



**CITY OF LILBURN
APPLICATION FOR BOARD OR COMMISSION APPOINTMENT**

Citizens bring a valuable insight and provide skilled resources to City government. An avenue that the city uses to get this insight and participation is through the various Boards and Commissions of the City. The citizens appointed to serve on these volunteer organizations represent the views of all citizens to the Mayor and Council. In this role, they make decisions and help recommend and review policies for the City of Lilburn and its Council and Mayor. This questionnaire will assist the Council in its review process to determine applicant eligibility and qualifications for Board or Commission appointments. The process for selecting members is given in Attachment B hereto.

Please seriously consider these questions before applying for membership on a Board or Commission:

- Do I fully understand the role and responsibilities of this Board or Commission? Am I willing to spend my time, skills and energy on the goals and mission of this Board or Commission including preparation for and regularly attending meetings?
- Do I have skills and experience that will be useful on this Board or Commission?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Commission meetings?
- Can I work effectively with the other members of the Board or Commission?
- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position? Note that the city pays for training seminars and associated expenses to improve a member's knowledge of a Board or Commission role and responsibilities. In addition, most Board and Commission members receive a small honorarium for attending regular board meetings.

APPLICANT INFORMATION

Applicant Name _____

Occupation: _____ Employer _____

Home Address: _____

City: _____ Zip: _____

Home Phone: (____) _____ Cell Phone :(____) _____

Preferred E-Mail: _____

BOARD AND COMMITTEE APPOINTMENTS

1. The City of Lilburn Boards and Commissions are listed on Attachment A. Please use that form to list, in desired order, those on which you would like to serve.

2. Please briefly explain your reasons for wishing to serve on a Board or Commission:

3. What skills and experience do you have that can be applied to the mission and goals of the Board or Commission?

4. Will you have the time and availability to prepare for and regularly attend meetings, to attend training sessions provided by the City on-site and/or off-site, and to perform a reasonable amount of work outside of regularly scheduled meetings?

5. How long have you been a resident of the City of Lilburn? _____ Years _____ Months

6. Do you know of any circumstances that would create a conflict or result in you having to abstain from voting on any action before a Board or Commission? If yes, please explain:

7. Please attach any additional info you wish to provide on a separate sheet.

COMMITTEE APPOINTMENTS

From time to time, the council and Mayor are asked to appoint citizens to committees and task forces which are generally asked to address a specific issue. Would you be interested in participating in one or more of these? Yes _____ No _____. If so, what topics would interest you?

CITY OF LILBURN BOARD OR COMMISSION APPLICATION APPLICANT STATEMENT

I understand that I am applying for appointment to a Board or Commission of the City of Lilburn. I further understand that:

1. The appointing authority may require an interview prior to consideration for appointment;
2. That I will be required to take an oath of office to uphold the City's charter and ordinances;
3. That my term in office will be governed by the By-Laws of the Board or Commission to which I am appointed;
4. In addition, that my application will remain on file with the City Clerk and will be periodically reviewed by the appointing authority, so it is my responsibility to keep the application updated.

I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

Signature: _____

Printed Name: _____ Date: _____

PLEASE RETURN SIGNED APPLICATION, PAGES ONE THROUGH FOUR, TO CITY HALL AT ADDRESS BELOW, EMAIL: mpenate@cityoflilburn.com . YOU CAN ALSO USE THE SUBMIT BUTTON BELOW.

City Clerk
City of Lilburn
76 Main Street
Lilburn, GA 30047

**ATTACHMENT A
BOARDS AND COMMISSION INFORMATION**

ALCOHOL REVIEW BOARD (ARB)

- Regular Meetings held the third Thursday of each month at 7:00 p.m. or as needed.
- Five member board serving one year terms.
- Responsibilities:
 - 1) Serve as a quasi-judicial body empowered to hold evidentiary hearings on violation of the Alcoholic Beverage Ordinance.
 - 2) Grant or deny applications for licenses to sell alcoholic beverages within the City of Lilburn as per the Alcoholic Beverage Ordinance.
 - 3) Mandate supervised action plans, suspend or revoke licenses as required.
 - 4) Advise the Mayor and Council, City Manager and DDA on issues and matters of concern regarding the Alcoholic Beverage Ordinance.
 - 5) Hear appeals concerning denial, suspension, revocation of licenses for Massage and Soft Tissue Manipulation establishments.

PLANNING COMMISSION (PC)

- Meetings held on the fourth Thursday of each month at 7:00 PM or as needed.
- Five-member board serving one year terms.
- Responsibilities:

To make recommendations to the City Council on rezoning applications, special use permits and changes to the Zoning Ordinance. The recommendations of the Commission are not binding, but rather meant to allow a full discussion and analysis of the development request.

ZONING BOARD OF APPEALS (ZBA)

- Meetings held on the fourth Tuesday of each month at 7:00 PM only as needed.
- Five-member board serving one year terms.
- Responsibilities:

To hear variance requests from the Zoning Ordinance. Some examples of requests typically heard by the board include requests to modify building setback requirements, height limitations, and parking requirements. The board also hears requests for special exceptions and appeals to the interpretation and administration of the Zoning Ordinance.

BOARD OF ADJUSTMENTS (BOA)

- Meetings only as needed.
- Five-member board serving one year terms.
- Responsibilities:

To receive all applications for appeal of decisions rendered by the Building Official. A simple majority constitutes a quorum. The Board may modify or reverse a decision of the Building Official by an alternative vote of the majority of the full Board of Adjustments.

MERIT BOARD (MB)

- Meetings only as needed.
- Five-member board serving one-year terms
- Responsibilities:
To hear and determine appeals and complaints respecting the official actions of the executive secretary, to make and report on investigations affecting classified employees, to examine and approve the annual report submitted by the executive secretary.

PLEASE RATE IN NUMERICAL ORDER OF PREFERENCE NO MORE THAN TWO OR THREE OF THE BOARDS OR COMMISSIONS YOU WOULD BE MOST INTERESTED IN SERVING ON SHOULD A SEAT BECOME AVAILABLE.

ARB ____ PC ____ ZBA ____ BOA ____ MB ____

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) **

NOTE: See Lilburn Downtown Development Authority's website for Application Information
www.downtownlilburn.com

- Meetings held on the third Wednesday of each month at 6:30 PM
- Seven-member authority serving four-year terms.
- Responsibilities:
Revitalize and redevelop the central business district of the City. Develop and promote for the public good and general welfare, trade, commerce, industry and employment opportunities and promote the general welfare of this state by creating a climate favorable to the location of new industry, trade and commerce within the municipal corporations of this state; Finance projects within the central business districts that will develop and promote the public good and general welfare. Work hand in hand with the Lilburn Community Improvement District. Issue bonds to finance projects, which will promote the foregoing objectives in accordance with Chapter 42, Section 36-42-1 of the Georgia Code.

**** DDA members are nominated by committee and approved by the Lilburn City Council**

ATTACHMENT B

PROCESS FOR SELECTING MEMBERS OF BOARDS, COMMISSIONS AND COMMITTEES

Application

The process begins with a person interested in serving a Board, Commission or Committee filling out the form: "Application for Board of Commission Appointment". Applications for appointment and orientation packets specific to the board or commission of choice are made available at the City Hall. Applicants are required to review the orientation packet prior to submission of their application and return a signed application and supporting information to the City Clerk by the required deadline, if applicable. The City Clerk retains applications for up to two years. The City Clerk also maintains a list of all individuals who have volunteered for a position. The City Clerk will maintain the applications of appointed volunteers on file for the duration of their service.

Committees and Task Forces

Note that the Mayor or Council may, from time to time, wish to set up a committee to study a specific topic and make recommendations for action. These are typically short duration efforts, and as such, these appointments may not follow the notification and selection process described below.

Notification

Prior to the expiration of a volunteer's term or upon notice of a resignation, the City Clerk prepares and distributes a notice to local media and the city website at least two weeks prior to the Council's appointment for all vacancies on City boards and commissions, including partial terms. If there is little or no response to the notice, the City Clerk will readvertise the position and extend the application deadline.

Objectives

Applicants may apply for more than one board or commission by indicating preferences on the application form. Individuals currently serving on a city board or commission are not prevented from applying for a different board or commission.

The City Council desires to give as many citizens as possible an opportunity to serve on the various boards and commissions, so a citizen will not typically serve on more than one board or commission at a time. However, a citizen may serve on any number of committees. The City Council will, whenever possible, assign a council member as an ex-officio member of each board and commission, both to provide a direct liaison to council and to keep board and commission members informed of council issues and concerns.

Appointment Process

The following is the general process followed by the Mayor and Council in the boards and commissions appointment process. The Mayor and Council members will be notified of upcoming appointments, and they may seek out candidates who have not applied and invite them to submit an application for consideration. The Mayor and Council members will be provided a list of applicants following the closing date for applications. Only those who have filed applications are considered for appointment. The Mayor and Council members are encouraged to discuss with each other information or suggestions that they may have concerning applications. The book of filed applications is maintained by the City Clerk and is available for review by the public.

1. The City Clerk will contact incumbents whose terms are expiring and inquire if they wish to be considered for re-appointment.
2. The Mayor, when necessary, may accept applications after the published closing date.
3. The City Clerk's office prepares a packet of information for the Mayor and Council members that includes the following:
 - a. Incumbent reappointment requests
 - b. Copies of applications for appointments on file

- c. Appointment recommendation(s) from the specific board or commission chairman
 - d. A summary on the specific board's purpose
 - e. Specific board composition requirements (professional designation, residency limitations, by-law requirements, etc.)
4. The Mayor and Council members are encouraged to conduct personal interviews with applicants.
 5. The information on an appointment will be given to the City Council members in the meeting agenda packet prior to the January council meeting.
 6. The Council will review the applicants for all appointments and their qualifications in Executive Session the night of the council meeting. A formal City Council vote is required at the Regular Council meeting and will normally be listed on the agenda.
 7. Upon appointment, volunteers are sent a letter of congratulations. Applicants who are not appointed will be advised in writing or email.
 8. The City Clerk provides the name and contact information of the new volunteer to the appropriate department staff person to coordinate a formal orientation.