



PLANNING COMMISSION

Purpose: The role of the Planning Commission is to guide the land use, zoning, and planning process in the City. The Commission is charged with planning for the future and is expected to stay up to date on current trends and issues that may affect the City.

Powers: The Planning Commission is responsible for development and implementation of the Master Plan. They review and recommend changes to the Zoning Ordinance and Zoning Map to the City Commission. The Commission also reviews rezoning requests, special land use requests, planned unit developments, and other proposals as needed.

Member Expectations:

- Engage in planning & zoning training, as well as continuing education.
- Have a working knowledge of local government and governing documents, such as City Code and the Zoning Ordinance.
- Serve 3 year terms.
- Attend meetings every first and third Monday of the month, with some special meetings. Meetings are held at 6 p.m.

For information on current members, relevant ordinances, or for staff contact, please visit the [Planning Commission page](#) on the Traverse City website.

Apply to Serve:

To apply for this commission or any other volunteer opportunities at the City, visit [Application to Become Involved](#)

Consider Applying if You have Knowledge, Interest, or Experience with:

- ☐ Real Estate Development
- ☐ Urban Planning & Zoning
- ☐ Architecture/Landscape Architecture
- ☐ Construction/ Engineering
- ☐ Business Attraction/Retention



BOARD OF ZONING REVIEW

Purpose: The role of the Board of Zoning Review is act as a judicial review body for the Zoning Ordinance and to decide on variance requests, provide ordinance interpretations for the zoning text and the map, and hear appeals of the zoning administrator's decisions.

Powers: The Board of Zoning Appeal's role is to decide on variance requests, provide ordinance interpretations for the zoning text and the map, and hear appeals of the zoning administrator's decisions.

Member Expectations:

- Have a working knowledge of local government and governing documents, such as City Code and the Zoning Ordinance.
- Must be able to carefully process all facts, documents, and rules pertaining to cases before the BZA.
- Communicate conflicts possible conflicts within the zoning ordinance, or zoning ordinance conflicts with City policies and master plans.
- Serve 3 year terms.
- Attend meetings on the second Tuesdays of the month at 7:00. The Board only meets when applications are being considered.

For information on current members, relevant ordinances, or for staff contact, please visit the [Board of Zoning Appeals page](#) on the Traverse City website.

Apply to Serve:

To apply for this board or any other volunteer opportunities at the City, visit [Application to Become Involved](#)

Consider Applying if You have Knowledge, Interest, or Experience with:

- ☐ Judicial/Appellate Review
- ☐ Urban Planning and Zoning
- ☐ Architecture/Landscape Architecture
- ☐ Construction/Engineering
- ☐ Real Estate/Development



HISTORIC DISTRICTS COMMISSION

Purpose: To safeguard the City's heritage; to preserve cultural, political, or architectural history; and to preserve historic landmarks.

Powers: To carry out the provisions of Chapter 1462, Part Fourteen, Historic Districts Commission, Traverse City Code of Ordinances. To investigate and recommend to City Commission areas it deems valuable for designation as Historic Districts, and to recommend to City Commission structures it deems valuable for designation as Historic Landmarks.

Member Expectations:

- Understand and administer the City's Historic Districts ordinance
- Be familiar with the City's history and the historic context of the buildings within the City. Have working knowledge of standards for historic preservation.
- Serve 3 year terms.
- Attend meetings on the last Thursdays of the month at noon.

For information on current members, relevant ordinances, or for staff contact, please visit the [Historic Districts Commission page](#) on the Traverse City website.

Apply to Serve:

To apply for this commission or any other volunteer opportunities at the City, visit [Application to Become Involved](#)

Consider Applying if You have Knowledge, Interest, or Experience with:

- ☐ Historic Preservation
- ☐ Urban Planning/Zoning
- ☐ Architecture
- ☐ Construction/Engineering



DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Purpose: To promote economic growth and provide a world-class downtown that is active, thriving and inclusive. In collaboration with all stakeholders, the DDA creates and implements development plans, encourages historic preservation, corrects and prevents deterioration in the downtown district, and makes sound investments in sustainable infrastructure and civic amenities.

Powers: The Traverse City Downtown Development Authority (DDA) is a component unit of government of the City of Traverse City. Guided by our mission, vision, and Guiding Principles, the DDA is responsible for providing leadership and funding for public infrastructure projects and services located within its district boundaries. Downtown development authorities are governed by state statute. They exist to enhance downtown areas by investing in public spaces, infrastructure, events, mobility and access, and services that support the success of local businesses.

Member Expectation:

- Review DDA program budget and plans, evaluate program effectiveness.
- Advocate for projects and partnerships that further the DDA's five guiding principles that will serve as a framework for future DDA resource allocation and investment decisions.
- Serve 4 year terms.
- Attend regular meeting on the third Fridays of the month and 9:00 a.m.

For information on current members, relevant ordinances, or for staff contact, please visit the [Downtown Development Authority page](#) on the Traverse City website.

Apply to Serve:

To apply for this commission or any other volunteer opportunities at the City, visit [Application to Become Involved](#)

Consider Applying if You have Knowledge, Interest, or Experience with:

- ☐ Business Development & Retention
- ☐ Marketing & Promotion
- ☐ Community Development
- ☐ Real Estate Development
- ☐ Banking/Finance
- ☐ Accounting



GRAND TRAVERSE COMMONS JOINT PLANNING COMMISSION

Purpose: The Joint Planning Commission is established for the purpose of exercising the powers and duties of a planning commission under the Joint Municipal Planning Act for the Grand Traverse Commons, which resides in both the City of Traverse City and Garfield Charter Township.

Powers: Review development proposals subject to the Grand Traverse Commons Development Regulations. Assist staff with the preparation and approval of the Grand Traverse Commons Master Plan and amendments thereto and any amendments to the Development Regulations.

Member Expectations:

- Be familiar with the Grand Traverse Commons Development Regulations and the Grand Traverse Commons Master Plan.
- Serve 3 year terms.
- Attend quarterly meetings on the third Wednesdays of the month at 5:15 p.m

For information on current members, relevant ordinances, or for staff contact, please visit the [Grand Traverse Commons Joint Planning Commission](#) on the Traverse City website.

Apply to Serve:

To apply for this commission or any other volunteer opportunities at the City, visit [Application to Become Involved](#)

Consider Applying if You have Knowledge, Interest, or Experience with:

- ☐ Historic Preservation
- ☐ Urban Planning/Zoning
- ☐ Architecture/Landscape Architecture
- ☐ Construction/Engineering