

**Minutes of the Zoning Commission of the Town of Caroline  
Meeting on Tuesday, October 26, 2021  
7:15 p.m.–9:30 p.m.**

The meeting was called to order at 7:18 p.m. by Jean McPheeters via Zoom.

Attendees:

Zoning Commission Members: Michele Brown, Jean McPheeters, Ernie Bayles, Evie Weinstein, Barbara Knuth, Bruce Murray, Bill Podulka  
Tim Murray, Town Board Liaison

Others: Consultant Nan Stolzenburg, Town Supervisor Mark Witmer, County Assessment Manager Jay Franklin

Excused: Wil Lawrence, Val Warke,

Attendees: 1-714-258-0644, Gideon, Mary Koblar, Cal Snow, Robert Goodrich, Ken Miller, Ellen Harrison

- 1) Privilege of the Floor: Ken Miller spoke to say that the zoning commission should not designate agricultural areas, and that farmers know where the best land is.
- 2) Approve Minutes of the October 12, 2021 meeting with the correction of the change of date of this meeting (Weinstein, Murray) unanimously approved
- 3) Town Board Liaison Report: Tim Murray reported that the next town council meeting will be on Wednesday, Nov. 3<sup>rd</sup>, rather than the 2<sup>nd</sup> because the 2<sup>nd</sup> is Election Day. Also, that meeting will be the budget hearings for the town's budgets.
- 4) Planning Board liaison report: Bill Podulka reported that they are one step closer to finishing the town's battery storage law. The revisions are finished.
- 5) Jean introduced Jay Franklin, the Manager of Assessment for Tompkins County and thanked him for giving us his time this evening. Jay explained that assessments are made on current use, not the highest and best use that a parcel might achieve. Zoning doesn't change current use. Also, the assessment department looks at market conditions when it assesses property. Here is the link to the portion of the video from the Zoo meeting in which Jay speaks—*JM will insert when video is on our website*. Several members of the committee asked questions. Jean thanked Jay again.
- 6) Public Meeting: We discussed the proposed public meeting on zoning on December 2<sup>nd</sup> and agreed to do the following:
  - a. Hold the meeting on 12/2 from 7-8:30 p.m. on Zoom.
  - b. Distribute boxes around Caroline to collect questions to be asked at the meeting.
  - c. Nan and Rick, our consultants, will present a PowerPoint over the Zoom for 30-45 minutes and provide information about the process. People attending the Zoom meeting will be able to ask questions in writing on the Zoom and Nan and Rick will answer questions and the questions collected from the boxes.
  - d. We planned to have an in-person meeting on 12/5 from 2:00 to 3:30 p.m. (but moved it to 12/5 subsequently because the Brooktondale Fire House was not available on the 4<sup>th</sup>) which will be a repeat of the meeting on the 2<sup>nd</sup> (Nan and Rick will attend and do the same presentation. Residents in attendance will be able to write questions, which will be collected and given to Nan and Rick to answer.
  - e. We will also have a robust signage program.
  - f. Jean will write a proposal for the discussion at the Zoom meeting and distribute it before our next meeting.
- 7) Tonight's work: Nan walked us through the beginning of the Hamlet uses. (See attached for detail.)
- 8) **Our next meeting will be on Tuesday, November 9, 2021 at 7:15 p.m. on Zoom.**

The meeting adjourned at 9:16 p.m.

Respectfully submitted,

*Jean McPheeters*

### Materials for October 26 Zoning Commission Meeting

**Meeting Goal:** To discuss the proposed **Hamlet District(s)** fine tune the purpose statements, and discuss appropriate uses for that district and possible development regulations/standards.

#### 1. Purpose Statements (to be discussed):

**ZC Question: What changes to the draft district purpose statements are needed? The ZC currently has two kinds of hamlets – larger, more developed ones that have an opportunity for mixed use (residential and commercial (labeled Hamlet 1 for now), and those that are really just residences (labeled Hamlet 2 for now).**

Hamlet (1): In addition to the general purposes of promoting the health, safety and general welfare of the residents of the Town and to promote growth in harmony with the Town of Caroline’s Comprehensive Plan, the purpose of this district is to allow for a variety of residential uses, home occupations, and appropriately scaled small businesses in those areas of Town suitable for a higher concentration of both residential and commercial uses. Further purposes of this district are to recognize these hamlets as traditional concentrations of settlement in Caroline, to facilitate a higher density of residential development consistent with the existing residential character of these hamlets, to reinforce these hamlets as principal locations for residential and small commercial use, to ensure that new development has a building scale, massing, layout and design that are consistent with the traditional character and environment of each hamlet, to provide for and encourage a mixture of housing types and opportunities to meet the housing needs of Town residents; and to build and maintain these hamlets as vital town centers.

**Commented [NS1]:** Always refer to small commercial

Hamlet (2): In addition to the general purposes of promoting the health, safety and general welfare of the residents of the Town and to promote growth in harmony with the Town of Caroline’s Comprehensive Plan, the purpose of this district is to allow for a variety of residential uses and home occupations in those areas of Town suitable for a higher concentration of residences. Further purposes of this district are to recognize these hamlets as smaller but traditional concentrations of settlement in Caroline, to facilitate a higher density of residential development consistent with the existing residential character of these hamlets, to reinforce these hamlets as principal locations for residential use, to ensure that new development is consistent with the traditional character and environment of each hamlet, and to provide for and encourage a mixture of housing types and opportunities to meet the housing needs of Town residents.

**Commented [NS2]:** May have small amount of commercial? May have a number of areas that would be mapped as H2. Decide where is. Are these called hamlets?

#### 2. Land Uses (to be discussed):

ZC Question: What land uses are desired to be allowed in the Hamlet District (s)? Which ones are considered compatible with the purpose of the district and of meeting the goals of the Comprehensive Plan? Which uses are not desired or compatible?

The list below is “food for thought” for your discussion – are those that are commonly allowed in a hamlet, and should be a starter list.

**NOTE: ALL THESE TERMS WILL NEED DEFINITIONS – Many are in Task Force Site Plan Definitions.**

Potential Uses in the Hamlet 1 District	Yes/No/Discussion from ZC	Potential Uses in the Hamlet 2 District	Yes/No/Discussion from ZC
Residential Uses		Residential Uses	
Single-family dwellings		Single-family dwellings	
Two-family dwellings		Two-family dwellings	
3 or 4 Family dwellings		3 or 4 Family dwellings	
Manufactured housing		Manufactured housing	
Accessory structures customary to residential uses (pools, garages, tennis court, etc.)		Accessory structures customary to residential uses	
Accessory apartments in single family houses		Accessory apartments in single family houses	
Accessory apartments in accessory structures		Accessory apartments in accessory structures	
Home occupations (minor)	All signage should stick with certain design standards (see new proposed site plan law)	Home occupations (minor)	
Home occupations (major)	If in a separate structure or parking beyond residential setting – we would do some level of extra review.	Home occupations (major)	
Small-scale solar panels, ground or roof mounted		Small-scale solar panels, ground or roof mounted	

**Commented [NS3]:** May need to have maps done first to know what these uses are to be. Brooktondale rd has higher density and area around boiceville area are reasons and locations. Residential uses for both seem OK. ZC should be inclusive on residential types – propose that all residential uses be acceptable in both hamlets.

Potential Uses in the Hamlet 1 District	Yes/No/Discussion from ZC	Potential Uses in the Hamlet 2 District	Yes/No/Discussion from ZC
Wind towers for personal residential use	May need special use permit – may need more review. Need more info about these fit in more dense area.	Wind towers for personal residential use	
Multi-family structure (for anyone? For seniors? Assisted living facilities, etc.)		Multi-family structure (for anyone? For seniors? Assisted living facilities, etc.)	
Other Residential Uses?		Other Residential Uses??	
Commercial Uses <sup>1</sup>			
Bed and breakfast		Bed and breakfast	
Short-term rental		Short-term rental	
Manufactured home park		Manufactured home park	
Retail sales	Size restrictions to keep large uses out, scale, design standards. Formula business control. Should they be allowed anywhere or in certain areas. Bill-restrictive – more leniency on Route 79 than in other hamlets (Brooktondale). See task force materials. TF – scale built into law (>3000 sf), formula business – strong support of banning across board or most approp. In commercial zone.	Day care (home day care? A day care center?)	

<sup>1</sup> The Task Force Proposed Site Plan Law offers this definition for Commercial Use - Any business use or activity providing consumer goods, services, or administrative functions, not including Light Industrial Uses or Heavy Industrial Uses as defined in this local law. Examples of commercial uses include, but are not necessarily limited to, retail stores, shopping centers, hotels and motels, restaurants, bars or taverns, professional and administrative offices, gasoline and other fuel filling or service stations, banks, supermarkets, and other similar uses.

Potential Uses in the Hamlet 1 District	Yes/No/Discussion from ZC	Potential Uses in the Hamlet 2 District	Yes/No/Discussion from ZC
Fuel/EV stations	Limit to hamlet that has major commercial use. gas and streams worries. They are prone for pollution.	Public parks, trails, playgrounds	
Convenience Store		Church or religious use (these are protected under federal law, and can't be banned. But they can have site plan review)	May be in hamlet 2
Service business (health clinics, salons, etc)			
Lodging (hotels, motels, inns, resorts, retreat centers, etc. do you want them?)	Can scale these to be appropriate size? Doesn't want over-large – does want to allow small boutique hotels.		
Commercial solar facility (LL 3 of 2021)			
Batteries (LL?? Of 2021)			
Day care (home day care? A day care center?)			
Food and beverage (bars? Restaurants?)			
Offices			
Nursing home			
School, private			
Church or religious use (these are			

Potential Uses in the Hamlet 1 District	Yes/No/Discussion from ZC	Potential Uses in the Hamlet 2 District	Yes/No/Discussion from ZC
protected under federal law, and can't be banned. But they can have site plan review)			
Self-storage facility			
Event facility (wedding venue, etc.)			
Government or institutional offices or facilities			
Public parks, trails, playgrounds			
Telecommunication Tower (LL2 of 1998)			
Natural Gas and Petroleum Extraction and Exploration (LL 3 of 2012)			
Adult Uses (LL 2 of 1989)			
Accessory structures customary to commercial uses			
Others??			

### 3. Potential Development Standards, Regulations, Dimensions (to be discussed)

Which of these typical development standards in Hamlet areas would best meet the goals of the comprehensive plan?

Potential zoning regulations could include:

- Conservation subdivision design for major subdivisions with houses clustered into a 'traditional neighborhood with interconnected streets'
- Density of houses (measured as # of houses per acre allowed) or Minimum lot size
- Use of net buildable acreage (where density is calculated from the actual buildable portion of a lot)
- Sidewalks
- Planting of street trees along road frontage when none exist
- Minimizing curb cuts for commercial uses (usually 2 per parcel)
- Control size of commercial buildings via Gross Floor Area, maximum lot coverage, or maximum square footage
- Identification of building envelope on lot when part of a subdivision
- Setbacks (front, side, rear) (front may be more important)
- Road frontage requirements
- Stormwater Management, Erosion and Sediment Control (LL2 of 2007)
- Building height (usually restricted to 2 ½ stories, but commercial may be taller?)
- Building placement and design (for commercial uses – this would be those as per the site plan law)
- Use of fully shielded light fixtures
- Sign regulations to control size and lighting of signs

**Commented [NS4]:** Min lot size for septic is 1 acre from health department. How many places could meet this requirement? In future a sewer system could allow for smaller lots. Think about what density would be appropriate and include this.