Ogemaw County Planning & Zoning Department
205 South 8th Street
West Branch, MI 48661
PHONE: (989) 345-3370

NOTICE OF PLANNING COMMISSION AND ZBA VACANCY

Ogemaw County is currently seeking dedicated, civic-minded residents to apply for openings on the Planning Commission and Zoning Board of Appeals (ZBA).

The Planning Commission is an advisory board that plays a vital role in guiding the physical growth, land use, and long-term development of Ogemaw County. Key responsibilities include:

• Reviewing and making recommendations on the Master Plan / Comprehensive Plan.
• Evaluating site plans, rezoning requests, subdivisions, and conditional use permits.
• Advising the Ogemaw County Board of Commissioners on zoning ordinance updates and community development policies.
• Holding public hearings and listening to resident input on future growth.

The ZBA is a quasi-judicial body that hears and decides on requests for variances from the local zoning ordinance, interprets zoning maps, and reviews administrative zoning decisions. Key responsibilities include:

• Review applications and evaluating requests for property variances, and administrative appeals.
• Conduct Public Hearings: Listen to input from residents, property owners, and developers during monthly meetings.
• Rendering objective decisions based on local ordinances, master plans, and state law.

Position requirements

• Eligibility: Must be a resident and registered voter of Ogemaw County.
• Time Commitment: The Planning Commission typically meets on the 4th Wednesday of each month at 6pm. The ZBA typically meets on the 1st Wednesday of each month at 7pm. Members should also expect a small amount of prep time to review meeting packets.
• Term Length: Appointed to serve for 1-3 years. Members are paid a stipend and mileage reimbursement.
• No prior experience in zoning or law is required. Training will be provided.

How to Apply: Interested residents can obtain an application in the following ways:

• Online: *https://ocmi.seamlessdocs.com/f/Appointment_Application*
• In Person: Pick up and return applications to the Planning Commission at 205 S. 8th Street, West Branch, MI 48661, Monday – Friday between 9am & 4pm.
• Deadline to Apply: December 1, 2026 @ 4:30pm.

For more information or questions contact the Zoning Administrator at (989) 345-3375 or via email at: **veederr@ocmi.us**