



## BOARD/COMMISSION APPLICATION

*This application form serves all boards and commissions. All applicants must be residents of the city except for members of the Downtown Development Authority (DDA). Applicants to the DDA must live within the city or have an interest in a business or property located within the DDA District.*

Application for appointment to: \_\_\_\_\_  
(Name of Board/Commission)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Describe any experiences that led to your desire to serve the community:

Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to this board or commission:



**Employment:** List your 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.



## BOARD AND COMMISSION APPLICATION ATTACHMENT

### **Downtown Development Authority**

The DDA is tasked with developing and implementing the downtown development plan to maintain and grow the vibrancy of the downtown district. The board consists of nine (9) members and meets on the 3<sup>rd</sup> Tuesday of every other month at 5:30pm. A minimum of 50% of the members must consist of commissioners that own or manage commercial property in the downtown and one member who lives within the DDA district. Please check below if you have experience in:

- New Business Development
- Business Recruitment and Retention
- Marketing and Promotion
- Real Estate Development
- Banking/Finance

### **Planning Commission**

The Planning Commission is charged with reviewing site plans for compliance with the city's master plan and zoning ordinance. The commission is also charged with reviewing and updating the master plan. Meetings are held at 6:00pm on the 2nd Tuesday of each month. Members of this nine (9) seat commission shall consist of residents representing different professions and occupations. Interest or training in land use related issues is beneficial. Please check below if you have experience in:

- Architecture/Landscape Architecture
- Building Construction
- Civil Engineering
- Land Use Planning
- Real Estate Development

### **Zoning Board of Appeals**

The Zoning Board of Appeals hears and rules on requests for variances from the zoning ordinance. The five (5) member board meets as needed. Members must be residents of the City and interest or knowledge of land use related issues is beneficial. Please check below if you have experience in:

- Architecture
- Building Construction/Engineering
- Land Use Planning
- Real Estate/Development/Law

### **Wellhead Protection Committee**

The Wellhead Protection Committee is made up of local community leaders, a business owner, and a resident who meet quarterly. The committee educates the local students about how the hydrologic cycle works, along with the importance of protecting our wellhead area and keeping our water clean.



**Expectations:** If appointed, members are expected to make every effort to be an active member of the board, committee or commission. This includes:

1. Attending meetings on a regular basis
2. Reviewing meeting materials prior to the meeting
3. Adhering to the city's ethics policy
4. Representing the interests of the Harrison community as a whole
5. Learning and utilizing key tools such as plans, policies and input from public engagement

**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 989-539-7145 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Return to:*

**City Manager and Clerk**  
**2105 Sullivan Drive, Harrison, MI 48625**  
**Phone: (989) 539-7145**  
**Fax: (989) 539-2292**  
**Email: [tbeadle@cityofharrison-mi.gov](mailto:tbeadle@cityofharrison-mi.gov)**