BOARDS AND COMMITTEES

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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 Residences, and exempt Poverty or Disabled 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.

For information on current members and compensation, please visit the [Board of Review Website](#).

Apply if You have Knowledge or Experience with:

- Property valuation for residential, industrial, or commercial sites.
- The Charlevoix assessing district
- Banking
- Finance
- Accounting

COMPENSATION COMMISSION

Purpose:

To determine the salaries of City elected officials.

Powers:

The Commission shall determine the salaries of the City Council unless the Council, by resolution adopted by two-thirds of the Council, rejects the determination.

Member Expectations

- Research to determine appropriate salaries for City Council.
- Members are not an employee of government agencies.
- Serve 5 year terms.
- Meet in every odd year for not more than 15 session days, as called by compensation commission chair.

For information on current members, please visit the [Compensation Commission Website](#).

Apply if You have Knowledge or Experience with:

- Human Resources
- Recruitment & Employment
- Administration/Organizational Development
- Accounting
**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**

**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 downtown development district, encourage historic preservation, create and implement development plans, and promote economic growth.

**Powers:**

The board is ultimately responsible and accountable for the Charlevoix Main Street program. Although it may delegate daily management to the executive director and committees, it cannot delegate the review of the program’s budget and plans or the monitoring and evaluation of the program’s effectiveness. Those tasks remain board responsibilities. The board must always represent the larger view of why commercial district revitalization is crucial for the entire community. It serves as a private-sector advocate for Main Street’s interests and works to ensure the community has a comprehensive understanding of Main Street’s principles of revitalization. The board is also responsible for fostering community acceptance of and involvement in the process and ensuring private-sector commitment and participation in the revitalization effort.

**Member Expectations**

- Review DDA program budget and plans, evaluate program effectiveness.
- Advocate for private-sector interest in revitalization of commercial district.
- Build partnerships between the community and the businesses for participation and engagement in revitalization.
- Serve 4 year terms.
- Meet the 4th Monday of every month, at 5:30 p.m.

For information regarding current members or staff contact, please visit the [Downtown Development Authority Website](#).

**Apply if You have Knowledge or Experience with:**

- Business Development & Retention
- Graphic Design
- Marketing & Promotion
- Community Development
- Real Estate Development
- Banking
- Finance
- Accounting
HISTORIC DISTRICT COMMISSION

Purpose:
To regulate the construction, addition, alteration, repair, moving, excavation, and demolition of resources in historic districts within the City limits. The purpose of this Commission is to safeguard the heritage of the City of Charlevoix by preserving districts which reflect elements of its history, architecture, archaeology, engineering, or culture.

Powers:
The Commission shall have those powers and duties prescribed in the Ordinance known as the "Historic District Governing Ordinance of the City of Charlevoix," currently being Sections 1.325-1.347 of Chapter 1, Title I of the City Code. The Commission may have such additional powers and duties as the City Council may prescribe by ordinance.

The Commission shall review and act upon only exterior features of a resource and shall not review and act upon interior arrangements unless specifically authorized to do so by the City Council or unless interior work will cause visible change to the exterior of the resource. The Commission shall not disapprove an application due to considerations not prescribed in subsection 399.205 (3) of Public Act 169 of 1970, as amended. The Commission shall file Certificates of Appropriateness, Notices to Proceed, and Denials of applications for permits with the inspector of buildings.

Member Expectations:
- Learn and administer federal standards for rehabilitation for rehabilitating historic buildings in the City of Charlevoix.
- Serve 3 year terms.
- Attend meetings on the 4th Friday of every month, at 11 a.m.

For information on current members, relevant ordinances, or the staff contact, please visit the Historic District Commission Website.

Apply if You have Knowledge or Experience with:

☐ Historical Preservation ☐ Architecture
☐ Urban Planning/Zoning ☐ Construction/Engineering

HOUSING COMMISSION

Purpose:
The Charlevoix Housing Commission exists to provide inclusionary housing to low-income City residents.

Powers:
The housing commission has the power to purchase, construct, maintain, and operate housing facilities in the City of Charlevoix. These powers can include identifying areas for housing, purchase facilities and properties for development, managing parks and open spaces within these developments, setting and collecting rent for tenants that can’t afford more expensive housing, and seeking assistance from other departments when needed. Powers are pursuant to Public Act 18 of 1933, being M.C.L.A. §§ 125.651 et seq., as amended.

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 every 3rd Tuesday of the month, at 2 p.m.

For information on current members or the staff contact, please visit the Housing Commission Website.

Apply if You have Knowledge or Experience with:

☐ Real Estate/ Development/Management ☐ Inclusionary Housing
☐ Accounting ☐ Construction
PLANNING COMMISSION

Purpose:

The role of the 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.
- Have a working knowledge of local government and governing documents, such as City Code and the Zoning Ordinance.
- Serve 3 years terms.
- Attend meetings every second Monday of the month, with some special meetings. Meetings are held at 6 p.m.

For information on current members or the staff contact, please visit the Planning Commission Website.

Apply if You have Knowledge or Experience with:

☐ Real Estate/ Development  ☐ Construction/Engineering
☐ Urban Planning & Zoning  ☐ Business Attraction/Retention
☐ Architecture/Landscape Architecture

RECREATION ADVISORY COMMITTEE

Purpose:

The 9 member Recreation Advisory Committee (RAC) advises the Recreation Director, City Council, Mayor, and City Manager on matters related to the planning and development of recreational programming, properties and facility maintenance needs, future acquisition of properties or facilities, and offer suggestions for development of new recreational opportunities.

Powers:

Advisory to the Recreation Director, City Council and City Manager

Member Expectations:

- RAC members should be knowledgeable and understand the recreational properties, facilities, and programming offered by the City and the Recreation Department.
- RAC members should be knowledgeable of the City of Charlevoix Recreation Master Plan.
- RAC members serve as a sounding board of the community, giving input and feedback to the Recreation Director regarding what programs are offered, what fees are charged, what policies are implemented and what procedures are used.
- The RAC serves as ambassador and communicator to the community by assisting in the promotion of existing programs, facilities, and recreational opportunities.
- RAC members serve as advisors and supporters on grant writing requests and assist with lobbying granting agencies or organizations for funding.
- RAC members may be asked serve as volunteers for programs, special events, or future recreational opportunities.
- RAC members are encouraged to use existing recreational facilities and participate in a variety of recreational programs in Charlevoix.
- Serve 3 years terms (student members serve 1 year terms).
- Attend meetings quarterly. Meetings are the second Wednesday of March, June, September, and December at 6 p.m.

For information regarding current commission members or staff liaison, please visit the Recreation Advisory Committee Website.

☐ Recreation/Physical Education
☐ Landscape Architecture
☐ Marketing/Promotion
☐ Event Planning

SHADE TREE & PARKS COMMISSION

Purpose:
Recognizing trees and woody plants not just as a natural resource to be protected but an asset to the vibrant culture and aesthetic Charlevoix holds, the Shade Tree & Parks Commission exists to foster urban forestry in the City of Charlevoix.

Powers:
The Shade Tree & Parks Commission powers are advisory in nature; the commission will provide recommendations and reports on care, preservation, trimming, planting, replanting, removal or disposition of trees and shrubs throughout the City. Recommendations on forestry also extends to the City's park facilities.

Member Expectations:
- Create plans, findings, reports, recommendations, and advices on trees, woody plants, and turfs within the City of Charlevoix.
- Advise both City Council and City Administration on urban forestry.
- Serve 3 years terms.

☐ Landscape Architecture
☐ Forestry/Botany
☐ Geology/Earth Systems Science
☐ Urban Planning
ZONING BOARD OF APPEALS

Purpose:

The role of the Zoning Board of Appeals is to act as a 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 decisions 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 worded as such that it 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 variance requests, provide ordinance interpretations for the zoning text and the map, and hear appeals of the zoning administrator’s decisions.

Member Expectations:

− Have a 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 case.
− Discuss and analyze the impact and consequences of their decision to deny or approve appeals.
− Communicate conflicts between zoning ordinance and master plan with the Planning Commission.
− Serve 3 years terms.
− Attend meetings the third Wednesday of the month, as needed. Meetings are held at 6 p.m.

For information on current members or the staff contact, please visit the Zoning Board of Appeals Website.

Apply if You have Knowledge or Experience with:

- Judicial/Appellate Review
- Construction/Engineering
- Urban Planning & Zoning
- Policy Formulation
- Architecture/Landscape Architecture
- Real Estate/Development