



City of Plymouth, Michigan

Board and Commission Recruitment Guide

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General Information

All Board and Commission members serving in the City of Plymouth are tasked with supporting or advising community leaders and elected officials on key policies and decisions within the community. Individuals may use this guide to discover information about the various boards and commissions that operate within the city.

Interested in Applying?

All City of Plymouth residents are invited to apply for appointment to City Boards and Commissions. The City of Plymouth prioritizes and understands the importance of educating individuals interested in serving during the recruitment process. It is recommended that prospective Board and Commission members review the desirable knowledge and skills listed for each position in addition to reviewing the work responsibilities and time commitment details for the position before applying.

I'm interested! What's next?

Prospective applicants interested in applying to a City Board or Commission position should contact the City Clerk's office at 734-453-1234 ext. 234 or by visiting City Hall at 201 S. Main St., Plymouth, MI 48170 to find out if there are any vacant positions. An online application can be submitted through the City's website at www.plymouthmi.gov/government/boards_commissions

Board Member Expectations and Responsibilities

- Attend all regularly scheduled meetings
- Use parliamentary procedure to conduct and participate in meetings
- Make recommendations to the City Commission as required by law upon request
- Refrain from any act that constitutes a conflict of interest
- Follow the operating rules and bylaws the board or commission has established
- Review all relevant materials and come to the meetings prepared to discuss the issues
- Work cooperatively with other commissions when there are areas of common interest or overlap in responsibilities
- Abide by the provisions of the Open Meetings Act
- Understand that the commitment of appointment is an on-going process that involves a long-range interest in the community; fairness, common sense, honesty, good moral character; and knowledge of the city, its people, its customs, and its ordinances.
- Obtain a minimum of four training hours per term served.

Qualities of an Effective Board Member

- Work within a team framework of compromise and exchange
- Shows courteous behavior and respect to other board members, City Staff, and members of the general public
- Separate people from the issues when conflict arises
- Focus on mutual interests and shared goals
- Look for compromises and work to understand diverse perspectives
- Examine one's own approach to dealing with conflict and be open about concerns where there is room for compromise
- Strive to problem-solve based on collaboration rather than simply making a decision.

Appointment Process

The City Commission has the responsibility to appoint members of the City's various boards and commissions. The application is attached to the end of this guide and also available online under the "How Do I..." tab of the City website. To find out more information on City Board or Commission vacancies, contact the Clerk's Office at (734) 453-1234 ext. 234 or cityclerk@plymouthmi.gov.

Board of Review

Role Title:

Board of Review Member

Appointment Type:

By the City Commission for a three (3) year term

General Statement of Duties:

The Board of Review is responsible for hearing appeals of all persons considering themselves aggrieved by assessments.

Meetings:

Annual meeting is the first Tuesday following the first Monday in March, each year. Other meetings are held in July and December.

Orientation Materials:

An orientation packet is provided by the Finance Department.

Examples of Work Performed:

The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all the tasks relevant to this position.

- Read and interpret staff and consultant reports and renderings.
- Speak or otherwise communicate with commissioners, staff, applicants, and the public at a public venue.
- Read and interpret reports, legal opinions, and other technical data.

Desirable Knowledge, Skills, and Abilities (Recommended, but Not Required):

- Basic understanding of banking, financing, property appraisal, assessing, real estate, development, or law.
- Ability to communicate through email.
- Ability to communicate clearly and effectively with staff and the public.
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.
- Willingness to learn!

Cemetery Board of Trustees

Role Title:

Cemetery Board Trustee

Appointment Type:

By the City Commission for a three (3) year term

General Statement of Duties:

The Cemetery Board of Trustees is responsible for making recommendations to the City Commission for the proper control, maintenance, and improvement of the City's cemetery.

Meetings:

Annual meeting is the Monday before Memorial Day (typically the third Monday) at 5:00 p.m. at Riverside Cemetery, and additional meetings as necessary.

Orientation Materials:

An orientation packet is provided by the Department of Municipal Services.

Examples of Work Performed:

The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all the tasks relevant to this position.

- Read and interpret staff and consultant reports and renderings.
- Speak or otherwise communicate with commissioners, staff, applicants, and the public at a public venue.
- Read and interpret reports, ordinances, maps, legal opinions, and other technical data.

Desirable Knowledge, Skills, and Abilities (Recommended, but Not Required):

- Basic understanding of architecture, landscape architecture, facilities management, genealogy/research, history, or property maintenance/management.
- Ability to communicate through email.
- Ability to communicate clearly and effectively with staff and the public.
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.
- Willingness to learn!

Downtown Development Authority

Role Title:

Downtown Development Authority Member

Appointment Type:

By the City Commission for a four (4) year term

General Statement of Duties:

The Downtown Development Authority is responsible for defining the boundaries of the downtown district and to provide for all other matters necessary and related thereto.

Meetings:

Second Monday of the month at 7:00 p.m. at City Hall

Orientation Materials:

An orientation packet is provided by the Downtown Development Authority.

Examples of Work Performed:

The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all the tasks relevant to this position.

- Read and interpret staff and consultant reports and renderings.
- Speak or otherwise communicate with commissioners, staff, applicants, and the public at a public venue.
- Read and interpret reports, ordinances, maps, legal opinions, and other technical data.
- Attend training courses and seminars.

Desirable Knowledge, Skills, and Abilities (Recommended, but Not Required):

- Basic understanding of advertising/marketing/public relations, architecture, commercial real estate, historic preservation, or development/law.
- Ability to communicate through email.
- Ability to communicate clearly and effectively with staff and the public.
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.
- Willingness to learn!

Economic Development/Brownfield Authority

Role Title:

Economic Development/Brownfield Authority Member

Appointment Type:

By the City Commission for a six, five, four, three, two, or one year term.

General Statement of Duties:

The Economic Development/Brownfield Authority is responsible for capturing tax increment revenues to be used for the assessment, mitigation, and clean-up of existing contamination.

Meetings:

Only as needed.

Orientation Materials:

None.

Examples of Work Performed:

The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all the tasks relevant to this position.

- Read and interpret staff and consultant reports and renderings.
- Speak or otherwise communicate with commissioners, staff, applicants, and the public at a public venue.
- Read and interpret plans, ordinances, maps, legal opinions, and other technical data.

Desirable Knowledge, Skills, and Abilities (Recommended, but Not Required):

- Basic understanding of chemical engineering, commercial banking, commercial real estate/development/law, economic development, environmental engineering, or property appraisal/assessing.
- Ability to communicate through email.
- Ability to communicate clearly and effectively with staff and the public.
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.
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Historic District Commission

Role Title:

Historic District Commissioner

Appointment Type:

By the City Commission for a three (3) year term

General Statement of Duties:

The Commission reviews and approves certificate of appropriateness for projects affecting properties located in the Kellogg Park Historic District.

Meetings:

First Wednesday of the month at 7:00 p.m. at City Hall

Orientation Materials:

An orientation packet is provided by the Community Development Department.

Examples of Work Performed:

The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all the tasks relevant to this position.

- Read and interpret staff, applicant, and consultant reports and renderings.
- Speak or otherwise communicate with commissioners, staff, applicants, and the public at a public venue.
- Read and interpret plans, condition reports, legal opinions, and other technical data.
- Attend training courses and seminars.

Desirable Knowledge, Skills, and Abilities (Recommended, but Not Required):

- Basic understanding of building construction or engineering, land use planning or zoning, real estate, development, or law.
- Ability to communicate through email.
- Ability to communicate clearly and effectively with staff and the public.
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.
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Housing Commission

Role Title:

Housing Commissioner

Appointment Type:

By the City Manager for a five (5) year term

General Statement of Duties:

The Housing Commission is responsible for serving as the Board of Directors for City Senior Citizen Housing Project, Tonquish Creek Manor.

Meetings:

Third Wednesday bi-monthly in Tonquish Creek Manor

Orientation Materials:

An orientation packet is provided by Tonquish Creek Manor staff.

Examples of Work Performed:

- Read and interpret staff and consultant reports and renderings.
- Speak or otherwise communicate with commissioners, staff, applicants, and the public at a public venue.
- Read and interpret reports, legal opinions, and other technical data.

Desirable Knowledge, Skills, and Abilities (Recommended, but Not Required):

- Basic understanding of housing development/law, banking/finance, or property appraisal/assessing.
- Ability to communicate through email.
- Ability to communicate clearly and effectively with staff and the public.
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.
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Planning Commission

Role Title:

Planning Commissioner

Appointment Type:

By the City Commission for a three (3) year term

General Statement of Duties:

The Commission reviews and approves site plans, special land uses, planned unit developments, and zoning ordinance amendments.

Meetings:

Second Wednesday of the month at 7:00 p.m. at City Hall

Orientation Materials:

An orientation packet is provided by the Community Development Department.

Examples of Work Performed:

The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all the tasks relevant to this position.

- Read and interpret staff, applicant, and consultant reports and renderings.
- Speak or otherwise communicate with commissioners, staff, applicants, and the public at a public venue.
- Read and interpret plans, ordinances, maps, legal opinions, and other technical data.
- Attend training courses and seminars.

Desirable Knowledge, Skills, and Abilities (Recommended, but Not Required):

- Basic understanding of building construction or engineering, land use planning or zoning, real estate, development, or law.
- Ability to communicate through email.
- Ability to communicate clearly and effectively with staff and the public.
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.
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Zoning Board of Appeals

Role Title:

Zoning Board of Appeal Member

Appointment Type:

By the City Commission for a three (3) year term

General Statement of Duties:

The Zoning Board of Appeals reviews variance applications, interprets zoning ordinances, and reviews appeals of zoning decisions in an adjudicatory fashion.

Meetings:

First Thursday of the month at 7:00 p.m. at City Hall

Orientation Materials:

An orientation packet is provided by the Community Development Department.

Examples of Work Performed:

The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all the tasks relevant to this position.

- Read and interpret staff, applicant, and consultant reports and renderings.
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- Read and interpret plans, ordinances, maps, legal opinions, and other technical data.
- Attend training courses and seminars.

Desirable Knowledge, Skills, and Abilities (Recommended, but Not Required):

- Basic understanding of building construction or engineering, land use planning or zoning, real estate, development, or law.
- Ability to communicate through email.
- Ability to communicate clearly and effectively with staff and the public.
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