




**Holland**  
MICHIGAN

**2021**

**City of Holland Advisory Boards  
& Commissions Information**



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 of Holland Advisory Boards and Commissions

November 2021

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### Audit Committee

Reviews all issues identified by the independent auditing firm during the audit process and reviews recommendations to improve financial procedures and management policies.

**Meeting Date/Time:** 2nd Monday in December; more as needed

**Length of Term:** N/A

**Size of Board:** 4 – 2 City Council Members and 2 HBPW Board Members

**Term Limits?** No

**Board Members Appointed by Council**

### Board of Appeals

Grants variances, special exceptions and makes interpretations in regards to the Michigan Building Code, Michigan Residential Code, Housing-Property Maintenance Code and the Zoning Ordinance. Hears requests from property owners, developers, businesses and staff requested interpretations. Meets monthly with oversight from Community & Neighborhood Services staff.

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

**Staff Liaison:** Zoning Administrator and Assistant Director CNS

**Council Liaison:** Yes

**Established by:** Ordinances (6-2.1; 14-4.3; 19-3; 29-46;39-400)

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

**City Residency:** Required

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

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

**Board Members Appointed by City Council**

**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

**Staff Member:** City Manager

**Council Liaison:** Yes

**Length of Term:** 4 years

**City Residency:** BPW Service Area

**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 Tuesday in July, and 2nd Tuesday 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

### 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; established by Council: oversight/staff support by the Assistant City Manager.

**Meeting Date/Time:** 3<sup>rd</sup> Thursday, 10AM, Civic Center Place Conference Room

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

**Size of Board:** 7

**Term Limits?** To be determined

**Board Members Appointed by Mayor**

**Youth Representation Permitted?** Yes

### 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

### Community Energy Plan Steering Committee

To realize the Holland Community Energy Plan's primary outcomes in an incremental and strategic manner to achieve optimum results for the community

**Meeting Date/Time:** March, June, September, December; 1:15pm – 2:45pm – March and September meetings will be held in the HBPW Board Room; June and December meetings will be held at City Hall, Training Room.

**Length of Term:** By virtue of position and willingness to serve

**Size of Board:** 5-6

**Term Limits:** No

**Board Members Appointed by** City Council

**Youth Representation Permitted?** No

### Dangerous Structures Hearing Officers

Make decisions about the 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

**Staff Liaison:** Assistant Director CNS

**Council Liaison:** None

**Established by:** Ordinances (19-3; MCLA § 125.540 and MCLA § 125.541)

**Length of Term:** None

**City Residency:** Required

**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

### **Holland Area Community Swimming Pool Authority**

Provides oversight of Holland Aquatic Center; established by Council; oversight/staff support provided by the City Manager'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



### 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 Tuesday at 5:00pm

**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 Energy Fund

**Description:** A non-profit corporation formed to facilitate programs and initiatives to realize the goals of the Holland Community Energy Plan as authorized by the provisions of the Home Rule Cities Act, MCL 117.40 and the Municipal Utility Residential Clean Energy Program Act, MCL 460.969.

**Meeting Date/Time:** Quarterly, 4:00 on a Wednesday (it varies as to which Wed. depending upon availability.)

**Length of Term:** Fiscal year (July 1 – June 30)

**Size of Board:** 5 directors – three directors are members of City Council, two directors are voting members of the board of Holland Board of Public Works

**Term Limits:** No

**Board Members Appointed by** Mayor (first meeting during the month of May of each year)

**Youth Representation Permitted?** No

**Liaison:** Tim Vagle (“The President and Treasurer shall be the Finance Director of the City of Holland”)

**Bylaws:** Yes

**Resolution:** Yes (Sinka, it was in June of 2015, but I don’t know the resolution number)

### Holland Farmers Market Advisory Board

Responsible for guiding the Holland Farmers’ Market staff in making decisions about the Market operations and procedures.

**Meeting Date/Time:** Quarterly on a Wed. at 3:00pm at the Holland Civic Center Place

**Department in Charge:** Management & Administration (Downtown Services)

**Staff Liaison:** Market Master and PSD Coordinator

**Council Liaison:** Mayor

**Board Established By:** City Council

**Size of Board:** 7 members

**Length of Term:** 3 years

**Term Limits?** No

**City Residency Required?** No

**Board Members Appointed by** City Council

**Youth Representation Permitted?** No

### **Holland Historical Trust**

**Meeting Date/Time:** Board meetings are currently the third Wednesday every other month.

**Length of Term:** 3-year

**Size of Board:** 11-15

**Term Limits?** 2-3 year-terms

**Board Members Appointed by Mayor**

**Youth Representation Permitted?** No Not currently. But that would not mean we would not be open to guests periodically including youth. We do have several committees that both board, staff and community members participate in.

### **Holland Satellite SmartZone Local Development Authority**

**Meeting Date/Time:**

**Length of Term:**

**Size of Board**

**Term Limits?**

**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

### Ottawa County Central Dispatch Authority

The general policies governing OCCDA shall be established by an administrative policy board of eight members to be composed of one representative from the City of Holland, one from the City of Grand Haven, one from the State police, two from Ottawa County, one representative of the small cities and villages that are supporting municipalities and two representatives of the townships that are supporting municipalities.

**Meets:** Quarterly or more often if needed.

**Department in Charge of Committee/Board/Commission:** OCCDA is an independent agency establish by a vote of the citizens in 1988 to form a Central Dispatch for Ottawa County and the entire City of Holland.

**Staff Liaison:** Holland City Manager

**Council Liaison:** N/A

**Board/Commission was Established by:** OCCDA is an independent agency establish by a vote of the citizens in 1988 to form a Central Dispatch for Ottawa County and the entire City of Holland.

**Board Capacity:** 8 members



**Length of Term:** The City of Holland is a permanent member of the OCCDA Policy Board as defined in the OCCDA Establishing Agreement circa 1988

**Term Limited:** No

**City Residency Required?** No

**Appointments are made by:** Defined in OCCDA Establishing Agreement

**Youth Representative Allowed:** 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 the Parks and Recreation Department

**Meeting Date/Time:** 1st 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 planning the physical development and natural preservation of the City, including planning for new or changing land uses, recommending zoning ordinance text and map amendments, reviewing and approving site plans and subdivisions, encouraging public and private realm connection, establishing and maintaining the Unified Development Ordinance (UDO), updating the Master Plan every 5-years, and advising on other aspects of the built and natural environment; established by Ordinance.

**Meeting Date/Time:** 2nd Tuesday: 4:00pm: Study Session; 5:00pm: Public Hearing  
Special Study Session: 4<sup>th</sup> Tuesday: 4:00pm – 6:00pm (UDO)

**Department in charge:** Community & Neighborhood Services

**Staff Liaison:** Senior City Planner

**Staff Representative:** Parks and Recreation Director

**Council Representative:** Yes

**Board Capacity:** 9 members

**Length of Term:** 3 years

**Term Limits:** 2 terms

**City Residency:** Yes

**Appointed are made 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 the Department of Public Safety Services - Police Operations

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

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

**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

Responsible for overseeing marketing, promotion and event planning efforts for the benefit of Downtown Holland

**Meeting Date/Time:** 1st Thursday at 8:00 am at the Holland Civic Center Place

Department in Charge: Management & Administration (Downtown Services)

**Staff Liaison:** Marketing Coordinator

**Council Liaison:** None (City Staff Representative Required Instead)

**Board Established By:** City Council

**Size of Board:** 11 members

**Length of Term:** 4 years

**Term Limits?** No

City Residency Required? No

**Board Members Appointed by** City Council

**Youth Representation Permitted?** No

### Public Art Advisory Committee

Provides strategic input and advice to City Council on the opportunities and procedures for supporting the addition of public art throughout the City and the policies necessary to address these opportunities. Established by Council; oversight/staff support provided by the City Manager's Office.

**Meeting Date/Time:** 3<sup>rd</sup> Monday of Each Month, 3:30pm, City Manager's Conf. Rm.

**Length of Term:** 1 year

**Size of Committee:** 5 members

**Term Limits?** No

**Board Members Appointed by** Mayor

**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 (4 BPW, 5 City)

**Term Limits?** No

**Board Members Appointed by** Mayor & BPW respectively

**Youth Representation Permitted?** Yes

**Current Holland City Council Liaison:** 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

### **Washington Square Business Improvement District**

Oversees issues pertinent to the Washington Square Area and device action plans to address those issues

**Meeting Date/Time:** Monthly, As Needed

**Length of Term:** 2 or 3 years?

**Size of Board:** 7

**Term Limits?**

**Board Members Appointed by** the City Manager

**Youth Representation Permitted?** No

### **Water System Advisory Council**

Develop plans for continuing public awareness about lead in drinking water, even when the action level is not exceeded; review public awareness campaign materials; advise and consult with the HBPW on development of plans for remediation, public education, efforts to replace private lead service lines; assist in promoting transparency of all data and documents related to lead in drinking water; collaborate with local community to ensure that all residents have the opportunity to be involved in efforts to educate the community about lead in drinking water.

**Meeting Date/Time:** As needed, but not less than twice each calendar year

**Length of Term:** Initial members (5 total) 1 – 1 year, 1 – 2 years, 1 – 3 years, 1 – 4 years, 1 – 5 years. Thereafter, each new member shall be appointed for a term of five (5) years.

**Size of Board:** 5 members

**Term Limits:** Not addressed in the bylaws



**Board Members Appointed by Council**  
**Youth Representation Permitted?** Not addressed in the bylaws

### **West Michigan Airport Authority**

Regional authority responsible for governance of The West Michigan Regional Airport including operations, maintenance, capital projects, marketing and other administrative functions; established by Citizen Vote and supported by millage levied by each of the member communities; oversight/staff support provided by Airport Authority staff

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

**Length of Term:** 4 years

**Size of Board:** 9-member board, 3 representatives appointed by Councils/Boards of each member community. At least one representative from each governmental unit must be an elected official.

**Term Limits?** No member of the Board of Directors shall serve for more than two (2) successive four (4) year terms (not including partial terms). No member shall be eligible for re-appointment until twelve (12) months have lapsed since the prior service of the member on the Board of Directors.

**Board Members Appointed by** Councils/Boards of member communities

**Youth Representation Permitted?** Yes

**Current Holland City Council Liaison:** 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

*Information provided by:*

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