

## **Overview of Duties and Qualifications for City of Berkley Boards, Committees, and Commissions**

This document provides a summary of the general duties for each board/committee/commission in the City of Berkley. The preferred qualifications are a guide for interested citizens, however, they are not definite and all citizens are encouraged to apply.

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### **Beautification Advisory Committee**

#### **Responsibilities:**

The Beautification Advisory Committee studies and recommends various approaches to making and keeping the City clean and beautiful through landscaping, streetscaping and artistic elements.

#### **Associated Interests and Qualifications:**

Members should have an interest or background in landscape, design, art or creativity that reflect the ethnic and geographical diversity within the city.

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### **Board of Review**

#### **Responsibilities:**

The Board of Review is responsible for reviewing property assessments as requested by Berkley property owners. If it is determined a specific property has been inappropriately assessed or omitted from the tax roll, the Board of Review is responsible for making the correction in conjunction with the Oakland County Assessor.

#### **Associated Interests and Qualifications:**

Members should have an interest in or show experience in banking, finance, property appraisal, assessing, or real estate.

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### **Building Code Board of Appeals**

#### **Responsibilities:**

The Building Code Board of Appeals is responsible for hearing grievances that result from decisions rendered by City building officials. Board members can take action on disputes related to the interpretation of the building code but cannot waive or change the code.

#### **Associated Interests and Qualifications:**

The Board should be composed of the following members: a registered design professional who is a registered architect, builder or superintendent of building construction; a registered design professional with structural engineering or architectural experience; a registered design professional with mechanical or plumbing engineering experience, or a mechanical or plumbing contractor; a registered design professional with electrical engineering experience; and a registered design professional with fire protection engineering experience.

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## **Citizens Engagement Advisory Committee**

### **Responsibilities:**

The Citizens Engagement Advisory Committee's (CEAC) mission is to serve as the City's extended communications arm by bridging the divide between the City administration and Berkley residents.

### **Associated Interests and Qualifications:**

Members should have an interest in or background in communications or citizen/civic engagement.

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## **Downtown Development Authority**

### **Responsibilities:**

The Downtown Development Authority (DDA), in accordance with Act 57 of the Public Acts of Michigan of 2018, ensures the correction and prevention of deterioration in the 'downtown district' of Berkley, the encouragement of historic preservation, the creation and implementation of development plans in the downtown district and the promotion of economic growth.

### **Associated Interests and Qualifications:**

Members should have an interest in or demonstrated experience in architecture, landscape, building construction, planning, real estate development, or business management.

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## **Environmental Advisory Committee**

### **Responsibilities:**

The Environmental Advisory Committee studies and recommends actions and programs to the City Council and City manager to promote environmental stewardship throughout the City.

### **Associated Interests and Qualifications:**

Members should have an interest or experience in protecting the environment or employing environmentally friendly technology and lifestyles.

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## **Historical Committee**

### **Responsibilities:**

The Historical Committee preserves historical artifacts that are specific to the City of Berkley. Committee members recommend and implement various approaches to educate residents about the City's history through educational and cultural activities.

### **Associated Interests and Qualifications:**

Members must be Berkley residents and have an interest in history and artifacts.

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## **Library Board**

### **Responsibilities:**

The Library Board is a fact-finding and advisory body, responsible for submitting recommendations to the City Council and the City manager regarding present and future library operations, activities, and building facilities.

### **Associated Interests and Qualifications:**

All members must be citizens of the United States and have an interest or experience in library sciences.

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## **Parks and Recreation Advisory Board**

### **Responsibilities:**

The Parks and Recreation Advisory Board provides recommendations for the park and recreational needs of Berkley residents.

### **Associated Interests and Qualifications:**

Members shall have an interest in the development of park and recreation services for public use and must be City residents.

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## **Planning Commission**

### **Responsibilities:**

The Planning Commission is responsible for reviewing and approving site plans throughout the City, regularly maintaining and updating the City's Master Plan and Zoning Ordinance.

### **Associated Interests and Qualifications:**

Members should have an interest or experience in short- and long-range land use planning in the community and the ability to learn and read zoning ordinances and site plans.

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## **Technology Advisory Committee**

### **Responsibilities:**

The Technology Advisory Committee is responsible for supporting the development of Berkley's Information Technology goals and the development of technology strategy.

### **Associated Interests and Qualifications:**

Members must be Berkley residents who can demonstrate, through their application materials, they possess a background in, specific knowledge of, and/or an interest in information technology.

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## **Tree Board**

### **Responsibilities:**

The Tree Board assists the City manager and Public Works in developing comprehensive tree management and preservation programs for the City. The Board also serves as a clearinghouse for information on trees.

### **Associated Interests and Qualifications:**

Members of the Tree Board must demonstrate a genuine interest in and a reasonable amount of knowledge of tree management and preservation.

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## **Zoning Board of Appeals**

### **Responsibilities:**

The Zoning Board of Appeals is responsible for reviewing and granting or denying dimensional and use variance requests in the course of residential and non-residential development. The Board is also responsible for interpreting the zoning ordinance.

### **Associated Interests and Qualifications:**

Members should have an interest or experience in reading and interpreting site plans and zoning ordinances.