

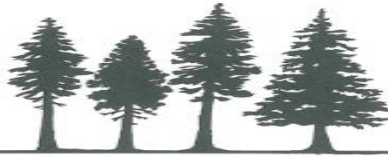
West Branch Township

1705 S. Fairview Road, West Branch, MI 48661

Phone: (989) 345-5450 Fax: (989) 345-8419

www.westbranchtownship.org

Township Officials Expectations and Requirements



Board of Review

Purpose: The Board of Review serves 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 may raise or lower values on the assessment roll. It can add omitted property to the roll, exempt Principal Residences, and exempt Impoverished or Disabled Veteran applicants.

Member Expectations:

- Participate in training courses, as well as continuing education regarding appraisal, audit, and assessment administration.
- Serve a three year term
- Attend five meetings per year
- Basic knowledge of taxation and/or property assessment.
- Ability to analyze data and apply it to governing law.

Desired Experience/Background in Any of the Following:

- Property Assessment and Valuation
- Taxation
- Banking
- Finance
- Accounting

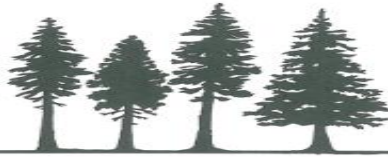
Downtown Development Authority

Purpose: The Downtown Development Authority (“DDA”) serves to preserve and develop the downtown development district of the Township. Its duties include addressing and preventing deterioration in the downtown development district, encouraging historic preservation, creating and implementing development plans, promoting economic growth, and levying and collecting taxes.

Powers: The DDA is responsible for improving and creating public improvements in the downtown development district, often by levying a limited millage. It utilizes levied funds to combat property value deterioration, increase property valuation, eliminate the causes of deterioration, and promote economic growth.

Member Expectations:

- Review DDA program budget and plans and evaluate program effectiveness
- Advocate for private-sector interest in revitalization of commercial district
- Build partnerships between the community and businesses for participation and engagement in revitalization
- Serve a four year term
- Attend meetings on the third Thursday of each month, as needed.



Desired Experience/Background in Any of the Following:

- Business Development and Retention
- Graphic Design
- Marketing and Promotion
- Community Development
- Real Estate Development
- Banking
- Finance
- Accounting

Planning Commission

Purpose: The Planning Commission guides the land use, zoning, and planning process for the Township. It is designated with the power to guide the Township's future development. The Planning Commission is expected to stay up to date on current trends and issues in the Township and should be representative of important segments in the community.

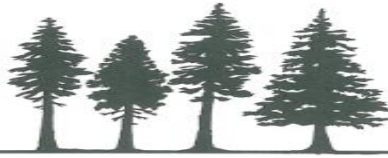
Powers: The Planning Commission is responsible for regulating land use in the present and future. Members of the Commission draft and approve the Township's Master Plan, as well as amend the Zoning Ordinance. They are also charged with reviewing site plans, rezoning requests, special use requests, and development proposals.

Member Expectations:

- Participate in planning and zoning training, as well as continuing education
- Have working knowledge of local government and governing documents, such as the Township Ordinances
- Ability to commit up to 5-20 hours per month to review materials provided by staff
- Make and adopt a basic plan as a guide for the development of the Township in accordance with the Michigan Planning Enabling Act, MCL 125.3801 *et seq.*
- Draft and amend the Zoning Ordinance in accordance with the Michigan Zoning Enabling Act, MCL 125.3101 *et seq.*
- Draft Ordinances for the Township
- Serve a three year term
- Attend at least four meetings per year, to be held the first Tuesday of the month at 6:00 PM
- Attend special meetings as needed

Desired Experience/Background in Any of the Following:

- Real Estate/Development
- Urban Planning and Zoning
- Architecture/Landscape Architecture
- Construction/Engineering
- Business Attraction/Retention



Zoning Board of Appeals

Purpose: The Zoning Board of Appeals (“ZBA”) acts as a judicial review body for Zoning Ordinance and Permit determinations and has the power to decide variance requests and interpret the Zoning Ordinance.

The ZBA’s decisions are limited to the facts and record presented to it. Any decision of the ZBA is controlled by the standards set forth in the Zoning Ordinances and applicable state law.

Powers: The ZBA’s role is to hear and decide requests for variances, interpret the Zoning Ordinance, and oversee appeals of zoning decisions. It may also grant the continuance of non-conforming uses under extraordinary circumstances and classify unlisted uses into districts.

Member Expectations:

- Participate in zoning training, as well as continuing education
- Have working knowledge of local government and governing documents, such as the Township Zoning Ordinance, Township Ordinances, Michigan Zoning Enabling Act, MCL 125.3101 *et seq.*
- Must be able to analyze and assess documents, information, and facts and apply such analysis in the context of the Zoning Ordinance
- Be able to engage in critical thinking and decision making
- Ability to discuss and analyze the impact and consequences of a ZBA decision
- Ability to communicate conflicts between the zoning ordinance and master plan to the Planning Commission
- Serve a three year term
- Attend meetings to be held the second Monday of each month, as needed, at 6:00 PM.

Desired Experience/Background in Any of the Following:

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