



# **BOARDS & COMMISSIONS**

***MAKE A DIFFERENCE IN YOUR COMMUNITY!***

## **WANTED!**

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We are looking for energetic and enthusiastic individuals to serve on our boards and commissions. These individuals should have the ability to make decisions, work as part of a team, and want to guide the future of our community. Board members and commissioners help to advise the Hancock City Council on decisions related to specific areas of interest and most require only a few hours of service a month.

## **INTERESTED?**

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Please review the enclosed functions and meeting schedules of our boards and commissions, then complete and return the enclosed application.

**THE VALUE AND IMPORTANCE OF CITIZEN PARTICIPATION  
CANNOT BE MEASURED. YOUR INTEREST IN VOLUNTEERING  
WITH THE CITY OF HANCOCK IS GREATLY APPRECIATED.**

# BOARDS & COMMISSION

## MAKE A DIFFERENCE IN OUR COMMUNITY!

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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 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, real estate.

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### 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. The board must represent the larger view of why commercial district revitalization is crucial for the entire community.

**Member Expectations:**

- Review DDA program budget and plans, evaluate program effectiveness
- Serve 4-year terms.
- Meet the 1<sup>st</sup> Monday of every month, at 6:00 pm.
- Build partnerships between the community and the businesses for participation and engagement in the revitalization.

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

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

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### 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.
- Serve 3-year terms.
- Meet the 4th Monday of every month, with some special meeting. Meetings are held at 6:00 pm.
- Have a working knowledge of local government and governing documents, such as City Code and the Zoning Ordinance.

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

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

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## Recreation Commission

### **Purpose:**

- The 9-member Recreation Commission advises the City Council and City Administration on matters related to the planning and development of recreational programming, properties and facility maintenance needs, offers suggestions of new recreation opportunities.

### **Powers:**

- Advisory to the City Council and City Administration.

### **Member Expectations:**

- Knowledge of the City of Hancock Master Plan.
- Knowledgeable and understand the recreational properties, facilities, and programming offered by the City.
- Serve 1 year term.
- Meet the 2<sup>nd</sup> Tuesday of January, March, May, July, September, and November, with some special meetings. Meetings are held at 6:00 pm.
- Serve as advisors and supporters on grant writing requests and assisting granting agencies or organizations for funding.
- Serve as ambassador and communicator to the community by assisting the promotion of existing programs, facilities, and recreation opportunities.
- Members are encouraged to use existing recreational facilities and participate in a variety of recreation programs in Hancock.

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

Members should have an interest in or demonstrated experience in marketing, public relations, fitness/recreation, land use planning, landscape architecture, physical education, or public administration.

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## Zoning Board of Appeals (ZBA)

### **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 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 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 variance requests, provide ordinance interpretations for the zoning text and the map, and hear appeals of the zoning administrators' 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.
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### **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.

# Boards and Commissions Application

Please return your completed application to the Hancock City Hall at 399 Quincy St. Hancock, MI 49930.

Application for appointment to: \_\_\_\_\_

Name of board(s) or commission(s)

Name:

Email:

Phone:

Address:

City:

State:

Zip:

Why do you wish to serve on this board or commission?

Briefly describe community activities you have been involved in:

Briefly describe the skills and experience you would bring to this position?

What is your education and training background?

What is your job experience?

## Important Public Records Information

All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the Clerk at 906-482-2720 if you have questions of concerns about the disclosure of specific information.

## Truth and Accuracy

I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Signature \_\_\_\_\_

Date \_\_\_\_\_