

# CITY OF EAST LANSING

## BOARD/COMMISSION APPLICATION

*All applicants must be residents of the city except for members of the Arts Selection Panel, Downtown Development Authority (DDA), Downtown Management Board (DMB), University Student Commission (USC) and Seniors' Commission. This application form serves all boards and commission except for the USC. Applicants to the DMB must live or work within the DMB Special Assessment District. Applicants to the DDA must live within the city or have an interest in a business or property located within the DDA District. Applicants from the Seniors' Commission must be a city resident or a member of the PrimeTime Seniors Program. Applications, additional requirements and information are available from the City Manager's and City Clerk offices and the City of East Lansing website: [www.cityofeastlansing.com](http://www.cityofeastlansing.com).*

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:



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**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

### Arts Commission

Members of the Arts Commission must be city residents and should be persons who are interested, knowledgeable and reflect the diversity of the community. In addition, members should have some background in the arts. Please check below if you have experience in:

- Public Art
- Culture
- Performing Arts
- Visual Arts
- Arts Education and/or Marketing

### Arts Selection Panel

Members of the Arts Selection Panel should be persons who are interested, knowledgeable and reflect the diversity of the community. In addition, members should have some background in the arts. Please check below if you have experience in:

- Acquisition, placement and/or display of works of Public Art
- Culture
- Visual Arts
- Arts Education and/or Marketing



# CITY OF EAST LANSING

## **Board of Review**

Members must be electors of the city. Experience and/or training in matters related to real estate is preferred but not required. Please check below if you have experience in:

- Banking/Finance
- Property Appraisal/Assessing
- Real Estate/Development/Law

## **Building Authority**

Members must be city residents qualified by experience and/or training in matters related to real estate. Please check below if you have experience in:

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

## **Building Board of Appeals**

Members must be city residents and qualified by experience and/or training in matters relating to construction. Please check below if you have experience in:

- Architecture
- Building Construction
- Engineering

## **Commission on the Environment**

Members must be city residents and qualified by experience and/or training in matters relating to the environment. Please check below if you have experience in:

- Environmental Protection
- Conservation
- Waste
- Climate Change
- Energy

## **Downtown Development Authority**

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

## **Downtown Management Board**

Members must consist of commissioners that own or manage commercial property in the downtown. Please check below if you have experience in:

- New Business Development
- Business Recruitment and Retention
- Marketing and Promotion

## **Historic District Commission**

Members include one registered architect, four residents of the City's designated historic districts, and each member should have a clearly demonstrated interest or knowledge in historic preservation. Please check below if you have experience in:

- Architecture
- Building Construction/Engineering
- Historic Preservation

## **Housing Commission**

Members must be city residents qualified by experience and/or training in matters related to the housing industry, property management and/or neighborhood preservation. Please check below if you have experience in:

- Residential Real Estate
- Building Construction
- Housing Development/Law
- Property Appraisal/Assessing
- Property Management/Leasing
- Policymaking

## **Human Relations Commission**

Members must be city residents qualified to protect and promote human dignity and respect for the rights of all individuals and groups. Please check below if you have experience in:

- Disability Issues
- Mediation Experience
- Employment/Labor Law
- Human Resources/Personnel
- Diversity Issues



# CITY OF EAST LANSING

## **Library Board of Trustees**

Members must be city residents qualified to set policies concerning the management, supervision and control of city library facilities. Please check below if you have experience in:

- Policymaking
- Finance/Budget
- Advertising/Marketing/Public Relations
- Preparation of strategic planning
- Knowledge of or experience with fundraising
- Knowledge of or experience with levy campaigns
- Grants/Endowments
- Knowledge of libraries

## **Elected Officers Compensation Commission**

Member shall consist of registered electors of the city. Unless the appointment would create a conflict of interest or membership in incompatible offices, members of other city boards and commissions are eligible to serve on this board concurrently with their other board or commission appointment. Please check below if you have experience in:

- Policymaking
- Finance/Budget
- Public Sector Compensation

## **Parks, Recreation & Arts Advisory Board**

Members are appointed by the city council. Members must be registered voters in the city qualified by experience and/or training in a variety of disciplines. Please check below if you have experience in:

- Advertising/Marketing/Public Relations
- Banking/Finance
- Fitness/Recreation
- Forestry
- Land Use Planning
- Landscape Architecture
- Physical Education
- Public Administration

## **Planning Commission**

Members 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

## **Seniors' Commission**

Members are appointed by city council. Members must be city residents or an active member of the PrimeTime Seniors' Program. Please check below if you have experience in:

- Aging Issues
- Grant/Endowments
- Finance/Budgeting
- Marketing/Branding
- Wellness Programming (physical, intellectual, social, vocational, emotional, spiritual)

## **Transportation Commission**

Members are appointed by city council. Members must be city residents qualified by experience and/or training in matters related to transportation. Please check below if you have experience in:

- Engineering
- Budget/Finance
- Policymaking

## **Zoning Board of Appeals**

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



# CITY OF EAST LANSING

**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 517-319-6914 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:*

Office of the City Council, City of East Lansing, 410 Abbot Road, East Lansing, MI 48823  
Fax (517) 337-1607 E-mail: [tweiss@cityofeastlansing.com](mailto:tweiss@cityofeastlansing.com) Phone (517) 319-6869

