BOARD AND COMMISSION EXPECTATION CHECKLIST

All Board and Commission positions are appointed by the Board of Trustees. Submit your application to the Township Clerk.

**Board of Review** – Members must be residents of Spring Lake Township. Members review appeals to assessments and meet 3 times per year. Experience in matters related to real estate, banking, finance, property appraisal, or law is helpful but not required. Training provided by the State Tax Commission is required. This is a two-year appointment.

**Cemetery Board** – Members must be residents of Spring Lake Township. Members review the cemetery ordinance and recommend policy or ordinance changes to the Township Board. The Cemetery Board also hears appeals to decisions by administrative officials. Experience in matters related to business, policymaking, or cemetery operations is helpful but not required. This is a three-year appointment.

**Corridor Improvement Authority** – The majority of members must have ownership or business interest within the Corridor Improvement Authority (CIA) District (along M104). Members propose and implement public improvements and promote economic growth in the Corridor Improvement Authority District. Experience in architecture, landscape architecture, finance, real estate, or tax increment financing is helpful but not required. This is a two-year appointment.

**Harbor Transit** – Member must be a Spring Lake Township resident to represent the area on the Harbor Transit board of directors. Experience in business, finance, policy making, transportation or the Americans with Disability Act is helpful but not required. This is a two-year appointment. The appointment is made in May.

**Library Board** – Members must be Spring Lake Township residents. Library board members set policies concerning the management, supervision and control for the library. Experience in policymaking, finance, budgeting, marketing, strategic planning, fundraising or millage requests is helpful by not required. This is a four-year appointment. The appointments are made in December.
**Planning Commission** – Members shall consist of residents representing different professions and occupations. The Planning Commission is responsible to make, adopt and maintain the Township’s Master Land Use Plan, make reasonable restrictions on land that conforms with the Master Plan, make recommendations to the Board of Trustees with regard to amendments to the Zoning Ordinance, and review and take action on all site plans as required by the Zoning Ordinance. Interest or training in land use related issues is beneficial. Experience in architecture, landscape architecture, building construction, civil engineering, land use planning or real estate development is helpful but not required. This is a three-year appointment, which is made by the Supervisor and ratified by the Board of Trustees.

**Recreation Committee** – Members must be Spring Lake Township residents. The Recreation Committee reviews the Township’s Recreation Plan and makes recommendations to the Board of Trustees related to recreation options in the Township. Experience in marketing, finance, fitness, recreation, forestry, land use planning, landscape architecture, physical education or public administration is helpful but not required. This is a three-year appointment.

**Wetland Review Board** – Members must be Spring Lake Township residents. The Wetland Review Board is primarily responsible for hearing and making decisions on all appeals pursuant to wetland use permits, wetland identification or wetland verification. Members shall have diverse development and environmental protection backgrounds. Experience in environmental protection, conservation, wetland resource functions or community development issues is helpful but not required. This is a three-year appointment.

**Zoning Board of Appeals** – Members must be Spring Lake Township residents. The Zoning Board of Appeals will hear and decide appeals to the decision of an administrative official. The Zoning Board of Appeals may also determine a variance to the Zoning Ordinance. Experience in land use related issues, architecture, building construction, engineering, real estate, or law is helpful but not required. This is a three-year appointment.