

**Boards & Commissions Information**  
**Functions, Terms, Requirements**  
**Membership is limited to two (2) Commissions unless otherwise noted**

**Beautification Commission**

**5 Members - 3 Year Term (Resident or owner or employee of business within the city)-r**

Meet no less than six (6) times/year-r – 3rd Wednesday – 7:00 pm at City Hall. (Commission re-established, April, 2021)

The purpose of the Commission is to be instrumental in providing suggestions to the Mayor and Council regarding the restoring, maintaining and improving the city's appearance. It shall encourage, support, educate and participate in the beautification and improvement of Allen Park by working and coordinating with the mayor and city council, city employees, Allen Park Downtown Development Authority businesses, schools, civic and other organizations. The Commission may promote environmental awareness, recycling, city-wide cleanup projects, landscape and hardscape improvements, and the planting and maintenance of flowers, shrubs and trees. The Commission may include volunteers to assist in the beautification activities and issue awards to encourage property owners to improve the appearance of their property.-r

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**Board of Ethics (Residency required, can only serve on this Board)**

**5 Members - 5 year term**

Formed and Meet: As Needed

Meet upon Notification by City Attorney at City Hall

Ordinance authorizes the Board to issue advisory opinions, conduct investigations on its own initiative and on referral or complaint, and refer cases for prosecution.

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**Board of Review**

**3 Members - Appointed Yearly**

Realtors-recommended by City Deputy Assessor

Meet: Upon Call of the Chair at City Hall

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**Brownfield Redevelopment Authority**

**7 Members -3 Year Term**

Meet: Monthly/As Needed - 2nd Wednesday, 6:00 pm at City Hall

Facilitate the implementation of Brownfield plans; create Brownfield redevelopment zones; promote the revitalization, redevelopment, and reuse of certain property, including, but not limited to, tax reverted, blighted, or functionally obsolete property; ... and authorize and permit the use of certain tax increment financing. The board shall prepare a Brownfield plan for eligible property pursuant to section 13 of the Act (MCL 125.2663) **Public Act No. 381 of 1996**

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**Construction Board of Appeals**

**3 Members - 3 Year Term**

Meet As Needed at City Hall - Day and Time TBD. Newly created Board (2020 Ordinance)

Created to address any and all appeals, including but not limited to pre-inspection issues, and all issues concerning the city's enforcement of these codes and ordinances within the city.

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**Downtown Development Authority**

**10 Members - 4 year Terms (Majority-business owners; Balance-residents)**

Meet Monthly - 4th Thursday - 6:30 pm at City Hall

The city council determines that it is necessary for the best interests of the city to halt property value deterioration and increase property tax valuation where possible in the business district of the city, to eliminate the causes of that deterioration and to promote economic growth by establishing a downtown development authority

All DDA board members are required to:

- \* Join at least one committee (monthly meetings);
- \* Participate in all DDA events;
- \* Attend an orientation session (approx. 2 hours); and
- \* Attend all board meetings (min. 11/yr.)

Directors shall be removed after 4 consecutive excused or 3 unexcused absences

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**Festivities Commission**

**7 Members - 4 year terms**

Meet April through September, 3rd Wednesday, 4:00 pm/Meeting Called by Chairperson at City Hall

It shall be the duty and responsibility of the commission to perform such tasks necessary to organize, advertise and conduct the city street fair, including, but not limited to, the setting of fees and entering into contracts with vendors for display or sales space. Subcommittees may be formed to develop and implement other events and activities including a Memorial Day event and or lighted Christmas parade.

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**Fire & Police Civil Service Commission - 3 Members (Residency required)**

**1 Member Appointed by Council -6 Year Term**

1 Member Appointed by Police/Fire - 6 Year Term

1 Member Appointed by Commission - 6 Year Term

Meet as Needed at City Hall

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**Historical Commission**

**10 Members - 5 Year Term**

Meet Monthly - 3rd Tuesday of Every Month - 6:00 p.m. at City Hall

Has charge of the administration of any museum and their contents; shall acquire, collect, own and exhibit, in the name of the city, all necessary historical material, equipment and other things necessary for the effective operation of the city's museums. May, in the name of the city, acquire, take and hold, by purchase, gift, devise, bequest or otherwise, such real and personal property as may be proper for carrying out the objects and functions for which it is established. Acceptance, acquisition, disposal or lease of real estate or buildings shall be subject to approval by the mayor and the city council.

Commission is active and entails more than attending one meeting a month

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Participation in several commission events including-

- \* 2 day Street Fair (1st week in August)
- \* Projects (special events)
- \* May be asked to help staff the museum on a Wednesday, 1:30-4:30PM
- \* Staff the museum at least 3 Saturdays a year, 1:30-4:30PM  
(Museum is open the 2nd Saturday of the month)

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**Housing Commission**

**5 Members - 5 Year Term** (1 member must be a tenant)

Monthly - 3rd Monday - 4:00 pm at Leo Paluch Senior Housing

The Housing Commission appoints the Executive Director, sets policy, reviews budgetary items, and generally oversees the operations of the 61 unit HUD apartment complex property owned by the Commission.

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**Library Advisory Board**

**5 Members - 3 Year Term**

Meet Monthly - 1st Wednesday - 5:00 pm at City Hall

Advise and assist the mayor and city council in the provision of library service for the city. Study and make recommendations for short and long term improvement to the City's Library System through review with the Library Director. Consider and study the reasonable needs and requirements of the library facilities and formulate and report its findings from time to time to the mayor and city council. Create and maintain public interest and conduct related activities.

Volunteering for special events; e.g., Haunted Library is not mandatory

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**Local Officers Compensation Board (Residency required)**

**7 Members - 7 Year Term**

Upon Request of Council at City Hall. Meet in odd numbered years. Must meet early in year of Council elections

Determine the salaries of all local elected officials. The local officers compensation commission shall meet for not more than 15 session days in every odd numbered year and shall make its determination within 45 calendar days of its first meeting

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**Parks & Recreation Commission**

**9 Members - 3 Year Term**

Meet Monthly - 4th Monday - 7:30 pm at City Hall

Provide, conduct, supervise and maintain public play fields, athletic fields, recreation centers and other recreation facilities and activities on any of the properties owned or controlled by the city, or on other properties with the consent of the owners and authorities. It shall have the power to conduct any form of recreation or cultural activity that will employ the leisure time of the people in a constructive and wholesome manner

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**Planning Commission** (A member of City Council can be an ex parte member; votes but cannot chair)

**9 Members - 3 Year Terms (Residency required)**

Meet Monthly - 1st Thursday - 7:00 pm at City Hall

An Administrative body whose duties include providing recommendation to the City Council for regulated/special land use applications, zoning ordinance text and map amendments. Additionally, planning commission is responsible for site plan review and decisions and the annual review of the Master Plan and appropriate amendments.

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**Retirement System Board of Trustees - 9 Members (7 Voting)**

**2 Members Appointed by Council - 3 Year Term (Residency required)**

Meet 2nd Wednesday of every other month, starting in January - 1:00 p.m. at City Hall

Established to administer, manage and operate the retirement system.

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**Zoning Board of Appeals** (A member of City Council must be a member of ZBA)

**7 Members - 3 Year Term (Residency required)**

**One of these members shall be a member of the planning commission. (This member must recuse themselves from voting on any matter brought before the ZBA on which they voted at the Planning Commission and vice versa.)**

**Plus one City Council member**

**Plus the Building Department Director**

Monthly, 2nd Thursday of the month - 7:00 p.m. at City Hall, 15915 Southfield Road Allen Park, Michigan.

A Quasi-Judicial body whose duties include interpretation of the zoning ordinance, acting on appeals of zoning administrator decisions and/or certain decisions made by the planning commission and deciding on requests for use and nonuse/dimensional variances.

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**Special Groups**

**Chaplain Corp**

Monthly (Jan-May) - Mondays - 1:00 pm