



APPLICANTS NEEDED BOARDS and COMMISSIONS VACANCIES

BOARD OF REVIEW. One vacancy – alternate member, term ending 12/31/20. *Applicants must be City taxpaying, registered voters.* Purpose: Hears property valuation appeals

COMPENSATION COMMISSION. One vacancy – term ending 9/30/22. *Applicants must be registered voters in the City.* Purpose: Establish compensation for City Council Members.

DOWNTOWN DEVELOPMENT AUTHORITY. One vacancy – term ending 6/30/19. *Applicants must have an interest in property in the downtown district.* Purpose: Central business district and tax increment financing authority.

HISTORIC DISTRICT COMMISSION. One vacancy – term ending 2/28/20. *Applicants must be City residents.* Purpose: Historic preservation.

PARKS COMMISSION. Two vacancies – terms ending 6/30/18. *Applicants may be non-residents but must own real estate or a business/profession having a licensed business location in the City or have a child attending school within the City.* Purpose: Advisory on parks development, maintenance, improvements.

PEG COMMISSION. Three vacancies – (1) term ending 12/31/18, (1) term ending 12/31/19 and (1) terms ending 12/31/20. *Applicants must be Manistee County residents.* Purpose: Oversees operation of Manistee Public Access Television.

PLANNING COMMISSION. One vacancy – term ending 10/31/20. *Applicants must be City residents.* Purpose: Reviews master plan, zoning, site plans, development issues.

TREE COMMISSION: One vacancy – term ending 12/31/19. Purpose: Oversees public (parks/boulevards) tree program.

ZONING BOARD OF APPEALS. One vacancy (regular member) – three year term ending 5/31/20. Purpose: Hears appeals on zoning and building issues.

Application forms are available at the City Clerk's office, 70 Maple Street or on the City website at <http://www.manisteemi.gov>. Applications must be returned by Tuesday, December 12, 2017 to be considered for appointment at the December 19, 2017 City Council meeting.

Parks Commission

Meetings – 3rd Thur., 5:30 pm, City Hall

Two members can be non-residents but must own real estate or a business or profession having a licensed business located in the City – 7 members

The Parks Commission is charged with an advisory role on parks development, maintenance, improvements and identifying planning and implementing public and private beautification projects.

P.E. G. Commission

Meetings – 2nd Mon., 6:30 pm, MHS

Up to two members may be appointed by the Charter Township of Filer Board of Trustees. Remaining must be County Residents – 7 members

The P.E.G (Public, Education and Government) Commission charged with overseeing the operation of Manistee Public Access. It provides a variety of services including the broadcast of City Council meetings and work sessions.

Planning Commission

Meetings – 1st Thur., 7 pm, City Hall

Must be City Resident – 7 members

The Planning Commission prepares and adopts physical plans for the City and reviews development proposals, both private and public as set forth in the Michigan Zoning Enabling Act, MCL 125.3101 et seq. and the Michigan Planning Enabling Act, MCL 125.3801 et seq. and acts in an advisory capacity for matters referred by the City Council.

Tree Commission

Meetings – 1st Mon. (Apr – Sept), 5 pm, City Hall

7 members

The Tree Commission shall promote and protect the public health, safety and general welfare by providing for the regulation of the planting, maintenance and removal of trees in street rights of way within the City.

Zoning Board of Appeals

Meetings – as needed, 5:30 pm City Hall

Must be a City Resident – 5 members, 1 alternate

The Zoning Board of Appeals have the power to authorize, upon an appeal, specific variances from requirements such as lot area and width regulations, building height regulations, yard and depth regulations and off-street parking and loading space requirements. The ZBA hears and decides questions that arise in the administration of the zoning ordinance including the interpretation of text and the zoning map.



Are you interested
in serving on a
Board or
Commission?



A Guide to the
requirements, roles
and responsibilities for
serving on a Board,
Commission, or
Committee in the City
of Manistee

Each of these Boards or Commission serves a different role with most being advisory in nature. Some are state-mandated and others are purely a local creation; however they all make significant contributions to the community.

The City is always looking for talented, committed people to serve. If interested please contact the City Clerk's office to fill out an application also available [online](http://www.manisteemi.gov) at www.manisteemi.gov

Board of Review

Meetings - March, July, December, City Hall
Must be a City taxpaying, registered voter- 3 members, 2 alternates

The March [Board of Review](#) annually reviews the assessment roll received from the assessor, to determine completion, accuracy, uniformity and validity. This body has the authority to make adjustments to ensure that assessments are lawfully set.

Brownfield Redevelopment Authority

Meetings – 1st Tues., 2pm, City Hall
Must be a City Resident or person with interest in property in City – 7 members

The [Brownfield Redevelopment Authority](#) was formed to facilitate the sensible redevelopment of numerous underutilized or vacant commercial and industrial properties throughout the city.

Compensation Commission

Meetings – as scheduled, odd # years, City Hall
Must be registered Voter in the City – 5 members

The Compensation Committee makes recommendations regarding the salaries of the Mayor and City Council members.

Harbor Commission

Meetings - Quarterly, 3rd Tues., 1 pm, City Hall
Two members may be nonresidents – 7 members

The [Harbor Commission](#) is charged with overseeing in an advisory capacity the marina, boat launch and related waterfront facilities.

Historic District Commission

Meetings -1st Thur., 3 pm, City Hall
Must be a City Resident – 5 members

The [Historic District Commission](#) is charged with overseeing the city's historic district. The establishment of the Historic District allows property owners with contributing properties the opportunity to apply for tax credits.

Housing Commission

Meetings - 4th Tues., 4pm, Harbor View Apt
Worksessions - 4pm 2nd Tues., Housing Commission
One member shall be a resident of housing provided by the Housing Commission – 5 members

The [Housing Commission](#) is charged with overseeing senior and low-income housing. It has oversight of the properties owned by the Manistee Housing Commission.

Downtown Development Authority

Meetings – 2nd Wed., 12 Noon, City Hall
(5) Members must have an interest in property in the District, (1) member shall be a resident of the district, if 100 or more people reside within it – 9 members

The [Downtown Development Authority](#) is charged with overseeing the orderly development of the downtown. It is funded by taxpayer dollars through a tax increment financing arrangement.

Oil & Gas Investment Board

Meetings – Quarterly 3rd, Fri., 12 noon, City Hall
Five members (1) Mayor (2) elected or appointed officials (2) not elected or appointed officials – 5 members

The [Oil and Gas Investment Board](#) is charged with overseeing the investments of the City Oil and Gas Trust Fund. The Oil and Gas Trust Fund was established to accumulate the principal generated from oil and gas royalties received from City-owned mineral rights. Charter Section 2-1(B) protects the principal and royalties of this fund from being spent without a vote of the people

OPEN MEETINGS

All regular and special meetings of the City Council and the advisory boards and commissions are open to the public. Closed (or executive) sessions may only be held by the City Council for those specific subjects permitted by state law. You are invited to attend and participate in meetings of the Manistee City Council and its boards and commissions.