



BOARDS & COMMISSION

Board of Review

Purpose:

- To examine and review the current property tax assessment roll, to hear assessment appeals, and to correct errors on the roll. The Board of Review serves as an appeal board and can adjust individual assessments if necessary.

Powers:

- The Board of Review may raise or lower values on the assessment roll. They may also add omitted property to the roll, exempt Principal Residence, and exempt Poverty or Disability Veteran applicants.

Member Expectations:

- Members complete training session, familiarizing them with appraisal, audit, and assessment administration procedures.
- Serve 3-year terms.
- Attend meetings in March, July, and December.

Apply if you have experience in or are interested in the following:

Member should have an interest in or demonstrated experience in banking, finance, property appraisal, assessing, and real estate.

Downtown Development Authority

Purpose:

- To act as a Downtown Development Authority (DDA) in accordance with Public Act 197 of 1975, as amended including but not limited to: correct and prevent deterioration in the DDA district, create and implement development plans, and promote economic growth.

Powers:

- The board is ultimately responsible for the program's budget and plans or the monitoring and evaluation of the program's effectiveness.

Member Expectations:

- Review DDA Program budget and plans, evaluate program effectiveness.
- Serve 4-year terms.
- Meet the second Tuesday of every month, at 8 am.
- Build partnerships between the community and the businesses for participation and engagement in revitalization.

Apply if you have experience or are interested in the following:

Member should have an interest in or demonstrated experience in real estate, finance, economic development, land use planning, environment.

Housing Commission

Purpose:

- To provide inclusionary housing to low/affordable income city residents.

Powers:

- The Housing Commission has the power to purchase, construct, maintain, and operate housing facilities within the city. These powers can include identifying areas for housing, purchasing facilities and properties for development, managing parks and open spaces within these developments, setting and collecting rent for tenants that cant afford more expensive housing, and seeking assistance from other departments when needed. Powers are pursuant to Public Act 18 of 1933.

Member Expectations:

- Advise managing director.
- Create annual reports for City Council
- Review contracts, purchases, general operations, and fiscal matters
- Serve 5-year terms.
- Attend meetings on the 2nd Tuesday of every month at 6 pm.

Apply if you have experience in or are interested in the following:

Member should have interests or demonstrated experience in accounting, real estate, housing, or construction.

Pay Commission

Purpose:

- To determine the salaries of elected officials.

Powers:

- The commission shall determine the salaries of the City Council.

Members Expectations:

- Research to determine appropriate salaries for City Council
 - Serve 5-year terms
 - Meets every odd year.
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Planning Commission

Purpose:

- The role of Planning Commission is to guide the land use, zoning, and planning process in the City. The Commission is charged with planning for the future and is expected to stay up to date on current trends and issues that may affect the City.

Powers:

- The Planning Commission is responsible for formalization of the Master Plan. They review and recommend changes to the Zoning Ordinance and Zoning Map to the City council. The Commission also reviews site plans, rezoning requests, special use requests and planned unit developments.

Member Expectations:

- Engage in planning & zoning training, as well as continuing education.
- Serve 3-year terms.
- Meet the 4th Monday of every month, with some special meetings. Meetings are held at 5:30pm.
- Have a working knowledge of local government and governing documents, such as City code and Zoning Ordinance.

Apply if you have experience in or are interested in the following:

Member should have an interest in or demonstrated experience in architecture, landscape, building construction, land use planning, or real estate development.

Zoning Board of Appeals

Purpose:

- The role of the ZBA is to act as a quasi judicial review body for the Zoning Ordinance and to decide on variance requests, provide ordinance interpretations for the zoning text and the map, and hear appeals of the zoning administrator's decisions. ZBA decision should be based on the facts of the case and must be based on the requirements and standards of the Zoning Ordinance. If the ordinance is worked as such that it is in conflict with outcomes desired by the Master Plan or community, the ZBA should refer that information back to the Planning Commission.

Powers:

- The Zoning Board of Appeal's role is to decide on the variance requests, provide ordinance interpretations for the zoning text and the map, and hear appeals of the zoning administrator's decisions.

Member Expectations:

- Working knowledge of local government and governing documents, such as City Code and the Zoning Ordinance.
- Must be able to carefully process all facts, documents, and rules pertaining to a case.
- Serve 3-year terms.
- Attend meetings as needed.
- Communicate conflicts between zoning ordinance and master plan with the Planning Commission.

Apply if you have experience in or are interested in the following:

Members should have an interest in or demonstrated experience in building construction, land use planning, real estate, development law.