



# CITY OF ZEELAND BOARDS AND COMMISSIONS HANDBOOK

*The following provides a high-level overview of the general duties and expectations for each board or commission in the City of Zeeland.*



### ***Feeling the Zeel?***

Thank you for your interest in serving on one of the City of Zeeland's boards or commissions! Zeeland is proud to have such involved residents and business owners that serve on each of the boards and commissions. While the function the boards and commissions vary, each is vital in enhancing our community to be a place where people want to live, work, and play. As a board/commission member, your role is crucial by assisting the city in reviewing and evaluating information, and ultimately making recommendations within the context of your board or commission. Below please find a high-level overview of what is expected of board/commission members as well as a general overview of each respective board/commission.

Questions and applications should be directed to the City Clerk's Office. Please call 616-772-6400, email [clerk@cityofzeeland.com](mailto:clerk@cityofzeeland.com), or stop by City Hall at 21 S Elm Street, Zeeland, MI 49464.

### ***General Expectations of Board/Commission Members***

- Attend the training session provided by the respective Staff liaison to the board/commission prior to the beginning of your term.
- Review all meeting materials prior to the meeting and come prepared with questions or concerns regarding the proposed agenda items.
- Regular meeting attendance is critical. If you are unable to make the time commitment, please do not consider applying for a board/commission. Of course, life happens, and if you are unable to attend a meeting, please let your Staff liaison know as soon as possible so they can plan accordingly.
- Serve your full term. Each board/commission term varies, so please ask the City Clerk for more information about the board/commission you are interested in.



### ***General Appointment Process***

- Applicant must submit the City's Consideration for Appointment application to the City Clerk's office for review. The application can be found online at: <https://cityofzeeland.com/148/Boards-Commissions> or paper copies can be provided at City Hall.
- When there is an opening for a particular board/commission, the City Clerk will present the application to the Mayor for his/her review.
- The Mayor will review the application and make a recommendation to the City Council for their review at their next regular scheduled meeting. The City Council meets the first and third Monday of the month.
- City Council will either approve or disapprove the proposed board/commission appointment. If approved, the City Clerk will send a letter to the candidate that the City Council has appointed them with an effective date and the directive to sign their "Oath to Office."
- The appropriate Staff member that works with the respective board/commission will reach out to the newly appointed member to provide training and meeting materials prior to their first scheduled meeting.
- If there are no vacancies on the Board/Commission the Applicant is applying for, their application will be retained for one year and reviewed in the event an opening does occur.



## *City Boards and Commissions*

### **Board of Construction Appeals**

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#### **General Responsibilities:**

Members hear the appeals to requirement(s) of the Building Code, Property Maintenance and Housing Code, Plumbing Code, Electrical Code, Mechanical Code, or an opinion or requirement of the City's Building Official. There are no standing meetings, but board members must be available when applications are submitted.

#### **Preferred Qualifications:**

Members should have an interest or demonstrated experience in building construction, civil engineering, or general development.

### **Board of Public Works Commission**

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#### **General Responsibilities:**

Members review policies, current matters, and planning regarding the operation of the City's water and electrical utilities. The Board meets the 2<sup>nd</sup> Tuesday of each month.

#### **Preferred Qualifications:**

Members should have an interest or demonstrated experience in public works, civil engineering, or finance.

### **Board of Review**

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#### **General Responsibilities:**

Members review the property assessment roll on behalf of the City of Zeeland's property owners and hear and consider tax appeal requests. The Board meets approximately five times each year, and the Board members must participate in at least one training session each winter with Board of Review members from Ottawa and Kent Counties.

#### **Preferred Qualifications:**

Members should have an interest or demonstrated experience in banking, finance, property appraisal, assessing, real estate, or development law.

### **Cemetery and Parks Commission**

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#### **General Responsibilities:**



Members review long-term plans and needs for the City's cemeteries and parks, by reviewing matters such as prices for cemetery lots, fees to use parks, and rules and regulations for the operation, maintenance, use and protection of municipal cemeteries and parks. The Commission meets the second Wednesday of each month at 5:00pm.

**Preferred Qualifications:**

Members should have an interest or demonstrated experience in fitness, recreation, physical education, forestry, land use planning, landscape architecture, or general development.

## **Library Board**

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**General Responsibilities:**

Members review short-term and long-term goals and objectives for library service, review developments in the library field, and review general operation procedures for the library. The Board meets the 3<sup>rd</sup> Tuesday of the month January – May and September – November.

**Preferred Qualifications:**

Members should have a passion for reading and general library matters.

## **Local Officer's Compensation Committee**

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**General Responsibilities:**

Members shall determine the salaries of all local elected city officers. The Committee meets in September on odd years.

**Preferred Qualifications:**

Members should have an interest or demonstrated experience in finance or public administration.

## **Planning Commission**

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**General Responsibilities:**

Commissioners review development proposals in compliance with the City's Zoning Ordinance. Additional responsibilities include, but are not limited to, reviewing and updating the City's Master Plan; reviewing and providing recommendations to any Zoning Ordinance amendments; and annual review of the City's Capital Improvement Plan. The Commission meets the first Thursday of the month at 5:45pm.

**Preferred Qualifications:**

Commissioners should have an interest or demonstrated experience in architecture, building construction, civil engineering, land use planning, real estate, or general development.



## **Shopping Area Redevelopment Board (SARB)**

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### **General Responsibilities:**

Members review matters such as the maintenance, expansion, and construction of parking lots; plans for public improvements; special assessments; and ultimately serves as a communication link between the city and businesses located within the principal shopping area. The Board meets the second Thursday of the month at 12:00pm.

### **Required Qualifications:**

Members must either work within the principal shopping district, live within three blocks of the principal shopping district, or serve on City Council.

## **Zoning Board of Appeals**

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### **General Responsibilities:**

Board members are responsible for overseeing interpretations of the City's Zoning Ordinance, appeals of decisions by Staff, the Planning Commission, or the City Council through the submission of variance requests. The Board only meets upon request, the third Tuesday of the month at 6:00pm.

### **Preferred Qualifications:**

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