



Position Descriptions & Expectations for Boards & Commissions

Join the team of volunteers who help keep our city moving forward!

Our board and commission members work together to beautify our streets, bring new businesses to our downtown, preserve our local history, and much more. The City of River Rouge seeks energetic and enthusiastic individuals to serve on the city's boards and commissions. If you enjoy working as a team and serving your community, we have a place for you!





Overview

Volunteering on a board or commission is a great way to help our community and develop new personal skills!

Membership: The Mayor appoints people to the City's boards and commissions, and then each appointee is confirmed by City Council. Vacancy announcements are made at the Council meetings so residents know what is open and can submit their names and qualifications for consideration. The Board and Commission Application Form is available year-round, and you are welcome to submit anytime. The City will hold onto all applications for 2 years and pull from the list when there is an opening.

Length Of Term: Length of term varies with the particular Board or Commission. The term of most Boards and Commissions is three years. A member may be re-appointed for multiple consecutive terms. Consult the City Clerk regarding the length of term of a specific Board, Commission, and Committee that are advisory in nature unless otherwise specified.

Meetings: The number of meetings per year will vary based on the board or commission. Most meet once per month for approximately 2 hours or less, but some meet as infrequently as twice per year. The calendar for each board or commission is set in December and covers the upcoming year; these calendars are available on the city website. Boards and commissions may sometimes cancel a meeting or call a special meeting, if necessary. Any date changes will always be posted at least 18 hours in advance, and all members will be notified.

Powers: The powers of boards and commission are delegated to them by Council resolution, Charter, ordinance, or state law. Generally, they are advisory in nature unless otherwise specified. The following pages contain more information on the roles and responsibilities of each board and commission.

Compensation: The Civil Service Commission is the only commission which receives compensation: \$34/meeting. All other boards and commissions are unpaid.

Conflict Of Interest: A member of a City board or commission serves the people and cannot receive personal or business benefit as a result of serving. A member who has a financial interest in an issue at hand will be excused from discussions on that item. If you do not announce your conflict of interest, another member may request that you either be removed from the meeting or from the board or commission.

Removal From Office: Members may be removed because of poor attendance, malfeasance, conflict of interest, or conduct that might damage the reputation of the City or the individual on the respective Board, Commission, or Committee.



Planning Commission

Meets Every Month

Members: 7

Duties

- Review applications for development: buildings, renovations, parking lots, plazas, and more.
- Prepare the city's *Master Plan*, which is the city's guide to development over the next 10 years – housing, transportation, jobs and the economy, and the natural environment are all a part of the Master Plan.
- Review amendments to the Zoning Ordinance, which controls how land is developed and used throughout the city.
- Make decisions and recommendations on site plans, special land uses, and rezonings.
- Engage respectfully with fellow members, applicants, and the public.
- Stay informed through training and workshops on zoning laws and practices.

Desired (but not Required) Skillsets

- Architects/landscape architects
- Building or construction professionals
- Civil engineers
- Land use planners or urban planners
- Real estate professionals

Zoning Board of Appeals

Members: 5 (plus 2 alternates)

Duties

- Review Zoning Ordinance variance applications.
- Hear appeals on planning and zoning applications, in the cases of improper procedure or discrimination.
- Engage respectfully with fellow members, applicants, and the public.
- Stay informed through training and workshops on zoning laws and practices.

Desired (but not Required) Skillsets

- Architects/landscape architects
- Building or construction professionals
- Civil engineers
- Land use planners or urban planners
- Real estate professionals
- Law/legal professionals



Downtown Development Authority (DDA)

Board

Meets Every Month

Members: 8 (up to 12) (all must be residents or own a business in the city)

Duties

- Attend meetings and actively contribute to downtown development efforts.
- Promote economic growth and attract businesses to the downtown area.
- Support local businesses and organize events for promotion.
- Improve and manage public spaces within the downtown district through new infrastructure projects, such as sidewalks, plazas, parking lots, lights, and more.
- Facilitate real estate development and building reuse projects.
- Contribute to long-term planning for downtown growth.

Desired (but not Required) Skillsets

- Passion for community development
- Passion for business recruitment and retention
- Downtown business owners
- Civil engineers
- Marketing professionals
- Real estate professionals
- Banking/finance professionals

Economic Development

Meets Every Month

Corporation

Members: 7

Duties

- Coordinate downtown beautification projects, including temporary decorations to enhance downtown - Christmas banners, lights, etc.
- Attend city events, such as senior picnics, food truck rallies, and cleanup day, to promote and encourage community development.
- Help run the River Rouge Historical Museum and preserve and promote historical and cultural assets.
- Coordinate the maintenance of city-owned properties along W Jefferson, Visger, and Schafer to help keep the city clean and beautiful. Help private business owners to make sure their properties stay well maintained.
- Work with DDA as they implement new infrastructure projects.
- Help get local business owners involved in economic development initiatives.



Desired (but not Required) Skillsets

- Long-term residents
- Business owners
- Event planners or promoters
- Passion for community development
- Passion for history or historic preservation

Housing Commission

Meets Every Month

Members: 5 (all must be local residents, 1 must live in housing facility)

Duties

- Run and maintain the city's 300 subsidized housing units.
- Help coordinate subsidized housing vouchers for low-income families.
- Provide low-income families with affordable and safe housing solutions.
- Connect residents to community resources and outreach programs that assist with quality of life and health-related issues.

Desired (but not Required) Skillsets

- Passion for affordable housing
- Passion for social service
- Social workers and health professionals
- Non-profit experience
- Long-term residents
- Real estate professionals

Civil Service Commission

Members: 3 (all must be local residents)

Duties

- Hear grievances from general unionized employees.

Desired (but not Required) Skillsets

- Retired public servants
- Law/legal professionals



Public Safety Commission

Members: 5 (all must be local residents)

Duties

- Hear grievances from police and fire unionized employees.

Desired (but not Required) Skillsets

- Retired public safety officers
- Passionate about public safety
- Law/legal professionals

Police and Fire Retirement Commission, Employee Retirement System, and the Construction Board of Appeals

These three (3) commissions are narrow in scope and do not recruit from the general public. By state law, members of these commissions must be experts in their field of work. The Mayor appoints people to these commissions as-needed. If you are interested in any of these boards, please email or call the Mayor's office.