

CITY OF HAZEL PARK

BOARDS & COMMISSIONS: SUPPLEMENTAL INFORMATION



Name of Applicant: _____ **Date:** ___/___/___

This *Boards & Commissions: Supplemental Information* form is intended to assist in the applicant screening and interview process, as well as to more fully inform interested individuals about the various opportunities to serve. The subsequent pages contain descriptions of the content areas that are generally or situationally relevant for each listed board or commission.

Those seeking appointment to one of the City of Hazel Park’s public bodies should complete a *Board & Commission Application for Appointment*, which is a separate form that can be found on the City’s website or at the City Clerk’s Office. Depending upon the composition of each board or commission, members the general public, individuals with certain qualifications, or even municipal staff with specific expertise may be members. That being said, a lack of experience or relevant professional background does not necessarily preclude an individual from being considered.

After being received by the City Clerk’s Office, board and commission applications are provided to the City Council for their consideration. Interviews of applicants may be held by the City Council on a regular or ad hoc basis. As needed, the City Manager or his/her designee may also conduct interviews and/or issue recommendations to the City Council regarding applicants.

If appointed, an applicant will receive a communication notifying him/her of the board(s) and/or commission(s) to which he/she has been nominated. The applicant should then visit the City Clerk’s Office during public hours in order to take the oath of office.

In order to keep current records, in February of each year board and commission members receive a request to update their contact information. Contact information can be updated at any time with the City Clerk’s Office, however, and should be done whenever a change in said information occurs. Apart from a member’s name, all contact information is non-public.

For informational purposes, initiative-based Boards & Commissions including but not limited to the Arts Council, Environmental Sustainability Commission, Historical Commission, and Main Street Hazel Park shall prepare a brief annual report regarding current projects, goals and objectives, and, if applicable, budgetary information. These annual reports are due by May 1st.

Applicants should review the information contained in this document and indicate any applicable skills or knowledge he/she may possess. It should also be noted that boards and commissions, as well as their members, are subject to additional requirements set forth by State law, the Hazel Park Municipal Code of Ordinances, and/or governing bylaws.

Arts Council

The mission of the Arts Council is to recommend, develop and implement programs and events which provide community access to the performing and creative arts and/or celebrate cultural diversity. The Council may work with local, state and federal agencies to take advantage of available resources, including funding. It also organizes community events, including the Hazel Park Art Fair and "Artober," and actively participates in developing, implementing, promoting and staffing appropriate programs. The Arts Council may partner with the Parks and Recreation Dept. and Friends of the Hazel Park Memorial District Library on programs that provide community access to the performing and creative arts and celebrate cultural diversity. Please select the appropriate box(es) below if you have relevant knowledge and/or experience:

- Cultural activities
- Performing arts
- Visual arts
- Arts education
- Marketing/promotion of artists
- Other: _____

Board of Review

This Board reviews the tax assessment roll, adds any properties omitted, corrects errors, and hears complaints of all persons considering themselves aggrieved by the assessments. If it appears that any person or property has been wrongfully assessed or omitted from the roll, the Board shall correct the roll in such manner as it deems just. Please select the appropriate box(es) below if you have relevant knowledge and/or experience:

- Banking/finance
- Property appraisal/assessing
- Real estate development/law
- Other: _____

Historical Commission

This Commission prepares and keeps an inventory of historically meaningful materials, organizes historical events, and manages the Hazel Park Historical Museum. Please select the appropriate box(es) below if you have relevant knowledge and/or experience:

- Historical preservation/display
- Document analysis
- Logistics
- Marketing
- Grant writing
- Other: _____

Brownfield Redevelopment Authority

This Authority assists and retains local industries and commercial enterprises in order to strengthen and revitalize the economy of the City of Hazel Park and the State of Michigan by providing means and methods for the encouragement and assistance of industrial and commercial enterprises in locating, purchasing, constructing, reconstructing, modernizing, improving, maintaining, repairing, furnishing, equipping and expanding. It encourages the location and expansion of commercial enterprises to more conveniently provide needed services and facilities to the City and its residents. To accomplish this, the Authority may construct, acquire, reconstruct, improve, maintain, repair, and/or acquire necessary lands for the site of projects, and acquire necessary machinery, furnishings and equipment for said projects. It also issues tax increment financing, or TIF, for a defined period, borrows money and issues revenue bonds to finance the cost of acquiring lands and equipment, and enters into leases or sales contracts for projects. Please select the appropriate box(es) below if you have relevant knowledge and/or experience:

- Policymaking
- Strategic planning
- Municipal Ordinances
- Tax Increment Financing (TIF)
- Financial analysis
- Other: _____

Civil Service Commission

This Commission enforces personnel and disciplinary matters for the Hazel Park Police & Fire Depts. Please select the appropriate box(es) below if you have relevant knowledge and/or experience:

- Labor relations
- Labor/employment law
- Working with police/fire departments
- Other: _____

Youth Assistance

This organization seeks to strengthen youth and families by mobilizing community interests, skills and forces. It is designed to reduce the incidence of delinquency, abuse and neglect through volunteer involvement, the creation of programs, and the identification of social, psychological and environmental factors that contribute to antisocial behavior. Please select the appropriate box(es) below if you have relevant knowledge and/or experience:

- Assisting young people
- Social work
- Experience treating domestic violence/child abuse
- Experience working in primary or secondary education
- Youth programs
- Other: _____

Downtown Development Authority (“DDA”)

The DDA encompasses all commercial corridors in the City of Hazel Park. It develops and executes projects that intend to halt property value deterioration and increase property tax valuation by eliminating the causes of deterioration. It maintains and upgrades the economic viability of the designated business corridor using tax increment financing, or TIF, for a defined period. Please select the appropriate box(es) below if you have relevant knowledge and/or experience:

- Business development/recruitment/retention
- Entrepreneurship
- Business operations
- Marketing/promotion
- Real estate development
- Banking/finance
- Tax Increment Financing (TIF)
- Other: _____

Elected Officials Compensation Commission (“EOCC”)

The EOCC establishes salaries and expenses for elected officials in the City of Hazel Park. Please select the appropriate box(es) below if you have relevant knowledge and/or experience:

- Policymaking
- Organizational budgeting
- Public sector compensation
- Other: _____

General Building Authority (“GBA”)

The GBA serves as a financial mechanism to acquire and build municipal facilities. It also manages certain public properties, including the Hazel Park Ice Arena. Please select the appropriate box(es) below if you have relevant knowledge and/or experience:

- Policymaking
- Strategic planning
- Municipal ordinances
- Civil engineering
- Real estate development
- Architecture/landscape architecture
- Building construction
- Land use planning
- Financial Analysis
- Other: _____

Main Street Hazel Park

Main Street Hazel Park promotes the creation, protection and use of the City's "Main Street" or downtown area, including commercial, civic, mixed use and residential enterprises. It also seeks to enhance and improve surrounding neighborhoods, combat blight, and lessen the burden on municipal services. It holds meetings, seminars and other educational activities for the public, such as building rehabilitation and design, economic restructuring, and planning management to foster the creation and preservation of the downtown area. Main Street Hazel Park also aids and participates in the activities of other organizations, individuals and public and private entities engaged in similar purposes. Please select the appropriate box(es) below if you have relevant knowledge and/or experience:

- Business development/recruitment/retention
- Entrepreneurship
- Marketing/promotion
- Real estate development
- Land use planning
- Other: _____

Planning Commission

This Commission prepares and maintains a Master Plan for the physical development of the City. It also reviews and make recommendations to the City Council regarding adoption of zoning ordinances, special land uses, site plans, preliminary plat reviews, and proposed public works projects including the removal, location, widening, narrowing, vacating, abandonment, change of use, or extension of streets, alleys, grounds, open spaces, building, public utilities and terminals. It also prepares and maintains a six-year capital improvement program, in addition to conducting public hearings as required by law regarding matters set before the Commission for review, recommendations or approval. Please select the appropriate box(es) below if you have relevant knowledge and/or experience:

- Civil engineering
- Real estate development
- Architecture/landscape architecture
- Building construction
- Land use planning
- Other: _____

Environmental Sustainability Commission

The mission and purposes of the Environmental Sustainability Commission will be developed and refined in the coming months. Please select the appropriate box(es) below if you have relevant knowledge and/or experience:

- Environmental causes
- Parks cleanup
- Disaster relief
- Other: _____

Recreation Advisory Board

This Board provides recommendations to the Hazel Park Recreation Dept., based on feedback from all segments of the City's population. It develops strategies for connecting with representatives from City Council, neighborhood and school groups, public, private and religious organizations, and other interested individuals or clubs. The Board supports the values of sustainability, equity, engagement, and sound economics in providing quality recreational programs and facilities. It assists with planning, promoting, executing and evaluating public recreation, parks, programs and other special events, as well as preparing and approving a Parks and Recreation Plan. Please select the appropriate box(es) below if you have relevant knowledge and/or experience:

- Fitness/recreation
- Forestry
- Land use planning
- Landscape architecture
- Physical education
- Team/individual sports
- Other: _____

Zoning Board of Appeals

Administrative Appeals: To hear and decide appeals from any order, requirement, decision, or determination made by an administrative official charged with the enforcement of the Zoning Ordinance. There shall be no appeal to the Zoning Board of Appeals from a decision of the Planning Commission or City Council approving or disapproving a Special Land Use.

Interpretation: To hear and decide requests for interpretation of the Zoning Ordinance and official Zoning Map.

Variations: To authorize upon application in specific cases such variance from the terms of the Zoning Ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance would result in a practical difficulty or unnecessary hardship.

Please select the appropriate box(es) below if you have relevant knowledge and/or experience:

- Architecture
- Building construction/engineering
- Land use planning
- Real estate development/law
- Municipal Ordinances
- Other: _____

Beautification Commission

This Commission exists to plan and coordinate beautification-related efforts aimed at local parks, playgrounds, buildings, and streets, as well as to improve the general health, sanitation, and safety of the city. Initiatives include encouraging the planting of trees, flowers, and shrubbery, helping to prevent fires, diseases, and public hazards, and other duties related to the furtherance of beautification efforts.

- Architecture/landscape architecture
- Forestry
- Environmental causes
- Land use planning
- Marketing
- Other: _____

Environmental Sustainability Commission

This Commission seeks to protect the city’s natural resources, preserve and enhance green spaces, mitigate the city’s carbon footprint, and establish environmentally sustainable practices. These goals are pursued through the promotion of recycling, community gardens, environmentally-friendly pest control, native plants, pollinator gardens, and habitats for desirable wildlife species. Additionally, the Commission helps to facilitate Earth Awareness Day and cleanup efforts in local parks.

- Environmental causes
- Civil engineering
- Fitness/recreation
- Land use planning
- Forestry
- Youth programs
- Landscape architecture
- Other: _____