

City of Flint

Department of Business and Community Services



Boards and Commissions Information and Interest Form Packet

Seeking!

The City of Flint Department of Business and Community Services is seeking committed individuals who want to help guide development by serving on one of our boards or commissions. Members work as a team to review information provided by City staff and make decisions based on the relevant local regulations.

Interested?

Please review the enclosed information describing the meeting schedule, responsibilities, and preferred qualifications for each board or commission. Complete the interest form and return it to staff via email, mail, or in-person per the information on the attached interest form. If you have any questions please contact staff using the information below.

City of Flint

Department of Business and Community Services

Planning Commission (PC)

Meetings:

2nd and 4th Tuesdays of each month at 5:30 PM.

Composition:

The PC is composed of nine members, one member from each ward. Members serve three-year terms with appointments made by the Mayor, subject to confirmation by City Council. Members are eligible for reappointment.

General Responsibilities:

The PC's primary role is to make decisions on development regulations and review development plans. This includes reviewing and updating the Comprehensive Plan and Capital Improvement Plan, making recommendations for Zoning Ordinance Amendments and rezoning requests, and reviewing certain development requests.

Preferred Qualifications:

Members should have an interest in or demonstrated experience in architecture, building construction, civil engineering, land use planning, real estate development, or environmental protection.

Zoning Board of Appeals (ZBA)

Meetings:

3rd Tuesday of each month at 6:00 PM, when there are appeals or other items to consider.

Composition:

The ZBA is composed of nine members, one member from each ward. A tenth member is selected from among the PC members as a liaison with voting rights. Appointed members serve three-year terms with appointments made by the respective City Councilmember, subject to confirmation by City Council. Members are eligible for reappointment.

General Responsibilities:

The ZBA is responsible for reviewing requested variances from and interpretations of the Zoning Ordinance as well as hearing appeals from decisions made by the PC or Zoning staff.

Preferred Qualifications:

Members should have an interest in or demonstrated experience in architecture, building construction, engineering, land use planning, real estate development, environmental protection, or development law.

Historic District Commission (HDC)

Meetings:

1st Thursday of each month at 5:30 PM.

Composition:

The HDC is composed of seven members, no more than two members from any single ward. Members serve three-year terms with appointments made by the Mayor, subject to confirmation by City Council. Members are eligible for reappointment.

General Responsibilities:

The HDC primarily reviews proposed exterior alterations to properties that are within locally designated historic districts to ensure the integrity of these districts, such as Carriage Town, Civic Park, and Grand Traverse Street, are maintained.

*Required Qualifications:

A majority of members shall have a clearly demonstrated interest in or knowledge of historic preservation. One member shall, if available, be an architect registered in the State of Michigan, or be a graduate from an accredited school of architecture with two years of experience. As required by the Local Historic Districts Act, MCL § 399.202.

(continued on next page)

City of Flint

Department of Business and Community Services

Economic Development Corporation (EDC) Brownfield Redevelopment Authority (BRA)

Meetings:

2nd Tuesday of each month, when there are items to consider.

Composition:

The EDC is composed of nine members, not more than three of whom shall be an officer or employee of the City of Flint. Members serve six-year terms with appointments made by the Mayor, subject to confirmation by City Council. Members are eligible for reappointment. The BRA is composed of the nine EDC members.

General Responsibilities:

The EDC and BRA develops strategies and initiatives, builds business support mechanisms, and reviews developments seeking TIF, OPRA, Brownfield, or similar tools.

Preferred Qualifications:

Members should have an interest in or demonstrated experience in real estate, finance, economic development, public health, environment, or land use planning.

General Expectations of all Members:

- Make every effort to attend all regular and special meetings.
- Actively participate in meetings in good-faith and give fair treatment to all individuals.
- Learn and demonstrate knowledge critical to the decision-making process.
- Make transparent and informed decisions, abstaining only when there is a demonstrated conflict of interest.
- Abide by the City of Flint Code of Ordinances, the Open Meetings Act, the Michigan Planning and Zoning Enabling Acts, and/or any other applicable rules and regulations regarding conduct and transparency.



City of Flint

Department of Business and Community Services

Commission-Board Interest Form

This form may be completed and submitted to Department of Business and Community Services (“DBCS”) staff to express interest in serving in an appointed position on the Planning Commission, Historic District Commission, Zoning Board of Appeals, Economic Development Corporation, or Brownfield Redevelopment Authority.

Name (Printed)

Phone

Primary Home Address

Ward

Email

Positions of Interest:

- Planning Commission Historic District Commission Zoning Board of Appeals
 Economic Development Corporation Brownfield Redevelopment Authority

Why are you interested in serving on the indicated board or commission?

Briefly describe community activities you have been involved in.

Briefly describe the skills and experience you will bring to this position.

Return via mail, email, or in-person:

City of Flint – Zoning Division
1101 S. Saginaw St.
Flint, MI 48502

cof-zoning@cityofflint.com
(810) 766-7426



City of Flint

Department of Business and Community Services

Commission-Board Interest Form

What is your education and training background?

What is your job experience?

Process:

Staff will keep a copy of interest forms on-file while a position is filled. As positions become available the interest forms will be forwarded to the person(s) responsible for bringing an appointment forward to Council, this is typically the Mayor or the Councilmember of the ward that position represents. All final appointment decisions are made by a majority Council vote. **Please include a resume or cv with your interest form.**

Public Records Information:

All information submitted in this interest form is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act.

I certify that the information contained on this form is accurate and complete to the best of my knowledge.

Signature

Date

Return via mail, email, or in-person:
City of Flint – Zoning Division
1101 S. Saginaw St.
Flint, MI 48502

cof-zoning@cityofflint.com
(810) 766-7426