



Make a difference in your community

VOLUNTEER TO SERVE ON CITY BOARDS AND COMMISSIONS

You can participate in City government by serving on one of the City's many boards, commissions and advisory committees. These advisory groups partner with the Cedar Rapids City Council and City staff to guide the future of our community.

All of the City's boards and commissions serve a critical role in guiding decisions for Cedar Rapids and acting as the voice of the community. Service on a board or commission is an excellent way for citizens to become involved in the operation of local government and to contribute to the quality of life in Cedar Rapids.



Learn more and apply to serve on one of these boards on the City's website by clicking on **Local Government » City Boards & Commissions**

www.cedar-rapids.org

ADA ADVISORY COMMITTEE

Meetings: Once every three months at 2 p.m.

Requirements: Members must be residents of Linn County. 51 percent of the committee must be made up of individuals living with a disability (hearing impairment, intellectual disability, psychiatric disability, mobility impairment or vision impairment).

General Responsibilities: Provide advice and recommendations to improve accessibility, and identify accessibility needs and issues to new and existing programs, services, and facilities as it relates to Title II of the ADA. Develop an annual work plan of goals and objectives to pursue.

AFFORDABLE HOUSING COMMISSION

Meetings: Meets six times per year.

Requirements: Thirteen members from local social service agencies, four members from local professional service providers, and four general community representatives from each quadrant.

General Responsibilities: Commission reviews the City's Housing Needs Assessment, Low-Income Housing Tax Credit (LIHTC) projects, discusses opportunities to leverage resources based on local needs and resources, and identifies legislative issues that may include new trends or barriers to access programs.

AIRPORT COMMISSION

Meetings: Fourth Monday of each month at 7:30 a.m.

Requirements: Five members, with at least three of the five commissioners being city residents.

General Responsibilities: A policy-making body that oversees airport management.

BOARD OF ADJUSTMENT

Meetings: Third Thursday of each month at 4 p.m.

Requirements: Five members, per state code a majority of the members shall be persons representing the public at large and shall not be involved in the business of purchasing or selling real estate.

General Responsibilities: The Board of Adjustment reviews and considers appeals and grants special exceptions to the requirements of the current zoning ordinance. This includes conditional use applications to review certain new businesses, design exceptions to the requirements of the zoning code, along with appeals and variances.

BOARD OF ETHICS

Meetings: Held as necessary.

Requirements: Cannot be an elected or appointed official under the City or any other government or hold any political party office. Members must be residents of Cedar Rapids.

General Responsibilities: Administer and enforce the City's conflict of interest and financial disclosure ordinances. Make recommendations to enhance and promote City policies and practices to improve the ethical environment in which public servants work.

BUILDING/FIRE BOARD OF APPEALS

Meetings: Two to three times per year as needed.

Requirements: Must be qualified by experience and training to act upon matters pertaining to building construction. Members must reside or work in Cedar Rapids.

General Responsibilities: Hear appeals for interpretations of the Building and Fire Codes made by City building inspectors or others during the plans review process. Discuss ordinance revisions prior to adoption of new codes every three years.

CITIZEN REVIEW BOARD

Meetings: Third Thursday of each month at 5:30 p.m.

Requirements: Nine city residents, including three members from the general public; one attorney licensed to practice law in the State of Iowa; three who are employed by, or active volunteers in, a group that is focused on advocacy of, and racial justice for, underrepresented residents of Cedar Rapids; and two who are employed by, or active volunteers for, a service provider that works with residents of Cedar Rapids in the areas of mental health, physical health, homelessness, food insecurity, youth advocacy, alcohol and other drug abuse, and/or similar social issues. Members should represent a diversity of age, socioeconomic status, gender, geographic residence and work experience, and the City strives to include members from diverse backgrounds. Members must complete required training hours.

General Responsibilities: Ensure fair and professional law enforcement that is constitutional, effective, and responsive to the standards, values and needs of those to be served.

CITY BAND COMMISSION

Meetings: Four times per year minimum, typically on weekends.

Requirements: Resident of Cedar Rapids with knowledge and experience in music and band operations as well as knowledge in musical instruments.

General Responsibilities: Oversee the general operation of the Cedar Rapids Municipal Band. Direct a small paid staff and select band members through auditions.

CITY PLANNING COMMISSION

Meetings: First Thursday of each month at 3 p.m.

Requirements: Knowledge or experience in the planning process, zoning codes, land uses, the comprehensive plan for the City and in decision-making process regarding the comprehensive and long range development of the community. Must be a resident of Cedar Rapids.

General Responsibilities: Review and make recommendations to the City Council on various land development issues including proposed City comprehensive plans, zoning regulations, requests for the rezoning of land, site development plans, conditional use requests, and subdivision of land.

CIVIL RIGHTS COMMISSION

Meetings: Third Wednesday of each month at 5:30 p.m.

Requirements: Diverse community members that are Cedar Rapids residents.

General Responsibilities: A policymaking body that works to prevent and eliminate discrimination and promote equity in our community; provides education and outreach to the community on civil rights issues; and reviews discrimination cases.

CIVIL SERVICE COMMISSION

Meetings: As needed for openings in civil service positions.

Requirements: Resident and eligible voter of Cedar Rapids. May not hold or be a candidate for elected office.

General Responsibilities: Oversees the testing, hiring, and appeal of discipline for police officers, firefighters, building inspectors, and airport security personnel.

CZECH VILLAGE-NEW BOHEMIA SELF-SUPPORTED MUNICIPAL IMPROVEMENT DISTRICT (SSMID) COMMISSION

Meetings: Third Thursday of each month at 8:30 a.m.

Requirements: Members must be a district property owner or a designated representative of one.

General Responsibilities: Work to carry out the strategic plan and meet district goals.

DOWNTOWN SELF-SUPPORTED MUNICIPAL IMPROVEMENT DISTRICT (SSMID) COMMISSION

Meetings: Every other month at 3 p.m.

Requirements: Members must be a downtown property owner or a designated representative of one.

General Responsibilities: Work closely with the Economic Alliance to help carry out the strategic plan and meet district goals.

ELECTRICAL BOARD OF APPEALS

Meetings: Two to three times per year as needed.

Requirements: Two members must be electrical contractors, one must be a working electrician, one must be from a local electrical power provider, one must be an electrical engineer, one from the Fire Dept. and one must be engaged in electrical maintenance at a manufacturing plant. Members must reside or work in Cedar Rapids.

General Responsibilities: Hear appeals for interpretations of the Electrical Code, as well as consider the use of alternate materials and methods of construction for electrical work. Make recommendations to the City Council for improving the Electrical Code.

GRANTS & PROGRAMS CITIZENS ADVISORY COMMITTEE

Meetings: Thursdays at 4 p.m. beginning in February until all applications have been reviewed.

Requirements: 13 members with representation from neighborhood associations, organizational interests and at-large citizens.

General Responsibilities: Review applications for Community Development Block Grant Funds (CDBG) and HOME Investment Partnership Program (HOME) funds which the City receives from the Department of Housing and Urban Development (HUD) annually. Make recommendations to the City Council in an advisory capacity about which proposals should be approved and to what extent.

HISTORIC PRESERVATION COMMISSION

Meetings: Second and Fourth Thursday of each month at 4:30 p.m.

Requirements: At least one resident of each historic district. Other members shall have a strong interest in historic preservation, possessing interest or expertise in architecture, architectural history, archeology, history, historic preservation, real estate, or other closely related disciplines. Members must be Cedar Rapids residents with the exception that no more than two may be non-residents if they own property within City limits.

General Responsibilities: Review and approve applications for Certificates of Appropriateness in local/national historic districts and local landmarks. Review demolition applications for structures over 50 years old and approve for structures located in a local historic district or a local landmark. Makes recommendations on National Register of Historic Places nominations and local historic district and landmark designation.

HOUSING BOARD OF APPEALS

Meetings: First Wednesday of each month at 1 p.m. as needed.

Requirements: Resident of Cedar Rapids with experience in fields such as: landlord, tenant, manager, lawyer, fire inspector, contractor, maintenance person, and appraiser.

General Responsibilities: Hears appeals related to decisions made by the Code Official or notices under the Housing and Property Maintenance Code. An application for appeal shall be based on a claim that the true intent of the Code has been incorrectly interpreted, the provisions of the Code do not fully apply, or the requirements of the Code are adequately satisfied by other means. The Housing Board of Appeals has no authority to waive the requirements of the Code.

LIBRARY BOARD OF TRUSTEES

Meetings: First Thursday of the month at 4 p.m.

Requirements: Members must be citizens and residents of Cedar Rapids, age 19 or older.

General Responsibilities: A policy-making body that oversees Library management.

LONG TERM PLANNING COMMISSION

Meetings: The Long Term Planning Commission is appointed once every five years and completes its work within six months. Meetings take place regularly as agreed to by the commission.

Requirements: Commission members shall be generally representative of the Cedar Rapids and regional community.

General Responsibilities: Develop a long-term plan with recommended goals and objectives for the city.

MECHANICAL BOARD OF APPEALS

Meetings: Two to three times per year as needed.

Requirements: Place of business, residence, or work is located in the city of Cedar Rapids. Three members must be licensed mechanical contractors, one must be a practicing mechanical engineer and one must be a practicing architect. All members to have been engaged in the profession of their primary interest for a period of at least 5 years in the city of Cedar Rapids, Iowa, immediately prior to their appointment.

General Responsibilities: Hear appeals for interpretations of the Mechanical Code made by City inspectors. Consider the use of alternate materials and methods of construction for mechanical work and make recommendations to the City Council for improving the code.

MEDICAL SELF-SUPPORTED MUNICIPAL IMPROVEMENT DISTRICT (SSMID) COMMISSION

Meetings: Second Wednesday of every other month at 8 a.m. starting in January.

Requirements: Members must be a Medical District property owner or a designated representative of one.

General Responsibilities: Work closely with the MedQ Executive Director to carry out the strategic plan and meet goals.

PARKING VIOLATION ADMINISTRATIVE REVIEW PANEL

Meetings: Appeals are submitted to the panel on the third Wednesday of each month and are handled through a web-based system.

Requirements: One member from the Police Department and two public members appointed by the Mayor and approved by the City Council.

General Responsibilities: Review parking tickets received within 30 days from issuance that the public has received and would like to contest.

PARKS, WATERWAYS & RECREATION COMMISSION

Meetings: Third Tuesday of each month at 7:30 a.m.

Requirements: Representation consists of three members appointed at large, one appointed to golf, one appointed to partners and two members appointed to each of the following constituencies: Waterways & Conservation, Parks & Trails, Recreation & Aquatics. All members must be residents of Cedar Rapids.

General Responsibilities: Act as an advisory commission to the City and to make studies and recommendations for the enhancement and promotion of recreational and river activities, programs, parks, trails and facilities within the City of Cedar Rapids Parks & Recreation Department.

PLUMBING BOARD OF APPEALS

Meetings: Two to three times per year as needed.

Requirements: Two members must be master plumbers, two must be journeyman plumbers, one must be a mechanical or sanitary engineer, one must be an architect and one member at large, with no company or interest being represented by more than one member.

General Responsibilities: Hear appeals to interpretations of the Plumbing Code as well as consider the use of alternate materials and methods of construction for plumbing work and make recommendations to the City Council for improving the Plumbing Code.

PUBLIC ART COMMISSION

Meetings: Second Thursday of each month at 3:30 p.m.

Requirements: Commission members must reside or maintain employment within the city of Cedar Rapids. Members should be individuals with significant professional qualifications in the visual arts and/or civic design, such as artists, architects, landscape architects, arts educators, arts administrators, urban designers, urban planners, or owners/managers of a creative business. One member may be an at-large community representative with a general knowledge and appreciation of the visual arts and/or civic design.

General Responsibilities: Support and promote the development of the public art collection.

SECTION 8 HOUSING CHOICE VOUCHER (HCV) PROGRAM RESIDENT ADVISORY BOARD

Meetings: Quarterly.

Requirements: Members must be active Section 8 HCV participants within Linn and Benton County.

General Responsibilities: Make suggestions about the development of the 5-year plan, as well as the annual and administrative plans. Provide a forum for sharing information about the plans.

STORMWATER COMMISSION

Meetings: Quarterly at 4 p.m.

Requirements: Resident of Cedar Rapids and qualified by knowledge or experience to act in matters pertaining to the development of stormwater policies.

General Responsibilities: Provide feedback regarding stormwater policies; assist City staff in fulfilling the minimum requirements of the City's National Pollutant Discharge Elimination System (NPDES) permit and the Federal Emergency Management Agency (FEMA) Community Rating System (CRS) respectively; advise City Council regarding stormwater Capital Improvement Projects; provide input on the City's Stormwater Master Plan; and assist in prioritizing stormwater public/private cost-share projects.

VETERANS MEMORIAL COMMISSION

Meetings: Second Thursday of each month at 5:30 p.m.

Requirements: Honorably discharged U.S. military service veteran and a resident of Cedar Rapids.

General Responsibilities: Responsible for the management, development, operations and maintenance of the Veterans Memorial Building, Veterans Memorial Stadium (home to the Cedar Rapids Kernels), and the All Veterans Memorial Park.

WELLBEING ADVISORY COMMITTEE

Meetings: First Thursday of each month at 10 a.m.

Requirements: Some combination of education, experience, professional interest to act effectively in matters of community wellbeing. Committee members must be residents or employed within the corporate limits of Cedar Rapids.

General Responsibilities: Support the on-going work of creating a healthy community and assist the Cedar Rapids City Council with matters related to wellbeing.

ZONING ADVISORY GROUP

Meetings: Third Monday of the month at 4 p.m.

Requirements: Five members, one from the Board of Adjustments, one from the City Planning Commission, and three from the community with preference for those involved with the zoning and development process.

General Responsibilities: Advises staff on effectiveness of the zoning ordinance and engages in discussions about potential code updates.



***Note:** meeting dates and times subject to change. Please visit cedar-rapids.org for more details.