**CITY OF SCOTTS VALLEY ADVISORY BODIES DUTIES AND RESPONSIBILITIES**

*All advisory bodies serve at the pleasure of the City Council*

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**Planning Commission (**SVMC 2.16)**:
Meets at 6:00 PM on the second Thursday of each month at the Scotts Valley City Council Chambers. Generally responsible for the administration, interpretation and enforcement of the City's zoning ordinance. Each member of the Planning Commission receives a salary of $150 per month.

**Parks & Recreation Commission (**SVMC 2.20)**:
Meets at 6:00 PM on the third Thursday of February, April, June, August, October and December at the Scotts Valley City Council Chambers. Generally responsible for advising the City Council regarding policies for the acquisition, development, maintenance and improvement of park facilities, making recommendations as appropriate. To formulate and recommend to the City Council fee schedules, policies, rules and regulations for park sites and other recreational facilities. To formulate and recommend to the City Council recreation and park programs. Each member of the Parks and Recreation Commission receives a salary of $75 per meeting.

**Scotts Valley Senior Center Board**:
Meets at 1:00 PM on the first Tuesday of January, March, May, July, September and November at the Scotts Valley Senior Center facility. The Board manages and supervises the senior organization and shall be responsible for the organization's compliance with their bylaws.

**Arts Commission (**SVMC 2.19)**:
Meets at 5:00 PM on the first Thursday of each month at the Scotts Valley City Council Chambers. The Scotts Valley Arts Commission is established to advise the City Council on matters concerning the arts, including literature, music and other cultural activities or arts-related matters as may be directed by the City Council.

**ADA Accessibility Committee (SV City Council Resolution No. 1901, Adopted 2-18-15)**: The ADA Accessibility Committee will identify opportunities to increase ADA accessibility throughout the City and make recommendations to the City Council. All recommendations from the Committee will be made through a staff liaison.

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*SVMC: The City of Scotts Valley Municipal Code can be accessed through our website at the following link: [https://library.municode.com/ca/scotts_valley/codes/code_of_ordinances](https://library.municode.com/ca/scotts_valley/codes/code_of_ordinances) and provides additional information regarding the above advisory bodies.*
Mobile Home Park Rent Review Commission (*SVMC 9.16.040):  
To meet ONLY upon the filing of a written petition for rent adjustment. Generally to receive, investigate, and hold hearings on and pass upon the subject petition.

Code Enforcement Appeals Board (*SVMC 4.22):  
To meet on an as-needed basis. The City Council finds that there is a need to establish a uniform procedure for administrative enforcement hearings conducted pursuant to the Municipal Code. It is the purpose and intent of the City Council to afford due process of law to any person who is directly affected by an administrative action. Due process of law includes: adequate notice, an opportunity to participate in the administrative hearing and an adequate explanation of the reasons justifying the administrative action. These procedures are also intended to establish a forum to efficiently, expeditiously and fairly resolve issues raised in any administrative enforcement action.

Board of Appeals (*SVMC 15.04.120):  
To meet on an as-needed basis. The Board of Appeals consists of three members who are qualified by experience and training to pass on matters pertaining to building construction and who are not employees of the City. The board shall hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the Uniform Building Code.

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