



NOTICE
VERGENNES TOWNSHIP
69 Lincoln Lake Ave NE, Lowell

Seeking Applications for Board and Commission Appointments

Vergennes Township is accepting applications for the following Board and Commission positions; Board of Review, including alternates, Planning Commission, Zoning Board of Appeals, LARA citizen representative and Construction Board of Appeals.

Application forms and a summary of job descriptions may be obtained on the township website www.vergennestwp.org (left column 'Quick Links' click on 'forms and applications' then 'Application to Boards, Commissions & Committees'), by emailing the clerk at clerk@vergennestwp.org, or at the township offices located at 69 Lincoln Lake Ave NE, Lowell, MI 49331.

Deadline for application submission is Thursday, December 14, 2022 @ 12 p.m. Applicants will be considered at the December 19, 2022, meeting of the Vergennes Township Board.

Shantell Ford
Vergennes Township Clerk



VERGENNES TOWNSHIP BOARDS, COMMISSIONS & COMMITTEES

PLANNING COMMISSION:

The primary functions of the planning commission are to make and adopt a plan for the Township's land use development, adopt and continue to review the Township's Master Plan and review and amend the Zoning Ordinance so that it is compatible with the land use plans that have been set forth. The Planning Commission also reviews plats, sub-divisions, condo projects and P.U.D.'s (Planned Unit Developments) and makes recommendations to the Township Board prior to their action. The Planning Commission or Sub-committee of that body reviews the site plans for all Commercial and Industrial buildings or additions. The Planning Commission reviews and approves fill projects and sand mining operations.

Planning Commissioners serve staggered three-year terms. They are appointed by the Supervisor with Township Board approval. Five to nine members are allowed by State law on Planning Commissions. Vergennes currently has five members. Four are appointed from the Township-at-large and must represent various Township interests and localities. The fifth member is a representative from the Township Board of Trustees. The Planning Commission currently meets quarterly on a Monday as determined in December of each year. (These dates are subject to change by the current Board each year.) Sub-committee or special meetings are held upon demand. Per diems are paid to members after meeting attendance.

Continuing educational opportunities are strongly encouraged for these members. Seminars are offered through Michigan Townships Association, Michigan Society of Planning Officials, and occasionally at the Township level.

ZONING BOARD OF APPEALS:

The Zoning Board of Appeals must hear and decide appeals from any order, requirement, decision or determination made by any administrative official charged with Zoning Ordinance enforcement based on the criteria set forth in State law. This Board meets upon demand. Appointments for four members from the community-at-large are made by the Township Board for staggered three-year terms. In addition, a member of the Planning Commission serves on this Board, and a member of the Township Board may serve on this board. The Township Board can also appoint one or two alternate members. Per diems are paid to members after meeting attendance.

Continuing educational opportunities are strongly encouraged for these members. Seminars are offered through Michigan Townships Association, Michigan Society of Planning Officials, and occasionally at the Township level.

BOARD OF REVIEW:

The Board of Review's basic function is to review and examine the property assessments made by the Assessor and to hear assessment appeals from property owners and make changes if warranted. Members serve two-year terms and are appointed by the Township Board. The appointments begin on January 1st of odd numbered years. Per diems are paid to members after meeting attendance.

The Board of Review begins to meet on the Tuesday following the first Monday in March. Appointments for review of assessments are scheduled by the Township office. After completing these hearings, the Board members must review their findings with the Assessor and make their recommendations for change. This process may require two to ten days of service. Per state requirements, an evening session for the March Board of Review must be held for at three (3) hours after 6 p.m. The Board members are also required to meet for a short meeting and/or hearings in July and December also, if necessary.

Paid training is offered yearly for Board of Review members.

CONSTRUCTION BOARD OF APPEALS: This Board hears any appeals from the property owners or their agents to matters concerning the enforcement of the building code and renders a written decision. Members are appointed by the Township Board because of their knowledge and expertise in the construction area. Three to seven members who serve staggered three-year terms are allowed by State law. The Board meets on demand; per diems are paid.