom**

At 9:00 am on the day of the PEDC meeting, a link will be opened on the Committee Webpage for people to register to speak at the beginning of the meeting. Registration will close at 3:00 pm the day of the meeting in order to allow staff to prepare and distribute an e-mail with the meeting link to the registered speakers. The first hour of the meeting will be dedicated to public speaking. Based on the total number of speakers, speaking times may be adjusted to fit within the public comment period. In person speakers will be called to speak first in order to decrease density in the room. Remote speakers will be called to speak in the order that they were registered. You must be present in the meeting, however you participate, when it is your turn to speak or you will forfeit your time. Remote speakers may use video or telephone to participate.

**Email Common Council Your Comments**

Written comments can be submitted to Common Council using this form: PEDC Public Comment Form. Comments should be submitted no later than 5:00 pm the day before the meeting in order to give Committee members time to review them. Comments received after 5:00 pm will be saved for consideration at the next meeting.

**Watch the meeting Live**

A live stream of the meeting is available on the City’s YouTube Channel: https://www.youtube.com/channel/UC7RtJN1P_RFaFW2lVCnTrDg

Meetings are also archived on this site for on-demand viewings. The agenda and written materials will be posted on the City’s Agenda Center prior to the meeting. Following the meeting, a recording of the proceedings will be posted on the City’s YouTube Channel and minutes will be made available here.
City of Ithaca DWSP2 Report

Executive Summary

The City of Ithaca draws its public water supply from Six Mile Creek, a tributary to Cayuga Lake. The Six Mile Creek watershed extends over approximately 50 square miles of land within the towns of Ithaca, Dryden, Caroline, and Danby. For more than a century, impoundments along Six Mile Creek have served as a reliable source of high quality drinking water. A water treatment plant was built in 1903 and reconstructed in 2017. The City’s Department of Public Works operates the plant which provides water to more than 35,000 residents.

Streams are dynamic, and the glacial history of the Finger Lakes contributes to erosion and transport of materials from the watershed as Six Mile Creek flows toward Cayuga Lake. Human activities within the watershed contribute to erosion and transport as well. Various regulations and partnerships designed to help protect the quality of this public water supply are in place. Despite these measures, potential impacts of land use, climate change, invasive species, and development on water quality and quantity make long-term protection of Six Mile Creek and its watershed a high priority.

Recently, New York State initiated the Drinking Water Source Protection Program (DWSP2) and offered technical support with identifying strategies to prevent water quality degradation. Several state agencies collaborated on developing a uniform Framework for water suppliers to follow as they identify strategies and develop an implementation plan. The City of Ithaca was selected to participate in the DWSP2. This Executive Summary provides an overview of the scope, findings, and recommendations.

The Framework guides participants through a four-step collaborative process designed to:

1. Convene a stakeholder group and solicit their vision and goals for the future of their water supply
2. Assess current conditions and trends, and consider threats to drinking water quality and quantity
3. Identify protective strategies tailored to the specific challenges facing their drinking water source
4. Define a Plan Management Team and process for implementation and adaptive management.

The DWSP2 Plan for the City of Ithaca reflects these four major elements. The City of Ithaca has invested in the infrastructure, staffing, and training required to continue to deliver excellent drinking water. An ongoing commitment to interagency and intermunicipal cooperation is essential as well. Fortunately, community engagement in water resource protection is high. Leaders of the state DWSP2 team have cited the Finger Lakes Land Trust’s collaborative efforts to protect Six Mile Creek watershed and the water supply as an example of successful strategic planning for our shared future. This DWSP2 plan for the City Ithaca provides a roadmap for continued success.
City of Ithaca Drinking Water Source Protection Plan

Ranking of Priority Issues

1. Erosion and Sediment Control in the Critical Area
   What is the Threat?
   • Erosion and Sedimentation: Soil that washes into the drinking water containing contaminants affecting water quality and quantity.
   What is the Goal?
   • To reduce these impacts by stabilizing soils with vegetation and slowing down rainwater runoff.

2. New Development within the Source Water Area
   What is the Threat?
   • Impacts on the natural flow of rainwater runoff which leads to higher flows and an increase in pollutants the water carries.
   What is the Goal?
   • Protect the drinking water source & areas surrounding through zoning & intermunicipal coordination.

3. Ditch Management and Transportation Related Runoff in the Critical Area
   What is the Threat?
   • Invasive species, pollutants, and erosion.
   • Chemical, physical or biological contamination from spills.
   What is the Goal?
   • To reduce the likelihood of spills and deicing materials entering the waterbody.
   • Hydrologic Resilience*

4. Nutrient Loading into the Creek/Reservoir within the Critical Area
   What is the Threat?
   • Overland flow brings excess nutrients into the waterbody which can cause harmful algal blooms.
   What is the Goal?
   • Reduce Overland flow through vegetative riparian buffers, reduce fertilizer application, and limit harmful algal bloom formation.

5. Invasive Species
   What is the Threat?
   • Potential extinction of native plants and species.
   What is the Goal?
   • Mitigate Hemlock Wooly Adelgid, Japanese knotweed, water chestnuts and re-establish native vegetation.

6. Herbicides and Pesticides in the Critical Area
   What is the Threat?
   • Overland flow brings excess chemicals into the creek and reservoir which can contaminate soil, water, and non-target plants as well as be toxic to other organisms.
   What is the Goal?
   • Reduce the amount of herbicides and pesticides applied in the source water area to decrease the threat and help inhibit the formation of harmful algal blooms.

7. Management of Regulated Potential Contaminant Sources
   What is the Threat?
   • Chemical, biological or physical contaminants from spills, leaks or O&M activities entering the waterbody.
   What is the Goal?
   • Enhance communication with specific facilities and DEC staff to understand the risk and response efforts.

8. Vulnerability to Drought
   What is the Threat?
   • Increases the risk for erosion and affects water quality.
   What is the Goal?
   • Reduce the risk of erosion and sedimentation.
   • Hydrologic Resilience*

9. Emerging Contaminants
   What is the Threat?
   • Contaminants entering the waterbody affecting water quality.
   What is the Goal?
   • Protect the drinking water source from new or increased sources of contaminants.

* Hydrologic Resilience: Absorb disturbance and maintain or quickly regain hydrologic function.
City of Ithaca Water Supply

- Six Mile Creek
- Impoundments to create reservoir
- Water Treatment Plant (1903); rebuilt in 2017
- Key features: geologic setting; municipal boundaries
Drinking Water Management

• Watershed Rules and Regulations (adopted 1933, updated 1991)
  • Two zones delineated
  • Regulations regarding waste disposal, chlorides, setbacks, etc.
  • Restrictions on recreation
  • Annual watershed inspections and reporting to NYSDOH

• Source Water Assessment Plan (2004)

• Future of Ithaca Water Supply Project (2009): rebuild vs purchase
• Decision to rebuild (2013); new plant on-line in 2017
• NYS agencies develop framework for long-term protection
Drinking Water Source Protection Program (DWSP2)

• 1996: Safe Drinking Water Act- Source Water Assessment Plans (SWAP)
  • Evaluate susceptibility to contaminants
  • Top-down: NYSDOH, Regional Planning
  • City of Ithaca SWAP- 2004

• 2017: NYS Clean Water Infrastructure Act
  • Allocated funds for source water protection

• 2019: DWSP2 Framework
  • Multi-agency collaboration, voluntary program, focus on stakeholder
  • Water purveyors invited to apply for technical assistance
  • City of Ithaca awarded funds, began August 2021. Bolton Point & Cornell also underway
DWSP2 Framework’s Key Components

1. Stakeholder Group
   1.1 Form a Stakeholder Group
   1.2 Establish Goals and Formulate a Vision

2. Drinking Water Source Assessment
   2.1 Develop an Overview of the Water System
   2.2 Prepare a Drinking Water Source Protection Map
   2.3 Create a Potential Contaminant Source Inventory

3. Protection and Implementation Strategies
   3.1 Identify Protection and Management Methods
   3.2 Develop an Implementation Timeline

4. Progression and Maintenance
   4.1 Designate a Plan Management Team
1.1 Form a Stakeholder Group

**Organizations/Groups Involved in the Stakeholder Group:**

<table>
<thead>
<tr>
<th>Organization/Group</th>
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<tbody>
<tr>
<td>City of Ithaca (City Council, Planning, Water Treatment Plant, Department of Public Works)</td>
</tr>
<tr>
<td>Tompkins County Department of Health</td>
</tr>
<tr>
<td>Town of Caroline</td>
</tr>
<tr>
<td>Finger Lakes Land Trust</td>
</tr>
<tr>
<td>Tompkins County Soil and Water Conservation District</td>
</tr>
<tr>
<td>Town of Dryden</td>
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<tr>
<td>Agricultural Representatives</td>
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<tr>
<td>Tompkins County Planning</td>
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</tbody>
</table>
1.2 Establish Goals and Formulate a Vision

**Vision**

"In collaboration with neighboring municipalities and our broad range of community stakeholders, the City of Ithaca commits to implementing effective measures for protection and management of the Six Mile Creek watershed along with proactive measures for maintenance and surveillance of the drinking water reservoir. These collective actions are intended to maintain in City's public water supply as a reliable and cost-effective source of excellent quality potable water that meets the highest public health standards"
2. Characterize Existing Conditions
### 3. Protection and Implementation Strategies

<table>
<thead>
<tr>
<th>Priority #</th>
<th>Priority Issue</th>
<th>Protection and Management Methods</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Erosion &amp; Sediment Control in the Critical Area</td>
<td>• Erosion and Sediment Control Plans</td>
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<tr>
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<td>• Intermunicipal agreements</td>
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<td>2</td>
<td>New Development within the Source Water Area</td>
<td>• Outreach and Education</td>
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<td>• Future Land Plans</td>
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<tr>
<td>3</td>
<td>Ditch Management and Transportation Related-Runoff in the Critical Area</td>
<td>• Training on Best Management Practices</td>
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<td>• Intermunicipal Agreements and Collaboration</td>
</tr>
<tr>
<td>4</td>
<td>Nutrient Loading into the Creek/Reservoir within the Critical Area</td>
<td>• Technical &amp; financial support for buffers/setbacks</td>
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<tr>
<td></td>
<td></td>
<td>• Outreach and Education</td>
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<tr>
<td>5</td>
<td>Invasive Species</td>
<td>• Early Detection/Rapid Response</td>
</tr>
<tr>
<td>6</td>
<td>Herbicides and Pesticides in the Critical Area</td>
<td>• Outreach to agricultural and residential owners</td>
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<tr>
<td>7</td>
<td>Management of Regulated Potential Contaminant Sources</td>
<td>• Update Watershed Rules &amp; Regulations</td>
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<td>• Monitoring/reporting spills</td>
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<tr>
<td>8</td>
<td>Vulnerability to Drought</td>
<td>• Install soil erosion control systems</td>
</tr>
<tr>
<td>9</td>
<td>Emerging Contaminants</td>
<td>• Increase monitoring and testing</td>
</tr>
</tbody>
</table>
4. Designate a Plan Management Team

- Role of the Plan Management Team (PMT)
  - Responsible for implementation
  - Prepare annual progress report to share with the community and DEC/DOH
  - Revise plan on a regular basis (5 years)

<table>
<thead>
<tr>
<th>Plan Management Team:</th>
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</thead>
<tbody>
<tr>
<td>City of Ithaca Common Council</td>
</tr>
<tr>
<td>Chief Water Plant Operator</td>
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<tr>
<td>Tompkins County Department of Health</td>
</tr>
<tr>
<td>Watershed Coordinator</td>
</tr>
<tr>
<td>Finger Lakes Land Trust</td>
</tr>
</tbody>
</table>
Looking Ahead: Adaptive Management

Expect new challenges to arise

- Regulatory requirements
- Emerging contaminants
- Land use and development patterns
- Invasive species
- Impacts of a changing climate

Adaptive management is the process of refining a management strategy in response to evaluating its success (through data and experiences).
- Cornell University College of Agriculture & Life Sciences
DWSP2: Next Steps

**Near-term**
- Plan Adoption
- Convene Plan Management Team and Develop Implementation Strategy

*Resource: Technical Advisors*

**Ongoing**
- Annual progress reports
- Periodic updates to DWSP2 Report

*Resource: NYSDOH*
Questions?

On behalf of our entire team, thank you!
Memorandum

To: Planning and Economic Development Committee

From: Luis Aguirre-Torres, Director of Sustainability

Subject: Community Choice Aggregation Update

Date: July 20th, 2022.

A key objective of the Ithaca Green New Deal (IGND) is the decarbonization of the electric grid. The energy mix, according to NYSEG, includes approximately 40% carbon-free energy sources across the state of NY; however, in the Ithaca area, there is high likelihood 80% of the electricity the city uses is generated from carbon free sources such as hydro, nuclear and wind. The remaining 20% is estimated to contribute with at least 15% of the total carbon emissions in the city (estimated to be 60,000 metric tons of CO2 equivalent).

The region’s main supplier of gas and electricity is New York State Electric and Gas (NYSEG), which serves the City of Ithaca, including residential, commercial and municipal customers. The supply of electricity, including rates, delivery and type of generation technology, is regulated by the NYS Public Service Commission (PSC) and not by the City of Ithaca.

On April 21, 2016, the PSC issued its “Order Authorizing Framework for Community Choice Aggregation (CCA) Opt-Out Program, which authorized the establishment of CCA programs by municipalities statewide and articulated the necessary design principles and standards that municipalities must apply in developing and implementing CCA programs for their constituents.” The process and requirements for developing a compliant CCA Program are referred to as the CCA Rules, requiring a prospective CCA Administrator to file an Implementation Plan and Data Protection Plan for Commission review and approval before being authorized for implementation.

The implementation of CCA would enable synergies between the City’s electrification and decarbonization strategies, key to achieve full decarbonization (i.e. mitigation of CO2 emissions) of the City’s building stock and transportation system. Through CCA, the City of Ithaca would be empowered to procure electricity on behalf of its residents from clean energy sources (also known as carbon-free sources), including solar, wind and hydro, effectively eliminating carbon emissions from electricity use in the City of Ithaca. Together with the Electrification Program, the concurrent implementation of CCA may lead to a 50% reduction in city-wide carbon emissions, keeping the city on track to reaching the objectives of the IGND of full decarbonization by 2030.
In May 2022, Sustainability presented a proposal to Common Council to pursue CCA. Following feedback from the Office of the Mayor and Senior Staff, the proposal included only the crucial elements of CCA, as defined by the PSC CCA Order, in order to minimize impact on staff and city budget. The Resolution approved by Council authorized staff to begin the necessary work to develop a CCA Implementation Plan, Outreach Plan and Data Protection Plan, all to be presented to Common Council before being submitted to the PSC for a approval.

CCA would also enable to City of Ithaca to choose electricity suppliers through a competitive process, for which the City may issue an RFP following approval by Council and the PSC, to engage energy service companies in a multi-year contract. According to the PSC, this process, and the subsequent implementation and administration of the City’s CCA, requires the selection of a CCA Administrator and the development of a CCA Administrator Agreement.

According to the PSC CCA Order, the initial part of the process includes the City’s adoption of a CCA “enabling local law”, describing in detail the scope of implementation and consumer protection, as described in the PSC CCA Order Appendix D, also known as the CCA Rules.

Since authorized by Common Council, sustainability engaged Local Power LLC, as a consultant for the development of the CCA Enabling Local Law, the development of a CCA Implementation Plan and CCA Administrator agreement, all of which will be presented to Council seeking authorization before filing with the PSC.
TO: Planning and Economic Development Committee

FROM: Megan Wilson, Zoning Administrator

DATE: July 14, 2022

RE: Proposed Amendment to Definitions of “Story” and “Basement”

Staff would like to propose that Common Council amend §325-3, Definitions and Word Usage, of the Zoning Ordinance to make the definitions of “story” and “basement” consistent with New York State Building Code.

The City’s Zoning Ordinance has requirements for both maximum building height in feet and in stories. In 2013, the City changed how building height in feet is calculated to be more consistent with the method used by the New York State Building Code. This zoning amendment involved the establishment of a definition of “grade plane” and a revised definition for “height of building.” In the fall of 2021, the definition of “grade plane” was revised to match the exact methodology of determining the grade plane, and now the height in feet of all buildings is the same under both the City’s Zoning Ordinance and NYS Building Code.

Staff now propose to amend the Zoning Ordinance’s definitions of “story” and “basement” to match the methodology of the state code. Currently, there are times where a building may be a 4-story building under zoning and a 5-story building under Building Code or vice versa. This is the result of a basement that is considered a story under one code but not the other. The proposed zoning amendment will revise the definitions of “story” and “basement” to provide a consistent determination of whether a building’s basement is considered a story under both the City’s Zoning Ordinance and NYS Building Code.

A draft ordinance is attached for your review. An environmental review for this action has been prepared, and a Short Environmental Assessment Form is attached. Staff will attend the July 20, 2022 Planning and Economic Development Committee meeting to address any questions related to the proposal, but please feel free to contact me at mwilson@cityofithaca.org with any questions prior to the meeting.
An Ordinance to Amend The Municipal Code Of The City Of Ithaca, Chapter 325, Entitled “Zoning” To Amend Section 3, Definitions and Word Usage, to Modify the Definition of “Story”

WHEREAS, in 2013 and 2021, the City amended the Zoning Ordinance to revise how building height in feet is calculated to (1) better address building heights on sloped sites and (2) improve consistency between the Zoning Ordinance and the New York State Building Code, and

WHEREAS, building height is also measured in stories, and there remains a discrepancy in the definition of story between the Zoning Ordinance and New York State Building Code, and

WHEREAS, this discrepancy primarily occurs on sloped sites where a basement is considered a story under one code but not the other;

WHEREAS, aligning the two definitions of story would create consistent building height calculations under the Zoning Code and NYS Building Code and would simplify project analyses for staff and property owners; now, therefore,

ORDINANCE NO. _____

BE IT ORDAINED AND ENACTED by the Common Council of the City of Ithaca that Chapter 325 of the Municipal Code of the City of Ithaca be amended as follows:

Section 1. Chapter 325, Section 325-3B of the Municipal Code of the City of Ithaca is hereby amended to read as follows:

BASEMENT
That space of a building that is partly below grade which has more than half of its height, measured from floor to ceiling, above the average established curb level or finished grade ground level at any point.

STORY
The portion of a building which is between one floor level and the next higher floor level or the roof. A mezzanine, as defined in the New York State Uniform Fire Prevention and Building Code, is not a story. A basement shall be deemed to be a story when its ceiling is six or more feet above the finished grade the finished surface of the floor next above is (1) more than 6 feet above grade plane or (2) more than 12 feet above the finished ground level at any point. A cellar shall not be deemed a story. An attic shall not be deemed to be a story if unfinished and without human occupancy.

Section 2. Effective date. This ordinance shall take effect immediately and in accordance with law upon publication of notices as provided in the Ithaca City Charter.
Short Environmental Assessment Form
Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<table>
<thead>
<tr>
<th>Part 1 – Project and Sponsor Information</th>
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<tbody>
<tr>
<td><strong>Name of Action or Project:</strong> Amendment to Zoning Definitions of “Story” and “Basement”</td>
</tr>
<tr>
<td><strong>Project Location (describe, and attach a location map):</strong> City of Ithaca</td>
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<tr>
<td><strong>Brief Description of Proposed Action:</strong> Amend Section 325-3, Definition and Word Usage, of the Zoning Ordinance to revise the definitions of “story” and “basement” to be consistent with NYS Building Code.</td>
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<tr>
<td><strong>Name of Applicant or Sponsor:</strong></td>
</tr>
<tr>
<td><strong>Telephone:</strong> 607-274-6550</td>
</tr>
<tr>
<td><strong>E-Mail:</strong> <a href="mailto:mwilson@cityofithaca.org">mwilson@cityofithaca.org</a></td>
</tr>
<tr>
<td><strong>Address:</strong> 108 E. Green Street</td>
</tr>
<tr>
<td><strong>City/PO:</strong> Ithaca</td>
</tr>
<tr>
<td><strong>State:</strong> NY</td>
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<tr>
<td><strong>Zip Code:</strong> 14850</td>
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</table>

1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?
   - If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.
   - NO YES

2. Does the proposed action require a permit, approval or funding from any other government Agency?
   - If Yes, list agency(s) name and permit or approval:
   - NO YES

3. a. Total acreage of the site of the proposed action? ________ acres
   b. Total acreage to be physically disturbed? ________ acres
   c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? ________ acres

4. Check all land uses that occur on, are adjoining or near the proposed action:
   - [ ] Urban
   - [ ] Rural (non-agriculture)
   - [ ] Industrial
   - [ ] Commercial
   - [ ] Residential (suburban)
   - [ ] Forest
   - [ ] Agriculture
   - [ ] Aquatic
   - [ ] Other(Specify):
   - [ ] Parkland
<table>
<thead>
<tr>
<th></th>
<th>NO</th>
<th>YES</th>
<th>N/A</th>
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<tbody>
<tr>
<td>5. Is the proposed action,</td>
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<tr>
<td>a. A permitted use under the zoning regulations?</td>
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<td>b. Consistent with the adopted comprehensive plan?</td>
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<td>6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?</td>
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<td>7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?</td>
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<td>If Yes, identify:</td>
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<td>8. a. Will the proposed action result in a substantial increase in traffic above present levels?</td>
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<td>b. Are public transportation services available at or near the site of the proposed action?</td>
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<tr>
<td>c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?</td>
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<td>9. Does the proposed action meet or exceed the state energy code requirements?</td>
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<tr>
<td>If the proposed action will exceed requirements, describe design features and technologies:</td>
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<td>10. Will the proposed action connect to an existing public/private water supply?</td>
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<tr>
<td>If No, describe method for providing potable water:</td>
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<tr>
<td>11. Will the proposed action connect to existing wastewater utilities?</td>
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<tr>
<td>If No, describe method for providing wastewater treatment:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?</td>
<td></td>
<td></td>
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<tr>
<td>b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?</td>
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<tr>
<td>b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?</td>
<td></td>
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<tr>
<td>If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres:</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:
- [ ] Shoreline  [ ] Forest  [ ] Agricultural/grasslands  [ ] Early mid-successional
- [ ] Wetland  [ ] Urban  [ ] Suburban

15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?  
<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
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<tbody>
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</table>

16. Is the project site located in the 100-year flood plan?  
<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
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</thead>
<tbody>
<tr>
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</table>

17. Will the proposed action create storm water discharge, either from point or non-point sources?  
If Yes,  
a. Will storm water discharges flow to adjacent properties?  
<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?  
<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
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</table>
If Yes, briefly describe:  
____________________________________________________________________________________________  
____________________________________________________________________________________________

18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?  
If Yes, explain the purpose and size of the impoundment:  
____________________________________________________________________________________________  
____________________________________________________________________________________________

19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?  
If Yes, describe:  
____________________________________________________________________________________________  
____________________________________________________________________________________________  
<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
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<tbody>
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</table>

20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?  
If Yes, describe:  
____________________________________________________________________________________________  
____________________________________________________________________________________________  
<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
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<tbody>
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</table>

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE  

Applicant/sponsor/name: City of Ithaca  
Date: 7/14/2022  

Signature: Megan Wilson  
Title: Zoning Administrator
Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.
Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

<table>
<thead>
<tr>
<th>Question</th>
<th>No, or small impact may occur</th>
<th>Moderate to large impact may occur</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>2. Will the proposed action result in a change in the use or intensity of use of land?</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>3. Will the proposed action impair the character or quality of the existing community?</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>7. Will the proposed action impact existing:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. public / private water supplies?</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>b. public / private wastewater treatment utilities?</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>11. Will the proposed action create a hazard to environmental resources or human health?</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>
Short Environmental Assessment Form
Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

The proposed zoning amendment is not anticipated to have any moderate to large impacts. Part 3 not applicable.
The Ithaca Farmers Market Cooperative, Inc. (IFM) seeks permission to operate a 50-vehicle commuter park-n-ride facility at the City-owned Steamboat Landing site. IFM is responding to Ithaca-area based commuters going to Corning, Inc. who seek to lease parking spaces on weekdays to support employees to take a chartered bus to and from Corning.

The City leases the Steamboat Landing site to the Ithaca Urban Renewal Agency who in turn subleases the site to IFM to operate a producer-to-consumer market of locally grown and crafted goods via a negotiated lease agreement. The executed leases authorize use of the site for a farmers’ market, special events in the pavilion, and any other additional use subject to consent by the Mayor and IURA Chairperson. The lease agreement specifies that the site shall remain open at times the market is not in operation for use by the general public for passive, non-exclusive, low impact and low intensity recreational uses.

A park-n-ride use was not contemplated in 2010 when the 20-year leases were executed, so this proposed additional accessory use is being brought to the Common Council for consideration. The attached proposed resolution approves amendments to leases to allow up to a 50-vehicle park-n-ride use in the IFM parking lot on Mondays through Fridays with provisions to protect against exclusive use of any specific parking spaces and retaining non-exclusive use of the site by the general public during non-market hours. The park-n-ride users would be authorized to “hunt for a parking space” in the 300+ space parking lot but will not have specific parking spaces designated for their exclusive use.
The Ithaca Farmer’s Market and OurBus
Proposed Partnership 2022
March 7, 2022

This document is a drafted proposal for a leasing agreement between The Ithaca Farmer’s Market and OurBus

OVERVIEW:

OurBus is seeking to lease out parking spaces from the Ithaca Farmer’s Market during the working hours of Monday-Friday 7am to 6pm for Ithaca based commuters to Corning, NY. Bus would arrive at 6:50am and drop off passengers around 6pm.

OURBUS SEEKS:

● Up to (50) parking spots
● Monday to Friday only
● From 7am-6pm

THE ITHACA FARMER’S MARKET RECEIVES:

● $500 per month for the rights to use the parking spaces

TERMS:

● Conditional on the Farmer’s Market’s ability to lease out parking spaces in their rental agreement
● Commercial General Liability is covered by OurBus [see doc attached]
● Auto Insurance Policy covered by Fitzgerald Brothers [see doc attached]
● Location of the pickup and drop-off spot will be agreed upon by both parties
● Contract would be month to month and cancelable by either party with 30 days notice

QUESTIONS:

● All questions can be directed to the following contact:

Tyler Germano
tyler.germano@ourbus.com
Authorize Commuter Park-n-Ride at Steamboat Landing

Whereas, the Ithaca Farmers’ Market Cooperative, Inc. (“IFM”) seeks approval for a 50-vehicle commuter park-n-ride operation as an accessory use at the City-owned Steamboat Landing site, and

Whereas, as of 2010, the City leases the 5.8-acre Steamboat Landing site (“Leased Property”) to the Ithaca Urban Renewal Agency (IURA) and the IURA subleases the Site to the Ithaca Farmers Market Cooperative, Inc. to operate a producer-to-consumer market of locally grown and crafted goods, and

Whereas, the Leased Property contains a large market pavilion, a dock, and over 300 parking spaces developed and maintained by IFM, and

Whereas, the Leased Property is authorized for (1) A producer-to-consumer market featuring local grown and crafted goods at least two days per week for at least six month of the year, (2) rental of the pavilion to others for occasional events, and (3) any other, additional use by IFM subject to the consent of the IURA and Mayor; however the Leased Property shall remain open at times the market is not in operation for use by the general public for passive, non-exclusive, low impact and low intensity recreational uses, and

Whereas, IFM currently operates a farmers’ market on weekends, April thru November, and

Whereas, the leases specify that neither the City nor the IURA are under any obligation to maintain any internal roads and parking areas, including snow removal, and

Whereas, Plan Ithaca, the adopted City comprehensive plan, supports strategies to reduce the number of single-occupant vehicles including provision of transit and park-n-ride facilities, and

Whereas, the Mayor and IURA Chairperson have preliminarily reviewed the proposal and are open to a limited park-n-ride use with certain protections to ensure retention of the public nature of the site and that ample parking remains available for use by the general public; now, therefore, be it

RESOLVED, that the Common Council for the City of Ithaca hereby authorizes amendments to the City lease, of the Steamboat Landing site, and the IURA sublease of the same site to the Ithaca Farmers Market Cooperative, Inc., to establish a commuter park-n-ride use as a permissible accessory use subject to the following conditions:

1. Up to a total of 50 undesignated parking spaces may be utilized for a park-n-ride use;
2. The park-n-ride shall operate only Monday through Friday;
3. No signage designating individual park-n-ride parking spaces shall be erected as the parking shall remain open to the general public;
4. The pickup and drop-off transit location, and any informational park-n-ride signage, shall be approved by the City Director of Parking and Transportation; and
5. Commercial general liability insurance shall be carried by any commercial operator of the park-n-ride listing the City of Ithaca and the IURA as additionally insured parties, and be it further

RESOLVED, that the Mayor, subject to review by the City Attorney, is hereby authorized to execute any and all documents to implement this resolution.
MEMORANDUM

To: Planning and Economic Committee

From: Nels Bohn, IURA Director of Community Development

Subject: City Options to Address Homeless Encampments

Date: July 14, 2022

The purpose of this memo is to identify alternatives for the Common Council to consider to (1) address chronic homelessness, including unsanctioned encampments, and (2) clarify City policy regarding unsanctioned encampments on City property, including the former Southwest Park (SW Park) site.

The Committee has received with the following reports and proposals:

Reports
- May: Homeless and Housing Needs Assessment for Tompkins County
- May: Proposed Policy Regarding Encampments on City Property

Proposals
- Nov.: 5 MW solar array proposal on City land at SW Park by NexAmp, Inc.
- April: Concept report for The Ithaca Dedicated Encampment Site (TIDES) at SW Park
- July: TIDES memo proposing next steps to establish a sanctioned encampment on City land and a draft RFP

The needs assessment report concludes the County has a shortage of affordable transitional and permanent housing options with supportive services resulting in more people cycling in and out of the emergency shelter and unsanctioned encampments. The encampment policy report warns that continued tacit acceptance of unsanctioned encampments on City property will lead to growing numbers and locations of seasonal encampments and works to enable the cycling in and out of sheltered and unsheltered homelessness. This report encourages adoption of an explicit City policy prohibiting unsanctioned encampments on City property with enforcement of the policy prioritized only toward high-sensitive areas of the community until more shelter and housing alternatives become available. It also encourages issuance of a request for expressions of interest to explore what projects organizations may propose to strengthen the homeless response system if City land and resources were made available.

The proposals respond to needs and opportunities presented by City lands used by unsanctioned encampments. The solar project would cover 15-20 acres of the SW Park site and potentially provide an annual income stream to support an initiative to address homelessness or offset additional costs of offsite
disposal of DPW clean fill. The TIDES sanctioned encampment offers an alternative to unsanctioned encampments but is largely ineligible for state and federal funding as it does not qualify as housing.

Action steps for City consideration include:

1. RFP: Sanctioned Encampment – Conceptually approve issuance of a Request For Proposal (RFP) for a sanctioned encampment on specified City lands to be made available, and request Tompkins County participation to jointly develop a feasible funding model for a sanctioned encampment;

2. RFEI: Projects to Strengthen the Homeless Response System - Approve issuance of a Request For Expression of Interest (RFEI) inviting a variety of proposals to address chronic homelessness, including unsanctioned encampments, and needs identified in the *Housing and Homeless Needs Assessment for Tompkins County*. The RFEI should identify if any City land is potentially available for a project. The RFEI could potentially be jointly issued in conjunction with the Continuum of Care and/or Tompkins County.

3. City Land Encampment Policy - Appoint a working group charged with developing a proposed city policy regarding encampments on City property;

4. SW Park Land Use - Clarify priority uses for the former SW Park and other City land used by unsanctioned encampments;

5. Solar Array - Authorize NexAmp Inc. to explore feasibility of a solar array installation at SW Park, excepting out approximately 4 acres for facilities serving unhoused persons;

6. Interim City Land Encampment Policy – Direct staff to develop an interim policy focused on prevention of the spread of unsanctioned encampments to previously uninhabited City properties. The limited policy could include recommended land management practices and a protocol to respond to unsanctioned encampments at previously uninhabitated city-owned sites including a communication plan to inform outreach workers, city employees, stakeholders, and occupants of encampments of the City policy. Land management practices may include posting and regular patrolling of new sites against camping, managing vegetation on sites to maintain visual access, erection of fencing, installation of accessways to facilitate site management, and site restoration.

7. Low-Barrier Emergency Shelter - Request Tompkins County to work with the City and Continuum of Care to explore and deploy strategies to increase access to the emergency shelter and housing options for persons in unsanctioned encampments, including registered sex offenders, individuals sanctioned by DSS, and individuals unable to successfully navigate the Department of Social Services application process.

Without City direction, homeless encampments will proliferate on City lands, resident and business complaints about encampments will persist, City staff will lack guidance on how to respond to complaints, and the former SW Park will continue to be used for DPW fill and unsanctioned encampments.

Cc: L. Nicholas, Director of Planning & Development
    F. Vavra, Chief of Staff
    A. Lavine, City Attorney
    M. Thorne, Superintendent of Public Works
    M. Verbanic, Asst. Superintendent for Streets and Facilities
    T. Parsons, Fire Chief
    J. Joly, Acting Police Chief
    L. Aguirre-Torres, Sustainability Director
Memorandum

To: Planning and Economic Development Committee.
From: Luis Aguirre-Torres, Director of Sustainability.
Subject: Potential Solar Farm Development at Southwest Park site.
Date: July 20th, 2022.

In October 2021 a proposal was presented to PE DC indicating the intention of exploring building a 6MW solar farm at the Southwest Park site. The feasibility analysis is to be undertaken by Nexamp Inc., a large solar developer who indicated the financial and technical capacity to build a solar farm in partnership with the City of Ithaca.

In July 2022, the City Attorney approved a Site Control Agreement between the City and Nexamp, giving them permission to engage the utility company to determine technical requirements and potential costs associated with interconnection. This agreement did not authorize the solar farm to move forward; instead, it only authorized Nexamp to perform a comprehensive analysis to better understand its technical and financial feasibility of the project.

The City of Ithaca’s overall emissions have been estimated to be 100,000 metric tons of CO2 equivalent. Of the total emissions, 15% come from the electric grid, 40% from energy use inside buildings, 40% from transportation and 5% from waste and land use.

To mitigate emissions from the electric grid Sustainability has identified ways of reducing the dependency on the electric grid, by increasing the solar footprint in the city. At the same time, to eliminate emissions from energy use inside existing buildings, the city has embarked in a program to electrify all existing buildings in the city before 2030.

The electrification of the building stock is bound to increase the demand for electricity, stressing the distribution grid in the city. To mitigate this, the utility company and Sustainability have engaged in conversations to implement what is called “non-wires alternatives” (NWA), as a way of deferring or even avoiding further investment in the distribution grid.

NWA includes the use of energy storage systems (i.e. large battery systems) at specific locations in the city in order to minimize stress on the grid. For this reason, Nexamp is currently assessing the possibility of developing a 6MW solar farm, coupled with 20 MWh of energy storage at the South Hill and West Hill substations. This configuration would add resiliency to the distribution grid, enabling electrification, at a 10% of the cost of the cost associated with upgrading the different substations in the city.
The current configuration includes the possibility of leasing the land to Nexamp for the implementation of the solar farm, which would provide through CCA carbon-free electricity for the city of Ithaca. In this scenario, the city could enter into a multi-year lease agreement (e.g. 15 years) guaranteeing revenue for the city as well as reliable carbon-free electricity to its residents.
To: City of Ithaca Common Council

From: Volunteer Working Group

Cynthia Brock, George McGonigal (Common Council), Nels Bohn (IURA), Rich John, Travis Brooks (Tompkins County Legislature), Frank Kruppa (TC Dept of Health), Chris Teitelbaum (St John’s Community Services), Carmen Guidi (Second Wind Cottages), Jerry Dietz, Michael Carpenter

Date: 20 July 2022

We are meeting with you today to request the City of Ithaca Common Council (and by extension the Tompkins County Legislature) recognize that a critical element to providing a solution to individuals experiencing unsheltered homelessness is the establishment of a low-barrier sanctioned encampment site on City property. Some who are unsheltered choose unsanctioned encampments for the sense of community that they provide. Others who are unsheltered acknowledge the health, sanitation, and safety concerns associated with living rough. We are bringing this request forward to strongly urge the City and County to take concrete steps to connect and steward people experiencing homelessness on a path to safe, stable, supportive, and/or permanent housing.

Proposed Steps

Were Common Council to determine that a sanctioned encampment site could help to link people experiencing homelessness to supportive or permanent housing solutions, it could explore a proposal such as The Ithaca Designated Encampment Site (TIDES). In order to do so, we recommend the following steps:

1. Clarify Council’s support in declaring a sanctioned encampment site an essential government function, and the level of support it is interested in further providing:
   a. City property for use as a sanctioned encampment site
   b. City services to be provided towards infrastructure development
   c. City funding to be provided towards development and/or management
   d. Determine necessary funding commitments from Tompkins County
   e. City commitment to seeking grant opportunities for funding, services, and/or operations

2. Staff review of available City properties and recommendation for proposed site

3. Staff recommendation of level of City services and funding for proposed site (including in-kind support such as water and sewer, transportation, and electrical extension and hookups)

4. Following site selection and confirmation of levels of City support, the actual leasing of property could be conducted in several ways:
   a. Public, competitive RFEI or RFQ or RFP
   b. Selection of Sponsor and negotiation of lease terms via an urban renewal process
   c. Sealed bid
5. Simultaneous to #4 above, Common Council should develop a coordinated approach, in collaboration with Tompkins County and outreach services, to support those living unsheltered to establish a path to legal shelter, and to restore sites to previous conditions.

**Where does TIDES stand in this?**

Following our presentation to PEDC on April 22, 2022, we made a similar presentation to the Tompkins County Health and Human Services Committee on May 16th. We received indications of support from both committees, as well as requests from the City to the County (and likewise from the County to the City) for their commitment to supporting the TIDES proposal. Some of the concerns that were shared were: those experiencing homelessness should not be unduly subjected to additional trauma; that homelessness should not be criminalized; that those living in sanctioned encampments should have a voice in the management of their community.

Our group has met weekly since we began in February 2022, and during this time we have met (sometimes multiple times) with government staff, outreach workers, those living unhoused, and formerly unhoused. We have come to recognize that we are in a chicken and egg situation where we cannot provide the City or County answers to specific questions of staffing, operations, site plans, funding, and budgets, without first knowing what actions/in-kind services/investments and expectations the City (and by extension the County) would consider in supporting TIDES.

We also recognize that the approach to stewarding individuals from unsanctioned encampments to shelter – be it a sanctioned encampment site or emergency shelter or supportive housing or permanent housing – is a matter of policy to be determined by Common Council. It is clear that the City’s tacit acceptance of unsanctioned encampments are resulting in increasingly unhealthy and unsafe conditions for the unhoused, fire hazards, and environmental hazards. The City’s Police, Fire and Building Departments are called on to respond to visible safety concerns and violations of City Code and are unable to respond. This contributes to not only feelings of powerlessness by staff, but also anger and frustration by the public.

The issue of these unsanctioned encampments impacts both City and County services, as well as the economic wellbeing, health, and safety of residents that extend beyond City boundaries. However, because the unsanctioned encampments are located in the City, and have arisen within the purview of a City policy, of acquiescence, we have determined that the City must be the first mover. We recognize that with a City Commitment, there are necessary supports that must then come from County government as well.

**What next?**

Together with this Memorandum, we respectfully submit the following documents for your consideration should Council choose to move forward in creating a sanctioned encampment site:

- Conceptual RFP - The Volunteer Working Group has adapted a document prepared by the Athens – Clark County, Georgia Sanctioned Homeless Encampment Request For Proposals that
has solicited requests for proposals for a similar supervised encampment site. It is intended that using this RFP template provides a detailed and useful description of what is being proposed.

- Common Council members McGonigal and Brock and County Legislators John and Brooks have prepared an ancillary letter to the two legislative bodies discussing parallel policy and procedures necessary to the successful implementation of a sanctioned encampment site.

- **Pro-forma construction and operation budget** - These budget projections were prepared upon the assumption that no labor or materials would be donated to the project.
  - For construction: If volunteers participate in construction or financial or in-kind donations are received, the remaining cost would be reduced. Use of municipal resources for site work may further reduce overall cost. The intent here is to provide a generalized sense of cost. Because design plans have not been developed, this budget information is provided as an estimate, but should not be relied upon until further decisions are made as to the actual project to be built.
  - For operations: As with the construction budget, because development of an actual operation depends upon the submission of responses to the RFP for operators, and will include variables in staffing, security, and program operation, this budget should only be used as an estimate until responses to the RFP are actually received.

**Conclusion**

A sanctioned encampment site such as TIDES is not intended to provide a total solution to the lack of affordable housing in the City of Ithaca and Tompkins County. All efforts to develop and maintain quality affordable housing in our community should continue. TIDES is intended to address the acute needs of individuals who are currently living in tents and temporary structures on City land and other property where they are staying without the permission of the landowner. Many who are currently or formerly unhoused have acknowledged that a low-barrier sanctioned encampment site would help those who do not have access to government support and services, would provide a safe space for participants and outreach workers to build connections and relationships, and would enable individuals to make meaningful progress in obtaining housing. Unsanctioned encampments are resulting in negative impacts to public and individual health and safety, social vibrancy, and economic activity in our community. While no Proposal would entirely solve the issues before us, having examined possible solutions, it is the conclusion of this volunteer working group that, by focusing on the unsheltered homeless population, TIDES would provide a realistic and immediate response to a significant and deteriorating element of the existing crisis.
The City of Ithaca is soliciting the submission of proposals for the operation of a sanctioned encampment. Because the site is located on City owned land, the City of Ithaca shall be the contracting agency for purposes of this RFP.

The supervised encampment is intended to be a collaborative partnership between the City of Ithaca and Tompkins County, and several not-for-profit agencies, to ensure the wellbeing, dignity, and safety of individuals experiencing unsheltered homelessness. The sanctioned encampment will operate as a low-barrier supervised encampment. A low-barrier, supervised encampment will provide immediate and easy access to a safe, sanitary, and legal place for individuals (18 years and older) experiencing homelessness to stay while pursuing permanent housing.

Section 1. General Information

A. Project Description

For purposes of this RFP, a low-barrier supervised encampment is intended to provide immediate and easy access, and includes the removal of common shelter screening criteria, such as:

- Permits pets
- Partners are allowed to enter together
- Access to lockers/storage for possessions
- Does not require sobriety (Passing a drug test)
- Does not require participation in mental health or substance use treatment
- No curfews
- Flexible lengths of stay
- Not required to pay for bed/apply for assistance

For purposes of this RFP a Sanctioned Encampment is defined as a legal, designated area in which adult individuals experiencing unsheltered homelessness may reside and have access to basic needs such as: shelter, food, access to potable water, restrooms, solid waste collection and several other needs (see “Goals” for full list) provided by a collaboration of the City of Ithaca, Tompkins County and other service providers. The structured encampment will also include 24/7 oversight and management, as well as access to mental health and case management services, health services, rehabilitation services, safety protocols and clean up services.

The site is under construction and will become operational in the fall of 2022.

The Operator will be required to engage in collaborative functions with the City of Ithaca, Tompkins County, various governmental agencies, and not-for-profit agencies, as well as the community at large. Below is a list of collaborative activities provided by other parties that the Operator will have responsibility to facilitate occurring at the supervised encampment:
- Management of the encampment, including 24/7 oversight that would include (but is not limited to): weekly group meetings, safety protocol and/or rules being met as well as ongoing collaboration including ongoing communication with providers of supplies, materials, food, water, toilets, sanitation and safety;
- Mental health and case management services that would include but are not limited to persistent outreach and engagement services, individualized and group counseling, and individualized housing plans with both short-term objectives and long-term goals;
- Health services including but not limited to wellness checks, COVID-19 vaccinations, and women’s reproductive health;
- Rehabilitation services including but not limited to assistance and counseling related directly to drug or alcohol use;

B. City of Ithaca Contact

The Request for Proposals contact person for purposes of questions and facilitating submissions of responses is:

Name:
Email:
Phone:

C. Anticipated Timeline

Provided below is a list of the anticipated schedule of events related to this solicitation. The City of Ithaca reserves the right to modify and/or adjust the following schedule to meet the needs of the service. All times shown are Eastern Time (EST):

<table>
<thead>
<tr>
<th>Anticipated Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals Released</td>
</tr>
<tr>
<td>RFP Technical Assistance Conference</td>
</tr>
<tr>
<td>Mandatory Site Visit</td>
</tr>
<tr>
<td>Deadline for Written Questions and Technical Assistance</td>
</tr>
<tr>
<td>Response to Questions</td>
</tr>
<tr>
<td>Submittal Due Date and Time</td>
</tr>
<tr>
<td>Common Council Vote to Select</td>
</tr>
<tr>
<td>Contracting Process</td>
</tr>
<tr>
<td>Contract Execution</td>
</tr>
</tbody>
</table>
D. Mandatory Site Visit

A mandatory site visit will be held with members of the City of Ithaca Director of Planning, Superintendent of Public Works, Chief of Police and Fire Chief, Tompkins County Department of Health and Social Services, and other governmental departments as required. The meeting will be held on-site at the proposed encampment site. This meeting is mandatory for anyone who wants to submit a proposal. Final date and time to be determined.

Section 2. Roles and Responsibilities

A. Site Conditions

The preferred location for a structured encampment has been identified as a 4-acre portion of the City-owned Southwest Park. The area under consideration is near the Southeast entrance to the parcel, is currently not used for official City functions and contains several identified wetlands, existing unsanctioned encampments and a dirt road. The City recognizes there are competing plans for the larger site including use for construction spoils, as well as a proposed solar farm. The supervised encampment needs to exist and function amongst these activities, with shelter structures that are designed to be temporary and movable so that they may be relocated on the property if the City deems it necessary. Several areas of the site contain wetlands and roads, and structures and activities must be located to avoid and minimize interaction with these sensitive areas.

The City is performing site work to provide a basic utility infrastructure to include an electrical meter and outlets; plumbing meter, backflow preventer, and outdoor water faucets; designated portable toilet area with servicing access; and a dumpster/recycling pad. The existing roads will be utilized, with improvements made to turn arounds. A permanent building is under construction that will contain offices, meeting space, limited kitchen facilities, bathrooms, laundry facilities and storage in support of the operation of the encampment. The chosen provider will be expected to accept regular billing charges from applicable service companies, some of whom may be selected at the provider’s discretion. Ongoing repairs and/or maintenance of utility infrastructure will be the responsibility of the provider.*

Overall maintenance and repair of the site, in its entirety, will be the responsibility of the chosen provider, to include utilities, landscape management, and facility management. It is expected that the provider will ensure a safe, clean, and livable environment subject to all applicable laws and standards for quality of life.

*Any additional site improvements performed by the Operator must be approved by the City of Ithaca Planning Director before being implemented.
B. Map of the Site
C. Selected Operator Role and Responsibilities

The Operator shall:

• Provide accepted participants access to the shelter structures;
• Provide food service or food storage/preparation facilities (does this include a stove or microwave) adequate for the planned number of participants;
• Provide access to sanitation, including toilets, sinks, showers and garbage collection;
• Provide project management, construction management, and maintenance of site amenities as described above;
• Have a plan to manage the registration and screening of participants;
• Provide on-site supervision at all times that participants are present;
• Establish clean-up services that would include management of landscaping maintenance, trash pick-up, cleaning and sanitizing common spaces including toilets, showers, and meeting/eating spaces (maintenance of these spaces will be the responsibility of the Operator);
• Establish safety protocols including but not limited to monitoring private spaces where personal belongings are kept, ensuring rules and regulations of encampment are followed, and ensuring individuals in the encampment feel safe in their environment;
• Coordinate the delivery of human services and housing case management to encampment participants and provide on-site access to service providers;
• Track resident housing status, either directly, or in partnership with another agency;
• Track resident income, race, and ethnicity;
• Enforce all current public health directives to control the spread of novel coronavirus in the community, among other health practices;
• Purchase and maintain liability insurance; and
• Prepare and submit monthly, quarterly and/annual reports, as requested by Tompkins County and the City of Ithaca.

The Operator shall provide information related to its experience and qualifications to operate a supervised encampment, including a demonstration of:

• Experience operating encampments, emergency/transitional shelters, permanent supportive housing or other homeless residential/housing programs;
• Experience moving encampment residents into stable and appropriate housing and tracking performance;
• Capacity to create and execute a funding and resource development plan and maintain high fiscal accountability standards;
• Experience coordinating work with other social service providers;
• Commit to and establish relationships with individuals experiencing unsheltered homelessness

D. Project Goals

The performance of the Operator will be assessed in relation to the following goals have been outlined for a sanctioned space that would serve as an encampment for individuals experiencing unsheltered homelessness:
provide management and access to supportive services sufficient to ensure the encampment serves as a safe, low-barrier alternative to unsheltered homelessness;

facilitate and help support a model of self-determination and trauma-informed dispute resolution within the encampment with due regard for the need for the autonomy and privacy of residents;

facilitate intensive and persistent outreach and engagement services and supports that respect the experience, human dignity, and human rights of those receiving them, with a focus on locating permanent housing, including the provision of case management services, individualized and group counseling, assistance with benefit applications, assistance with finding and sustaining employment, and other supportive services;

facilitate the development of individualized permanent housing plans in consultation with consenting residents to support their transition out of the encampment and into permanent, stable housing with both short-term objectives and long-term goals;

provide meeting space for and facilitate on-site case management services to ensure implementation of individualized plans, which may include referrals for assistance with benefit applications, individualized and group counseling, and other supportive services;

empower residents by facilitating meaningful volunteer and/or work opportunities within the encampment; and

ensure residents have access to potable water, showers, laundry, toilets, common spaces for eating and meeting, access to mail and voicemail, wireless internet access, phone charging stations, lockers for storing belongings and meals, and solid waste collection.

The performance of the Operator will also be assessed in relation to the following metrics:

- # of individuals residing in the encampment
- # of individuals enrolled in the Homeless Management Information System (HMIS)
- # of calls for IPD or emergency assistance to the camp
- # of successful referrals to supportive services
- # of successful exits to temporary or permanent housing (emergency shelter, transitional shelter, permanent housing, etc.)

G. Duration of Services
The encampment is anticipated to be operational beginning November 2022 and the term for this RFP is intended to extend through a time period of 3-5 years. The response should indicate a proposed length of term.

Section 3. Submission Instructions

A. Deadline
All responses should be submitted by 4:00pm (EST) on ______________. No late submissions will be accepted.
B. Method of Submission

- Email or USB drive submissions will be accepted.
- USB Drive Submissions should be delivered or mailed in a labeled envelope to:

  __________________________________________

- Email submissions should:
  o Include one single pdf file with all proposal sections and attachments
  o Include a clear subject line referencing: “TIDES RFP”
  o Be emailed to ___________________

  Submissions should be emailed/delivered no later than 4:00pm Eastern Standard Time on 
  ____________________.

C. Required Submission Format

Responses should be listed sequentially as follows:

Part 1: Cover Letter

Provide an introduction letter summarizing the unique qualifications of your organization to meet the needs of this service requirement. This letter should be signed by an authorized representative who has the authority to enter into a contract with the City of Ithaca on behalf of the organization. Additionally, include the name, address, telephone and email address of the individual who serves as the point of contact for this solicitation.

Part 2: Experience and Qualifications

**Experience:** Describe your organization’s experience regarding encampments and other related services provided to unsheltered homeless. Include descriptions of similar previous experience in developing projects of similar size and scope. Provide a list of all similar projects or contracts performed in the past two (2) years, accompanied by at least three (3) references (contact persons, firm, telephone number and email address).

Include the total amount invoiced for each listed project, the length of the project, and list of those involved in the project who are also proposed for the subject project named in this solicitation. Failure to provide a list of all similar contracts in the specified period may result in the rejection of the agency’s submittal. The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

**Qualifications:** Describe your organization’s qualifications as they relate to operating an encampment program. Do members of your project team have experience in program management, property management, and fiscal accountability systems (i.e., grant writing, budgeting, record retention, bookkeeping)? Include any proposed partner organizations, team members’ names, qualifications, certifications, etc. Include technical knowledge of both site set-up, operations, and human services.
Part 3: Project Understanding, Approach and Schedule

Provide a comprehensive narrative, outline, and/or graph demonstrating the agency's understanding and approach to accomplishing the tasks outlined in the Selected Operator Role and Responsibilities section of this RFP.

**Project Understanding:** A description of each task and deliverable and the schedule for accomplishing each shall be included. Additionally, the Proposer should clearly articulate how they would collaborate with other agencies to provide services to the site.

The Project Approach should address all the following:

- **Clientele:** Describe the operator’s procedures for screening and admitting residents. Explain any eligibility requirements that the operator would use to select residents (for example, criminal history, substance use disorder). Describe your organization’s plan to ensure the safety and security of encampment residents. Include your organization’s approach to:
  - Trauma Informed Care (an approach that emphasizes understanding, compassion, and responding to the effects of all types of trauma. Trauma Informed Care also looks at physical, psychological, and emotional safety for both clients and providers)
  - Harm Reduction (Harm reduction is a set of practical strategies that reduce the negative consequences of drug use)
  - Confidentiality and Privacy

- **Site Management:** Describe the management philosophy associated with the operation of the site. Describe the proposed role and extent of involvement of the encampment residents in the management and daily operation of the site. Please describe the role (if any) site residents will have in the selection of new residents for the encampment.

- **Timeline:** Provide an estimated timeline for commencement of operations of the supervised encampment, including planning and hiring. A refined timeline will be negotiated as part of the scope of work.

- **Community Engagement & Responsiveness:** Explain how you would conduct outreach and notifications to the surrounding community and within the encampment. Describe your communication and outreach strategy, to both the surrounding neighborhood and community, and residents in the encampment. This should include an initial notification process as well as opportunities for ongoing communication. Describe the grievance procedure for the encampment program. The grievance procedure should outline the processes for encampment residents and community members to submit and address concerns.

- **Tracking Performance Outcomes:** describe any additional performance outputs or outcomes your organization will track and how you will report on these outcomes.

Part 4: Team and Skills

This section must include the proposed staffing, timeline of deployment, and qualifications of personnel to be assigned to this project. The Proposer shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be
assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. A project-specific organizational chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included. It will be important to note the experience of members of the team who have conflict resolution experience and other helpful skills related to operating a homeless encampment.

Who will be present on the site managing operations on an on-going and continuous basis, including recruiting and supervising volunteers? Provide their background and expertise related to their role and this program. Include any roles that you intend to recruit or hire, what the roles, responsibilities, and minimum qualifications will be.

Part 5: Additional Requirements

**Insurance:**
- Service providers must have and maintain during the entire performance of contract, at least the kinds and minimum amounts of insurance specified under Minimum Insurance Requirements below. Prior to commencement of operations, the City of Ithaca will verify that the insurer(s) listed on service provider’s submitted Certificate of Insurance are in good standing within the state of New York through the Insurance Commissioner’s Office where each must be currently rated “A” or better with AM Best Company.
- The Certificates of Insurance shall reference the proposal and project name as evidencing this requirement.
- The Certificates of Insurance evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting The City of Ithaca interest shall not be effective until 60 days after the insurer or the Contractor gives written notice to the City of Ithaca.
- Service Provider shall insert the substance of this insurance requirement section, including this paragraph, in subcontracts under the controlling contract that require work on The City of Ithaca property, and shall require subcontractors to provide and maintain a copy of all subcontractors’ proofs of required insurance, and shall make copies available to the City of Ithaca upon request.

**Required Minimum Coverages:**
- **Workers’ Compensation** – Service provider is required to comply with applicable Federal and New York State workers’ compensation statutes. Policies covering Workers’ Compensation liability shall provide coverage of statutory benefits and employers liability of at least $1,000,000 each accident; at least $1,000,000 each employee for disease and $1,000,000 policy limit for disease.
- **General Liability** - $2,000,000 aggregate; $1,000,000 per occurrence; 50,000 fire damage; 5,000 medical expenses; 1,000,000 products completed operations; 1,000,000 personal and advertising injury or greater. Coverage should be on a per occurrence basis.
- **Professional Liability** – minimum per occurrence/aggregate limit of $10,000,000.
- **Automobile Liability** – Automobile liability insurance shall be written on the comprehensive form of policy – Combined single limit of at least $1,000,000 to include Hired Autos and
Non-owned Autos. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract.

- **Excess Liability** - $1,000,000 on a per occurrence basis
- **Specialty or additional lines of insurance coverage** identified prior to contract as necessary and prudent by the City of Ithaca.

Part 6: Cost and Budget

Submissions must include a cost schedule and budget. The Proposer shall provide the total cost for the approach, tasks, and milestones for the implementation of the project in the submittal. The City of Ithaca maintains the right to negotiate the cost of the project with the Proposer at the appropriate time.

In addition to the requested cost and budget, please provide the following information:

- Please describe your organization’s prior experience in managing local, state, or federal funds or similar funds.
- Please provide financial statement of your organization’s most recent audit or other financial examination of your organization.
- Please describe your organization’s ability to work on a reimbursement basis for this project. Please specifically describe how your organization intends to request funds from financial supporters and how much funding your organization will provide to this project.
Common Council Members
Tompkins County Legislators

Re: City and County Sanctioned Encampment Site Policy and Procedure Recommendations

Dear Representatives:

We are writing to you as fellow representatives. We have participated with the informal group that has prepared The Ithaca Designated Encampment Site (TIDES) proposal now being presented to both the City and County for consideration. This letter is addressed to both the Common Council and the Tompkins County Legislature, as it has become absolutely clear that TIDES, or any other similar sanctioned encampment proposal, will require the City and County to work together.

And, while we fully support the City and County to put forward a Sanctioned Encampment Site Request for Proposals, to which the TIDES proposal is a possible response, we wish to state our further belief that to undertake a sanctioned encampment site there are several parallel City and County policy and procedure decisions that are also necessary for the overall success of the project. A sanctioned encampment site is intended to be one piece in a larger puzzle to serve the unhoused. While TIDES would provide an important “shelter first” capacity, it is not intended to stand alone. We of course still need more transitional and long-term housing in our community. But beyond the housing component, TIDES would also require an array of wrap-around support services and coordinated City/County action if we wish to fundamentally restructure our approach to unregulated campsites.

Towards those ends, the policies and procedures we would recommend are as follows:

1. The City of Ithaca would formally state a commitment identifying that being unsheltered is not a crime. The City recognizes that there is a gap between the growing need for safe and affordable or zero-income housing, and the available supply of emergency, permanent, and supportive housing options. A City commitment must be stated that those living in encampments will receive assistance (as explained in # below) in gaining access to emergency shelter, sanctioned encampment sites, or housing options prior to being stewarded to safe and appropriate locations under the purview of outreach workers.

2. The City of Ithaca would formally state a policy that camping is not allowed on City property. Establishing this policy is necessary in order to give clear direction to City staff, outreach, and social service workers, that people who are living unhoused on City property must relocate to available emergency shelter, sanctioned encampment sites, or seek other legal shelter options.

3. Enforcement of the City’s no camping policy should require coordinated relocation assistance, in conjunction with law enforcement support, to unsheltered homeless encampments identified via a complaint-based response system, as well as unsheltered homeless encampments identified in sensitive natural areas, along waterways, or in areas that are difficult to provide emergency services. Coordinated relocation assistance should
communicate a clear target date for moving all individuals off of public property, or private lands where camping is occurring without permission of the owner.

4. The City, County and outreach workers would establish a procedure for prioritizing and stewarding individuals in unsheltered homeless encampments into emergency shelter, sanctioned encampment sites, or other shelter options. The procedure should proceed with reasonable notice and the consent of the individuals whenever possible. The procedure should provide assistance in protecting and moving personal possessions (including short-term storage if needed) and pets. The procedure should involve cross-departmental and community-wide collaboration and coordination of all relevant partners, such as City and County officials, Continuum of Care, DSS, SJCS, transitional housing providers, law enforcement and supportive services from the network of community outreach workers who have established relationships with those living in unsheltered homeless encampments.

5. The City and County need to develop a coordinated procedure for the clean-up and environmental restoration of abandoned camps. The policy needs to have components for:

- The preservation of personal possessions of the individual’s removed from the site
- The return of identifiable stolen goods to owners.
- The recycling/reuse of goods and building materials that cannot be identified to an owner.
- The collection of trash.
- The collection of chemical materials
- The collection and treatment of bio-hazards
- The replanting of grasses, bushes and trees

The City and County would need to identify the responsible Departments within their governments to participate in this process. This process may have a volunteer component. The City or County need to identify a Department within either the City or County responsible for coordination of the work.

6. The City of Ithaca would develop a procedure for maintaining and monitoring restored areas to keep encampments from returning. The procedure would entail a rapid response to ensure any attempts to build new camps are addressed immediately as they become known to the City. The procedure should involve coordination between the Ithaca Police Department (with State and County police agency resources if needed) and the network of community outreach workers who have established relationships with the people.

7. The County would develop a process to specifically assist TIDES participants who have not attempted to access, or are currently ineligible to access, the available housing assistance programs. Outreach workers would target individuals facing the most difficult housing challenges. This process is intended to help assist people through TIDES and into housing. It is anticipated that the DSS would have presence at TIDES as needed to meet with and assist TIDES
residents with accessing programs. TIDES would provide meeting space and resources to facilitate these interactions.

8. The County would establish procedures for agencies that provide services to community members, including drug overdose response, drug and alcohol treatment, health services, mental health services, workforce entry and training, and other supportive services, to utilize TIDES as an access point to meet and interact with the residents of TIDES. TIDES would provide meeting space and resources to facilitate these interactions. A major purpose behind TIDES and the following policies and procedures would be to coordinate the provision of services in a far more consistent, effective, and safe manner.

9. The County would commit to provide support from the Tompkins County Sheriff to the IPD, if necessary, for specific enforcement actions, including restoration of the land and preventing construction of new camps.

10. The County Department of Social Services would not take a position that TIDES is housing, such that a landlord/tenant relationship is created.

The City and County are not unique in experiencing difficulties with individuals camping on community land. This is a national phenomenon. Local governments across the country are struggling to respond to this same issue. Here, we have attempted to address this issue essentially through passive acceptance of the encampments. Unfortunately, ignoring the issue has allowed the problems incident to camping to become substantially worse, for both the people in the tents and the community. We are seeing the negative impacts to the people in the camps, nearby residents, local businesses, and the environment.

We believe it is time to take up this work. We urge your support for TIDES and the related policies and procedures we have outlined here.

Sincerely,

Cynthia Brock
First Ward Common Council

Travis Brooks
District 1 Tompkins County Legislature

George McGonigal
First Ward Common Council

Richard John
District 4 Tompkins County Legislature
The Ithaca Designated Encampment Site (TIDES)
Conceptual Budget
14 July 2022

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Cost estimate for construction</strong></td>
<td><strong>$1,180,450.00</strong></td>
</tr>
<tr>
<td><strong>Site work</strong></td>
<td><strong>$300,000.00</strong></td>
</tr>
<tr>
<td>Site work including necessary grading, ditching, and drainage around site; extension of existing dirt roads; and installation of water and sewer lines from City connections to main building.</td>
<td><strong>$300,000.00</strong></td>
</tr>
<tr>
<td><strong>Electrical Service</strong></td>
<td><strong>$39,250.00</strong></td>
</tr>
<tr>
<td>Installation of poles and wires for electrical supply and site lighting (6 poles @ $3,000/pole)</td>
<td><strong>$18,000.00</strong></td>
</tr>
<tr>
<td>Electrical junction and panel boxes for cabins (25 @ $850/cabin)</td>
<td><strong>$21,250.00</strong></td>
</tr>
<tr>
<td><strong>Fencing and Landscaping</strong></td>
<td><strong>$14,000.00</strong></td>
</tr>
<tr>
<td>Fencing (1,000 ft @ $14/ft)</td>
<td><strong>$14,000.00</strong></td>
</tr>
<tr>
<td><strong>Structures</strong></td>
<td><strong>$827,200.00</strong></td>
</tr>
<tr>
<td>Construction of 144 square foot insulated cabins w/ electricity, no plumbing (25 cabins @ $52/sq ft)</td>
<td><strong>$187,200.00</strong></td>
</tr>
<tr>
<td>Construction of 3,200 square foot meeting space, wash house and kitchen, men’s and women’s rooms, shower stalls, laundry room, gathering room, office, manager’s room, utility room, and unheated outdoor equipment storage room. (3,200 @ $200/sq. ft.)</td>
<td><strong>$640,000.00</strong></td>
</tr>
<tr>
<td>- 720 sq ft = 2 bathrooms (12’x30’ ea), 5 stalls (1 HC), showers, sinks, urinals, dressing area</td>
<td></td>
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<tr>
<td>- 200 sq ft = entry area</td>
<td></td>
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<tr>
<td>- 100 sq ft = mechanical area</td>
<td></td>
</tr>
<tr>
<td>- 200 sq ft = 2 meeting areas (2 rooms @ 10’ x 10’)</td>
<td></td>
</tr>
<tr>
<td>- 120 sq ft = office space</td>
<td></td>
</tr>
<tr>
<td>- 300 sq ft = kitchen (10’ x 30’), food storage, prep and pantry</td>
<td></td>
</tr>
<tr>
<td>- 1200 sq ft = main dining, meeting area, personal storage lockers for residents</td>
<td></td>
</tr>
<tr>
<td>- 360 sq ft = transition space, hallways, space for interior and exterior walls</td>
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</tbody>
</table>
## Total Cost Estimate for Staffing

### Case Management
- Camp coordinators (9 staff @ $19/hr) $355,680.00
- Coordinator Team leaders (2 staff @ $20/hr) $83,200.00
- Program Supervisor (1 staff @ $22/hr) $45,760.00

### Maintenance
- Maintenance / Cleaning person (2 staff part time) $31,865.60

### Fringe Benefits
- calculated at 21% $108,466.18

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Total Cost Estimate for Staffing $624,971.78
Chair Laura Lewis called the meeting to order at 6:00 p.m.

1) Call to Order/Agenda Review

No changes were made to the agenda.

2) Public Comment

Chair Lewis reminded all that comments are limited to three (3) minutes.

Patrick Braga, 226 Cecil Malone Drive, Suite 3, Ithaca, Vice President for Visum Development. Visum provided a proposal in response to the College Town Fire Station RFP. He believes their proposal should be included in the process.
He pointed out that the City will be spending more public money than it needs to with this selected proposal because they opted for a lower purchase price than what Visum had proposed, and the disposition process for the fire station has been very opaque. The City would likely get a better public policy outcome if the decision-making process were more transparent and openly competitive. To his first point, Visum’s original proposal had been to demolish the fire station and rebuild it on site in the lower levels of a new building with a park in exchange for building apartments on top. Even though that initially might sound unusual, it’s been done in other cities and living above a fire station is hardly different than the current living situation at College Town Crossing where people are living next to the fire station.

Even if the fire station were rebuilt off site, their proposed purchase price was significantly higher than the acquisition price on the table now. The City is needlessly spending more public dollars than it needs to only to be repaid by property taxes to be held as a burden by homeowners and other property owners alike.

This leads to his second point which is why was this process so opaque? The City is disposing a public asset so the community should have a say in that. He further mentioned that Visum never heard back from the City or received any comments. They only found out about this meeting thanks to an Ithaca Voice article this morning. Back to 2018 when the City tried to sole source the Green Street Garage redevelopment, there was community pushback. As a result of that, a reopened competitive process got a higher quality result which is the mixed-income Asteria project that is being built now. The fire station disposition process should be reopened and done transparently so the City doesn’t spend tens of thousands more dollars than it needs to for the new station.

**Regi Teasley, 201 Cliff Park Road, Ithaca,** spoke of the Green New Deal. Ithaca has indicated that it can be a leading small city in addressing climate change goals. Luis and Rebecca have made a bold and serious start. Now we must all roll up our sleeves and get into the hard work. We know that equitable and diverse workplaces are not created by hiring a director of diversity but by changing culture and practice green new deals like rethinking public safety, thorough going requiring just participation, and shifted priorities among all involved. He would ask whether members of Common Council thought deeply about the implications of this project. They probably have, and he would just urge others to do so. Major change is challenging, and there is always more to consider. How is Common Council altering business as usual to achieve these agreed upon outcomes?

We are already in the medical middle of dramatic climate change, and we are feeling the effects. Long overdue FEMA flood maps and flood insurance rate changes are the latest impacts. We find ourselves playing catch-up with environmental, economic, and social challenges. The Green New Deal points to the better way to respond. Please don't forget green space as we build and work
to achieve carbon neutrality by 2030; hopefully before then if we can. The sooner we achieve these goals the less likely we are to spend time and money on the system we are leaving. All the talk in the world won't get us there. Only our shared commitment and effort will succeed.

There was no response from committee members on the public speakers’ comments.

3) Special Order of Business

There was no special order of business.

4) Announcements, Updates, Reports

a) Green New Deal Update- Electrification Kick Off

Luis Aguirre-Torres, Director of Sustainability, provided a thorough presentation of the proposed electrification kick off. The PowerPoint presentation is attached to these minutes.

Questions from the committee include Alderperson Gearhart and Alderperson Mehler’s questions.

Alderperson Mehler requested a copy of the presentation be made available to the Committee.

Alderperson Gearhart thanked Aguirre-Torres for the presentation stating this is great information. His question is regarding the map that was shared that the Cornell group is working on. The intent is to try to update it with more current information. Is that something that will have a mechanism able to provide that information and is that something the public will contribute to or how will that be managed?

Aguirre-Torres stated they are working with the GIS group, which is part of Department of Public Works in the City. They are helping us organize the data right now and as people register to participate, the first thing that they need to do is walk through a level one energy assessment. There is a possibility of doing more. Then an energy audit is a level two energy assessment where what can be done in a particular building is determined. Information is gathered. We have obtained a free license to a technology that allows us to quickly capture information from every appliance in the building and fit it into a database. The database will continue to grow and be part of GIS.

Alderperson Brown asked whether the outreach program will be digital only. Many of the disadvantaged communities may not have digital access. It was mentioned that the post office, supermarkets, and banks may have this
information. Her concern is for grassroots community organizations obtaining this information for communities that do not visit some of the places mentioned. Are ways of outreach to grass root organizations being explored to make sure that they have this information to give to many of the communities that are disadvantaged?

Aguirre-Torres stated they are we're actually working with a number of communities such as Building Bridges, South Side Community Center as well with Unbroken Promises. All of them are going to help us with the outreach. He mentioned the post office, department stores, banks just to mention a few, but the group is identifying the different places that people visit. There is actual hard-copy information that people can take home and read. With Cornell Cooperative Extension, we have the energy navigators that will help us. We are working with all of these organizations. It is not only digital. We are doing everything that we can because we need to reach out to pretty much everybody and 6,000 buildings.

b) East Hill Fire Station – Concept & Timeline

Chair Lewis stated there are two draft resolutions in the packet that are for discussion only. She turned it over to Ari Lavine, Lisa Nicholas, Nels Bohn, and Tom Parsons.

Attorney Ari Lavine gave the introduction. He stated on the screen right now, we are excited to share the potential for a relocation of the East Hill Fire Station to a new site at Elmwood and Dryden from the existing College Avenue site. It comes with a number of really positive opportunities for the City. For one, it enables the City to maintain its existing fire station on College Avenue while acquiring the new parcels at Elmwood and Dryden.

Constructing the new station at that location prior to vacating the College Avenue site for another provides excellent value to the City for the transaction. It provides flexibility for the Common Council to go through the process that is in many ways beginning today around a determination of whether to make this move or not. The opportunity that we're here discussing with you is an opportunity not an obligation. The City has an option agreement that has been negotiated with a prospective purchaser of our existing College Average site under which we have a negotiated price they would pay us and negotiated new parcels at Elmwood and Dryden that they would also provide. The city has between now and this fall to reach a determination about whether it would like to move forward with that transaction. If we were to move forward with that transaction as you can see in the agenda packet, as long as we got it done on time a 5.1-million-dollar payment would be made to the City in addition to two parcels that themselves are worth millions of dollars combined that would also be provided to the City. There is a timeline that Lisa Nicholas will speak to in terms of how that process would play out. Lisa will also touch on the history that
led us here. He stated it has been a long road to get to this point and it's very exciting to have an opportunity for this because the very blunt alternative is to invest a sizable amount of money in renovating the existing fire station on College Avenue. That would probably not the best investment at this time. That is at least a short thumbnail of why we're here and what we're talking about.

Lisa Nicholas stated she did briefly describe in the memo of the history of this project and also provided the executive summary of the study for the current fire station which was completed in 2015 concluding that there would be at least a million and a half dollars' worth of renovations for the fire station in order to bring it up to standards for the mechanical systems. In 2015 and then again in 2018 we released a request for expression of interest to look at options. It appeared that due to rising property values in College Town the best option was to sell the property and relocate. During the process of working with the consultants or respondents for the expression events, the City looked at nine sites all over College Town. They were all evaluated for size, location, and the ability to do response time. This was the only site that really in the end met all the criteria.

Tom Parson, IFD Chief, took the group through the presentation slides. He talked about the selected site and what the facility will look like.

This process which really started back in 2013-2014. Members of the City Planning Department as well as planners from Cornell University were having meetings about development in College Town. There was a lot of interest in what the future of College Town would look like. One of the things that was identified early on was the fire station and its location. It was believed that this would be a good site for redevelopment. At the time, in context we didn’t have any thought on. As the City, he didn’t think we really knew what College Town was going to look like in 2020 or 2021 or 2022. There's a lot of development that's been going on in the last six to seven years. The density in College Town has become greater. The traffic and the pedestrians are going to create more challenges for the fire department to operate out of its current location at 309 College Avenue.

He stated change is hard. Within the organization a lot of people are asking what why should we move? It is a really good location, but as time has shown, us right now we're starting to see that the development is going to make it a very crowded place for us to operate. Even going back 2013 - 2014 the greatest challenge for us was trying to find a location where we could relocate the fire station. We looked at several locations throughout East Hill. Most all of them were in the City. A couple were just out into the town. A lot of the locations were provided by Cornell University as property that they had control over. We looked at several of those sites. Some of them were just not feasible because of their location whether it's in the neighborhoods or operationally it just put us too far away from the core of the East Hill area which is our primary
response area for that station. That station is also a secondary response or secondary station for the north end. We didn't want to get it too far away from the downtown core of the north end so we looked at many locations. Even through the RFP in 2018, we asked developers to provide us some locations. Even in 2018 we had no locations that were actually offered. There were three proposals in 2018 and none of them offered all solutions for the fire station. Nobody could provide us a location which brought us to the 2020 RFP. We had the conversation of saying we need to have help finding a location for where to build a fire station, and through a conversation through an executive session of Common Council one of the questions that came up was what options are there to build on the existing location, on building above it, and or building on a new site.

We did the RFP in 2020 and had two proposals that we considered. It was fair to say that when we came back to Common Council to talk about all the aspects of the projects this was the one that was primarily preferred. The location that was proposed fit the need for the fire department operationally but as important is that we could still operate out of the existing fire station while we developed a new site. There was a lot of positives financially for this site for us to move forward on it. We feel that this location works very well for the fire department. They have done a lot of studying of all the locations about response times and travel distance and this fits just about every piece of criteria that we were looking at for the last eight years.

Chief Tom Parsons went through the slides available in the agenda packet which are also attached to these minutes.

Acting Director Lisa Nicholas provided the timeline of the project and future resolutions. The IURA will work closely on the transfer of the property during May and June. The final vote will happen at the July Common Council meeting.

Nels Bohn explained the financial statements also provided in the agenda packet.

City Attorney Lavine reiterated the extensive project process, and further stated the City was not at all thrust upon by any developers.

Alderperson Mehler thanked the project team.
Mayor Lewis introduced the next topic on the agenda. There is a draft concept report in the agenda packet. The unhoused population and encampments that have been popping up in especially a portion of the City has been a great concern to many residents, homeowners, and business owners.

Mayor Lewis thanked Alderpersons Brock and McGonigal as well at IURA Director Nels Bohn who were instrumental in bringing this project to the Committee. There was also a large volunteer group involved.

Last year the three produced a proposed policy response report to encampments on City property. This group has been working very hard on this and asked Bohn to describe some of the highlights from that study you conducted.

Nels introduced a few different speakers who have worked hard on this project – Carmen Guidi and Chris Teitelbaum. Chris is the regional director for St. John’s Community Services who manages the emergency shelter, and Carmen is the founder of Second Wind Cottages. Best known for Second Wing Cottages, he worked extensively with the house population and has had some great success with. Other members of the working group listed on that memo, and I think several of them have joined the meeting. I see Jerry Dietz, Rich John, and Michael Carpenter are here.

Carmen Guidi mentioned that the prior Mayor Myrick asked him to prepare some options for the Common Council to respond to encampments on City property. A number of complaints were received from property owners, from department heads, and from City staff who were looking for some direction on how they should react to encampments. Guidi started that work and the mayor resigned. There was no chance to finish everything, but a lot of research has been done.

There are a couple of key facts that should be kept in mind on this issue. One is that we’ve had encampments in the City of Ithaca for at least 25 years. It has been a persistent problem. It has grown in the last five years. That is probably a result partially of increased rents and housing costs. That is part of the issue anyway. There is also an increase in substance use issues and addiction in the community. Mental health also plays an important role in this. When the point in time count is done every year, they try to measure information about the population of people who are homeless who are sheltered and unsheltered. The count is about 25 unsheltered on an average year. There are always going to be cases where people are missed, but that is an average number. 75 of those persons who are living unsheltered either have an addiction or a mental health diagnosis. That is a real issue for this population.
The other thing to keep in mind is that there are people not allowed into the shelter system that is provided. If an individual is sanctioned by DSS, or on the registry of sexual sex offenders. They do not have choices of being in the shelter during the non-cold weather months of the year. It doesn't appear that this population is going to dwindle in any significant way naturally. Our supply of permanent supportive housing and transitional housing while increasing slightly, is still very modest compared to the population of people who present as homeless on an annual basis. It is about 600 people present every year as homeless and about 400 of them have successful outcomes. Another hundred or so are hard to track, and we don't know what happens. The remaining 100 or 125 remain homeless. These are just raw numbers. We have seen that the population of encampments has geographically spread as well. That has raised the concern. It has become more visible, and people can see that there are a lot of negatives for the safety of people living in the encampments as well as the health and well-being of neighbors.

What this report that is being developed is really asking the City to develop a policy on how it should approach encampments on City-owned property. That is a position that has not really been clarified by the City. The City doesn't technically allow camping on any City property, but it also has not actively enforced that prohibition. Across the country where this is a problem, many communities are facing both in particularly the west coast but even smaller cities like Montpelier and Vermont and Burlington and of course in Portland and Oregon, all are seeing the same issue. Ithaca is not unique and unfortunately there's no silver bullet solution that people have found is the most successful approach. It is unique in every community, and usually the truth is that every case of somebody being homeless is unique as well as why their homes are not easy to categorize. The policy recommends looking at the issue and says there are four major ways that a community can resolve it. You can approach unsheltered homeless. One can clear the encampments without any support for the residents. Secondly, it can be a clearance with some strong support for assisting the residents; third is a tested acceptance approach, and fourth is a formal sanction encampment. One can mix and match these but those are the four major categories of how you can approach the issue from a City perspective on some City property.

Clearance with no support is not a very successful approach where it's been used in other communities because those people just move to another location or they move back to the same location six weeks later. Then you must start all over again because they don't have anywhere else to go. Clearance with support can have some success where people find if you can offer them opportunities for housing that works for them and that they'll accept. That can have some limited success. The test of acceptance approach is essentially what the City has been doing. I have been focusing on trying to have a harm reduction model and balancing that issue of the harm to the individual who is camping and being put if they're being asked to move or move to another
A dedicated encampment site which is we call TIDES for short would be a sanctioned campsite meant to provide your healthy, secure, and 24-hour staffed environment that serves up to 50 individuals at the time. They are experiencing temporary homelessness. He added that one of the great parts of this proposal is that for a lot of the population that we’re talking about, they have been they've staying out in the cold for a long time. It is really meeting the person where they are at and starting to work in an environment that they feel comfortable in. They are people who because of trauma, undiagnosed or diagnosed mental issues, mental concerns and so on who aren’t comfortable in motel rooms. They are not comfortable in the shelter. They feel very paranoid. They feel boxed in. They just literally cannot do it at first. We are talking about a space for up to 50 individuals. We can meet them where they are at and begin doing that work of acclimating them to being in an environment with other people in close proximity, able to interact, and come back into the community -- both the social aspect and economic aspect. TIDES provides a central location for shelter that promotes it and protects people’s safety.

Nels Bohn spoke briefly about some of the ways in which this population is unsafe and is preyed upon to some degree. That is another thing we want to deal with. One of the things we see are people being preyed upon not only by their addictions, but stuff being stolen from them. Fights, young and older women being subjected to sexual abuse, mental and domestic abuse. These things we really want to try to get a handle on and create a safe environment where people can hopefully escape this or take the first step. This is an idea of a temporary stop on the way to people finding permanent housing. In no way is he saying that we want to create an account where people stay the rest of their lives. This is really an idea of allowing people space where they can come with dignity receiving services that is staffed 24 hours a day as they begin to
make the work toward permanent housing whether that be housing in the private market or supportive housing of some sort with wraparound services to get into some of the specifics. TIDES would provide a sanctioned campsite which would meet New York State Department of Health requirements for campsites of 25 individual camping cabins. The idea being that someone may be by themselves or be there as a couple. There would be 24-hour on-site management that would include some type of security detail. A lot of the work we've done has been reaching out to successful groups that have done this to make very clear that security detail has a relationship with the population.

Something that has made it work well for them is the support by our amazing and dedicated group of advocates who work with this population. The management aspect of the day-to-day would be supported from everyone from DSS being able to meet busy people there to our various religious based and private advocates who help this population. We also would like to provide central facilities where participants can use showers, toilets, a kitchen, locked storage for things, and have a social aspect – a place where people can meet, break bread together, and communicate together. That aspect is sort of re-civilizing people. It will be a space for people to get used to talking to each other, getting ready to come back to the main population of Ithaca.

Chris Teitelbaum explained how their group interacts with the homeless individuals to figure out the best location for them. Some will not do well in a shelter or a hotel setting. This is a temporary stop on the way to obtaining long-term housing.

Alderperson McGonigal stated this is the best time we have had. We have financial support so that the City isn’t stuck with the bill. He thinks this is the time to do this.

Chair Lewis agreed with Alderperson McGonigal that it’s time to come up with a solution. It would be a terrible thing if we were to move too quickly causing the project to fail. We are talking about this tonight as a concept. There are many people who have been very involved. It is her hope that the group can agree on a concept.

Rich John provided the next steps. We want to bring this to the County as well, not just the City. It is a serious health issue, a crime issue, etc. The spring is the time when the camps rejuvenate themselves. He would like to see some sort of concession of their thoughts and what the next steps will be. It is on City land. The City must be on board. They must be the leader on this. He will be the fiercest support to the County.

Alderperson Brown stated that as a woman of color the statement, “not in my backyard” is certainly aware of. She thanked all who have worked so hard to
bring this to fruition. Many of these encampments have few people of color. She further stated she would like to join any future meetings.

Alderperson Brock stated we will return to this committee next month and in the meantime, we will be reaching out to the County and local businesses.

Mayor Lewis understands that the City has land, and there is the need for land. Water and sewer are also in desperate need.

Chris Teitelbaum reiterated that there are a fair number of individuals who cannot wrap themselves around the idea of living indoors, etc., but would rather stay in the encampment.

Alderperson Brown thanked Teitelbaum for his genuine concern of all people.

Chair Lewis asked for a nod of support of this complex issue. All stated they were in support.

5) Action Items (Voting to send onto Council

   a) Proposed Acceptance: Definition for Climate Justice Community

It was pulled from the April Common Council due to the criteria change.

Rebecca Evans addressed the Committee stating that the criteria had changed slightly after the resolution was presented at the March meeting. Changes to this resolution come from the State criteria change.

The City would also remove the word “percent” from the blue table.

PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE:
Acceptance of the Definition of “Climate Justice Community” - Resolution

Moved by Alderperson Brock; seconded by Alderperson Gearhart. Passed unanimously.

Whereas, the City of Ithaca has demonstrated its desire and commitment to be a leader in sustainability and social equity, as exemplified by the adoption of the Ithaca Green New Deal; and

Whereas, the City of Ithaca has further demonstrated its commitment to social and racial equity and sustainability, as exemplified in the City of Ithaca Comprehensive Plan, Plan Ithaca and the City’s 2017 Assessment of Fair Housing; and

Whereas, to fulfill the social equity ambitions of the IGND, a transformative effort must be made to prioritize populations that are and have been historically marginalized; and

Whereas, current and historic marginalization can manifest in ways that are not well-represented solely by income; and
Whereas, establishing an explicit definition for Climate Justice Community will shape future IGND programming in a way that ensures benefits of the IGND are distributed in ways that reduce historic inequities; and

Whereas, the effects of climate change may combine with other stressors such as marginalization, inequality, and social injustice becoming a threat multiplier and disproportionately affecting vulnerable population groups; and

Whereas, as a result of the pandemic and the economic downturn some vulnerable populations may be more likely to be affected by the consequences of climate change; and

Whereas, prioritizing vulnerable populations and designating them “Climate Justice Communities” in program planning will result in a more just and resilient Ithaca for all residents; and

Whereas, prioritizing vulnerable populations and designating them as “Climate Justice Communities” may result in a more equitable distribution of the economic, social, and environmental benefits of the IGND among all residents; and

Whereas, the U.S. EPA defines Environmental Justice as, “The fair treatment and meaningful involvement of all people regardless of race, color, culture, national origin, income and educational levels with respect to the development, implementation, and enforcement of protective environmental laws, regulations, and policies.”; and

Whereas, the Center for American Progress has provided guidance on implementing the federal Justice40 program under President Joe Biden, which seeks to advance environmental justice and economic opportunity across the United States; and

Whereas, in 2019 the State of New York signed the Climate Leadership and Community Protection Act (Climate Act), which committed New York State to reduce greenhouse gas emissions by 40% by 2030 and at least 85% by 2050; and

Whereas, the Climate Act created the New York State Climate Action Council to prepare a Scoping Plan to achieve the State’s bold clean energy and climate agenda; and

Whereas, the Climate Action Council appointed a Just Transition Working Group to make recommendations to ensure benefits of the State climate agenda are shared equally among all New Yorkers; and

Whereas, the Just Transition Working Group defines Disadvantaged Communities as, “communities that bear burdens of negative public health effects, environmental pollution, impacts of climate change, and possess certain socioeconomic criteria, or comprise high-concentrations of low- and moderate-income households”; and

Whereas, in 2021, the state of Massachusetts set a precedent of law codification by adopting an extended and more appropriate definition of Environmental Justice Communities that more accurately represents the vulnerable populations in the state of Massachusetts; therefore, be it
RESOLVED, that the City of Ithaca officially accepts the following definition of a Climate Justice Community:

Climate Justice Communities are communities, including but not limited to individual households, that bear unfair and disproportionate burden of the negative impacts of climate change; are least able to prepare, withstand and recover from the effects of climate change; possess certain health, environmental and socioeconomic attributes; include disproportionate concentrations of low- and moderate-income households; or are associated with other present or historical social factors that act as threat multipliers on a warming planet with limited resources.

The establishment of Climate Justice Community criteria is critical to ensure that “the benefits of the Ithaca Green New Deal are shared among all of our local communities to reduce historical social and economic inequities”, as described in the Ithaca Green New Deal Resolution adopted in 2019.

For a household to be considered a Climate Justice Community in the City of Ithaca, it needs to meet either the state documented criteria or at least three of the following criteria:

- Residents are experiencing homelessness
- Residents and/or their children are eligible for needs-based local, state, or federal financial assistance
- Residents 25 years of age or older do not possess a high school diploma or GED
- Residents experience food insecurity or low child nutrition levels
- Residents make less than 65% of the County’s median annual income
- Residents spend more than 15% of their total income on household energy costs
- Residents are undocumented immigrants currently working in Tompkins County

For a neighborhood to be considered a Climate Justice Community in the City of Ithaca, it needs to include at least 51% of households classified as Climate Justice Community.

RESOLVED, that the city will continue to support the development and implementation of strategies to accelerate the development of programs to meet the goals established by the Ithaca Green New Deal.

6) Discussion Items

a) Short Term Rental

Acting Director Nichols stated they wanted the group to know that short-term rentals consist of zoning and housing code together. We are undertaking this issue trying to develop policy or think about policy. The first step is to help understand the conditions on the ground now, what exists, how many short-term rentals there are, how are our rentals are regulated, what does the zoning code and housing code say about rentals. We are going to continue that conversation tonight about trying to paint a picture of what really is happening on the ground.
Zoning Administrator Wilson stated as was pointed out there are two pieces at least right now for regulating short-term rentals. Being compliant with either the zoning or the housing code does not put you in compliance with the other. That is important to know as you go forward. Right now, our zoning ordinance to be very clear does not make a distinction between the rental of a full unit between a short-term basis or a long-term basis. The zoning itself does not say that you can rent a single-family home or even a two-family home for a long-term basis but not for a short-term rental. As long as we do not allow rental by room in the R1 or the R2 district because that brings you closer to the bed and breakfast definition which would require a special permit. If someone is deciding to rent the whole unit, they are currently permitted to do that.

They must maintain an active certificate of compliance. Jamie is going to talk about a certificate of compliance, housing inspections, remit the required occupancy taxes, and also not exceed the maximum occupancy under zoning or housing code which are sometimes two different things.

In the R3 district where we do allow multiple dwellings, it can be rented by a room. For example, we do have some large single-unit multiple dwellings. That means a single unit that houses four or more unrelated people. This is allowed in the R3. A lot of them fall into that definition of a boarding house or a rooming house where the room is rented, and they share common space. That is allowed in the R3 but not in the R1 and the R2.

If we find out that someone is renting a large single-family home by the room in the R1 that's not permitted, they can rent the entire house or if it's a two-unit structure either of the two units provided that they meet the other requirements. Jamie is going to talk a little bit about that.

Alderpson Brock asked for clarification of the definition under 325-3 for dwelling multiples, a dwelling or building with one or more sleeping rooms other than a one- or two-family dwelling used or occupied by a permit or transient paying guest or tenant.

She thought that in that case it does distinguish because an R1 and R2 does not allow transient guests because that would turn it into a multiple dwelling. That's not true because this specifically excludes the one-family or the two-family dwellings. When you go up to the one- and two-family dwelling question, it is silent on the issue of transient are temporary paying guests or renters in that case. This definition that you refer to is a sub bullet for under multiple family. That is the traditional definition of a rooming or boarding house which is allowed as a right in all our three districts and higher density or higher level of use. If someone is to rent the entire single-family home or an entire unit within a two-family
dwelling our code is silent on whether it is a short-term or long-term use. It is specifically excluded to allow it with the one- and two-family dwellings. It is silent. It doesn't say specifically that it is prohibited or define this as what we typically think of a single-family or two-family dwelling. It doesn't define it as a long-term rental being allowed but not short-term. She took this interpretation directly from our previous zoning administrator who identified it as transient and therefore there is a definition if it's less than 30 days. It's a transient use then. If a place is just used for just temporary overnight guests, it could be classified as a hotel if that's the sole purpose. There does seem to be a variation in interpretation of what is allowable. It just seems to be changing depending on who's sitting in what seat which is very confusing. We definitely need more clarity so that that doesn't happen. From what I have read through of the previous zoning administrator's email he's referring to that section. It would help if Jamie gave an overview of that and then we could come back.

b) Existing Regulations and Housing Inspection Process

Jamie Gatch, Housing Supervisor, stated he won't interject opinion but will just state a few facts. Any residential dwelling unit or room in the City of Ithaca to be rented requires a certificate of compliance from the Building Department. That involves a basic life safety housing inspection. We've had a few discussions about this and where we go from here to even wrap our heads around it

If you take a single-family home and you want to use it for a short-term rental which is obviously transient if it's less than 30 days. We do have that definition in zoning. You would have to pull a building permit for a change of use because now it is not a private residence or even a single-dwelling rental unit that's permanently or primarily permanent in nature meaning 30 days or more on the leases that are signed. It is a business use and it has to meet New York State building code. That is one thing to consider.

We've struggled with enforcing anything with short-term rentals because the only time we even hear about them is when there's a complaint. He has had people that weren't happy with the unit that they rented for the weekend call him and state a person was renting out rooms without a certificate of compliance. He would then contact that property owner and let them know what was required as a minimum and that would be a certificate of compliance which is enforceable by our local ordinance. It is frustrating.
Alderperson Mehler thanked both Megan and Jamie.

Jamie further stated that with short-term rental enforcement we don't even know what that looks like yet, what the requirements will be above and beyond the certificate of compliance, and meeting New York State building code. It will be a huge, monumental task to enforce short-term rentals on top of what we already have that we are struggling to meet the requirements so everybody has a certificate of compliance. He would love to see that, but there are so many new buildings, there were residences for 80 years being sold and turned over into short-term rentals or private residences or rentals so it's there's again—a huge wave of new responsibility in enforcing a housing code or housing inspection program.

c) Updated Data & Software Tools

Tom Knipe, Deputy Director for Economic Development, presented the data collected and analyzed by Tompkins County. Multiple data charts were presented to provide clarification about the status and distribution of short-term rentals (STRS) within the City of Ithaca. In May 2021, Tompkins County entered into an agreement with a company by the name of LTAS Technologies. LTAS uses software to scan STR listing websites.

This software automatically updates a wide range of data about each STR listing. This data is then filtered in different ways to clarify the number of STRs operating in the City. The data provided that out of 655 STR listings, 576 or 88% are unique meaning that they are not duplicate listings. Not all unique listings are active. Subtracting the inactive and intermittent listings leave 387 listings are active and unique. This data collected provides the City with much needed information.

7) Review and Approval of Minutes

a) February 2022

Moved by Alderperson Gearhart; seconded by Alderperson Mehler. Carried unanimously.

8) Adjournment

Moved by Alderperson Mehler; seconded by Alderperson Brown. Carried unanimously. The meeting was adjourned at 8:44 p.m.
Chair Laura Lewis called the meeting to order at 6:00 p.m.

1) Call to Order/Agenda Review

No changes were made to the agenda.

2) Public Comment

No one from the public spoke.

3) Announcements, Updates, Reports

a) City Economic Development – Tom Knipe

Tom Knipe, Deputy Director for Economic Development provided a thorough presentation of the City’s Economic Development. His PowerPoint is included with these minutes.
4) Review and Approval of Minutes

   a) May 2022

      Moved by Alderperson Mehler; seconded by Alderperson Brock. Carried Unanimously

5) Adjournment

      Moved by Alderperson Mehler seconded by Alderperson Brock. Carried unanimously. The meeting was adjourned at 6:47 p.m.
CITY OF ITHACA OFFICE OF ECONOMIC DEVELOPMENT — WHAT WE DO

A Division of the City’s Department of Planning & Development

Promoting an inclusive and innovative economy for Ithaca, NY through thoughtful economic development. Assisting businesses looking to start or grow in Ithaca.

- Business Retention and Expansion (BR&E), business assistance
- Programs, Projects and Funding
- Policy & Planning
- Real Estate Development
- Positive Business Climate

Watchwords:
Collaboration, innovation, service, sustainability, equity
ECONOMIC DEVELOPMENT RESOURCE PROVIDERS AND PARTNERS

- Ithaca Area Economic Development (IAED)
- City of Ithaca Office of Economic Development
- Downtown Ithaca Alliance (DIA)
- Tompkins Chamber
- Visit Ithaca
- Alliance for Manufacturing and Technology (AM&T)
- Small Business Development Center (SBDC)
- Tompkins County Workforce Investment Board
- Tompkins County Administration

- Local First Ithaca
- Business Leaders of Colors
- REV
- Friends of the Ithaca Farmers Market
- Community Arts Partnership
- Tompkins County Tourism Program/STPB
- UPI
- And many others
“Doing Business in Ithaca”

Direct one on one meetings with business owners and entrepreneurs

Provide guidance, support, and encouragement to business owners in the City or looking to locate in the City:
- Incentives
- Referrals to business development resources
- City process navigation
- Site location assistance

BRE: Pro-actively reach out to traded sector employers located in the City for BRE visits — ID opportunities for support, red flags, build relationships
Current City-ED-led initiative
- “Made in Ithaca” small scale manufacturing initiative

Current partner-led initiatives with strong City ED involvement
- Ithaca Downtown Conference Center
- Shared commercial kitchen project
- RISE character-based lending program (AFCU, SBDC)
- City of Ithaca Retail Mini Grant (DIA-ARPA)
- Hospitality workforce recovery initiative (Chamber, Visit Ithaca, DIA, TC3, others)
- Gateway signage project (Chamber)
- “Ithaca Exchange” grassroots investment crowdfunding
- GoIthaca TDM program
- Chainworks district incentives and ED projects
Room tax revenues are ahead of projections.

The Downtown Ithaca Local Development Corporation (conference center ‘owner’ has hired its first ED

We received a $2M earmark from Senator Schumer

Construction is underway – expected opening is early 2024

### City Room Tax Revenue Budget and Actual 2021

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<td>Q4</td>
<td>349,074</td>
<td>486,855</td>
</tr>
</tbody>
</table>

**SUBTOTAL** 994,817 1,254,459

**difference actual-budget** 259,642

### 4% of County Room Tax Revenue Projection

<table>
<thead>
<tr>
<th>Twice Annual Payments to the City</th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1-July 31</td>
<td>27,488</td>
<td>36,066</td>
</tr>
<tr>
<td>P2-January 31 following year</td>
<td>48,790</td>
<td>84,294</td>
</tr>
</tbody>
</table>

**SUBTOTAL** 76,278 120,360

**difference actual-budget** 44,082

### TOTAL COMBINED

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1,071,095</td>
<td>1,374,819</td>
</tr>
</tbody>
</table>

**difference actual-budget** 303,724

### Electric kitchen: The conference center will open as the first fossil-fuel free, all-electric conference in the United States!
FUNDING

Grant fundraising and administration
- Farmers Market
- Go Ithaca
- Federal earmark process
- CFA process
- DRI
POLICY AND PLANNING

Current policy initiatives

- Cannabis
- Short term rentals
- Downtown construction mitigation guidelines

Current planning initiatives

- Tompkins County Economic Recovery Strategy – implementation phase
- Downtown Strategy – supporting economic
- Future: City Economic Development Strategy
REAL ESTATE DEVELOPMENT

Early-stage development support
- Site location
- Partnerships
- Project advocacy where appropriate

Help facilitate federal, state, local incentives where appropriate

West End, Waterfront, Chainworks
POSITIVE BUSINESS CLIMATE

ED marketing
- “Doing Business in Ithaca” Guide
- Media engagement

Collegetown Support
- Collegetown Small Business Alliance coordination and support
- April 2022 “Business Walk”
- Collegetown Beautification Fund
- Collegetown BID exploration

Downtown Support

Other
- Public art projects - https://ithacabikerackproject.wordpress.com/
- Daffadazzle project with City Forester Jeanne Grace - https://daffadazzle.wordpress.com/
IDEAS TO FURTHER HELP SMALL BUSINESSES...

Online Retailing Support (DIA, SBDC)

Shop Local Marketing Campaign (Joint DIA/Chamber effort to reach County residents)

Retail and/or Food Incubator (Provide start up assistance for underserved populations)

Innovation District program (Networking, amenities, & marketing to support tech businesses)

Business Succession Planning Technical Assistance (Joint DIA/Chamber/City effort)

Small Business Training for Non-Tech Start-Ups (e.g. Co-Starters)
Chair Laura Lewis called the meeting to order at 6:00 p.m.

1) Call to Order/Agenda Review

Chair Lewis read into the record a letter to which she sent to the Mayor of Buffalo.

No changes were made to the agenda.

2) Public Comment

Chair Lewis reminded all that comments are limited to three (3) minutes.

Zach Winn, 229 South Geneva Street, spoke on the proposed encampments. He had a chance to read over the plan for dealing with the illegal homeless encampments. He posed the questions: if drugs will be allowed on site, what options will be available to people who wish to get or remain clean and sober?
Will there be two separate camps? If so, how will that affect the viability of the project? If drugs are allowed on site, what will prevent drug dealers from competing to deal drugs to the occupants of the camps?

With crime surrounding drug addiction primarily involves property crime and the violence between rival drug dealers for the opportunity to deal those drugs. He is curious if the viability of providing free or low-cost drugs to drug addicts in a controlled environment, specifically ones not contaminated with fentanyl, could break the economic life cycle of drug addiction and rob the black market of the cash which fuels not only the day-to-day life of an addict but also is such a lucrative trade for drug dealers. We know there are federal laws that would prevent the distribution of some substances to people who do not have legitimate medical need. He believes it would be possible to classify long-term opiate addiction as a medical condition and treat it as such. Also consider the fact that there are meth addicts who are occupying these camps, and they are not particularly known for their rational thinking or ability to be corralled into a controlled environment.

He could see this project leading to other issues if not handled properly. He encouraged the committee to look at the work of a gentleman named Michael Shellenberger. He is running for governor of California and he's examined the similar situation in San Francisco. He suggested to be very cautious moving forward to make sure there aren't unintended side effects to this plan.

Alderman Brock thanked Zach for his comments and asked for a hard copy of his comments due to the amount that was spoken.

3) Special Order of Business

a) Public Hearing – 2022 HUD Action Plan

Alderman Mehler moved to open the public hearing; seconded by Alderman Gearhart. Carried Unanimously.

No one from the public was present to speak.

Alderman Mehler moved to close the public hearing; seconded by Alderman Gearhart. Carried Unanimously.

b) Public Hearing – East Hill Fire Station

Alderman Mehler moved to open the public hearing; seconded by Alderman Gearhart. Carried 4-0.

No one from the public was present to speak.
Alderperson Mehler moved to close the public hearing; seconded by Alderperson Gearhart. Carried 4-0.

4) Announcements, Updates, Reports

a) Presentation – West End Update – Eric Hathaway

The PowerPoint presentation is included with these minutes in addition to the discussion below.

Eric stated he was here several months ago regarding the West End. There were a lot of concerns presented at that time. He provided the developments since then. The project must have the approval from the Department of Transportation (DOT) as well as the City. Currently there is two-way access on Buffalo Street. DOT would like to make the block between Fulton and Meadow Streets one way. More analysis was done, and it was found that by making Buffalo Street one way in that above mentioned block would just move the problem elsewhere. DOT also proposed a change to in the intersection of Buffalo Street and Taughannock Boulevard. The City along with their consultant, Stantec, came up with a recommended summary.

Three things were considered of high importance. DOT is currently reviewing the recommendations. Eric continued with their recommendations near the Purity site area.

Mayor Lewis asked whether there is a timeline that is being followed.

Eric responded that the DOT wants to finish their projects. He does not think the DOT will take too long.

b) Presentation – Tompkins County Homeless Needs Assessment – Liddy Bargar

Liddy Bargar handed off the presentation to Simone Gatson who went through the slides provided in the agenda packet and included with these minutes.

Simone then passed it back to Liddy Bargar to present their recommendations also outlined in the agenda packet and included with these minutes.

The full report is also available at the following link which was also provided on the agenda:
Mayor Lewis thanked both Liddy and Simone for their thorough presentation. She asked if there are any new units in the pipeline.

Liddy responded that there are a few projects being worked on currently.

Mayor Lewis asked for information on the vouchers.

Liddy stated that there are more people who are available to receive these vouchers.

Mayor Lewis stated that what is needed is a navigator to guide people through the process and all the red tape.

Alderperson Brown thanked Liddy and Simone for their informational presentation. It is clear how homelessness hits some individuals in our community. Housing costs are very high in Ithaca. How do we get people to a place that they can afford? She doesn’t want people to just survive but thrive.

Simone responded about the wrap around services that are available and are seeing great success in this program.

Mayor Lewis stated that the presentation was very valuable and thanked both Liddy and Simone for the work they continue to do.

5) Action Items (Voting to send onto Council

a) 2022 HUD Action Plan

Mayor Lewis read the revised resolution provided late to the group.

Anisa Mendizabal explained that text and number changes in the resolution were changed since the resolution was created.

Alderperson Brown stated she is unclear about this process. After listening to Liddy and Simone and HUD, it’s unclear why there is still the number of homeless individuals and yet the amount of funds available by HUD.

Alderperson Gearhart spoke as the new liaison for the IURA. This is a very heavy lift to do what they do. It is important for us to know what their needs are and what else can be done to fund.
Draft 2022 Action Plan: City of Ithaca HUD Entitlement Program

Moved by Mayor and Chair Lewis; seconded by Alderperson Gearhart. Carried unanimously.

WHEREAS, the City of Ithaca (City) is eligible to receive an annual formula allocation of funds to address community development needs through the U.S. Department of Housing & Urban Development (HUD) Entitlement program from the Community Development Block Grant (CDBG) program and the HOME Investment Partnerships (HOME) program funding sources, and

WHEREAS, the City has contracted with the Ithaca Urban Renewal Agency (IURA) to administer, implement and monitor the City’s HUD Entitlement program in compliance with all applicable regulations, and

WHEREAS, on an annual basis an Action Plan must be submitted to HUD to access HUD Entitlement program funding allocated to the City, and

WHEREAS, the 2022 Action Plan identifies a specific list of budgeted community development activities to be funded from the 2022 HUD Entitlement program allocation and associated funds administered by the IURA, and

WHEREAS, as of May 12, 2022, the U.S. Department of Housing and Urban Development (HUD) had not officially notified Entitlement Communities of 2022 CDBG or HOME allocations, and

WHEREAS, funding available to be allocated through the 2022 Action Plan funding process was anticipated to include the following:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$668,000.00</td>
<td>CDBG 2022 allocation</td>
</tr>
<tr>
<td>$120,000.00</td>
<td>CDBG 2022 projected Program Income</td>
</tr>
<tr>
<td>$601.96</td>
<td>CDBG recaptured/unallocated funds</td>
</tr>
<tr>
<td>$330,000.00</td>
<td>HOME 2022 allocation</td>
</tr>
<tr>
<td>$13,515.40</td>
<td>HOME recaptured/unallocated funds</td>
</tr>
<tr>
<td><strong>$1,132,117.36</strong></td>
<td>Total, and</td>
</tr>
</tbody>
</table>

WHEREAS, on May 17, 2022, HUD notified the City of Ithaca of its 2022 HUD Entitlement Awards, as follows:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$633,333.00</td>
<td>CDBG 2022 actual allocation</td>
</tr>
<tr>
<td>$316,825.00</td>
<td>HOME 2022 actual allocation</td>
</tr>
</tbody>
</table>

resulting in a revised total amount available of **$1,084,275.36**, and
WHEREAS, the IURA Recommended Action Plan includes contingencies to accommodate the possibility that actual HUD allocations may differ than the anticipated allocations, specifically:

Should the City’s 2022 HOME allocation be greater than anticipated, funding for the following recommended activities will be increased:

1. Homeowner Rehabilitation Project, Ithaca Neighborhood Housing Services (INHS);
2. Sears Street Development Project, Ithaca Neighborhood Housing Services (INHS).

Should the City’s 2022 HOME allocation be less than anticipated, funding for the following recommended activities will be decreased according to two priorities, in the following order:

1. Homeowner Rehabilitation Project, Ithaca Neighborhood Housing Services (INHS) — Deduct up to $24,375.00; and any remaining HOME allocation decrease would be deducted from:
2. Sears Street Development Project, Ithaca Neighborhood Housing Services (INHS).

Should the City’s 2022 CDBG allocation be greater than anticipated, funding for the following recommended activities will be increased:

1. Bus Stops & Shelters, Tompkins Consolidated Area Transit, Inc. (TCAT) — Funding for fully functional component(s); but not less than $10,000.00;
2. GIAC Computer Lab, Greater Ithaca Activities Center, Inc. (GIAC, Inc.) — Full funding for additional computer station (subject to Public Services cap);

Should the City’s 2022 CDBG allocation be less than anticipated, funding for the following recommended activities will be decreased according to three priorities, in the following order:

1. Catholic Charities Building, Ithaca Neighborhood Housing Services, Inc. (INHS) — Deduct 85% of the project funding decrease from this project;
2. Latino Multicultural Center, No Más Lágrimas — Deduct up to $1,400.00 of the project funding decrease from this project;
3. GIAC Computer Lab, Greater Ithaca Activities Center, Inc. (GIAC) — $1,896.00/station – Deduct any further project funding decrease from this project.
WHEREAS, the IURA used an open and competitive project selection process for development of the 2022 Action Plan in accordance with the City of Ithaca’s Citizen Participation Plan, and

WHEREAS, a Public Hearing on the draft Action Plan was held on May 18, 2022; now, therefore, be it

RESOLVED, the Common Council hereby adopts City’s 2022 HUD Entitlement Annual Action Plan, including the attached summary table titled “IURA Recommended Draft 2022 Action Plan, City of Ithaca, NY,” dated March 24th, 2022, and revised on May 18th, 2022, for allocation of the City’s 2022 HUD Entitlement Program award along with associated funds listed above, and be it further

RESOLVED, that the Urban Renewal Plan shall be amended to include activities funded in the adopted 2022 Action Plan.

b) East Hill Fire Station Relocation – Authorize Transfer of Property and Assignment of Option to IURA

Moved by Mayor Lewis; seconded by Alderperson Gearhart. Carried unanimously. WHEREAS, the City of Ithaca Common Council (“Common Council”) desires to relocate the East Hill Fire Station, also known as Fire Station #2, currently located at 309 College Avenue, and

WHEREAS, in connection with the relocation and to raise funds for the construction of the new station, the City intends to sell the existing 309 College Avenue parcel, which will be decommissioned as a fire station following the relocation, and

WHEREAS, the City issued Requests For Expressions of Interest (“RFEI”) regarding the 309 College Avenue site on July 12, 2018, and February 5, 2021, and

WHEREAS, the City received and reviewed responses submitted to the RFEIs, and

WHEREAS, 311 CA Associates, LLC (“Developer”) expressed interest through the RFEI process in acquiring the existing 309 College Avenue site in exchange for cash consideration and an alternative site for the East Hill Fire Station, and
WHEREAS, the City entered into an option agreement with Developer dated February 22, 2022 (“Option Agreement”) that permits, but does not require, the City to sell 309 College Avenue to Developer in exchange for two parcels located at 403 Elmwood Avenue and 408 Dryden Road in addition to cash consideration of $5.1 million dollars to be paid to the City on the terms contained within the Option Agreement, and

WHEREAS, Section 507 of General Municipal Law authorizes disposition of real property without auction or sealed bid via an urban renewal process, and

WHEREAS, the Common Council requests the Ithaca Urban Renewal Agency (“IURA”) review the terms of the proposed Option Agreement and structure a proposed disposition agreement to relocate the East Hill Fire Station; now, therefore, be it

RESOLVED, that the Acting Mayor, subject to review by the City Attorney, is hereby authorized to (1) transfer the 309 College Avenue site to IURA via a City/IURA option agreement, (2) assign the Option Agreement to IURA, and (3) execute any other such documents as may be necessary to enable IURA to undertake an urban renewal procedure that authorizes a negotiated acquisition and sales agreement, and be it further

RESOLVED, that the option with the Developer shall not be exercised by IURA on behalf of the City, nor shall IURA authorize the transfer of the 309 College Avenue parcel, without further approval of the Common Council, and be it further

RESOLVED, that IURA is authorized and requested to act on behalf of the City with respect to negotiating and structuring the acquisition and sale processes contemplated above, subject to final approval of the Common Council, and be it further

RESOLVED, that IURA shall be reimbursed for all reasonable costs incurred to structure the proposed acquisition and sale agreement.
c) Proposed Policy Regarding Encampments on City Property

Proposed Policy Regarding Encampments on City Property

Moved by Chair Lewis; seconded by Alderperson Mehler. Carried unanimously.
WHEREAS, former Mayor Myrick requested Ithaca Urban Renewal Agency staff
develop a draft policy regarding encampments on city property for consideration by
Common Council, and

WHEREAS, an initial draft was developed and presented for input from the
Ithaca/Tompkins County Continuum of Care, community outreach workers, and the
TIDES working group, and

WHEREAS, several modifications have been incorporated into the final proposed
policy, and

WHEREAS, Common Council procedures allow for reports to be “accepted,”
“endorsed,” or “adopted,” now, therefore, be it

RESOLVED, that the Common Council for the City of Ithaca hereby accepts the

6) Review and Approval of Minutes

a) No minutes to approve

7) Adjournment

Moved by Alderperson Mehler; seconded by Alderperson Gearhart. Carried
unanimously. The meeting was adjourned at 9:00 p.m.