PEDC Meeting
Planning and Economic Development Committee

This meeting will be conducted in person in Common Council Chambers, Third Floor, City Hall. The public and staff may participate remotely via the online platform Zoom, or in person. All public speakers must register (see instructions below). 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 **

<table>
<thead>
<tr>
<th>Item</th>
<th>Voting Item</th>
<th>Presenter</th>
<th>Time Start</th>
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<tbody>
<tr>
<td>1) Call to Order/Agenda Review</td>
<td>No</td>
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<td>6:00</td>
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<td>2) Public Comment</td>
<td>No</td>
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<td>6:05</td>
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<td>3) Announcements, Updates, Reports</td>
<td>No</td>
<td>Lisa Nicholas, Director</td>
<td>6:15</td>
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<td>a) Unsanctioned Encampments – Working Group Update</td>
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<td>4) Voting Items (To Council)</td>
<td>No</td>
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<td>a) No voting items</td>
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<td>5) Discussion Items</td>
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<tr>
<td>a) Feedback on Falls Overlook Design</td>
<td>No</td>
<td>Lisa Nicholas, Director and Visum Development Group</td>
<td>6:30</td>
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<tr>
<td>b) Smokestack Discussion</td>
<td>No</td>
<td>Bryan McCracken, Historic Preservation Planner</td>
<td>7:00</td>
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<td>6) Review and Approval of Minutes</td>
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<tr>
<td>a) January 2023</td>
<td>Yes</td>
<td>All</td>
<td>7:30</td>
</tr>
<tr>
<td>7) Adjournment</td>
<td>Yes</td>
<td>All</td>
<td>7:35</td>
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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, February 14, 2023.
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_RFaFW2IVCnTrDg

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.
To: Planning & Economic Development Committee

From: Lisa Nicholas, Director of Planning & Development

Date: February 10, 2023

Re: Design Feedback on Proposed Bridge and Overlook on City Property (Part of ‘the Breeze’ Development Project).

Staff requests the Committee’s feedback on the design of a new recreation facility on City property known as “the Island”. In January 2023 Council approved a revised and amended Development Agreement (DA) between the City of Ithaca and 121-125 Lake Street LLC pertaining to a housing project, the Breeze, and the adjacent City property, the Island, on the site of the former Ithaca Gun Factory.

The current owner of the site is moving forward with long-awaited redevelopment and cleanup plans. Under the terms of the DA, the project sponsor must build and maintain access to and amenities on the Island. The proposal includes a bridge, viewing pad, fencing benches and signage.

Some information about the design is attached for your review. The project sponsor will present more detailed visualizations at the February 15th 2023 Planning and Economic Development Committee. Your comments and feedback will be used to develop the final design for the project. Please feel free to contact me at lnicholas@cityofithaca.org with any questions prior to the meeting.
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PROPOSED 4 STORY 77 UNIT BUILDING

THE ISLAND OVERLOOK

MEADOW BEDROCK

PLAZA / FIRE TRUCK TURNAROUND

2 PUBLIC ADA SPACES

PARKING LOT (30)

LOADING ENTRY

OUTDOOR AMENITY SPACE

GARAGE ENTRY

LOADING

SMOKESTACK

LAKE ST.

THE ISLAND OVERLOOK

MEADOW BEDROCK

PLAZA / FIRE TRUCK TURNAROUND

2 PUBLIC ADA SPACES

PARKING LOT (30)

LOADING ENTRY

OUTDOOR AMENITY SPACE

GARAGE ENTRY

LOADING

SMOKESTACK

LAKE ST.
PEDESTRIAN BRIDGES
TRUENORTH STEEL

Steel has been the foundation of our business since 1945, and that commitment and experience has shaped our company into one of the most trusted and knowledgeable bridge manufacturers in North America. Whether we’re replacing a trail bridge for a park or supplying an 80-foot county vehicular bridge, TrueNorth Steel brings dedication and mastery to every project. Our prefabricated and modular bridge products are pre-engineered with weather-protected, galvanized or painted steel construction and offer the benefits of fast installation, low maintenance and affordability.

WHY PREFABRICATED?

TrueNorth Steel prefabricated pedestrian bridges simplify construction yet deliver robust design and quality details.

We fabricate our bridges in our AISC-certified facilities, where we use only the highest quality materials and proven welding techniques. Our pre-engineered system shortens production timelines while ensuring a hassle-free and cost effective installation.

OUR BRIDGE TEAM

Quality, safety and on-time delivery are always our top priorities. Our team, including project managers and expert bridge product specialists, will assist from design kick-off through installation and ensure that expectations are not just met but exceeded.
PEDESTRIAN BRIDGE DESIGN

Whether it's for an urban or rural setting, park or busy highway overpass, TrueNorth Steel designs every pedestrian bridge to fit and enhance the surrounding landscape both aesthetically and environmentally. Our skilled fabricators and welders handcraft each bridge to stand the test of time.

TRUSS TYPES

- ARCH TRUSS
- BEAM STRINGER
- BOWSTRING
- BROWN TRUSS
- MODIFIED BOWSTRING
- PRATT TRUSS
- PIPELINE SUPPORT
- WARREN TRUSS
TrueNorth Steel prefabricated pedestrian bridges are built to stand the test of time, and are able to be shipped and installed quickly. Installation often takes less than a day, by utilizing readily available equipment. The ability to offer quick and hassle-free installation saves money on the need for additional subcontractors, equipment, and materials and also ensures your project stays on time. TrueNorth Steel succeeds when you succeed.

TRUENORTH STEEL PEDESTRIAN BRIDGE KEY BENEFITS

- Can build to virtually any width
- Customizable to any design load
- One day installation
- Low-maintenance
- Designed to state, local, and AASHTO codes
- Customizable aesthetics
Full Spectrum Steel Solutions Since 1945
TO: Mayor Lewis and Members of Common Council  
FROM: Bryan McCracken, Historic Preservation and Neighborhood Planning and Secretary, Ithaca Landmarks Preservation Commission  
RE: Conditions Assessment of the Ithaca Gun Smokestack  
DATE: February 9, 2023

As stated in Section 73-4 of the Municipal Code, the Ithaca Landmarks Preservation Commission (ILPC) is charged with “preparing report(s) or recommendation(s) to...City boards and committees regarding plans and proposals that could have an impact on designated [or undesignated] individual landmarks and/or historic districts.” In this capacity, the ILPC reviewed the Amended and Restated Redevelopment Agreement for the Former Ithaca Gun Company factory site and prepared the attached memorandum for Council’s review and consideration. The memorandum briefly summarizes the history of the Ithaca Gun Company and the historic and architectural value of the Ithaca Gun smokestack. The Commission also recommends partnering with the project developer to commission a conditions assessment of the smokestack as outlined in Section 8 of the Agreement.

Common Council is now asked to review the ILPC’s recommendation and authorize City staff to work with the project developer to select a professional qualified to conduct the existing conditions assessment per the standards specified in the Agreement. If this work is approved, the selected professional, final project budget and a funding proposal will be submitted to Council for consideration and approval. A draft resolution is attached for your consideration.

Staff will attend the February 15, 2023, PEDC meeting to address any questions, but please feel free to contact me at bmccracken@cityofithaca.org with any questions/comments prior to the meeting.
As stated in Plan Ithaca, it is the goal of the City of Ithaca that “all historic resources worthy of preservation will be protected, whether formerly designated or not.” (p. 79) The former Ithaca Gun smokestack is not a designated historic resource; however, it has long been recognized as having historic and aesthetic value and is eligible for local designation based on the criteria outlined in the Ithaca Landmarks Ordinance.

The Ithaca Gun smokestack meets at least two of the five eligibility criteria for local landmark designation outlined in Section 228-3 of the Ithaca Landmarks Ordinance. Under criterion 1, the smokestack “possess special character or historic or aesthetic interest or value as part of the cultural, political, economic, or social history of the [City], region, state, or nation.” The smokestack is the only surviving architectural artifact from the Ithaca Gun Company factory, which operated on the site for over 100 years. The Ithaca Gun Company was founded in the 1880s by Henry Baker and LeRoy Smith. Setting up shop in an old wagon wheel factory on Fall Creek, they manufactured guns which would compete in quality and price with those manufactured abroad. Ithaca Gun would achieve worldwide recognition for its handcrafted hammer and hammerless firearms. The firm was able to expand steadily until the 1960s but closed by 1986. Ithaca Gun remains a locally, nationally, and internationally respected and recognized manufacturer of quality firearms and is an important part of the City’s worldwide identity. In broader terms, the smokestack represents Ithaca’s significant industrial history, particularly the historic use of the area around Ithaca Falls as a major manufacturing center. It also represents a significant period in labor history, specifically a time when manufacturing jobs far outnumbered those in higher education in our community.

The smokestack is also eligible for local landmark designation under criterion 5, as it “represents an established and familiar visual feature of the community by virtue of its unique location or singular physical characteristics.” Perched on the hill next to Ithaca Falls and indelibly marked with “ITHACA GUN,” the smokestack is an important and easily recognizable landmark on Ithaca’s skyline and for many in the Fall Creek neighborhood, a source of community identity and pride.

With the approval of The Breeze: Amended and Restated Redevelopment Agreement in January, Common Council is now in a unique position to actively participate in the preservation of this historic resource. The agreement outlines a process through which the Developer and City share the cost of preparing an existing conditions assessment of the smokestack. This study would help determine if preservation or restoration of this resource is feasible and could provide valuable information that would provide guidance to Common Council on its future actions related to the site. The ILPC believes it is in the best interest of the community to conduct this analysis and recommends that the City partner with the Developer to commission a conditions assessment as outlined in Section 8 of the agreement.

The ILPC also understands that the Ithaca Gun smokestack symbolizes far more than the significant history of the world-renowned gun manufacturer. For some, the smokestack represents a history of environmental contamination and the continued health hazard posed by the manufacturer’s activities along the Ithaca Falls gorge. For this reason, the ILPC encourages Common Council to actively engage the community to get both
perspectives before the preservation or removal of the smokestack is determined per the options outlined in sections 8 (c) and (d) of the agreement.
Consideration of ILPC Recommendation Concerning the Ithaca Gun Smokestack

WHEREAS, as stated in Plan Ithaca, the City’s comprehensive plan, it is the City’s goal that “all historic resources worthy of preservation will be protected, whether formally designated or not;” and

WHEREAS, the Ithaca Gun smokestack is the only remaining architectural artifact from the factory complex of the Ithaca Gun Company, an internationally recognized and respected manufacturer of handcrafted firearms that operated along the Fall Creek near Ithaca Falls for over 100 years; and

WHEREAS, the smokestack was identified as having historic and architectural value in the 1990 Reconnaissance Level Survey of Historic Resources, City of Ithaca, New York, and is considered an undesignated historic resource; and

WHEREAS, Common Council approved the Amended and Restated Redevelopment Agreement for the former Ithaca Gun Company factory site (Agreement) at the regular January 4, 2023, Common Council meeting; and

WHEREAS, the agreement outlines several options for the treatment and disposition of the smokestack, including a process through which the Developer and City partner to prepare an existing conditions assessment of the structure; and

WHEREAS, in its capacity as an advisor to Common Council, the Ithaca Landmark Preservation Commission (ILPC) reviewed the agreement, specifically the provisions related to the treatment and disposition of the Ithaca Gun smokestack, at their regular December 20, 2023, meeting and prepared the following recommendation: The ILPC believes it is in the best interest of the community to conduct this analysis and recommends that the City partner with the Developer to commission an existing conditions assessment of the smokestack as outlined in Section 8 of the agreement; now, therefore, be it

RESOLVED, that Common Council [accepts/rejects] the Ithaca Landmarks Preservation Commission’s recommendation, and be it further

RESOLVED, that Common Council [authorizes/does not authorize] City staff to work with the Developer to identify a professional meeting the qualification specified in in Section 8 of the Amended and Restated Redevelopment Agreement for the former Ithaca Gun Company factory site to conduct the existing conditions assessment of the smokestack, and be it further

RESOLVED, that the identified professional, final project budget and a funding proposal will be submitted to Council for consideration and approval.
City of Ithaca
January 18, 2023 Planning and Economic Development
Draft Minutes

Committee Members Attending: Rob Gearhart, Chair; Alderpersons Cynthia Brock, Phoebe Brown, Ducson Nguyen, and Tiffany Kumar

Committee Members Absent:

Other Elected Officials Attending: Mayor Laura Lewis

Staff Attending: Lisa Nicholas, Director, Planning and Development Department; Megan Wilson, Deputy Director, Planning and Development Department; Tom Knipe, Deputy Director, Economic Development; and Deborah Grunder, Executive Assistant

Others Attending:

1) Call to Order/Agenda Review

Chair Gearhart read the emergency evacuation procedures and then called the meeting to order,

2) Public Comment

No one from the public were present to speak, and no written comments were submitted.

3) Special Order of Business

  a) Presentation – Planning & Development 2022 Accomplishments and 2023 Goals

Lisa Nicholas provided an overview of the accomplishments and goals for both the Planning and Building Divisions. Both are attached to these minutes.

Alderperson Brock asked about the electrical inspector position. Nichols responded that the electrical inspector position’s salary is not as high as it could be.

Brock also asked whether filling the other vacant positions will be difficult. Nichols responded that both vacant administrative positions are likely to be filled easier than the planner and code/housing inspector positions due to the salary scale.

Alderperson Brown asked about the department’s diversity and inclusion plan
when advertising these positions. Nichols responded that the department works closely with Human Resources.

Alderperson Nguyen commented that even though diversity and inclusion is looked at, often the City culture does not fit the individual chosen for a position.

Nguyen further stated that he is very interested in the comprehensive plan, namely the neighborhood plans. This also requires more staff which he is aware of.

Brock agreed with Nguyen’s comments wanting to see the neighborhood plans developed and executed.

Brown stated that a lot of things stalled during COVID, but the Waterfront Plan did not. Why is that?

Nichols stated that many people were furloughed during the COVID pandemic, but development continued. Some things did slow down, but other things continued such as the legal requirements that must be met with all our boards and committees.

Nichols further stated that many goals (priorities) are things that must be completed due to the delay in finishing them.

Brock also asked whether the fees generated for property exterior maintenance fines are being looked at. Nichols responded that the Attorneys Office is working on that.

Brock asked where we stand with the dredging project. Nichols responded that DEC is now stating that they don’t currently have the money to continue the process.

4) Announcements, Updates, Reports
   
a) Unsanctioned Encampments – Working Group Update

Director Nicholas reported that the working committee developing an unsanctioned encampments policy has met with St. John’s Community Service and other stakeholders in the provision of services and serving the needs of the broader homeless population beyond encampments, and a policy is being written up. She further stated that the group is closed to having it. Director Nichols stated the group has been working with the Attorneys Office for legal proceedings, etc. There are many other things that go together with these encampments.
Alderperson Brown stated she was glad to hear that the group knows there are other things happening besides encampments. Her concern is that encampments do not cover a variety of situations. We don’t want a band-aid fix, we want something that will last and sustain. We need to ask how sustainable it will be for the other homeless, unhoused populations who will not be a part of the encampment.

b) ADU Update – Funding w/INHS

Nicholas explained that in December, Council approved funding for ADUs. This money will be used to bring current ADUs up to date with code, etc. Working with INHS, the city applied for a grant and received $500,000 from the state to use towards renovations to bring existing ADUs up to code. Nicholas stated it was a very quick turnaround in the grant application, and it will help a lot of low-income homeowners.

Alderperson Brock asked what exactly is low income and further stated that the average income for a single person in the Ithaca metropolitan area is $82,000.

Director Nichols stated it is dependent on area median income and household size. She further commented that it is very difficult to be a low-income homeowner in this community.

The city will be working with INHS, providing oversight while INHS directly administer the application process to determine qualified applicants, the scope of work, and the arrangement of contractors to carry out work.

5) Voting Items (to Council)

a) No Voting Items

6) Discussion Items

a) Short-Term Rentals – Discussion and Next Steps

Megan Wilson, Deputy Director, Planning and Development, and Tom Knipe, Deputy Director, Economic Development were present at the meeting to explain and discuss next steps with short-term rentals here in Ithaca.

As we all are aware, STRs are controversial. On the one hand, most folks don’t have a problem with their neighbor renting out an in-law unit or their home for occasional tourists and visitors. On the other hand, it deprives the market of
needed housing. There have been noise, health, and safety concerns with some hosts. Many units are not in compliance with room-tax laws. This gives them unfair and illegal advantage over motels and hotels.

Over the past year, the County has contracted with tracking firm Harmari to keep tabs on the STR market. The Town of Ithaca and the Village of Cayuga Heights have instituted STR regulations. The number of listings in those areas dropped by 40%. The Town has new operating permits and limitations on occupancy and rental periods. Any violators will incur hefty fines. Property owners both in favor and against STRs continue to be at odds as the County, the City of Ithaca, and other communities review their own legislation, and the City of Ithaca was preparing to take another crack at it last night.

The City’s regulation, based on an analysis and report by Cornell planning student Josephine Klepeck Ennis, should focus on a permit requirement with three tiers – one for primary residence rentals, one for seasonal secondary residence rentals (secondary meaning like a summer vacation home or in-law apartment), and one for occasional (<=14 day) secondary residence rentals. There will be a streamlined review and reduced fee, but are carefully monitored, usually by a third-party tech firm to make sure they don’t exceed the number of rental days allowed.

This would follow the usual process — drafting a policy, bringing it forward to the PEDC for initial discussion, circulating the initial proposal for public and city staff comment, and then another visit to the PEDC for approval of legislation with possible revisions as needed then go to the full Common Council for approval and implementation into law. Director Nicholas stated that, as seen with the four-month phase-in period within the Town of Ithaca, there would have to be a grace period to allow STR providers to come into compliance.

Staff and council are aware this could be contentious, and unlikely to accommodate everyone’s wishes. The goal is to serve a broad middle of the spectrum, people who might rent out their homes for weekend visitors or college graduation week parents, and supplement their income a bit, without turning housing blocks into rows of poorly maintained STRs.

Alderperson Nguyen noted the impacts on the scarcity of the City’s affordable housing, like Brock, originally from Hawaii, spoke of how AirBnBs priced out Hawaiians from Hawaii and the need to regulate STRs tightly. The regulation, administration and potential enforcement options will be reviewed in the coming weeks. It will be back before the PEDC for discussion. The Planning Department would like to solicit public feedback to make sure they’re striking a fair balance and considering all factors in the proposed legislation.
7) Review and Approval of Minutes

   a) December 2022

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

8) Adjournment

   Alderperson Brock moved to adjourn the meeting; seconded by Alderperson Nguyen. The meeting adjourned at 7:20 p.m.
Organizational Chart—Department of Planning and Development
January 2023

Director of Planning and Development
Lisa Nicholas

- Admin Assistant (new, vacant)
- Executive Assistant (DG)

Deputy Director of Economic Development (TK)

- Deputy Director of Planning (WV)
  - Assistant Planner (SQ)
  - Senior Planner (JK)
  - Environ/Land Planner (NC)
  - Historic/Neigh Planner (IBM)
  - Senior Planner (V)
  - Planner (NP, V)

Director of Sustainability (Acting RE)

- Sustainability Planner (RE)
- Intern (CS)

Supervisor of Code Enforcement (RFDW)

- Permit Clerk (BC)
- Office Assistant (Temp)

- Senior Plan Examiner (BE)
  - Senior Code Inspector (MA)
  - Senior Code Inspector (RS)
  - Code Inspector (IW)
  - Code Inspector (IP)
  - Code Inspector (V)

- Housing Code Supervisor (JG)
  - Housing Inspector (JD)
  - Housing Inspector (MN)
  - Housing Inspector (MB)
  - Housing Inspector (NP, V)

- Electrical Inspector (CM)
  - Electrical Inspector Entry (NP,)

Planned Retirement/Attrition

New Position and/or Vacant

Department Staffing Overview
31 positions (2 new for 2023)

2023
Building (3 Vacancies 2 Planned Retirements)
Planning (4 Vacancies)

2022:
3 promotions, 5 new hires, 3 attritions
2023 Planning & Development Work Program

Top Priorities for 2023

1. Implement OpenGov for building permits, housing inspections, and other permits (Q1-Q4)

2. IURA:
   - Administer and implement City of Ithaca HUD Entitlement Grant Program to meet community needs.
   - Strategically allocate the $1.2 million HOME-ARP award to reduce unsheltered homelessness.
   - Finalize Inlet Island urban renewal project.
   - Apply for and administer Restore NY grants to address vacant and underutilized buildings.

3. Complete and adopt Downtown Plan in partnership with the DIA (Q2)
4. Fill positions: Admin Assistant, Electrical Inspector, Planner (2), Permit Clerk due to 2023 retirement), Housing Inspector, Director of Sustainability
5. Develop, Adopt and Implement Short Term Rental Legislation
6. Complete Design process for 400 Block of College Ave
7. Initiate Historic Designation Nomination for Downtown District (After Plan Adoption)
8. Ithaca Green New Deal
   - CCA Implementation Plan
   - Establish Sustainability and Climate Justice Commission
   - Adoption of Climate Action Plan
   - Develop, Release and Award RFP for the Electrification of the Transportation
   - Fill the Director of Sustainability Position
   - Complete Municipal Buildings Electrification Phase 1 (Assessments)

9. Economic Development Initiatives:
   - Implement eight ARPA-funded economic recovery projects including the small-scale manufacturing initiative, retail mini-grants, grassroots investment crowdfunding, retail study, Southworks tech transfer project, community wayfinding project, workforce recovery project, and RISE character-based lending project.
   - Administer the $2 million plus City room tax and support successful completion of the all-electric conference center project in preparation for early 2024 opening.
   - Initiate a City economic development strategy.

10. City Facilities – Obtain property for a Public Safety Facility (IURA & Attorney)
Board of Zoning Appeals (BZA) Five-member board that meets the 1st Tuesday of each month. Two Planning staff are responsible for preparing all materials and administering Board activities. The BZA reviews orders, requirements, decisions, interpretations and/or determinations made by the administrative official charged with the enforcement of ordinances or local laws adopted by the Common Council. The concurring vote of a majority of the members of the Board of Appeals is necessary to reverse any order, requirement, decision or determination of any such administrative official, or to grant a use variance or area variance. Typically considers 30-40 cases per year.

Ithaca Landmark Preservation Commission (ILPC) – Seven-member board that meets the 3rd Tuesday of each month. Two Planning staff are responsible for preparing all materials and administering Commission activities. The Board reviews construction and alterations of properties that are either designated local landmarks or are within one of the City’s seven historic districts. The Board ensures exterior changes are compatible with the historic character of the property or district. The approval of such work is called a Certificate of Appropriateness. Typically considers 20-30 cases per year.

Planning & Development Board – Seven-member board that meets on the 4th Tuesday of each month. Three Planning staff are responsible for preparing all materials and administering Board activities. This Board reviews and approves development projects, subdivisions and special permits and conducts environmental reviews in accordance with the Site plan Review Ordinance (SFR), State Environmental Quality Review Act (SEQR) and other local ordinances. The Board makes recommendations to the BZA and Common Council and takes on Planning projects as time permits. The Board typically reviews over a dozen projects annually representing tens of millions of dollars in investment in the City.

Planning & Economic Development Committee (PEDC) – Five-member committee of Council that meets on the 3rd Wednesday of each month. Two members of the Planning staff prepare materials and attend meetings regularly, and other staff attend as needed. The Committee works on projects and proposals dealing with economic development, planning, sustainability, zoning, historic preservation, and a variety of legislation.

Examining Board of Electricians – Three-member Board that meets as needed – typically once or twice a year. The Board is empowered, upon written examination, to license and regulate master and special electricians and others engaging or contracting in electrical work for hire in the City of Ithaca.

Examining Board of Plumbers – Three-member Board that meets as needed – typically once or twice a year. The Board has jurisdiction over and the authority to examine all persons desiring or intending to engage in the trade or business of plumbing in the City of Ithaca and issue certificates of competency to those who have passed a satisfactory examination. In addition, they work with the Department of Health to formulate rules regulating the work of plumbing and drainage in Ithaca, including private property plumbing, including the materials, workmanship and manner of executing such work.

Housing Board of Review – Five-member Board that meets as needed – typically once a year or as called to hear an appeal. The Board adopts rules and regulations as it may deem necessary to carry into effect the provisions of the City Code regarding housing. They also hear appeals from orders of the Director of Planning & Development and grant relief in cases where strict enforcement of the order would create practical difficulties or unnecessary hardship.

Building Code Board of Appeals – Three-member Board that meets as called to hear an appeal. The Board considers appeals from property owners of decisions made by the Director of Planning & Development regarding orders to repair, remove or vacate a building.
Additional Projects and Key Responsibilities

Coordinate Commons Management: Staff work with the DIA to identify and address maintenance issues, repairs and upgrades and respond to property and business owner concerns, monitor and address construction impacts and carry out permitting for Commons events and outdoor dining.

Issue Building, Electrical, Sign and Plumbing Permits and Inspect Construction Projects: All new construction and renovations, including plumbing and electrical work, require a permit and follow-up inspections.

Implement the Ithaca Energy Code Supplement (AKA Green Building Policy): The City (along with the Town of Ithaca) adopted a code supplement that requires enhanced energy standards for all new construction and substantial renovations. The code has progressively higher standards; in 2023 the requirement is 80% higher than the NYS Energy Code. The Code is implemented at the time of building permit issuance.

Inspect New and Existing Housing Projects and Issue Certificates of Compliance: Periodic inspections are required for all residential rental dwellings located within the City, including 1- and 2-family dwellings, multiple dwellings, dormitories, sororities, fraternities, and mixed-use buildings with residential occupancies, residential accessory structures, and accessory apartments in single family homes.

Inspect Properties and Issue Exterior Property Maintenance Violations: Properties found to be in violation of the City’s Exterior Property Maintenance Ordinance are issued citations. On average, over 400 violations are cited per year.

Implement Collegetown Beautification/Improvements: An ongoing project in which staff work with property and business owners identify priorities. Past projects have included a banner program, big belly trash cans and a bench. The 2023 budget includes $25,000 to implement additional improvements.

Manage Capital Projects Process: Receive and organize applications and coordinate the review of the capital projects. Requests are typically submitted in late July. Projects are reviewed over several months and a final list is recommended by the mayor for inclusion in the budget.

Lead Strategic Plan for City Facilities: In coordination with Legal, Public Works, Comptroller and the Mayor’s office, this work involves evaluating, prioritizing and planning major repairs, renovations and replacement of City facilities.

Coordinate Working Group for Unsanctioned Encampments: This is a nine-member working group charged with developing and recommending to mayor policies regarding unsanctioned encampments on City owned property as well as recommended City role and actions to assist unsheltered persons experiencing homelessness transition to shelter and stable housing.

Additional Economic Development Projects & Initiatives
- Support implementation and funding of the shared use commercial kitchen project
- Implement a retail attraction strategy with the DIA
- Business Retention and Expansion (BRE) – ongoing technical assistance for existing businesses
- Support incentives and attraction initiatives for Southworks
- Participate in the downtown intercity bus hub study.
- Administer economic development grants on behalf of the City and partners
Additional Sustainability Projects & Initiatives
- Develop and approve a Justice 50 framework.
- Manage Congressionally Directed Spending Awards
- Plan for Phase 2 of electrification of City Facilities
- Monitor and pursue Inflation Reduction Act (IRA) and other funding opportunities.
- Maintain and grow partnerships.

Undertake Southside Zoning/ Southside Plan implementation (Time permitting)

Explore changes to Downtown Zoning to Implement Downtown Plan (Time Permitting)

Develop Policy/guidelines for dealing with historic markers that are inaccurate and/or offensive (Time Permitting)