

**PUBLIC NOTICE  
CITY OF ITHACA**

If you would like to give a few hours of your time and expertise, we would like to hear from you! The people of Ithaca are what make this a great community and help it to run efficiently. The City is currently accepting applications for appointments to the following Boards and Commissions:

Planning Commission	2 Positions	3 Year Term	Meets 2nd Tuesday of the Month <i>(as needed)</i>
Board of Review	1 Position	3 Year Term	Meets in March, July and December
Downtown Development Authority	3 Positions	4 Year Term	Meets 2nd Tuesday of March, May, August and November
Thompson Home Public Library Board	na	5 Year Term	Meets Every Other Month
Zoning Board of Appeals	3 Positions	3 Year Term	Meets 4th Thursday of the Month <i>(as needed)</i>

Eligible applicants must be an elector of the City of Ithaca and shall have been a resident for a period of not less than one year\* and must not be in default to the City. *\*Not a requirement for DDA*

Applications will be accepted through June 30<sup>th</sup> or until a vacancy is filled.

Terms run from July 1<sup>st</sup> through June 30<sup>th</sup> of each year. Applications are available at City Hall or on the City website: [www.ithacami.com](http://www.ithacami.com) please drop off or email to [clerk@ithacami.com](mailto:clerk@ithacami.com).

Cathy Cameron, City Clerk

**Planning Commission**

The Planning Commission (PC) shall be composed of the Mayor and six electors of the city. The six electors shall each be appointed by the Mayor, subject to confirmation by the City Council. The terms of members who are electors shall be for three years. As provided by law, members of the Planning Commission shall serve without compensation for such service.

The duties of the PC are to annually review the Countywide Master Plan, including Capital Improvement and other plans for the City. It also reviews all Commercial and Residential Site Plans as submitted.

**Board of Review**

The Board of Review (BOR) shall be composed of three electors of the city. The three electors shall each be appointed by the Mayor, subject to confirmation by the City Council. The terms of members who are electors shall be for three years. Members of the BOR will be compensated for their service.

The duties of the BOR are revising and correcting assessments. The BOR meets in March for three days to hear the complaints of all persons considering themselves aggrieved by assessments. It determines if the property has been wrongfully assessed or omitted from the roll, and makes any correction to the assessment roll provided by the City Assessor. The BOR will also meet in July and December for any clerical corrections to the assessment roll.

**Downtown Development Authority**

The Downtown Development Authority (DDA) shall be composed of the Mayor and eight members appointed by the Mayor, subject to approval by the City Council. Not less than a majority of the board members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. No less than one of the board members shall be a resident of the Downtown District. Terms of office for members shall be four years.

The duties of the DDA are to plan, develop and promote an economic expansion system within the development district, to correct and prevent deterioration in the downtown district; to encourage historical preservation; to create and implement development plans; to promote the economic growth of the downtown; and to encourage the expansion of commercial enterprises.

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### **Thompson Home Public Library Board**

The Library Board shall be composed of five members, four of which must be electors of the city and the fifth may be a member of the district. The five electors shall each be appointed by the Mayor, subject to confirmation by the City Council. The terms of members who are electors shall be for five years. As provided by law, members of the Library Board shall serve without compensation for such service.

The duties of the Library Board are to oversee administration and ensure the proper operation of the library.

### **Zoning Board of Appeals**

The ZBA shall be composed of three members; a Council Representative, a Planning Commission member and an elector of the Public At-Large. In addition, there are two alternate positions. All members shall be appointed by the Mayor, subject to confirmation by the City Council. The terms of members who are electors shall be for three years. As provided by law, members of the ZBA shall serve without compensation for such service.

The duties of the ZBA are to review submitted applications from residents who are requesting a variance to the City Zoning Code with regards to a proposed construction project on their property which exceeds certain limits within said code.

## **CITY COUNCIL – NEXT ELECTION YEAR 2025**

### **Elected City Council positions:**

Each odd year, the electors of the City vote for their elected officials for the City Council. All positions are non-partisan and elected from the city at-large. The City Council shall exercise all of the legislative and policymaking powers of the city and shall provide for the performance of all duties and obligation imposed upon the city by law. Compensation shall be set by the City Council on a per meeting, actual attended basis. The regular meetings of the City Council are the first and third Tuesdays of each month, and others as needed.

### ***The Elected Offices are:***

**Mayor (2-year term)**

**City Councilperson (3 positions: 4-year terms)**

### ***To be eligible for these positions, you must be:***

1. An elector of the City;
2. Shall have been a resident of the City for a period of not less than one year preceding the date of the election.
3. Must have such qualifications at the time of his/her appointment.
4. May not be in default to the City when taking office.

### ***To run for City Council...***

- Candidates are nominated by petitions, complying with the requirements of Michigan Election law.
- Petitions are obtained from the City Clerk.
- Petitioner must obtain not less than 2% (estimated 40) and not more than 4% (estimated 80) signatures of the registered electors in the City. Petitioners may not pay a fee in lieu of obtaining signatures.
- **Petitions must be filed with the City Clerk by 4:00pm on April 22, 2025.**
- Election Dates: Primary: August 5, 2025    General: November 4, 2025

**\*\*Contact City Clerk Cathy Cameron for more information\*\***

