

CITY OF ISHPEMING EXPECTATIONS & SKILL SETS



Purpose

The City of Ishpeming offers residents opportunities to serve on Boards and Commissions that play a vital role in guiding community development, land use, housing quality, and downtown vitality.

This document consolidates existing information about City boards and commissions into one applicant-friendly resource. Clearly outlining expectations, responsibilities, and helpful skill sets allows residents to better understand the commitment involved and determine which board or commission best fits their interests, experience, and availability.

General Expectations for All Boards & Commissions

All members are expected to:

- Act in the best interest of the City of Ishpeming as a whole
- Attend meetings regularly and come prepared
- Review agendas and materials in advance
- Participate respectfully in discussion and decision-making
- Follow applicable state laws, including the Open Meetings Act, and City policies
- Listen to public input and work collaboratively with fellow members and City staff

Prior experience is helpful but not required. Orientation and staff support are provided.

Downtown Development Authority (DDA)

Purpose

The Downtown Development Authority works to revitalize and enhance Ishpeming's historic downtown through strategic investment, beautification, and economic development initiatives.

Primary Responsibilities

- Support downtown improvement projects, including streetscapes and façade enhancements
- Promote business development and downtown marketing efforts
- Encourage partnerships that strengthen economic and cultural vitality
- Provide guidance on the use of DDA resources to benefit the downtown district

Meeting Schedule / Time Commitment

Typically meets monthly, with occasional additional involvement in projects or events.

Helpful Skills & Experience

- Interest in downtown development and revitalization
- Experience or interest in business, marketing, finance, or community promotion
- Ability to think creatively and collaboratively

Planning Commission (PC)

Purpose

The Planning Commission guides land use and long-range planning to support orderly growth and development consistent with community goals.

Primary Responsibilities

- Prepare and maintain the City's Master Plan
- Review zoning and subdivision matters
- Evaluate development proposals and make recommendations to City Council
- Study planning issues related to land use, housing, and infrastructure

Meeting Schedule / Time Commitment

Typically meets monthly; additional meetings may occur during major planning initiatives.

Helpful Skills & Experience

- Interest in land use, zoning, housing, or community planning
- Ability to review plans, maps, and written materials
- Thoughtful decision-making and communication skills

Zoning Board of Appeals (ZBA)

Purpose

The Zoning Board of Appeals hears requests for zoning variances and appeals, ensuring zoning regulations are applied fairly and consistently.

Primary Responsibilities

- Review and decide on zoning appeals and variance requests
- Apply zoning ordinance standards based on established criteria
- Conduct public hearings and consider evidence presented
- Issue decisions that follow ordinance and state law requirements

Meeting Schedule / Time Commitment

Meets as needed when appeals are filed.

Helpful Skills & Experience

- Attention to detail and the ability to interpret written regulations
- Comfort making objective, quasi-judicial decisions
- Ability to remain neutral and apply standards consistently

Housing Appeals Board (HAB)

Purpose

The Housing Appeals Board reviews appeals related to housing code enforcement decisions.

Primary Responsibilities

- Hear appeals regarding housing code violations or compliance timelines
- Conduct public hearings within required timeframes
- Review evidence and render decisions consistent with housing standards

Meeting Schedule / Time Commitment

Meets as needed when appeals are submitted.

Helpful Skills & Experience

- Interest in housing quality, safety, and building standards
- Ability to evaluate information and consider multiple perspectives
- Commitment to fair and equitable outcomes

Commitment to Inclusive Participation

The City of Ishpeming encourages residents of all backgrounds and experiences to apply. Community involvement, lived experience, and a willingness to learn are valued alongside professional skills.

Serving on a board or commission is a meaningful way to contribute to Ishpeming's future and strengthen the community.