

## CAROLINE TOWN BOARD SPECIAL MEETING

Tuesday, March 16, 2021, 7 pm

Because of the COVID-19 Emergency and pursuant to Governor Cuomo's Executive Order suspending the in-person meeting requirement of Open Meetings Law, the March 16, 2021 (7 pm) Caroline Town Board Special Meeting will be held via Zoom teleconference. Members of the public may attend by following the instructions below. Meeting minutes will be posted on the [Town of Caroline website](#). Comments to the Board may be provided at Privilege of the Floor during the Zoom meeting, by email ([clerk@townofcaroline.org](mailto:clerk@townofcaroline.org)), or by mail (P.O. Box 136, Slaterville Springs, NY 14881).

### INSTRUCTIONS TO ATTEND THE VIRTUAL ZOOM MEETING (<https://zoom.us>)

Direct Link: <https://us02web.zoom.us/j/86148710458>

Without a Zoom account: <https://zoom.us/join>; enter Meeting ID: 861 4871 0458

Phone dial-in: +1 929 205 6099 US (New York)

Find your local number (if not NY): <https://us04web.zoom.us/u/fmNjGEmu4>

By phone press \*6 to mute/unmute, \*9 to raise hand during meeting

***Please note that WiFi at the Town Hall is open (not password protected) and can be accessed from the Town Hall parking lot***

### ***Meeting Agenda***

*Privilege of the Floor: Opportunity for citizens to bring forward matters of concern*

*Please be prepared to make one statement not to exceed 3 minutes in length*

Supervisor's Report<sup>1</sup>

Town Clerk's Report

Highway Superintendent's Report

Department, Committee, & Liaison Updates

Discussion and Action Topics

- Discussion and vote on application for waiver from 180-day Land Use Moratorium from SUNX LLC
- Review of draft Pandemic Safety Plan
- Planning discussion and review of RFP for Zoning Commission Planner<sup>2</sup>
- Resolution in support of County proposal for Finger Lakes Land Trust Eberhard Preserve<sup>3</sup>

——Adjourn——

### **<sup>1</sup>Supervisor's Report, March 16, 2021**

- Attended 2021 Annual Meeting of NYS Association of Towns (virtual).
- Watershed Committee: Special Presentation (and discussion with) by Dr. Leann Kanda on Spotted Salamander spring crossing on Thomas Road was held at the February 23 Watershed Committee meeting with about 50 attendees. Watershed Committee published an article on this in the Old Mill. We also publicized April 17 spring roadside and ditch clean up event.

- Ms. Lyke has been working with Emily Adams on a town-wide mailing for the April 24 Brighten Up LED bulb distribution. We have taken out a bulk mailing permit and Emily and Velvet are developing a Town of Caroline mailing list. Ms. Lyke is also putting together material for our first quarterly town newsletter and has solicited material from departments. Please let her know if you have anything to contribute.
- Met with engineers for NYPA LED streetlight conversion. After consulting Superintendent Spencer, we proposed designing for four locations with road sensor technology. Our project has been prioritized and we expect project completion by the end of April.
- Tompkins County Council of Governments (TCCOG): Continuing CCA work and Emergence Service Planning with respective TCCOG subcommittees. At our February 25 TCCOG meeting Katie Hallas presented information about [Tompkins Food Future](#) through CCE.
- Met with Rene Carver to assess the Town Hall Meeting Room for a video monitor and camera that would enable holding meetings attended both remotely and in-person at the Town Hall. Recommend that we proceed to request a proposal for monitor with camera mounted on south wall of meeting room. The monitor would project toward the town board and would also provide for display of documents.
- The Caroline Reading Room has successfully reopened and is holding its regular evening weekday and Fri-Sun afternoon hours. Excellent safety measures are in place.

## **<sup>2</sup>Request for Proposals for Planning Consultant, Town of Caroline, New York**

RFP Release Date:

Responses Due:

Contact: Jessica Townsend, Caroline Town Clerk ([clerk@townofcaroline.org](mailto:clerk@townofcaroline.org); P.O. Box 136, Slaterville Springs, NY 14881, 607 539-6400 x1)

### Introduction:

The Town of Caroline adopted its updated Comprehensive Plan on January 13, 2021. A key recommendation was for the Town to seriously consider enacting stronger land use regulations, including an appropriate zoning law, in order to preserve and promote the rural character of Caroline. This priority was based on the recognition of increasing growth pressures that threaten Caroline's rural character and increase the potential for conflicting uses that may compromise property values and the quality of life for residents. Anticipating this finding and recommendation, the Caroline Town Board established the Task Force for Land Use and Economic Development in fall 2020 to research Zoning, Formula Business Restrictions, Economic Impact Review regulations, and any other potentially useful development guidance tools. Upon review, the Task Force recommended that the Town consider these three tools, and produced a draft Site Plan Review Law for consideration.

The Town of Caroline is now proceeding to research and develop a zoning plan appropriate for a rural community by forming a Zoning Commission that will work with a professional Planner or Planning Firm *"to recommend the boundaries of the original zoning districts and appropriate*

*regulations to be enforced therein, make a preliminary report, hold public hearings and submit a final report to the local governing board....,*” in accord with New York State Town Law. Once the final report is submitted to the Town Board the Commission’s work is completed and the body is disbanded. The Commission will meet regularly (approximately biweekly) with the goal of drafting a zoning plan proposal appropriate for Caroline for consideration by the Town Board.

Qualifications for Planning Professional(s):

- A masters degree in a related field and at least 3 years experience working in municipal planning, or a bachelor’s degree in a related field and at least 5 years of directly relevant experience.
- Familiarity with rural planning and zoning.
- Familiarity with applicable New York State laws and processes.
- Ability to facilitate meetings and public dialogue
- Excellent writing, editing, word processing, layout and presentation skills

Scope of Work:

Work with the Town of Caroline Zoning Commission to develop draft zoning regulations appropriate for a rural community. Tasks to include:

- Examine existing conditions in the Town of Caroline.
- Facilitate up to four public information sessions/public hearings in the Town of Caroline, dates and times TBD. Develop agendas with Zoning Commission members and keep meeting minutes.
- Recommend the boundaries of the zoning districts and appropriate regulations.
- Complete required State Environmental Quality Review (SEQR) forms and advise on SEQR process.
- Prepare a preliminary report, including draft zoning regulations.
- Hold public hearings on the preliminary report and draft regulations
- Submit a final report with draft zoning regulations to the Town Board

Deliverables:

- Draft Report and Final Report, including draft zoning regulations
- Materials for public presentations
- Meeting agendas and minutes

Timetable:

Work to begin immediately, with an estimated timeline of 6-12 months.

Proposal Submission Requirements:

- A brief description of the key individual(s) who will undertake the work and qualifications.
- A brief narrative of the work to be performed
- A work plan detailing the tasks necessary for completing this assignment. This should be developed from the Scope of Work described in this RFP.
- Resumes of key personnel.

- A proposed budget. The budget should include all labor expenses, travel expenses and overhead. The contractor(s) will be expected to provide their own work space and equipment. Budgets may not exceed \_\_\_\_\_.

Submission Deadline and Selection Process:

Submit materials in digital format by email to Town Clerk Jessica Townsend at [clerk@townof-caroline.org](mailto:clerk@townof-caroline.org).

**Proposals must be received on or before** \_\_\_\_\_. Finalists will be invited to present their proposal to the Town Board in person or by Zoom teleconference. The Town reserves the right to reject any and all proposals. The decision of the Town is final and is not subject to appeal. The mechanism of support is a contract.

Questions/Further Information: Town Supervisor Mark Witmer at [supervisor@townofcaroline.org](mailto:supervisor@townofcaroline.org). (607 539-6400 x4)

***<sup>3</sup>Resolution \_\_\_\_ of 2021. Endorsement of Tompkins County Proposal for Finger Lakes Land Trust Eberhard Preserve***

Whereas, the Finger Lakes Land Trust has accepted a land donation to establish the 143-acre Eberhard Preserve that will protect mature hardwood forests that are part of Tompkins County's Unique Natural Areas and provide for public access and recreation; and

Whereas, the Eberhard Preserve will contribute to the "Emerald Necklace," a greenbelt to link 50,000 acres of existing public conservation lands, recognized as a priority project within New York State's Open Space Plan; and

Whereas, the Finger Lakes Land Trust has requested \$35,000 from Tompkins County's Capital Reserve Fund for Natural, Scenic and Recreational Resource Protection to support this acquisition and establishment of public accessibility; therefore be it

Resolved, the Caroline Town Board endorses this proposed support of the Eberhard Preserve by Tompkins County.