

2017

# City of Holland Advisory Boards & Commissions Information



City of Holland


Boards and Commissions

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Thank you for your interest in the City of Holland's Advisory Boards and Commissions. At the time of this publication, there are over 20 boards/commissions on a variety of topics that provide counsel and recommendations to Holland City Council and staff on initiatives, programs and services that the City offers.

Holland City Council and staff are indebted to the hundreds of volunteers who give of their time, effort and energy to insure that the City of Holland continues to be "a great place to live, work and play."

If you are interested in volunteering on a board or commission, please review the contents of this booklet and contact (616) 355-1324. You may also download an application from [www.cityofholland.com](http://www.cityofholland.com).

Please note - all efforts have been made to insure this booklet is up-to-date and accurate in terms of its content. However, occasionally boards and commissions change their meeting date and time to accommodate the schedules of their volunteer board members or a meeting is cancelled due to a lack of business. If you wish to attend a meeting, you are strongly encouraged to call (616) 355-1300 and confirm the date, time, and location of the desired meeting.

As always, if you have questions regarding the City's Boards & Commissions program or related items, please do not hesitate to contact (616) 355-1324.



## About City Boards and Commissions

As a resident of the City of Holland, you have an opportunity to participate in the decision-making process by providing information, expertise, and input to Holland City Council and staff. This comes in the form of participation on a City Advisory Board or Commission.

Within the City, there are over 25 boards that deal with a variety of topics and areas of interest from mass transportation, air travel, neighborhood development, planning, international affairs, and more.

The standard requirement for appointment is City residency. Some boards permit non-residency but you may need to work or own a business within the City. The typical time requirement is no more than a couple hours per month for the duration of your term of appointment, which varies by board. Regular attendance at meetings is strongly encouraged to insure you stay informed of current developments needing your input.

Most boards and commissions do not require specific skills or backgrounds to be appointed. Sometimes prior education or knowledge of a particular field of industry is necessary or helpful, but most board members are provided training and learn as they go.

Whether you are a business executive, stay-at-home parent, student or retired, there is a place for you on a board or commission.

### The Appointment Process

The first step for consideration is to submit an application for appointment. You may apply for a current vacancy or a specific board that you have interest in. Applications can be sent by mail, fax, email, or in-person.

Applications are reviewed by Volunteer Services and the staff liaison to the board or commission. If there is an opening, you may be contacted for a phone or in-person interview. Once this review is completed and if there is an opening, you will be recommended to the mayor and City Council for appointment.

A background check is completed and an additional interview may be conducted by the Mayor or City Council prior to appointment. If everything is in order, you will be appointed at the next regularly scheduled Council meeting. The staff liaison will then be in contact with you regarding meetings, etc.

If the board does not have an opening, your application is kept on file for one year. If a board member position becomes available, your application will be reviewed at that time and considered for appointment.

## City Boards & Commissions Listing

### Board of Appeals

Grants variances and makes interpretations in regards to the Michigan Building Code and Michigan Residential Code; Empowered to grant variances from the Housing-Property maintenance code; hears applications and makes decisions monthly or as needed at a public hearing.; To hear requests for variances from the zoning ordinance and other zoning requests as described by ordinance. To make interpretations of the zoning ordinance upon request of staff or applicant; established by Council or by Ordinance; oversight/staff support provided by Community & Neighborhood Services

**Meeting Date/Time:** : 4th Thursday: 5:00pm - Study Session; 6:00pm - Public Meeting

**Length of Term:** 3 years for regular/ 2 years for alternates

**Size of Board:** 6 regular/ 2 alternate

**Term Limits?** Yes (2terms)

**Board Members Appointed by** Mayor

**Youth Representation Permitted?** No

### Board of Public Works

To oversee matters relating to the planning, operation, and maintenance of the City's electric, water and wastewater utility operations; governing board; established by Charter; oversight/staff support provided by Board of Public Works Administration

**Meeting Date/Time:** 1st Monday after 1st Wednesday at 4:00pm

**Length of Term:** 4 years

**Size of Board:** 5 citizens

**Term Limits?** 2 full, consecutive terms

**Board Members Appointed by** Mayor

**Youth Representation Permitted?** No

### Board of Review

Carry out the City's power to tax; established by Charter; oversight/staff support provided by Assessor's Office

**Meeting Date/Time:** 1st Tuesday after 1st Monday in March; 3rd Monday in July, and 2nd Monday in December

**Length of Term:** 3 years for citizens/ 1 year for staff

**Size of Board:** 3 citizens/ 2 staff

**Term Limits?** No

**Board Members Appointed by** Council

**Youth Representation Permitted?** No

### Brownfield Redevelopment Authority

Provides recommendations to City Council on projects & economic development incentives for the development/ redevelopment of sites with environmental contamination or sites determined to be functionally obsolete; established by Council; oversight/staff support provided by Finance Department in conjunction with City Manager's Office

**Meeting Date/Time:** 4th Tuesday at 11:30am

**Length of Term:** 3 years

**Size of Board:** 6 citizens/ 1 City Manager

**Term Limits?** No

**Board Members Appointed by Mayor**  
**Youth Representation Permitted?** No

### **Building Authority**

Provides funding mechanism through the issuance of bonds to provide financing for public building projects.; established by Ordinance; oversight/staff support provided by City Manager's Office

**Meeting Date/Time:** Meets a minimum of once a year while bonds are active.

**Length of Term:** 5 years

**Size of Board:** 2 citizens/3 internal staff

**Term Limits?** No

**Board Members Appointed by Mayor**

**Youth Representation Permitted?** No

### **CATV Advisory Commission**

Promote local public access television programming; advise Council on service/performance of any cable television provider; advise Council of new developments in cable television field; established by Ordinance; oversight/staff support provided by City Manager's Office

**Meeting Date/Time:** Quarterly, based on member schedules

**Length of Term:** 3 years

**Size of Board:** 5 citizens/ 2 staff

**Term Limits?** No

**Board Members Appointed by Mayor**

**Youth Representation Permitted?** Yes

### **Civic Center Place Board**

Oversee all operations of the Civic Center Place building and parking area so as to provide events and activities for the community in a financially sustainable manner.

**Meeting Date/Time:** To be determined

**Length of Term:** 3-year term

**Size of Board:** 7

**Term Limits?** To be determined

**Board Members Appointed by Mayor**

**Youth Representation Permitted?** Yes

### **Community Pool Authority**

Provides oversight of Holland Aquatic Center; established by Council; oversight/staff support provided by Volunteer Services/ Mayor's Office

**Meeting Date/Time:** Quarterly as needed.

**Length of Term:** 4 years

**Size of Board:** 4 reps from City

**Term Limits?** No

**Board Members Appointed by Council**

**Youth Representation Permitted?** No

## Compensation Commission

Makes determinations and recommendations on salary of elected City officials; established by Ordinance; oversight/staff support provided by Clerk's Office

**Meeting Date/Time:** Odd years in May

**Length of Term:** 7 years

**Size of Board:** 7 members

**Term Limits?** No

**Board Members Appointed by** Mayor

**Youth Representation Permitted?** No

## Dangerous Structures Hearing Officers

Control and abatement of dangerous buildings in accordance with State law; established by Ordinance; oversight/staff support provided by Community & Neighborhood Services

**Meeting Date/Time:** Scheduled as needed

**Length of Term:** 3 years

**Size of Board:** 1 hearing officer

**Term Limits?** No

**Board Members Appointed by** Mayor

**Youth Representation Permitted?** No

## Design Review Board

Review downtown signage for public and private signs and other design issues in the C-3 district; established by Ordinance/ Council; **Meeting Date/Time:** 3rd Mondays at 3:30pm

**Length of Term:** 4 years

**Size of Board:** 6 members

**Term Limits?** 2 terms

**Board Members Appointed by** DDA Board

**Youth Representation Permitted?** No

## District Library Board

Oversight of the operations of Herrick District Library and its branches; governing board; established by Citizen Vote; oversight/staff support provided by Herrick District Library

**Meeting Date/Time:** Last Thursday at 4:00pm

**Length of Term:** 4 years

**Size of Board:** 2 representatives of the City

**Term Limits?** No

**Board Members Appointed by** Mayor

**Youth Representation Permitted?** No

## Downtown Development Authority

To review downtown issues and set police and/or make decision on gamut of issues; established by Council;

**Meeting Date/Time:** 2nd Thursday at 4:00pm

**Length of Term:** 4 years

**Size of Board:** 14 members

**Term Limits?** 2 terms  
**Board Members Appointed by** Manager  
**Youth Representation Permitted?** Yes

### **Downtown Parking Board**

Oversee and facilitate downtown parking issues and the Downtown Parking Strategic Plan; established by Ordinance/ Council;

**Meeting Date/Time:** 4th Thursday at 8:30am

**Length of Term:** 4 years

**Size of Board:** 7 members

**Term Limits?** 2 terms

**Board Members Appointed by** DDA Board

**Youth Representation Permitted?** No

### **Historic District Commission**

To oversee the Historic District Ordinance. Charged with oversight according to the ordinance of properties of historical and/or architectural significance in the City.; established by Charter; oversight/staff support provided by Community & Neighborhood Services

**Meeting Date/Time:** 1st Thursday at 4:00pm

**Length of Term:** 3 years

**Size of Board:** 7 members

**Term Limits?** 2 consecutive terms

**Board Members Appointed by** Mayor

**Youth Representation Permitted?** Yes

### **Holland Hospital Board**

To oversee governance of the Hospital Authority to insure quality medical service is available to the community.; established by Citizen Vote; oversight/staff support provided by Holland Hospital

**Meeting Date/Time:** 3rd Tuesday at 4:00pm

**Length of Term:** 3 years

**Size of Board:** 2 representatives of the City

**Term Limits?** No

**Board Members Appointed by** Mayor

**Youth Representation Permitted?** No

### **Human Relations Commission**

To consult with/advise City Council on equal rights/opportunities affecting all Holland citizens; to promote social/cultural understanding by discouraging/preventing discrimination, conducting studies, investigations, and other activities that improve relationships among all citizens, protecting their equal rights in housing, education, employment and public services; established by Ordinance; oversight/staff support provided by Human Relations Department

**Meeting Date/Time:** 3rd Thursday at 6:00pm

**Length of Term:** 3 years

**Size of Board:** 9 members

**Term Limits?** Yes (2 terms)



**Board Members Appointed by Mayor**  
**Youth Representation Permitted? Yes**

### International Relations Commission

To promote international/cross-cultural knowledge, awareness, understanding, and sensitivity through interactions within the community and across borders.; established by Council; oversight/staff support provided by Human Relations Department

**Meeting Date/Time:** 1st Thursday at 4:30pm

**Length of Term:** 3 years

**Size of Board:** 9 members

**Term Limits?** Yes (2 terms)

**Board Members Appointed by Mayor**

**Youth Representation Permitted? Yes**

### Macatawa Area Express Transit Authority

Regional authority responsible for oversight in regards to the operation and maintenance of the Macatawa Area Express (MAX) Transit System; established by Citizen Vote; oversight/staff support provided by Transportation Systems & Services Department

**Meeting Date/Time:** 4th Monday at 3:30pm

**Length of Term:** 3 years

**Size of Board:** 3 representatives from the City

**Term Limits?** No

**Board Members Appointed by Council**

**Youth Representation Permitted? Yes**

### Neighborhood Improvement Committee

Serves in an advisory capacity to City Council with the following responsibilities, (a) Embrace the "2010 City of Holland Neighborhood Improvement Strategy" as a framework for improving housing and neighborhoods throughout the City., (b) Actively review and evaluate current and proposed public and private neighborhood improvement programs and initiatives for their consistency with objectives of this framework., (c) Engage others throughout the community who are involved in or interested in improving housing and the City's neighborhoods., (d) To act as a community forum for the exchange of ideas and solutions concerning the housing and neighborhood needs of the City., (e) Continue to advise City Council on the housing and neighborhood needs of the City., (f) Make recommendations to City Council on policy, program, and other changes necessary to support, amend, and implement the Neighborhood Improvement Strategy., (g) Assist in the implementation of Council-approved policies and programs.; established by Council; oversight/staff support provided by Community & Neighborhood Services

**Meeting Date/Time:** 3<sup>rd</sup> Thursday at 4:00pm

**Length of Term:** 3 years

**Size of Board:** 9 members

**Term Limits?** Yes (2 terms)

**Board Members Appointed by Mayor**

**Youth Representation Permitted? No**

## Parks and Recreation Commission

To review/provide recommendations to Council regarding diverse leisure & cultural services intended to improve neighborhoods/services for citizens that enhance the quality of life through its parks, recreational programs, and other leisure activities for the benefit of the health, safety and general welfare of the City.; established by Ordinance; oversight/staff support provided by Leisure & Cultural Services Department

**Meeting Date/Time:** 4th Tuesday at 4:00pm

**Length of Term:** 3 years

**Size of Board:** 7 members

**Term Limits?** No

**Board Members Appointed by** Mayor

**Youth Representation Permitted?** Yes

## Planning Commission

Responsible for the planning of the physical development of the City, including planning for new/changing land uses, recommending zoning ordinance/map changes, reviewing/approving subdivisions and site plans and advising on other aspects of the physical environment; established by Ordinance; oversight/staff support provided by Community & Neighborhood Services

**Meeting Date/Time:** 2nd & 4th Tuesdays: 4:00pm - Study Session; 5:00pm - Public Hearing

**Length of Term:** 3 years

**Size of Board:** 9 members

**Term Limits?** 2 terms

**Board Members Appointed by** Mayor

**Youth Representation Permitted?** Yes

## Police-Community Relations Commission

To provide understanding of the Police Department activities and communicate information to the community; to provide awareness of current community problems and address issues arising in the community.; established by Ordinance; oversight/staff support provided by Police Department

**Meeting Date/Time:** 1st Thursday at 4:00pm

**Length of Term:** 1 year

**Size of Board:** No set number, but representing the community as a whole.

**Term Limits?** No

**Board Members Appointed by** Mayor

**Youth Representation Permitted?** Yes

## Principal Shopping District

Review and make decisions on marketing, advertising, community, public relations and membership of the Downtown.; established by Council; **Meeting Date/Time:** 1st Thursday at 8:00am

**Length of Term:** 4 years

**Size of Board:** 11 members

**Term Limits?** No

**Board Members Appointed by** Manager

**Youth Representation Permitted?** Yes

## Sustainability Committee

Assists the City Council and Board of Public Works with increasing the level of public understanding of sustainability issues and challenges; will offer recommendations to both groups on initiatives, policies and projects which are of a "green" nature.; established by Council; oversight/staff support provided by Board of Public Works Administration & Community & Neighborhood Services

**Meeting Date/Time:** 3rd Mondays, 5:00pm

**Length of Term:** 2 years

**Size of Board:** 9 members ( BPW, 5 City)

**Term Limits?** No

**Board Members Appointed by** Mayor

**Youth Representation Permitted?** yes

## Teen Court Advisory Board

To advise City Council on issues related to the Teen Court program, a peer court for 1st time juvenile offenders; established by Council; oversight/staff support provided by Human Relations Department

**Meeting Date/Time:** Monthly as needed.

**Length of Term:** 3 years

**Size of Board:** 14 members

**Term Limits?** Yes, 3 terms

**Board Members Appointed by** Mayor

**Youth Representation Permitted?** Yes

## Tulip Time Board

Serve as a liaison between the City of Holland and Tulip Time, Inc. relating to the Tulip Time Festival; established by Council; oversight/staff support provided by Tulip Time, Inc.

**Meeting Date/Time:** 4th Tuesday at 3:30pm

**Length of Term:** 3 years

**Size of Board:** 1 citizen/ 1 staff

**Term Limits?** 2 terms

**Board Members Appointed by** Mayor

**Youth Representation Permitted?** No

## West Michigan Airport Authority

Regional authority responsible for governance of Tulip City Airport including operations, maintenance, capital projects, marketing and other administrative functions; established by Citizen Vote; oversight/staff support provided by Manager's Office

**Meeting Date/Time:** 2nd Monday at 11:30am

**Length of Term:** 4 years

**Size of Board:** 3 representatives from the City

**Term Limits?** No

**Board Members Appointed by** Council

**Youth Representation Permitted?** Yes

## Youth Advisory Council

Makes recommendations to staff and Council in regards to youth leadership programs and opportunities in the City; established by Council; oversight/staff support provided by Human Relations Department

**Meeting Date/Time:** 2nd Thursday at 6:15pm

**Length of Term:** 1 to 4 years (determined by school grade level)

**Size of Board:** 9 members

**Term Limits?** Yes

**Board Members Appointed by** Mayor

**Youth Representation Permitted?** Yes

## Youth Advisory Council - Recreation Committee

Plans recreation opportunities for youth of Holland; established by HYAC; oversight/staff support provided by Human Relations Department

**Meeting Date/Time:** 2nd Thursday

**Length of Term:** 1 to 4 years (determined by school grade level)

**Size of Board:** 8 to 10 members

**Term Limits?** Yes

**Board Members Appointed by** HYAC

**Youth Representation Permitted?** Yes

## Youth Advisory Council - Social Services Committee

Plans and supports social issues affecting youth in the City; established by HYAC; oversight/staff support provided by Human Relations Department

**Meeting Date/Time:** Day prior to regular HYAC meeting

**Length of Term:** 1 to 4 years (determined by school grade level)

**Size of Board:** 8 to 10 members

**Term Limits?** Yes

**Board Members Appointed by** HYAC

**Youth Representation Permitted?** Yes

## Youth Advisory Council - Special Events Committee

Plans special events of HYAC, such as Youth Expo, Teen Expo, Teen Summit and Project Rejuvenation; established by HYAC; oversight/staff support provided by Human Relations Department

**Meeting Date/Time:** 1st & 3rd Wednesday, 6:30-7:30pm

**Length of Term:** 1 to 4 years (determined by school grade level)

**Size of Board:** 10 to 12 members

**Term Limits?** Yes

**Board Members Appointed by** HYAC

**Youth Representation Permitted?** Yes

**City of Holland Boards & Commissions Program**

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