

ALPINE TOWNSHIP BOARDS, COMMISSIONS & COMMITTEES

TOWNSHIP BOARD of TRUSTEES: This is the seven member elected governing body of the Township. All seven members are elected (or re-elected) in Presidential Election years. The Supervisor, Clerk and Treasurer are full time elected officials and there are four elected Trustees. Partisan candidates for Township Board positions must file the required petition signatures or pay a \$100 filing fee (next election: 2020). The top candidate for each position and top four positions from each political party are elected in August. Those elected candidates, as well as any Independent candidates who have filed the necessary petitions will run in the November General Election. Terms of the new Board members elected begin on November 20th at Noon of the elected year. The Township Board meets on the third Monday of each month at 7:00 P.M.

PLANNING COMMISSION: The basic function of the Planning Commission is to make and adopt a plan for the Township's land use development. They have adopted and continue to review the Township's Master Plan. They review and amend the Zoning Ordinance so that it is compatible with the land use plans that have been set forth. The Planning Commission reviews plats, sub-divisions, condo projects and P.U.D.'s (Planned Unit Developments) and makes recommendations to the Township Board prior to their action. The Planning Commission or Sub-committee of that body reviews the site plans for all Commercial and Industrial buildings or additions. The Planning Commission reviews and approves fill projects and sand mining operations.

Planning Commissioners serve staggered three year terms. They are appointed by the Supervisor with Township Board approval. Five to nine members are allowed by State law on Planning Commissions. Alpine's Planning Commission currently has seven members. Six are appointed from the Township-at-large and must represent various Township interests and localities. The seventh member is a representative from the Township Board of Trustees. The Planning Commission currently meets on the third Thursday of each month (This date is subject to change by the current Board each year). Sub-committee or special meetings are held upon demand. Per diem are paid to these members. No member can serve more than three consecutive full terms except the Township Board representative.

Continuing educational training is required for these members. Seminars are offered through Michigan Townships Association, Michigan Chapter of the American Planning Association, and occasionally at the Township level.

ZONING BOARD OF APPEALS: The Zoning Board of Appeals must hear and decide appeals from any order, ordinance, requirement, decision or determination made by any Administrative official charged with Zoning Ordinance enforcement based on the criteria set forth in State law. This Board meets upon demand on the fourth Monday of each month. Appointment for the three members from the community-at-large are confirmed by the Township Board for three year terms. In addition, a member of the Planning Commission and a member of the Township Board serve on this Board. The Township Board also appoints two alternate members. No member can serve more than three consecutive full terms except the Township Board representative. Terms do not apply to alternate members. Per diem are paid to these members.

Continuing educational training is required for these members. Seminars are offered through Michigan Townships Association, Michigan Chapter of the American Planning Association, and occasionally at the Township level.

BOARD OF REVIEW: The Board of Review's basic function is to review and examine the property assessments made by the Assessor and to hear assessment appeals from property owners. Members serve two year terms and are appointed by the Township Board. The appointments begin on January 1st of odd numbered years. A per diem is paid and/or hourly rate is paid.

The Board of Review begins to meet on the Tuesday following the first Monday in March. Appointments for review of assessments are scheduled by the Township office. After completing these hearings, the Board members must review their findings with the Assessor and make their recommendations for change. This process may require one to ten days of service. At least one evening of appointments must be scheduled due to the size of our Township. The Board members are also required to meet for a short meeting and/or hearings in July and December if necessary. Members are encouraged to receive training at least once during their two-year term.

CONSTRUCTION BOARD OF APPEALS: This Board hears any appeals from the property owners or their agents on matters concerning the interpretation of the Building code and renders a written decision. Members are appointed by the Township Board because of their knowledge and expertise in the construction industry. These members do not necessarily need to be Township residents. Currently this Board has seven members (three to seven are allowed by State law) who serve staggered three year terms. The Board meets on demand; per diems are paid.

ELECTION WORKERS: The Clerk's Department is always looking for election workers. Please call the Clerk to receive a brochure outlining the responsibilities or if you have questions (616) 784-1262.

HISTORICAL COMMITTEE: The purpose of this committee is to establish a permanent body to collect, store, catalog and otherwise preserve historical documents and artifacts for future generations. Members also assist in recommending a budget for the Committee to the Township Board and are responsible for maintaining expenses within the approved budget. Members to this voluntary group are appointed by the Township Board for three year terms. "Friends" of the Historical Commission are welcome to volunteer their services. The Committee meetings are held on the fourth Monday of each month at the Historic Offices, 2015 7 Mile Road NW. Open Houses are sponsored on the third Sunday of each month from 2-4 P.M. The Historical Museum is located at 2408 7 Mile Road NW. No per diems are paid.

PARKS AND RECREATION COMMITTEE: This committee provides input and makes recommendations for the Recreation Plan of the Township. It makes recommendations for facility improvements and for property acquisitions, purchased or donated to the Township Board. Membership is made up of five (5) members, who can be reappointed for an unlimited number of terms. The committee meets upon demand every other month as called by the chairperson. This is a voluntary committee

**ALPINE TOWNSHIP
APPLICATION FOR APPOINTMENT TO
BOARDS, COMMISSIONS & COMMITTEES**

Please complete the following information, if you are interested in serving on a Township Board, Commission or Committee. A list of possibilities and a description of these various service groups are attached. Alpine Township Board of Trustees thanks you for submitting your name for consideration.

COMMITTEE YOU ARE INTERESTED IN SERVING ON? _____

NAME _____

ADDRESS _____

PHONE NO. _____ **EMAIL:** _____

Please provide us with a brief explanation about why you are interested in serving on the above listed committee or what sparked your interest in local government. Feel free to attach a separate typed sheet with your response. _____

Please provide us with a brief background of your work or volunteer experience especially that which relates to the committee that you are interested in serving on. Also, are there any times during the year that you would not be available? Feel free to attach a separate typed sheet with your response. _____

REFERENCE(S): _____

SIGNATURE: _____ **DATE:** _____