



# 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)	Code Sec 2-106: <ul style="list-style-type: none"> <li>• Five members that are City residents appointed by Mayor with approval of City Council</li> <li>• City officials/ immediate family of City officials shall not be eligible</li> </ul>	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 are appointed to a three-year term.	<ul style="list-style-type: none"> <li>○ Law</li> <li>○ Policy</li> <li>○ Legislation</li> </ul>
Board of Review (City Assessor)	Charter Sec. 9.6: <ul style="list-style-type: none"> <li>• Three free-holders of City property who are qualified and registered electors</li> <li>• Members shall not be City officers, employees of the City, or nominees or candidates for any elective City office</li> </ul>	The Board of Review convenes in July and December to review the assessment roll of the City, hear complaints of property owners regarding their assessment and correct the assessment roll where it is deemed just. The members are appointed to a three-year term.	<ul style="list-style-type: none"> <li>○ Banking/Finance</li> <li>○ Property Appraisal/Assessing</li> <li>○ Real Estate/Development/Law</li> </ul>
Building Authority (Administrator)	Created by Council 8/21/72: <ul style="list-style-type: none"> <li>• Three members including the City Administrator</li> </ul>	The Building Authority acquires buildings for governmental use and oversees the payment of debt for those buildings. They meet as needed and are appointed to a three-year term.	<ul style="list-style-type: none"> <li>○ Banking/Finance</li> <li>○ Real Estate/Development/Law</li> </ul>
Building Code/Sign Board of Appeals (CD Director)	Code Sec 6-51/ Code Sec 58-86: <ul style="list-style-type: none"> <li>• Three members appointed by the Mayor with approval of the City Council, shall be qualified by experience/training to perform duties of office</li> <li>• Sign Board includes two additional members appointed by the Mayor with approval of the City Council that have an interest in property in the office, commercial, or manufacturing districts of City</li> </ul>	The Building Code/Sign Board of Appeals convenes on an as needed basis to hear appeals to building code and sign decisions. The members are appointed to a three-year term.	<ul style="list-style-type: none"> <li>○ Architecture</li> <li>○ Building Construction</li> <li>○ Engineering</li> </ul>

Boards/ Commissions (Staff Liaison)	Official Qualifications for Members	Description	Preferred Experience
Cemetery Board (Board of Cemetery Trustees) (Clerk)	Charter Sec 16-4: <ul style="list-style-type: none"> <li>City Council appoints three trustees (plus the City Clerk) who shall be electors of the City</li> </ul>	The Cemetery Board acts as the steward for the care and maintenance of public cemetery space. The trustees meet as needed throughout the year and are appointed to a three-year term.	<ul style="list-style-type: none"> <li>Cemetery</li> <li>Landscaping</li> </ul>
Downtown Development Authority (DDA) (Administrator)	Code Sec 2-274: <ul style="list-style-type: none"> <li>Eight members (plus the Mayor) appointed by the Mayor with approval of the City Council</li> <li>Majority shall be persons having interest in property located in DDA; at least one member shall be resident of DDA district</li> </ul>	The DDA develops programs and projects which are aimed at improving downtown Mason. Members typically meet on the first Wednesday of the month and are appointed to a four-year term.	<ul style="list-style-type: none"> <li>New Business Development</li> <li>Marketing and Promotion</li> <li>Real Estate</li> <li>Banking/Finance</li> <li>Historic Preservation</li> </ul>
Historic District Commission (HDC) (CD Director)	Code Sec 31-3: <ul style="list-style-type: none"> <li>Seven members that are City residents appointed by the Mayor with approval of the City Council</li> <li>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</li> </ul>	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 members generally meet once a month and are appointed to a three-year term.	<ul style="list-style-type: none"> <li>Architecture</li> <li>Building Construction/Engineering</li> <li>Historic Preservation</li> </ul>
Local Officers Compensation (Clerk)	Code Sec 2-227: <ul style="list-style-type: none"> <li>Five members appointed by the Mayor with approval of the City Council that are registered electors, members shall be appointed before Oct 1 of year of appointment</li> <li>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</li> </ul>	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. Members meet during odd years and are appointed to a five-year term.	<ul style="list-style-type: none"> <li>Human Resources</li> <li>Banking/Finance</li> </ul>

Boards/ Commissions (Staff Liaison)	Official Qualifications for Members	Description	Preferred Experience
Local Development Finance Authority (LDFA) (Administrator)	Code Sec 2-333: <ul style="list-style-type: none"> <li>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</li> </ul>	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 and are appointed to a four-year term.	<ul style="list-style-type: none"> <li>Business Development</li> <li>Business Recruitment and Retention</li> <li>Real Estate Development</li> <li>Banking/Finance</li> <li>Utilities</li> </ul>
Planning Commission (CD Director)	Code Sec 50-320: <ul style="list-style-type: none"> <li>Nine members, eight must be qualified electors, appointed by the Mayor with approval of the City Council</li> <li>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</li> </ul>	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 and members are appointed to a three-year term.	<ul style="list-style-type: none"> <li>Architecture</li> <li>Banking/Finance</li> <li>Construction/Engineering</li> <li>Real Estate Law</li> <li>Planning</li> <li>Real Estate Development</li> <li>Transportation</li> <li>Zoning</li> </ul>
Tree Commission (DPW Director)	Code Sec 2-311: <ul style="list-style-type: none"> <li>Five members, who are residents of the City appointed by the Mayor with approval of the City Council</li> </ul>	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 and members are appointed to a three-year term.	<ul style="list-style-type: none"> <li>Landscaping</li> <li>Agriculture</li> <li>Communication/Marketing</li> </ul>
Zoning Board of Appeals(CD Director)	Code Sec 94-361: <ul style="list-style-type: none"> <li>Seven members plus two alternate members who are electors appointed by the City Council. Remaining members shall be selected from electors of the City, representative of the population and various interests present</li> </ul>	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 meets as needed and members are appointed to a three-year term.	<ul style="list-style-type: none"> <li>Architecture</li> <li>Building Construction</li> <li>Engineering</li> <li>Real Estate Development</li> <li>Transportation</li> <li>Zoning</li> </ul>