



Expectations for Commissioners

Zoning Board of Appeals

- **GENERAL DUTIES** – The following is a basic list of duties that the Zoning Board of Appeals (ZBA) performs.
 - Hears and rules on variance requests for dimensional, use, sign, and fence variances.
 - Hears and rules on appeals related to any interpretation of the zoning ordinance.
 - Hears and rules on zoning district boundaries as provided in Section 5.31 of the zoning ordinance.
 - Advise the Planning Commission and City Commission on any issues related to their duties, including possible zoning ordinance amendments.
- **MEMBERSHIP** – The ZBA is composed of seven regular members and two alternates. Among the regular members, one person shall be a City Commission member and one person shall be a Planning Commission member. All members must be residents of the City of East Grand Rapids. Terms for all members are as follows.
 - All generally appointed members and alternates serve for three-year terms, beginning and ending in July. These appointments are made by the Mayor in consultation with the City Commission’s personnel committee, subject to formal approval by the City Commission. Up to three new appointments are made per year.
 - City Commission and Planning Commission Appointments last for two years, beginning and ending in January. These appointments are made by the Mayor, subject to formal approval by the City Commission.
- **TRAINING and ORIENTATION** – The City will reach out to all new ZBA members for a meet and greet prior to their first meeting. This meeting is designed to learn more about the new members, orient them in terms of the ZBA bylaws and meeting procedures, discuss items that members will be anticipated to work on, and answer questions that members have about their duties. All new members are required to complete at least two hours of training on planning and zoning law as listed in the ZBA by-laws. This training must occur prior to the member sitting on any public hearings. As part of the first meeting of the fiscal year, information on training opportunities will be distributed and discussed to all ZBA members. City policy is to provide financial reimbursement for all paid training sessions that Commissioners take during their term.
- **SKILL SETS** – The City strives to appoint a board with diverse backgrounds so that a wide variety of viewpoints are represented. With that being said, the following skills and knowledge are helpful when serving on the ZBA.
 - Urban Planning
 - Architecture
 - Planning/Zoning Law
 - Property and Real Estate Development

- MEETING and ATTENDANCE EXPECTATIONS – The ZBA meets on the fourth Wednesday of January, March, May, July, September, and November at 5:30. Regular members are expected to attend and participate in all meetings. While alternates are encouraged to attend all meetings, they will not sit on any public hearings unless there is an announced absence or recusal by a regular member. The absence of more than three meetings without prior notice may be cause for removal per the ZBA by-laws. The City will publish and distribute the agenda materials for each meeting no less than five days prior to the meeting. ZBA members are expected to review all materials beforehand so they are prepared to discuss the various agenda items. City staff is available to answer any questions that members have about any agenda items or materials.