

## **ZONING BOARD OF APPEALS**

The Zoning Board of Appeals consists of not fewer than five (5) members. One member must be a member of the Planning Commission. The remaining members and alternates shall reside in the City of Ludington. One regular member may be a member of the legislative body. Members are appointed by the mayor to serve a three (3) year term. The mayor appoints a chair and the Board annually elects a vice-chair and officers from their membership. The ZBA has final agency authority on numerous land use applications as well as acting in an advisory capacity to City Council on various other land use matters. Two alternate members may be appointed by the mayor to substitute for a regular member of the ZBA in the event that a regular member is unable to participate in matters before the ZBA because of a conflict of interest, illness or other absence.

### **DUTIES:**

- Become familiar with the law that covers public open meetings and hearings and review the materials provided for each meeting.
- Complete relevant training on the Zoning Board of Appeals.
- Attend ZBA meetings to review and discuss up-coming agenda items, development issues, work program activities, and to review and make decisions on land use development applications, changes to the City's land use regulations, City wide, neighborhood and sub-area plans.
- Attend occasional special work sessions with the City Council, various interest groups and other planning related presentations and field trips.
- Have an interest in comprehensive community planning, zoning and subdivision of land, and the protection of the environment.
- Encourage and accept input from citizens, organizations and those directly affected by land use related actions made by the Board of Appeals.

### **MEMBER EXPECTATIONS:**

- Serve 3 year term
- Attend ZBA meetings
- Attend required trainings

### **KNOWLEDGE AND EXPERIENCE:**

- Land Use
- Zoning
- Form Based Code
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