



About the Planning Commission

The Planning Commission provides community leadership on local planning and development policy. The Planning Commission is an appointed body that advises the legislative body on planning matters. The Planning Commission has the responsibility to prepare a master plan, which influences the regulations and standards in the zoning ordinance and any future changes to it.

The Planning Commission is also the primary body responsible for the approval of Site Plans. Commissioners are responsible to ensure that new development fits the community's vision for a given site, with help from professional staff or consultants. Planning Commissions also have responsibility for Special Use approvals. In some communities, they have the sole power to approve or deny Special Use applications, while in others they recommend approval or denial to the elected officials.

Finally, the Planning Commission is the main forum for discussion of changes to the Zoning Ordinance text and map. Changes can be proposed by property owners, the general public, or the Planning Commission itself, but regardless, the Planning Commission must hold a public hearing before recommending any zoning changes to the community's elected body.

Deadline for Applications

When there are openings on the Commission, information about positions and deadlines are posted on this web page: <http://www.cityofwakefield.org>, and posted at the City's Municipal Building, 509 Sunday Lake Street, Wakefield, MI 49968.

Details

- The Planning Commission is composed of five members, as follows:
 - The Mayor (Mandated by Charter)
 - A member of the Council (Mandated by Charter)
 - Two City of Wakefield residents
 - The City Manager (Mandated by Charter)
- The Mayor appoints two additional residents as alternates, which fill temporary vacancies.
- Meetings are held on the first Tuesday preceding the City Council meeting. All meetings of the Planning Commission are held at the Wakefield Municipal Building, 509 Sunday Lake Street, Wakefield, MI 49968 at 5:30 PM.

Appointments and Terms

To be considered for an appointment to the Planning Commission, please submit the following to the City Clerk:

- Application current resume, and a letter of interest addressed to the Mayor and City Clerk.

Applications will be reviewed by the Mayor. Selected applicants may be contacted to schedule an interview.

Requirements & Duties

- Resident of the City of Wakefield
- Attend monthly meetings
- May be required to attend other meetings or volunteer at special events to promote the work of the committee.

Desirable Characteristics in Applicants

While membership on City boards, committees, and commissions requires no specific qualifications, with the exception of some seats there are desirable characteristics for which the Council will be looking as they review applications:

- Familiarity with Community.
- The Council would require appointees to be familiar with the physical, social, and economic make-up of the community.
- Applicants should have demonstrated an active interest and involvement in the community.
- Basic building knowledge
- Computer, skills, oral, & writing communication skills



Planning

Member

How to Apply

- View deadlines for open positions, at: <http://www.cityofwakefield.org>
- You may fill out this application, and return it, along with your resume, and letter of interest, to: Susan Ahonen, City Clerk, City of Wakefield, 509 Sunday Lake Street, Wakefield, MI 49968 or email to clerk@cityofwakefield.org

All information provided to the City on this application, and on your resume(if required), is subject to the Michigan Open Records Act.

In addition to this application, please submit:

- Letter of interest address to the Mayor and City Council
- Current resume

The posts candidate applications (with personal information redacted) online after the deadline for a position has passed. Full applications and supplemental documents such as resumes are available from the City Clerk according to the Michigan Open Records Act. To view redacted applications for recently submitted applications: <http://www.cityofwakefield.org>
Process Ordinance 93.15

Mayor receives the application and makes an appointment with Council confirmation.

*Your application will be posted on the City's website after the deadline



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has passed and after personal information has been redacted.*

Name: Date:

Address:

Phone Number: Email Address:

I will have lived in the City of Wakefield for at least 30 days prior to my appointment.
YES___NO___

Have you ever been convicted of a high misdemeanor or FelonyYES__NO___
I am registered to vote.
YES___NO___

I understand that the information provided in this application is considered part of the public record and could be made available to others upon request.
YES___

STAFF USE ONLY

- Scan whole application and supplemental docs to a City server.
- Scan Applicant Questionnaire only for online posting after deadline has passed.

This section will be posted online after the deadline has passed.



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How long have you lived in Wakefield?

Name:

1. Why would you like to serve on the Planning Commission?

2. Have you been a member of other boards, commissions, or committees?

3. What challenges and opportunities do you see for the Planning Commission in general, **over the next few years?**



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4. What else would you like to tell us about your background or experience that might be helpful in advancing the purpose of the Planning Commission?

Thank you for your interest!