



APPLICATION FOR APPOINTMENT CITY BOARD OR COMMISSION

Applicant:

Name: _____ Email: _____

Address: _____ Phone: _____

Attached Resume (Required) Yes: Registered Voter in Mason Yes: No:

Board/Commission: Please check all that you would be willing to serve (see attached descriptions):

- Board of Ethics
- Board of Review
- Building Authority
- Building Code/Sign Board of Appeals
- Cemetery Board
- Downtown Development Authority (DDA)*
- Historic District Commission (HDC)*
- Local Development Finance Authority (LDFA)
- Local Officers Compensation Commission
- Planning Commission*
- Tree Commission
- Zoning Board of Appeal

Employer: _____ Years as City Resident: _____

Identify any potential conflicts (relatives that work for the City, financial agreements with City, etc.):

Why would you like to be on the Board(s)/Commission(s) you have selected? (attach pages, if needed)

Experiences that are relevant to request: _____

I hereby certify that all the statements made in this application are true, complete, and correct, to the best of my knowledge and belief and are made in good faith.

Signature: _____ Date: _____

For Office Use Only

Received By: _____ Date: _____ Provided to Mayor Date: _____

Recommended to Council: Yes, Date: _____ No, Reason: _____

Approved by Council: Yes, Date: _____ No, Reason: _____

Date Notified: _____ Notified By: _____

Revised 10.15.2018 (Clerk)

Boards/ Commissions (Staff Liaison)	Official Qualifications for Members	Description	Helpful Experience
Board of Ethics (Clerk)	Part II, Sec 2-106: <ul style="list-style-type: none"> • Five members that are City residents appointed by Mayor with approval of City Council • City officials/ immediate family of City officials shall not be eligible 	The Board of Ethics works to ensure honesty, integrity, accountability, and trust in city government through enforcing the City's standards of conduct and promoting a culture of ethics on the City's boards and commissions. The members meet as needed and generally serve a three year term.	<ul style="list-style-type: none"> ○ Law ○ Policy ○ Legislation
Board of Review (City Assessor)	Part I, Sec. 9.6: <ul style="list-style-type: none"> • Three free-holders of City property who are qualified and registered electors • Members shall not be City officers, employees of the City, or nominees or candidates for any elective City office 	The Board of Review is a three member board that convenes in July and December to review the assessment roll of the City, hear complaints of property owners regarding their assessment and corrects the assessment roll where it is deemed just. The members generally serve a three year term.	<ul style="list-style-type: none"> ○ Banking/Finance ○ Property Appraisal/Assessing ○ Real Estate/Development/Law
Building Authority (Administrator)	Created by Council 8/21/72: <ul style="list-style-type: none"> • Three members including the City Administrator 	The Building Authority acquires buildings for governmental use and oversees the payment of debt for those buildings. They meet as needed and generally serve a three year term.	<ul style="list-style-type: none"> ○ Banking/Finance ○ Real Estate/Development/Law
Building Code/Sign Board of Appeals (CD Director)	Part II, Sec 6-51/ Part II, Sec 58-86: <ul style="list-style-type: none"> • Three members appointed by Mayor with approval of Council, shall be qualified by experience/training to perform duties of office • Sign Board includes two additional members that have an interest in property in the office, commercial, or manufacturing districts of City 	The Building Code/Sign Board of Appeals convenes on an as needed basis to hear appeals to building code and sign decisions. The members generally serve a three year term.	<ul style="list-style-type: none"> ○ Architecture ○ Building Construction ○ Engineering
Cemetery Board (Board of Cemetery Trustees) (Clerk)	Part I, Sec 16-4: <ul style="list-style-type: none"> • Council appoints three trustees (plus the City Clerk) who shall be electors of the City. 	The Cemetery Board act as the stewards for the care and maintenance of public cemetery space. The trustees meet as needed throughout the year and generally serve a three year term.	<ul style="list-style-type: none"> ○ Cemetery ○ Landscaping

Boards/ Commissions (Staff Liaison)	Official Qualifications for Members	Description	Preferred Experience
Downtown Development Authority (DDA) (Administrator)	Part II, Sec 2-274: <ul style="list-style-type: none"> • Eight members (plus the Mayor) appointed by Mayor with approval of Council • Majority shall be persons having interest in property located in DDA; at least one member shall be resident of DDA 	The DDA develops programs and projects which are aimed at improving downtown Mason. Members typically meet on the first Wednesday of the month and generally serve a four year term.	<ul style="list-style-type: none"> ○ New Business Development ○ Marketing and Promotion ○ Real Estate ○ Banking/Finance ○ Historic Preservation
Historic District Commission (HDC) (CD Director)	Part II, Sec 31-3: <ul style="list-style-type: none"> • Seven members that are City residents appointed by Mayor with approval of Council • One submitted by active historical society; membership shall include, if available, graduate of accredited school of architecture who has two years of architectural experience or is registered in the state 	The HDC reviews proposed alterations and additions to the exterior of structures within historic districts, provides educational materials and programs on preservation principles and practices. Members should have a clearly demonstrated interest or knowledge in historic preservation. The Historic District Commission generally meets once a month and serves a three term.	<ul style="list-style-type: none"> ○ Architecture ○ Building Construction/Engineering ○ Historic Preservation
Local Officers Compensation (Clerk)	Part II, Sec 2-227: <ul style="list-style-type: none"> • Five members that are registered electors, members shall be appointed before Oct 1 of year of appointment • No member/employee of the legislative, judicial or executive branch of any level of government in the City, or members of immediate family of such member or employee, shall be eligible 	The Local Officers Compensation Board determines the compensation of all elected officials of the City, which determination shall be the salaries of those officials, unless the City Council, by resolution adopted by two-thirds of the members elected to and serving on the City Council, reject the salaries as so determined. Meets on odd years for a five year term.	<ul style="list-style-type: none"> ○ Human Resources ○ Banking/Finance
Local Development Finance Authority (LDFA) (Administrator)	Part II, Sec 2-333: <ul style="list-style-type: none"> • The Mayor shall be a member of the board and shall appoint those board members representing the City subject to the approval of the City Council • Note: Membership will change in 2020 due to 425 	The LDFA develops programs and projects which are aimed at eliminating the causes of unemployment, to promote economic growth, and to stabilize and strengthen the tax base. Members typically meet quarterly or on an as needed basis for a four year term.	<ul style="list-style-type: none"> ○ Business Development ○ Business Recruitment and Retention ○ Real Estate Development ○ Banking/Finance ○ Utilities

Boards/ Commissions (Staff Liaison)	Official Qualifications for Members	Description	Preferred Experience
Planning Commission (CD Director)	Part II, Sec 50-320: <ul style="list-style-type: none"> • Nine members, eight must be qualified electors • Membership shall be representative of important segments of the community including agriculture, natural resources, recreation, education, public health, government, transportation, industry and commerce; membership shall also be representative of the entire geography of the City 	The Planning Commission is responsible for creating a master plan for the physical development of the City; preparing programs for capital improvements; reviewing rezoning requests, site plans, subdivisions, special use permits and other land use applications; reviewing the widening and extension of streets, the development of parks and other public improvements; developing new zoning standards; etc. The Commission meets monthly for generally a three year term.	<ul style="list-style-type: none"> ○ Architecture ○ Banking/Finance ○ Construction/Engineering ○ Real Estate Law ○ Planning ○ Real Estate Development ○ Transportation ○ Zoning
Tree Commission (DPW Director)	Part II, Sec 2-311: <ul style="list-style-type: none"> • Five members, who are residents of the City appointed by the Mayor with the approval of the City Council • One member may be selected from the City Council to serve as ex officio at the discretion of the Mayor and with approval of the City Council 	The Tree Commission shall study, investigate, develop and/or update periodically, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition for trees and shrubs in parks, along streets and in other public areas. The Commission meets monthly for generally a three year term.	<ul style="list-style-type: none"> ○ Landscaping ○ Agriculture ○ Communication/Marketing
Zoning Board of Appeals (CD Director)	Part II, Sec 94-361: <ul style="list-style-type: none"> • Seven members; one regular or alternate member may be from the City Council but shall not serve as chairperson • Remaining members shall be selected from electors of the City, representative of the population distribution and of the various interests present in the City 	The Zoning Board of Appeals interprets and grants variances from provisions of the zoning code; conducts hearings and resolves disputes regarding decisions of the zoning official. The Board meet as needed for a three year term.	<ul style="list-style-type: none"> ○ Architecture ○ Building Construction ○ Engineering ○ Real Estate Development ○ Transportation ○ Zoning