



# Boards & Commissions

## GET INVOLVED!

The City is always looking for energetic and enthusiastic individuals to serve on boards and commissions. Board members and commissioners help shape the community by offering advice to the City Council. If you have the ability to work in groups, make tough decisions and develop a vision, please consider filling out a talent bank application to be considered for a board or commission appointment.

## **BOARDS**

There are several boards and commissions that you can choose from, below are descriptions of the boards that meet regularly. Other boards/commissions may only meet as needed, but still need to have board members appointed.

Planning Commission: Planning Commissioners make legally binding decisions that can have impacts on the physical development of the community for years to come. The Planning Commission meets once a month in the evening.

Requirements: Members must be city residents qualified by experience or training in matters related to construction, land use planning and/or zoning.

Desired Skill Set/Experience: Architecture, Historic Preservation, Property Maintenance, Building Construction, Engineering, GIS/AutoCAD, Land Use Planning, Real Estate, Zoning.

Appointment: Members are appointed to four year terms by the Mayor.

Zoning Board of Appeals: Board members are responsible for granting variances to ordinances where hardships are present.

Requirements: Members must be city residents qualified by experience or training in matters related to land use planning and/or zoning.

Desired Skill Set/Experience: Architecture, Building Construction, Engineering, GIS/AutoCAD, Land Use Planning, Real Estate, Zoning.

Appointment: Members are appointed to four year terms by the Mayor.

Downtown Development Authority: Board members are responsible for implementing the DDA Development and TIF plan. The DDA champions efforts to promote downtown as a community gathering spot and economic engine are essential to fostering a high quality of life in Muskegon Heights.

Requirements: Members are not required to be city residents but must be qualified by experience and/or training in matters related to redevelopment.

Desired Skill Set/Experience: Engineering, Finance, Commercial Real Estate, Law, Economic Development, Property Appraisal

Appointment: Members are appointed to four year terms by the Mayor.

## **APPOINTMENT PROCESS**

The process to apply for a board or commission position is as follows:

1. Complete the "Board/Commission Application" and make sure to select which board/commission you are interested in serving on. Applications are available on the City's website and at the Clerk's Office at City Hall.

2. Once the application has been completed, please return it to: Clerk's Office, 2724 Peck St, Muskegon Heights, MI 49444. The entire application, plus any attachments, such as resumes that accompany the application, will be reviewed.
3. Typically, a two-person panel from the City Council will schedule a time to interview all qualified candidates applying for a particular board or commission. A representative from the Clerk's Office will contact qualified applicants to schedule an interview time. Appointments are generally made at the first City Council meeting following interviews. Applications will be held on file indefinitely and not expire unless requested by the applicant.
4. If appointed to a board or commission, a City of Muskegon Heights staff liaison will contact you regarding meeting dates and times and other information you'll need to know to help you in your new role as a board or commission member.

If you have any questions about the City of Muskegon Heights board and commission application process, please contact the City Clerk's Office at (231) 733-8820.

\*Unless otherwise noted, all information included on or attached to the application will become a matter of public record and will be viewable on the City of Muskegon Heights website as an informational item attached to City Council agendas. If you would like one or more pieces of information - such as a home phone number - removed from the application and/or any accompanying attachments you provide for Council's consideration, please indicate that on the last page of the application form, and those items will be removed before the information is posted on the website.

### Board/Commission Application

*A separate application is required for each board or commission you wish to join. Applications remain active for one year from the date of submittal. Resumes are encouraged and may be attached to your **completed** application.*

<b>Name of Board or Commission for which you are applying:</b>	
<b>Name:</b>	
<b>Home Address:</b>	<b>Work Address:</b>
<b>Home Phone:</b>	<b>Work Phone:</b>
<b>Cell Phone:</b>	<b>Email:</b>
Please note your preferred method(s) to be contacted: <input type="checkbox"/> Home Phone <input type="checkbox"/> Work Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Email	
Residency is required for most boards and commissions. <input type="checkbox"/> I am a resident. If so, for how many years? _____	

**Employment:** List your three most recent employment experiences.

Dates of Employment	Company Name/Location	Position	Job Description

**Education:** List your most recent educational experiences.

Educational Institution/School	Certificate/Degree Received	Area(s) of Study

**Supplemental Information:** Please review the attached “Boards and Commissions Application Attachment” for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds on its boards and commissions.

**Important Public Records Information:** All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the Clerk at (231) 733-8820 if you have any questions or concerns about the disclosure of specific information.

**Truth and Accuracy:** I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Return Completed Forms To: Sharon Gibbs, Clerk, City of Muskegon Heights.

