

1. Audit Committee (Finance Department) PH: 355-1370

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 date depending on the status of the audit report
- **Staff Liaison:** Finance Director
- **Established by:** City Council in 2005
- **Size of Committee:** 4 – 2 City Council Members and 2 HBPW Board Members
- **Length of Term:** Not applicable
- **City Residency Requirement:** No
- **Term Limits:** No
- **Board Members Appointed by:** Council
- **Youth Representation Permitted:** Yes
- **Council Liaison:** Yes

2. Board of Appeals (Community and Neighborhood Serv.) PH: 355-1330

Grants variances, special exceptions and makes interpretations in regard 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.

- **Meeting Date/Time:** 4th Thursday of ea. month; 5:00 p.m. Study Session; 6:00 p.m. Reg. Meeting
- **Staff Liaison:** Zoning Administrator and Assistant Director CNS
- **Established by:** Ordinances (6-2.1; 14-4.3; 19-3; 29-46;39-400)
- **Length of Term:** 3-year term for regular/alternates
- **City Residency Requirement:** Yes
- **Size of Board:** 6 regular; 2 alternate; and 1 non-voting City Council member
- **Term Limits:** 2 terms
- **Board Members Appointed by:** Mayor with approval of City Council
- **Youth Representation Permitted:** No
- **Council Liaison:** Yes

3. Board of Review (Assessor's Office/Finance Department) PH: 355-1350

To carry out the City's power to tax and hears objections to taxes.

- **Meeting Date/Time:** Initial Meeting: 1st Tuesday after 1st Monday in March; Summer Session: 3rd Tuesday after the 2nd Monday in July; Winter Session: 2nd Tuesday after 1st Monday in December – Public Meeting
- **Staff Liaison:** City Assessor
- **Staff Representative:** Yes
- **Established by:** Charter
- **Length of Term:** 3-year term for citizens / 1-year term for staff
- **City Residency Requirement:** Yes, but not for staff
- **Size of Board:** 3 citizens; 2 staff
- **Term Limits:** No
- **Board Members Appointed by:** Council
- **Youth Representation Permitted:** No
- **Council Liaison:** Not required

4. Brownfield Redevelopment Authority (Finance Department) PH: 355-1370

Provides recommendations to City Council on projects and economic development incentives for the development and redevelopment of sites with environmental contamination or sites determined to be functionally obsolete.

- **Meeting Date/Time:** Meets as needed, time to be determined. Public Meeting
- **Staff Liaison:** Finance Director
- **Staff Representative:** City Manager
- **Established by:** Council
- **Length of Term:** 3-year term
- **City Residency Requirement:** No
- **Size of Board:** 6 citizens; 1 City Manager
- **Term Limits:** No
- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** No
- **Council Liaison:** Yes

5. Building Authority (Finance Department) PH: 355-1570

Provides funding mechanism through the issuance of bonds to provide financing for public building projects.

- **Meeting Date/Time:** Meets a minimum of once a year while bonds are active - Public Meeting
- **Staff Liaison:** Finance Director
- **Established by:** Ordinance
- **Length of Term:** 5-year term
- **City Residency Requirement:** No
- **Size of Board:** 2 citizens/3 internal staff
- **Term Limits:** No
- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** No
- **Council Liaison:** Not required

6. Civic Center Place Board (Downtown Group) PH: 928-2002

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. Public Meeting

- **Meeting Date/Time:** 4th Wednesday, 9:00 a.m., Civic Center Place Conference Room
- **Staff Liaison:** Assistant City Manager
- **Established by:** Council
- **Length of Term:** 3-year term
- **City Residency Requirement:** 5-members have to be residents; 1 DDA; 1 PSD Rep
- **Size of Board:** 7
- **Term Limits:** No term limits
- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** Yes
- **Council Liaison:** Yes

7. Community Energy Plan Steering Committee PH: 355-1577

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; 3:00 p.m. – March and September meetings will be held at City Hall; June and December meetings will be held in the HBPW Board Room – Public Meeting
- **Staff Liaison:** City Manager
- **Established by:** Resolution
- **Length of Term:** By virtue of position and willingness to serve
- **City Residency Requirement:** No
- **Size of Committee:** 5-6
- **Term Limits:** No
- **Board Members Appointed by:** City Council
- **Youth Representation Permitted:** No
- **Council Liaison:** Not required

8. Community Energy Plan Strategic Development Team PH: 355-1577

The purpose of the SDT is to recommend to City Council, strategic initiatives, and metrics on interim goals (3-5 years) to achieve the CEP's primary goals: ensure economic competitiveness; provide reliable and affordable energy; and protect the environment.

- **Meeting Date/Time:** As deemed necessary – Public Meeting
- **Staff Liaison:** City Manager and HBPW General Manager
- **Established by:** Council
- **Length of Term:** Not applicable
- **City Residency Requirement:** No
- **Size of Board:** 8
- **Term Limits:** Not applicable
- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** No
- **Council Liaison:** Yes

9. Compensation Commission (Clerk's Office) PH: 355-1301

To make determinations and recommendations on salary of elected City officials.

- **Meeting Date/Time:** Odd years in May
- **Staff Liaison:** City Clerk
- **Established by:** Ordinance
- **Length of Term:** 7-year term
- **City Residency Requirement:** Yes
- **Size of Commission:** 7 members
- **Term Limits:** No
- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** No
- **Council Liaison:** Mayor

10. Dangerous Structures Hearing Officers (Community & Neighborhood Serv.) PH: 355-1330

Make decisions about the control and abatement of dangerous buildings in accordance with State law.

- **Meeting Date/Time:** As deemed necessary – Public Meeting
- **Staff Liaison:** Assistant Director CNS
- **Established by:** Ordinances (19-3; MCLA § 125.540 and MCLA § 125.541)
- **Length of Term:** None
- **City Residency Requirement:** Yes
- **Size of Board:** 1 hearing officer
- **Term Limits:** No
- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** No
- **Council Liaison:** Not required

11. Downtown Design Review Board (Downtown Group – Downtown Dev. Authority) PH: 355-1050

Review downtown signage for public and private signs and other design issues in the Downtown Zoning Districts.

- **Meeting Date/Time:** 3rd Monday at 3:30 p.m. – Public Meeting
- **Staff Liaison:** Downtown Development Authority (DDA) Coordinator
- **Established by:** Ordinance
- **Length of Term:** 4-year term
- **City Residency Requirement:** No
- **Size of Board:** 7 members
- **Term Limits:** 2 terms
- **Board Members Appointed by:** DDA Board
- **Youth Representation Permitted:** No
- **Council Liaison:** Not required

12. Downtown Development Authority (Downtown Group – DDA) PH: 355-1050

To review downtown issues and set policy and/or make decision on gamut of issues.

- **Meeting Date/Time:** 1st Tuesday of each month – Public Meeting
- **Staff Liaison:** DDA Coordinator
- **Established by:** Council
- **Length of Term:** 4-year term
- **City Residency Requirement:** No
- **Size of Board:** 12 members
- **Term Limits:** 2 terms
- **Board Members Appointed by:** City Manager
- **Youth Representation Permitted:** Yes
- **Council Liaison:** Yes

13. Downtown Parking Board (Downtown Group – DDA) INACTIVE

Oversee and facilitate downtown parking issues and the Downtown Parking Strategic Plan.

- **Meeting Date/Time:** Quarterly (Jan., April, July & Oct.) 4th Monday, 8:30 a.m. - Public Meeting
- **Staff Liaison:** DDA Coordinator
- **Established by:** Ordinance
- **Length of Term:** 4 years

- **City Residency Requirement:** No
- **Size of Board:** 7 members
- **Term Limits:** 2 terms
- **Board Members Appointed by:** DDA Board
- **Youth Representation Permitted:** No
- **Council Liaison:** Not required

14. Election Board of Canvassers

INACTIVE

15. Farmers Market Advisory Board (Downtown Group – PSD)

PH: 355-1138

Responsible for guiding the Farmers Market staff in making decisions about the market operations and procedures. Public Meeting

- **Meeting Date/Time:** Quarterly on a Wed. at 3:00 p.m. at the Holland Civic Center Place
- **Staff Liaison:** Market Master and PSD Coordinator
- **Established by:** City Council
- **Length of Term:** 3-year term
- **City Residency Requirement:** No
- **Size of Board:** 7 members
- **Term Limits:** No
- **Board Members Appointed by:** City Council
- **Youth Representation Permitted:** No
- **Council Liaison:** Mayor

16. Historic District Commission (Community & Neighborhood Serv.)

PH:355-1330

To oversee the Historic District Ordinance. Charged with oversight according to the ordinance of properties of historical and/or architectural significance in the City.

- **Meeting Date/Time:** 1st Tuesday at 5:00 p.m. – Public Meeting
- **Staff Liaison:** Preservation Planner
- **Established by:** Charter actually established by Ordinance – Art 15 of Chapter 2 of City Code
- **Length of Term:** 3-year term
- **City Residency Requirement:** Yes
- **Size of Board:** 7 members
- **Term Limits:** 2 consecutive terms
- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** Yes
- **Council Liaison:** Yes

17. Holland Youth Advisory Council (Human Relations Department)

PH: 355-1323

Makes recommendations to staff and Council in regards to youth leadership programs and opportunities in the City.

- **Meeting Date/Time:** 2nd Thursday at 6:15 p.m. – Public Meeting
- **Staff Liaison:** Human Relations Director
- **Established by:** Council
- **Length of Term:** 1 to 4-year term (determined by school grade level)
- **Size of Board:** 9 members
- **City Residency Requirement:** No
- **Term Limits:** Yes

- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** Yes
- **Council Liaison:** Not required

18. Human Relations Commission (Human Relations Department) PH: 355-1328

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.

- **Meeting Date/Time:** 3rd Thursday at 6:00 p.m. – Public Meeting
- **Staff Liaison:** Human Relations Director
- **Established by:** Ordinance
- **Length of Term:** 3-year term
- **City Residency Requirement:** Yes
- **Size of Commission:** 9 members
- **Term Limits:** Yes (2 terms)
- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** Yes
- **Council Liaison:** Yes

19. International Relations Commission (Human Relations Department) PH: 355-1328

To promote international/cross-cultural knowledge, awareness, understanding, and sensitivity through interactions within the community and across borders.

- **Meeting Date/Time:** 1st Thursday at 4:30 p.m. – Public Meeting
- **Staff Liaison:** Human Relations Director
- **Established by:** Council
- **Length of Term:** 3-year term
- **City Residency Requirement:** No
- **Size of Commission:** 9 members
- **Term Limits:** Yes (2 terms)
- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** Yes
- **Council Liaison:** Yes

20. Neighborhood Improvement Committee (Community & Neighborhood Serv.) PH: 355-1330

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.

- **Meeting Date/Time:** 3rd Tuesday at 4:00 p.m. – Public Meeting
- **Staff Liaison:** Community Development Coordinator/Assistant Planner
- **Established by:** Council
- **Length of Term:** 3-year term
- **City Residency Requirement:** Yes
- **Size of Committee:** 9 to 15 members
- **Term Limits:** Yes (2 terms)
- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** No
- **Council Liaison:** Yes

21. Parks and Recreation Commission (Parks and Recreation Department) PH: 355-1130

To review/provide recommendations to Council regarding diverse leisure and 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.

- **Meeting Date/Time:** 1st Tuesday at 4:00 p.m. - Public Meeting
- **Staff Liaison:** Parks and Recreation Director
- **Established by:** Ordinance
- **Length of Term:** 3-year term – 3 members; 2-year term – 3 members; 1-year term – 3 members
- **City Residency Requirement:** No
- **Size of Commission:** 9 members
- **Term Limits:** No
- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** Yes
- **Council Liaison:** Yes

22. Planning Commission (Community & Neighborhood Serv.) PH: 355-1330

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.

- **Meeting Date/Time:** 2nd Tuesday: 4:00 p.m. Study Session; 5:00 p.m. Regular Meeting
- **Staff Liaison:** Senior City Planner
- **Staff Representative:** Yes
- **Established by:** Ordinance
- **Size of Commission:** 9 members
- **Length of Term:** 3-year terms
- **City Residency Requirement:** Yes, although one (1) member may be a non-resident
- **Term Limits:** No
- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** Yes
- **Council Liaison:** Yes

23. Police-Community Relations Commission (Public Safety Services Dept.) PH: 355-1100

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.

- **Meeting Date/Time:** 1st Tuesday at 4:00 p.m. – Public Meeting
- **Staff Liaison:** Chief of Police
- **Staff Representative:** Yes
- **Established by:** Ordinance
- **Size of Board:** No set number, but representing the community as a whole
- **Length of Term:** 3-year term
- **City Residency Requirement:** No
- **Term Limits:** No
- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** Yes
- **Council Liaison:** Yes

24. Principal Shopping District (Downtown Group – PSD) PH: 796-1210

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

- **Meeting Date/Time:** 1st Thursday at 8:00 a.m. at the Holland Civic Center Place
- **Staff Liaison:** Marketing Coordinator
- **Established by:** Ordinance in 1998
- **Size of Board:** 11 members
- **Length of Term:** 4 years
- **City Residency Requirement:** No
- **Term Limits:** No
- **Board Members Appointed by:** City Manager
- **Youth Representation Permitted:** No
- **Council Liaison:** None (City Staff Representative Required Instead)

25. Public Art Advisory Committee (City Manager’s Office) PH: 355-1310

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.

- **Meeting Date/Time:** Meets as needed – Public Meeting
- **Staff Liaison:** City Manager, Parks and Recreation Director
- **Established by:** Council
- **Size of Committee:** 5 Members (3 members interested in art/landscaping; and remaining members include a Council Member (2-year term); and a representative of the Parks and Recreation Commission (1-year term)
- **Length of Term:** 3-year term
- **City Residency Requirement:** No
- **Term Limits:** No
- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** Yes
- **Council Liaison:** Yes

26. South Shore Village Business Improvement District (Community & Neighborhood Serv.) PH: 355-1330

City Council established the South Shore Village Business Improvement District (BID) on May 13, 2015. Council established the district to promote land development and economic growth in the area (see attached map). Since the creation of the district, the City partnered with the district property and business owners as well as the State to fund and construct the South Shore Village streetscape and pedestrian promenade improvements which have been a great success.

- **Meeting Date/Time:** As deemed necessary
- **Staff Liaison:** Community and Neighborhood Services Director
- **Staff Representative:** Yes
- **Established by:** Council
- **Size of Commission:** 9
- **Length of Term:** Staggered Terms (One, Two, & Three-Year Term)
- **City Residency Requirement:** No (district property and business owners)
- **Term Limits:** 2 terms
- **Board Members Appointed by:** City Manager
- **Youth Representation Permitted:** No
- **Council Liaison:** Not required

27. Teen Court Advisory Board (Human Relations Department) PH: 355-1328

To advise City Council on issues related to the Teen Court program, a peer court for 1st time juvenile offenders.

- **Meeting Date/Time:** As deemed necessary
- **Staff Liaison:** Human Relations Director
- **Established by:** Council
- **Size of Board:** 14 members
- **Length of Term:** 3-year term
- **City Residency Requirement:** No
- **Term Limits:** Yes, 3 terms
- **Board Members Appointed by:** Mayor
- **Youth Representation Permitted:** Yes
- **Council Liaison:** Not required

28. Washington Square Business Improvement District (Community & Neighborhood Serv.) PH: 355-1330

City Council established the Washington Square Business Improvement District (BID) on May 13, 2015. Council established the district to promote land development and economic growth in the area (see attached map). Since the creation of the district, there have been several new businesses that have moved into the Square with at least one of them directly benefiting from the BID. The Washington Square businesses have continued to promote the Square and to hold festivities and events that cater to the surrounding neighborhood and beyond.

- **Meeting Date/Time:** As deemed necessary
- **Staff Liaison:** Community & Neighborhood Serv. Services Director
- **Established by:** Council
- **Size of Board:** 7
- **Length of Term:** 2-year term
- **City Residency Requirement:** No (district property and business owners)
- **Term Limits:** 2 terms
- **Board Members Appointed by:** City Manager
- **Youth Representation Permitted:** No
- **Council Liaison:** Not required