

## **City of New Albany – Board and Commission Descriptions**

*Updated 5-2025*

*Clerk's notes: Qualifications listed are guidelines except for one ARB member who must be a professional in designated areas.*

*This memo is intended to briefly describe the boards. Items below, particularly meeting dates, are subject to change. Please consult with the Clerk of Council and city website for updated information. Thank you.*

### **Architectural Review Board** (Development Dept.)

Meets 2<sup>nd</sup> Monday of the month – 7:00 p.m.

7 members, any 2 of which can also be members of the Planning Commission members, 2 members shall be professionals in a design/architecture field, plus 1 non-voting council liaison – all must be residents or Plain Township if no resident is qualified.

Terms: 3 year staggered

Duties: Review plans, drawings, and signage applications. Issue Certificates of Appropriateness for any major or minor environmental or zoning changes. (See NA Code 1157.07.) Hear appeals of staff decisions or interpretations made under New Albany Code section 1157.

Qualifications: Candidate preferably has background in architecture, landscape architecture, city planning, interior design, industrial design, engineering, or other allied design professions.

### **Board of Zoning Appeals** (Development Dept.)

Meets 4<sup>th</sup> Monday of the month – 6:30 p.m.

5 members, 1 voting member shall be a Planning Commission member, plus 1 non-voting council liaison.

Terms: 3 year staggered, PC member appointed annually

Duties: Hear and decide appeals regarding legislation and administrative determinations related to zoning and land use. Also shall hear variances from zoning area regulations and general development standards. Subpoena witnesses, administer oaths, compel discovery as needed.

Qualifications: No specific qualifications necessary. Preferred background in design, architecture, landscaping, construction, engineering, city planning, etc.

### **Cemetery Restoration Advisory Board** (Council)

Meets monthly on fourth Tuesdays at 3:30 pm

7 voting members, plus council liaison

Terms: 3 year terms, staggered 3

Duties: Advise Council and Staff on issues related to the restoration and maintenance of city cemeteries.

Qualifications: No specific qualifications necessary.

### **Charter Review Commission** (Council)

7 members who cannot be office holders or employees of the city

Terms: 1 year - will be constituted in July 2028

Duties: Review Charter and report findings and conclusions to Council along with recommendations for amendments, if any.

Qualifications: No specific qualifications necessary

### **Community Improvement Corporation** (Development Dept.)

Meets on an as needed basis about once quarterly with an annual meeting in January.

Terms: 2-year terms – must apply before the annual meeting in January.

9 voting trustees:

- 4 trustees are: Mayor (or designee), Pres *Pro Tem* (or designee), City Manager, Development Director – elected annually by unanimous vote

- 5 Trustees at Large appointed by City Council: 2 and 3 year terms for Trustees At Large

Duties: Trustees adopt by-laws and govern the CIC, handle CIC employee matters, handle CIC financial matters, act as agent of New Albany in certain matters. As of 2025, primary CIC initiatives include managing Brick House Blue at Innovate New Albany and a city-wide broadband study.

Qualifications: Prefer experienced business background.

### **Community Reinvestment Area Housing Council** (Development Dept.)

Meets as required

7 members total - 5 members to start: 2 appointed by mayor, 2 by council (“legislative authority of municipality”), 1 by Planning Commission. Majority of this group appoints 2 more members who are residents of the city.

Terms: 3 years

Duties: make an annual inspection of the properties within the community reinvestment area for which a tax exemption has been granted and hear appeals

Qualifications: No specific qualifications necessary. Background in business or residential design/construction preferred.

### **IDEA Implementation Panel** (Council)

7 Members who are residents of the city, plus council liaisons

Meets on 2<sup>nd</sup> Thursdays – 7:00 pm (For 2025: No meeting in July or December)

Terms: 2 years

Duties: Assist the City of New Albany in its efforts to make the city a welcoming and supportive environment for all. Guide the implementation of projects and programs identified by City Council that will further the city’s goals of being a welcoming and inclusive community.

Qualifications: No specific qualifications necessary. Diverse experiences encouraged.

### **Income Tax Board of Review** (Admin and Council)

Meets as needed

3 voting members: Two (2) members shall be appointed by council, and may not be employees, elected officials, or contractors with the City at any time during their term or in the five (5) years immediately preceding the date of appointment. One member shall be appointed by the city manager. This member may be an employee of the City, but may not be the director of finance or equivalent officer, or other similar official or an employee directly involved in municipal tax matters, or any direct subordinate thereof. Additional board members are the City Attorney and Finance Director

Terms: 2 years

Duties: hear tax appeals, issue resolutions/declarations

Qualifications: Background in tax law and finance preferred.

### **Joint Parks District a.k.a “New Albany Parks and Recreation”**

1<sup>st</sup> Monday of each month – 6 pm

2 City of New Albany appointees, 2 NA-Plain Local Schools appointee, 2 Plain Township appointees,

Terms: 3 year – concurrent for both NA appointees

Duties: Oversee fiscal operations of JPD, approve budgets

Qualifications: No specific qualifications necessary. Preferred background in finance, business, law, or active user of the parks

### **McCoy Arts Center Board**

Meets 3<sup>rd</sup> Thursdays at 8 am about 6 times a year

3 City of New Albany reps, 3 Plain Township reps, 3 NA-PL School Reps, 3 New Albany Community Foundation reps, 3 reps selected by the board

Terms: 3 year staggered

Qualifications: No specific qualifications necessary

### **New Albany East Community Authority**

7 members - 3 Citizen Members and 1 local government representative appointed by city council, 3 Developer appointees

Terms: 2 year staggered

Duties: Independent taxing authority issues debt which monies can be used to support infrastructure projects. The Authority collects some income taxes by contract with developer (ex. millage/impact fees) and the city has agreements to pay a percentage of taxes of a particular area into the Authority to pay back Authority's debt. Authority meets and agrees upon projects and the city or developer (in the case of the NACA) draws down the money. When debt is paid off, extra monies are held in the Authority's Economic Development Fund and the city can apply for those to use for other infrastructure projects.

Meets as needed

Qualifications: Preferred background in finance, law, city planning, economic development

### **Parks and Trails Advisory Board** (Development Dept.)

Meets 1<sup>st</sup> Monday of each month as needed – 6 pm

4 at large members, 1 school board rep, 1 non-voting council liaison

Terms: 3 year staggered

Duties: advisory capacity only, make recommendations regarding parks and trails to council and administration

Qualifications: Preferred background in natural resources, parks, city planning, or an active user of parks and trails.

### **Personnel Appeals Board** (Administration Dept.)

Meets as needed

3 at large members, 1 staff rep

Terms: 3 year staggered

Duties: Shall hear appeals from administrative determinations made pursuant to Administrative Code.

Qualifications: HR, business, or law background preferred.

### **Planning Commission** (Development Dept.)

Meets *regularly* on the 3<sup>rd</sup> Monday of the month at 7:00 p.m., Meets *informally* on the 1<sup>st</sup> Monday of the month at 7:00 p.m.

5 voting members, plus 1 non-voting council member

Terms: 3 year staggered

Duties: hear applications for land use, zoning classifications, recommend legislative actions, review legislation, rules, and regulations re: city planning, land use, and zoning.

Qualifications: Preferred background in design, architecture, landscaping, city planning, etc.

**Public Records Commission** (Council)

Meets 2x per year by law – May, December at 4:30 pm

Terms: 3 year term for the resident

1 resident, Clerk of Council, Law Director, Finance Director, Council Liaison

Duties: Review records policies and retention schedule, approve destruction

Qualifications: No specific qualifications necessary.

**Rocky Fork Blacklick Accord Implementation Panel** (Development Dept.)

Meets 3<sup>rd</sup> Thursday of the month at 4:00 p.m.

3-year staggered terms. Each member will serve no more than 4 full terms in succession.

9 total members per 2012 update - 3 City of New Albany appointees, 3 Columbus appointees, 3 Plain Township appointees, 3 non-voting staff – 1 from each entity

Terms: 3 year staggered

Duties: Evaluation applications for rezoning and make recommendations to the planning body of the impacted jurisdiction (Cols, NA, Plain Township) in the RFBA area

Qualifications: No specific qualifications necessary. Preferred background in design, architecture, landscaping, city planning, etc.

**Sustainability Advisory Board** (Public Service Dept.)

Meets 2<sup>nd</sup> Wednesdays of each month at 6:30 pm (For 2025: No meeting in December)

7 voting members, 1 non-voting student (NA resident) selected by NAPLS, 1 non-voting council member liaison

Terms: staggered 3-year terms for voting members, student serves a 1-year term

Duties: advise council on matters relating to sustainability, promote and communicate sustainability principles broadly among the community and stakeholders, advise and assist Council and the City Manager in efforts to make City operations more sustainable.

Qualifications: No specific qualifications necessary. Experience in sustainability industries, environmental programs, energy conservation, and/or passion for sustainability a plus.

**Tax Incentive Review Council (TIRC) – Franklin Co.** (Development Dept.)

Meets as needed – usually 1x per year

Terms: no term - appointed/replaced as needed

FC Auditor or designee (standing, chair of TIRC);

3 members appointed by FC Commissioners;

2 members from the city – appointed by mayor with advice and consent of Council;

2 members from Plain Township - appointed by township trustees;

1 member – appointed by NA-PLS (and/or any other applicable school affected by exemption)

(2 of the above members must be residents of the city)

Duties: Review status of businesses with tax exemptions and make recommendations to council

Qualifications: No specific qualifications necessary. Background in business preferred.

**Tax Incentive Review Council (TIRC) – Licking Co.** (Development Dept.)

Meets as needed – usually 1x per year

Terms: no term

LC Auditor or designee (standing, chair of TIRC);

3 members appointed by LC Commissioners;

2 members from the city – appointed by mayor with advice and consent of Council;

2 members from Jersey Township - appointed by township trustees;

1 member – appointed by NA-PLS (and/or any other applicable school affected by exemption)

(2 of the above members must be residents of the city)

Duties: Review status of businesses with tax exemptions and make recommendations to council

Qualifications: No specific qualifications necessary. Background in business preferred.