



# CITY OF OAK PARK BOARDS & COMMISSIONS APPLICATION

Please complete, sign and date application form and return to:  
City Clerk's Office  
Attn: Boards & Commissions  
14000 Oak Park Boulevard  
Oak Park, MI 48237-2082  
Fax: (248) 691-7167 Office: (248) 691-7544  
Email: [lvecchio@oakparkmi.gov](mailto:lvecchio@oakparkmi.gov)

Review the list of Boards and Commissions below and determine your top 3 choices (confirm your preferences by placing a "1", "2" or "3" after the title of the Board or Commission in the space provided). Every effort will be made to accommodate your first three preferences. However, vacancies vary, and demand for some boards may be higher than others so some degree of flexibility is necessary.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Arts & Cultural Diversity Commission _____    | <input type="checkbox"/> Corridor Improvement Authority _____            | <input type="checkbox"/> Parks & Recreation Commission _____        |
| <input type="checkbox"/> Beautification Advisory Commission _____      | <input type="checkbox"/> Economic Dev. Corp /Brownfield Red. Auth. _____ | <input type="checkbox"/> Planning Commission _____                  |
| <input type="checkbox"/> Board of Review _____                         | <input type="checkbox"/> Election Commission _____                       | <input type="checkbox"/> Recycling & Environmental Commission _____ |
| <input type="checkbox"/> Board of Trustees (Emp. Retirement Sys) _____ | <input type="checkbox"/> Library Board _____                             | <input type="checkbox"/> Zoning Board of Appeals _____              |
| <input type="checkbox"/> Building Board of Appeals _____               | <input type="checkbox"/> Local Officers Compensation Comm. _____         |   |

Applicants are encouraged to attend meetings of the groups for which they are applying.  
All meetings are open to the public, and volunteer help is always appreciated.

### APPLICANT INFORMATION (Please type or print answers to all questions):

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City Zip

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date Residency Established: \_\_\_\_\_ Have you ever served on a Board or Commission in another City?  Yes  No

If yes, please indicate what City and the Board or Commission: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Professional Qualifications and/or Work Experience: \_\_\_\_\_

Educational Background: \_\_\_\_\_

Community Activities and/or Other Experience: \_\_\_\_\_

### ACKNOWLEDGMENT:

Because serving on a Board or Commission requires a substantial commitment of time, effort and scheduling on the part of the members, we ask that you carefully consider your schedule before pursuing appointment to a Board or Commission and that by signing below you are confirming your willingness to make a concerted effort to attend every meeting and to fulfill your duties and responsibilities as a member. All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(City Clerk's Office Use Only Below this Line)**

Date Received: \_\_\_\_\_  
Signed Acknowledgement:  Yes  No  
Term Ending: \_\_\_\_\_  
Staff Liaison: \_\_\_\_\_

Interview Date: \_\_\_\_\_  
Board or Commission: \_\_\_\_\_  
Letter Sent:  Yes  No / Date \_\_\_\_\_  
Liaison Notified:  Yes  No / Date: \_\_\_\_\_

Council Meeting Date: \_\_\_\_\_  
Appointed:  Yes  No  
Motion Number: \_\_\_\_\_

## **Boards and Commissions Supplemental Information**

Please review the attached "Boards and Commissions Application Attachment" for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds on its boards and commissions. Members must be city residents for at least two years.

### **Arts and Cultural Diversity Commission**

The mission statement of the Arts and Cultural Diversity Commission shall be to recommend, develop and implement city-wide programs and events which provide community access to the performing and creative arts and which celebrate cultural diversity; to work with local, state and federal agencies to take advantage of available resources, including funding. The Commission shall actively participate in developing, implementing, promoting and staffing appropriate programs. The Commission may partner with the Parks and Recreation Commission and Friends of the Library on programs which provide community access to the performing and creative arts and celebrate cultural diversity. Please check below if you have experience in:

- Public Art
- Culture
- Performing Arts
- Visual Arts
- Arts Education and/or Marketing

### **Beautification Advisory Commission**

Members consider and propose programs which would improve the physical appearance of the community and implement such programs as may be approved by the City Council; annually organize and carry out a short-term campaign to encourage citizen participation in activities designed to beautify the City; and report blight to the Code Enforcement Division of the Department of Technical and Planning Services. Please check below if you have experience in:

- Landscaping
- Horticulture
- Blight prevention
- Event Planning/Marketing

### **Board of Review**

The Board reviews the tax assessment roll; adds to the roll any properties omitted; corrects errors in the roll; and hears the 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 check below if you have experience in:

- Banking/Finance
- Property Appraisal/Assessing
- Real Estate/Development/Law

### **Board of Trustees (Employee Retirement System)**

The Board is vested with the general administration, management and responsibility for the proper operation of the retirement system, as well as for construing and making effective the provisions of the retirement system. Please check below if you have experience in:

- Banking/Finance
- Investments

### **Building Board of Appeals**

The Building Board of Appeals has the duty, responsibility and authority to hear and decide such appeals under the Building Code of the State of Michigan. Please check below if you have experience in:

- Banking/Finance
- Property Appraisal/Assessing
- Real Estate/Development/Law (no agents or brokers)
- Architecture
- Building Construction
- Engineering

### **Corridor Improvement Authority**

To develop and execute projects that will halt property value deterioration and increase property tax valuation; eliminate the causes of deterioration; and maintain and upgrade the economic viability of the designated business corridor using tax increment financing, or TIF, and grant funding for a 20-year period. The Corridor encompasses Nine Mile Road from Cloverlawn east to the City of Ferndale border, and Coolidge Highway for its entire span within the City of Oak Park. TIF is a governmental financing mechanism which contributes to economic growth and development by dedicating a portion of the tax base resulting from economic growth and development to certain public facilities and structures or improvements of the type designed and dedicated to public use. Please check below if you have experience in:

- New Business Development
- Business Recruitment and Retention
- Marketing and Promotion
- Real Estate Development
- Banking/Finance

### **Brownfield/Economic Development Corporation Commission**

To alleviate and prevent conditions of unemployment; to assist and retain local industries and commercial enterprises in order to strengthen and revitalize the economy of the City of Oak Park and the State of Michigan; to provide 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 in Oak Park; and to encourage the location and expansion of commercial enterprises to more conveniently provide needed services and facilities to Oak Park and its residents. To accomplish this, the EDC may construct, acquire, reconstruct, improve, maintain, repair, and/or acquire necessary lands for the site of projects; acquire necessary machinery, furnishings and equipment for projects; borrow money and issue revenue bonds to finance the cost of acquiring lands and equipment; enter into leases or sales contracts for projects; and sell projects. Please check below if you have experience in:

- Policymaking
- Preparation of strategic planning
- Having Knowledge or Understanding of Community Issues or Ordinances
- Being Fair & Open-Minded
- Analytic Ability
- Financial Analysis

### **Election Commission**

The Election Commission shall appoint the Board of Election Inspectors for each precinct and have charge of all activities and duties required of it by statute and this Charter relating to the conduct of elections in the City. Please check below if you have experience in:

- Check-in registered voters and issue ballots and voter numbers
- Ability to register qualified individuals to vote
- Handle voting equipment to verify ballots have been completed and accepted
- Analyze documents
- Assist in the enforcement of all Election Day policies and procedures
- Assist in the completion of all Election Day forms

### **Library Board**

Exclusive control of the expenditure of all moneys collected to the credit of the Library Fund, and of the construction of any Library building, and, of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose: Provided, that all moneys received for such Library shall be deposited in the Treasury of the City to the credit of the Library Fund, and shall be kept separate and apart from other moneys of the City, and drawn upon by the proper officers of the City, upon the properly authenticated vouchers of the Library Board.

To purchase or lease grounds; to occupy, lease, or erect an appropriate building or buildings for the use of the Library; to appoint a suitable Librarian and necessary assistants, and fix their compensation; and to remove such appointees; and shall, in general, carry out the spirit and intent of this article and of Act 164 in establishing and maintaining a public library and reading room. The Library and Reading Room established under this article shall be forever free to the use of the residents of the City, subject to such reasonable rules and regulations as the Library Board may adopt; and the Board may exclude from the use of the Library and Reading Room any and all persons who shall willfully violate such rules. Please check below if you have experience in:

- Policymaking
- Finance/Budget
- Advertising/Marketing/Public Relations
- Preparation of strategic planning
- Knowledge of or experience with fundraising
- Knowledge of or experience with levy campaigns
- Grants/Endowments
- Knowledge of libraries

### **Local Officers Compensation Commission**

The Commission shall determine the salary of each local elected official. The determination shall be the salary unless the City Council, by resolution adopted by 2/3rds of the members elected to and serving on the City Council rejects it. The determination of the Commission shall be effective 30 days following its filing with the City Clerk unless rejected by the City Council. Please check below if you have experience in:

- Policymaking
- Finance/Budget
- Public Sector Compensation

### **Parks and Recreation Commission**

It shall be the duty of the Parks and Recreation Commission to provide advice to the Oak Park Recreation Department, based on feedback from all segments of the City's diverse population. The commission will develop strategies for connecting with representatives from City Council, neighborhood and school groups, organizations, synagogues, churches and other groups that are representative of the City'S diversity, and will actively encourage citizen participation. The Commission will support the values of sustainability, equity, engagement, and sound economics in providing quality and safe recreation programs and facilities for the City of Oak Park. The Commission will assist with planning, promoting, executing and evaluating of public recreation, parks, programs and other department special events. Please check below if you have experience in:

- Advertising/Marketing/Public Relations
- Banking/Finance
- Fitness/Recreation
- Forestry
- Land Use Planning
- Landscape Architecture
- Physical Education
- Public Administration

### **Planning Commission**

Prepare and maintain a master plan for the physical development of the City. Review and make recommendations to the City Council regarding adoption of zoning ordinances and subsequent amendments thereto. Review and make recommendations to the City Council regarding special land uses in accordance with Article XIX of this ordinance. Review and approve site plans in accordance with section 1725 of this

ordinance. Review and make recommendation to the City Council regarding preliminary plat review of subdivisions proposed under P.A. 288 of 1967 as amended. Prepare and maintain a six-year capital improvements program. Review and approval of 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. Conduct necessary public hearings as required by law regarding matters before the Commission for review, recommendations or approval. The City's Planning Commission shall perform any and all acts as required by State law. Please check below if you have experience in:

- Civil Engineering
- Real Estate Development
- Architecture/Landscape Architecture
- Building Construction
- Land Use Planning

### **Recycling and Environmental Conservation Commission**

To consider and advise the Department of Public Works and the City Council concerning any and all of the following matters: Public information, education outreach, and City-sponsored services relating to recycling, yard waste collection, household hazardous waste collection, and waste reduction. Environmental education, especially school-based programs.

Public information for residents relating to energy savings. Public information for residents relating to household activities which enhance and conserve water quality and water resources. Public education and events relating to tree planting and maintenance for environmental protection. Other topics relating to recycling, waste reduction, and environmental protection brought to the commission by staff or the City Council.

Please check below if you have experience in:

- Environmental conservation
- Recycling
- Civic engagement
- Marketing

### **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. Variances: 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 check below if you have experience in:

- Architecture
- Building Construction/Engineering
- Land Use Planning
- Real Estate/Development/Law
- Having Knowledge or Understanding of Community Issues or Ordinances