

CHARTER TOWNSHIP OF COMSTOCK BOARD/COMMISSION/COMMITTEE APPLICATION PROCESS

Thank you for your interest in applying for a Charter Township of Comstock board, commission, resident board member, or committee.

The process to apply for a position is as follows:

1. Complete the application specific to the board, commission or committee of your choice. Applications are available on our website at www.comstockmi.gov or they may be obtained in person at the Township Office or by e-mailing the Supervisor at supervisor@comstockmi.gov. Please complete one form for each position you are interested in.
2. Once the application has been completed, return it by mail or in person to: Supervisor's Office, Charter Township of Comstock, P.O. Box 449, Comstock, Michigan 49041-0449 or fax to: (269) 482-5438

The Township Board will review the entire application and any attachments, such as a resume, that accompany the application.

Unless otherwise noted, all information included on or attached to the application will become a matter of public record and will be viewable on the Charter Township of Comstock's website as an informational item attached to the Township Board agendas. If you would like one or more pieces of information—such as a home phone number—removed from the application and/or any accompanying attachments you provide for the Board's consideration, please indicate that on the last page of this application form, and those items will be removed before the information is posted on the website.

The Planning Commission has statutory authority to regulate and control the development and use of property within our jurisdiction to promote and protect the health, safety and welfare of the public by ensuring that the uses of land are situated in appropriate locations and relationships, are not producing congestion and overcrowding and are meeting the needs of the state's citizens for food, fiber, energy, recreation, industry, trade and places of residence.

If appointed to a board, commission or committee, a Township staff liaison will contact you regarding meeting dates, times and other information you'll need to know to help you in your new role as a board, commission or committee member.

ROLES AND DUTIES OF THE COMSTOCK PLANNING COMMISSION MEMBER

The Township Board initiated development controls by adopting a resolution appointing the board members, their budget, and adoption of the land use plan and zoning ordinance. To carry out these goals, the Charter Township of Comstock's Planning Commission was established. Without such land use controls, the township may well develop in a haphazard, disorganized and economically unsound manner. All meetings must be in compliance with the Michigan Open Meetings Act and are open to the public.

Membership:

The Comstock Planning Commission consists of nine members.

- 1) Must be qualified township electors, with the exception of one who may be other than a qualified elector.
- 2) Members are appointed by the Supervisor, subject to major vote of the Township Board.
- 3) Members hold office until their successor is appointed, except for the ex-officio member who cannot hold planning commission membership beyond his or her elected term.
- 4) Elected officer or employee of the township is not eligible to be a member of the Township Planning Commission. The term "elected officer" does not include the ex-officio township board member who is appointed to the planning commission.
- 5) If the member has a conflict of interest concerning an issue before the Commission, he or she must disclose the potential conflict and thereby may be disqualified from voting on the issue pursuant to the bylaws of the Commission or by a majority vote of the remaining members of the Commission. Failure to disclose constitutes malfeasance in office, which may be the basis of removal from the Planning Commission.
- 6) Must elect a chairperson and secretary from its membership with one-year terms for each, subject however, to re-election. The ex-officio member cannot be chairperson.

Terms:

- Three (3) years, except the Township Board member who's term is for four (4) years.

Compensation:

- Members are compensated as provided by the Township; currently per meeting.
- May also be reimbursed expenses incurred in the performance of their activities for the Township and as authorized by the Township Board. The Township Board encourages its' members to attend courses and conferences when available.

Meeting Requirements: The Planning Commission must hold at least four (4) regular meetings each year. The chairperson may call a special meeting by making a written request to the secretary. The secretary must send a written notice of special meetings to each planning commission member at least 48 hours before the meeting. The Township Planning and Zoning Coordinator, from time to time, may recommend a special meeting to the chairperson, based on an applicant's special request. All meetings must be in compliance with the Michigan Open Meetings Act and are open to the public.

Duties:

1. Required to design and approve a master plan as a guide for the development of the Township. A master plan for the Township involving prospective land uses within the Township, major thoroughfares, public utility systems, the location of public buildings, public recreation, flood prevention, and the review of new plats or subdivisions.
2. Address land use and infrastructure issues and may project 20 years or more into the future.
3. Can include recommendations for implementing its proposals.
4. Hold at least one public hearing before adopting any portion of a plan.
5. At least every five years after adoption of a master plan, the Township Planning Commission shall review the same and determine whether to commence amendment procedures. After such review, it may determine not to proceed with any amendments.
6. Rezoning must comply with the adopted, or amended, master land use plan.
7. Required to review any plats, subdivisions, site condominiums, PUD's, PRUD's, PMUD's and make a recommendation prior to township board action.
8. Review commercial site plans, amended site plans, and special exception use permits.
9. Make an annual report to the Township Board concerning its operations and the status of planning activities, including any pertinent recommendations.

ROLES AND DUTIES OF THE COMSTOCK ZONING BOARD OF APPEALS

All meetings must be in compliance with the Michigan Open Meetings Act and are open to the public.

Membership:

The Charter Township of Comstock Zoning Board of Appeals consists of five (5) members.

- The Township Board appoints one (1) alternate. This member serves in the absence of a regular member if the regular member is unable to attend one or more meetings.
- Alternate may also be called where a regular member has a conflict of interest and, accordingly, must abstain from participating in a given issue.
- At least a majority of the regular members must be present for the ZBA to conduct any business.
- One regular member must be a member of the Township's Planning Commission.
- A member of the Township Board may be a regular or alternate member but cannot serve as chairperson.
- An employee or contractor of the Township Board may not serve.
- Any member who is also a member of the Planning commission, zoning board of appeals, or township board cannot participate in a public hearing or vote on a matter that he or she has previously voted upon in his or her other capacity.

Terms:

- The term is three (3) years. Except if a Township Board member, the term is four (4) years.

Compensation:

- Determined by the Township Board; currently compensation is on a per meeting basis.
- Travel/Conferences; authorized activities and conferences must be within budget approved by the Township Board. The Board encourages its' members to attend courses and conferences when available.

Authority:

1. Authorized to grant dimension variances from the zoning ordinance and upon request may interpret questionable provisions of the zoning ordinance.
2. Where an appeal involves specific property, or an interpretation of an administrative decision involving a specific parcel, notice of the public hearing must be given
3. Variances should be based upon practical difficulties or unnecessary hardship in strict compliance with the Charter Township of Comstock Zoning Ordinance.

ROLES AND DUTIES OF THE KALAMAZOO AREA BUILDING AUTHORITY (KABA) RESIDENT BOARD MEMBER

All meetings must be in compliance with the Michigan Open Meetings Act and are open to the public.

Membership:

If at any time, KABA consists of three (3) or less Local Units, each Local Unit shall, in addition to its appointed Elected Official Board Member provided for under the **Interlocal State Construction Code Enforcement and Administration Agreement**, select one (1) resident of its jurisdiction who shall serve as a "Resident Board Member".

Terms:

- The Resident Board Members shall continue to serve until such time as a fourth Local Unit shall join KABA, or until the end of the Resident Board Member's respective Elected Official Board Member's term, whichever shall occur first.

Compensation:

- The Resident Board Member shall not be an employee of any of the participating Local Units.
- The Elected Official Board Members and the At Large Board Member shall be authorized to approve compensation or reimbursement of costs for a Resident Board Member.

Authority:

- The Resident Board Member is authorized to attend any meeting or function of the KABA Board.
- The Resident Board Member is authorized to vote and their vote shall be counted in any actions taken by the Board.