



## **Boards and Commissions Application**

Serving on one or more of the City of Ionia's boards and commissions is a perfect way to actively engage with the community. Full details on the different boards and commissions can be found at [www.cityofionia.org](http://www.cityofionia.org). Click on the City Government tab for the complete page of information.

Ionia welcomes anyone who has interest in serving to complete the Boards and Commissions application, after using the skillset guide to determine where his/her respective experience would best be served. All applications can be emailed directly to the City Manager at [pgarland@ci.ionia.mi.us](mailto:pgarland@ci.ionia.mi.us), dropped off to City Hall at 114 North Kidd Street, or mailed to P.O. Box 496, Ionia, MI 48846.

### **List of Boards and Commissions:**

- Board of Review
  - Meets as necessary
- Board of Zoning Appeals (ZBA)
  - Meets on the first Monday of the month at 6:30 p.m. (As necessary)
- Brownfield Redevelopment Authority (BRA)
  - Meets monthly
- Downtown Development Authority (DDA) Board
  - Meets on the third Wednesday of the month at 8:00 a.m.
- Income Tax Board
  - Meets as necessary
- Ionia Community Library Board of Trustees
  - Meets on the third Wednesday of the month at 6:00 p.m.
- Ionia Housing Commission
  - Meets on the second Tuesday of the month
- Housing Board of Appeals
  - Meets as necessary
- Local Officers Compensation Commission
  - Meets on odd-numbered years
- Parks and Recreation Commission
  - Meets as necessary
- Planning Commission
  - Meets on the second Wednesday of the month at 4:30 p.m.



## Boards and Commissions Application Skillset Guide

### Board of Review

Members are appointed by the Mayor and confirmed by City Council. Members must be city residents qualified by experience and/or training in matters related to real estate. Please check below if you have experience in:

- Banking/Finance
- Property Appraisal/Assessing
- Real Estate/Development/Law (no agents or brokers)

### Board of Zoning Appeals (ZBA)

Members are appointed by the Mayor and confirmed by City Council. Members must be city residents qualified by experience and/or training in matters related to construction, land use planning and/or zoning. Please check below if you have experience in:

- Architecture
- Building Construction/Engineering
- GIS/AutoCAD
- Land Use Planning
- Real Estate/Development/Law
- Zoning

### Brownfield Redevelopment Authority (BRA)

Members are appointed by the Mayor and confirmed by City Council. City residency is not required. Qualified experience in economic development, land use planning, or other related fields is preferred. Please check below if you have experience in:

- Banking/Finance
- Building Construction/Engineering
- Business
- Economic Development
- Land Use Planning
- Property/Asset Management

### Downtown Development Authority (DDA)

Board comprised of City residents and non-residents, with a majority of the board having an interest in property within the Development District and at least one member residing in the District. Members are appointed by the Mayor and confirmed by City Council. Please check below if you have experience in:

- Advertising/Marketing/Public Relations
- Banking/ Business/Finance
- Economic Development/Land Use Planning
- Event Planning
- Property/Asset Management

### Income Tax Board

Membership of the board is appointed by the City Council. Members must be city residents qualified by experience and/or training in matters relating to finance. Please check below if you have experience in:

- Accounting
- Banking/Finance
- Budgeting/Auditing
- Business
- Public Administration

### Ionia Community Library Board of Trustees

The library is governed by a six-member Board of Trustees consisting of two members each from the City of Ionia, Easton Township, and the Ionia Public School District. Please check below if you have experience in:

- Education
- Library Resources
- Public Administration
- Technology Facilitation

### Ionia Housing Commission

Members are appointed by the Mayor and confirmed by City Council. City residency is not required. Qualified experience in social work or property management related fields is preferred. Please check below if you have experience in:

- Business
- Property/Asset Management
- Public Administration
- Social Work

### Housing Board of Appeals

Board meets when an appeal has been requested for a rental property or housing commission related concern. Members with qualified experience in property or asset management preferred. Please check below if you have experience in:

- Business
- Construction
- Home Inspection
- Property/Asset Management
- Public Safety
- Social Work



Questions? Contact the Ionia City Manager  
(616) 527-4170 | [pgarland@ci.ionia.mi.us](mailto:pgarland@ci.ionia.mi.us)

**Local Officers Compensation Commission (LOCC)**

Members are appointed by the Mayor and confirmed by City Council. City residency is required. Finance and human resource management fields provide necessary experience. Please check below if you have experience in:

- Business
- Employment
- Finance
- Human Resources/Personnel
- Public Administration

**Parks and Recreation Commission**

Members are appointed by the Mayor and confirmed by City Council. All members except one must be registered voters in the city. Qualifications are by experience and/or training in a variety of disciplines. Please check below if you have experience in:

- Advertising/Marketing/Public Relations
- Banking/Finance
- Fitness/Recreation
- Forestry
- Land Use Planning
- Landscape Architecture
- Physical Education

**Planning Commission**

Members are appointed by the Mayor and confirmed by City Council. All members except one must be city residents. Qualifications are by experience and/or training in matters related to land use planning. Please check below if you have experience in:

- Architecture
- Building Construction
- Civil Engineering
- Facilities Management
- GIS/AutoCAD
- Historic Preservation
- Land Use Planning
- Landscape Architecture
- Property Maintenance/Management
- Real Estate/Development/Law



## Boards and Commissions Application

### Applicant Information

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Years of City Residence: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Experience

Vocation: \_\_\_\_\_ Employer: \_\_\_\_\_

Educational Background: \_\_\_\_\_

Professional and Work Experience: \_\_\_\_\_  
\_\_\_\_\_

Community Activity: \_\_\_\_\_  
\_\_\_\_\_

### Board and Commission Selection

Check all boxes of the boards and commissions you wish to serve:

- |   |  |
|---|--|
| <input type="checkbox"/> Board of Review                          | <input type="checkbox"/> Board of Zoning Appeals (ZBA)                 |
| <input type="checkbox"/> Brownfield Redevelopment Authority (BRA) | <input type="checkbox"/> Downtown Development Authority (DDA)          |
| <input type="checkbox"/> Income Tax Board                         | <input type="checkbox"/> Ionia Community Library Board of Trustees     |
| <input type="checkbox"/> Ionia Housing Commission                 | <input type="checkbox"/> Ionia Regional Utilities Authority (IRUA)     |
| <input type="checkbox"/> Housing Board of Appeals                 | <input type="checkbox"/> Local Officers Compensation Commission (LOCC) |
| <input type="checkbox"/> Parks and Recreation Commission          | <input type="checkbox"/> Planning Commission                           |
| <input type="checkbox"/> Other: _____                             |  |

Have you ever served on a board, committee, or held public office before? Yes No

Do you foresee any conflicts of interest while serving in this position? Yes No

Are you a registered voter in the City of Ionia? Yes No

Reason(s) You Wish to Serve: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_