



# Board, Commission and Committee Application

City of Plymouth  
201 S. Main  
Plymouth, MI 48170

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

Name	Date of Application
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Primary Phone Number	Secondary Phone Number	
Residential Address	Email Address (Required)	
City	State	Zip Code

Residency is required for most boards and commissions. I am interested in serving

Length of City of Plymouth Residency, in years	<input type="checkbox"/> Now <input type="checkbox"/> At a future date: _____
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**Describe any experiences that led to your desire to serve the City of Plymouth:**


**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 the board(s) or commission(s).**


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

Dates of Employment	Company Name/Location	Position and Brief Job Description

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

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

Thank you for your interest in serving on a committee, board, or commission in the City of Plymouth. If appointed, you will be one of approximately 90 citizens that serve in this volunteer capacity.

**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:** 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 734-453-1234 ext. 234 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 information disclosed on this form will be available to the public as part of Freedom of Information Act requests. I verify that at the date of this application I am not in default to the City and my application may be removed from consideration if I am found to be in default to the City.

**SIGNED:** \_\_\_\_\_ **DATE** \_\_\_\_\_

The information you provide will be used in the process of filling vacancies on boards and commissions, and in establishing special project committees. We will keep your application on file for at least two years, and will contact you when we have opportunities which match your areas of interest. If you have any questions, please call the City Clerk at 734-453-1234, ext. 234.

**For Office Use Only**

Verified by City Clerk (initials)	Date Verified (upon receipt)	Date Approved (prior to appointment)
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## Boards and Commissions Application Attachment

Please select the Boards and/or Commissions you are interested in serving on and check any skills or experience you may have related to that Board or Commission. Please note that even if you do not have any of the experience or professional background listed below, the City urges you to apply for consideration.

### Board of Review

Responsible for hearing appeals of all persons considering themselves aggrieved by assessments.

Members are appointed by the mayor with the approval of the City Commission. Members must be city residents and should be qualified by experience and/or training in matters related to real estate. Annual meeting is the first Tuesday following the first Monday in March, each year. Other meetings are held in July and December.

Please check below if you have experience in:

- Banking/Finance
- Property Appraisal/Assessing
- Real Estate/Development/Law (no agents or brokers)

### Cemetery Board of Trustees

Responsible for making recommendations to the City Commission for the proper control, maintenance, and improvement of the City's cemetery.

Members are appointed by the mayor with the approval of the City Commission. Members must be city residents. Annual meeting is the fourth Monday in May, additional meetings as necessary.

Please check below if you have experience in:

- Architecture
- Building Construction/Engineering
- Facilities Management
- Fundraising/Volunteer Coordination
- Genealogy/Research
- GIS/AutoCAD
- Historic Preservation
- Hospice/End of Life Care
- Landscape Architecture
- Local or Michigan History
- Non-profit Management
- Property Maintenance/Management
- Social Work

### Downtown Development Authority

Responsible for defining the boundaries of the downtown district and to provide for all other matters necessary and related thereto.

Members are appointed by the mayor with the approval of the City Commission. A majority of members shall have a property interest in the DDA. Members should have some background in fields related to the DDA's purpose. Monthly meetings are held on the second Monday of each month at 7:00PM.

Please check below if you have experience in:

- Advertising/Marketing/Public Relations
- Architecture
- Banking/Financing
- Building Construction
- Commercial Banking
- Commercial Real Estate/Development/Law
- Economic Development
- Event Planning
- Historic Preservation
- Property Appraisal/Assessing
- Property Maintenance/Management
- Real Estate/Development/Law
- Public Administration

### Economic Development/Brownfield Authority

Responsible for capturing tax increment revenues to be used for the assessment, mitigation, and clean-up of existing contamination.

Members are appointed by the mayor with the approval of the City Commission. Members must be city residents and should be qualified by experience and/or training in matters related to redevelopment. Monthly meetings are the third Wednesday of each month.

Please check below if you have experience in:

- Chemical Engineering
- Commercial Banking
- Commercial Real Estate/Development/Law
- Economic Development
- Environmental Engineering/Consulting/Law
- Property Appraisal/Assessing

**Historic District Commission**

Responsible for determining if exterior improvements within the City’s historic district meet the Secretary of the Interior standards.

Members are appointed by the mayor with the approval of the City Commission. Members must be city residents and should be qualified by experience and/or training in matters related to historic preservation. Monthly meetings are the first Wednesday of each month at 7:00PM.

Please check below if you have experience in:

- Architecture
- Building Construction
- Historic Preservation
- Land Use Planning
- Landscape Architecture
- Real Estate/Development/Law

**Housing Commission**

Responsible for serving as the Board of Directors for City Senior Citizen Housing Project, Tonquish Creek Manor.

Members are appointed by the City Manager. Members must be city residents and should be qualified by experience and/or training in matters related to the housing industry. Meetings are held the third Wednesday bi-monthly.

Please check below if you have experience in:

- Banking/Finance
- Building Construction/Engineering
- Housing Development/Law
- Property Appraisal/Assessing

**Planning Commission**

Responsible for the creation and maintenance of the City’s Master Plan, conducting site plan reviews, and recommending zoning changes to the City Commission.

Members are appointed by the mayor with the approval of the City Commission. Members must be city residents and should be qualified by experience and/or training in matters related to land use planning. Monthly meetings are held the second Wednesday of each month at 7:00PM.

Please check below if you have experience in:

- Architecture
- Building Construction
- Civil Engineering
- Facilities Management
- GIS/AutoCAD
- Historic Preservation
- Land Use Planning
- Landscape Architecture
- Property Maintenance/Management
- Real Estate/Development/Law
- Zoning

**Zoning Board of Appeals**

Responsible to hear and decide all matters related to persons who are unable to meet the zoning ordinance requirements and interpretation of the zoning ordinance.

Members are appointed by the mayor with the approval of the City Commission. Members must be city residents and should be qualified by experience and/or training in matters related to construction, land use planning and/or zoning. Monthly meetings are the first Thursday of each month at 7:00PM.

Please check below if you have experience in:

- Architecture
- Building Construction/Engineering
- GIS/AutoCAD
- Land Use Planning
- Landscape Architecture
- Real Estate/Development/Law
- Zoning