

## **CITY OF PETOSKEY**

### **Boards and Commissions**

**All City of Petoskey Board and Commission members serve on a voluntary basis without pay.**

#### **Board of Review**

The Board of Review functions as the City's tax appeals process for property owners, with the most common appeal being the taxable value placed on a parcel by the City Assessor. Activities of the Board are governed by State law, which requires an annual meeting in March to review and change assessments for the upcoming tax year. The Board also meets in July and December to correct qualified errors and to consider appeals related to Principal Residence Exemptions and Poverty Exemptions. The Board meets at City Hall and consists of three members and one alternate who are appointed for three-year terms.

#### **Downtown Management Board/ Downtown Development Authority**

The Downtown Management Board oversees all Downtown Petoskey business activities. The Board consists of a group of nine members who are appointed to a four year term and also serve as Downtown Development Authority members, with staffing provided by the Downtown Director. Activities of the downtown organization include special events, marketing, beautification and maintenance efforts, and economic development projects. This Board also oversees the Downtown Parking Fund and the Parking Management System through its Executive Parking Committee. Volunteer committees that report to the DMB are the Downtown Marketing Committee, the Downtown Design Committee, the Downtown Beautification Committee and the Downtown Events Committee. The City oversees DMB administrative services. The Downtown Management Board is scheduled to meet 7:00 P.M., the third Tuesday of each month, at City Hall.

#### **Greenwood Cemetery Board**

The Greenwood Cemetery Board oversees operations of the cemetery and consists of three representatives from the City of Petoskey, one representative from Bear Creek Township and one representative from Resort Township. Each person is appointed by their unit of government for a term of five years. The Cemetery is a self-governed taxing entity managed by a Superintendent and staff. The Board meets bi-annually at the Cemetery office, 105 Greenwood Street, Petoskey.

#### **Parks and Recreation Commission**

Established by City ordinance, the City's Parks and Recreation Commission consists of seven members, all of whom serve for two-year terms, five are City residents appointed by City Council and two who are each appointed by the Bear Creek Township and Resort Township Boards of Trustees (additionally two ex-officio members, who do not vote, consist of the City Manager and Community Education Director for the Public Schools of Petoskey).

Serving as a planning and advisory body, without executive or administrative authority, the Parks and Recreation Commission oversees development of both short and long-term recreation and sports activity needs of the City and the greater Petoskey community service area. The Commission is staffed by the Director of Parks and Recreation and meets the second Monday of the month at 7:00 P.M. at City Hall

### **Petoskey District Library Board**

The Library Board is made up of five residents of the City of Petoskey appointed to a four year term. The Board is responsible to hire the Director, create policies and oversee the budget. Meetings are monthly at 5:00 P.M., on the fourth Thursday of every month, except for the November meeting which is held on the fourth Tuesday of the month. There is generally not a December meeting. Meetings are held either in the Library meeting room in the lower level or at the Carnegie Building, 451 East Mitchell Street, Petoskey.

### **Planning Commission**

The Planning Commission is the body authorized to create and approve a master plan as a guide for community development. The Commission then implements the plan through recommendations on zoning ordinance amendments, development of the capital improvements program, and review of development proposals and creation of sub-area plans. The Commission consists of nine members, and is staffed by the City Planner. The members are appointed for three-year terms and meetings are held at 7:00 P.M., the second and third Thursday of each month at City Hall.

### **Tax Increment Finance Authority Board**

The TIFA Board meets on an as-needed basis, they last met concerning the Bear River Valley Recreational Area project, which is now complete and there are no immediate projects pending. Long term capital projects the Board may consider include; Bayfront Park Stair Tower and Magnus Park improvements. The Board is made up of seven members appointed to a four-year term and meets at 7:30 P.M., the fourth Thursday when necessary.

### **Zoning Board of Appeals**

The Zoning Board of Appeals is the body authorized to grant variances, exceptions or special approvals from the Zoning Ordinance, to make interpretations of the Zoning Map, or to hear appeals from the Zoning Ordinance and International Property Maintenance Code. The Board is made up of six members with one alternate, all appointed for three-year terms and meets at 7:00 P.M., the first Tuesday of the month as necessary.