



City of South Haven

Boards
Commissions
and
Authorities

Authorities

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Airport Authority

Created by Resolution – June 6, 1983

4 Year Term-Meets 3rd Wednesday each month at Airport
Contact: Dave Johnson, Mgr 637-7343

The present membership of the authority shall consist of the Cities of South Haven and Bangor, the Townships of Covert, Geneva and South Haven, all of Van Buren County; and of Casco Township, Allegan County and such other communities as shall join with the Authority as a later date.

The Authority shall be governed by a Board consisting of two (2) members from the City of South Haven, two (2) members of Bangor and Townships of South Haven, Geneva, and Casco, to be appointed by their respective legislative bodies, and two members at large to be appointed by the Michigan Aeronautics Commission and confirmed by the members of the Authority. The number of board members from each governmental unit is based on total population and amount of State Equalized Evaluation for the respective governmental units.

Purpose as Defined In Enabling Statute/Ordinance/Resolution

The purpose of the South Haven Area Airport Authority is to plan, promote, acquire, construct, improve, enlarge, own and maintain the airport; to own and operate an airport including land, landing strip, navigational aids and buildings; to provide efficient service to all who use the facility; and to initiate and maintain rules and regulations for the operation of the authority and the airport.

Brownfield Authority

Created by Resolution #98-21 – May 18, 1998

4 Year Term-Meets each month at 4 pm at City Hall
Contact: Paul VandenBosch 637-0775

The Brownfield Redevelopment Authority uses tax increment financing to fund environmental clean-up activities on properties with contamination. Property taxes paid by the property owner go into a fund which may be used for certain environmental remediation activities. The membership of the Brownfield Redevelopment Authority is the same as the Local Development Finance Authority.

Purpose as Defined In Enabling Statute/Ordinance/Resolution

Per the Resolution of Intent dated April 6, 1998 the purpose is to facilitate the implementation of plans relating to the identification and treatment of environmentally distressed areas so as to promote revitalization within an area of the city of South Haven.

The purpose of the Brownfield Authority is to encourage redevelopment and reuse of environmentally contaminated sites, and to bring the sites into compliance with environmental standards. The activities of the Brownfield Redevelopment Authority fall under the [Brownfield Redevelopment Financing Act](#), Act 381 of 1996 of the State of Michigan.

Building Authority

Created by Resolution #88-8 – March 7, 1988

4 Year Term-Meets as needed at City Hall
Contact: Clerk's Office 637-0750

The Authority shall be governed by a body known as the Commission composed of three persons who shall be appointed by the City Council for the City of South Haven but shall not be members of the City Council.

Purpose as Defined In Enabling Statute/Ordinance/Resolution

The purpose for which the Authority is created is to acquire, furnish, equip, own, improve, repair, enlarge, operate, lease, sell, mortgage, convey and/or maintain a building or buildings, automobile parking lots or structures, recreational facilities, stadiums, and the necessary site or sites therefore, together with appurtenant properties and facilities necessary or convenient for the effective use for the benefit of the City of South Haven for any legitimate public purposes.

Downtown Development Authority

Created by Ordinance #632 – July 21, 1980

4 Year Term-Meets 1st Wednesday each month at noon at City Hall
Contact: Debra Davidson, Director 637-0748

The Downtown Development Authority is charged with providing physical improvements to the downtown area. The major accomplishment of the Downtown Development Authority has been the purchase of waterfront property for Riverfront Park and the South Side Marina. The Authority created a plan for improvements to the Downtown for the next 20 years, the Downtown Development Plan. The improvements will be financed by tax increment financing “tax capture” in the Downtown area.

Purpose as Defined In Enabling Statute/Ordinance/Resolution

“Its purposes will be to correct and prevent deterioration in business districts; to encourage historic preservation; to authorize the acquisition and disposal of interest in real and personal property; to authorize creation and implementation of development plans in the districts; to promote the economic growth of the districts; to create a board; to prescribe its powers and duties; authorize the levy and collection of taxes; authorize the issuance of bonds and other evidence of indebtedness; authorize the use of tax increment financing.”

Local Development Finance Authority

Created by Resolution #89-33 – June 19, 1989

4 Year Term-Meets each month at 4 pm at City Hall
Contact: Paul VandenBosch 637-0775

The Local Development Finance Authority provides infrastructure and development of industrial districts. The Local Development Finance Authority completed reconstruction of Aylworth Avenue and is preparing for expansion of the I-196 Business Park, on Phoenix Street behind the Wal-Mart complex. The membership of the Local Development Finance Authority is the same as the Brownfield Redevelopment Authority.

Purpose as Defined In Enabling Statute/Ordinance/Resolution

The mission of the LDFA is to encourage local development, prevent & eliminate conditions of unemployment, underemployment and joblessness and to promote economic growth in defined areas of the City of South Haven.

Board of Public Utilities

Created by Section 13.2 of the City Charter, see also sections 13.7 & 13.8

5 Year Term-Meets 4th Monday each month at 4 pm at Department of Public Works
Contact: Roger Huff, 637-0719

The BPU consists of five (5) members, one of whom is a member of the City Council. The members are appointed by the City Council and serve for a term of 5 years (or until their successor takes office).

Purpose as Defined In Enabling Statute/Ordinance/Resolution

13.2 “There shall be a board know as the “Board of Public Utilities” to advise the Council in respect to all matters concerning municipally owned utilities.”

13.7 Subject to the provisions of this charter, and the general accounting procedures of the City which shall be consistent with an meet any requirements of law, the Board shall have and exercise the control over all of its funds, as authorized by the Council.

Board of Review

Created by Section 9.6 of the City Charter

1 Year Term-Meets as needed at City Hall
Assessor's Office 637-0745

The Board of Review consists of three (3) or six (6) city residents appointed by the Mayor and City Council. The members are appointed to a two (2) year term that is subject to term limits.

Purpose as Defined In Enabling Statute/Ordinance/Resolution

The Board of Review shall review the current roll according to the facts existing on tax day and make changes to the roll as deemed appropriate on a case by case basis.

Section 9.6 states that the members of the Board of Review are appointed "for the purpose of hearing and deciding issues relating to the assessment roll."

Community Development Commission

Created by Resolution - #July 18, 1977

4 Year Term-Meets nd Wednesday each month at 5:30 pm at Warren Center
Contact: Chuck Fullar, Director 637-5755

The CDC (Community Development Commission) was established in July 1977 for the main purpose of implementing and overseeing the Community Development Block Grant Program. This program consists of funds from the U.S. Department of Housing and Urban Development. The nine appointees serving a term of four years, implement many tasks: establish loans, deferred payment loans, and/or grant home rehabilitation program guidelines, rules, regulations, and eligibility requirements; make rehabilitation loans, deferred payment loans, and/or grants to eligible applicants; Conduct Housing & Nuisance code inspections and enforcement in the Community Development Project areas; purchase property in the name of and with the approval of the City Council; expend CDC funds for materials, equipment, supplies, services, rentals, travel, etc., as necessary to carry out the program; present information and make recommendations to the City Council on CDC programs, activities, and funding sources; and develop application materials for CDC programs for City Council consideration and approval.

Purpose as Defined In Enabling Statute/Ordinance/Resolution

The CDC's was created with the purpose of implementing and overseeing the Community Development Block Grant Program and the Home Rehabilitation Program..." The Home Rehabilitation Program is designed to "assist families and Senior Citizens to upgrade their homes to minimum codes for the purpose of eliminating health hazards, blight, and neighborhood deterioration."

Community Relations Commission

Created by Ordinance #746 – October 31, 1991

Not currently functioning

Purpose as Defined In Enabling Statute/Ordinance/Resolution

Section 22-93

Construction Board of Appeals

Created by Ordinance #560 – November 4, 1974

5 Year Term-Meets as needed at City Hall

Contact: Bill Spaeth, Zoning Administrator 637-0760

Any person shall have the right to appeal a decision of the code official to the board of appeals. An application shall be made in writing to the code official requesting to be heard by the board of appeals. The appeal shall be based on a claim that the true intent of this code or the rules legally adopted by the City have been incorrectly interpreted, the provisions of this code do not apply, or that an alternative that is equivalent form of construction to be used.

The board of appeals consists of five individuals, each a registered design professional or a building contractor, electrical contractor, plumbing contractor, mechanical contractor, or fire protection contractor with the prescribed amount of experience.

Purpose as Defined In Enabling Statute/Ordinance/Resolution

See section 9 of Act 230, 1972 MCL 125.1509 ---- Original section repealed. Refer to MCL 125.1514.

Harbor Commission

Created by Ordinance #598 – December 18, 1978

3 Year Term-Meets 3rd Tuesday each month at 5:30 pm at City Hall
Contact: Ryan Bosscher, 637-0755

The Harbor Commission consists of seven members, one of whom is a member of the City Council. The members are appointed by the mayor and City Council, and serve three year terms (or until their successor takes office).

Purpose as Defined In Enabling Statute/Ordinance/Resolution

The duty of the Harbor Commission is to review and make recommendations regarding all development of waterfront properties in the city, to make recommendation regarding the management, operation, and maintenance of city owned and operated waterfront properties, to make recommendation regarding ordinances governing traffic and safety on waters within the city, and other duties as required by the city code and zoning ordinance.

Housing Commission

5 Year Term-Meets 4th Thursday each month at 7 pm Warren Center
Contact: Chuck Fullar, Director 637-5755

The Housing Commission consists of four members, one director and a Council Representative. The members are appointed by City Council and serve a five-year term.

Purpose as Defined In Enabling Statute/Ordinance/Resolution

The Housing Commission was formed to manage HUD housing. Currently, 50 homes and two apartment complexes (Harbor View and River Terrace) are managed through the Housing Commission. Seniors and disabled citizens reside in the apartments and families reside in the homes.

Liberty Hyde Bailey Board

4 Year Term

Contact: Museum 637-3251

The Board consists of seven (7) members, one (1) Council Representative, and two (2) Township Representatives.

Purpose as Defined In Enabling Statute/Ordinance/Resolution

“Subject to the direction of the council, the board shall be charged with the management, supervision, operation and control of the park, and shall have power to make such bylaws, rules and regulations as it may deem necessary and expedient to carry out the purposes of the gift. “

Library Board

5 Year Term-Meets 2nd Tuesday each month at 7 pm at Library
Contact: Library Director 637-2403

Membership shall consist of five (5) members appointed by the City Council and two (2) non-voting members appointed by the South Haven Township Board.

Purpose as Defined In Enabling Statute/Ordinance/Resolution

The purpose of this organization is to provide library services to the City of South Haven and South Haven Township. Specific duties include: to make and enter into contracts; to employ agencies or employees; to manage, maintain and operate the library; to acquire by gift or purchase land and other forms of real estate; to incur debts, liabilities or obligations which do not constitute the debts, liabilities or obligations of any of the participating public agencies; to apply for or accept grants or gifts of money, equipment, supplies, materials and services from any source whatever; to fix and collect charges and fines; to adopt by-laws and rules governing the Board; to seek millage as determined by the Board; to do such acts as will accomplish the purpose of the Board.

Local Officers Compensation Commission

5 Year Term-Meets even years at City Hall
Contact: Clerk's Office 637-0750

The Commission shall consist of five members who are regulated electors of the City, appointed by the Mayor, subject to confirmation by a majority of the members elected and serving on the Legislative body. The terms of office shall be five years.

Purpose as Defined In Enabling Statute/Ordinance/Resolution

The LOCC is created to determine the salaries of all local elected officials.

Parks Commission

Created by Ordinance #747 – November 28, 1991

3 Year Term-Meets 2nd Tuesday each month at 6 pm at City Hall
Contact: Brandy Gildea, 637-0772

The Parks Commission consists of seven members, one of whom is a member of the City Council. The members are appointed by the mayor and City Council, and serve three year terms (or until their successor takes office).

Purpose as Defined In Enabling Statute/Ordinance/Resolution

The duty of the Parks Commission is to make recommendations to the city manager and/or parks superintendent and public officials of the city regarding the operation, maintenance, caretaking, rehabilitation, and capital expenditures for the city park facilities and property, including playgrounds, beaches, and other recreational facilities. The Parks Commission also acts as the cemetery board of trustees.

Planning Commission

Created by Section 4.15 of the City Charter

3 Year Term-Meets 1st Thursday each month at 7:00 pm at City Hall
Contact: Linda Anderson, Zoning Administrator 637-0760

The Planning Commission consists of nine members, one of whom is a member of the City Council. The members are appointed by the mayor and City Council, and serve three year terms (or until their successor takes office). One member of the Planning Commission also serves on the Zoning Board of Appeals.

Purpose as Defined In Enabling Statute/Ordinance/Resolution

The duties of the Planning Commission are to make and adopt a master plan for the physical development of the city, revise and update that master plan as needed, recommend changes to the zoning ordinance, and review all site plans, special use permits, planned unit developments, condominiums, subdivisions and other projects as required by the zoning ordinance.

Zoning Board of Appeals

3 Year Term-Meets 4th Monday each month at 7:30 pm at City Hall
Contact: Linda Anderson, Zoning Administrator 637-0760

The Board consists of seven regular members and up to two alternates appointed by the City Council. One of the members also serves on the Planning Commission. Members hold office for a three year term.

Purpose as Defined In Enabling Statute/Ordinance/Resolution

The Zoning Board of Appeals, subject to provisions of the zoning ordinance, and after holding a public hearing, decides on requests for appeals of administrative decisions, interpretations of the zoning ordinance, and variances from the zoning ordinance.