



65 Lawrenceville St. • Norcross,  
Georgia 30071  
Telephone (770)-448-2122 • Fax  
770-242-0824  
[www.norcrossga.net](http://www.norcrossga.net)

## 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 of Norcross. 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 Norcross 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 (BorC) appointments. The process for selecting members is given in Attachment B hereto.

Please seriously consider these questions before applying for membership on a BorC:

- Do I fully understand the role and responsibilities of this BorC?
- Am I willing to spend my time, skills and energy on the goals and mission of this BorC including preparation for and regularly attending meetings?
- Do I have skills and experience that will be useful on this BorC?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled BorC meetings?
- Can I work effectively with the other members of the BorC?
- 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. Also, most Boards and Commission members receive a small honorarium for attending up to 12 regular board meetings per year.

## APPLICANT INFORMATION

Applicant

Name \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

HomePhone:(\_\_\_\_\_) \_\_\_\_\_ Preferred E-Mail: \_\_\_\_\_

CellPhone:(\_\_\_\_\_) \_\_\_\_\_

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

b) Please briefly explain your reasons for wishing to serve on a Board or Commission:

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c) What skills and experience do you have that can be applied to the mission and goals of the BoC \_\_\_\_\_

d) 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 \_\_\_\_\_

e) How long have you been a resident of the City of Norcross? \_\_\_\_ Years \_\_\_\_ Months

f) 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 BorC? If yes, please explain:

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

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### **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? \_\_\_\_\_

**APPLICANT STATEMENT**

I understand that I am applying for appointment to a Board or Commission of the City of Norcross. 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. And 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 to:**

City Clerk  
City of Norcross  
65 Lawrenceville St.,  
Norcross,GA30071

## ATTACHMENT A

### BOARDS AND COMMISSION INFORMATION

#### **ARCHITECTURAL REVIEW BOARD (ARB)**

- Regular Meetings held the third Monday of each month at 6:00 p.m.
- Five member board with three year terms
- Responsibilities:
  - Review development proposals citywide. The following type of development require ARB approval before a building permit may be issued.
    - New permanent ground signs
    - New homes
    - New commercial buildings
    - Changes to commercial buildings
    - Changes to homes in the National Historic District

#### **AMERICAN DISABILITY ACT ADVISORY COMMITTEE (ADA)**

- Meetings as needed to hear complaints
- Five member committee with two year terms
- Responsibilities:
  - Under the direction of the ADA coordinator and governed by Roberts Rules of Order the committee shall devise rules and procedures for hearing complaints. The purpose of the committee shall be to conduct hearings and issue opinions in accord with the grievance procedure of section 90-75, and further, to ensure the city is in compliance with the application requirement of 28 CFR 35.

#### **CONSTRUCTION BOARD OF APPEALS (CBA)**

- Meetings as needed to hear complaints
- Three member board with four year terms
- Responsibilities:
  - Section 103 of the International Building Code allows the City of Norcross to establish a Construction Board of Appeals. A Construction Board of Appeals can overturn any decision, order or

interpretation of the Building Official (and associated codes adopted by the City of Norcross)

### **DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**

- Meetings held on the first Thursday of each month at 8:00 a.m. or as needed
- Seven member Authority with four year terms
- Responsibilities:
  - Revitalize and redevelop the central business district of the municipal corporation (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 and the development of existing 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;· Issue bonds to finance projects, which will promote the foregoing objectives in accordance with Chapter 42, Section 36-42-1 of the Georgia Code.

### **ELECTIONS BOARD (EB)**

- One training session per year required
- Available to work on election day from 5:30 a.m. until all duties have been conducted after the close of polls at 7:00 p.m.
- Five member board with the City Clerk serving as Election Superintendent and Chief Registrar.
- Responsibilities:
  - To conduct all elections in accordance with the Georgia Municipal Election Code, Title 21, Chapter 3 of the Official Code of Georgia Annotated (O.C.G.A. 21-3-1 et seq.), as now or hereafter amended.

### **HOUSING AUTHORITY BOARD (HAB)**

- Meetings as needed
- Five member board serving five year terms
- Responsibilities:

Pursuant to the authority provided in the Housing Authorities Law, this board creates policy and administers them as needed to provide a safe and affordable home for low income individuals.

### **PARKS AND GREENSPACE COMMISSION (P&G)**

- Meetings as needed
- Five member board serving four year terms
- Responsibilities:
  - To advise the City Council regarding the best use, development and maintenance of the parks and green space within the City of Norcross and to provide a focal point for citizen input for such recommendations.

### **PLANNING AND ZONING BOARD (P&Z)**

- Meetings on the third Tuesday of each month at 7:00 p.m.
- Five member board serving four 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 Board are not binding, but rather meant to allow a full discussion and analysis of the development request.

### **PLANNING AND ZONING BOARD OF APPEALS (B0A)**

- Meetings on the fourth Thursday of each month as needed at 7:00 p.m.
- Five member board serving three 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 exception requests and appeals to the interpretation and administration of the Zoning Ordinance.

**TREE BOARD (TB)**

- Meetings as needed, but no less than quarterly.
- Four member board serving three year terms.
- Responsibilities:  
To assist the Community Development Department in interpreting and enforcing the provisions of the Tree Preservation Ordinance (Chapter 105 of the City Code) and to advise the Mayor and Council on matters pertaining to the preservation of trees and conservation of tree canopy cover within the city.

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

\_\_\_\_ ADA

\_\_\_\_ P&G

\_\_\_\_ ARB

\_\_\_\_ P&Z

\_\_\_\_ DDA

\_\_\_\_ BOA

\_\_\_\_ EB

\_\_\_\_ CBA

\_\_\_\_ HAB

\_\_\_\_ TB

NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PLEASE RETURN THIS PAGE TO CITY HALL OR EMAIL TO [swuerzner@norcrossga.net](mailto:swuerzner@norcrossga.net)

\*Information subject to change\*

## **ATTACHMENT B**

### **Process for Selecting Members of Boards, Commissions and Committees for the City of Norcross**

#### **Application**

The process begins with a person interested in serving on a Board, Commission or Committee filling out the form: "Application for Board or Commission Appointment".

Applications for appointment and orientation packets specific to the board or commission of choice are made available at the Office of the City Clerk. 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 or Task Force 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 Policy meeting before the 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 re-advertise 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 or Task Forces.

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 cites 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 will also request appointment recommendations from the specific board or commission by contacting the Board Chairman. 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 applicants.

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 reappointment.
- 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:
  - Incumbent reappointment requests
  - Copies of Applications for Appointment on file
  - Appointment recommendation(s) from the specific board or commission Chairman
  - A summary on the specific Board's purpose
  - Specific Board composition requirements (professional designation, residency limitations, bylaw 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 Policy Meeting.
- 6) The Council will review the applicants for all appointments and their qualifications in Executive Session the night of the Policy Meeting. The formal City Council vote is required at the Regular Council meeting and will normally be listed on the consent 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.